

WOLFTRAP ELEMENTARY

PARENT HANDBOOK

2023-2024

1903 Beulah Road
Vienna, VA 22182
703.319.7300

<https://wolftrapes.fcps.edu/>



Wolftrap VISION:

At Wolftrap, we will cultivate a safe and welcoming environment that **nurtures every learner**.

Mission: To support our vision, we will:

- learn about and celebrate ideas of **equity and diversity** in all students and **elevate their voices**.
- create a **collaborative learning community** that inspires empathy and acceptance.
- **encourage risk taking and innovation** and cultivate students' persistence in **academic pursuits**.
- create opportunities for students, using **Portrait of a Graduate skills**, to engage in **authentic learning** that will equip them to face challenges with resilience.
- reinforce that **accountability builds a culture of respect**; be accountable for actions and strive to grow as a Wolftrap community member.

Wolftrap Elementary School

1903 Beulah Road
Vienna, VA 22182

<https://wolftrapes.fcps.edu/>

Phone Numbers:

Main Office: 703-319-7300
Attendance Line: 703-319-7373
Clinic: 703-319-7310
Cafeteria: 703-319-7321
Fax: 703-319-7327

Attendance email: WolftrapElem.Attendance@fcps.edu

Dr. Maggie Grove, Principal	mcgrove@fcps.edu
Lisa O'Donovan, Assistant Principal	LMODonovan@fcps.edu
Kathy Feidler, Administrative Assistant	kfeidler@fcps.edu
Liz Curry, Office Assistant	etcurry@fcps.edu
Caroline Kamel, Student Information Assistant	ckamel@fcps.edu

Main Office Hours: 8:00 a.m. - 4:00 p.m.
Wolftrap school hours are: 8:30 a.m. - 3:15 p.m.

Students should not arrive before 8:10 a.m. as there is no supervision until then.



ATTENDANCE PROCEDURES

Absence

Parents are required to contact the school office each time a child is absent or tardy. Absences should be reported by 9:00 a.m. There are three ways to report an absence:

- Call the attendance line at 703-319-7373;
- Email attendance at: WolftrapElem.Attendance@fcps.edu
- Submit absences online at: <https://wolftrapes.fcps.edu/attendance-form>

Please include your child's name, the date and reason for the absence, and a phone number where you can be reached.

If we do not receive a message that your child will be absent, you will receive a message from FCPS about the absence. All FCPS schools use the eNotify system to send automated attendance notification messages to parents using the home phone number, cell phone numbers, and emails on file at school. Families will only be contacted if they have not alerted the office of the child's absence.

Attendance

FCPS has a policy in place for how its schools are to document attendance in order to be in compliance with Virginia state law. Wolftrap adheres to the FCPS attendance policy which defines the following:

Excused Tardies and Absences	Unexcused Tardies and Absences
Illness of the student	Family vacations
Death in the family	Child care situations
Doctor or dental appointment	Missed school bus/overslept
Religious observances	Non-school-related activities

Mandatory Withdrawal

In order to comply with state requirements, students shall be withdrawn from FCPS student membership after 15 consecutive school days of absence regardless of whether absences are excused or unexcused. Withdrawn students are not excused from mandatory school attendance requirements and are expected to re-enroll as soon as possible. Upon re-enrollment, schools have the discretion to place a student in a different classroom.

Tardiness to School

It is important that every effort is made to ensure that students arrive at school on time. If a student is late to school, **a parent/guardian must accompany the child to the main office**. Please do not drop your student at the front door to walk in alone. Excessive tardies will be referred to the school attendance officer. It is an expectation that all students will be in their seats and settled when **school starts at 8:30 a.m.** Students who arrive to class after 8:30 a.m. will be marked tardy. Students will be required to obtain a tardy slip from the front office, if they are late, unless they are arriving late by bus. Parents will be contacted by a Wolftrap administrator or counselor if students are excessively tardy.

Release of Students

If a student needs to leave school during the day for a doctor's appointment, etc., please **submit an early dismissal form on our website <https://wolftrapes.fcps.edu/about/early-dismissal-form>**. **Do not email the teacher throughout the day as they are not available to check their email.** When you arrive at school to pick up your child, please come to the office and your child will be called from the classroom. Your child will not be dismissed from class until you are in the building, so **please allow an extra 10 minutes for your child to come up to the office.**

All children must be signed out in the office. We will not release a student to anyone except to the parent or people on the emergency contact list. Please update the emergency contact list whenever you need to add/ delete or change your contacts. Please go to wecare@school which is located in SIS ParentVue account under FCPS links. Students may be released to either parent/guardian, provided there is no custody order from a court forbidding custody by a named parent/guardian on file. Caution children NEVER to ride home after school with any stranger who claims he/she was sent by the parent. If you wish to arrange for another person to take care of your child in the event an illness occurs, and you are not available, please make a note on the EMERGENCY CARE CARD.

The end of the school day is busy with transitions and teachers assigning homework, **and for accountability classrooms will not be interrupted with early dismissals after 2:50 p.m.**

Absences due to Trips and Vacations

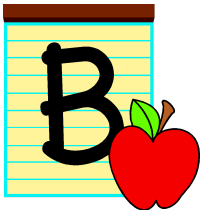
The school encourages students to attend school throughout the school year except when they are ill. There is no substitute for school instruction. **Teachers will not prepare assignments in advance for students.** Students may access the Schoology site for the daily or weekly homework assignments.

Attendance website links:

Absence/ Tardy form: <https://wolfrapes.fcps.edu/attendance-form>

Change of Transportation form: <https://wolfrapes.fcps.edu/about/change-transportation-form>

Early dismissal form: <https://wolfrapes.fcps.edu/about/early-dismissal-form>



BIRTHDAY and CELEBRATIONS

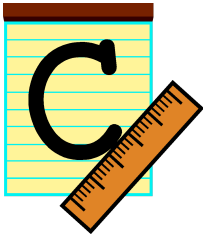
If your child is inviting classmates to his/her birthday party please **do not** have your child distribute the invitations at school, unless the entire class is invited.

We are proud that our school focuses on making healthy choices. Due to food allergies, birthday treats in the form of food are not allowed.

Division-wide changes to our Food Service menus have been made to create healthier lunch options, and this is an initiative that is trending across FCPS also due to concern for students with allergies. Many students at Wolftrap have food allergies which may be life-threatening. To ensure the safety of all our students, we are requesting that families send in non-food treats or donate something to the school to recognize your child's birthday.

Listed below are just a few suggested ways to recognize your child's special day:

- 📖 Donate a book to the school library in honor of your child.
- 📎 Bring in stickers, pencils, erasers, or donate class supplies.
- 🎲 Donate a board game to be used for indoor recess.
- 🎤 Allow the birthday child to share his/her talent with the class.



CALENDAR: <https://www.fcps.edu/calendars/standard-school-year-calendar>

August 21	School Begins
September 1-4	Labor Day – Student Holiday
September 25	Student Holiday
November 3	First Grading Period Ends/ 2-hour early dismissal
November 6	Student Holiday
November 7	Holiday (Election day)
November 22-24	Thanksgiving Break
December 18- January 1	Winter Break
January 15	Martin Luther King Jr's Birthday - Student Holiday
January 25	Second Grading Period Ends/ 2 hour early dismissal
January 26	Student Holidays
February 19	George Washington's Birthday/Presidents Day: Student Holiday
March 22	Third Grading Period Ends
March 25-29	Spring Break
April 1-2	Student Holiday
April 10	Student Holiday
May 3	Student Holiday
May 27	Memorial Day - Student Holiday
June 12	Last Day of School for Students: early release

CLINIC (School Health Room)

The health room is staffed by a trained School Health Aide (SHA) who is able to give medications and provide basic first aid throughout the day. When a child becomes ill or injured, the SHA will contact a parent by use of phone numbers provided on the **Emergency Care Information** form. Please make sure this information is kept current. Notify the office of any changes or update your WeCare@School account in SIS ParentVUE.

The safety of your students is a priority for us. This school year, we are changing some medication protocols to help ensure the safety of our medication administration management in Fairfax County Public Schools. These changes include:

- Any time you drop off or pick up a medication in the health room, a *Medication Delivery/Pick Up Form* will be completed and signed by both the parent/guardian and the School Health Aide or FCPS staff member. This form will document that all required authorizations are complete, and the number of pills or amount of medication accepted/returned. A copy of the form will be given to the parent/guardian and school administrator.
- Medications received will be verified to ensure the description of the medication on the container/packaging matches the medication in the container.
- All medications must be in the original pharmacy container. Over the counter (OTC) medications must be in an unopened original container. It will no longer be acceptable for parents/guardians to bring in refills from home and place them into the container currently in the health room.

- Only a 30-day supply of medications should be brought to school. No more than 100 tablets or pills of OTC medication should be brought to school.

All requirements outlined in FCPS Regulation 2102, *First Aid, Emergency Treatment and Administration of Medication for Students*, continue to apply. We appreciate your support in implementing these new safety practices. Should you have any questions or concerns, please contact the School Health Aide, Sharon Wolf at 703-319-7310

The parent or guardian must provide information regarding any health conditions that may impact their child in the school setting by completing the **Health Information Form**. The parent or guardian should also share information with the School Health Aide or the Public Health Nurse when a health condition changes. Please contact the School Public Health Nurse by calling the health room if your child has a serious medical condition.

Medical forms are available on the county website at

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

COMMUNICATION

Our Wolftrap staff believes it to be a priority to maintain open lines of communication between our parents and school community. Parents are encouraged to contact a teacher if they have a concern.

You can contact your child's teacher by voicemail or email. All teachers and staff contact information can be found on Wolftrap's website at <https://wolftrapes.fcps.edu/about/meet-wes-staff>

Please allow 24-48 hours for a teacher or staff member to respond to your inquiry. Urgent matters that need to be immediately communicated should go through the front office (703-319-7300).

The **PTA newsletter called the Wolftrap Connection** will be created every two weeks and emailed via News You Choose on Tuesday. Additionally, it will be archived on the Wolftrap website. The newsletter will include whole-school events/information and will also include fliers and pamphlets from the PTA. The Wolftrap administrative team publishes **Paw Prints** every Monday. This will include division communication and any letters from Dr. Grove or Ms. O'Donovan.

Each grade level team will communicate with the parent community through the classroom Schoology page. Teachers will not routinely communicate with parents using an email listserv, but teachers will use the email function through Schoology to send group messages. Teachers will continue to use email to communicate with families for personal messages regarding your family. At Back to School Night, teachers will explain how student progress and information will be communicated.

Fairfax County Public Schools use **eNotify** to communicate emergency, attendance, and outreach messages. All families registered at Wolftrap will receive these notifications as long as your email address is current in our school information database.

News You Choose: Families can sign up to receive email communication from FCPS and individual schools. Types of communication include news updates, events, and newsletters like The Wolftrap Connection. You may use the link below to sign up for a variety of newsletters:

https://public.govdelivery.com/accounts/VAEDUFCPS/subscriber/new?gsp=VAEDUFCPS_1

COUNSELOR'S OFFICE

The elementary school counseling program is a part of the total school program and aligns with learning in the classroom. It is child-centered, preventive, and developmental. The elementary school

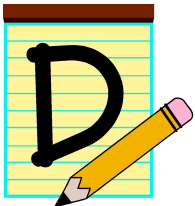
counselor conducts guidance lessons; consults with parents, teachers, and other professionals; and coordinates student services in the school. This counseling and guidance program provides elementary students with assistance in:

- Understanding self and developing a positive self-image
- Showing respect for the feelings of others
- Understanding the decision-making process
- Maintaining effective relationships with peers and adults
- Developing effective study skills
- Being prepared to make the transition to the middle school
- Gaining understanding of the world of work

Parents may opt out of the school counseling program, including Family Life and Education programming by completing the “opt-out” forms. As part of our ongoing effort to help schools with transitioning from paper to electronic forms, we are excited to announce that the following opt-outs will be available in SIS ParentVUE:

- Tutor.com Access (was available April 2022)
- SEL Screener Participation
- Counseling Opt Out
- Transportation Intent
- Accept FCPS Device
- Home Internet Access

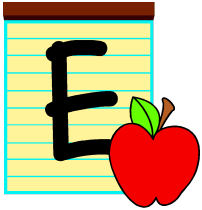
Any parent/guardian that is associated with a student, and has a SIS ParentVUE account, can update these opt-outs as needed by going to the “Student Info” tab and clicking “Edit Information”.



DRESS CODE

You may review the dress code in the updated version of the [Student's Rights and Responsibilities](#) document found online with FCPS.

Closed toed shoes are the safest for school, and less injuries occur when students are trying to run and play with close-toed shoes. Students have recess daily, and they may have physical education class. Please remember on days that your student has physical education, it is essential that closed toed shoes are worn for safety reasons. Students should bring close-toed shoes for PE and may change after PE class.



EMERGENCY CARE INFORMATION FORMS

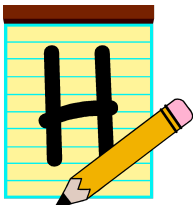
This form is our “lifeline”. Your child’s well-being at school depends on it! **Please complete or update this form whenever you change a phone number or contact person.** The main purpose of the Emergency Care Form is to help the school locate a parent or guardian in the event of illness or emergency involving your child. **Please provide the school with accurate emergency information and report changes promptly.** Correct home, work, and cell telephone numbers are essential. Please list phone numbers of neighbors/family members who will know how to contact you in case of an emergency and who may pick up your child when he/she falls ill and you are unavailable. **We must have at least ONE emergency contact other than the parents.** If contact information changes during the year, change the information on the Emergency Care Forms.

All parents can submit their Emergency Care Information Forms electronically through **weCare@School**, via their FCPS SIS ParentVUE account.

EMERGENCY DRILLS

- Fire drills: Fire drills will occur monthly throughout the school year and twice during the first twenty days of school. Teachers will review the established procedures with students in the first week of school.
- Tornado drills: A tornado drill is conducted during the month of March. Other drills may take place unannounced at other times throughout the school year.
- Lockdown drills: Lockdown drills are conducted four times a year to practice should a threat occur at the school. Two lockdowns will be scheduled during the first twenty days of school. During a lockdown, no one is permitted to enter the building. A sign will be placed on the front door notifying the public that a lockdown is in process.
- Bus evacuation: Bus evacuation drills are conducted at least twice a year to teach safety rules to bus riders. The first drill occurs within the first thirty instructional days.

We will not release any students during a drill. Parents must wait until the drill is over and the students are back to their classrooms before they are dismissed.



HOMEWORK

The Fairfax County Public Schools’ homework guidelines suggest that assigned homework for students increases as the child advances in school. The following are suggested time allocations:

Grades K-3 **30 minutes daily** Monday through Thursday

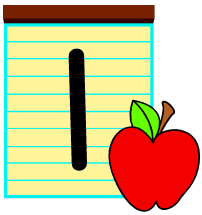
Grades 4-6 **60 minutes daily** Monday through Thursday

Parents should provide a quiet, well lighted, and well-organized place for the student to work. Parents should be the facilitators, not the enforcers, of homework.

If you have a concern about the amount of homework your child is receiving, please contact your child's teacher to discuss the concern.

FORGOTTEN HOMEWORK: Sufficient time is provided at the end of the day for students to get ready to go home. Classrooms are locked when teachers are not in the room during and after school hours. Custodians are not authorized to unlock doors for anyone not employed by FCPS. Our teachers are often conducting confidential conferences and/or teacher meetings at the end of the school days; therefore, we cannot accommodate requests by students or parents to open a teacher's classroom for forgotten items.

If a student forgets their homework at home, and a parent brings it to school, the homework will be placed in the teachers mailbox, please be aware that teachers may not check their mailbox until the end of the day.



INSTRUCTIONAL TIME

Our instructional program is our priority. Each class will be permitted limited parties during the school day. These will be held by parent volunteers.

To prevent interruptions and the necessity for office staff to leave the office, all messages or materials delivered during the school day should be left in the office and **kept to a minimum**. Items left in the office may not be delivered immediately. Please write the child and teacher's name on any item that you are dropping off to have delivered to the classrooms.

Siblings at Wolftrap will not be permitted to leave their class to visit another classroom or area of school for special events. This is to protect instructional time and limit interruptions. Please do not pick up your child from another class when traveling to an event at Wolftrap, in order to attend with you. If a Wolftrap student is sick and home from school that day, please do not bring that child to school for another event (party, sibling's classroom event, etc). If you have any concerns, please call the office prior to the event, and we can assist with questions.

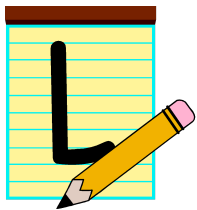
INCLEMENT WEATHER PLANS

Late opening, early closing, or cancellation of school due to emergency conditions will be announced over local radio stations, Channel 21 on Cox Cable, and the Fairfax County Public Schools website (www.fcps.edu). Please have a plan in place if school is dismissed early, and inform your child about what he/she should do in this situation.

Inclement Weather Chart:

	MONDAY-FRIDAY
IF SCHOOL IS...	
...closed for the day.	All day and evening classes and activities are canceled.
<i>The announcement will be made by 5:00 a.m.</i>	

	SACC is closed.
...opening two hours late at 10:30 a.m. <i>The announcement will be made by 5:00 a.m.</i>	School begins at 10:30 a.m. School will close at 3:15 p.m. SACC centers will open by 7:00 a.m. when possible.
...closing two hours early. <i>The announcement will be made by 10:30 a.m. whenever possible</i>	School will close at 1:15 p.m. After school and evening classes and activities are canceled. SACC will be open from the time school closes until 6:15 p.m.



LIBRARY

Wolftrap's library includes over 10,000 books, magazines, reference materials, videos and online reading lab books. We have an online catalog available through the Internet, a fully automated circulation system, and Internet access. You can look at our library collection on your home computer by going to <https://wolfrapes.fcps.edu/> and selecting Library under the Full Menu drop down menu.

A professional librarian staffs our library. K-6 classes are scheduled to visit the library on a weekly basis. Students research, read, browse, and borrow library materials during that time. All materials are on loan for two weeks. Children receive weekly verbal reminders of due dates and quarterly written overdue notices. Parents are urged to have their children return books and other materials when due.

BREAKFAST AND LUNCH

Breakfast will only be served in the cafeteria from 8:10-8:25. Students must be in the classroom by 8:30.

Our cafeteria operates under the National School Lunch Program and a monthly menu will be posted each month on the FCPS website: <http://fcps.nutrislice.com/> Classroom teachers will communicate to parents about snacks in the classroom. Students should NOT bring soft drinks to school. All students should have a lunch, either brought from home or purchased from the cafeteria. To encourage good manners and to ensure a pleasant atmosphere for eating, students are expected to follow cafeteria rules. Parents are always welcome to join their children for lunch.

Wolftrap has many children with **severe food allergies**. Classrooms will be notified of these situations and it is very important that you abide by the restrictions for the safety of all of our students. In the cafeteria, students with allergies sit at the end of the tables, so that adults in the cafeteria can clean that area quickly as they come to sit down. Please make sure that you clearly label your child's lunchbox as many of them look alike. This ensures that children with allergies open a lunchbox that contains no foods with allergens. **Remind your child to never share food with anyone.**

We are always happy to see a parent, grandparent, or a sibling come to eat with a student. It is a special occasion for the entire class. Visitors typically either purchase lunch from the cafeteria or bring

a bag lunch from home. It is your presence, more than anything that makes the occasion special for your child.

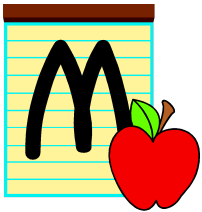
For more information on school lunch prices, please visit: [Prices, Lunch Account Prepayments and Refunds | Fairfax County Public Schools](#)

To add money on your child's account please use my school bucks www.MySchoolBucks.com ([link is external](#)) This user-friendly service is free, convenient, private and secure. Once the account is open, parents can check the fund account at anytime. Please do not send cash in with your child, it might get lost.

LOST AND FOUND

Unidentified articles found in the school are turned in and placed in bins in the cafeteria. Please check these bins if you have lost an item. Eyeglasses and jewelry, and other small things, are generally kept in the office. Lost and found items that have not been retrieved within a reasonable time will be donated to a charitable organization several times during the school year.

To help reduce the amount of lost and found items, **please label any clothing item that may be removed during the day**, such as jackets, boots, hats, mittens, etc. Lunch boxes and water bottles should also contain a name so they can be returned easily if found. Twice yearly, we donate any unclaimed items to local charities. Prior to donating, we will publish pictures and options for visiting the lost and found.

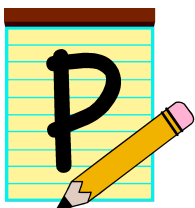


MOVING?

Please notify the main office in writing if you plan to move out of the Wolftrap Elementary School attendance area during the year. Such notice should be given at least a week before the student's last day and should indicate where the student will be re-registered in school. If you are moving within the Wolftrap Elementary School attendance area, please contact the main office to update your address and phone number.

MONEY

Whenever possible please use my school buck www.MySchoolBucks.com ([link is external](#)) to pay for field trips, lunches, etc. If you have to send in cash with a child, please put it in a sealed envelope with your child's name and teacher on it.



PARENT TEACHER ASSOCIATION

Wolftrap's Parent-Teacher Association (PTA) welcomes all parents, teachers, and community members to join in its activities and provide suggestions for future actions. The Wolftrap PTA is also a member of county, state, and national PTA organizations.

The Wolftrap PTA supports the students and staff and promotes the welfare of children and families in the school, the community and the home. Parents are encouraged to join this organization and become an active part of their child's education. The PTA sponsors enrichment classes before and after school, cultural arts programs, community outreach, and student field trips. General membership meetings are held monthly, with the meetings in September and in May designated for budget approval and the election of officers.

Our PTA is paperless and their information can be found on the PTA website at: <https://wolftrappta.membershiptoolkit.com/>

PERSONAL PROPERTY

Children should not bring their personal belongings without permission from their teacher. Examples include dolls, toys, etc. Electronics that can be used for instructional purposes, such as a Kindle, iPad, etc. can be used at school with teacher permission. Please see the "Bring Your Own Device" information at the following link: [Bring Your Own Device \(BYOD\) | Fairfax County Public Schools](#). The school will not be responsible for lost or broken items.

PROGRESS REPORTS

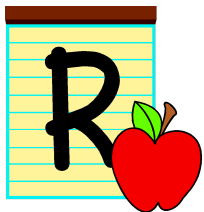
Progress reports are available on SIS parentvue <https://sisparent.fcps.edu/> every nine weeks. A standards-based progress report measures a student's progress according to how he or she is performing on certain standards.

Teachers will report academic achievement, effort, reading level, and citizenship skills using a 4-point scale that describes mastery in each area. The achievement levels used on the standards-based report are:

- 4- Consistently demonstrates concepts and skills of standard taught this quarter.
- 3- Usually demonstrates concepts and skills of standard taught this quarter.
- 2- Sometimes demonstrates concepts and skills of standard taught this quarter.
- 1- Seldom demonstrates concepts and skills of standard taught this quarter.

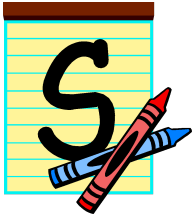
For full information, please see this link:

[Elementary School Grading and Reporting | Fairfax County Public Schools](#)



RECESS

Per updated regulation, Students will have recess for 30 minutes daily, provided in either one or two segments (depending on grade level schedule). Each class is provided access to recess equipment. Students are not permitted to bring baseballs, softballs, bats, racquets, or hard rubber footballs for use during recess. Children are not to bring their personal belongings without permission from their teacher. The school will not be responsible for damaged or misplaced items.



SAFETY AND SECURITY

All persons entering the building during the school day must report to the office. Visitors to the school will only be able to gain access to the school through the main doors at the front of the school. There is a bell for visitors to ring on the left side of the door. One of the office staff will be able to view the visitor through a camera phone. Staff may ask for the visitor to stand closer to the camera, in order to be identified. After being admitted into the school, the visitor will be directed to the office to sign in and obtain a visitor's badge. A driver's license is needed to sign in. Visitors are not allowed to go anywhere in the school without acquiring a badge from the office. Visitors should not enter door 2 at any time when walkers are entering the building.

SCHOOL-AGE CHILD CARE (SACC)

School-Age Child Care (SACC) is a program that provides supervision before and after school for children whose parents are working, attending school, or medically unable to care for their children. SACC is administered by the Fairfax County Office for Children and uses space in Wolftrap and other elementary schools. The SACC program is structured to serve children 5 days a week. SACC does not provide drop-in, short term, or partial week service.

SACC hours are from 7:00 a.m. until school begins, then from the end of the school day until 6:15 p.m. The fees for the SACC program are based on adjusted family income. The phone number for SACC Registration is (703) 449-8989; the SACC administration phone number is (703) 449-1414. The SACC website is: <https://www.fairfaxcounty.gov/office-for-children/>

Wolftrap's SACC Telephone Number: (703) 319-7360.

****SACC is located in the rear of the building -- doors 7 and 8. You may access those doors from the back of the building.**

SCHOOLGY and SIS PARENT ACCOUNT

Each teacher uses Schoology, an internet-based learning system, to post information pertinent to that classroom such as homework, announcements, and curriculum resources. Each student is given their own Schoology account. **You must have an active SIS Parent Account**

SIS Parent Account will provide access to view your child's student information; including attendance, progress report, demographic data, discipline, health, Emergency Care, and school information. See information on how to activate an account: [Student Information System - SIS ParentVUE Account Registration | Fairfax County Public Schools](#)

SPECIALS

Wolftrap offers the following special subjects in addition to the core academic subjects.

Art Instruction

Wolfttrap has a full-time art teacher providing art classes to all students. Students will have an 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.

Music Programs

General Music - Students in grades K-6 receive general music instruction weekly. Children sing, listen, improvise, move to music, and play instruments. The recorder is introduced at the third or fourth grade level and continues through grade 6.

The following music programs are optional programs offered by FCPS to our students:

- Chorus - The fifth and sixth grade chorus each meet once a week during school hours.
- Band – Fifth and sixth grade band instruction consists of one 60-minute period of class instruction per week.
- Strings – Fourth, fifth, and sixth grade strings instruction consists of one 60-minute period per week.

Chinese

Wolfttrap is fortunate to have a Chinese language program as part of its curriculum. Students in grades 1-6 receive Chinese instruction weekly.

STEAM

Wolfttrap has a full time School Based Technology Specialist (SBTS), who provides the school with site based instructional technology training and models for technology integration. The students use software programs to integrate technology into all areas of the curriculum. While each classroom has student access to the Internet, security measures have been taken to ensure against inappropriate exposure to material or content not approved by Fairfax County Public Schools for use in an elementary classroom. In addition to classroom technology, we have the Candace Leyton Innovation Learning Lab (CL3.) In the CL3, students will participate in monthly STEAM lessons and strategies lab games.

Physical Education

We have one full-time and one part-time physical education (P.E.) teacher who serves our school and instructs students in grades K to 6. Appropriate dress for P.E. includes tennis shoes, socks and pants or shorts. (Girls who wear a dress or skirt on days which they have P.E. classes should consider wearing shorts under the dress.)

SCHOOL SUPPLIES

Students are expected to purchase their own pencils, paper, notebooks, etc. At the beginning of each school year parents receive a general supply list compiled by the grade level team. These supplies can also be purchased through our PTA school fundraiser. This information will go out in the spring for the following school year and is found on the parent tab of the Wolfttrap ES website. School supplies can be brought to school when families come to the open house prior to the start of school.

STUDENT CONDUCT EXPECTATIONS

The faculty and staff of Wolfttrap Elementary School believes that all students have an equal right and opportunity to receive a quality education in a safe and secure environment. Therefore, we expect that

an atmosphere conducive to teaching and learning will exist at all times. Any behavior that interferes with the teaching and learning of all students is not acceptable. Students are expected to conduct themselves in a respectful and courteous manner. Failure to maintain appropriate conduct may result in a referral to the office and/or exclusion from an activity. We use the Students' Rights and Responsibilities folder to guide rules of conduct (see below).

STUDENT'S RIGHTS AND RESPONSIBILITIES (SR&R)

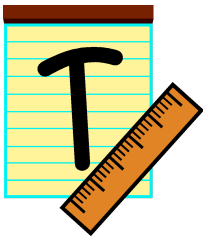
Fairfax County Public Schools Regulation 2601.31P establishes procedures governing the legal responsibilities and rights of students pertaining to rules of conduct and disciplinary procedures.

A copy of the booklet (either virtual or hard copy) will be provided to all students and families and discussed with their teachers. Please review the booklet and return the parent/guardian signature sheet (virtual or hard copy). Each year, you will receive information on the due date of the signature page. This page indicates that you have received the book and will review it. If you have any questions, please contact the Wolftrap Assistant Principal, Ms. Lisa O'Donvan.

You may review any of the materials at the FCPS website devoted to SR&R linked here: [Student Rights and Responsibilities Resources | Fairfax County Public Schools](#)

STUDENT SERVICE HOURS

Teachers have opened their classrooms to a small number of middle and high school students who need service hours. This is up to teacher discretion and not required by any staff member. Service hours may be offered after school hours only, so that non-Wolftrap students are not interacting with current students and teachers during the school day. Middle school students who are dismissed earlier than elementary students, may not wait in the Wolftrap office for school to dismiss. Please note that staff cannot develop ideas for service projects and/or arrange for a large number of service hours for former students. While we encourage our alumni to stay engaged at Wolftrap, we cannot arrange for service hours for our former students through the office. Thank you for your understanding!



TELEPHONE

Students may not make telephone calls during the day except in cases of emergencies. **In case of illness, the clinic aide/office staff will make all calls home.** Students should not call parents or text them directly on their cell phone. Please help your child to develop a routine of placing things that must be brought to school in a designated place in order that money, books, homework, etc., will not be left at home. We strive to ensure our classrooms are free of interruptions.

Students are allowed to carry cell phones to school, but they must remain in their backpacks and turned off during the school day, unless given approval by their teacher for instructional purposes.

TRANSPORTATION

Most students at Wolftrap live within a walking/biking zone or a bus zone. Please have your children take advantage of riding the bus, or of walking/biking to school with friends or family. If you choose to drive your child to school, use the designated Kiss and Ride lane to the right of the building (see below). Please note that **students cannot arrive before 8:10 a.m.** as there is no supervision until then.

Walkers

Patrols are stationed at hazardous intersections near the school for the safety of the children. Walkers are asked to walk only on sidewalks (or sidewalk right-of-way) and to cross only at intersections at the direction of the crossing guard. Parents are asked to talk to their children in regard to accepting rides with strangers and following all safety rules. Students should not take shortcuts through private property or cross through the school parking lots. Only kindergartner walkers are held for dismissal until a guardian/parent is present.

Riding Bicycles to School

We encourage our students to walk or bike to school. Bikes should be locked securely in the bike racks by the Talisman Rd. entrance or in the rack near the basketball court.

Transportation by Car/ "Kiss and Ride"

The driveway in the front of the building is reserved for BUSES ONLY during student arrival and dismissal periods. Please utilize the Kiss and Ride parking lot when dropping off and picking up your child(ren). Teachers and patrols are on duty from 8:10-8:27 a.m. and 3:15 to 3:30 p.m. to ensure the safety of all students. ***Please do not use Talisman road to drop off or pick up students. If bringing a student to the front of the school after 8:30, please accompany your student to the door.**

The following Kiss & Ride procedures and map will ensure a smooth and safe process for all:

- Pick up and discharge children in the Kiss and Ride area only;
- Display your family K&R number on your windshield (these are distributed at the beginning of each school year);
- Pull your car as far forward as possible before stopping to pick up or discharge children;
- Patrols and staff members load and discharge children from the passenger side of the vehicle only;
- **Remain in the driver's seat.** A staff member and patrols will be available to help students open and close doors;
- When picking up children, pull into the Kiss and Ride lane and wait in your car. Do not use the parking lot or side streets, in particular Talisman Drive, as an alternative to the Kiss and Ride lane.



BUS TRANSPORTATION

Bus transportation is provided for students living within our school boundaries who are one mile or more from the school. Riding the school bus is a privilege and not a right. Students may lose bus privileges for failure to obey the rules. Our primary goal is safety at all times. Please be aware of the following:

- All FCPS rules apply to the bus and bus stop.
- "Standards of Conduct for Pupils Riding School Buses" found in "Student Rights and Responsibilities" booklet is required reading for all students.
- Students must obey the bus driver promptly at all times.
- Only authorized students may ride the bus.
- Large musical instruments are not allowed on the bus.
- No animals of any kind are allowed on the bus.
- Students may not ride a bus or get off at a stop other than the one assigned.

KINDERGARTEN ONLY:

Kindergarten students riding the bus must be met at the bus stop each afternoon by a parent, or parent designee. If they are not met at the stop, they will be brought back to the school on the bus and the office will contact you.

Change in Transportation Arrangement:

Arrangements for all play dates and visits to friends should be scheduled after students arrive safely home from school.

If you need to change your child's transportation home, the parent should use the change of transportation page: <https://wolftrapes.fcps.edu/about/change-transportation-form> or call the attendance line. All changes of transportation need to be **submitted by 2pm** the day of the change.

Changes in transportation cannot include a bus change, as students may not ride a bus other than their assigned bus.



VISITORS (PARENTS, CHILDREN, AND ANIMALS)

All visitors must come to the office, sign in, and get a visitor badge before going to any classroom. Younger children, friends of students, or students from other schools will not be permitted at school. The principal must give special permission if an animal is to be brought to the school and there must be an educational purpose for bringing an animal.

VOLUNTEER ACTIVITIES

Many enriching and worthwhile experiences are afforded our children through volunteers' help. With this support, teachers are able to provide more direct instruction. Parents interested in volunteering their time are requested to contact the classroom teacher. Classroom support, library assistance, and AIM instruction are just a few of the many opportunities where you might volunteer your time and talent.

Young siblings may not accompany a parent who is volunteering.

CONFIDENTIALITY

As per Policy 2730.3: All employees **and volunteers**, shall be expected to maintain personally identifiable student information, whether oral, written, or automated, in a confidential manner. Personally identifiable student information shall be disclosed within the school division only to individuals who have a legitimate educational interest and a bona fide need for access to the information. Such information shall not be otherwise disclosed within or outside the school division without appropriate consent or as otherwise authorized by law. For purposes of these requirements, **volunteers** shall be held to the same standards as are employees.