

LYLES-CROUCH TRADITIONAL ACADEMY



Parent/Guardian Handbook

2021-2022

530 South Saint Asaph Street
Alexandria, VA 22314

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Telephone: 703-706-4430 Fax: 703-684-0252
<http://www.acps.k12.va.us/crouch/>



Lyles-Crouch Traditional Academy

An Alexandria City Public School

530 South Saint Asaph Street Alexandria, VA 22314
Telephone: 703-706-4430 Fax: 703-684-0252 Voicemail: 703-706-4416
www.acps.k12.va.us



Dear LCTA Family Members,

Welcome to Lyles-Crouch Traditional Academy. This parent/guardian handbook will serve as a broad-based guide to the most frequently asked questions about policies and procedures at LCTA.

This manual is in conjunction with Alexandria City Public Schools' School Board policies or the Superintendent's Administrative Directives. This school level handbook has been designed to enhance parent/guardian communication.

If you need further information, please do not hesitate to contact any staff at LCTA. I can be reached by email at patricia.zissios@acps.k12.va.us or by phone at (703) 706-4430.

Sincerely,
Patricia Zissios, Ph.D.
Principal

ACPS 2020-2025: Equity For All - Strategic Plan

Mission

The plan's **mission** is to ensure success by inspiring students and addressing barriers to learning

Vision

The plan's **vision** is: *Empowering all students to thrive in a diverse and ever-changing world.*

Pledge

Alexandria City Public Schools has pledged to provide an equitable, high quality education which is accessible and engaging to all students in a five-year strategic plan approved by the Alexandria City School Board on June 26, 2020. Equity For All 2025 is a bold and courageous roadmap that is timely and will position ACPS as a national leader in redefining PreK-12 education as a deliberately inclusive and supportive experience where all succeed. Going forward, racial equity will be at the center of every decision that the school division will make.

Goals

- ACPS 2025: Equity for All has five core values that ensure ACPS is Welcoming, Empowering, Equity-Focused, Innovative and Results-Driven.
- In addition, it has five primary strategic goals: Systemic Alignment; Instructional Excellence; Student Accessibility and Support; Strategic Resource Allocation; and Family and Community Engagement.
- Each of these goals ensures that students are engaged in classroom instruction, have access to the educational resources needed to enhance their learning, and participate while in safe, friendly, and welcoming environments.
- It also sets clear division-wide priorities and programs that will eliminate opportunity and achievement gaps as well as ensure that all students graduate ready for college, careers and life. Progress toward these strategic goals will be measured with rigorous metrics.
- For the first time in the history of ACPS, the strategic planning process was aligned with the planning process for multiple citywide departments. These organizations embraced a shared understanding of racial equity and kept that principle at the heart of all decision making. The key focus areas of the Unified Planning Team are racial equity, developmental assets and a trauma-informed approach. They aim to add value through collective community engagement, the sharing of data, and a focus on joint outcomes.
- The development of the ACPS 2025 Strategic Plan, guided by ACPS' consultant FourPoint Education Partners, has taken more than a year of collaboration and engagement involving a Strategic Planning Committee consisting of ACPS staff from every school, students, parents and representation from key community groups across Alexandria.
- ACPS will work with the Unified Planning Team to develop a process to implement their plans together.

[2025 Strategic Plan: Equity for All \(PDF\)](#) | [español \(PDF\)](#) | [አማርኛ \(PDF\)](#) | [بالعربية \(PDF\)](#)

AFTER-SCHOOL ACTIVITIES

A variety of extracurricular activities are held each year at Lyles-Crouch Traditional Academy (LCTA). These activities provide enrichment, extension, and remediation classes after school to meet the needs of all students. Detailed information is sent out in the fall and the spring regarding the after-school activities offered.

BUS BEHAVIOR

The safety of children riding school busses is of primary concern for all members of the school community. PLEASE:

- * Review with your child the R.O.A.R.S. Chart for behavior expectations for riding a bus (see appendix).
- * Emphasize the importance of loading and unloading the bus properly. Insist that your child(ren) be courteous and use good manners when it comes to getting on and off the bus. Each child should wait his/her turn to board, get off the bus, and practice safety at all times.
- * Ensure that your child follows these rules daily. Explain how distracting the driver even for a second could put a whole busload of children in danger.
- * See that your child arrives at the bus stop on time.
- * Monitor what your child brings to school. Please check the contents of your child's backpack daily. A backpack and lunch box is really all that young children can handle.
- * Remind your child that if he/she drops something, he/she should not retrieve it from under or around a bus, but ask an adult for help.
- * Report any unsafe acts to school personnel.

BUS TRANSPORTATION

Alexandria City Public School (ACPS) policy states that daily bus service will be provided for elementary students living in **excess** of one mile from school. Those students may be asked to walk up to one mile to get to the bus stop. Elementary students who live less than one mile from the schools are not eligible for bus transportation, unless walking conditions are deemed too hazardous.

Various activities during the year, such as field trips, mean that most students will be riding a bus at some point during the school year.

Should any child be reported to the school principal or designee for misbehavior, the principal or designee will be responsible for the disciplinary action, including loss of the privilege of bus transportation, until the parents, the bus driver, and the principal can arrive at an equitable agreement. The parents will be responsible for the transportation of any pupil who has lost school bus transportation privileges. Even though a student has his/her bus riding privileges suspended, he/she is still **REQUIRED** to attend school. Additional infractions will cause additional suspension of bus riding privileges and could result in denial of such privileges for the remainder of the school year.

If we can be of any help with problems relative to the transportation of your child, please feel free to contact the school principal or designee. Your cooperation in the safe transportation of your child is appreciated.

CAR RIDERS

Car riders are to arrive no earlier than 7:40 a.m. These riders are to be discharged quickly onto the sidewalk adjacent to the South St. Asaph Street side of the school, so other riders may do the same. There is **NO PARKING ALONG THE CURBSIDE SCHOOL ENTRANCE DURING DROP-OFF/PICK-UP TIMES**. Do not discharge your child unless there is a school employee present to oversee the safety of the child. If you arrive before 7:40 a.m., the parent should remain with the child until a school employee comes on duty. Be aware that the curb area immediately in front of the school on South Saint Asaph Street has "No Parking" from 7:30 – 8:15 a.m. and 2:15 – 3:00 p.m. Parents are **NOT** allowed to park at Demaine Funeral Home.

EMERGENCY CLOSING OF SCHOOLS – LISTEN TO YOUR RADIO OR WATCH TELEVISION

When weather is bad and there is a chance that school will open late, close early, or be closed for the day, **please listen to the radio, watch television, call the ACPS Hotline at (703) 866-5300, or check the ACPS menu web page for information regarding Alexandria City Public Schools.** You are also encouraged to sign up for ACPS emergency email & text alerts. All day closings due to bad weather, as well as late openings, are announced on local radio stations beginning at 6:00 a.m. Early closings are announced by 11:00 a.m. When there is no announcement, schools operate on schedule. PLEASE DO NOT CALL THE SCHOOL. We obtain information from the radio, television broadcasts, and emergency email & text alerts, just as you do. On occasion it is necessary to close one or more schools because of heating failure or some other emergency condition. These closings are also announced on the radio, television, and text/email alerts.

Emergency closings may require the school to contact you. Please be sure to fill out the Emergency Care Card with accurate and updated phone numbers. It is extremely important that you inform the school when any of the information on the Emergency Care Card changes.

GOING HOME WITH A FRIEND

In order to go home with another child after school, **BOTH CHILDREN MUST BRING A PERMISSION NOTE FROM THEIR RESPECTIVE PARENT/GUARDIAN.** Transportation rules are such that bus drivers must have the school & parent/guardian permission for children to be dropped off at bus stops other than their own.

HANDICAP ACCESS TO OUR BUILDING

We are completely accessible and in compliance with current ADA regulations.

The front of the school may be accessed by a ramp located in front of the building. For safety reasons, all exterior doors must be kept locked. A bell is located by the main entranceway to alert the office staff to open the door for staff and visitors. In addition, we also have an on-site elevator for anyone needing such an accommodation.

SCHOOL HOURS

School hours for grades K through 5 are 8:00 a.m. to 2:35 p.m., Monday through Friday.

The school opens at 7:45 a.m. for children to go directly to their classrooms. Breakfast begins at 7:30 a.m. in the cafeteria. Children eating breakfast can enter through the parking lot doors at 7:30 a.m. Dismissal begins at 2:30 p.m. in the afternoon, with bus riders released first, followed by walkers and Kiss & Ride students.

*** Children not in the building at 8:00 a.m. are considered tardy and must report to the main office, with an adult, to sign in. A tardy pass will be issued. If the front doors are closed, parents must come in to sign any late students into class.**

Attendance

ATTENDANCE, ABSENCES, AND EXCUSES

During your child's formative elementary school years, including Kindergarten, it is important that regular school attendance be encouraged and practiced. Justifiable absences are those due to illness of the pupil, death in the family, a doctor or dental appointment, observance of a religious holiday, or principal discretion to accept exemption from attendance. We ask that families plan vacations accordingly and not during scheduled instructional days. Family vacations are considered unexcused absences.

When your child is going to be absent from school, please call the school office at 703-706-4430 before 8:00 a.m.

This phone number is connected to a voicemail system. Please leave a message in box #301 or 6306 - (Mrs. Caldwell), which includes your child's name, the name of your child's teacher, and the reason for the absence. Please follow this protocol, or you will receive an automated ACPS phone call. For your convenience, the voicemail system is available for leaving messages 24 hours a day (including weekends). You may also email Mrs. Caldwell at dawn.caldwell@acps.k12.va.us as well as the classroom teacher. If extreme circumstances prevent you from calling and leaving a message, a note must accompany your child on his or her return to school. This note must list the reason for the absence and be signed by the parent or legal guardian.

An absence not explained by a call or note will be considered unexcused.

Section 22.1-258 of the Code of Virginia requires LCTA staff to refer any student with five unexcused absences to the Attendance Officer.

When a child is expected to be absent due to illness for an extended period of time, the school should be notified so that provisions may be made for a homebound-study program.

If you are experiencing difficulty getting your child to attend school regularly, please consider taking advantage of the expertise of school personnel, including the counselor and administrator, in addressing the problem.

RELEASE FROM SCHOOL BEFORE THE END OF THE INSTRUCTIONAL DAY

Parents are strongly encouraged to avoid removing their students from school before the end of the instructional day.

When a child must be taken from school early, a note must be sent with the child to school signed by the parent/guardian. The note should indicate the reason and the time the student will be picked up. Please discuss with your child in advance when it is necessary for you to remove him/her from school before the end of the instructional day. Children will be called to the office when the parent/guardian arrives to sign him/her out.

Students are not released to any person not authorized in writing to pick the student up. In the event a parent/guardian sends another person to pick up their child at school during school hours; a written note must be provided in advance that has been signed by the parent/guardian. The person picking up the student will be required to show proof of identification with a photo ID. Students may be released to either parent/guardian unless a custody order from the court names one as having sole custody.

TARDY

Students are allowed to enter the building at 7:45 a.m.; 7:30 a.m. for those that need to eat breakfast in the cafeteria. Any student who is not in the classroom by 8:00 a.m. is considered tardy and must report to the office accompanied by an adult. The reason for the tardiness is recorded in the office and the child is sent to his/her classroom, with a tardy pass.

If your child is going to be tardy, please send a note to school the day before or call the Absentee Line at 703-706-4430 (box 301 or 6306/Mrs. Caldwell) by 8:00 a.m. Leave a message with your child's name, the name of your child's teacher, the reason for being tardy, and the expected arrival time.

Cafeteria

BIRTHDAYS

Lyles-Crouch, in accordance with the ACPS Wellness Policy, will no longer encourage parents to have birthday celebrations in school. Instead, we encourage parents to give the gift of literacy by donating to the "Books for Birthday" program. This program allows all students to celebrate a student's birthday and provides a healthy alternative to sweets. Contact the librarian for details. If any treats are brought to school, they must be prepared by a certified food manager and packaged appropriately. Homemade treats are not allowed.

BREAKFAST

Each LCTA student may have breakfast at school. Breakfast may be purchased for \$1.75. Breakfast is served between 7:30 a.m. and 8:00 a.m. each day. Breakfast is available at a reduced or a free price for those who qualify.

LUNCH RULES AND ROUTINES

All students in grades K-5 have the opportunity to eat their lunch in the cafeteria. In order to serve lunch to a large number of children, certain rules and procedures must be followed. The size of the cafeteria limits seating. Schedules permit a 30 minute period. Supervision is provided by a paid aide referred to as the *cafeteria hostess*.

LCTA encourages parents to add money to their child(ren)'s meal account. This method of prepaying for lunches eliminates the need for students to carry money to school each day. Parents may come at the start of school to add money to their child's account. Parents should first come to the office and sign in. Then they may go to the cafeteria. As an alternative, parents may send checks with their student(s). The children may visit the cafeteria on their way to class. Checks should be made payable to "Lyles-Crouch Food Nutrition". School Nutrition Services will have a parent online payment system. It is located at www.schoolcafe.com.

The cost for a complete lunch (one entrée, choice of two vegetables and/or fruits, bread, and choice of milk) is \$2.85. If your child is just purchasing milk, the cost is: \$0.60. Other items are available on an a la carte basis. Children will be limited to purchasing one high-sugar content dessert (i.e. ice cream, cookie) daily. Parents who do not wish their student to purchase a la carte items, may request that the money placed on the account be used for complete lunches only. When paying for lunches only, please pay in increments of \$2.85. Every ACPS student has his/her own personal pin number to use when purchasing items in the cafeteria.

The school cafeteria can provide meals for students who pay cash or who are eligible for federal free or reduced-price meals. MEAL POLICY: For more information please see ACPS School Meal and Snacks Policy: JHCH

To assist students with low account balances, you can set a reminder when you create an account at www.schoolcafe.com.

Lunch is available at a reduced or free price for those who qualify. Federal free and reduced-priced lunch forms are available in the LCTA office and in the cafeteria. These forms must be filled out each year.

Parents are welcome to eat lunch with their children. **However, we ask that you limit your visits to once a month.** All visitors must come to the office, sign in and get a visitor's badge. The price for adults and children not attending ACPS is \$3.80. Please do not bring in "fast food" for your child during the lunch period. It disrupts the class as other children look to see what was brought in. Also, please refrain from sending in soda, candy, and other unhealthy snacks. We are working to encourage healthy eating habits among our children. ACPS School Nutrition will provide a printed menu calendar for elementary students only. This calendar will be distributed one per household, otherwise, menus can be accessed at <http://schoolnutritionandfitness.com/index.php?sid=0502161559246112>.

You are also encouraged to sign up for the FREE mobile app which provides menu items, nutrition information and food allergens.

Alexandria City Public Schools School Nutrition Services

What's new in SY 21-2022!

Dear ACPS Parent / Guardian:

Welcome back to a new school year! We are looking forward to seeing students once again in our buildings, and in our cafeterias. We are pleased to inform you that breakfast and lunch meals will be at NO COST to students this school year. Smart Snack compliant ala carte items, such as an extra entrée, drinks, juice, milk, ice cream, etc. will be available for purchase. Please [Click here for ala carte prices](#):

This year we will be offering some exciting new menu items that are Chef inspired and plant based with a special focus on sustainability to improve our Carbon footprint and better care for our planet. We always enjoy hearing from our students/parents, so please feel free to stop in and drop us a note. Please give us a "like" at <https://www.facebook.com/chefjasontepper>.

If you have selected virtual learning for your student/s during the 2021-2022 school year, and you would like to arrange for breakfast and lunch meals for your student, please email us at Virtual+food@acps.k12.va.us by August 1st.

We also offer parents the opportunity to create and add money to your student's meal account via School Café for any additional purchases using Visa, Mastercard or a debit card. A small per-transaction convenience fee of \$1.75 will be charged for each payment. You can also monitor your student's meal account, set up reminders. School Cafe is the preferred method for paying for meals. If you choose to send cash/check to school to place on your students account, please send it in an envelope, clearly marked with the student's first and last name, their ID #, their teacher's name, and the amount enclosed.

To create a new School Café account, or sign in to an existing account, to add money or monitor purchases you may do so online at www.schoolcafe.com/alexandriacps OR download the mobile app for free from the AppStore OR the Google Play Store. [Click here](#) for more information on how to sign up with School Cafe and the many features available for parents, such as; set up low balance email reminders, schedule recurring payments, monitor student purchases and/or set daily purchasing limits, complete FARM application forms online, transfer funds between family members and request refunds. Please note: Maximum deposit, per student, is set at \$100.00.

[Manage your student's SchoolCafé account or See how to set up an account and make a payment.](#)

Embedded below is your Student ID number (needed to create the School Cafe Account) and Student PIN number for accessing your meal account. Note: After you sign up in School Cafe, you must link your Cafeteria account to your online account. To find your account, you must enter student ID #, School Name, and Last Name and then click, "Find My Cafeteria Account."

{{Child Name}}	{{PIN}}	{{Student ID}}	{{School Name}}	{{Grade}}
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If at any time you leave the district or would like to request a refund on your account, you may do so by going to the SNS web page and selecting the "refund" tab under meals and prepayment tab or directly through School Cafe.

Free and Reduced Meal Application (FARM)

Why should I complete a FARM if meals are free? Even though student meals will be at no cost, school funding and eligibility for other programs (ie: internet services, P-EBT benefits, reduction in recreation fees, etc.) an annual meal application must be completed each school year. Parents are encouraged to submit an online FARM Application online by logging onto www.schoolcafe.com/alexandriacps. Paper application forms are available at your student's school, and attached to this email.

The application process is quick and easy. Please sign into your SchoolCafé account to apply. Please remember to include all students in your household on the same application.

Community Eligibility Schools (CEP) and Income Survey forms:

If my student attends a CEP school, do I still need to complete a FARM application? Families of students attending the following Community Eligibility Provision (CEP) schools DO NOT need to complete an application unless you have other children attending another ACPS school: ***Cora Kelly, Early Childhood Center (ECC), Ferdinand T. Day, Francis C. Hammond Middle, James K. Polk, Jefferson Houston, John Adams, Patrick Henry, Samuel Tucker, and William Ramsay.*** *ONLY students attending these schools will be automatically enrolled to receive P-EBT benefits, if offered, without any further action, however, families are still strongly encouraged to complete an income survey form located on your student's schools website, you can also access the [income survey form here](#). This allows schools to receive additional State funding to support the various programs offered at these schools. In addition,*

If you have any other questions, please visit us at <https://www.acps.k12.va.us/nutrition>
Or at food@acps.k12.va.us

Sincerely,
Cynthia Hormel, MM, RDN, SNS
Director, School Nutrition Services

Resources

OFFICE OF THE SCHOOL BOARD

PARENT/TEACHER CONFERENCES

LCTA teachers will offer two formal conferences for the parents of each child. One conference will occur in November and the other in February. Each will focus on setting instructional goals for your child's learning and discussing your child's progress at accomplishing those goals. Other conferences may be scheduled during the school year as deemed necessary by parent/guardian and/or teacher.

Conferences with the teacher will help both parent and teacher to understand the child and plan together for the child's continued development. Parents should not hesitate to contact the school if a conference is desired.

One of the primary purposes for requesting conferences in the first nine weeks is to provide teachers and schools with information necessary for specific planning to meet individual needs. Diagnostic tests alone cannot reveal a child's total growth and progress. This fact clearly underscores the importance of soliciting a high percentage of parent discussion in the initial conference.

The parent-teacher contact provided in a conference meeting is an invaluable means of establishing a child's attitude toward school and in developing a cooperative relationship between school and home. The value of telephone conferences is recognized and, in fact, encouraged as a supplemental means of allowing both parent and teacher to construct a truer picture of the child's total growth and progress. However, telephone conferences may not accomplish the same thing as the conference meeting.

ACPS report card procedures indicate that a conference with the teacher will be scheduled at the end of the first reporting period. Additional conferences may be requested by the parents or teachers at any time.

It is suggested that you bring written questions to the conference.

It is expected that the parent/guardians of each LCTA student attend the conferences scheduled in November and February.

Interpretation services are available upon request.
Please give the school 2 week's notice to make arrangements.

REPORTING STUDENT PROGRESS

In accordance with Alexandria City Public Schools policy, grades K-5 student progress reports are issued four times a year at nine-week intervals. A parent-teacher conference is required at the end of the first nine weeks. Others may be scheduled as needed.

Progress report grades should not come as a surprise to parents or students. Because the teacher sends work home on a regular basis and holds conferences periodically with each child and parent, all parties involved will remain informed as to progress being made. Students should earn at least nine grades in a nine-week period in each subject area.

INTERIM REPORTS

*An interim report will be sent home in the middle of the grading period when:

- There has been significant growth following a report or conference in which a need has been indicated, and/or
- The student's academic performance or behavior indicates a need for action by the parent. A conference may follow this interim report.

(All students receive an interim report during the first grading period).

Information and Records

CONFIDENTIAL INFORMATION

Please be assured that any confidential information you share with school personnel will be held in strictest confidence.

Additionally, please consider the following:

- If you do not want your phone number given to the PTA, please notify the principal in writing.
- In the school there are many opportunities for children to be photographed for newspaper or magazine articles, to be interviewed by television news personnel, or to be videotaped for out-of-school presentations. Be assured that each of these occurrences is handled with care and quality control; however, if you do not want your child included in the afore-described activities, please notify the principal in writing.

STUDENT INFORMATION

At the beginning of each school year, parents are asked to complete the Student Information Update Form and return to the office for each child attending LCTA. This form is included in the first-day packet.

Throughout the year, as telephone numbers and other emergency information change, **please notify us immediately so our records remain current.** Additionally, it is most important that you identify an emergency contact that 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. Your emergency contact should be able to come to the school in less than 30 minutes.

RECORDS AND FILES

A permanent record is maintained in the office for every child. This record includes required health information, copies of certain test results, report cards, and other necessary information. Parents who wish to review their child's record are asked to contact the office for an appointment with the principal to review student records.

STUDENT RECORDS

As required by the Family Education Rights and Privacy Act of 1974, Alexandria City Public Schools has adopted a policy which:

- provides that parents have the right to inspect any and all records relating directly to their dependents;
- authorizes students with written parental permission to inspect their records;
- provides for release of information to others only under carefully described conditions;
- establishes fees for the duplication of records; and
- procedure for challenge of the contents of a student's record by parents or adult students.

Educational records are forwarded on request to a school designated when a student has applied for admission. As provided by the Act, certain information may be classified as "directory information" and may be released to others without parental consent. Alexandria City Public Schools considers these categories of student information to be directory information:

- Name and picture
- Participation in officially recognized activities and sports
- Height and weight if a member of an athletic team
- Dates of attendance
- Awards and honors

In addition, a student's address and telephone number will be in this category but may be released to others only for school-related activities such as PTA, booster clubs, volunteer activities, and to special services. Directory information may be made available on an individual basis, or be printed in school directories, team rosters, class lists, school yearbooks, etc. should the school wish to do so, without parental consent.

All other student information will be released only according to the provisions of School Board policy, which parents may see in the principal's office at any school. Parents and eligible students have the right to file complaints with the Family Educational Rights and Privacy Act Office, Department of Education, concerning alleged failure of Alexandria City Public Schools to comply with the requirements of the Act. Parents should be aware that information from these records could be needed by the child or parents for Social Security or other benefits; and should be requested from the local school office before the student graduates or leaves the school system.

WITHDRAWAL FROM SCHOOL

Parents are requested to inform the school office as soon as possible prior to the student's withdrawal from school so that student records, report cards, and textbook check-in can be completed in good order.

Instruction

The elementary curriculum is made up of the following programs: language arts (reading, spelling, handwriting, punctuation and capitalization, language usage, organization of ideas, written/oral communication, and creative expression), mathematics, science, social studies, technology, art, music, health, and physical education. Provisions are made for students to function at levels where they are able to work to their fullest potential. In order to achieve academic success with each child, the teacher makes use of various materials, teaching strategies, and grouping techniques.

In addition to the regular instructional program, special education services are available for students who qualify. Some special programs include learning disabilities, emotional disabilities, reading resource, gifted/talented, and speech and language therapy.

Each grade level has specific instructional objectives outlined in the Core Knowledge Curriculum, ACPS Curriculum Objectives and Virginia's Standards of Learning.

TEXTBOOKS/TECHNOLOGY DEVICES

Textbooks and technology devices are furnished for student use. Children are responsible for the care and safekeeping of these items. Fines will be assessed for lost books and for all damage beyond normal use.

Instruction Beyond the Classroom

ASSEMBLIES

Cultural arts assemblies are planned and presented for students throughout the year. Some performances are professional and some are presented by the students and staff of LCTA. Our professional assemblies are funded through money from our PTA.

FIELD TRIPS

As an extension of the instructional program, occasional field trips are planned to supplement units of study. A field trip is planned by the teacher well in advance. Transportation is generally provided by an ACPS school bus. A field trip permission slip, signed by the parent, must be on file with the principal when a pupil is transported to any school-connected or approved activity. Students not having signed permission slips will be excluded from participating in the field trip activity. Parents are invited to serve as chaperones with the responsibility of monitoring small groups of students during the field trip. Because of this responsibility, parent chaperones may not bring other children on the field trip.

A small fee may be charged to each student to help defray the cost of transportation. Additionally, in some cases the chaperone may be asked to pay for his/her own admission.

LIBRARY

Our school library is open to students from 8:00 a.m. until 2:30 p.m. daily. Our media center is an excellent learning resource for your child.

Librarian assistance and guidance are provided when a student is selecting a book. Each child will visit the library on a regular basis to receive instruction and check out books.

Students are responsible for the care and return of books that are borrowed. They are expected to watch return dates and have responsibility for prompt return of checked out books.

Reimbursement to the school must be made for lost or damaged books.

We consider the library to be an extension of each classroom and a learning center for the entire school. Please plan to visit the library, learn how your child's teacher uses it with the class, and encourage your child to use the school and public libraries.

MUSIC

Our general music teacher provides a rigorous music instruction program for each child in grades K-5. The complete music curriculum includes formal instruction, music programs, shows and groups.

Band and string instruction are offered in each elementary school in Alexandria City Public Schools. Students in grades four and five may elect to take band lessons. Students in grades 2 – 5 may elect to take string lessons. Practice and instruction for instrumental music are provided as extracurricular activities at LCTA during the school week. Some students own their instruments while others rent from the school or a local music store.

PHYSICAL EDUCATION/HEALTH

Instruction with a physical education teacher is provided to each child weekly. All students should wear clothing and shoes that allow for a safe, active physical education program. Rubber-soled shoes are required in the gym.

Medical Record and Health Concerns

ACCIDENTS

All accidents occurring on school grounds, regardless of how insignificant they may appear, are reported to the nurse by the teacher. An accident report will be made and kept on file. Accidents involving adults, such as parent volunteers and visitors, should be reported to the principal.

ILLNESS OR INJURY DURING SCHOOL

When a child becomes ill or injured at school and needs to go home, the clinic will contact the parent by telephone. If neither parent can be reached, the emergency number listed on the Emergency Care form will be called. The person who comes to the school to withdraw the child must sign the child out in the main office.

If emergency personnel recommend a child be taken to the emergency room when he or she is injured, a staff member will accompany the child and stay at the hospital until the parent arrives.

WELLNESS PROMOTION

In order to promote wellness and prevent the spread of communicable diseases such as colds or fever, encourage your child to:

- 1) Cough into the sleeve or elbow area.
- 2) Wash hands with warm soap and water or use hand sanitizer frequently.
- 3) Stay home when sick. Children who have a fever need to stay home until they are fever-free for 24 hours without medication to reduce the fever.

IMMUNIZATIONS

Before entering a public school (preschool and grades K-12), every pupil shall furnish a certificate certifying that the pupil has been immunized against communicable diseases as required by the Code of Virginia or has begun receiving the first series of all such vaccinations. All dates of immunizations or the date of the report of the serological confirmation of immunity must include the month, day, and year.

MEDICINE

At some time during the school year, you may find it necessary on a temporary or long-term basis, to have medication administered to your child during school hours. PLEASE BE ADVISED THAT THE CLINIC NURSE IS AT SCHOOL DAILY FROM 8:00 A.M. TO 3:00 P.M. TO ENSURE CONTINUITY IN THE ADMINISTRATION OF MEDICINE, YOU MAY WANT TO HAVE YOUR CHILD'S MEDICATION ADMINISTERED DURING THE HOURS WHEN THE CLINIC NURSE IS IN SCHOOL. The nurse can be reached at 703-706-4435.

MEDICATION MUST NOT BE LEFT IN THE CLASSROOM, ON THE TEACHER'S DESK, OR IN THE PUPIL'S LUNCH BOX.

PHYSICAL EDUCATION EXCUSED ABSENCE

In general, students should participate in all activities of the school day. Students may be excused from P.E. for a short-term condition, such as returning to school after an illness. With written parental requests, a pupil may be excused one or two days from vigorous activities. When a child has a written statement from a doctor, he or she may be excused from physical education for the length of time identified.

PHYSICAL EXAMINATIONS

All students entering Alexandria City Public Schools for the first time are required to have a physical examination before entering school. Yearly physical and dental check-ups are recommended for all children. Forms for physical examinations are available in the school office.

Personal Belongings

BACKPACKS OR BOOKBAGS

All students should have a backpack to carry schoolwork, lunch, etc. to and from school. This request is made as a safety factor. By carrying items in a backpack or book bag, students' arms are left unencumbered and their attention will not be distracted by pencils or papers falling in the street or on steps.

ROLLING-BACKPACKS ARE DISCOURAGED FOR USE AT LYLES-CROUCH. (THEY ARE A TRIPPING HAZARD FOR STUDENTS).

LOST AND FOUND

It is highly recommended that articles of clothing and other belongings have a name tag or be marked in some manner. The "lost and found" is located on a rack in the back of the cafeteria. Students who find or lose anything should check here first. Items not claimed at the end of each grading period will be donated to charity or discarded.

MONEY AT SCHOOL

Students are responsible for any money that they bring to school. They should bring only the amount needed on any given day.

VALUABLES

Valuable items should not be brought to school. The school will not be responsible for these items should a child bring them to the bus stop or school and the items become lost, damaged, or stolen.

Opportunities for Parents

PTA (PARENT TEACHER ASSOCIATION)

The PTA Executive Board is composed of the officers and committee chairpersons of the PTA. Officers are elected by the general membership and committee chairpersons are appointed by the PTA president. The support of the PTA is a vital ingredient to the success of the school. Our PTA has become known for its large volunteer program and active parent involvement. Contact any of the officers if you want to be part of the PTA..

ROOM PARENTS

Room parents are valuable volunteers in our school. If you would like to serve as a room parent, please let the classroom teacher know during the first few weeks of school.

**THIS YEAR, EACH LCTA CLASS WILL HAVE AT LEAST ONE ROOM PARENT.
GET INVOLVED IN YOUR CHILD'S CLASS!**

VOLUNTEER PROGRAM

OUR GOAL IS TO HAVE EACH PARENT
VOLUNTEER AT LEAST ONE HOUR EACH QUARTER...
THAT IS ONLY FOUR HOURS A YEAR.

4 HOURS x 450 PARENTS = 1800 HOURS OF LEARNING SUPPORT!

Our volunteer program is an important extension of the curriculum. If you are interested in being a volunteer, please contact the office or PTA volunteer coordinator. Volunteers do a variety of useful (and most appreciated!) jobs. Some require a regular commitment while others require only a one-time commitment.

Rules and Regulations

ALCOHOL AND DRUGS

The LCTA grounds and building are designated as drug and alcohol free. ACPS policy indicates that any student buying/selling/giving drugs or alcohol or anything identified as a drug or alcoholic beverage to any other student may be expelled from school. This includes elementary school students. Strict alcohol/drug regulations are enforced with all employees.

Additionally, at LCTA, it is expected that parents and other adult visitors observe the fact that the school is a drug/alcohol free zone. If an individual is under the influence of alcohol or illegal drugs, he/she is requested to not enter the school or grounds. This includes participation in evening activities as well as daytime programs or volunteering.

BEHAVIOR

Each LCTA student deserves a school environment where good behavior promotes learning. Inappropriate behavior will not be permitted to interfere with instruction or threaten the welfare of students in this school.

Your child's teacher, as well as the school counselor will teach appropriate school behavior to the entire class using R.O.A.R.S. and Character Education. This acronym R.O.A.R.S stands for Respect, Ownership, Attitude, Responsibility, and Safety. Please refer to the R.O.A.R.S Chart for behavior expectations.

Although it may be disconcerting to read the following, it is very important for parents and students to know of the school systems and LCTA's commitment to the following:

- Any child bringing a gun to school will be suspended for ten days. There will also be a recommendation for expulsion.
- Any child bringing any type of knife, **look-alike knife or gun, toy weapon**, fireworks, or any **other type of weapon-like** instrument may be suspended from school. Please make sure your child does not accidentally bring one of these items to school in a backpack.
- Any child distributing drugs, alcohol, or any substance presented as drugs or alcohol will be suspended from school with a possible recommendation for expulsion.
- Any child who inappropriately touches another child will be suspended from school.

Whenever a child is suspended from school, he/she may re-enter only after there has been a conference including the parent, student, administrator, and teacher. A student who is suspended is prohibited from being on school grounds or in school buildings.

Be assured that the aforementioned expectations/behaviors/consequences are established to provide a safe learning environment for each child in the school.

Students and Parents Must Be Aware

- ⇒ If you possess, use or distribute illegal drugs, including "look-alikes," you will be recommended for expulsion from school.
- ⇒ If you use any weapon or possess a gun of any type or most any other weapon, you will be recommended for expulsion from school.
- ⇒ For these drug or weapon violations only the School Board can authorize anything less than full expulsion from school.
- ⇒ Students and parents are expected to know the school system's student disciplinary rules.

Yes! All students must follow the school system rules...whether you are an ELEMENTARY student or in high school.

WE ALL HAVE A RIGHT TO BE SAFE!

GLASS CONTAINERS

Please do not send items to school in glass containers.

PETS

Generally, family pets are not permitted on school grounds at any time. If you are a pet owner, please make sure the pet does not follow your children to the bus stop or to school. It creates a disturbance and endangers the safety of other boys and girls. If a pet continues to come to the bus stop or to school and the owner cannot be notified, we are obliged to call Animal Control.

Please refrain from bringing family pets to the school during morning arrival or afternoon dismissal. Under special circumstances the principal may grant permission for a pet to be brought to school.

RESPONSIBILITIES AND RIGHTS FOR ELEMENTARY SCHOOL STUDENTS

It is important for you to review the *Student Guidelines & Code of Student Conduct* booklet with your child. All students shall be guaranteed the right to an education for the purpose of developing their natural abilities and ensuring their participating in this democracy to the fullest extent possible. The privileges and rights of all students shall be guaranteed without regard of race, color, religion, sex, creed, national origin, or education.

Students share with the administrator, faculty, staff, and parents the responsibility for creating the conditions wherein the respect for the individual and recognition of one's inherent value as a human being with dignity and self-worth are freely given to one another. Students also share with the administrators, faculty, staff, and parents the responsibility for maintaining the safe and healthy school environment.

TELEPHONE USAGE

Children are discouraged from making telephone calls during the school day except in cases of emergency. In case of illness, the secretary or clinic nurse will make the call home. Please help your child to develop a routine of placing things which must be brought to school in a designated place the night before in order that lunch money, school books, and homework will not be left at home. We would like the classrooms to be free of interruptions once instruction begins. If a student has a cell phone, it must be kept turned off and put away (i.e. backpack, purse).

THREATS

Threats are taken seriously at our school. Any child threatening to do harm to a fellow student or teacher may be suspended from school. As appropriate, the police will be involved.

TOYS AND PLAYGROUND EQUIPMENT

Students are not to bring playground equipment (bats, balls, gloves, etc.), radios, ipods, video game players, toys, or current novelty items to school. This rule is necessary because of problems such items create on the bus and in the classroom. Also, the school cannot be responsible for loss or damage to personal property.

VANDALISM

Vandalism to our school is costly to your child's learning and to you as a taxpayer. Therefore, all LCTA students, staff, and parents are requested to report any damage to, or destruction of school property immediately.

If you see anyone doing damage to the school building or grounds, please call our office (703-706-4430), School Security (703-619-8000), or the Alexandria City Police Department (703-838-4444). Reports of vandalism may be given anonymously. This includes the unauthorized use of school dumpsters.

WEAPONS

Weapons and toy weapons are not permitted on school property. To ensure a safe environment for every child, the following general rules will be strictly enforced at LCTA:

- Any child bringing a gun to school will be suspended from school for ten days with a recommendation for expulsion from school. Police charges will be filed.

School is not a place for these items. Parents, please review these expectations with your child. The excuses of "I didn't know I had it," "I was just holding it for someone else," or "It was a mistake" are not acceptable.

Student Services

GIFTED/TALENTED (TAG)

The gifted/talented program provides resources to students identified each year as participants. A committee of staff members selects these participants, based on specific/criteria determined by ACPS, including standardized test scores, academic achievement, and demonstrated ability. In grades 4-5, students identified in language arts and/or math meet with the TAG teacher on a daily basis. Additionally, differentiated services are provided in the homeroom for identified students in grades K-3.

For information about any of these programs, please contact our School Counselor by calling 703-706-4430.

SPECIAL EDUCATION SERVICES

We have a special education team that supports the efforts of the classroom teacher. A Child Study Committee is available should teachers or parents want to refer a child to be considered for special education services. Please contact Ms. Ricks with any questions regarding special education.

READING RESOURCE PROGRAM

The reading specialist provides services to both staff and students. The reading specialist evaluates the reading ability of students new to LCTA and helps the classroom teacher place them in the proper reading group. Additionally, the reading specialist provides support and interventions for students in all grade levels (as needed), and serves as a resource to the entire school. The reading specialist coordinates Book Buddies program, provides parent training, and plans in-services regarding curriculum issues.

SPEECH AND LANGUAGE

The speech clinician works with students who have been identified as needing assistance with language development or articulation.

BADGES

We consistently remind our children not to talk with strangers. This is true in school as well as at home. Your face may be familiar to some students and foreign to others. Therefore, in order to let each child know that you are an "approved" visitor to the school, please wear a visitor badge obtained in the school office. Please obtain a visitor's badge when you enter the school office to sign in.

PROTECTION OF INSTRUCTIONAL TIME

Every effort is made to protect instructional time from outside interruptions. This is the reason that parents and visitors are discouraged from walking their children to the classroom each morning. Your intent may be only to walk your child to the door, but when you see the teacher, it triggers a question you wanted to ask. The teacher has a responsibility to the children in the classroom at that time and is not able to attend to your question. Please do not put him/her in an awkward position of having to choose between answering your question and attending to the needs of an entire classroom of children.

Therefore, please encourage your child to walk independently to the classroom door in the morning. **If you have a need to talk to the teacher, call the school and make an appointment, "drop-in" on a designated day only, or ask the teacher to return your call.**

VISITORS

Being proud of our school, we welcome visitors. However, we remind our guests that visitations may only occur when they do not distract from the instructional program. Therefore, all classroom visitations (including recess) must be prearranged with the classroom teacher and principal and for a limited time period (usually not to exceed 30 minutes). Request for children or adults to visit classes for the entire day will normally be disapproved.

Please note the sign on all entrances to our building. (The signs are placed on all ACPS entrances.) ALL VISITORS TO THE SCHOOL BUILDING ARE TO REPORT TO THE OFFICE. A visitor is defined as anyone who is not employed regularly at LCTA. Visitors, therefore, would be all parents, employees of the School Board who do not work regularly at the school, and others. Each visitor will be requested to sign-in on our computerized system in the main office and wear a badge while in the building. This request is made in order to provide a safe environment for each child.

Other

FUNDRAISING AND CHARITABLE CAUSES

Fundraising activities are held to a minimum. All fundraising activities are run on a "pre-pay" basis. Projects must contribute to the educational experience of students and must not conflict with instructional programs. Elementary students are not allowed to sell items or solicit funds door-to-door.

Students are not allowed to solicit funds for charitable causes, but may participate in non-monetary charity drives such as canned food collections. Exceptions to this policy may be made by the School Board. **All such activities must be approved and scheduled by the principal.**

GIFT GIVING

The Alexandria City Public Schools policy is: "Students and their parents shall be discouraged from the routine presentation of gifts to school employees on occasions such as Christmas. A staff member shall not accept an elaborate or expensive gift even though a student feels a spontaneous desire to offer one. The Board shall consider as always welcome, and in most circumstances more appropriate, the writing of letters to staff members expressing gratitude or appreciation."

PLAYGROUND

During school hours the playground is ONLY for the use of LCTA students. After hours and on weekends, the playground is for community use.

To keep our playground safe, we ask that everyone using the playground follow the posted rules, as well as follow behavior expectations (see R.O.A.R.S. chart). Classroom teachers please review with students playground rules and expectations on a weekly basis. Those who use the playground after hours use it at their own risk.

SCHOOL PICTURES

School pictures are scheduled to be taken in the early fall each year. The school receives a certain amount of profit from the sale of school pictures. This profit is used to buy items for our school. The decision to purchase pictures is voluntary.

Additionally, a school yearbook will be offered for sale in the spring. Yearbooks must be ordered in advance. The school will only order yearbooks for those students who pay in advance. Extra yearbooks will **not** be ordered for later sale.

Lyles-Crouch Traditional Academy

2021-2022 School Uniform Policy

Dress Uniform

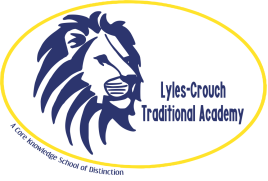
- Navy blue slacks, jumper dress, polo dress, walking shorts, skirt, or skort
- White or navy collared short or long sleeve shirt (buttoned, or polo)
- Plain navy, black, or white socks; navy or white tights
- Black, dark brown, or navy dress shoes; sneakers (white, black, gray, or navy)
- Optional: solid white, or navy sweater (cardigan, crew neck, or v-neck to be worn over collared shirt)

Additional Guidelines

- **General:** Clothing must be clean and without tears, holes, or missing buttons
- **Bottoms:**
 - Traditional uniform-style bottoms and dresses only
 - No cargo pants or shorts
 - No lace or tutu/ballerina skirts
 - No capris, blue jeans, or denim material
 - Navy leggings, yoga pants or bike shorts may be worn under a dress or skirt, but no
 - Shorts, skort, and skirt length must be no shorter than 2 inches above the knee
- **Tops:**
 - Plain front collared shirts only (with the exception of the LCTA logo)
 - No ruffle-front shirts other than small ruffle trim on collars
 - No tank tops, camis, or undershirts as outerwear
 - Shirts must be tucked in at all times and be long enough to fit and remain tucked inside of skirts, shorts, skorts, or pants
 - No sweater vests or blazers
- **Shoes and Socks:**
 - Closed-toed and closed-heel shoes only
 - No shoes with lights, skates, or heels over 1 inch
 - No flip flops, sandals, deck shoes, clogs, crocs, or boots
 - No multi-colored or designed tights or socks
- **Weather Gear:**
 - Rain and snow boots may be worn to school, but must be changed to uniform shoes in the classroom
 - No hats or scarves inside the building while school is in session
- **Accessories:**
 - No additional accessories allowed
 - Solid colors such as navy, brown, black, and white.



**DRAFT 2021-2022 DIVISION TESTING SCHEDULE
GRADES K - 5**



LYLES-CROUCH FACULTY AND STAFF 2021-2022



Dr. Patricia Zissios, Principal
Ms. Linda Ricks, Assistant Principal
Mrs. Joanne Schisler, Administrative Assistant
Ms. Janel Beckett, Registrar

Lauren Fantozzi, Room 207

KINDERGARTEN

Wanda Allen, Room 009
Mary "Christa" Kelleher, Paraprofessional

Lindsey Lienau, Room 010
Brandi Dill, Paraprofessional

Tricia Hribar, Room 113
Silvia Rivera, Paraprofessional

FIRST GRADE

Carolyn Wynkoop, Room 104
Heidi Mauldin, Room 111
Maureen Obed (Skelly), Room 112
Uzma Qasim, Room 114

SECOND GRADE

Karen Owens - Room 105
Carla Davila, Room 106
Lauren Maples (Freeland), Room 110
Gregory House, Room 116

THIRD GRADE

Raymond Pulliam, Room 200
Kathleen Harris, Room 205
Tara Gross, Room 208
Shannon Powell, Room 209

FOURTH GRADE

Tamaria Wadley, Room 206
Billie Rossman, Room 213
Valencia Chenier, Room 214

FIFTH GRADE

Mary Zichelli, Room 211
Lawrence Albert, Room 210
Laura Murphy, Room 212

TAG

Margaret "Peg" Corbi, Room 117
Arlette Yonkers, Room 215

SCIENCE

Jason Rutchauskas, Room 201

ART

Marisa St. Louis, 001

VOCAL MUSIC

Dawn Abed (Seto), 102

ORCHESTRA

Virgilio Joven

BAND

David Tarquine

PHYSICAL EDUCATION

Peter Abed, MPR
Robin Spencer, MPR

READING SPECIALISTS

Margaret "Peg" Corbi, Room 117
Karrie Kay, Room 201

ELL

Tina Osborne, Room 109
Caitlin Potts, Room 109

SPEECH

Chandler Littleton, Room 107

LIBRARY MEDIA SPECIALIST

Stacy Hoeflich, Library
Ann Payne- Library Clerk

OT

Thomas Grunwald, Room 103B

PT

Miley Peppers, Room 103B

GUIDANCE COUNSELOR

Sarah Bustard, Room 204A

PSYCHOLOGIST

Dr. Rebecca Marcus, Room 103B

SOCIAL WORKER

Beverly Woolard, Room 001A

NURSE

Jasmine Wood, Room 115

TECHNOLOGY INTERGRATION SPECIALIST

Aimee Molihan, Room 204C

MATH SPECIALIST

Alethia "Joey" Curtis, Room 204C

SPECIAL EDUCATION

Anne Marie Harris-White, Room 103A
Kris Pratt-, Room 207