# Parent Handbook 2013-2014

Have a positive attitude when you speak to your child about school. Your positive attitude will pave the way for school to be a happy, satisfying, and worthwhile experience for your child.

Teach your child to get in and out of his coat, hat, mittens, and footwear.

Mark clothes and belongings with your child's name.

Teach your child to appreciate and care for personal belongings. Prepare your child to accept and obey regulations.

As a means of contributing to the safety and welfare of your child, be certain he/she knows:

- 1. Full name
- 2. Address
- 3. Telephone number
- 4. The names of his/her mother and father
- 5. How to get to school
- 6. How to get home
- 7. The place where his/her parents work

Please call the school at any time with questions (540) 751-2560. We are here to work as a team to provide an excellent education for your child.

### **GUIDANCE COUNSELOR**

Our Guidance Counselor works with parents, students, teachers, and community agencies as a team on the following goals:

- \* To help students see themselves as worthwhile people and recognize their abilities, interests, and feelings.
- \* To understand, appreciate, and get along with others.
- \* To develop effective decision-making skills.

While working with all students in their classrooms on the above goals, the counselor will also be working with parents, teachers, and students individually to address specific problems a student may have. If you have a concern regarding your child, call Liz Torres at (540) 751-2560 to let her know. A few of the reasons for calling the counselor on behalf of your child are:

Getting along with others Feeling good about himself/herself Coping skills Study skills Parenting skills

Trust your instincts. If you think something is wrong or if you need information, contact the counselor. Your counselor is looking forward to getting to know you and working with you throughout the coming year.

### ABSENTEE CALL-IN PROGRAM

This program is designed to assure that each child arrives safely at school. If your child is to be absent from school, please call (540) 751-2561. There is a 24-hour answering machine service. If your child will be absent for several days, please state the dates when calling. The Virginia General Assembly now requires that a reasonable effort be made to notify the parent or guardian of <u>any pupil</u> who fails to report to school if school personnel have received no indication that the parent or guardian is aware of the pupil's absence. If you do not notify the school of your child's absence, the school attendance secretary will make a reasonable effort to call you at home or at work.

#### **ALLERGIES**

Parents should write a note to the teacher and to the office if a student cannot eat certain foods or has activity restrictions due to allergies.

# **ANNOUNCEMENTS**

Please read and sign your child's Wednesday Folder each week on Wednesday night and return it to school on Thursday.

#### **ART**

Hillsboro offers a weekly art class for students in grades 1-5. The art class meets once a week for 50 minutes.

#### ASSESSMENT AND GRADING

Assessment and grading of student progress are based on the premise that students have diverse capabilities and individual patterns of growth and learning. Teachers develop instructional plans based on frequent and varied assessment of student needs, abilities, and progress.

Assessment and grading activities:

- reflect individual differences and rates of learning
- address the unique needs of special population students
- reflect expectations for student learning
- provide for student self-evaluation

- encourage students to take an active role in setting goals
- foster a positive self-image for the student.

Your child's teacher will record assignments and grades into the CLARITY system at a minimum of every two weeks. Parents may access the parent portal of CLARITY to see their child's progress.

### ATTENDANCE, WRITTEN EXCUSES, AND TARDINESS

All students have a responsibility to attend all scheduled classes and other assigned activities unless excused by the principal. Appropriate disciplinary measures may be taken against students who fail to accept this responsibility. Absence from school for any period of time will result in loss of learning; it is important for each student to be present whenever possible to take full advantage of the educational opportunities offered by the school. All students who are absent will be required to make up all significant work missed.

Whenever a student is absent, whether an excused or unexcused absence or a suspension absence, a reasonable amount of time, consistent with the length of the absence, will be given the student to make up the work missed. Upon return from absence, the student is responsible to initiate immediate action to make up the work. Upon such request of the student, the teacher is responsible to provide assignments, tests, and other work that must be made up and to inform the student clearly when make-up work for which grades will be given is due. Failure to complete such make-up work within the time allowed will result in a failing grade for those assignments, tests, or other work. Make-up work turned in within the time allowed will be graded on the same basis as other work.

Principals shall excuse students who are absent for any of the following reasons:

- 1. personal illness
- 2. death in the family
- 3. medical or dental appointments
- 4. court appearances
- 5. religious holidays

In addition, Principals may excuse students who are absent for any of the following reasons:

- 6. illness in the immediate family that requires the student to be absent
- 7. emergencies that require the student to be absent

Regular attendance will help your child succeed in school. If your child is absent for a day, and you have not previously notified the school, it will be necessary that he/she bring a written excuse signed by his parent or guardian. This excuse is to be presented to the teacher.

With the exception of students who are tardy due to the late arrival of a bus, children who are late for school are to report to the office before going to the classroom. The tardy student must receive a pass from the attendance clerk before being admitted to the classroom. A student is tardy when he or she arrives at an assigned place after the time the school schedule requires him or her to be there. Tardiness may be caused by many things, and teachers and administrators should always determine the reason for tardiness. Occasional tardiness for valid reasons is not a serious offense and should not be dealt with harshly.

Repeated or habitual tardiness, however, encourages the formation of undesirable personal habits and disrupts the orderly instructional process of the school. Therefore, corrective action is required and the principal and/or teacher should employ appropriate disciplinary measures. Parents must sign in a child who is tardy to school.

Students are expected to be in attendance every day for the entire school day. Parents are encouraged to arrange appointments, trips or other activities so their children do not miss instructional time. Principals are authorized to approve occasional dismissals for good reason. No student may be regularly dismissed unless a waiver has been granted by the Division Superintendent. Students desiring early dismissal from school should bring a written request, signed by parent or guardian, stating time and reason for dismissal. Students will not be excused to go on errands. They may be excused to go to the doctor or dentist and for special reasons authorized by the Administration. Parents picking up their children for an early dismissal must come into the school office and sign out their child.

It is requested that children who are dropped off by parents not arrive at school before 7:30 a.m. School begins at 7:50 a.m. and the doors will open at 7:30 a.m. The first afternoon bell will ring at 2:30 p.m. Bus students will be dismissed at 2:35 p.m. to load the buses.

#### AUTOMOBILES ON SCHOOL PROPERTY

Hillsboro has two separate parking lots. The parking lot to the front of the building is for the loading and unloading of buses only. Parents should <u>not</u> enter this parking lot with their automobiles during the opening or closing of school. This parking lot can be used for patron parking during evening activities.

The safest way to unload your child is to pull to the right curb of the main driveway, discharge your child(ren) and leave promptly. The safety of our children is foremost in our minds during opening and dismissal of school each day. Parking for patrons is allowed only in the side and back parking lot. Please do not park by the front entrance to the school. Drivers may be ticketed and fined if they park in the fire lanes.

#### **BIRTHDAYS**

The school does not plan or accommodate birthday parties. The county policy is that no food items may be brought into school for birthdays. If you bring in food for a child's birthday, the food will be returned to you.

### **BUS CONDUCT**

The bus driver is responsible for the discipline of students on the bus. Students are expected to obey school rules and verbal instructions of the driver. The driver shall report to the school principal any misconduct on the school bus or at waiting stations or stops on the way to and from school, recognizing the School Board's authority over students going to or returning from school. The driver shall be guided by the principal's advice and direction, subject to the policies of the School Board. Transportation on a school bus is provided as a convenience to the students. It is not a right. This convenience may be denied for a just cause. All students riding buses are expected to conduct themselves with good manners and respect for the safety of all bus passengers.

The following rules have been established for students who ride a Loudoun County bus:

- 1. Students are under the direction of the bus driver while on a school bus. They must cooperate with the driver and obey any order given by the driver.
- 2. Students must give their names to the bus driver on request.
- 3. Students should avoid crowding, pushing, hitting, holding, or otherwise physically interfering with other students while entering, leaving, or riding a bus.
- 4. Students must remain seated while being transported to and from school.
- 5. Any student who must stand on the bus must stand in the aisle and behind the driver.
- 6. Students may not bring pets or other living creatures, bottles or other liquid containers, radios, ipods, video games, sticks, balls, bats, or any large object on the bus without permission from the principal.
- 7. Students may not smoke or light matches or lighters on the school bus.
- 8. Students are not permitted to carry or light firecrackers or other fireworks, smoke bombs or any explosive devices on the bus.
- 9. Students should not talk loudly or make any other loud noise that might distract the driver or interfere with his ability to hear.
- 10. Students may not use obscene or other improper language on the school bus.
- 11. Students must not put any object or any part of their bodies outside the school bus.
- 12. Students must not throw paper or any other objects on the school bus or out the windows of a school bus.
- 13. Students ready to leave the school bus must remain seated until the bus stops.
- 14. Students desiring to get off the bus at any stop other than their own must obtain written permission from their school principal and present this authorization to the driver.
- 15. Students should avoid any action that demands unnecessary attention of the driver.
- 16. Students should not damage seats or other equipment on the school bus, either carelessly or maliciously.

Failure to obey these rules will be considered misconduct on the part of the student and will result in appropriate punishment, including possible suspension of bus riding privileges. Students and/or their parents may be held responsible for damage to school property.

#### **BUS RIDERS**

Pupils who ride the school buses in the morning must return home on the bus unless a permit is obtained from the office stating otherwise. This permit will not be issued unless parents or members of the immediate family call or send a written excuse to the office. The pupils are insured when on the bus, but not so when they ride with anyone else.

# **BREAKS-MORNING SNACK**

Snack is a break mid-morning each day depending upon the class schedule. Students may purchase milk at snack time. Both white and chocolate milk will be offered. You may want to provide them with some fruit for this break.

### CAFETERIA - HOT LUNCH/BREAKFAST PROGRAM

Hillsboro Elementary has a hot lunch program and children may buy lunch at school. Menus are printed two weeks in advance so that children know what is being offered. Your child's participation is important to this program since we are independent of any funding from the Loudoun County School Board. The hot lunch program will be handled in the following manner:

- 1. Payment for charged lunches should be made the following school day to the secretary in the office. Each time a child charges lunch, the school has to borrow money from the general account and make payment to the cafeteria that day.
- 2. Children may purchase the lunch in either of the following ways:
  - a. Students may purchase lunches ahead and keep them on account with Café Terminal.
  - b. Students may also go to the cafeteria before school each day and pre-purchase their lunch for the day. This would help to reduce the number of students who lose their money prior to lunch.

Lunches may be purchased in the cafeteria between 7:35 a.m. and 7:45 a.m. Milk for box lunches may be purchased daily or for multiple days.

Ice cream is offered for sale. Only those students who have eaten a lunch will be allowed to purchase it. A child may only buy one ice cream.

We also have a la carte side items that students may purchase daily.

Breakfast will be served daily from 7:30 a.m. to 7:50 a.m. and is an excellent way to start your student's day. Please call the cafeteria manager if you have any questions (540) 751-2560.

The prices for the school year are listed below:

Elementary Lunch \$3.00 Reduced Lunch Price \$.40

Breakfast \$2.00 Reduced Price \$.30

Adult Lunch Price \$4.00

Kindergarten Milk and Snack \$165.00/year or \$16.50/month for 10 months

### CAFETERIA RULES

We believe that the lunch period should be an enjoyable time for all students. In order to maintain a pleasant atmosphere for eating we have established certain basic rules:

- 1. Students, accompanied by their teacher, should enter the cafeteria in an orderly manner.
- 2. When passing through the lunch line students should show respect at all times for those serving them and for others waiting in line.

- 3. Once seated at a table, students should not leave their seats unless permission is given by someone on duty.
- 4. Ice cream tickets should be purchased in the serving line with lunches and/or milk. Cafeteria monitor will serve ice cream to the students who have purchased it.
- 5. Good table manners will be observed at <u>all</u> times. There will be <u>no</u> throwing of food or yelling at any time. Only quiet conversation with those sitting nearby will be permitted. No one should turn around and talk to students at other tables.
- 6. Students will treat the hostesses on duty with respect at all times.
- 7. When dismissed, students should clean up their table, and empty their trays quietly. Students should finish lunch and ice cream within an allotted time and leave the cafeteria with their class.
- 8. When lining up to leave the cafeteria students will be expected to walk to the line and stand in line quietly. No running, pushing, or shoving will be allowed.
- 9. Anytime the cafeteria lights are turned off by a person in authority, students will become silent at once. No student should turn the lights on or off.

### CHANGE OF ADDRESS OR TELEPHONE

It is very important that you notify the office if your address changes or when a new telephone number is updated during the year. If you are a working parent, please be sure that we have a current work number in case of an emergency. Please also notify the office if you have a cell phone number.

### **CLASS PARTIES**

There will be no more than three room parties during the school year. Provisions for these parties are handled by the classroom teacher. Your assistance is requested in reminding your children not to plan surprise parties for classmates or staff members. Parties are held between 1:30 p.m. - 2:15 p.m.

# **CLINIC**

The clinic is staffed with a Health Aide and not a certified nurse. If it appears that a student is unable to return to class, arrangements will be made to send him home. When possible, parents are expected to arrange transportation for getting their child home or to a doctor.

### **DISCIPLINARY PROCEDURES**

Corrective actions will be taken against students who violate school rules and regulations. Unless School Board policy directs a specific action to be taken for an offense, the principal will determine the appropriate measure for each case. Minor infractions normally will not result in severe actions unless they are repeated and have not been corrected by lesser measures.

# DISCIPLINARY MEASURES, IN-SCHOOL

1. Reprimand and Counseling - Any certified employee of the School Board may reprimand a student observed or otherwise known to have violated a school rule. Counseling the student on the inappropriateness of his or her behavior and the reason for the school rule should

accompany most reprimands. For serious violations of school rules, the employee should also refer the student to the principal for other disciplinary measures. A verbal reprimand may be appropriate for minor offenses. Counseling may also be necessary to help a student understand why his or her conduct is inappropriate or why a school rule is necessary.

- 2. Detention A student may stay at school beyond regular school hours for an infraction of school rules and may be required during this time to engage in activities reasonably intended to correct his or her behavior. Parents must be notified in advance of such detention and of their responsibility to provide necessary transportation for the student.
- 3. Denial of School Privileges A student may be denied normal school privileges for a specified period of time by the principal or designee when such denial of privileges is appropriate corrective action for the misconduct of the student.
- 4. Work Assignments A student may be assigned non-hazardous work before or after school or during the school day when not in class or at lunch. Work assignments should be made only by the principal or designee, and the student must be properly supervised during any work assignment. No student shall be assigned to use any machinery or any tool or instrument capable of inflicting injury to the student or others. No student will be required to perform a work assignment if such assignment is objected to by the parent(s) or guardian(s).
- 5. Removal From Class For improper behavior in any class or activity, a student may be temporarily removed by the principal or designee and assigned to work or study in another place. The parent(s) or guardian(s) of any student shall be notified if a student is removed from class for an extended period of time.
- 6. In-School Restriction For serious or repeated violations of school rules, a student may be assigned to in-school restriction by the principal or designee. During the period of assignment to in-school restriction, the student shall be isolated from normal school activities and shall be denied school privileges and participation in or attendance at school activities. The student shall be assigned corrective work and should be counseled on his or her behavior in school.
- 7. Denial of Bus Transportation Misbehavior on a school bus is a serious offense because it endangers the safety of all persons on the bus. Students who misbehave on school buses may be denied the privilege of being transported on school buses for a short period of time. Continued or serious misbehavior may be punished by a longer period of denial of transportation privileges and other discipline measures as appropriate. The principal or designee or the Director of Transportation may deny transportation privileges. The parents of any student denied transportation shall be notified.
- 8. Appeal Rights and Procedures Disciplinary actions taken in accordance with paragraphs #1-#6 are not appealable. Parents are encouraged, however, to discuss disciplinary actions with the principal of the school.

Disciplinary actions taken in accordance with # 7 may be appealed as follows:

- a. If the initial action was taken by a designee of a principal, it may be appealed to the principal.
- b. If the initial action was taken by a principal, it may be appealed to the Superintendent or his/her designee.

- c. If the initial action was taken by the Director of Transportation, it may be appealed to the Division Superintendent or his/her designee.
- d. Parents or guardians may appeal a disciplinary action by notifying the office of the appropriate person to whom the appeal is made. Appeals shall be reviewed forthwith and the parents or guardians shall be notified of the decision on the appeal and their right to further appeal, if any.
- 9. There is no right of appeal of disciplinary actions under this policy beyond those listed above.

### DISCIPLINARY MEASURES. REMOVAL FROM SCHOOL

The School Board recognizes the right of students and other persons to be secure in their environment and to pursue their education in an environment conducive to learning. School administrators must enforce laws, policies and regulations that prescribe expected student behavior and must maintain a school environment that protects the rights of all students and school personnel.

The principal of a school is authorized by Virginia Law and School Board Policy to suspend a student from school for a period of up to ten (10) school days when, in the judgment of the principal such action is warranted as a school level disciplinary measure. The action of a school principal or a person designated by the principal to suspend a student from attendance in school is taken to demonstrate to the student and the parent(s) or guardian(s) the seriousness with which the school division considers the circumstances leading to this disciplinary action. Both parent(s) or guardian(s) and student should interpret the act of temporary removal from school as a warning that continued misbehavior will lead to additional suspension by the principal, disciplinary action by the Division Superintendent and permanent expulsion from school by the School Board.

Conduct which may constitute cause for removal from school shall include, but shall not be limited to:

- 1. willful or continued disobedience of school rules and regulations or school personnel
- 2. defiance of the authority of any teacher, principal, or other person having authority in the school
- 3. conduct that endangers or threatens the physical well-being of other students or school personnel
- 4. physical assault upon another person, including fighting and non-consensual touching
- 5. damaging in any way of property of the school or any person
- 6. theft or attempted theft of school property or the personal property of another person
- 7. participation in unauthorized occupancy of any part of a school building or grounds or presence on any school property in violation of a directive, or failure to leave promptly any school property after having been directed to do so by the principal or other person in charge
- 8. use or possession of any weapon or explosives, including fireworks, on school property
- 9. violation of attendance regulations, including leaving school without permission
- 10. cursing or verbal abuse of another person or directing obscene gestures to another person
- 11. willful interruption or disruption of any school or part thereof

- 12. any threat to bomb, burn or damage in any manner a school building or other school property or the property of another person
- 13. violation of the alcohol policy
- 14. violation of the drug policy
- 15. violation of the policy on use of tobacco
- 16. violation of the policy on beepers or portable communication devices
- 17. lying or giving false information, verbally or in writing, to a school employee, including forgery or the knowing use of forged writing
- 18. failure to abide by restrictions or punishments of a lesser nature
- 19. violation of any law of the Commonwealth while on school property or of any policy for which the prescribed punishment is suspension

#### DRESS AND GROOMING

There is no better way to attract favorable attention than by modesty, good taste, and restraint in the way one dresses. Cleanliness and proper dress are important in setting the pattern of school and social conduct. We hope Hillsboro students will always be aware of this. The primary responsibility for the proper dress and grooming of students rests with the parent or guardian of each student. Good taste should be used in dressing for school. Students should not wear spaghetti strap shirts or short shorts. Shoes must be worn.

### **EMERGENCY DRILLS**

At least once each semester, more often if necessary, drills in leaving school buses under emergency conditions shall be held. The staff and students will also practice a lockdown drill, tornado drills, and other safety drills.

### ENTRANCE REQUIREMENTS

It is required that a pupil entering a public kindergarten or a public school in the Virginia school division shall furnish a physical examination report and a certificate of immunization. The physical examination report and the certificate of immunization must be received <u>before</u> the child is entered in school. The <u>dates</u> of immunization must be recorded on the immunization certificate.

Proof of birth date must be presented by all new students at registration. To be eligible to attend kindergarten, a child must be five years old on or before September 30, 2013. To be eligible to attend first grade, a child must be six years old on or before September 30, 2013.

Children may be exempted from the immunization requirements if:

- 1. the parents object on religious grounds, or
- 2. the physician indicates that the immunization would be detrimental to the health of the child. The physical examination is not required if the parents object on religious grounds, the child shows no evidence of sickness, <u>and</u> the parent provides a written statement that, to the best of his/her knowledge, the child is in good health and free from communicable or contagious disease.

#### **EXPENSIVE VALUABLES**

The school seeks to discourage large amounts of money being brought to school. Any money students carry is at their risk. Students should not leave money in their desks. The school also requests that jewelry, radios, ipods, gameboys and other video games, cameras, tape recorders, and other expensive toys or equipment be left at home, as the school cannot be responsible for protecting the possessions of its many students.

### FIRE DRILLS AND EMERGENCY EVACUATION

Virginia law requires that a fire drill be held at least once every week during the first twenty (20) school days, and more often if necessary, to ensure that students are thoroughly practiced in such drills. During the remainder of the year fire drills are held at least monthly.

The signal for a fire drill or emergency evacuation will be the sounding of the fire alarm or the repeated ringing of a hand clapper bell throughout the hallways.

At the signal for the fire drill/evacuation, the following procedure should be followed:

- 1. Students and the teacher should immediately leave the classroom and the school by the designated exit posted in each room.
- 2. The students will exit calmly, without talking, shoving, or running.
- 3. The teacher should be last in line, carry the class roll, and close the classroom door after exiting.
- 4. When the class has assembled at the predetermined place, the teacher should check the roll to determine that all students are present. If a student is missing who was present earlier in the day, the principal should be notified immediately. The Principal/Secretary will be outside at the blacktop.
- 5. The signal to return to the building is one separate long ring of the regular bell. Students and teachers should return to the building upon hearing the signal.

If a fire drill occurs while you are in the library, in the circle/cafeteria, please follow the appropriate exit for that area. Students who are eating should leave their lunch and proceed to the nearest exit. Teachers should practice the fire drill procedure with the class until it becomes routine.

#### **FLES**

Hillsboro has the FLES program (Foreign Language in the Elementary Schools). FLES classes meet weekly for fourth and fifth grades.

# FUND RAISING - PROJECTS FOR SCHOOL ACTIVITIES

Elementary schools shall not use students to solicit funds for school activities.

### **HEALTH SCREENING**

In conjunction with the Loudoun County Health Department a vision, hearing, and dental screening has been established. The hearing of students is screened in third grade with an audiometer. A dental inspection will be conducted for those students who do not return a certificate of inspection from their family dentist. The dental inspection is conducted by members of the Loudoun County Dental Society. Parents will receive written notification of possible defects discovered during these screenings.

These examinations are conducted in order that Hillsboro may comply with Section 22-243 of the Code of Virginia:

"All pupils in all public elementary and secondary schools of the State shall receive as part of the educational program such examinations, health instruction, and physical training as shall be prescribed by the State Board and approved by the State Board of Health, in conformity with the provisions hereof."

#### HOMEBOUND INSTRUCTION

Instruction in the home is provided at no charge for students who must be absent for an extended period of illness. Parents should contact the school to request this service.

#### **INSURANCE**

Information concerning the school insurance will be made available to you at the beginning of the school year. Purchase of this program is optional.

### INTERIM REPORT

This report is to let you know of your child's progress in certain areas between nine week reporting periods. Please talk about this report with your child. If you have questions, call the school for a conference. An interim report will be sent home if your child has grades below C's or is below grade level in a subject area.

#### KINDERGARTEN SCHOOL HOURS

The Hillsboro kindergarten half day hours are from 7:50 a.m. to 10:50 a.m.

#### LIBRARY

The library is open between 7:45 a.m. and 2:20 p.m. each day. Each class goes to the library according to the schedule established by the classroom teacher. Below is a brief summary of things you need to know about the use of the library.

- 1. Books may be checked out for one week.
- 2. There will be no fines for overdue books.
- 3. Students will be expected to pay replacement cost for lost or damaged books.

#### LOST AND FOUND

Please mark all your child's clothing, lunch boxes, boots, etc. There are many articles lost during the school year. If your child has lost something it will be placed in the lost and found department which is located in the school office/stage. Please have your child check promptly for it, as children sometimes forget what their own clothing looks like.

### MEDICATION, STUDENT

### General

All medicines should be administered to students at home by their parents if at all possible. Administration of medication at school will be done only in accordance with this policy. Any student who fails to follow this policy or whose parents fail to follow this policy will be excluded from school until compliance is obtained. The principal shall determine whether or not there is compliance with the provisions of this policy.

If your child has severe reactions to bee or insect stings, foods, or other allergies, please notify the office so that we may place necessary information in a special file.

# **Prescription Medication**

If a student must take prescription medication at school, the medication will be administered by the health aide, the principal, or the principal's designee in accordance with the provisions of this policy:

- 1. The parent must provide the health aide or principal with the medication and written instructions from the physician to include:
  - a. student's name
  - b. name and purpose of medication
  - c. dosage and time of administration
  - d. possible side effects and measures to be taken if side effects occur
  - e. termination date for administering the medication
- 2. The parent is responsible for informing the health aide, the principal, or the principal's designee of any change in the student's condition or any change of medication.

### Nonprescription Medication

Nonprescription medication may be taken by students only under supervision of the health aide, the principal, or the principal's designee.

# **Emergency Life-Saving Measures**

The parent of any student who has a condition that would require emergency, life-saving medication or other measures must inform the health aide, the principal, or the principal's designee of the condition and provide instructions from the attending physician on measure to be taken, including administering any medication. These instructions should cover measures to be taken while the student may be on a school bus or other times when medication is not immediately available.

# Safekeeping of Medication

All medication must be kept by the Health Aide or the principal's designee in a secure, locked place known by and accessible to any person who may have to administer life-saving medication.

If students must take medication while at school it must be brought by the parent or guardian to the office. Students are not permitted to transport medication to or from school. Students are not permitted to transport cough drops to or from school. Medication should be in the original container, labeled with the student's name, name of the medication, and the directions for dosage. Pharmacies will provide duplicate containers upon request. The major responsibility for remembering to take medication remains with the student.

### **MUSIC**

Music classes meet two times a week for thirty minutes each. Programs will be held during the year and the chorus group will meet weekly. All fourth and fifth grade students may participate in chorus.

### PARENT LIAISON

Hillsboro Elementary has a parent liaison who supports families with a variety of needs. The parent liaison is able to obtain food from local food pantries, clothes, and other needs. Please email Heidi Renner at Heidi.Renner@lcps.org if you have any questions. Family issues are kept confidential.

### PARENT VOLUNTEERS

The volunteer parent program is organized to function both inside and outside the classroom. Volunteers who work within the school building will be required to have a tuberculin test and sign in and out at the school's main office. All volunteers will be required to attend orientation and in-service meetings. The orientation meeting will provide instruction to parent aides as to purposes, responsibilities, and school policies. Each volunteer will have one session of observing prior to assuming his/her responsibilities. If you wish to volunteer your services please call (540)751-2560.

#### PARENT CONFERENCES

Please call the school at (540) 751-2560 if you would like to request a parent/teacher conference. The classroom teacher will call you back to arrange a conference date and time. Teachers cannot be called from their classroom to answer the telephone.

# PARENT TEACHER ASSOCIATION (PTA)

The primary objective of the PTA is to help the school help our children. They provide this help in several ways. They recruit parents through our volunteer aide program to help in the classrooms, library, and with instructional materials. During the past several years our volunteers have averaged over 4,000 hours each year. They also raise money for extra educational materials not normally provided by the Board of Education. In the past years they have purchased Activ View Cameras, printers, microscopes, science models, Kindle Fires, books, paid for field trips, and assembly programs. PTA meetings are usually held on the first Tuesday of each month at 7:00 p.m.

# PHYSICAL EDUCATION

Students in first through fifth grade meet with a physical education teacher three days each week for physical education class; the classroom teacher teaches physical education the remaining two days of the week. All students are expected to participate.

In order for a child to be excused from physical education class, a parent must write a note to the teacher with a reason for the student to be excluded from physical activity. Even though a child may not be able to actively participate, he/she will be expected to attend class and observe, keep score, or participate in some non-active capacity. If a child is unable to participate for more than a week, a doctor's excuse is requested.

Students should wear comfortable clothes and shoes with rubber soles to fully benefit from the physical education program.

All elementary pupils are required to participate in exercise at least thirty minutes each day. Any exception must be verified by a doctor's excuse. Pupils are <u>required</u> to wear tennis shoes for physical education.

### **RECESS**

Recess is a part of the elementary curriculum, Grades 1-5, in each Loudoun County elementary school. Recess is a daily, fifteen (15) minute, teacher supervised, break from the instructional routine.

### REPORTING TO PARENTS - REPORT CARDS

Teachers shall make reports of pupil's progress to parents at the end of each nine week period. For the school year, the following schedule will be in effect:

The first grading period ends November 1.

The second grading period ends January 24.

The third grading period ends March 28.

The fourth grading period ends on June 13.

### SCHOOL CLOSING - EMERGENCIES

Schools may be closed on order from the Superintendent if:

- [1] During the day emergencies arise to make later transportation hazardous.
- [2] Any hazardous condition that endangers health or safety of students or teachers.
- [3] In the event of snow or ice forming during the night and making bus travel dangerous, the Superintendent will direct that schools not open for a given day. When school is cancelled, it is announced over the radio by 6:15-6:30 a.m. and every few minutes thereafter until about 9:00 a.m. Announcements will be made for each day schools are closed. If no announcement is made on a given day, it shall be presumed that schools will operate as usual. LOCAL RADIO AND TV STATIONS WILL CARRY THESE ANNOUNCEMENTS;

WAGE [1200] WRC [TV 4] FOX [TV 5] WJLA [TV 7]

WUSA [TV 9 ] WASH [97.1 FM] WMZQ [98.7 FM] WXVA [98.3 FM]

WMAL [630 AM] WMJR [107.7 FM] WJCW [105.9 FM]

Parents are encouraged to sign up for the Loudoun Alert system to receive an email or a cell phone message about school closings and delays. More information is located on the Loudoun web site www.loudoun.k12.va.us.

How you can help during an emergency school closing:

- [1] Make arrangements now for your child if you work or should not be home. Be sure your child knows of these arrangements.
- [2] Be sure to tell his teacher or a teacher on duty when you pick up a child. <u>Please do not take a child without notifying a teacher.</u>
- [3] Do not call the school. The telephone lines should be kept clear for emergency instructions.

# SCHOOL - DELAYED OPENING

When the conditions of the roads are bad due to the weather, the Loudoun County Schools will use the following plan for delayed opening of schools:

- 1. The plan will be announced on a day to day basis.
- 2. If conditions indicate the feasibility of operating the schools, but delaying the opening, the announcement will be made from your local radio station no later that 6:30 a.m.

- 3. If school is delayed for one hour all programs will operate as usual. Morning kindergarten session will operate only for two hours.
- 4. If school is delayed for two hours the following actions would take place automatically:
  - a. The morning kindergarten classes will begin two hours late and remain in session for two hours.
  - b. Futura classes will run two hours later unless otherwise notified.
  - c. ESL classes will begin two hours later unless otherwise notified.
- 5. Schools will be closed at regular dismissal time unless notified otherwise.
- 6. Please keep in mind that developing weather conditions during a "delayed opening day" may require an early closing of our schools. This will be announced as usual.

# SCHOOL EQUIPMENT

School equipment should be treated as furniture in a home. Parents are the taxpayers who buy it. Pupils guilty of defacing, cutting, marking school property in any way whatsoever will be required to pay for all damages.

# STUDENT CONDUCT (RIGHTS AND RESPONSIBILITIES)

Every student is given a copy of the booklet, <u>Student Rights and Responsibilities</u>. Parents are asked to read and discuss this publication with their child. The first page of the booklet is to be signed by parents and the student, and returned to the school. If parents have not received this pamphlet, the school should be notified. The environment of Hillsboro must be one in which learning can take place, and the security and dignity of each person is protected. All activities must be conducted in an orderly and productive manner. The School Board insists that students conduct themselves as responsible citizens while in school or on any school property.

Specifically, the School Board requires that students:

- 1. Obey school rules and regulations.
- 2. Respect the authority of school personnel.
- 3. Respect the rights and property of other students and school employees.
- 4. Take care of school property provided for their use.

# SEARCHES OF STUDENTS' PERSON AND PROPERTY

Principals and their designees may search students and their property, including automobiles on school property, when they have reasonable suspicion that the student is in possession of drugs, alcohol, weapons, or other substances or articles that could be illegal or harmful or dangerous to students or to others or that the student is under the influence of drugs or alcohol.

Searches of students will be conducted in the principal's office or other non-public area with a witness present. The student may be requested to take a breath-analysis test and to empty pockets, pocketbooks, and other personal belongings that could conceal improper substances or articles. The principal or designee may also personally inspect such pocketbooks or other belongings and may conduct a "pat-down" search of pockets, clothing, and hair where substances or articles could be concealed. "Pat-down" searches shall be conducted by a principal or designee who is of the same sex as the student. (8-2)

### TEACHER AUTHORITY

The authority and responsibility of school personnel over school children is recognized as necessary and desirable to the maintenance of a school environment which is conducive to learning, free of disruption and threat to persons and property, and supportive of the rights of individuals. The policies and rules of the

School Board and the school shall apply to students during the school day; while going to or returning from school, whether the student is walking, waiting for, or riding a school bus or a private vehicle; while the student is participating in or attending any school-sponsored activity, whether at school or elsewhere; or whose conduct at any time or any place interferes with or obstructs the mission or operation of the school or the safety or welfare of students or employees or their property. (8-1)

### TELEPHONE CALLS

The telephone is for school business only. Students are not to use the telephone for personal reasons. Students will not be pulled out of class to receive a phone call.

### **TESTING PROGRAM**

The State of Virginia requires that certain tests be administered to students. Other tests are locally selected and administered. Results of these tests are helpful in planning instructional programs for Loudoun's schools. Students' test scores are placed in their cumulative records and are available to parents and students who wish to review them.

#### **TEXTBOOKS**

All pupils must have textbooks. These are provided free to all students. Reasonable care must be given these books. Lost or damaged books must be paid for by the student. All such books are the property of the School Board. Students will be furnished with a text and certain supplemental materials as required. Children will need to provide their own paper and pencils.

# TOBACCO, USE OF

It is generally recognized that smoking presents a health hazard which can have serious consequences for the smoker and the non-smoker. While there has been a reduction in the percentage of the total population who smoke, there has been an increase in the total number of adolescent smokers. Over one million children and adolescents in the United States begin to smoke each year. Given such information, the School Board of Loudoun County believes that it has an obligation to students, to faculty and staff, and to the general public to eliminate the use of tobacco in Loudoun County Public Schools.

- 1. Student use and possession of tobacco products is prohibited. Students shall not possess, smoke or use tobacco products at school, on a school bus, on school "field trips," or at any school-related activity on school grounds during school hours. "School hours" is defined as that time from when the first student arrives on campus in the morning until the last activity bus leaves in the afternoon or at anytime the student is representing the school in extra-curricular activities.
- 2. Smoking and tobacco use is prohibited in buildings. The use of tobacco is prohibited in the buildings of the Loudoun County Public Schools by anyone at anytime.
- 3. Use of tobacco products by adults supervising extra-curricular activities is prohibited. Adults responsible for the coaching or supervising of students during extra-curricular activities on or off school property are prohibited from using tobacco products in the presence of students.

#### TRANSPORTATION CHANGES

If there is a change in your child's transportation, please send in a note to the office in the morning. You may also call the office by 1:45 p.m. to notify us of a change in the transportation plans for your child.

#### **VISITORS**

Parents or anyone entering the school <u>must</u> come to the office prior to visiting a classroom and receive a visitor's badge. All parents and visitors must also show a photo ID before entering the school. If a parent is observing their child in a classroom, a minimum of 24 hours notice to the teacher is requested.

#### **WEAPONS**

No student shall possess any weapon for any reason while under school control or supervision. The term weapon is intended to be construed broadly to cover and include any instrument which could injure, harm, or endanger the physical well being of another person. The term includes but is not limited to: (i) any pistol, revolver, or other weapon designed or intended to propel a missile of any kind; (ii) any stun weapon or laser (iii) any dirk, bowie knife, switchblade knife, ballistic knife, razor, slingshot, spring stick, metal knuckles, black jack; (iv) any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun chuck, shuriken, or fighting chain; (v) any disc, or whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart; (vi) any explosives or other materials that produce a concussive force or rapid combustion when detonated or ignited; (vii) any chemicals that produce an adverse effect on normal functioning of the human body; (viii) any weapon of like kind as those enumerated above; or (ix) any instrument or substance which could injure, harm, or endanger the physical well-being of another person.

Any student in violation hereof shall have any such weapon confiscated by school officials and/or any police official. The school official may return the weapon only to the student's parent or guardian after a conference with such parent or guardian.

Any student in violation of the provisions hereof shall be subject to expulsion from Loudoun County Public Schools by the School Board.

Any student who uses or threatens to use a weapon (as herein defined) against another person, or who displays or brandishes an artificial or toy weapon in such a fashion so as to threaten or induce fear in another person shall be reported to the Principal or his/her designee and may be referred to the School Board.

WEDNESDAY FOLDER

See the Announcements section.