

# HUTCHISON FARM ELEMENTARY

Student/Parent Handbook  
2023-2024



42819 Center Street  
South Riding, Virginia 20152

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

## 2023-2024 School Calendar

### ABSENCES OR TARDINESS

Regular school attendance is critical for student success. The core of proactively addressing student nonattendance and chronic absenteeism is the simple, basic premise that a student cannot maximize learning if he or she is not present for instruction. Student achievement and academic success are tied to quality, consistent instruction.

If a student is not present, he or she misses the opportunity to engage in instruction. Chronically absent students are defined as those who are enrolled in a given school who miss 10% or more of the school year, regardless of the reason.

The Code of Virginia requires that the attendance officer be contacted upon the 5th unexcused absence. Once this occurs, the school administrator can complete a "formal truancy referral" after developing an Attendance Plan which explores appropriate school and community interventions in these circumstances.

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.

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 entrance/front doors of the building and assist their child with entering the building so that a tardy pass may be obtained.**

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 may 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 may be made to the Attendance Officer by the principal.

For the 23/24 school year, parents can report absences using the following procedures:

1. Parent Vue-
  - Log into Parent Vue.
  - Tap report an absence.
  - Choose the appropriate reason from the select reason drop down menu.
  - Click Save. The attendance report will be submitted to Hutchison Farms for review and processing.
2. Attendance Line-
  - Call the attendance line (703-957-4351).
  - Please leave the students name, teacher name and date and reason of absence.
3. Email the School at [HUT-Attendance@lcps.org](mailto:HUT-Attendance@lcps.org)

Parents are asked to report all absences by 9 am. If the parent does not notify the Hutchison Farm

by 9 am, The parent will receive a notification from the registrar.

### **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 a student is 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 need to be sent in if a child will **NOT** be participating in the program on the day for which they were originally scheduled.

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 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 4 p.m. each day, so there will always be someone to allow access to the building. Please refrain from entering the doors by the atrium. If 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. Your cooperation with these procedures is appreciated.

### **AFTER-SCHOOL ARRANGEMENTS**

All children are expected to go home or to their childcare provider after school.

**Children will not be permitted to make a change in transportation to go home with a friend. These changes cause confusion and delays with dismissal. Please make play date arrangements after children arrive to their destination.**

**Children will not be allowed to use the school telephone to make alternate arrangements.**

**Parents may not pull their child off the school buses and should not ask for their child to be dismissed between 2:35 p.m. and 2:45 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.**

### **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.

### **[LCPS Food Services- Special Diets](#)**

### **ARRIVAL/DISMISSAL**

Students should arrive to school between 7:40 a.m. and 7:57 a.m. The tardy bell rings at 8:00 a.m. Students are required to be **in their classrooms** prior to the bell ringing at 8:00 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 7:59 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 7:40 a.m. if choosing 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 at the school 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. We will be unable to honor dismissal requests during an emergency drill.

Buses will begin to arrive at the school for dismissal at 2:10, 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 check in at the front entrance of the school and your child will be called to the office by our office staff.

**Students are to always be released for early dismissal through the front office. Staff is 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 2:50 and 2:55 with normal dismissal and no challenges. WHEN a bus DEPARTS the school property later than expected, a Connect Ed Message will be sent to the parents of the students who ride the specific bus that departed late from the LCPS Department of Transportation.** 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 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 their 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, broken, 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 *Students' Rights and Responsibilities* are strictly prohibited.

## **ASSESSMENTS**

VDOE and LCPS requires assessments for students in grades K-12. LCPS provides a [shared assessment calendar for SY 23-24](#) that is updated on a continuous basis.

Assessments shall be given in all areas of the curriculum.

Assessments should be used daily at the elementary level to plan for instruction. Assessments are valuable as a tool for curriculum review and as an instrument of self-evaluation for teachers as well as students. They should, in all cases, be corrected promptly, returned to the children, and used as a basis for discussion.

The report card is a reflection and “snapshot” of what the child is learning and the progress they are making. There is a “power law” in phoenix gradebook to determine final scores. “Power Law” will trend scores and provide more relevance to the most recent scores as a student should have more proficiency of the skill the more recent the assessment.

### *The Power of Power Law*

Elementary Grade Books in Loudoun County use Standards Based Grading and the Power Law. This provides more specific detail about what a student knows and can do than a traditional grading. With *Standards Based Grading*, students earn scores indicating progress towards specific objectives within an assignment, not one grade for an assignment. This measures learning without including factors like effort or behavior. Scores indicate progress towards a specific content or skill-based standard to show what a student know and can do. With *Power Law*, more weight is given to the most recent attempts toward a standard. Grades are **NOT** averaged across all attempts but weighted so that the most recent attempt has a greater impact on the student’s final score towards a standard. Once a standard has been assessed three times, Power Law will weigh the third and all additional attempts more heavily than the earlier attempts. The *Learning Curve* recognizes that learners begin performing at lower levels when learning a

new skill or concept, and that as learning progresses, mastery of skills and demonstration of understanding will increase.

### *Assignment Scoring*

- An assignment may include several standards, each of which is scored separately.
- A standard may be assessed multiple times over the course of the school year.
- Once three or more scores have been entered for an assignment during the quarter, Power Law will apply to any additional scores on that standard.
- Each quarter the Power Law for each standard resets until there are three or more scores for that standard during that quarter.

We want to assess along the way so we can anticipate if our students need **reteaching prior** to a summative assessment.

*The Testing Schedule* - Testing schedules are given to teachers for all standardized testing given to students during the school year. In preparation for these tests, we will work with students on general test-taking skills. We will also provide practice tests and other materials, which utilize a format similar to standardized tests.

*Teacher Tests* - Teachers are encouraged to give pretests (diagnostic assessments) to determine the entry level skills and skill attainment prior to instruction.

*Reassess/Retakes* – Best Practice when exposing our students to new material/content is to consistently assess formatively along the way. This provides teachers with useful information about the progress students are making with the mastery of the skills introduced. Once the teacher and students are confident based on the data presented, the summative assessment should be administered. When implementing a practice that monitors progress of student understanding along the way, the summative assessments of students will more than likely result in mastery or proficiency of the concepts and skills taught.

Reassessment/Retakes should be a rare practice that will be available in certain circumstances.

Reassessment/Retakes at HFES can be administered **IF** the following occurs:

- A student receives a score on their summative assessment that was a result of an interfering situation (illness, death in family, loss of pet, etc.)
- The prior formative assessments of the student did not align with the summative score that the student received

Reassessment/Retakes at HFES **MUST** be administered as follows:

- The retake/reassessment must be different than the first assessment (not the same)
- The retake/reassessment must be given within 10 school days of the last assessment
- Remediation must be provided prior to the retake/reassessment unless specific circumstances do not warrant remediation

The final score will be the higher score of the two assessments but will not exceed a “B” or a “3”.

### **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 is 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 Tardy</b>	<b>PM Bell</b>	<b>Buses Depart Building/Walkers Dismissed/Daycare Dismissed</b>
7:40 am	8:00 am	2:45 pm	2:50 pm

<b>AM STEP arrive</b>	<b>AM STEP leave</b>	<b>PM STEP arrive</b>	<b>PM STEP leave</b>
8:00 am	11:00 am	11:45 am	2:45 pm

<b>AM ECSE arrive</b>	<b>AM ECSE leave</b>	<b>PM ECSE arrive</b>	<b>PM ECSE leave</b>
8:00 am	12:00 pm	10:45 m	2:45 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 Rs in all areas of our school.

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

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 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 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.

Teachers and staff members have the responsibility and authority to maintain discipline. Students are expected to follow our 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
- ✓ Use polite words, like “Please” and “Thank You”
- ✓ Raise hand for help
- ✓ Maintain personal space
- ✓ Clean area when finished
- ✓ Bring lunch, money, and ID
- ✓ Clean hands before and after lunch
- ✓ Have feet on the floor, bottom on the bench, and face the table.

**Hallway:**

- ✓ Have quiet bodies
- ✓ Maintain personal space
- ✓ Walk quietly
- ✓ 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

**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
- ✓ Have the correct supplies
- ✓ Try new things
- ✓ Follow teacher directions

**Technology:**

- ✓ Use your own device
- ✓ Use your device with teacher permission
- ✓ Use your device only for schoolwork
- ✓ No food or drink around your device
- ✓ Use your device at school only when your teacher is present
- ✓ Have your device labeled
- ✓ Have your device labeled and ready to go

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

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.

**BICYCLES/SKATEBOARDS/SKOOTERS**

Because of safety and traffic concerns, students are not permitted to ride bicycles to school. Roller skates, in-line skates, skateboards 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.

Birthday treats may not be brought in for a child’s birthday. 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.
- ✓ Instructional classroom donation

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 7:40 – 8:05 a.m. each day. Students eating breakfast should report directly to the classroom to check in with their classroom teacher and retrieve their student ID badge prior to reporting to the café for breakfast. Students are asked to complete their breakfast no later than 8:10 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 (8250) is posted on our school website. Our school Elementary Dean is designated as our Bullying Prevention Coordinator.

### **LCPS Policy 8250 Bullying Prevention and Education**

Loudoun County Public Schools (LCPS) is committed to maintaining an equitable, safe, and inclusive learning environment for students free from all forms of harassment and discrimination

### **LCPS Policy 8030 Student Discrimination and Harassment**

### **LCPS Policy 8035 Title IX Sex-Based Discrimination, Sexual Harassment**

### **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.
- ✓ 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 and respect 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
- ✓ All lunch and snacks are to remain in the student's lunch bag or bookbag. Students are not permitted to eat on the school bus.

**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.**

#### **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 LCPS school. School officials may confiscate such devices if a student violates the provisions of this policy. Any violation of the "Student Technology Acceptable/Responsible Use 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.

We ask that when students bring cell phones to school, they must be kept in the turned off position and stored in the student backpack unless otherwise instructed by a staff member. The school will not be responsible for any damage or loss of cell phones.

#### **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. 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 spring. 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 requesting 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 can 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 a member of the administrative team. You may request a *Classroom Observation Request* form from a member of the administrative team. Please provide ample time for the member of the administrative team 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 growth. Parents are encouraged to also request conferences when a need arises. Teachers are on duty from 7:40 a.m. – 3:10 p.m. and are not available to conference during the school day unless it is scheduled in advance.

#### **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.

#### *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.

#### **CONNECT-ED/BLACKBOARD CONNECT**

Loudoun County Public Schools utilizes the Connect-Ed 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 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 2:50 and 2:55 with normal dismissal and no challenges. WHEN a bus DEPARTS the school property later than expected, a Connect Ed Message will be sent to the parents of the students who ride the specific bus that departed late from the LCPS Department of Transportation. 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 always use the crosswalks.** 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 link provided below:

#### **[LCPS CURRICULUM LANDING PAGE](#)**

*Personalized Learning* - Students in Grades K-5 will participate in personalized learning this school year. Personalized learning focuses on providing students with the instruction they need when they need it.

The Core Four Elements of Personalized Learning will include:

- ✓ Flexible Path and Pace
- ✓ Targeted Instruction
- ✓ Student Reflection and Goal Setting
- ✓ Collaboration and Creativity

#### **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. 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) - ECSE***

AM Session /PM Session – Families will be contacted by classroom teachers of delay and dismissal plans.

Register with [Loudoun Alert](#) to receive up-to-the-minute school status regarding closings, delays, early dismissals, and special circumstances via automatic-mail updates.

### **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 report to the school entrance 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**

#### **[LCPS Student Dress Code Policy 8270](#)**

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.

Parents may be contacted to bring appropriate clothing.

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 consequences.

Staff members may not receive gifts of alcohol on school property.

### **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.

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 [Loudoun Alert](#)

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 PLAN**

Staff members develop and are trained in an Emergency Response Plan. The Emergency Response Plan includes specific plans for a Fire, Tornado, Earthquake, Lockdown and Secure the Building. 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 (EL) program at Hutchison Farm serves our students who are identified through EL screenings. The goal of the EL program is academic and social integration of 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 permitted 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.

### **FAMILY LIAISON**

The Hutchison Farm Elementary parent/family liaison serves in a paid position to enhance communication between home and school. Our liaison assists with building community engagement and providing families with county services and resources. Please call the school office to contact the family liaison.

### **FAMILY LIFE EDUCATION**

The Loudoun County Family Life Education (FLE) curriculum is designed to emphasize the importance of family, stress the need for individuals to make decisions appropriate to values established within their families, and assist students of all ages in accepting the responsibilities for and consequences of their behavior. Additionally, FLE encourages child-parent discussion to foster mutual support between the home and the school and stresses the value of life and the multiplicity of opportunities available to young people.

Although the Family Life Education curriculum is compatible with existing curricula and serves to enrich the educational experiences of the students in the Loudoun County Public Schools, some objectives in the Family Life Education curriculum may be considered sensitive by some parents. Therefore, parents may choose to opt their child out of the program. If you decide to opt your child out of FLE, the request can be made via ParentVUE.

If you are interested in more information, you may visit the LCPS-FLE webpage.

<https://www.lcps.org/Page/212723>

Opt-out preferences should be completed within the first eight days of the school year. For changes made after this time, parents are requested to contact their child's teacher to inform them of changes.

### **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 or Family Liaison. School buses are used for local transportation with school personnel and parents responsible for supervision. Parental permission is 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**

## ALLERGIES

### [Loudoun County Public Schools: Procedural Handbook for Supporting Students with 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.

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 in the Back-to-School Night Presentation of

the three selected parties that will take place during the school 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.
- ✓ Parents of students with an allergy will be notified 4 weeks prior to party. This will give the parent ample time to prepare and offer alternatives if necessary.
- ✓ Party notifications will be sent 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 to enrich the school's 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.**

### [LCPS Policy 8010 - Fundraising](#)

### **GIFTED PROGRAM**

Two gifted programs serve students at the elementary level. Students in grades K-3 participate in SEARCH and select students in grades 4 and 5 participate in FUSION. More information regarding these programs may be obtained from the SEARCH teacher.

### **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 will 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 OFFICE**

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 health office is located in the office area and is staffed by a health clinic specialist. 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 in Parent Vue is 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. 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 (K-3) 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 in ParentVue be correct for the school to reach the parent or responsible adult in the

case of an emergency. Please notify the office immediately of any changes.

### **INFORMANCES**

Collaboration between the music department and (Grades 1 and 3) will take place to provide opportunities for students to provide “Informances” for parents. This will include individual classes performing for a more personalized audience during the school year. The performance will be more personalized as to the individual class and focused/informative on what students are learning in music and in the classroom. This model will support the Personalized Learning Model that will be implemented in all grade levels K-5 this school year at HFES.

### **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. 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**

#### **[Meal Prices and Payment Options](#)** (TITAN)

TITAN Family Portal is Loudoun County Public School’s meal payment system which allows families/students to put money on an account to purchase school meals or other food items in our school cafeterias.

As a reminder, to register, please follow the directions below.

1. **Register:** Register at [family.titank12.com](http://family.titank12.com) by clicking on “Sign up today!”

2. **Confirm Email:** Confirm your email address by clicking on the email verification link sent to your email address.
3. **Sign In:** Now you can sign in at [family.titank12.com](http://family.titank12.com) using your email and password.

### ***Lunch Visitors***

If you plan to eat lunch with your child, please be sure to send a note in with your child to inform the teacher and front office staff so that your arrival can be anticipated. If you plan to order a lunch, please indicate in your communication with the school what you would like to eat so that an order can be placed for you. Also, please arrive early so that you can allow for delays when checking in through our front entrance and verification of identification is conducted.

### ***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 –Kindergarten – 5<sup>th</sup> Grade***

Due to numerous food allergies, various restrictions may be placed on food items that can be brought into 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.

### **MEDICATION**

All medication is kept and administered in the health office. Any medication must have the child’s name on the original container with the physician’s directions for administering. All

medication must be hand delivered to the health clinic specialist 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 health office. 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 specialist.**

### MESSAGES

In order to protect instructional time, interruptions to pupils are kept to a minimum. **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 having a scheduled and/or arranged volunteer time, conference, or appointment prearranged with the classroom teacher or staff member. There will be a table located outside the front doors for items that will need to be delivered to students during the school day. Please identify yourself at the entrance of the school and explain that you are leaving an item to be delivered.

### 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, Schoology, Remind, Connect Ed, or other forms of communication tools. This communication will inform parents of classroom or school 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, classroom Schoology pages, and follow us on Twitter@hutlcps <https://twitter.com/hutlcps>

### 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 your child's teacher. Each parent is required to sign a **Parent Volunteer Confidentiality Letter** annually that will remain on file at the school with your child's classroom teacher. 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.

### PARENTVUE

It is very important, for emergency and administrative reasons, that an up-to-date student record be maintained within ParentVue. Parents may update and change phone numbers and emails independently. Please notify the school registrar, in writing, immediately if you change your address, daycare provider, emergency contacts, or any other vital information. Depending on the type of change, a proof of residency may be required.

If you do not have an active ParentVue account, please contact our school registrar, Denise Shaver at [denise.shaver@lcps.org](mailto:denise.shaver@lcps.org) as soon as possible. ParentVue is a vital tool that is used for home/school communication, and we would like to ensure that everyone always has an active account.

### PARTIES/CLASSROOM CELEBRATIONS



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. 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.

### **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.

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

The Hutchison Farm Elementary School PTA meets throughout the year. 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 or wind chill is below 32 degrees nor when a code orange (heat index) has been identified or the heat index is greater than 100 degrees. See below for more specific guidelines regarding recess weather guidelines.**

Recess shall be scheduled outdoors whenever possible. When weather conditions are questionable, principals shall refer to the following guidelines to determine the appropriateness of outdoor recess.

A. Temperature. Cold weather injuries such as hypothermia and frostbite and heat-related injuries such as dehydration, heat exhaustion, or heat stroke can be minimized or prevented by following these precautions. Please remember that young children are more sensitive to hot or cold temperatures. When in doubt, the building principal will make the final determination for students to participate in an outdoor activity.

B. Heat Index. The heat index is a number that combines air temperature and relative humidity

to determine the human-perceived equivalent temperature (what the temperature feels like outside).

- 1. If the heat index is less than 95 degrees, proceed with intense to moderate activities and monitor students carefully.*
- 2. If the heat index is between 95-99 degrees, proceed with moderate to light activities; provide water breaks every 30 minutes; and, continue to monitor students carefully. Re-check heat index hourly.*
- 3. If the heat index is greater than 100 degrees, no outdoor activities are permitted.*
- 4. Be sure that students always have opportunities to hydrate themselves during and after activities. Water should never be withheld if requested by a student when exercising.*

C. Wind Chill. Wind chill is a number that combines air temperature and wind in an attempt to determine the human-perceived equivalent temperature (what the temperature feels like outside).

- 1. If the windchill is between 32 and 39 degrees, students should have appropriate outdoor attire to stay warm and dry during recess.*
- 2. If the wind chill is below 32 degrees, refrain from outdoor activities.*

D. Air Quality. The air quality is a measure of the composition of air with respect to quantities of pollutants.

- 1. CODE RED: Refrain from all outdoor activities.*
- 2. CODE ORANGE: Students with respiratory diseases and asthma must refrain from all outdoor activities; participation for all other students is at the discretion of the principal.*

E. Lightning. If lightning and/or thunder can be seen or heard, STOP the activity, and have all staff and students return inside the school. Allow 30 minutes to pass after the last occurrence of lightning and/or thunder before resuming an activity outdoors.

### **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, scheduling an appointment, 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, to 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.

### **SAFETY AND SECURITY**

All visits must be pre-arranged/scheduled in advance with an appointment.

For security reasons, only the main entrance is accessible during the school day and ALL visitors are required to report to the main entrance. All visitors are required to present identification and purpose of visit at the front door before being permitted to enter the school. 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.

### **SCHOOL COUNSELOR**

Our school counselors work collaboratively with parents, students, teachers, and community agencies with a shared vision of how to help children reach their potential. If you have a concern regarding one of your students, talk with the counselor or have the student fill out a self-referral form. A few of the reasons for consulting the counselor on behalf of a student are:

- Self – esteem
- Conflict Resolution
- Divorce/Family Changes
- Grief
- Anxiety/Depression
- Behavior
- Study Skills
- Coping Skills

The counselors want to work with you to help students understand themselves, develop positive self-concepts, develop effective interpersonal relationships, and develop effective decision making and study skills. The counselors teach classroom lessons.

Trust your instincts – if you think something is wrong, or if you need information, contact the counselor. The counselor has information for community resources available to students and families as well.

Threats to Harm Self or Others - When students make a threat to harm oneself or others, we work with one another to determine the severity of the threat through various assessments that are part of required protocols. Often, this can be done during the school day with time on our side. If a threat is made (a threat against someone else OR any type of comment about suicide) at the end of the school day, it is extremely important that the school counselors and administration are made aware of it IMMEDIATELY, prior to students leaving for the day. There may be circumstances in which students will need to remain at school instead of being dismissed for their own safety and the safety of others.

### **SCHOOL IMPROVEMENT PLAN**

The *School Improvement Plan* (SIP) for the new school is consistently reevaluated throughout the school year to determine if additional goals or action steps need to be added or retired based on data that is provided.

The SIP is developed as a result of reviewing multiple data points and participating in a comprehensive needs assessment. The goals and action steps established within our SIP provides our overall school community with direction and a focus that results in supporting the LCPS strategic plan.

### **SEARCH**

Search lessons will be provided to students in Grades K-1 for 25 minutes every other week, Grade 2 for 30 minutes every other week, and Grade 3 for 45 minutes every other week.

Search lessons are provided to all students within Grades K-3.

### **SICK DAY GUIDELINES**

Parents have been encouraged to keep their children home if their child is experiencing a fever of 100.4 degrees or higher, has been vomiting, or 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

### **SELLING AND SOLICITING**

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

### **SOCIAL EMOTIONAL LEARNING (SEL)**

Social Emotional Learning (SEL) will be implemented in Grades K-5 at HFES. SEL helps student success in the classroom and throughout their lives. Children need social-emotional skills to thrive both in the classroom and in life. Social emotional learning (SEL) curricula teach children techniques to gain confidence, set goals, make better decisions, collaborate with others in work and play, and navigate the world more effectively.

SEL concepts provide an extra dimension to education, focusing on improving cooperation, communication, and decision making. Additional critical skill SEL curricula includes empathy, emotion management, emotion recognition, problem solving, impulse control, calming down, and assertiveness.

SEL is taught in the classroom through the following methods:

- ✓ The teacher explains a concept with words, pictures, video and/or audio
- ✓ Students practice the concept through skill practice, group discussion, individual writing, or partner work
- ✓ The teacher continues reinforcing the concept throughout the week
- ✓ The teacher sends information home for students to work on with parents

- ✓ The teacher checks for understanding
- ✓ The teacher re-teaches where necessary

**SPECIAL EDUCATION SERVICES**

Special education services are available to eligible students. Parents should contact their child’s teacher or the assistant principal to initiate a Referral Review Team meeting. The Referral Review Team 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 and special education dean are the school’s special education designees.

**STUDENT ACTIVITIES**

Students are encouraged to participate in additional activities during school and after school. The *Educational 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 *Educational 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/acknowledge this document prior to each school year.

**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 and ready to learn
- ✓ Be an active participant
- ✓ Be an active listener
- ✓ Ask questions to clarify
- ✓ Schedule time for work and play
- ✓ Apply new learning to new situations
- ✓ Put forth your best effort

**SUBSTITUTE TEACHERS**

If a teacher is absent for personal or staff development reasons, a qualified substitute

teacher will implement the instructional activities in their absence.

**TECHNOLOGY/STUDENT DEVICES**

Students in Grades K-5 will be designated an electronic device from Loudoun County Public Schools. After parent permission is obtained and students sign that they understand their responsibility with having a device assigned, the device may then travel to and from school with the student. This device is to be used as a tool to enhance the instructional program.

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.

We will implement the Digital Citizenship curriculum available through Common Sense Media to earn an annual Digital Citizenship Certificate to indicate school participation and focus on digital citizenship awareness.

All devices brought to school must follow LCPS Acceptable Use guidelines. Student use on the devices is monitored through Gagggle.

As defined by LCPS’s required Acceptable Responsible Use Policy: Gagggle’s Cloud Safety Management service monitors and notifies the school division to questionable content.

***How Does a Gagggle Alert Work?***

There are two identified areas in Gagggle:

1. Questionable Content
2. Possible Student Situation

**Questionable Content** – Gagggle emails staff based on the Reporting Matrix

*Abuse Language, Bullying Language, Suicide Language, Pornography or Drug References.*

**Questionable Content**

Notifications determined to be QUESTIONABLE CONTENT will be emailed to appropriate school leadership indicating the content of the alerts has been reviewed by Gagggle staff and the issue was not determined as an imminent threat to self or others.

No action is required until the next school day.

**Possible Student Situation** – Gaggle will call and/or email staff based on Reporting Matrix

*Identifies an immediate threat to a student, including, but not limited to, student produced pornography, violence, suicide, self-harm, bullying, rape or harmful family situations.*

**Protocol utilized by LCPS**

**Possible Student Situation**

School leadership teams follow established procedures for conducting threat assessments as set forth in [LCPS Policy 8290 Threat Assessment for the Protection of Schools](#)

There may be circumstances when law enforcement is deployed to a child's home to investigate the possible student situation.

**At HFES, reminders are made to students that LCPS devices are to be used for instructional purposes only.** We appreciate in advance with your support in reminding your children of appropriate usage of school devices while at home.

**TESTING PROGRAMS**

The Commonwealth of Virginia requires that certain standardized tests be given to students during 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 e-mails, classroom communication/newsletters and/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 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 where permission will be granted for special exceptions.

**VISITORS**

All visits must be pre-arranged/scheduled with an appointment and advance notice including coming to have lunch with your child.

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 always visible.** 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 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**

[LCPS Policy 8235 - 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 to oneself or another student.

**WITHDRAWAL PROCEDURES:**

Parents should notify the teacher and the front office staff at least a week before a student is to be withdrawn from the school. All textbooks, electronic devices, and library books should be returned, and lunch fees should be paid before a student is withdrawn.

**YEARBOOKS**

A yearbook will be published and distributed at the end of the school year. Yearbook information stating the cost of the yearbook will provided to families.