



Little Run Elementary Parent Handbook 2024-2025

Little Run Elementary

4511 Olley Lane
Fairfax, VA 22032

Website: <https://littlerunes.fcps.edu/>

Main Office: 703-503-3500

Attendance: 703-503-3535

Cafeteria: 703-503-3521

Health Room: 703-503-3510

Transportation: 703-446-2050

Office Fax: 703-503-3597

School Email: LittleRun@fcps.edu

Little Run Administration

Christie Yarn, Principal
clyarn@fcps.edu

Lesley Hassen, Assistant Principal
lhassen@fcps.edu

Little Run Office

Svetlana Tsoy, Administrative Assistant
sitsoy@fcps.edu
703-503-3504

Nadia Ruffner, SIA/Registrar
nruffner@fcps.edu
703-503-3501

Caroline Salgado, Office Assistant
csalgado@fcps.edu
703-503-3502

Little Run Health Room

Francie Andrews, School Health Aide
agandrews@fcps.edu
703-503-3510

Debbie Xiong-Wong, Public Health Nurse
dxiongwong@fcps.edu

Access this Parent Handbook Online

Use your camera to scan the QR code or visit <https://littlerunes.fcps.edu/announcements/welcome-little-run> and click on Parent Handbook.



School Hours

K-6th Grade: M-F 8:30am - 3:15pm

PS: M-F AM 8:45am-12:05pm PM 12:10pm-3:30pm

PAC: M/W 8:45am-12:05am, T/Th-F 8:45am-3:30pm

*Any student brought to school after the start time MUST be accompanied to the front office by a parent or guardian for check-in.

Delayed Opening/Early Closing

Incident weather, snow, extreme heat, etc. may result in a school closings, delayed openings, or early dismissals. For the most up to date information follow [@fcpsnews](https://twitter.com/fcpsnews) on Twitter.

Contacting Your Child's Teachers

Please check the [Staff Directory](#) on our website for staff email addresses.

Little Run Mental Health Team

Tiffany Sutton, School Counselor
tsutton@fcps.edu, 703-503-3548

Karen Spradlin, Social Worker
kdspradlin@fcps.edu, 703-503-3549

Rianna Taylor, Psychologist
rtaylor1@fcps.edu, 703-503-3549

Visitors

FCPS policy requires all visitors, when entering any school building, to report to the office, sign into our VMS system using their driver's license, and wear a visitor's sticker while in the building. Please remember to check out when leaving.

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Transportation

The [FCPS Transportation page](#) contains helpful information regarding policies for walking, biking, and taking the bus to school. FCPS provides a tool for parents and students, [Here Comes the Bus app](#). This app allows you to track your bus in real time. For transportation concerns, please call 703-466-2050. If after 5:30pm, please call School Security at 571-423-2000.

Students who ride the **bus** should only ride their assigned bus. Riding the bus is a privilege, and acceptable standards of conduct are expected of all bus passengers. **Kindergarten students** who ride the bus in the afternoon are to be met at the bus door and asked for by name by a parent, parent designee, guardian, or a responsible middle school age or higher sibling. Children will be returned to school if not met.

Kiss and Ride is in the lower parking lot. The front loop is reserved for bus traffic and emergency vehicles only. Students should stay in the car until a school staff member opens the car door, starting at 8:15am. Dismissal begins at 3:15pm.

Reporting Absences or Late Arrivals

If your child is going to be absent for the entire day, or late for any reason, please either call the school attendance line at **703-503-3535** before 9:00am, submit the absence using [ParentVue](#), or email the attendance office at littlerun@fcps.edu. If the school does not receive notification from the parent, the absence will be unexcused.

If your child will be absent for an extended period, more than 4 days, please fill out a [Prearranged Absence form](#) and email it to littlerun@fcps.edu or bring it into the office.

Change in Dismissal/Early Dismissal

Please complete the [Change in Dismissal/ Early Dismissal form](#) to request a change in dismissal routine. All online requests should be made by 12:00pm. For any changes or emergencies after 12:00pm, please contact the office at 703-503-3500. Form response will be forwarded to the classroom teacher indicated. If you have multiple Little Run ES students for whom this change applies, you must complete this form for each child.

When a student is going home with another student, it is expected that parents coordinate plans beforehand. Each family must submit the online form by 12:00pm.

Family Liaison

If you have questions about school or need assistance finding resources and services to support your family, please contact our Family Liaison, Maria Ruiz, at miruiz@fcps.edu or at 703-503-3523.

Little Run Health Room

Our Health Room is staffed by the Fairfax County Health Department. The School Health Aides who staff the Health Room are NOT nurses, but are trained by the Health Department and work under the supervision of a Public Health Nurse. If your child becomes sick or has an injury, you will be contacted. If it is determined your child needs to go home, please pick up your child as soon as possible. The emergency contact persons listed on your child's Emergency Care form may be contacted to pick up your child if you cannot be reached. Please review this handy [When to Keep My Child Home](#) information sheet.

Medication

If your child needs to take prescription or over-the-counter medications during the school day, it is necessary for the parent/guardian (and in some cases, a doctor) to complete authorization forms. Forms and more information are available on our [Health Room page](#).

Parents must transport medications to and from school. **Please do not send medication in a student's backpack.** All medications must be kept in the clinic and taken under adult supervision.

Cafeteria

Breakfast and Lunch Menu

Breakfast: Students-\$1.75

Lunch: Students- \$3.25

*Payments can be made via MySchoolBucks, cash, or check to cafeteria manager.

[MySchoolBucks](#)- This online payment service provides a quick and easy way to pay for school related purchases. You will be able to pay for a variety of school fees using credit/debit cards or electronic checks. Once the account is open, parents can check the fund account at any time.

Birthday Treats

Due to a variety of reasons, students may not bring treats (food or non-food) in to school to celebrate birthdays. Birthdays will be recognized in the classroom in a special way (morning message, crowns, extra recess, pencil/card, etc.). Teachers will communicate how they celebrate birthdays in their classroom at Back to School night. Please DO NOT send in treats as they will be returned home in an effort to keep our school safe.

ParentVUE

Parents can access their child(ren)s academic records and course information through [ParentVUE](#). Please contact our registrar, [Nadia Ruffner](#), to request a ParentVUE Activation Code. Once you have created your account, you can log into ParentVUE.

Schoology

Your ParentVUE account allows you to access [Schoology](#) to keep track of student assignments and due dates. You will use the same username and password as your ParentVUE account.

Emergency Care Form & weCare@school

Please keep the office informed of any changes in home, work, or emergency contact information. Please contact the school by emailing littlelrun@fcps.edu or come in person to update your child's information. We cannot make changes over the phone. You can also update your child's emergency care information by logging into [ParentVUE](#) and selecting weCare@school in the FCPS Links button.

Registration, Transfers, and Student Records

If you are moving, please fill out a [Student Withdrawal form](#) and email it to [Nadia Ruffner](#) or bring it into the office at least one week prior to the child's transfer or withdrawal date. Our registrar, Nadia Ruffner, will contact you upon receipt of form.

If you are interested in transferring your child to another FCPS school, and you qualify for one of the [transfer types](#), please email [Nadia Ruffner](#) or come into the office and she will provide you with additional information.

If you would like a copy of information in your child's cumulative file, i.e. progress reports, immunization records, please email [Nadia Ruffner](#) or come into the office. She will attempt to comply with your requests within five working days of the date the request was received.

"Go Paperless"

To receive only online progress reports, log into [ParentVUE](#), then go to My Account and select Go Paperless. To prevent the mailing of printed progress reports, all parents/guardians who live with the student and share the same address must have a ParentVUE account and select the paperless option.



Our MISSION Statement

Little Run, a collaborative community, provides a nurturing and safe environment where all children think critically and learn at high levels to be academically and socially prepared for life-long success.

Our VISION Statement

Little Run is a welcoming and inclusive environment where students, teachers, and families:

- Learn and grow together
- Enjoy meaningful relationships
- Celebrate the joy of learning
- Impact the greater community

Our CORE BELIEFS

Relationships - We believe when staff, students and families all work together it benefits our entire community.

Equity - We believe that each child has a unique path to success, and it is our job to understand who they are and provide them with the opportunities they need to thrive.

Perseverance - We believe new learning comes from taking risks, even when things are difficult, and learning from our mistakes.

Communication - We believe that our community thrives when there is an open and supportive connection between home and school.

Collaboration - We believe that by working together we build a strong foundation for student achievement, teacher development, and family engagement.

Caring- We believe that it is our responsibility to foster positive relationships by considering other

Student Rights and Responsibilities

The [2024-2025 Student Rights and Responsibilities](#) document explains expectations for student behavior and adult responses to enhance school safety and to create a fair, equitable and supportive school environment. We ask that you use this document as a framework for discussing these expectations with your child so that he or she is well prepared for success when the school year begins. You will find that this publication includes information you may need throughout the school year, including contact numbers and other resources.

Please log on to your SIS [ParentVue](#) account and sign to acknowledge review of this document OR sign and return the [Parent/Guardian Signature Sheet form](#) by September 30, 2024.

Phones & Portable Devices

Phones must be silenced and in backpacks for the duration of the school day. Smart Watches may be worn; however, phone features (i.e., texting, internet, calls) are to be disabled.

School Supplies

Grade level [supply lists](#) can be found on our website.

Digital Resources Consent

All students will have access to an FCPS device. To ensure students can fully participate, please, complete the [Digital Resources Consent form](#).



Little Run PTA

The PTA makes Little Run a better school by working alongside teachers and staff to promote an enriched learning environment for all Little Run students. By becoming a PTA member, you'll be part of an organization that truly does make a difference in the lives of our children. Please visit the [PTA website](#) for more information. Follow the PTA on Twitter [@LittleRunPTA](#)

2024-2025 Calendar of Events

2024

August 19	School Begins
Aug 30-Sept 2	Student Holidays- <i>Labor Day</i>
September 16	3 Hour Early Release
October 3	Student Holiday- <i>Rosh Hashanah</i>
October 14	Student Holiday- <i>Indigenous People's Day</i>
October 21	3 Hour Early Release
October 31	1 st Grading Period Ends – 2-hr <i>early release</i>
November 1	Holiday- <i>Diwali</i>
November 4	Student Holiday
November 5	Student Holiday- <i>Election Day</i>
November 11	Holiday- <i>Veterans Day</i>
November 18	3 Hour Early Release
November 27-29	Holiday - <i>Thanksgiving</i>
December 23- January 5	Holiday - <i>Winter Break</i>

2025

January 6	Classes Resume
January 20	Student Holiday – <i>Martin Luther King Jr. Birthday and Inauguration Day</i>
January 28	2 nd Grading Period Ends
January 29	Student Holiday
February 10	3 Hour Early Release
February 17	Student Holiday- <i>President's Day</i>
March 10	3 Hour Early Release
March 28	3 rd Grading Period Ends
March 31	Holiday - <i>Eid al Fitr</i>
April 1	Student Holiday
April 14-18	Spring Break
April 21	3 Hour Early Release
May 12	3 Hour Early Release
May 26	Holiday- <i>Memorial Day</i>
June 11	Last Day of school-2hr <i>early</i>



Portrait of a Graduate