



2024-2025

PARENT HANDBOOK


Principal

Amy Briggs


Assistant Principals

Boutia Pourhashemi
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 8201 Lewinsville Road
McLean, VA 22102

 8:50 AM - 3:35 PM

 (703) 506-3400

 <http://springhilles.fcps.edu>

WELCOME TO SPRING HILL ELEMENTARY

We hope the information contained in this handbook will answer your questions concerning our school policies and procedures. Parents will be notified of changes as they occur through the FCPS messaging system News You Choose. Please keep this handbook for easy reference or visit our school website. All policies and regulations of the school are made with consideration for students' safety and/or preservation of instructional time.

MISSION STATEMENT

Spring Hill believes in...

- Modeling respect and integrity
- Increasing environmental involvement
- Supporting a safe learning atmosphere
- Sustaining superior academic expectations
- Instilling individual creativity
- Offering open lines of communication
- Nurturing each child's gifts

CORE VALUES AND BELIEFS

Spring Hill is an international and welcoming community where all learners come to grow. We foster joy and a love of learning through rigorous, inclusive, and innovative learning experiences to elevate global thinkers for their future.

CONTACT INFORMATION

School Office Telephone | 703-506-3400

Attendance Line | 703-506-3434 (24 hour answering machine)

Clinic Telephone | 703-506-3410

Cafeteria Telephone | 703-506-3421 (8:00 a.m.-2:00 p.m.)

Fax Line | 703-506-3497

FCPS School Bus Office | 703-249-7100

Transportation Emergency | 703-446-2000 (until *5:00 p.m.)

In event of a transportation emergency after 5:00 p.m. call the Office of Safety and Security at 703-764-2400

2024-25 SCHOOL CALENDAR



August 19	First Day of School
Aug. 30 - Sept. 2	Student Holiday (Labor Day Break)
October 3	Holiday - Rosh Hashanah
October 4	Student Holiday (Professional Workday)
October 28	3-hour Early Release
October 31	End of First Quarter - 2-hour Early Release
November 1	Holiday (Election Day)
November 4-5	Student Holiday (Professional Workday)
November 11	Holiday (Veterans Day)
November 25	3-hour Early Release
November 27-29	Holiday (Thanksgiving)
December 19 - January 2	Holiday (Winter Break) - Classes Resume on January 6, 2025
January 20	Holiday (Martin Luther King Jr.'s Birthday)
January 28	End of Second Quarter
January 29	Student Holiday (Professional Workday)
February 17	Holiday (Presidents' Day)
February 24	3-hour Early Release
March 17	3-hour Early Release
March 28	End of Third Quarter
March 31	Holiday (Eid-al-Fitr)
April 1	Student Holiday (Professional Workday)
April 14-18	Holiday (Spring Break)
April 28	3-hour Early Release
May 19	3-hour Early Release

May 26

Holiday (Memorial Day)

June 11

Last Day of School - 2-hour Early Release

BELL SCHEDULE

Monday - Friday: 8:50 a.m. - 3:35 p.m.

8:30 a.m. | Students may enter the building and report to their holding zones until the bell rings.

8:50 a.m. | The school day officially begins.

For safety and security, parents of tardy students are required to walk their children into the school building and sign them in at the main office to correct attendance records. This includes Kiss & Ride; car riders arriving after Kiss & Ride closes need to park and escort their child(ren) to the main office.

FCPS SCHEDULED 2 HOUR EARLY CLOSING TIMES

Students will be dismissed at 1:35 p.m. Please refer to the school calendar for specific early closing dates.

FCPS SCHEDULED 3 HOUR EARLY CLOSING TIMES

Students will be dismissed at 12:35 p.m. Please refer to the school calendar for specific early closing dates.

FCPS EMERGENCY DELAYED OPENING and EARLY CLOSING

All emergency closings are announced on the FCPS website, as well as local TV and radio stations. When there is no announcement, schools operate on schedule.

Announcements to parents are made via:

- [FCPS website](#)
- Posted to FCPS Facebook and Twitter
- Posted on TV Channel 21 (Cox Communications, Reston Comcast, and Verizon cable customers)
- FCPS Cable TV channels 21 and 25
- Radio and local news channels

2 Hour Delayed Opening:

School Begins at 10:50 a.m. (Students may enter the school at 10:30 a.m.) School Dismissal will be 3:35 p.m.

Unscheduled Early Dismissal:

Students are directed to go home in their usual manner. All after school activities are canceled. SACC students will report to the SACC room.

Please plan ahead to make sure your child knows what to do in event school closes early and you may not be home:

- Does your child have a key to get inside the home?
- Should they go to a neighbor's home?
- We suggest keeping a reminder note inside your child's backpack.

ATTENDANCE

PICKUP PATROL

PickUp Patrol is a cloud-based web application that automates the after-school dismissal process by combining powerful tools for school offices and a convenient mobile "app" for parents. It eliminates the need for parents to write notes or make phone calls to change their children's after-school plans, which increases office productivity, decreases classroom interruptions, and assists with ensuring student safety.

To make a dismissal change you will simply login, select a date, choose your child's name and a dismissal option, then click on submit and that's it! You can make plan changes at your convenience, and submit them days, weeks, or even months in advance. And, for added security, you'll receive a confirmation email each time a change is made.

Joining PickUp Patrol

Prior to the first day of school, you will receive a "Welcome to Pickup Patrol" email with login instructions. Once logged in, create your child(ren)'s dismissal plan(s) for the remainder of the year. Please watch this video [PUP How it Works video](#) or use this tool [PUP from Parents POV](#) to familiarize yourself with the program. If your Registration link has expired, please contact Morgan Ackourey (mtackourey@fcps.edu) for a new link.

You can find more information here: [PickUp Patrol | Spring Hill Elementary School](#).

PARENT SCHEDULED EARLY DISMISSAL

If you need to pick your student up before the end of the school day, please notify us by submitting a dismissal change through [PickUp Patrol](#). Changes can be entered from a smartphone or computer days, weeks, or months in advance, and at any time **up until 2:00 pm on the day of the change.**

After 2:00 pm, changes will not be accepted through Pick Up Patrol. You will need to contact the main office.

Parents must come into the office and sign out their child/ren. Students will not be released during the school day to anyone not listed on the student's Emergency Care Form or to any person not authorized in writing by custodial parent/guardian to assume responsibility for them.

In the event parents send another person to pick up their child at school during school hours, a written note must be signed by the parents. Photo identification will be required.

Students may be released to either parent unless a custody order from the court names one parent to have sole custody. A custodial parent is a person who has legal custody of the student.

ABSENCES

All students are expected to arrive at school on time and attend school every day, unless the absence or tardiness is due to an FCPS excusable reason. During your child's formative elementary school years, it is important that regular school attendance be encouraged and practiced. Please try to avoid planning vacations and appointments during scheduled instruction.

Notify the school by 8:30 a.m. *every* day your child will be absent or tardy for any reason.

Parents who do not notify the school by 9 a.m. to verify their child's absence will be contacted by FCPS.

- **Enter the absence in [PickUp Patrol](#). This can be done days, weeks, or even months in advance for planned absences.**
- **Call the Dedicated Attendance Line: [703-506-3434](tel:703-506-3434)**
The answering machine is available for leaving messages after hours and on weekends.
- **Long term absence:** Please contact the school principal directly in advance of absence dates. Homework is not provided ahead of time for children who are being pulled out of school for family vacations.

When leaving messages for attendance purposes, it is important to include all the following with the notification:

- Student(s) First and Last name
- Grade and Homeroom Teacher
- Parent/Guardian Contact Information
- All of the above information is already included in PickUp Patrol with your account, however when submitting an absence using PickUp Patrol OR a phone message, please remember to include:
 - Date(s) of absence
 - As much detail as possible about the reason for absence: illness, out of town, tardy, etc.

EXCUSED ABSENCES

An excused absence is one for which parents or guardians have prior knowledge, consent, and/or legitimate reason. Legitimate reasons may include: illness (including mental health and substance use illnesses), injury, funeral, legal obligations, medical procedures, suspensions, religious observances, military obligation, deployment of a military family member, or visit from a family member who has immediately returned from deployment, emergency conditions in the student's home which require temporary help from the student to care for a sick or injured family member, civic engagement (one partial school day per year) as provided in the current version of Regulation 2234, Student Responsibilities and Rights, or another reason acceptable to the principal or his or her designee. The principal or his or her designee determines whether or not absences will be excused and may require a physician's note in cases of chronic or long-term illness. Parents or guardians and students are encouraged to prearrange excused absences when possible.

UNEXCUSED ABSENCES

An unexcused absence is one for which the parent or guardian does not have prior knowledge, consent, and/or legitimate reason. Examples of reasons that are not justified and will result in an unexcused absence include: family and/or student vacations, child care situations, non-school related activities, missed school bus, or other reasons unacceptable to the principal or his or her designee. This definition holds for all day and period absences.

When students are absent without prior communication between the parent or guardian and the school, FCPS will notify the parent or guardian via eNotify, the FCPS phone/electronic communication to confirm the child's absence.

Failure to notify the school of your child's absence will also result as 'unexcused absence' on your child's report card. This is done for the safety of your child and to assure parents that their children have been accounted for daily. After five or more days of unexcused absences it will result in a letter due Virginia State Code 22.1-254 requiring that we reach out to the parent and/or guardian to develop a plan of action. More information can be found on our [FCPS attendance page](#). Missing even two days a month can negatively impact a child's academic achievement and we want to partner with you to work toward your child's success.

Any student missing ten (10) percent of the school year for any reason is considered chronically absent and may require additional support or intervention.

Any student missing 15 consecutive days is automatically withdrawn from enrollment.

MISSED ASSIGNMENT REQUESTS FOR ABSENT STUDENTS

Homework is not provided ahead of time for children who are being pulled out of school for family vacations. If your child is absent due to illness, and you would like to obtain homework from the teacher, please email the teacher. Materials should be posted on Schoology on a regular basis.

PARENT OBSERVATIONS

The following guidelines have been developed in order to maintain a safe and secure learning environment at Spring Hill Elementary School. In the event a family would like to observe a student or have a clinician observe a student in their classroom environment, the following policy points must be followed: Parents/observers must contact the Principal and Assistant Principal in advance to arrange a mutually agreed upon date and time to observe in the school setting. Please provide specific reasons for the visit to assure the observation is productive and appropriate. Permission is required in order to arrange the observation.

- Parents must sign a confidentiality release form before a visitor/observer is allowed an observation.
- The school administrator will be present during all observations.
- Observations are set for a limited amount of time not to exceed 30 minutes (or time determined by administrator) in an individual classroom setting. This will assure a limited amount of disruption and distraction for the students and teachers. If the parent/guardian would like to complete more than one visit/observation, he/she must seek permission from the school administrator.

- If a parent wishes to bring another visitor/observer with him/her, permission must be sought from the school administrator. Other family members, consultants/advocates, therapists and/or other professionals visiting must be approved by the administrator.
- The school administrator reserves the right to refuse or decline an observation or visit if it is deemed inappropriate or if it is believed the observation may cause a disruption to the educational environment.
- No pictures, video taping or electronic devices will be allowed during the observation.
- Shadowing of students is not permitted.
- All visitors are required to check in at the main office.

STAY CONNECTED

The best way to stay up-to-date with the latest information pertaining to Spring Hill Elementary is to visit our school website. In addition, a school newsletter is sent out to our community every few weeks with updated information. In order to receive our school newsletter, parents must subscribe by visiting the website below.

[Spring Hill Newsletter Link](#)
[Sign Up to Receive the Newsletter Here](#)



[Spring Hill Elementary Website](#)

STUDENT RIGHTS AND RESPONSIBILITIES (SR&R)

Parent/Guardian Signature Sheet

Please log on to your SIS ParentVue account and sign to acknowledge review of this document OR sign and return the Signature Sheet to your child's school **by September 27, 2024**.

The Constitution and the laws of the United States and the Commonwealth of Virginia give students many legal rights and liberties. School Board policies and regulations provide students many privileges as well, according to their ages and maturity levels. Students may exercise these rights and privileges as long as they do not interfere with the rights of others or the schools' ability to provide a safe learning environment.

FCPS students have the right to...

- Attend a safe, welcoming school and belong to a community that values and promotes learning alongside social and emotional skill development through a positive behavior approach.
- Expect courtesy, fairness, and respect from school staff members and other students.
- Expect that all property will be safe and not damaged.
- Express opinions freely through speech, assembly, petition, and other lawful means.
- Advocate for change in any law, policy, or regulation.
- Present a concern or complaint to teachers, counselors, or the school principal if the actions, inactions, or decisions made by a school official do not seem to be in the best interest of the student, and to expect a response.

- Present a concern or complaint to the regional assistant superintendent if not satisfied with the resolution of a complaint presented to the principal, and to expect a response.

STUDENT RESPONSIBILITIES

FCPS expects students to balance expression of their rights with observance of their responsibilities. Even the youngest children can demonstrate accountability by treating others fairly and following the rules.

In FCPS, students have the responsibility to:

- Attend school regularly and on time, and follow assigned schedules.
- Follow rules, procedures, and processes.
- Dress appropriately for a K-12 educational environment.
- Respect the authority of staff members.
- Respect the rights and property of others.
- Respect others' beliefs and differences.
- Refrain from using words, images, or gestures that are obscene, violent, disruptive, or disrespectful.
- Resolve disputes peacefully.
- Refrain from bullying or hurting other students.
- Tell school staff members about any behavior that may cause danger to anyone.
- Request access to social, emotional, and behavioral supports when needed.

The Rules of Student Conduct apply to students at all times:

- In school buildings
- On school grounds
- In virtual classroom environments
- On buses and other school vehicles
- At bus stops
- On the way to or returning from school
- At school and school-related activities both on and off school property
- Off school property and outside school hours if the conduct is detrimental to the school, adversely affects school discipline, or results in a criminal charge or conviction

Parents and students can review specific information pertaining the Rules of Conduct by visiting <https://www.fcps.edu/about-fcps/policies-regulations-and-notices/student-rights-and-responsibilities>

SIS PARENTVUE

Parent View Account Validation

You must have an active SIS Parent Account to be able to log in to Schoology. The same login will be used to access both the SIS Parent Account and Schoology systems.



Digital Consent and Opt-Out Forms should be filled out in ParentVue through the [Parent Digital Consent System](#).

SIS Parent View Account will provide access to view your child's student information, including attendance, report cards, class schedules, gradebook (for Middle and High School students), course history, discipline, health, and school information, establishing another form of

communication between home and school.

Existing Families: You will use the same username and password you established when setting up your SIS Parent Account. If you forgot your password, click “Forgot Password” and follow the prompts to receive an email to reset your password. If this does not work or you never activated your account, please reach out to our registrar, Ms. Young-Joo Kim, @ ykim1@fcps.edu for assistance.

New Families: To all parents who have students new to FCPS, FCPS will mail SIS Parent Account registration letters prior to the first day of school. Once a parent has their registration letter (with an activation key printed on the letter), they can register from their home computer. We suggest waiting for two-three minutes between activating an account and logging in for the first time to allow for synchronization of the data. If a parent received a letter, but did not act within the allotted 45 days, please contact our registrar, Ms. Young-Joo Kim, @ ykim1@fcps.edu.

BUS TRANSPORTATION

The dedicated transportation teams work together to ensure the safe transportation of our students. If you have concerns or problems relative to the transportation of your child, please **contact the Office of Transportation (703-249-7100)**. When you call the Transportation Office, ask to speak to the transportation supervisor responsible for Spring Hill Elementary School. The office is open until 5:00 p.m. After 5:00 p.m., emergency calls will be handled by the Office of Safety and Security at 571-423-2000.

Kindergarten Students: Kindergarten students riding on afternoon school buses will be returned to school unless they are met at the bus door by a parent, guardian, caregiver, or sibling who is middle school age or higher and asked for by name.

At Spring Hill Elementary, our bus riders are expected to:

- Follow all FCPS rules listed in the Student Rights and Responsibilities booklet.
- Avoid crossing over or playing on private property.
- Arrive at the bus stop 5-10 minutes prior to the scheduled pick up time.
- Remain seated and talk quietly after boarding the bus.
- Cooperate with the safety patrols and bus drivers.

Student failure to exhibit acceptable standards of conduct while riding a school bus can result in a suspension of bus transportation privileges. Procedures for safe transportation are discussed with all students at the beginning of the school year. Parents’ reinforcement of the rules for safe loading and unloading of buses and of standards for behavior on buses and at bus stops is essential and will promote safety. School buses will pull into the bus lanes in the front of the school. Students will enter the school from their buses through the front lobby doors. Adults will be present at arrival and dismissal times to ensure your child’s safety.

Stay up-to-date on school bus arrivals with FCPS’ bus delay notification system (<https://busdelay.fcps.edu>). This system provides parents with timely notification of late bus route information. Parents may access the Bus Delay Notification System or use the FCPS Mobile App to receive the delayed bus report. Morning route information will be available until noon. Afternoon bus route information will be available from 1 to 7 p.m.

KISS AND RIDE PROCEDURES

Our number one mission is to keep our children safe. Our Kiss & Ride area was established to provide a location where parents may pick up or discharge their children from personal vehicles. Our Kiss & Ride is located on the right side of our building, separate from the bus loading and unloading areas. **Do not drop your child off in the crosswalks as it is unsafe.**

For the process to work safely and efficiently, adult supervision is necessary to oversee and direct traffic in these areas. Staff members will be stationed at the Kiss & Ride to help children get out of the cars safely and enter the building through the rear doors. The Kiss & Ride area becomes very congested. Please follow these safety procedures to ensure the safety of your child and all students:

- **THE USE OF CELLULAR DEVICES IS STRICTLY PROHIBITED IN THE KISS & RIDE LINE.**
- Please make sure your child(ren) is prepared and ready to exit the vehicle upon arrival.
- Drive slowly and look for direction from staff and patrols.
- Pull forward **as far as possible before** loading or unloading.
- Load and unload from the passenger side of the car only.
- Do not park in the Kiss & Ride lane and leave your car unattended.
- Exit the Kiss & Ride promptly after loading or unloading children.
- Look carefully for students who may be crossing in front or behind you.

Kiss and Ride Arrival

Car riders are asked to arrive at school no earlier than 8:30 a.m. Students are not able to enter the school before this time. Upon exiting the vehicle, students will follow the direction of patrols or staff. Parents and students arriving after Kiss & Ride closes at 8:50 a.m. should park their vehicle and walk their students into the front door entrance. See Kiss and Ride map below.

Enter the Kiss & Ride lane from Lewinsville Road. Loop around the school's parking lot and follow the directions of staff. You will be directed to pull forward and a staff member will open the door for your child when it's time to be released from the car. Your child should be seated on the passenger side of the car as they will exit from the right side only. Parents must stay in their vehicles at all times. Kiss & Ride cars will exit right onto Lewinsville Road.

Kiss and Ride Dismissal

Enter the Kiss & Ride lane from Lewinsville Road and loop around the school's parking lot and follow the directions from staff. You will be directed to pull forward. Please have displayed your kiss and ride number on the passenger side front window. A staff member will call your child(ren). Students will then enter the vehicle from the passenger side of the car.

Kiss & Ride numbers are given to every family regardless of whether it is used or not. Numbers were given out during Open House and will be sent home to those families who were unable to attend. All teachers will have access to the numbers and can assist you if you don't know your child's number.

Please remember to not pass cars in the Kiss & Ride lane.

CLINIC/HEALTH ROOM

The purpose of health room services in school is to partner with you to keep your child in the best position to learn. Services provided include:

1. Care of sick and injured students until parents arrive to get their child.
2. Hearing and vision screening (grades K, 3, new to Fairfax County Public Schools (FCPS), and those students referred by teachers and parents).
3. Administration of care for students with identified problems or conditions during the school day.

If your child is injured or becomes sick at school, we will notify you immediately. If we cannot reach a parent, we will call someone listed on your Emergency Care Form.

Please remember that your child should be fever-free for 24 hours, *without medication*, before returning to school.

In the case of severe emergencies: 911 will be called and parents will be notified. A staff member will accompany the ambulance with your child and await your arrival to the ER at the hospital.

- **Contagious Illnesses:** In accordance with the communicable disease policy for Fairfax County Public Schools, students with symptoms such as rashes, skin eruptions, watery and inflamed eyes, fever, sore throat, vomiting or diarrhea should stay home until the doctor evaluates their symptoms and determines whether they are contagious.

Parents will be contacted and expected to take their child home if he/she is sent to school with symptoms of an illness, becomes sick, or develops a rash.

Please notify the school office if your child should contract the flu, Covid 19, chicken pox, strep throat, measles, or any other contagious disease.

- **Immunizations:** Before entering a public school (preschool, FECEP, and grades K-12), documentary proof shall be provided of adequate age appropriate immunization with the prescribed number of doses of vaccine.

Vaccines must be administered in accordance with the harmonized schedule of the Centers for Disease Control and Prevention, American Academy of Pediatrics, and American Academy of Family Physicians and must be administered within spacing and age requirements (available at <http://www.vdh.virginia.gov/Epidemiology/Immunization/acip.htm>). Please refer to the Student Registration website for the most current immunization requirements as they are subject to change: <http://www.fcps.edu/dss/osp/StudentRegistration/registration-requirements.shtml>

Rising 7th grade students are required to have a booster dose of Tdap (tetanus, diphtheria, acellular pertussis). Middle school students cannot begin school in August without providing documentation of the Tdap booster to their child's FCPS middle school.

MEDICATION

STUDENTS MAY NOT TAKE MEDICATION AT SCHOOL UNLESS FCPS GUIDELINES ARE FOLLOWED:

1. Parent or guardian may authorize administration of the following medications at school by completing, signing, and dating Parts I & II of [AUTHORIZATION FOR MEDICATION](#) form:
 - Over-the-counter medication may be given on an as-needed basis throughout the school year **ONLY** as a pain reliever for headaches, muscle aches, orthodontic pain, or menstrual cramps.
 - Over-the-counter medication for conditions other than those above may be given up to ten consecutive school days.
2. A physician must complete, sign, and date the order on Part II of the medication form for all medication other than situations noted above. Part I of the authorization form must be completed and signed by the parent or guardian. In addition, the **AUTHORIZATION FOR USE OF INHALER** form requires parent and student signature on Part II as well as the physician signature.
3. Written medication orders on Part II of the medication form must include:
 - Diagnosis
 - Name of medication – no abbreviations
 - Dosage
 - Time at which the medication is to be taken
 - Sequence of medication when more than one is prescribed
 - The exact condition or symptom if given on an as-needed basis
 - Interval between dosages – repeat as necessary is not acceptable
 - Duration of medication order or effective dates
4. Medication label **MUST** match written order:
 - All prescribed medication, including physician samples, must be in a container labeled and dated by a pharmacist or physician with name of student, name of medication, dosage, and time to be taken.
 - All over-the-counter medication must be in the original container and labeled by parent or guardian with name of student, dosage, and time to be taken.
5. The first dose of any new medication must be given at home.
6. **The parent or guardian must transport medication to and from school. With parental permission, high school students may transport over-the-counter medications to and from the school health room.**
7. At the beginning of each school year a new medication form is required. Forms are in the health room or online at <https://www.fcps.edu/registration/forms>.
8. Each time there is a change in the dosage or time, a new authorization form is required. The new medication order and container label must match.

9. Students must go to the health room to receive medication. Medication can only be given one-half hour before or one-half hour after the prescribed time.
10. For as-needed medication, parents should inform the health room if the medication was given at home before school hours. This will prevent students from receiving medication too close to an earlier dose.
11. Parent or guardian must collect any unused portion of medication within one week after expiration of the effective date on the order form. Medication not claimed within that period will be discarded.
12. Medication that has not been picked up by the closing bell on the last day of the school year will be discarded.

HELPING OUR CLINIC AIDE

- **Keep sick children home.** It is difficult for students to concentrate on school work when not feeling well. Children with fevers (temperature of 100.0 degrees or higher), vomiting, or diarrhea are infectious and should not stay in school.
- Children with fevers should not return to school until at least 24 hours after their temperature returns to normal, **without** the use of fever reducing medications.
- Advise the school health aide of any **special health concerns as soon as possible.**
- **Provide current and updated home, work, and alternate telephone numbers** for the Emergency Care Information form.
- Notify both the school health room and the physical education (PE) teacher if your child has any PE restrictions.
- **Come quickly to pick up your child** when school staff calls to notify you that your child is not feeling well. Though the school health room provides a variety of first aide interventions, students who do not feel well after 20 minutes of rest cannot learn well and should be cared for at home.
- Children should not return to school until **24 hours after** the last episode of vomiting and/or diarrhea **and** should remain at home until they can resume eating and drinking all foods and fluids as normal.
- When medication must be administered during the school day, please have the child's physician complete the **appropriate medical authorization form** for all medications, inhalers or Epinephrine authorization orders. These forms can be found on www.fcps.edu, click on forms, then on medical forms.
- **An adult must bring the medication to the school** health room or office with all of the completed and signed forms. Medication containers must be properly labeled (your pharmacist will usually provide an extra container if you request it).
- Over the counter (OTC) medications may be given up to **ten** consecutive school days with the parent's or guardian's signature on the FCPS Medication Authorization form before a physician's authorization is required; OTC pain medications may be authorized for the school year by parents/guardians for specific pain symptoms (such as headaches, menstrual cramps, or orthodontic pain).

- Cough drops and throat lozenges may be carried and used by students as needed throughout the school year, provided that they are in the original container or packaging. Students must not share cough drops or throat lozenges under any circumstances.

EMERGENCY INFORMATION

At the beginning of each school year, parents are asked to complete and return an Emergency Care form for each child attending Spring Hill. Throughout the year, as telephone numbers and other emergency information changes, please let us know as we must keep our records current. Emergency care information can be securely updated by parents online through their parent SIS account. Follow the link to wecare@school. The link to this site can be found in Schoology. Additionally, it is most important that you identify an emergency contact person who can act on your behalf until the school can reach you. Please indicate someone other than yourself as an emergency contact. If your child has an emergency at school, you will be contacted first. If you cannot be located, your emergency designee will be called.

Only those listed on the Emergency Care Form will be permitted to pick your child up from school. Siblings, relatives, etc. not listed on this form will not be permitted to take your child from school.

EMERGENCY PREPAREDNESS

All FCPS schools have crisis management and emergency preparedness plans in place. These plans are designed with the help of our school system's security planning staff, local law enforcement, and emergency management officials. Plans are regularly reviewed and updated. The plans include procedures to respond to critical natural incidents like fires and tornadoes; we practice these drills regularly throughout the course of the school year.

In addition to fire and tornado drills, we practice lock-down drills. A lock-down is a well-established procedure designed to protect students and staff members in a case in which there might be threats of violence within a school. During a lock-down, students remain in their classrooms or are escorted to classrooms if they are in the halls. All interior and exterior doors are closed and locked. Once the facility is rendered safe and students are accounted for, the school is returned to normal operation.

While we have no reason to believe that any threat of violence will arise, it is always best to be prepared. It is important for students and staff members to thoroughly know and practice procedures so that we can effectively implement a lockdown in the event one becomes necessary. Training drills help ensure a calmer, more effective lockdown should one occur.

All schools are required to complete two lock-down drills in the month of September and then two additional drills later in the school year. If you have any questions about these safety drills, please do not hesitate to contact administration. Parents are encouraged to become familiar with emergency response terminology:

Lockdown - Lockdown is used to describe enhanced security measures taken to protect against potentially violent intruders who have entered the school. No one is permitted to enter or exit the school until public safety officials give the "all clear."

Secure the Building - Used if the threat is outside the building (example, a robbery near the school). Outside activities are canceled; all exterior doors are secured while staff members and

students are free to move about inside the building. No one is permitted to enter the school until public safety officials give the “all clear.”

Shelter-in-Place –Procedures used to temporarily separate people from hazardous outdoor atmosphere, such as a hazmat incident. No one is allowed to enter the school until public safety officials give the “all clear.”

Stay Put, Stay Tuned – Implemented at the request of public safety officials to limit the impact on the transportation infrastructure. Normal end-of-day release will not occur until authorized by public safety officials. Parents are allowed to “check out” their students from school.

Emergency communication will be sent via the FCPS emergency messaging system. Please visit the Fairfax County Public Schools website: Emergency Preparedness and Support Frequently Asked Questions: <http://www.fcps.edu/emergencyplan/faq.shtml>

CAFETERIA

All of our students eat in our school cafeteria for lunch. Students have a wide variety of food items to choose from including our school salad bar. We are also proud to offer breakfast for students that would prefer to eat at school before their instructional day begins.

Breakfast

Any student that would like a school breakfast needs to stop by the cafeteria by no later than 8:50 AM.

Lunch

All of our students will eat lunch in the cafeteria with their peers each day. Our cafeteria is supervised by our cafeteria hostess, a custodian, and one or two additional staff members. Vegetarian and peanut-free options are available. For information about food and nutrition services, please visit the websites below.

Joining your child for lunch

Parents are invited to join their child for lunch. Adult lunches cost \$4.50. We ask that dining guests check in at the office for a visitor’s badge before meeting the child’s class in the cafeteria.

Description or Department & Links
Food and Nutrition Services
Prices, Lunch Account Prepayments, and Refunds
Free and Reduced-Price Meals
Food and Nutrition Services Contacts

VISITORS

A visitor is defined as anyone who is not employed regularly at Spring Hill Elementary: parents, volunteers, employees of FCPS who do not work regularly at the school, and others. SHES has a visitor management system to improve the security of our students and staff during the work day. This electronic sign in system requires that every visitor scan their license and obtain a photo label name tag before leaving the front office. Visitors include any person on the school property during the course of the instructional day.

For each visitor's initial visit, registration on the visitor system will be required. Please plan on a few extra minutes to register on your first visit to our school.

The safety and security of students is always a top priority at Spring Hill ES. We welcome visitors! Per FCPS guidelines, our visitors may be required to wear masks whenever and wherever students are involved, depending on current health conditions.

Visitations may only occur when they do not distract from the instructional program. Therefore, all classroom visitations must be pre arranged with the teacher and/or principal. Student visitors from other schools (cousins, visiting friends, etc.) are not permitted to observe or visit in a classroom. Visitors to SHES are requested to complete their cell phone conversation before entering the school building. Cell phones need to be turned off, or put in airplane mode, while in the building.

SHES PROGRAMS

ADVANCED ACADEMICS

We are proud to offer comprehensive Advanced Academic Services at Spring Hill Elementary. Fairfax County Public Schools (FCPS) believes in developing the strengths and talents of all students. Every student needs to be challenged and engaged in exciting learning experiences.

FCPS policies and procedures are grounded in equity and inclusion. Our commitment to providing rigor to all students is part of the [FCPS strategic plan](#). AAP offers a continuum of advanced academic services to meet a broad range of student needs. We take a holistic approach that uses a variety of assessments to determine the level of service to match the child's current needs.

What all students at Spring Hill Elementary receive:

- Critical and creative thinking lessons.
- Access to AAP curriculum and strategies.

Some students need a differentiated curriculum to address their cognitive and social-emotional needs. These students receive additional AAP services based on:

- Academic needs beyond peers at their grade level.
- Strengths in language arts, mathematics, science, and social studies.
- A need for increased depth, complexity, and pace of instruction.

Students' advanced academic needs may change over time. The AAP continuum of services develops and builds on students' current strengths and talents. At Spring Hill Elementary, we provide all four levels of AAP services to students.

Level I: Grades K-6 – All students receive talent development lessons with critical and creative thinking strategies and AAP curriculum lessons.

Level II: Grades K-6 – Identified students receive AAP curriculum lessons in the general education setting in areas of academic strength.

Level III: Grades 3-6 – Identified students receive AAP curriculum lessons in more than one academic content area. The Advanced Academic Resource Teacher (AART) leads these lessons. Programming has increased depth and complexity in several content areas.

Level IV: Grades 3-8 – Identified students receive AAP curriculum lessons full-time. Programming has increased depth, complexity, and pace in all academic content areas.

Please visit <https://www.fcps.edu/academics/academic-overview/advanced-academic-programs> for more information pertaining to AAP services in FCPS.

For Spring Hill Elementary AAP Information, please visit <https://springhilles.fcps.edu/academics/advanced-academics-programs>

ART, MUSIC, & PE



Art

Art instruction is provided to all students for one hour weekly. Students have the opportunity to work with a variety of mediums, which include clay, paints, drawing materials and paper. All classes are aligned to the specific grade level's curriculum.

General Music

Students in grades K-6 receive weekly general music instruction. Children sing, listen, improvise, move to music, and play instruments.

Physical Education

Two physical education (P.E.) teachers serve our school and instruct students in grades K to 6 for weekly instruction. Appropriate dress for P.E. includes tennis shoes, socks and pants or shorts. (Girls who wear a dress or skirt on days they have P.E. classes should also wear shorts under the dress.)

Name	Position	Email
Christopher VanOrmer	Physical Education Teacher	cvanormer@fcps.edu

Scott Worthington	Physical Education Teacher	shworthingto@fcps.edu
Carolyn Gore	Art Teacher	CGoreAshe@fcps.edu
Danielle Lasley	Art Teacher	dnlasley@fcps.edu
Marilyn Harwood	General Music Teacher	MLHarwood@fcps.edu
Cristin McPhilamy	General Music Teacher	cmcphilamy@fcps.edu
Yueh Ching Lee	FLES Teacher	ylee5@fcps.edu
Wei Shen	FLES Teacher	wshe1@fcps.edu

COUNSELING AND MENTAL HEALTH

Spring Hill Elementary is proud to offer school counseling services to students and parents seeking guidance for choosing the appropriate path for their child. Our belief is that all students can achieve academic success and make effective decisions regarding their emotional well-being. Ms. Rinker and Dr. Trigiani work with students in a variety of different capacities, including classroom lessons, group, and individual counseling. Our counselors help students grow personally and socially in:

- Developing self-knowledge.
- Making effective decisions.
- Developing social skills.
- Making healthy choices.
- Resolving conflicts.

School counselors assist students in educational planning by:

- Setting, reflecting, and reaching goals.
- Developing a positive attitude toward learning.
- Understanding individual learning styles.
- Developing an educational plan.
- Providing academic advising.
- Improving study and test-taking skills.
- Recognizing and utilizing academic strengths.

Spring Hill Elementary also has a part-time school psychologist and school social worker who offer a variety of services pertaining to mental health. Family input is paramount to their work in understanding the whole child.

Name	Position	Email Address
Erin Rinker	School Counselor	erinker@fcps.edu
Judy Trigiani	School Counselor	jororketrigi@fcps.edu

FCPS Websites:

School Counseling Services:

<https://www.fcps.edu/resources/student-safety-and-wellness/school-counseling-services>

School Psychology Services:

School Social Work Services:

CHINESE [FLES]

We are proud to offer all students 60 minutes per week of Chinese FLES (Foreign Language for Elementary Students) Instruction in grades K-6.

Name	Position	Email
Yueh Ching Lee	FLES Teacher	ylee5@fcps.edu
Wei Shen	FLES Teacher	wshe1@fcps.edu

Benefits of Being Bilingual

Many studies show the advantages of bilingualism and biliteracy. Benefits range from cognitive to economic to socio-cultural. The Center for Applied Linguistics notes these benefits of early language learning.

Learning a second language:

- Has a positive effect on intellectual growth
- Enriches a child's mental development
- Promotes flexible thinking
- Develops greater sensitivity to language and a better ear for listening
- Improves a child's understanding of his/her native language
- Gives a child the ability to communicate with people s/he would otherwise not have the chance to know
- Opens the door to other cultures
- Helps children understand and appreciate people from other countries
- Gives a student a head start in language requirements for college
- Increases job opportunities

CHORUS, BAND, AND STRINGS

Spring Hill Elementary allows students to participate in band and/or strings. Students in grades 4-6 have the opportunity to participate in strings/orchestra while students in grades 5 and 6 have the opportunity to receive band instruction.

All students in kindergarten through sixth grade still receive at least one hour of general music instruction during the course of an academic week. Students in grades 5 and 6 can also choose to participate in chorus. The fifth and sixth grade chorus each meet once a week during school hours to prepare for various FCPS and school sponsored assemblies.

Name	Position	Email Address
Christian Donlon	Band	cfdonlon@fcps.edu
Margot Mezvinsky	Strings	mlmezvinsky@fcps.edu

Marilyn Harwood	General Music/Chorus	MLHarwood@fcps.edu
Cristin McPhilamy	General Music/Chorus	cmcphilamy@fcps.edu

MULTILINGUAL LEARNER SERVICES

We offer comprehensive Multilingual Learner Services at Spring Hill Elementary. Our ESOL Services are individualized to meet students' English language development needs. Mrs. Perotti, Mrs. Michaels, Mrs. Konstantin, and Mrs. Sadeghi, our ESOL teachers, works directly with Multilingual Learners (MLLs) to advance English language development by building academic language and content understandings in tandem. MLs develop English language proficiency through engaging in reading and writing tasks and academic conversations.

Elementary Multilingual Learners (MLLs) are placed in age-appropriate grade level classes where their teachers use strategies and scaffolds to support MLLs in accessing the grade level curriculum. MLLs actively engage in meaningful learning tasks with their English-speaking peers across disciplines (language arts, mathematics, science, and social studies) throughout the instructional day. Our MLL teachers collaborate with and support teachers and teams to make the instructional match for MLLs and build academic language and disciplinary literacy. They also collaborate with school staff so that explicit opportunities for English language development and language learning is supported throughout the day in multiple contexts. If you have questions about ESOL services, please contact our MLL Lead teacher, Mrs. Perotti at 703-506-3400.

EQUITY AND CULTURAL RESPONSIVENESS

Spring Hill Elementary is committed to serving every student by name and by need. As partners in [One Fairfax](#), Spring Hill administrators work and learn from our FCPS chief equity officer to promote equitable opportunities for all students by examining policies and practices, advocating for those who are marginalized, and providing learning opportunities for staff to build their capacity to interact with students, families, and colleagues in ways that are empowering and responsive to all.

We are working to deepen our commitment to creating a climate and curriculum where all students see themselves, recognize their identity is affirmed, and receive the resources they need to reach their fullest potential.

Since 2018, curriculum and instruction in FCPS schools are guided by the Design Principles of Cultural Responsiveness, which prioritizes rigorous and relevant learning experiences that affirm diverse identities, foster critical thinking, and support meaningful relationships.

RESPONSIVE CLASSROOM

Spring Hill Elementary School understands the importance of teaching social and emotional skills and building a classroom community. Students learn best when their classrooms are places where they feel safe, challenged, and joyful— places that free them to learn.

Principles of Responsive Classroom

1. Teaching social and emotional skills is as important as teaching academic content.
2. How we teach is as important as what we teach.
3. Great cognitive growth occurs through social interaction.
4. How we work together as adults to create a safe, joyful, and inclusive school environment is as important as our individual contribution or competence.
5. What we know and believe about our students—individually, culturally, developmentally—informs our expectations, reactions, and attitudes about those students.
6. Partnering with families—knowing them and valuing their contributions—is as important as knowing the children we teach.

STUDENT LEADERSHIP COMMITTEE

The Spring Hill ES Student Leadership Committee is led by sixth graders who show dedication to maintaining positive school morale, building collaborative relationships among teachers and students, and modeling the importance of participating in a larger community. Students work together to plan school-wide spirit weeks, highlight staff members, organize community service events, and promote cultural responsiveness within our school building. Through these opportunities, students learn and demonstrate FCPS Portrait of a Graduate skills. Applications will be made available in September.

PATROLS

Safety Patrols are a vital component to the safety and working order of Spring Hill Elementary School. Safety Patrols are students in 5th or 6th grade that have chosen to take on the responsibility of facilitating a safe working and learning environment at the school and on the bus. Our patrols are trained in managing behaviors and expectations around the school. Our patrols can be seen on buses, in crosswalks, shuttling children home in the Kiss and Ride line, and throughout our hallways.

At Spring Hill, our patrols are the backbone of our school and they play a key role in relaying information pertaining to safety to adults in the building. If you have a 5th or 6th grade child who is interested in becoming a safety patrol, please contact Mr. VanOrmer or Ms. Barker (our PE teachers)

Christopher VanOrmer	Physical Education Teacher	cvanormer@fcps.edu
Scott Worthington	Physical Education Teacher	shworthingto@fcps.edu

The Spring Hill PTO brings parents and teachers together to enrich our school community and enhance the educational experiences of our students. The PTA funds various committees that make our school extraordinary. Our organization is composed of many dedicated volunteers and we welcome new parents to contribute their many talents to extend our initiatives.

The PTO provides financial support for school programs such as:

- Technology to support learning
- Before and After school programs
- PTO Guest Speakers
- School library
- Teacher professional development and conferences
- Classroom supplies and special projects

Most importantly, our goal is to build a sense of community! The PTO sponsors events to encourage school community building such as:

- Beginning of Year Block Party
- Book Fair/Ice Cream Social
- Fall Festival
- Bingo Night
- Fun Fair
- Field Day
- Taste of Spring Hill

We also try to partner our new school families with our parent liaison.

PTO meetings are held monthly and ALL are welcome (and encouraged!) to attend. Our PTO website is linked [here](#).

TECHNOLOGY

Our school-based technology specialist (SBTS) fills many different roles in our school, all centered on helping teachers and staff make the best use of technology to enhance student learning. She serves as a coach for teachers working to integrate technology, promotes digital citizenship throughout the building, and supports staff through professional development. She works in collaboration with our Technology Support Specialist (TSSpec), Jose Heredia Serrano. The TSSpec's primary role is to ensure our students and staff have access to the technology they need and keep our hardware working properly.

Name	Position	Email Address
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Morgan Ackourey	SBTS	mtackourey@fcps.edu
Jose Heredia Serrano	TSSpec	JLHerediaSer@fcps.edu