

Frederick Douglass Elementary School

**100 Cedarmeade Avenue
Winchester, VA 22601**

Phone: 540-662-7656

Fax: 540-665-1081

Website: www.wps.k12.va.us



**Parent-Student Handbook
2018-2019**

History of Frederick Douglass School

In the early 1920's the School Board leased Old Stone Presbyterian Church on Piccadilly Street to house classes for the black children of Winchester. The original Frederick Douglass School, containing eight classrooms, was erected in 1925. The construction costs of \$28,000 were funded by the Handley Board of Trustees.

From 1925 to 1951 Douglass housed students in grades six through eight. With the addition of a library, a gymnasium, a science room, and a shop, Douglass became a 12-grade school with an enrollment of approximately 350 students. Four more classrooms were added in 1963-64 at a cost of \$70,000, and the school, renamed Winchester Intermediate School, housed some sixth grade and all seventh grade students in the city. During the summer of 1974, the school was remodeled at a cost of \$98,000 and renamed Frederick Douglass Elementary School. Until June 1990 students in kindergarten through fifth grade comprised the school population.

Construction of a new elementary school was begun in March 1989 as the first phase of the Winchester City Schools Capital Improvement Program. Built at a cost of \$6,000,000, the school was constructed in the southern end of Winchester to accommodate the city's recent growth. In May 1990 the School Board voted to transfer the Frederick Douglass name to the new building. The new Frederick Douglass Elementary School received students for the first time on September 4, 1990. Since that time William Askew, John Penney, Ruth Ann Martin, and Nancy Lee have been principals. The current principal is Stephanie Downey.

Principal's Message to Parents

Dear Students and Parents/Guardians,

Welcome to the 2018-2019 school year!

Each year we publish the Student/Parent handbook and post it on our website in order to provide families with basic information about the school, its policies and procedures. Please read and discuss this information with the entire family.

At Frederick Douglass Elementary School, the staff, parents and students consistently promote the development of collaborative relationships in an effort to enhance the learning process. We look forward to open communication as we work to provide an exciting, challenging, stimulating and creative education for our students. We encourage each member of our school community to get involved. Remaining involved in your child's education is one way to ensure success. Please feel free to contact me to discuss an idea, problem, concern or challenge.

I look forward to the 2018-2019 school year with great hope and optimism. Join us as we learn, laugh, explore and grow. It's going to be a great year!

Sincerely,

Stephanie Downey
Principal

Frederick Douglass Mission Statement

Frederick Douglass is dedicated to empowering all students to become confident innovative thinkers. Toward this goal we commit our efforts to ensure that....

- 1) Students will set goals for their own behavior and develop a lifelong love of learning.**
- 2) Staff will be responsible for creating a team community by working enthusiastically, setting high expectations and understanding the needs of individual students to help them reach their full potential.**
- 3) The environment will be safe, positive, and conducive to student growth and success where everyone belongs.**
- 4) The community will be welcomed and valued as equal partners in their child's academic and social success.**
- 5) Leadership will be visible, supportive role models, while empowering the school community to reach its full potential.**

**Winchester Public Schools
2018-2019 School Calendar**

2018-2019 WPS Division Calendar

JULY 2018

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

New Professional Staff Orientation

Teacher Work day

Student days

Teacher Professional Development Day

AUGUST 2018

Holidays/Breaks Observed

Administrative Offices are also closed

End of Grading Period

Early Dismissal

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

SEPTEMBER 2018

Graduation: June 1, 2019

Inclement Weather Days

Feb. 19 - make up for 1st day missed; Feb. 18 would become Teacher PD day (floating holiday for 12-month employees)

March 18 - make up for 2nd day missed

May 28 - make up day for 3rd day missed

May 29 - make up day for 4th day missed

May 30 - make up day for 5th day missed

May 31 - make up day for 6th & 7th day missed

June 3 - make up for 8th & 9th day missed

June 4 - reserved in case 1st missed day falls after Feb. 15

S	M	T	W	T	F	S
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

OCTOBER 2018

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14	15	16	17	18	19	20
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28	29	30	31			

NOVEMBER 2018

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DECEMBER 2018

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23	24	25	26	27	28	29
30	31					

JANUARY 2019

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FEBRUARY 2019

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24	25	26	27	28		

MARCH 2019

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24	25	26	27	28	29	30
31						

APRIL 2019

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28	29	30				

MAY 2019

S	M	T	W	T	F	S
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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

JUNE 2019

S	M	T	W	T	F	S
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16	17	18	19	20	21	22
23	24	25	26	27	28	29

Adopted by the School Board - January 23, 2017

Revised - May 29, 2018

Frederick Douglass Faculty & Staff

2018-2019

Principal

Stephanie Downey

Assistant Principal

Melissa Maestle

Office Staff

Sandy Miller - Bookkeeper
– Registrar

Guidance

Amy Zimmerman

Nurse

Martha Gay Joyner

ESOL Liaison

Natalia Rodriguez-Rey

Instructional Coach

Mary Beth Estes

Reading Specialists

Gretchen Homan
Megan Bailey

Technology Support

Kelly Carey

ESL

Sabina Angarita
Brandi Hammond

Speech

Grace Zaras

Family Support Specialist

Kristen Snyder

Psychologist

Tina Eversole

Cafeteria Staff

Tammy Clowser – Manager
Gail Bowman
Sharon Lewis
Lori Lambert

Custodians

Tom Carlisle
Scott Foreman

Custodial Aides

Mariana Popova
Dennis Wendt

Frederick Douglass Faculty & Staff (cont.)

2018-2019

Pre-Kindergarten Spanish Immersion

Yasiria Rodriguez

Pre-Kindergarten

Farrah Litherland

Margie Delaney

Kindergarten

Sara Dashner - Team Leader

Asha McMillan

Paula Petrowitsch

Patricia Bliss

First Grade

Jessie Mossholder – Team Leader

Marianne Godoy

Alyssa Rosencrance

Second Grade

Tonya Miller - Team Leader

Teresita Echenique

Beverly Zombro

Third Grade

Joy Cusick – Team Leader

Anne Brancato

Aida Fernandez

Fourth Grade

Jessica Barr – Team Leader

Brittany Hutchinson

Amy Stock

Resource/Support Teachers

Heidi Colberg

Janelle Hyson

Cindy Thomas

Joelle Vanderwater

Physical Education

Rodney Madden

Librarian

Jonelle Trimmer

Art

Jessica Westman

Music

Kathy Mathias

Teaching Assistants:

Britni Buchanan

Linda Demarest

Maria Estevan

Angel Lowery

Jackie Matovu

Kim Pollak

Lori Presgraves

Monica Ross

Delia Salazar

Leslie Troxel

Terry Winfield

GOOD SCHOOL ATTENDANCE

Perfect Attendance

Perfect attendance is defined as a student who has been in school every day. Tardies do not affect perfect attendance and excused partial day absences do not affect the attainment of perfect attendance. **However, any time a student is not in school, even for an hour, valuable instructional time is missed.** Please contact the school at 540- 662-7656 to report the reason for your child's absence. If the school is not contacted, the absence will be unexcused.

Tardy

A student will be considered tardy in attendance if he/she arrives after the tardy bell at 7:50. Excessive tardiness may warrant a meeting to be scheduled with parents and principal or designee. **When your child is tardy, an adult must come into the office and sign the child in.**

Returning to School After Absent

Call the office at 662-7656 by 8:30 a.m. if your child will be absent. If you have a doctor's note, please send it into your child's teacher the first day the student returns to school.

Dismissal

Changes in the end of the day transportation arrangements must be made prior to 2:00 p.m. Please be sure to call the office prior to 2:00 p.m. if there is a change in how your child will travel home. Students will not be permitted to remain at school after dismissal time unless they have permission from their parents and are participating in an activity supervised by an adult.

Leaving School During the Day

For your child's safety, a student will not be released from school for any reason unless a note from the parent has been sent or the parent has contacted the school. Students may not return home for forgotten items (books, lunch, gym shoes, etc.) without the permission of the principal.

School Schedule

The school doors open at 7:30; the instructional day begins at 7:50. Our tardy bell rings at 7:50 and it is expected that all students will be in their classroom at that time.
7:30 Building opens to bus students, car riders and walkers
7:50 Tardy bell
2:30 Dismissal of walkers and car riders
2:33 Dismissal of bus riders.

HEALTH AND MEDICAL REQUIREMENTS

Parents are advised that under the amended Code of Virginia, Section 22-220.2, no child will be admitted for the first time to any public school unless certification of a comprehensive physical examination is furnished. A physical examination must have been performed no earlier than twelve months prior to the date the pupil first enters a public kindergarten or elementary school. As part of the physical examination, certification must also be given that the child has been successfully immunized in accordance with the Commonwealth of Virginia minimum immunization requirements. Those families who do not have a family physician and wish to have an appointment at the Health Department should contact the school nurse.

Upon registering the child in the Winchester Public Schools, the parent should inform school officials of any medical or physical disability which might hamper the child's progress in school or pose a threat to the child's safety. As an added precaution, each year thereafter, the parent should inform the child's teacher of this problem and of any procedure which should be followed by the school if a problem arises.

In the interest of the child and others in the class, the school will contact the parents and send a child home:

- If the child has a fever. **The child should be kept at home for one full day after the temperature returns to normal.**
- If the child is vomiting.
- If the presence of a communicable disease is suspected.

It is imperative that parents give the school the phone number of a family member or friend who can be called in case of an emergency. Please keep all phone numbers and family member information up to date in the office.

MEDICATION

Regulations of the Administration of Medication During School Hours

School personnel, if authorized by the administrator, may assist pupils who must take prescribed medication during school hours.

General Policy

No pupil shall be given medication during school hours except upon the written request from a licensed physician who has the responsibility for the medical management of the pupil. All such requests must be signed by the parent or guardian. Medication should be brought to school by the parent/guardian and not the student.

Responsibility of the Parent or Guardian

- Parents and guardians shall be encouraged to cooperate with the physician to develop a schedule so that the necessity for taking medication at school will be minimized or eliminated.
- Parents or guardians will assume full responsibility for supplying all medications.
- Parents or guardians shall deliver or arrange delivery, by an adult, of any medication to be administered under the provisions of this policy.

Responsibility of the Physician

- A request form for each prescribed medication must be completed by the pupil's physician, signed by the parent or guardian, and filed with the school administrator.
- The container must be clearly labeled with the following information:
 - Pupil's full name
 - Physician's name
 - Name of medication
 - Dosage, schedule, and dose form, and
 - Date of expiration

Responsibility of the School Personnel

- The school administrator or designee will assume responsibility for placing medication in a locked cabinet.
- Pupils will be assisted with taking medications according to the physician's instructions, and the procedure observed and recorded by a designated school staff member.
- All discontinued and unused medications that are unclaimed will be destroyed by the school at the end of the school year.

FDES HAPPY BIRTHDAY POLICY

The safety and wellbeing of our children is of utmost importance at FDES. This year at FDES, we are asking that you **not** send in treats on your child's birthday. Instead, each class will have a **Birthday Celebration Day**. This will be the last Friday of every month and will celebrate all birthdays for that month.

On that last Friday, specified parents (designated by the teacher) will provide a birthday treat for the entire class. This treat will be packaged from the store, not homemade, so ingredients can be verified. Parents of students with food allergies will need to provide a snack for their child on the last Friday of each month.

This policy will limit the number of sweets coming into classrooms each week and will help to prevent problems for our students with food allergies. We will continue to wish students a Happy Birthday on the morning announcements, as well as giving them a birthday certificate and Birthday Book from Mrs. Downey.

Thank you for your cooperation!

BREAKFAST AND LUNCH PROGRAMS

Both breakfast and lunch are served at FDES. Breakfast will be served to bus riders upon their arrival and to walkers and car riders beginning at 7:30 a.m. until 7:55 a.m. Students who eat breakfast are to go directly to their classrooms when they are finished eating.

Hot lunches must be ordered by 8:00 a.m. each day so we will know how many to prepare. Students may bring bag lunches and receive milk separately if they wish. Students are not allowed to bring canned or bottled soft drinks as part of their lunches.

This year Winchester Public Schools is participating in the CEP program which allows all elementary age students to receive a free breakfast and lunch daily. No application is required and parents are encouraged to take advantage of this program. Please note the prices of breakfast and lunch are still listed below. This is because the CEP program is only available to students in grades Prek-4. If you have a child that is in grades 5-12, those students will still need to qualify for free breakfast and lunch, and a new application will need to be turned in to their school at the beginning of the school year.

Meal Prices:

Elementary schools:

- Breakfast - \$0 full pay; \$0 reduced; Adult - \$1.95
- Lunch - \$0 full pay; \$0 reduced; Adult - \$3.70
- Extra Milk - \$0.45

Secondary schools:

- Breakfast - \$1.45 full pay; \$0.30 reduced; Adult - \$1.95
- Lunch - \$3.05 full pay; \$0.40 reduced; Adult - \$3.70
- Extra Milk - \$0.45

Menus:

School menus are announced on the local cable channel and are sent home with students at the beginning of each month. They are also located on the WPS website at www.wps.k12.va.us.

*Frederick Douglass Elementary participates in the Governor's Nutrition and Physical Activity Awards Program. As a participant in this program we **strongly** discourage soft drinks in school lunches for our students. We appreciate the support of our families as we work toward developing healthy students.*

Cafeteria Conduct

In the cafeteria students must remember to follow these rules in order to set good examples for others

- Get everything you need before you sit down
- Raise your hand if you need extra help
- Use good table manners while eating, and keep your area clean.
- Demonstrate Panda PRIDE (*patients, respect, integrity, determination, excellence*)

Parents visiting at Lunch Time: You are welcome to join your child for lunch in the cafeteria. Please check in at the office, as is required each time you visit the school, prior to eating lunch. Parents are asked to sit at the designated parents table that is located in the cafeteria, and should not invite other students from the class to join them. Bringing lunch to your child is fine, but please do not bring treats or food for other students.

OTHER FREDERICK DOUGLASS POLICIES

Bicycles

If a student wants permission to ride a bicycle to school, the parent must contact the principal in writing. The parent notification will be kept on file in the office. Students who ride bicycles to school are required to have a lock for the bicycle and are required to secure it during school hours. The school will not be responsible for the property before, during or after school hours.

Sale of Items at School

The School Board forbids the sale of items by students at school and prohibits school sponsored house-to-house sales by students.

School Mascot and Colors

The FDES mascot is a loveable panda bear. The school colors are black, white, and green. We encourage our students to identify with these symbols as a representation of our school spirit and Panda PRIDE: Patience, Respect, Integrity, Determination, and Excellence.

School Entrance

All doors to our school are locked in order to ensure security of the building. Anyone wishing to enter the building must do so through the front doors. Using the intercom system, a school employee will unlock the doors once the identity and purpose of each visitor has been established.

Identification Badges

All visitors are required to go to the office when entering the school. A driver's license or valid ID is required to be shown on your first visit to the school. All visitors will be issued a visitor tag that must be visible and worn during the entire visit. Before exiting the building, the visitor must sign out in the office using the badge that was issued. It is important that our office staff knows who is in the building at all times. This helps to ensure the safety of our students and staff. Thank you for your cooperation in this matter.

Car Rider Policy

Adults picking up students at dismissal will be required to have the green car tag with the student's name and grade level, posted in a location that is visible to FDES staff. This will serve as verification that each child is being turned over to a

familiar and trusted adult. If the car tag is not visible, the driver must come to the office and show identification prior to picking up the student. No child will be dismissed without a name tag. NO EXCEPTIONS!

Parent Visitation

Parents are always welcome at FDES. If you'd like to schedule a conference with your child's teacher, please do so by emailing or calling the school to set up a time in advance.

Walking Students to Class

Parents are welcome to walk their child to their classroom between 7:30am-7:50am each morning if they wish to do so. Parents will need to sign in and out in the front hallway. In order to minimize classroom disruptions, parents will not be permitted to walk students to class after 7:50am. Please remember that this is not an appropriate time to conference with your child's teacher. If you feel there are concerns that need to be addressed, arrangements will need to be made for a time when the teacher is not responsible for the education and welfare of students.

Parent Participation

Participation in certain school activities by a non-custodial parent (HB2147) provides that unless a court order has been issued to the contrary, non-custodial parents of students enrolled in public schools or daycare centers, shall not be denied the opportunity to participate in activities, such as lunch breaks and parent-teacher conferences, for which parental participation has been encouraged by school policy. The custodial parent is responsible for providing the court order, if one exists, to the public school.

Crisis Plans

All Winchester Public Schools have crisis intervention plans. These plans are designed to meet the needs of each individual school. The plans focus on the safety of the children during various possible threatening situations. As with fire drills, these crisis plans will be practiced throughout the school year. We do not anticipate any threatening situations in or outside of the building, however if one does arise, we have very specific plans in place to protect students. If you wish to discuss this further, please contact Mrs. Downey.

Student Protection

In order to protect our students, we ask that parents/guardians not take any pictures of other students. This includes field trips, when volunteering in classrooms, or during after school events.

Distribution of Non-School Publications

Distribution within the school of non-school publications (materials not purchased or approved by the School Board for use for instructional purposes) is restricted. Such materials must have prior written approval of the Superintendent of Schools before they may be distributed at school.

Dress Code

The school shares with parent the responsibility for determining appropriate school dress. School clothing should be appropriate for the weather and school activities. Students should not be dressed in any clothing that compromises safety or modesty or interferes with the educational process. Students are not to wear articles of clothing that have language or pictures that are sexually suggestive, offensive or degrading to others, or that carry messages of drugs, alcohol or violence. Pants are to be worn at the waistline and shirts and tops must meet the waistline and not reveal bare midriff. Shorts are acceptable only if their length is equal to or longer than the student's fingertips when arms are relaxed at sides. **Tennis shoes are expected to be worn on physical education days.**

The school reserves the right to provide students with alternatives if the clothing worn to school is deemed inappropriate by administration.

Items Necessary for School

Students should bring to school only items that are necessary for school. ***Items not necessary for school should be left home.*** This includes items such as, electronic games, trading cards, and other toys. Knives and other potentially dangerous objects as well as glass containers are not allowed in school. Any items that distract from instruction will be taken to the office. Parents will be contacted to come to school and pick up items that have been taken.

Homework

Homework is an accepted part of the educational program for children. The main purpose of homework is to provide practice of skills being learned. Teachers may choose to assign homework using the following guidelines:

- Appropriate for the specific standards at each grade level
- Reasonable in length
- Directly related to classroom work
- Well defined in advance by the teacher
- Understood by the students
- Reviewed by the teacher and student
- Positive in nature

Change of Address or Telephone

It is essential that parent/student address and telephone information be accurate and up to date in the office. Please notify the school immediately if you have a change of address or telephone number during the school year.

Report Cards and Conferences

The school year for all students is divided into four report card periods. The first and third 9 week periods involve a required parent/teacher conference.

Conferences are scheduled to discuss the progress of students and their report cards are given to parents at that time. The school system places great emphasis on the importance of conferencing at all levels. Every effort should be made to attend these conferences. At the end of the second and fourth report periods, report cards are sent home. Dates of the report periods are listed on the school calendar.

Conferences may be requested by parents, teachers or the principal whenever the need arises. Communication between home and school helps ensure a consistent environment for the child.

Standards of Learning

All Standards of Learning can be found on the Virginia Department of Education website – www.doe.virginia.gov. If you do not have access to this website, you are welcome to contact the office.

INCLEMENT WEATHER PLANS

In the event of bad weather (snow, ice, etc.) the Winchester City Schools will do one of three things: (1) close schools, (2) open schools late (delayed opening), (3) dismiss early:

1. School Closing – On any morning when ice or snow has fallen, listen for announcements concerning school closings on all local radio stations, television channels NBC4 Washington, WJLA ABC7, WUSA9, WHSV TV-3 Harrisonburg, or the Winchester Public Schools website (www.wps.k12.va.us) or instant alert.

2. Delayed Opening – In situations where the Superintendent feels that road conditions may change sufficiently to make travel safe later in the morning, he will announce a delayed opening. This may be a delay of **one or two hours**. Please note the following schedules:

A. One (1) Hour Delay

- Bus schedules are followed exactly one hour later than normal.
- Regular afternoon dismissal times remain unchanged.
- Breakfast and lunch will be served.

B. Two (2) Hour Delay

- Bus schedules are followed exactly two hours later than normal.
- Regular afternoon dismissal times remain unchanged.
- A Grab and Go breakfast will be available for students.
- Lunch will be served.

3. Early Dismissal – If weather conditions grow steadily worse during the school day, the Superintendent may close the schools early. If conditions are severe early in the day, a 1:00 dismissal is likely. If the conditions are not serious by mid-morning, but get worse as the day progresses, children will be dismissed as early in the afternoon as the buses can arrive.

Again, please listen to the radio if it is likely that weather conditions could cause transportation problems for the City Schools. **Please be sure that you have informed the office and your child's teacher of dismissal procedures in the event of an early dismissal.**

Possession of Beepers, Cellular Phones or Similar Devices:

Students may bring a cell phone to school only if it remains in their backpack during the school day. If the child has the cell phone out during instructional time, it may be confiscated and need to be picked up in the office by the parent.

Sexual Harassment

The following is the condensed sexual harassment policy that has been approved by the School Board for our school system. If you have any questions, please contact Stephanie Downey, Principal.

General:

It is the policy of Winchester Public Schools to maintain a working and learning environment for all its students which provides for fair and equitable treatment, including freedom from sexual harassment. It is prohibited for any employee or student, male or female, to harass a student by making unwelcome sexual advances or requests for sexual favors, or engaging in other verbal or physical conduct of a sexual nature.

Complaint Procedure

Any student who believes that he or she has been subjected to sexual harassment should file a written complaint of the alleged act immediately to the Title IX compliance officer of the Winchester Public Schools. The written complaint should state in detail the basis for the complaint, the names of the persons involved, and the dates of any specific incidents.

Alert Now Program

The WPS initiated an “Alert Now” program which provides notification of both non-emergency and emergency situations happening at school.

All parents are expected to sign up for this program. Notification is given to parents by cellphone, voice message, home phone or email. This is determined by parents’ preference as they sign up for the program. All parents are highly encouraged to go to the website <http://www.wps.k12.va.us> and register. If you have any questions, contact our office at 662-7656.

Guidance and Counseling Services

Our school counselor at Frederick Douglass Elementary School is Amy Zimmerman. Mrs. Zimmerman is a licensed professional counselor with national certification. Mrs. Zimmerman offers a variety of counseling services in meeting the Virginia Board of Education counseling standards.

The nature of the school counseling program is to offer brief/solution focused counseling services to address the academic, career, and personal/social needs of students as they relate to academic success. School counseling services are not designed to be therapeutic. If at any time you feel like your child requires counseling services beyond what is provided at school, please contact Mrs. Zimmerman for a list of private practice options.

School counseling activities for students may include classroom guidance lessons, small group counseling opportunities as well as one on one counseling sessions. Students may be referred for counseling services by parents, teachers, administrators, or by self-referring.

Mrs. Zimmerman also teaches classroom lessons to all FDES classrooms throughout the year. Classroom lessons focus on social skills in relating to self and others, as well as exploring the world of careers and developing good study habits. Small counseling groups may focus on self-awareness issues, peer relations, coping with loss and grief, anger management and issues of self-control, decision making and problem solving skills.

Parents are always welcome to stop by the counseling office and discuss counseling services or review materials. An appointment can also be made by calling the school counseling office number: 723-6676.