

# HUTCHISON FARM ELEMENTARY

Student/Parent Handbook  
2018-2019



42819 Center Street  
South Riding, Virginia 20152

Office Phone..... (703) 957-4350  
FAX.....(703) 444-8020  
Absentee Phone Line..... (703) 957-4351

**This Handbook Belongs to:**

Name: \_\_\_\_\_

**Dear Hutchison Farm Elementary Parents and/or Guardians:**

On behalf of the Hutchison Farm staff and administration, we welcome you to the 2018-2019 school year. We are excited about this school year and the wonderful learning opportunities our children will experience.

Our school vision, *The Hutchison Farm Community is Dedicated to the Success of All Learners*, encompasses all aspects important to the success of Hutchison Farm Elementary: Students, Learning, Instruction, and Community. Your involvement and support in your child’s education will help us make this year successful.

There are many simple ways in which you can help.

- Be supportive of your child’s efforts.
- Speak about school in a positive manner.
- Find a place at home for your child to study and keep school materials.
- Teach your child to accept responsibility for his/her actions and to respect the rights and belongings of others.

Our students spend an enormous amount of time learning the required curriculum and often are unable to identify important personal safety details. We cannot stress enough the importance of your child knowing the information below. We ask that you teach your child this information and review it with him/her on a regular basis.

- His/her full name
- Home address
- Full name of parent/guardian
- Home telephone
- How he/she gets home
- Emergency dismissal plan
- Daycare providers name
- Daycare phone number

Our children represent our future and need the support of the school, community, and parents to achieve their true potential. It is our responsibility to create a positive learning environment as well as a strong instructional program that will enable each child to achieve to his/her potential as a lifelong learner.

Your role as a parent is critical in helping us reach this goal and we need your help. We encourage you to establish clear lines of communication with your child’s teacher. Your child’s teacher will be crucial with the success of your child this school year. Please take the time to familiarize yourself with school practices and know what the expectations are of your child’s classroom. This will benefit not only you but your child as well. Volunteer in your child’s classroom and help support the instructional programs that are provided. Listen to your child, your child’s teacher, and our staff members as we work to support your child academically, emotionally, and physically during the upcoming year. Together, we can and will provide a place that is safe, welcoming, rigorous, and caring for you and your child.

This handbook has been prepared to help answer many questions students or parents usually have concerning the activities, procedures, and guidelines for the successful daily operation of Hutchison Farm Elementary School. If you cannot find an answer to your question, please contact school personnel.

We want to thank Dr. Neal D. Kravitz DMD, MS of Kravitz Orthodontics for providing our students with agendas this school year. This organizational tool benefits our students and staff and is greatly appreciated!

Again, WELCOME to Hutchison Farm Elementary and congratulations on joining us as partners in your child’s education.

Respectfully,  
Heidi E. Smith, Principal

**2018-2019 LCPS Student Calendar**

August 23	FIRST DAY OF SCHOOL FOR STUDENTS
September 3	Holiday (Labor Day)
October 8	Holiday (Columbus Day)
October 22	Student Holiday (County-wide Staff Development)
November 2	End of First Grading Period
November 5-6	Student Holidays (Planning/Records/Conference Day)
November 21-23	Holiday (Thanksgiving)
December 21- January 1	WINTER BREAK: Classes resume January 2
January 17	End of Second Grading Period
January 18	Moveable Student Holiday (Planning/Records/Conference Day)
January 21	Holiday (Martin Luther King Jr. Day)
February 18	Holiday (President’s Day)
March 28	End of Third Grading Period
March 29	Student Holiday (Planning/Records/Conference Day)
April 1	Student Holiday (County-wide Staff Development)
April 15-19	Spring Break
May 27	Holiday (Memorial Day)
June 7	Last Day of School for Students End of Fourth Grading Period

**\*NOTE: Parents with childcare or other weekday schedule concerns – The date of this MOVEABLE Planning/Records/Conference Day between first and second semesters may change, if the school calendar changes due to school closings for inclement weather or other emergencies. Parents with childcare or other scheduling concerns should be prepared.**

## **ABSENCES OR TARDINESS**

When a student is absent from school, documentation is required to verify the reason for the absence. Parents or guardians are required to notify the school the day of the absence. This may be done through the school's Absentee Phone-in line (703) 957-4351. **Any absence not confirmed by the parent will be considered unexcused.** If the parent has not called the school to verify the absence, the school will make a reasonable effort to call the parent to verify the day's absence. Upon the student's return to school, a written explanation from a parent or guardian is required for each absence. The note should include: student's name, date(s) of the absence, reason for the absence, and signature of the parent/guardian.

If your child attends a daycare after school, we ask that you notify the daycare of your child's absence as well. This will assist both the school and your child's daycare with accountability purposes at dismissal.

Students are excused for personal illness, a death in the family, medical or dental appointments, court appearances, religious holidays, illness in the immediate family, or emergencies that require the student to be absent.

It is encouraged that vacations be taken during the summer, spring break, winter break, and /or other student holidays.

## **The Virginia Department of Education Regulations Govern the Collection and Reporting of Truancy Related Data.**

**Per 8-VAC 20-730, within the given school year, each student with five or more unexcused absences, documentation is required from the school outlining the attendance plan developed for the individual child and the reason. Each student with 6 or more unexcused absences, documentation is required from the school outlining the attendance conference that was scheduled and the reason. Each student with 7 or more unexcused absences, documentation is required from the school outlining a court referral or if proceedings against the student or parent have been initiated and the reason.**

Occasional tardiness for valid reasons is not a serious offense; however, repeated or habitual tardiness encourages the formation of undesirable personal habits and disrupts the orderly instructional process of the school.

## **When a student arrives tardy, parents must escort their child to the office and assist him/her in obtaining a tardy pass.**

If the child is not escorted as required, a call will be made to the parent from the school. This is required to ensure the safety and well-being of the student. In addition, the school may require the parent or guardian to provide justification to determine the reason for the student's tardiness. If this does not occur and documentation is not provided by the parent as to the reason for the tardy, the tardy may be considered unexcused. If a student is tardy more than 10 times, a letter will be sent to the parent as notification of the school's concern for the student's non-attendance, and a physician's note may be required. If the pattern of tardiness does not improve a referral will be made to the Attendance Officer by the principal.

## **AFTER-SCHOOL ACTIVITIES**

If your child is participating in a school sponsored activity, please be sure to arrange to pick your child up at the conclusion of the event. All school guidelines apply for children participating in school sponsored activities. When participating in a school sponsored program that takes place after school is dismissed, student rosters are established and notes will not need to be sent into the school for permission to stay after because an initial permission form will have been signed by the parent. A note will only be sent in if a child will not be participating in the program on that day if they were originally scheduled to.

Students who are staying after school to work with a teacher or to participate in an activity that did not require an initial permission form for participation will need to have a letter sent in by the parent granting permission for him/her to stay after school.

We must have written documentation on file that permission has been granted by the parent for a child to stay after school.

Visitors should and must always exit and enter through the front doors of the school by the front office and have ID available. The front office is staffed until 4pm each day, so there will always be someone to allow you access to the building.

Please refrain from entering the doors by the atrium. If you are already inside the building, please refrain from opening the door for people trying to enter through the atrium doors. This is for the safety of everyone in the building. We appreciate your cooperation with these procedures.

#### **AFTER-SCHOOL ARRANGEMENTS**

All children are expected to go home or to their child care provider after school. If your child will be visiting friends after school, please send a written note to your child's teacher, giving your permission. The note should include the name of the child whose home he/she will be visiting and the bus he/she will be riding. **Children will not be allowed to use the school telephone to make such arrangements.**

**Parents may not pull their child off the school buses and should not ask for their child to be dismissed between 2:25 p.m. and 2:35 p.m. unless prior arrangements are made by 12:00 p.m. This disruption at dismissal time can result with a delay in dismissal of all children in the school and could impact accountability.**

#### **ALLERGIES**

School staff must know if your child is allergic to any specific substances, animals, or foods, and the proper emergency response or treatment. In some situations, special medication is required to be kept at the school so that it may be administered immediately. This information must be shared with your child's teachers and school staff. Please notify the school in writing of any allergies or special accommodation immediately. It is recommended that parents notify the classroom teacher as soon as the school year starts. This will provide the classroom teacher the opportunity to make specific arrangements and accommodations as needed to the classroom, classroom routines, and activities.

#### **ALLERGY AND DIETARY RESTRICTIONS**

The LCPS food service supervisor and school cafeteria managers are aware of the dietary and allergy restrictions affecting each student. These restrictions are fed into a computerized database and displayed at the cashier's stations at each school.

If a student has a dietary restriction or allergy the cafeteria manager should be notified. A dietary note, such as "No Pork," will be posted in the

student's database file. A pink pig logo on the serving line will indicate that a menu item contains pork. The cashier will help to monitor a student's menu choices. Call our cafeteria manager with questions or concerns.

The Loudoun County Public School Food Services Department has compiled an ingredient listing for most of the food items served in our schools. Items included in the listing are served in our breakfast, lunch and snack programs. This is designated for those who need to monitor ingredients for allergies, carbohydrate counts, vegetarianism, special needs and pork or other food restrictions.

To view this list, go to the school system's website, [www.lcps.org](http://www.lcps.org). Go to the "Food Services" button and "Nutrition Facts, Ingredients and Carbohydrate List", next you will choose either the "Ingredients List", or the "Carbohydrate List" or the "Nutrition Facts."

#### **ARRIVAL/DISMISSAL**

Students should arrive to school between 7:30 a.m. and 7:47 a.m. The tardy bell rings at 7:50 a.m. Students are required to be **in their classrooms** prior to the bell ringing at 7:50 a.m. If children arrive to the classroom after the bell rings, they will be asked to retrieve a tardy pass from the front office.

**A continuous challenge at Hutchison Farm has been the discrepancies between clocks of the school and the "outside world". We continuously reset our master clock on the inside but the reality is that clocks will be off by a minute to three minutes at a time and we must make appropriate allowances for such.**

**With this said, please don't wait to drop your child off at school until 7:49 am. All children who attend HFES are provided transportation through Loudoun County Public Schools unless in a walking zone and/or in Daycare. Students are encouraged to ride buses or to walk to school. Students who ride buses are never marked tardy for any reason when arriving on LCPS buses.**

**When driving children to school, one can never anticipate the delays that will occur with traffic in the drop off/kiss and ride lines. There is a twenty minute window in which children can be dropped off – it is recommended that children be dropped off at 7:30 a.m if you choose to drive them. This**

**would eliminate any challenges or frustrations that one would have with the discrepancies of 1 to 3 minutes with clocks. Thank you in advance for your cooperation and support with providing your children with a positive start to each morning of their school day! Safety is our priority when students are arriving to school and being dismissed from school. Your cooperation with this is key. We ask that if you become frustrated or angry for any reason with the situation at hand during arrival or drop off, that you maintain composure and be aware of your surroundings with children in the area.**

A student who must leave school early should bring a note to the teacher that clearly states the reason and the expected dismissal time. If the teacher has this information in the morning, he/she may be able to have the student ready for dismissal with appropriate assignments. The child will not leave the classroom until the parent has arrived to the front office to sign the child out. For this reason, please plan accordingly for the transition time. Monthly our school is conducting safety drills and it is imperative that we proceed with them when planned, when picking up a child early, please be prepared that you may be delayed due to school wide drills that may take place. Buses will begin to arrive at the school for dismissal at 2:00, it is recommended that when you are picking students up for early dismissal that you park on the side of the building. If you park in the bus loop at this time, you may get blocked in and requesting buses to move would not be an option at this time.

No child will be permitted to leave without permission from a parent or guardian. If you are picking your child up early, you must sign in at the office and your child will be notified by our office staff.

**Students are to always be released for early dismissal through the front office. Staff has been instructed to never release a student for early dismissal directly to a parent or guardian. The dismissal must occur through the front office with the proper sign out procedures taking place for safety and accountability reasons.**

**The above-mentioned procedure is to be followed at ALL TIMES, including after and prior to special events such as field trips and assemblies.**

Often, we will experience changes in our bus transportation at the end of the school day. Many of these changes are provided directly prior to the dismissal of our students. Our priority is always managing the dismissal of our students safely and utilizing our resources and staff efficiently and effectively. **All buses depart the school property between 2:40 and 2:45 with normal dismissal and no challenges. Our school guideline has been that IF and WHEN a bus DEPARTS the school property after 3:00 PM, a Connect Ed Message will be sent to the parents of the students who ride the specific bus that departed late.** If you ever have a question about the dismissal of a specific bus, please call the front office at the school.

**Parents who drop off or pick up their child at Hutchison Farm Elementary are reminded that safety is our first priority. Cars are not allowed in the bus loop. Parents that wish to park and bring their child into the school must park in the designated parking areas and walk your child into the main front entrance.**

#### **ARTICLES BROUGHT TO SCHOOL**

The school encourages children to bring educational items for sharing, as permitted by our teachers. Items for sharing should be of interest and value to the entire class and should relate to student instruction. Valuable items should not be brought, and the school will not assume liability for lost or stolen articles. **ALL toys and games should be left at home.** Scooters, roller skates, bikes, and skateboards **should not** be brought to school. Weapons, firecrackers, and other items as identified in the Loudoun County Student Handbook are strictly prohibited.

#### **AWARDS**

Students receive special recognition at school through a variety of incentive programs. These incentives are intended to promote and recognize academic and social achievement, good citizenship, and school spirit. Teachers and parents are encouraged to promote these awards as an incentive to motivate, challenge, and support student success. Our focus at Hutchison Farm Elementary is to encourage intrinsic motivation in our students. The desire to perform and succeed not for extrinsic (tangible) rewards at the end but for the intrinsic value it provides.

## **BELL SCHEDULE**

<b>Doors Open</b>	<b>AM Bell</b>	<b>PM Bell</b>
7:30 am	7:50 am	2:35 pm

<b>AM PRE-K arrive</b>	<b>AM PRE-K leave</b>	<b>PM PRE-K arrive</b>	<b>PM PRE-K leave</b>
7:50 am	10:50 am	11:35 am	2:35 pm

## **BEHAVIOR**

At Hutchison Farm Elementary, we implement PBIS (Positive Behavior Interventions and Supports). Our three anchors are Respect, Responsibility, and Readiness. The expectation of our students is that they demonstrate the three R's at all times in all areas of our school.

Each teacher implements an individual, small group and whole group incentive plan in their classroom. Our goal is to encourage our children to exhibit the best possible behavior at all times.

Teachers have the authority and responsibility to maintain discipline in the classroom. When a student is having difficulty, the teacher may: conference with the student, conference with the parents, or use classroom disciplinary procedures. Children who continually disregard classroom or school rules may be sent to an administrator. The administrator may implement following:

- ✓ Give the student a very stern warning.
- ✓ Take privileges away from the student.
- ✓ Separate the student from his classmates.
- ✓ Assign work to be done around the school.
- ✓ Notify the parents of continuing problems.
- ✓ Assign the student to in-school suspension.
- ✓ **Suspend the student from school.**

The objective and purpose of any consequence is to be viewed as a teachable moment as well as a learning opportunity for our students. Your support in this process is extremely important.

Our ultimate goal is for our classroom teachers to work with our students and parents to reflect on the choices that our students make and provide a positive learning experience. Ultimately, this will increase the communication between the school and home and will result with student success.

## **BICYCLES**

Because of safety and traffic concerns, students are not allowed to ride bicycles to school. Roller skates, in-line skates, and scooters are also prohibited.

## **BIRTHDAYS**

In honor of each child's birthday, we announce each child's name on the morning news show and provide the birthday child with a birthday pencil and bookmark from the office. Students are also permitted to wear a "hat for the day" on their birthday.

Birthday food treats may not be brought in for a child's birthday. Additionally, non-food gifts of any kind should not be brought in as well. These items would include: balloons, pencils, stickers, floral arrangements, etc.

If you would like to celebrate your child's birthday at the school, please consider the following:

- ✓ Donating a book to the school library in recognition of the birthday. The librarian can be consulted for suggestions.
- ✓ Donating a board game to the class so they can play it at recess during bad weather.

Party invitations may not be distributed during school unless the invitations are for the **entire** class. Please be sure to contact the teacher before sending invitations to be distributed.

## **BREAKFAST AND LUNCH**

A nutritious breakfast is available to students each morning. Breakfast will be served from 7:30 – 7:55 a.m. each day. Students eating breakfast should report directly to the cafeteria and are asked to complete their breakfast no later than 8:00 a.m. Please discuss with your child whether you would like for them to participate in the breakfast program. If a child comes to the cafeteria for breakfast in the morning, we will not turn them away.

## **BULLYING AND HARASSMENT**

All students have the right to attend school where their individual differences are respected and where they are free of fear of harassment and bullying. LCPS actively upholds and supports efforts to prevent harassment and bullying.

**Incidents of harassment or bullying should be reported to the principal or designee immediately (Bullying Prevention Coordinator).**

LCPS Bullying Prevention and Education Policy (8-41) is posted on our school website. Our school Elementary Dean is designated as our Bullying Prevention Coordinator.

Bullying is an intentional electronic, written, verbal or physical act of aggression or a series of acts that occur in a school setting;

- ✓ School setting shall mean in the school, on school grounds, in school vehicles, at designated bus stop or at any activity sponsored, supervised or sanctioned by the school.
- ✓ is persistent or pervasive;
- ✓ is directed at another student or students;
- ✓ occurs in a relationship characterized by an imbalance of power;
- ✓ may create a personal fear that interferes with a student's ability to function; and

Has the effect of doing any of the following:

- ✓ substantially interfering with a student's education;
- ✓ creating a threatening environment; or
- ✓ substantially disrupting the orderly operation of the school.

**BUS SAFETY**

It is extremely important that we maintain safety when loading, unloading, and transporting students to and from school. We ask your cooperation in sharing that responsibility with LCPS in the following ways:

- ✓ Review bus safety information with your child.
- ✓ Review behavior expectations on the bus and at your child's bus stop.
- ✓ Provide written requests to your child's teacher if your child is to take a different bus home.
- ✓ In the event of early dismissal or closings, buses will follow their normal routes.
- ✓ Do not pass any bus with flashing red lights and/or the stop sign displayed.

- ✓ Only use the "kiss and go" lane to drop off and pick up your child.

**Bus Conduct** – Transportation on a school bus is provided as a privilege to the students. *It is not a right.* This privilege may be denied for 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:

- ✓ Students are under the direction of the bus driver while on a school bus. They must cooperate with the driver and obey the driver.
- ✓ Students must give their names to the bus driver on request.
- ✓ Students should avoid crowding, pushing, hitting, holding, or otherwise physically interfering with other students while entering, leaving, or riding a bus.
- ✓ Students may not bring pets or other living creatures, bottles or other liquid containers (not used for lunch purposes), radios, tape recorders, sticks, knives, balls, or any large object on the bus without permission from the principal.
- ✓ Students should not talk loudly or make any other loud noises that might distract the driver or interfere with his/her ability to hear.
- ✓ Students may not use obscene or other improper language on the school bus.
- ✓ Students must not put any object or any part of their bodies outside the windows

**Students desiring to get off the bus at any stop other than their own must obtain written permission from the school office and present their authorization to the driver.**

**BRING YOUR OWN TECHNOLOGY (BYOT)**

Students in Grades 1-5 will have the option to participate with Bring Your Own Technology (BYOT) this school year. Guidelines will be provided to all students in Grades 1-5.

LCPS embraces the importance of technology in the educational lives of students. Access to technologies enables instant access to a wealth of information, references, and collaborative

resources on the web. These resources can support the learning activities that are a part of the daily classroom instruction. BYOT supports the One to the World/Project Based Learning (PBL) instructional initiative as it provides students with the connectivity to the tools and information they need, connects students with a global audience, and connects students to those with whom they can collaborate.

We will implement the Digital Citizenship curriculum available through Common Sense Media to earn an annual Digital Citizenship Certificate.

All devices brought to school must follow LCPS Acceptable Use guidelines.

#### **CELL PHONES/TELEPHONE USE**

Students may operate cell phones and other personal communication or electronic devices when authorized to do so by the principal or designee. Authorization is required whether on school property, under school control or attending any school function or activity of any elementary school. School officials may confiscate such devices if a student violates the provisions of this policy. Any violation of this policy by a student may result in further disciplinary action. Student use of such devices for unlawful or other prohibited purposes while on school property, under school control, or attending any school function or activity may result in seizure of the device by school officials and disciplinary action, including expulsion.

Students may use the office telephones only for an emergency. The school office staff will determine if a student can use the office phone. In accordance with Loudoun County policy, cell phone use is prohibited during instructional hours, including field trips or school sponsored events. Students that bring cell phones to school must keep them turned off and in their backpacks unless otherwise instructed by a staff member. The school will not be responsible for any damage or loss of cell phones.

#### **CHANGE OF ADDRESS OR TELEPHONE**

It is very important, for emergency and administrative reasons, that an up-to-date student record be maintained. Please notify the attendance secretary, in writing, immediately if you change your address, phone number, daycare provider, emergency contacts, or any other vital

information. Depending on the type of change, a proof of residency may be required.

#### **CHILD ABUSE AND NEGLECT**

Under Virginia Law, school employees are required to report suspected cases of child abuse or neglect to the Department of Social Services. This law was designed for the protection of children.

#### **CLASS ASSIGNMENTS**

When determining classroom assignments, consideration of all educational factors; academic, social, and behavioral, are carefully considered by staff members. Teachers complete placement cards that include information about academic performance, work habits, learning styles, and resource needs. Final decisions regarding placement are made by the principal after careful consideration of staff recommendations and parent input. Parents are invited to complete the "parent input" form that is distributed each year in the month of March. The deadline is important as placement meetings occur prior to the end of the school year so that teachers can be active participants in the process. If the parent input form is not submitted prior to the deadline, placements may have already been made. Parents are discouraged from soliciting specific teachers, as these requests will not be honored. Classroom assignments will be posted in ParentVue in August.

#### **CLASSROOM OBSERVATIONS**

We encourage parents to volunteer in their child's classroom. When doing so, one is able to be an active participant in their child's classroom and the assistance is appreciated.

Classroom observations may only be conducted once a *Classroom Observation Request* form has been submitted to the principal. You may request a *Classroom Observation Request* form from the principal. Please provide ample time for the principal to receive the request, review the dates, and reply. The observation will be conducted with an administrator present. This will need to be a mutually agreed upon time for all parties involved.

## CONFERENCES

Children respond more readily to school and home expectations when parents and teachers are partners. Therefore, before the end of the first grading period, all parents will be contacted to schedule a conference with the classroom teacher to discuss student progress, strengths, and areas for improvement. Parents are encouraged to also request conferences when a need arises.

Teachers are on duty from 7:30 a.m. – 2:50 p.m. and are not available to conference during the school day unless it is scheduled in advance. Please honor our students' needs and refrain from interrupting instruction for a "brief conference" in the hall.

## COMMUNICATION

It is critical to each child's education, growth, and development that staff, students, and parents communicate effectively. Within this handbook are numerous methods to ensure open dialogue between home and school. At Hutchison Farm Elementary, our focus will be on communicating student achievement, expectations, and important events in a timely manner to promote a strong partnership between the school and home.

## CONNECT-ED

Loudoun County Public Schools utilizes the Connect-Ed Phone Messaging System to personally communicate with parents about emergency situations, school events and important issues affecting your child. At Hutchison Farm Elementary, the Connect-Ed Phone Messaging System is used to communicate with parents any emergency situation and is used only to communicate information that cannot or has not otherwise been communicated through normal modes of communication such as our school newsletter and website. The school's Connect-Ed system will not be utilized to communicate advertising or promotion of events not relating to Hutchison Farm nor will it be used as a "reminder" communication tool. All messages sent will be at the principal's discretion.

## IMPORTANT!!!

**Often we will experience changes in our bus transportation at the end of the school day. Many of these changes are provided directly prior to the dismissal of our students. Our priority is always managing the dismissal of our students safely and utilizing our resources and staff efficiently and effectively. All buses depart the school property between 2:40 and 2:45 with normal dismissal and no challenges.**

**Our school guideline has been that IF and WHEN a bus DEPARTS the school property after 3:00 PM, a Connect Ed Message will be sent to the parents of the students who ride the specific bus that departed late. If you ever have a question about the dismissal of a specific bus, please call the front office at the school.**

## CROSSWALKS

Hutchison Farm Elementary has numerous crosswalks on the property as well as a major crosswalk on Center Street with a crossing guard supervising. **We ask that children and parents use the crosswalks at all times.** Crossing Center Street without using the crosswalk is extremely dangerous at arrival and dismissal time.

## CURRICULUM

Hutchison Farm Elementary will follow the adopted curriculum of Loudoun County Public Schools. Teachers implement the Virginia Standards of Learning in all grade levels in all subject areas. The Course Syllabi, Curriculum Guides and Virginia Standards of Learning can be viewed by visiting the LCPS website under the tab *Academics*, then you may select what subject area you wish to review.

## DAMAGE TO SCHOOL PROPERTY

Any student who causes deliberate damage to school property will be expected to pay for repairs or replacement.

## DELAYED OPENING

When road conditions are not satisfactory, the opening of school may be delayed for one or two hours. Below are the changes that will occur to various programs depending on the delay.

### ONE-HOUR DELAY

NO ADDITIONAL CHANGES OTHER THAN A ONE-HOUR LATE START IN ALL PROGRAMS AT HUTCHISON FARM ELEMENTARY.

### TWO-HOUR DELAY

**FULL DAY PROGRAM** – Students arrive two hours late and will remain in school until the end of the normal school day.

### ***EARLY CHILDHOOD (PRE-SCHOOL)***

AM Session – Will begin two hours late and remain in school for three hours. These students will leave school one hour later than normal.

PM Session – Will begin one hour late and remain in school for three hours dismissing at the regular time.

Register with Loudoun Alert to receive up-to-the-minute school status regarding closings, delays, early dismissals, and special circumstances via automatic-mail updates. <https://alert.loudoun.gov/>

### **DISCIPLINE**

Teachers and staff members have the responsibility and authority to maintain discipline. Students are expected to follow our 3 “R’s” – Respect, Responsibility, and Readiness in all locations of the building. At the beginning of the school year, all children are taught what the expectations are within the classroom and in all other locations in and out of the building. Staff are required to review expectations with students at various times throughout the year. The expectations that have been established for the café, hallway, bathrooms, playground, and bus are as follows:

#### ***Café:***

- ✓ Use inside voices
- ✓ Say “Please” and “Thank You”
- ✓ Allow anyone to sit next to us
- ✓ Raise our hand for help
- ✓ Maintain personal space
- ✓ Clean our area
- ✓ Bring our lunch or money
- ✓ Clean our hands before and after lunch
- ✓ Have our feet on the floor, bottom on the bench, and face the table.

#### ***Hallway***

- ✓ Be silent
- ✓ Have quiet bodies
- ✓ Maintain personal space
- ✓ Walk
- ✓ Walk on “salt and pepper” (black/white tiles in hallway)

#### ***Bathrooms***

- ✓ Use quiet voices
- ✓ Give privacy
- ✓ Take care of school property
- ✓ Flush, Wash, and Leave
- ✓ Ask for teacher permission

#### ***Playground***

- ✓ Follow playground rules
- ✓ Show teamwork
- ✓ Cooperate and include others

- ✓ Keep hands and feet to self
- ✓ Bring inside everything that we take outside
- ✓ Listen for the teacher
- ✓ Bring our equipment

#### ***Bus***

- ✓ Greet the bus driver
- ✓ Listen to the bus driver
- ✓ Quiet voices
- ✓ Keep food and drinks packed away
- ✓ Use kind words
- ✓ Keep hands and feet to self
- ✓ Choose a seat and stay there
- ✓ Body is facing forward and bottom is on the seat
- ✓ Feet and belongings are out of the aisle

#### ***Car Riders/Daycare/Walkers***

- ✓ Use an inside voice
- ✓ Use walking feet
- ✓ Listen to adult and patrol instructions in the hallway
- ✓ Keep hands and feet to self
- ✓ Go straight to the exit door
- ✓ Be in your designated space
- ✓ Have jacket or coat on
- ✓ Load van/bus once the wheels have stopped
- ✓ Sit quietly in the hall until called
- ✓ Backpack is zipped up and on back

#### ***Classroom***

- ✓ Be kind to others
- ✓ Listen when others are talking
- ✓ Take care of school property
- ✓ Do your best
- ✓ Complete all your work on time
- ✓ Have the correct supplies
- ✓ Try new things
- ✓ Sit quietly

All classroom teachers have created a classroom behavior plan that supports the PBIS (Positive Behavior Interventions and Supports) that is enforced in our building.

When a student’s behavior is not acceptable, the teacher may confer with the student, implement consequences outlined in the classroom disciplinary procedure, contact parents, or refer the situation directly to the administration.

Parental support is an important aspect of any positive and effective behavior plan and disciplinary action. We encourage parents to become partners in supporting their child’s

behavior to ensure a climate of respect, courtesy, and safety.

In instances in which a child violates LCPS policies as outlined in the Student Rights and Responsibilities, disciplinary procedures will be followed.

### **DOCTOR/DENTIST APPOINTMENTS/EARLY DISMISSAL**

Parents are expected to make every effort to schedule student's doctor and/or dental appointments outside of school hours. However, when this is not possible, students will be excused for these appointments. If a child must leave school during the school day, the parent should send a letter to the child's teacher the morning of the appointment, and should come directly to the office to sign the child out. The student will be called to the front office once the parent has arrived to sign the child out. Please plan accordingly and allow enough time for this transition. There may be school events or drills taking place that will delay your child's pick-up time.

**Students are to always be released for early dismissal through the front office. Staff has been instructed to never release a student for early dismissal directly to a parent or guardian. The dismissal must occur through the front office with the proper sign out procedures taking place for safety and accountability reasons.**

**The above-mentioned procedure is to be followed at ALL TIMES, including after and prior to special events such as field trips and assemblies.**

### **DRESS CODE**

The primary responsibility for the proper dress and grooming of students rests with the parent or guardian of each student. The school has the responsibility, however, to see that the cleanliness, dress, and grooming of students does not present a danger to the health or safety of themselves or fellow classmates. In addition, dress should not prevent them from performing their regular required school activities nor should it cause a disruption of the function of the school. "Heelys," sneakers that have rollers on the bottom, are not permitted on school grounds. Hats are also not permitted to be worn in the building during school hours unless it is part of a School Spirit Day, a student's birthday, or permission has been granted by the principal on

an individual basis for extenuating circumstances. Students' wearing apparel or accessories that are deemed inappropriate will be asked to change or remove the item. Parents may be contacted to bring appropriate clothing.

Once the weather becomes warmer at the end of the school year, many students begin to wear summer clothing that is inappropriate for school. Halter-tops, tube tops and spaghetti straps are prohibited. The length of shorts should be appropriate. If there is a question as to whether or not they are too short, then more than likely they are and it is not recommended to wear them. Loose tank tops that are worn should have appropriate garments or t-shirts worn underneath them.

Students are required to participate in physical education, unless a medical waiver has been provided. It is essential that appropriate shoes and clothing be worn for physical activity.

Even though precautions are taken to ensure clothing is not damaged, parents are encouraged to refrain from sending their child to school in expensive clothes, as they may tear, be damaged by paint, or be ruined by other unforeseen accidents.

### **DRUGS AND ALCOHOL**

The possession, use, or distribution of drugs or alcohol on school property is prohibited by law. Students who violate this law will be subject to criminal prosecution as well as school punishment.

### **EARLY CLOSINGS**

When conditions require school closings or early dismissal of students, announcements will be given to the following radio and TV stations and the LCPS website, [www.lcps.org](http://www.lcps.org):

WTOP 103.5	WRC TV 4
WINC 92.5 FM	WTTG TV 5
WMAL 630 AM	WJLA TV 7
WTOP 1500 AM	WUSA TV 9
	NEWS CHANNEL 8

For early dismissals, parents will be informed using the ConnectEd phone and email system and the Loudoun alert email system if they have signed up for it. LCPS will be using an alert system offered by Loudoun County. Parents can register to receive automatic email updates through the LCPS website at [www.lcps.org](http://www.lcps.org) for the up-to-the minute school status regarding

closings, delays, early dismissals, and special circumstances.

If you have a question about a change in schedule due to weather, we ask that you please look at the LCPS website first. When there is a change in the school day due to weather, the phones at the school become extremely busy and the phone lines need to be kept open for emergencies and instructions if necessary. Updated information will be available on the LCPS website as well as through the Loudoun Alert system at <https://alert.loudoun.gov/>

In the event of early closing due to weather or other causes, each student must have specific instructions for getting home or to their day care provider. Each family will be required to have an **Early Dismissal Plan** on file with the school at the start of the school year. Please be sure to review this plan with your child on a regular basis.

### **EMERGENCY CARDS**

*The emergency card is a vital piece of information for your child. Please notify the attendance secretary or office staff if information on the emergency card needs to be updated. Each child has been provided with an emergency card that must be returned to school immediately. Information can also be updated within ParentVue.*

### **EMERGENCY RESPONSE PLAN**

Staff members develop and are trained in an Emergency Response Plan. The Emergency Response Plan includes specific plans for a Fire, Tornado, Earthquake and Lockdown. Drills are conducted throughout the year with student participation so that all students and staff are prepared in the event of an emergency. Prior notification to parents will not be provided before drills are conducted. It is best practice that drills are conducted in an unannounced manner so that all students and staff are best prepared in the event of a real emergency.

### **ENGLISH AS A SECOND LANGUAGE**

The English as a Second Language (ELL) program at Hutchison Farm serves our non-English speaking students who are identified through ELL screenings. The goal of the ELL program is academic and social integration of non-English students into the Loudoun County system and culture.

### **ENRICHMENT**

Students in every grade level demonstrate many diverse talents and skills in academics, fine arts, or athleticism. Teachers provide differentiated instruction, as appropriate, to challenge students and to motivate children to be active participants in their educational journey. Throughout the year, enrichment opportunities will be accessible to students that support the LCPS curriculum and grade level objectives.

### **EQUIPMENT USE**

Our school contains a variety of instructional, safety, and maintenance equipment. Students are not allowed to use or handle equipment unless they have been specifically authorized to do so. When school equipment is damaged through negligence or unauthorized use, the parent will be held financially responsible. School equipment will not be available for loan to the public.

### **FAMILY LIFE EDUCATION**

The LCPS Family Life Curriculum has among its primary goals the following: teaching that all human beings have worth and dignity; the family is the primary structure of our society; parents are and should be the primary family life educators for their children. There is a form, called the "Opt-Out Form," through which parents may request that their child be excused from all or part of the Family Life Curriculum. An Opt-Out form must be completed and returned to the school within the first eight days of the school year. Curriculum guides and materials used in Family Life classes are open for review by parents.

### **FIELD TRIPS**

Field trips always relate to the curriculum and extend what the student has learned in the classroom. At times, a fee will be charged to defray the cost of admission or transportation. Parents may request a waiver from this fee and should submit requests directly to the principal. School buses are used for local transportation with school personnel and parents responsible for supervision. Parental permission and proper classroom behavior are required before any pupil can participate on the field trip. The number of volunteers permitted for each field trip is directly related to student/adult ratios. This is done to ensure that appropriate and safe seating is available when providing transportation. Students are not to bring money with them to purchase items in gift stores. Loss of money, inappropriate items purchased, and inequity in

purchasing are all reasons to prohibit gift store shopping on field trips.

### **FOOD IN SCHOOLS**

Students have the right to a quality education in a supportive, safe, and healthy environment. Food Guidelines have been established for Loudoun County Public Schools.

- ✓ All students are encouraged to eat healthy snacks.
- ✓ Foods containing allergens should not be consumed in the classrooms of students with food allergies.
- ✓ Sharing or trading food in the classroom or cafeteria is not permissible
- ✓ Non-food items will be used when classroom rewards are considered. Inclusion of all students in classroom rewards is essential.
- ✓ Foods containing allergens specific to a student are not to be used for class projects, parties, holidays and celebrations, arts, crafts, science experiments, cooking, or other purposes.
- ✓ Students are encouraged to assume increasing responsibility for healthy and safe food choices as they progress from elementary to middle and high school.

At Hutchison Farm Elementary, we have established food guidelines as it relates to classroom parties.

- ✓ Teachers will inform parents at BTSN of the three selected parties that will take place during the school year (Ex: Halloween, Winter, and End of Year)
- ✓ If food is part of the party, we will encourage healthy foods. We want to encourage our children to eat healthier due to the obesity rise in the nation and healthy foods such as fruits and vegetables are less likely to include allergens.
- ✓ Homemade baked goods are not permitted. We are unable to determine what ingredients are used in homemade items as well as the sanitary conditions in which the food is prepared.
- ✓ Notify parents of students with an allergy 4 weeks prior to party. This will give the parent ample time to prepare and offer alternatives if necessary.
- ✓ Send party notification 2 weeks prior to the party to all parents.

- ✓ All food items will need to come in 1 week prior to the party (not perishable items) so that parents of students with allergies may review labels if they choose.

Teachers may allow students to bring a nutritious snack such as fruit, vegetables, and/or juice to eat as a mid-morning or mid-afternoon snack. These snacks should be easily accessible and require no refrigeration or preparation. Please do not send your child with a knife to cut apples or spread toppings.

### **FUNDRAISING & SOLICITING**

The school may choose to hold fundraising activities in order to enrich the schools programs. Please be advised that **Virginia law prohibits elementary students from participating in any door-to-door selling, soliciting, or fundraising without a parent or guardian.**

### **GIFTED PROGRAM**

Two gifted programs serve students at the elementary level. Students in grades K-4 participate in SEARCH, and select students in grades 4 and 5 participate in FUTURA. More information regarding these programs may be obtained from the SEARCH teacher. HFES will be a FUTURA site this upcoming school year.

### **GUM**

Because of the potential damage to clothing and property, gum chewing is not allowed by students on school property, including the playground and buses.

### **HEAD LICE**

Health Clinic Assistants and Resource Nurses are taught to look for nits and head lice. If a student is scratching his/her head, confirmation of the presence of lice should maintain the student's privacy. If live lice are found,

- ✓ The parent should be called to pick up the student,
- ✓ Treat the lice with an over-the-counter medicated shampoo or contact the physician for a recommended course of action, and
- ✓ See that nits are being combed out of the hair. This can sometimes take several days of combing.

The school may discretely check students who live or stay in the same home or with the same

sitter. Checking the hair of other students in the classroom has not been found to be effective in the control of head lice and takes instructional time. Research has shown that schools are not a major source of head lice unless it is a preschool classroom.

LCPS does **not** have a “no nit” policy. The student may return to school once treatment has occurred as long as no live lice exist on the child’s head. The child should be checked for reinfestation every week until no live lice are found for two to three weeks. A letter may be sent home to parents of classmates when there are multiple cases of head lice reported in the same classroom. (These must be reported cases from the parent of the child who has lice).

### **HEALTH CLINIC**

All school personnel are sensitive to the general health and well-being of students. At least two staff members in all schools are trained in CPR, first aid techniques and use of the automatic external defibrillator (AED).

The school clinic is located in the office area and is staffed by a health aide. Soap, water, and band-aids are the usual remedies for cuts and scrapes. If it is considered necessary, parents are called to pick up a child.

When a child becomes ill at school, the parent/guardian or designated adult will be notified and requested to make arrangements for the child to go home. It is, therefore, very important that the information on the emergency card be current and updated as changes occur.

A child who shows symptoms of illness (fever, severe cough, etc.) or a communicable disease **SHOULD NOT** be sent to school. Arrangements should be made for the child to remain at home until he/she is well enough to return to school.

### **HEALTH SCREENINGS**

A vision and hearing screening will be conducted for all kindergartners, third graders, and new students to LCPS within the first 90 days of school by a vision/hearing team. If a student fails a vision screening, the school health clinic aide will conduct a second vision screening. If a student fails a second hearing screening, the speech pathologist will conduct a second hearing screening. If the second screening is failed, either the vision or hearing, a phone call will be made home with a letter sent home to the parents of the child. After the first 90 days of school, if new students enroll, the school

Health Clinic Aide will conduct all vision and hearing screenings for new students. The Health Clinic Aide documents all screenings in the Student Information System as well as the student health record. A dental inspection will be conducted for those students who have returned the appropriate dental form. It is required that all children new to our school in grades K-3 (all Kindergarten students) are screened for fine/gross motor and speech/language delays within the first 60 days of enrollment. Parents will be contacted if a child does not pass the screenings and encouraged to seek additional tests.

### **HOMEBOUND INSTRUCTION**

Instruction in the home or at a more restricted environment is provided by Loudoun County Schools for students who must be absent from school for an extended period of time due to illness. A certified teacher provides this instruction at no cost to the parent. Parents should contact the assistant principal if there is a need to request homebound instruction.

### **HOMEWORK**

Homework for elementary students includes any activities that are a reinforcement of skills taught in the classroom. Homework assignments will vary according to the grade level, the individual needs of a student, the ability of a student, and the day of the week. Primary children should not average more than thirty minutes daily on homework; students in grades four and five should not average more than one hour. Please contact your child’s teacher if your child is spending more than the recommended time on their homework.

### **INJURIES**

Any injury (other than superficial wounds) shall be reported immediately to the parents or guardians. A quick, common sense appraisal shall dictate the sequence of action to be taken in the event of serious injuries or illnesses that occur during school hours. It is important that telephone numbers and other information on the emergency card be correct in order for the school to reach the parent or responsible adult in the case of an emergency. Please notify the office immediately of any changes.

### **INSURANCE**

Information concerning insurance is made available to you at the beginning of the school year. LCPS does not provide student insurance.

## **LIBRARY**

The media center is considered the center of the academic program at Hutchison Farm Elementary. All teachers are encouraged to utilize the valuable resources in the library and students will have open access to appropriate literature. Students are provided with open checkout times every day. All materials are expected to be returned in a timely fashion. If a student loses or damages a library book or resource book, the student will be expected to pay the cost of replacement or repair and may be restricted from checking additional materials out of the library until full compensation has been made.

## **LOST AND FOUND**

Each year, students lose items such as gloves, coats, hats, backpacks, etc. These items will be displayed in the back hall, where all students can regularly check for lost belongings. We encourage parents to check for lost items when visiting the school. All items that are not claimed will be cleaned and donated to a charitable organization at the end of each semester.

## **LUNCH SERVICES**

Our school provides a nutritious hot lunch for our students. Students may pay for lunch on a daily, weekly, or monthly basis. Milk may be purchased to accompany a packed lunch. Ice cream or snacks are also sold in the cafeteria. Students will be permitted to charge lunch, however when a child has a negative balance, the parent will receive a reminder notice from the cafeteria manager and follow up notification from the school parent liaison. Thank you for working with us to ensure your child has the proper nutrition to learn.

The practice has been that we always provide children with a hot meal even when there is a negative balance, however the negative accounts continue to grow and funds are being used to pay these delinquent accounts that could be used for instructional purposes.

Students will be permitted to charge five hot meals. If the student has a delinquent account, the student will still be provided a lunch but it will consist of a cheese sandwich.

If paying for lunch is a challenge, applying for the Free and Reduced Lunch Program is recommended.

Free or Reduced Lunch Program applications are sent home at the beginning of each school year. These forms must be completed and returned to the

school before we can authorize free or reduced lunches.

## ***Café Prices***

The LCPS Website includes the café prices. Parents can retrieve Food Services information through the Support Services tab and visiting the Food Services Page. There is information about café pricing and other food item related information included here.

## ***Meal Payments***

The LCPS Food Services Department has teamed up with Café Prepay to provide lunch payments via the Internet. Parents can access the web at [www.pay4lunch.com](http://www.pay4lunch.com). If you have any questions or need additional information, please call the LCPS Food Service Office at (571) 252-1010.

## ***Lunch Visitors***

Parents and other visitors are always welcome to have lunch at school. We would appreciate a phone call or note before 9:00 a.m. if you are buying lunch so that the cafeteria staff can be notified and ensure that there is a lunch available for you. As always, please sign-in at the office and get a visitor badge.

## ***Ice Cream***

Students must purchase a ticket to be allowed to receive their selection by the hostess after they eat their lunch. Please be sure to discuss the option of buying ice cream with your child. You can always monitor your child's account on line.

## ***Snack – Full Day Kindergarten – 5<sup>th</sup> Grade***

Due to numerous food allergies, various restrictions may be placed on food items that can be brought into Grades 1-5 classrooms for snack. It is best to practice healthy eating habits and recommended to bring snacks such as carrots, apples, bananas, cheese, pretzels, etc. (fruits and vegetables are always a safe bet).

## **MAKE-UP WORK**

Students absent from the classroom are required to make up any missed work. The initiative for making up missed assignments is the responsibility of the student, under the teacher's guidance. Students are generally afforded the same amount of time to make up their work as days absent from school.

## **MASCOT AND COLORS**

The Hutchison Farm mascot is the Husky. Our school colors are green and gold. We encourage students to display these colors every Friday and

on additional designated special days as symbols of school spirit and pride.

### **MEDICATION**

All medication is kept and administered in the school clinic. Any medication must have the child's name on the original container with the physician's directions for administering. All medication must be hand carried to the clinic by the parent or another responsible adult. Children are not permitted to carry medication to or from school. If your child has asthma, diabetes, seizures, allergies, or other medical conditions and must take prescription medication, a **Medication Form** must be completed to inform staff of vital information. This information should include:

- ✓ *Student's name*
- ✓ *Name and purpose of the medicine*
- ✓ *Dosage and time of administration*
- ✓ *Possible side effects and staff response*
- ✓ *Termination date for administration*
- ✓ *Parent signature*
- ✓ *Physician signature*

Forms are available in the clinic. No medication will be given to a student without this information.

The school must have written permission for all non-prescription medications. **This includes cough drops. If you have any questions or special circumstances, please contact the school Health Clinic Assistant.**

### **MESSAGES**

In order to protect instructional time, interruptions to pupils are kept to a minimum; therefore, any non-school personnel entering the school for any reason **must** stop at the office. **Any items (lunches, books, homework, etc.) and messages will be forwarded to the classroom by the office staff.** Parents will not be permitted to visit classrooms without signing in at the main office and prearranging the visit with the classroom teacher.

### **MINUTE OF SILENCE**

The Code of Virginia requires that a "Minute of Silence" be held at the opening of each school day. During the minute of silence, the teacher is

responsible to ensure that all pupils remain silent and make no displays that interfere with, distract, or impede other pupils in the like exercise of individual choice. To implement the law, we will begin each day with the announcement, "As we begin another day, let us pause for a minute of silence." We will follow the minute of silence with the Pledge of Allegiance. All persons within the school are expected to allow others the right to observe this minute of silence.

### **PARENT COMMUNICATION**

Each classroom teacher, specialist, and the principal will communicate with parents of students monthly through ParentVue or Connect Ed. This communication will inform parents of classroom activities and will share suggestions for home activities that will reinforce school lessons. Important calendar items will be included. Please be sure to visit our school website as well as follow us on Twitter@hutclcps <https://twitter.com/hutclcps>

### **PARENT LIAISON**

Hutchison Farm Elementary has a parent who serves in a paid position as a liaison to enhance communication between home and school. Our liaison assists in translating, assists with registration for school, and provides information about county services available to families. Please call the school office to contact the parent liaison.

### **PARENT VOLUNTEERS**

Parent volunteers are greatly appreciated at Hutchison Farm Elementary. They provide assistance to teachers, students, and office staff. Volunteers are always needed here at Hutchison Farm. If you would like to volunteer, please contact the PTA volunteer coordinator or your child's teacher. Each parent is required to sign a **Parent Volunteer Confidentiality Letter** annually that will remain on file at the school. This letter outlines the responsibilities of parent volunteers as well as the importance of confidentiality while working as a parent volunteer at Hutchison Farm Elementary.

### **PARTIES**

A class will have no more than three parties each year. Teachers will request parent volunteers to assist with these parties. It is the teacher's decision as to which three (3) parties they host during the school year. Generally, parties occur prior to winter break, Valentines Day, and at the end of the school year. As part of our focus on healthy children, we request healthy snack

options be available for classroom parties. School Food Guidelines are to be followed when preparing for classroom parties.

### **PETS**

Pets of any kind are prohibited at school. Approval from LCPS must be retained prior to any pet or animal gaining access to the school property.

### **PHILOSOPHY**

Our school Vision Statement: **The Hutchison Farm Community is Dedicated to the Success of ALL Learners.**

We believe that all children can learn and become productive, caring citizens. We commit ourselves to providing an educational environment that inspires students to realize their full potential and develop a life-long love of learning. We are dedicated to the development of the whole child. The teachers and staff will encourage a partnership between home and school that will promote the strong values of respect, fairness, citizenship, trustworthiness, caring, and responsibility.

### **PICTURES**

Individual student pictures will be taken in the fall. Purchase of the pictures is optional with various package choices. Additional individual pictures and class pictures will be offered in the spring.

### **PLEDGE OF ALLEGIANCE**

The Commonwealth of Virginia requires the daily recitation of the Pledge of Allegiance. The statute provides that no student shall be compelled to recite the Pledge if the student or the parent or guardian objects on religious, philosophical, or other grounds to the student's participating in this exercise. The statute further provides that students who are exempt from recitation of the Pledge shall remain quietly standing or sitting at their desks while others recite the Pledge and shall make no display that disrupts or distracts others.

### **PROGRESS REPORTS**

Parents can expect continuous communication from teachers concerning student progress. Progress reports will be provided during the year to alert parents of concerns or unsatisfactory progress. It is important that you talk to your child about the progress report and develop strategies to improve performance. Parents

should also contact teachers to schedule a conference, if necessary.

### **PTA (Parent Teacher Association)**

The Hutchison Farm Elementary School PTA meets one day each month. The PTA enhances the education of the children through its support of school activities, programs and financial aid to staff for additional educational materials. Information about PTA activities will be sent home the first week of school. More information about the PTA can be found on the Hutchison Farm website.

### **RECESS**

Recess in grades K-5 is defined as a daily teacher supervised break from the instructional routine. The teacher may provide options from which students may choose, such as free play or organized games. Classes will go outside, weather permitting, and all students are expected to participate in recess, unless excused for a medical or approved reason. The teacher will set the guidelines for expected behavior, and students may have recess time revoked for academic or behavioral reasons, if approved by the parent in writing. Students engaging in rough play, such as wrestling, tackling, or other activities that may cause injury may be removed from the activity and disciplinary action may be implemented, to include removal from recess on a temporary basis.

**Recess games in which the objective is physical contact have been prohibited. Examples of such games include touch football and tag.**

**Students will not participate in outside recess when the temperature is below 32 degrees nor when a code orange (heat index) has been identified.**

### **RECORDS**

Regulations for the maintenance of and procedures for granting access to student records are specified by state and federal laws. Parents may inspect the contents of their child's records by requesting access and providing identification to the school's administration. School personnel, with a legitimate educational need, interest, or instructional responsibility will also have access to student records. Certain non-school personnel, by law, may be provided access to records or may obtain information from them. Records are transferred, upon written request by

authorized employees, of other schools in which the student seeks or intends to enroll.

### **REPORT CARDS**

Report cards are completed four times each year. Report cards provide an assessment of your child's ability, motivation, participation, development, and achievement. When a student is having academic or social difficulty, the teacher will contact the parent. Report Cards will be completed and made available through ParentVue at the end of each marking period and should be reviewed and discussed with the child to support our home/school partnership. The fourth quarter report card is always mailed home.

### **SAFETY AND SECURITY**

For security reasons, only the main entrance is accessible during the school day and ALL visitors are required to report to the main office. All LCPS schools will have security doors. All visitors are required to present photo ID at the front door before being permitted to enter. Regardless of your status at the school, you will be asked for your identification and any deviation from such requirement could result with a report being made to the appropriate authorities. For our students' safety, ALL visitors must wear a visitor badge. Badges will be distributed in the main office.

### **SELLING AND SOLICITING**

Parents and community members will not be allowed to sell goods for monetary gain on school grounds or as established fundraisers.

### **SICK DAY GUIDELINES**

Consider keeping your child home if he or she:

Has a fever of 100.4 degrees or higher  
Has been vomiting  
Has symptoms that prevent him or her from participating in school, such as:

- ✓ *Excessive tiredness or lack of appetite*
- ✓ *Productive coughing, sneezing*
- ✓ *Headache, body aches, earache*
- ✓ *Sore throat*

A minor sore throat is usually not a problem, but a severe sore throat could be strep throat even if there is no fever. Other symptoms of strep throat in children are headache and stomach upset. Contact your pediatrician, as your child needs a special test to determine if it is strep throat.

**Keep your child home until his or her fever has been gone for 24 hours without medication.** Colds can be contagious for at least 48 hours. Returning to school too soon may slow the recovery process and expose others unnecessarily to illness.

### **SPECIAL EDUCATION SERVICES**

Special education services are available to eligible students whose physical, academic, and/or emotional needs cannot be met through regular classroom instruction alone. Parents should contact their child's teacher or the Elementary Dean to initiate the *Child Study* process. The *Child Study* process will assess student achievement, explore accommodations and resources available to support the child, and will determine if further assessment may be necessary. The Assistant Principal is the school's special education designee.

### **STUDENT ACTIVITIES**

Students are encouraged to participate in additional activities during school and after school. The *Education Leadership Team* is a very important part of our school. The team is open to students in the fifth grade who apply for membership. These members will learn leadership traits and responsibilities of working with a team. The *Education Leadership Team* members participate in many activities to include participation in the morning announcements, library helpers, patrols, kindergarten helpers and more.

### **STUDENT RIGHTS/RESPONSIBILITIES**

At the beginning of the school year, every LCPS student is required to review the rules and expectations set for behavior within Loudoun County Public Schools. It is expected that every parent will read this document carefully with their child. Students and parents must sign this document and return it to the school to be kept on file.

### **STUDY SKILLS**

A parent can help his/her child utilize excellent study skills and techniques that make learning easier and more meaningful. The following are some guidelines for achieving good study habits:

- ✓ Come to class prepared (pencil, paper, and other necessary materials).
- ✓ Be an active participant in class.
- ✓ LISTEN CAREFULLY!
- ✓ Ask questions to clarify.
- ✓ Schedule time for work and play.

- ✓ Apply new learning to new situations.
- ✓ Put forth your best effort.

### **SUBSTITUTE TEACHERS**

In the event that a teacher is absent for personal or staff development reasons, a qualified substitute teacher will implement the instructional objectives in his/her absence.

### **TESTING PROGRAMS**

The Commonwealth of Virginia requires that certain standardized tests be given to students during the course of the school year. In addition, Loudoun County Public Schools may give supplemental standardized tests to monitor the effectiveness of the instructional program and to evaluate the achievement of students. The classroom teacher and the school administration communicate the dates and the purposes of tests to parents via letter or the school's newsletter. Parents are permitted access to and may obtain copies of their child's test scores. The classroom teacher and the administration are available to help with the interpretation of these scores during the course of the school year.

### **TOYS**

Toys in school can lead to disruption of the instructional program. Students are prohibited from bringing toys to school. This includes stuffed animals from home. There may be special classroom events and spirit days that will grant permission for such exceptions.

### **VISITORS**

All visitors to the building must show identification and have a purpose for their visit. Once entering the building, all visitors are to report to the office to sign in. When signing in, visitors will need to indicate their reason for visiting, where they are visiting, and **wear a visitor badge that is visible at all times.** Carrying a visitor badge in your hand does not provide our staff or students with a sense of security.

Staff has been directed to stop any and all visitors that are not wearing a visitor badge. All visitors must dispose of their badges when exiting the building. **All visitors must enter and exit the building through the front doors of the schools.**

### **WEAPONS**

It is important that students and parents understand the seriousness of weapons violations and the threat of injury or harm to the physical well-being of another student. The school board policy concerning violations follows:

Possession or use of a weapon by a student while under the control or supervision of school system personnel or on school property is prohibited. The term "weapon" is intended to be construed broadly and includes any instrument or device which, by its design or use, is capable of causing injury, harm, or threat of injury or harm to the physical well-being of another person. Any student in violation of this policy shall have the weapon confiscated by school officials and appropriate disciplinary action will be enforced. The school official may, if possible, return the weapon only to the student's parent or guardian after a conference with such parent or guardian.

#### **Category A**

- ✓ Firearms, starter guns or any weapon that is designed or can be readily converted to expel a projectile by action of an explosion. Examples of firearms would include any pistol, shotgun, rifle, or revolver.
- ✓ Pneumatic guns, including a paintball gun, BB or pellet gun, or air rifle that use pneumatic pressure to expel a projectile; and
- ✓ Explosive or incendiary devices, including those containing poison gas, acid or in the form of a grenade, rocket or bomb and any combination of parts either designed or intended for use in converting any device into any destructive device. "Destructive device" does not include any device that is not designed or redesigned for use as a weapon, or any device originally designed for use as a weapon and that is designed for use as a signaling pyrotechnic, line-throwing, safety, or other similar device.

#### **Category B**

- ✓ Any knife or other instrument or device that has a blade designed to cut or a point designed to penetrate, including a dirk, Bowie knife, switchblade, folding knife, ballistic knife, or machete;

- ✓ Any gun or device designed to expel a projectile by any non-pneumatic or non-explosive action, including those using trigger, battery power or tension action. Examples include slingshots, bows, nail guns and toy shooting devices;
- ✓ A stun weapon of any kind;
- ✓ Any club, baton, stick, flailing or thrown instrument or other similar device designed for use as a weapon, such as a blackjack, spring stick, brass or metal knuckles, nunchahka (nun chuck or nunchaku), fighting chain, shurken, throwing star or oriental dart;
- ✓ Any chemical or chemical compound, including pepper spray, that produces an adverse effect on the normal functions of the human body;
- ✓ Any instrument or device that is actually used intentionally to injure, harm, endanger or induce fear in another person, including “toy: or “look-alike” weapons; and
- ✓ Any instrument or device, not included in Category A, which has as one of its designed purposes to be used as a weapon to injure, harm, or endanger another person.

Penalties for Violations: Any student who violates this policy with respect to a Category A weapon shall be automatically recommended for expulsion from Loudoun County Public Schools by the Principal. Notwithstanding the foregoing, given the facts of a particular case, special circumstances may exist indicating that other disciplinary action may be appropriate, and may be recommended by the Principal.

Any student who violates this policy with respect to a Category B Weapon or any other terms of this policy shall be subject to expulsion from Loudoun County Public Schools, or to such lesser disciplinary action, including long-term suspension, as may be deemed appropriate.

**WITHDRAWAL PROCEDURES:**

Parents should notify the teacher and the front office staff at least a week before the student is to be withdrawn from the school. All textbooks

and library books should be returned and lunch fees should be paid before the student is withdrawn.

**YEARBOOKS**

A yearbook will be published and distributed at the end of the school year. A flyer stating the cost of the yearbook will be sent home with your child during the school year. All yearbooks will be purchased “pre-paid”. Additional yearbooks may not be available at the end of the school year; therefore, if your child wants to purchase a yearbook, it must be purchased at the time of sale.