

Lemon Road Elementary School

7230 Idylwood Road
Falls Church, VA 22043
(703) 714-6400

<https://lemonroad.es.fcps.edu/>

2024 - 2025

LEMON ROAD FAMILY HANDBOOK

Principal: Ashley Castillo
Assistant Principal: Angela Ulsh

Office Staff

Administrative Assistant/Finance:

Mary Anne Nealson

SIA/Registrar: TBD

Office Assistant: Emily Olsavsky

Family Liaison: Mabel Morales

Contact Information

Attendance Line: (703) 714-6464

Health Room: (703) 714-6410

SACC: (703) 714-6460/6461

School Counselors

Erica McKinney ecmckinney@fcps.edu

Rabia Ali rfali@fcps.edu

FCPS County-wide Information

FCPS website: www.fcps.edu

ABOUT OUR SCHOOL

Mission: Our Mission at Lemon Road Elementary is to provide an environment where all of the adult stakeholders are committed to supporting the academic, social, creative, and emotional needs of all of our students so that each child can achieve success at levels matched to and often exceeding perceived abilities.

Vision: Lemon Road is committed to fostering a community of learners in which students, staff, and parents will grow and learn together while striving for excellence. We celebrate the uniqueness of the individual and value the family as an integral part of a student's academic success.

Responsive Classroom Approach: Responsive Classroom is a student-centered, social and emotional learning approach to teaching and discipline. It is comprised of a set of research and evidence-based practices designed to create safe, joyful, and engaging classrooms and school communities for both students and teachers.

SCHOOL INFORMATION

SCHOOL HOURS: 8:15 a.m. – 2:55 p.m. Doors open at 8:05 a.m., and the tardy bell rings at 8:15 a.m. Students who arrive after 8:15 a.m. are tardy.

SCHOOL CALENDAR: The FCPS student calendar can be found on the FCPS website at <https://www.fcps.edu/calendars/standard-school-year-calendar>

BUS ROUTES AND TIMES: The FCPS Transportation Office emails bus routes and schedules to parents directly. Transportation information is available at: <https://www.fcps.edu/resources/safety-and-transportation/transportation-services>

STAY IN TOUCH

1. Classroom teachers send weekly newsletters to all parents in the classroom through email.
2. Lemon Road administrators send weekly newsletters through News You Choose. **Parents must subscribe** through the FCPS website at: <https://public.govdelivery.com/accounts/VAEDUFCPS/subscriber/new>
3. Parents receive messages from eNotify communicating safety drills, urgent messages, transportation updates, or dismissal changes due to weather.
4. Teachers and staff use Talking Points to send translated texts to parents of students for short messages.
4. Follow Lemon Road on Social Media.

Getting Familiar with Lemon Road Elementary

ARRIVAL & DISMISSAL PROCEDURES: Kiss and Ride traffic loops through the back parking lot and drops off/picks up at Door #7. Traffic exits through the front parking lot. Plan to arrive before 8:05 daily.

Families arriving by car must either go through Kiss & Ride or park legally in a parking spot and walk your child to Door #1. **Parents may not drop children off on Idylwood Road or in the parking lot.**

Students arriving after 8:15 a.m. must be walked into the main office by a parent/guardian to share reason for tardy arrival.

Parents picking up their child early should email lemonroadoffice@fcps.edu and your child's teacher alerting them to the pick up time and arrive **prior to 2:30 p.m.**



PARKING: Parking is available in unmarked spots in the front or rear of the school. Please be considerate of our neighbors when parking in the neighborhoods. Parking can be limited for school events—consider carpooling or walking when possible. Please arrive 15 minutes prior to a school event for parking.

BREAKFAST: Breakfast is served beginning at 8:05 a.m. daily. Breakfast is not served on days with a delayed start due to weather.

LUNCH: Students may bring a lunch or purchase one with either cash or student's credit account linked to their FCPS student ID through [MySchool-Bucks.com](https://myschoolbucks.com). Parents can create an account using their child's student ID. Parents may visit and eat lunch with their child (see visitor guidelines).

SNACK: All classes permit snack for students during the day. Check with your child's teacher if there is a designated snack time or if students are permitted to snack when they need. **Students may only bring heathy snacks to eat during the day** (no candy, sweets, energy drinks, or soda are permitted for snack).

VISITING THE SCHOOL: All visitors must bring a government-issued photo ID each time they visit the school. Visitors buzz into the school office and then sign in using the computer system with their ID in the lobby. Visitors check out in the same manner before leaving. Without appropriate photo ID, access to the school will be denied for the safety of our students and staff.

FCPS Regulation 4119.6 states that anyone other than a student's parent/legal guardian must have successfully completed an FCPS background check before being allowed to volunteer in a FCPS school building. The Volunteer/Mentor application form can be found at <http://www.fcps.edu/sites/default/files/media/forms/hr3.pdf>.

BIRTHDAY RECOGNITIONS: Lemon Road recognizes student birthdays each Friday on the news show and during monthly "Freaky Friday" celebrations. **Birthday food treats are only permitted to be shared on designated Freaky Fridays.** The SCA designates a theme for each Freaky Friday encouraging students and staff to dress in a spirited way to celebrate birthdays. Room parents coordinate Freaky Friday birthday treats with the parents and teacher.



2024—2025 Freaky Friday Dates:

| | |
|----------------------|---------------------|
| Thursday, August 29 | Friday, February 28 |
| Friday, September 27 | Friday, March 28 |
| Thursday, October 31 | Friday, April 25 |
| Friday, November 22 | Friday, May 30 |
| Friday, December 20 | Friday, June 6 |
| Friday, January 31 | |

FOLLOW US ON SOCIAL MEDIA: To stay informed of school events and photos of daily activities in the school, follow us!

Facebook: Lemon Road
Instagram: @lemonroadschool

LEMON ROAD PTA

The Parent Teacher Association is an organization of parents, teachers, and staff designed to build strong working relationships in support of LRES students. Parents are encouraged to attend monthly meetings to be informed about school events and connect with parents and school leaders. Consider volunteering on a PTA committee or with events throughout the school year. Visit <https://lemonroad.memberhub.com/> for more information.

PTA Board

PTA President: Gemma Stokoe
VP of Membership: Shannon LaBarbera
VP of Fundraising: Caitlin Gaffey
Secretary: Jessica Bradford
Treasurer: Meera Natarajan

AFTERSCHOOL ENRICHMENT ACTIVITIES: The PTA organizes afterschool programs in fall, winter, and spring with Barody Camps. Information will be distributed in Wednesday folders. Visit the PTA website for more information: <https://lemonroad.memberhub.com/>

ATTENDANCE: When a student will be absent or tardy, parents contact the LRES office before school via the LRES website, calling **703-714-6464**, or emailing LemonRoadESAttendance@fcps.edu. Parents are asked to provide specific information about the reason for the absence. Parents will be contacted when their child misses school as well as when they are at risk of chronic absenteeism and may be asked to meet and create an attendance plan.

LONG-TERM ABSENCES: Parents are encouraged to avoid extended absences during the school year. This means planning trips during school holidays. Students will be withdrawn from FCPS after 15 consecutive days of absence. Teachers are not required to provide assignments in advance of absences. Any student who visits a foreign country listed on the High Tuberculosis Burden Country list for 4 weeks or more cannot begin or re-enroll at school until documentation of a negative TB results has been provided to the registrar.

PARENTVUE ACCOUNT

ParentVue is used by parents/guardians to access information about attendance, class performance, discipline, assessment results, and links to FCPS information. New parents will be sent a letter that contains their ParentVue activation key, instructions, and the URL for creating an account. Please contact the school registrar, if you need help setting up your account.

PARENT/TEACHER CONFERENCES

Lemon Road teachers host parent/teacher conferences each fall. Parents have the opportunity to sign up for a conference at Back to School Night.

LOST & FOUND

The Lost & Found is located at the entrance to the gym. Please label all student items with first and last names. **Items not claimed will be donated at the end of each quarter.** Parents are welcome to visit the Lost & Found before or after school freely or check in during the day.

SECOND STEP: SOCIAL EMOTIONAL LEARNING PROGRAM

Second Step programs help students build social-emotional skills like nurturing positive relationships, managing emotions, and meeting goals so they can thrive in school and in life. Lemon Road will be using Second Step as a curriculum this year for the first time to support our students. Information will be shared weekly with parents through the News You Choose newsletters.

STUDENT AGENDAS: Students in grades 4—6 are provided a student agenda which must be brought to school and home daily. Teachers will designate time for students to update agendas during the school day. Parents are expected to review student agendas with their child regularly. If a student misplaces their agenda, parents are asked to either pay \$5 for a replacement (if available) or provide a replacement from home.

WEATHER CANCELLATION PROCEDURES: Information about school cancellations, delays, or early closures is posted to the FCPS Twitter and Facebook pages, on www.fcps.edu, and local news stations. Automated email and text messages are sent using the contact information parents provided at registration.

WEDNESDAY FOLDERS: Each Wednesday, students bring home a large white envelope from school containing student work, mandatory forms for parents to complete, field trip permission slips, PTA information, school events, etc. It is important to check this each week and return the envelope to school promptly.

HEALTH ROOM INFORMATION:

- A sick child does not learn well, so **please keep sick children home.**
- A child with a fever of 100.4 or higher, diarrhea, vomiting, or a contagious illness must stay home for 24 hours after all symptoms have resolved without medication.
- If your child becomes ill or develops a medically undiagnosed rash during the day, parents or an emergency contact will be notified to pick up your child immediately. If an emergency arises, we will also call 911.
- For students needing medication at school:
 - ◊ All medication must be brought to the health room by a parent.
 - ◊ OTC medications for headaches, muscle aches, orthodontic pain, or menstrual cramps may be given as needed with parent's signature on the Medication Authorization form.
 - ◊ All medication requires the appropriate FCPS Medication Authorization form, found online at <https://www.fcps.edu/resources/student-safety-and-wellness/school-health-services>.
 - ◊ Medication must be in the original container and must be kept in the health room.
 - ◊ Medication managed by the health room will be sent on FCPS sponsored field trips.
- Students may carry and use cough drops, nonmedicated products such as contact lens solution, and skincare products such as lip balm, hand lotion, insect repellent, and sunscreen.
- If you have any questions about the School Health Program or if your child has a health concern, please contact Stephanie Gibbs at 571-595-6292 or via email at sgibbs1@fcps.edu



Public Health Nurse

Ms. Stephanie Gibbs

- Identifies and addresses medical and health concerns of students
- Provides training for school staff about health issues and procedures
- Serves as a resource to school staff for communicable diseases and appropriate actions
- Assists in tracking illness trends
- Acts as liaison between Health Department and FCPS
- Supervises the School Health Aide

School Health Aide

Ms. Carey Monts

- Is a paraprofessional trained by the Fairfax County Health Department
- Cannot diagnose or give advice regarding care
- Duties include caring for sick and injured students; facilitating medication administration; coordinating vision and hearing screening for all kindergarten and 3rd grade students