

William F. Halley Elementary School



Student/Parent Handbook

2007-2008

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Our Vision

We envision a school in which all members are engaged in learning in an environment where expectations for achievement are high, diversity is respected, safety is assured, and communication is open and honest. We envision our school as a learning community dedicated to the mutual support of students, staff, and parents, and to the commitment of service to others.

Our Mission

We are personally committed to the academic success the positive character development and the active citizenship of every child in our school. We create a rich learning environment in which students are provided with opportunities for individual growth and success in each area of development.

Our School Values

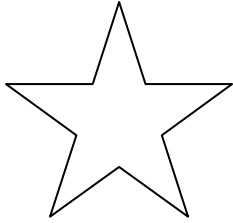
- We work together in collaborative teams to develop common purposes and to clearly define goals
- We research and implement best practices
- We monitor and assess student progress, and use data to guide instructional decisions.
- We challenge students to think critically, creatively, and collaboratively to become problem solvers.
- We will encourage each other to grow professionally.
- We act with safe and respectful practices, and we will expect our students to do the same.

- We provide opportunities for students to learn and practice civic responsibility.
- We foster the development of sound moral character and the ability to make good choices.

Our School Motto

- Be kind to yourself and others.
- Allow others to work and learn.

Halley School Rules



Succeed

Think

Attitude

Respect

Soar

Succeed Stay on task.
Try your best and put forth your best effort.
Be prepared for class.

Think Think safety first.
Think of how others feel.
Think for yourself.
Think before you act.

Attitude Follow directions the first time given.
Use appropriate language and tone.
Be on time.
Build up, no put-downs.

Respect Respect each other's space, feelings, and property.
Show respect for all adults.
Respect yourself.
Take responsibility for your own actions.

Soar Set goals.
Go beyond expectations.
Reach for the stars.

Morning Procedures

1. Students will enter the building AFTER 8:30 a.m.
2. 8:45 a.m. is the official start of school.
3. Students will enter the building quietly.
4. Classroom teachers will greet students outside of classroom entrance.
5. Students arriving after 8:55 must report to the office for a Tardy Pass.

Walker/Day Care Procedures

General Guidelines

1. Students will walk on sidewalks and cross only at intersections.
2. Patrols are stationed at hazardous intersections for safety.
3. Students walking younger siblings/friends home should schedule a meeting place.
4. Parents will want to talk to children in regard to accepting rides from strangers and following all safety rules.

Arrival

1. Students will enter building after 8:30 a.m.
2. Students arriving before 8:30 will sit in library hallway.
3. 8:45 a.m. is the official start of school.
4. Students will follow morning procedures.

Dismissal

1. Kindergarten and walking patrols will be dismissed at 3:12 p.m. to pick up kindergarten students.
2. Bus and school patrols will be dismissed at 3:14 p.m. and report immediately to their post.
3. Child care vans, SACC, and Kiss and Ride students will be dismissed at 3:15pm.
4. Walkers will be dismissed at 3:20.
5. Walkers are expected to go directly to their appropriate destination (home, daycare, SACC, etc.)

Kiss-N-Ride Procedures

*This procedure applies to both
Kiss-N-Ride entrances.*

1. For the safety of students and staff, automobiles should proceed on and off the school property with caution.
2. Between 8:00 a.m. and 4:00 p.m., vehicles are prohibited from driving through the bus loading/unloading zone.
3. Signs will designate loading/unloading zones.
4. Students may only load and unload in loading/unloading zone from the passenger side of the vehicle. (Please remember to use seat belts.)
5. Patrols will assist younger children exiting their vehicles.
6. For the safety of our children, vehicles are to proceed in single file, without passing, through the designated Kiss-n-Ride area.
7. Drivers are to remain in their vehicle at all times. Please park in designated spaces if you are entering the building.
8. If assistance is required, please speak to the staff member on duty.

Breakfast Procedures

1. Students will proceed directly to the cafeteria and enter through the doors nearest the Gym.
2. Students will be seated as they arrive and then directed to the cafeteria line by the staff on duty.
3. All cafeteria rules apply during breakfast.
4. Students misbehaving during breakfast will be referred to the office.
5. At 8:50 a.m., all remaining students will be dismissed from the cafeteria.
6. Students will proceed directly to their classrooms from breakfast following hallway procedures.

Cafeteria Procedures

Student Responsibilities

1. Students will walk through the cafeteria line quietly.
2. Students will be polite to the adults in the serving line and the cafeteria host / hostess.
3. Students will remember utensils, food or condiments because NO ONE will go back to get these items. This is the student's responsibility.
4. Students will use good manners while eating lunch, including:
 - Chewing with their mouth closed,
 - Talking only to people at their table,
 - Eating their food properly,
 - Picking up all of their own trash.
5. Students will eat their own food.
6. Students will stay in the cafeteria and in their seats at all times until dismissed by their teacher.
7. Students will raise their hand if there is a problem that cannot wait until their classroom teacher returns to the cafeteria.
8. Students will follow the directions of all adults and observe school-wide rules.
9. When it is time to clear the table students will:
 - pick up all trash on the floor,
 - brush the crumbs off the table onto their tray,
 - throw all trash away,
 - remove food from the chair,
 - return to their seat while the tables and floor are being cleaned, and
 - wait quietly for their teacher to dismiss them.
10. Students will line up and quietly leave the cafeteria only when dismissed.

POSITIVE BEHAVIOR RECOGNITION

Halley Elementary's faculty and staff are committed to the success of all students. Students demonstrating appropriate behaviors will be recognized with positive consequences on both an immediate and long-term basis.

School-Wide Implementation

Students and/or classes demonstrating appropriate behaviors will be recognized with positive consequences on both an immediate and long-term basis.

The Star Search Program recognizes students who:

- Exhibit exemplary behavior and fine character
- Exhibit acts of kindness, caring and courtesy
- Are role models for other students
- Follow Halley school rules
- Are respectful, responsible and give their best effort

Students recognized in the Star Search Program will receive a star bookmark and will be recognized during Morning Program for K-2 and on WHES News for grades 3-6.

Golden Rule and Character Awards are distributed regularly at Morning Program and grade level meetings.

Team/Grade Level Implementation

Team and grade level positive consequences will be developed at team meetings.

Classroom Implementation

In classrooms, teachers may choose to reward individuals or entire classes who have complied with the school rules. Some examples of positive reinforcements may include:

- Smiles
- Stickers
- Happy notes
- Happy phone calls home
- Special privileges (teacher helper, media helper, read to another class, extra computer time)
- Lunch with an adult
- Special treats
- Tokens
- Games or activities

School-Wide Implemented

Students and/or classes demonstrating appropriate behaviors will be recognized with positive consequences on both an immediate and long-term basis.

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Students recognized in the Star Search Program will receive a star bookmark and will be recognized during Morning Program and on WHES News.

Character/Citizenship Awards are distributed regularly at Morning Program and grade level meetings.

Hierarchy of Consequences

Strategies to be used when the students are not meeting appropriate behavior standards.

- **Non-Verbal Cues**
- **General Classroom Reminders**
- **Student-Specific Warning**
- **Time-Out in Classroom**
- **Time-Out in Another Class/Parent Contact***
- **After School Detention**
- **Behavior Support Team Referral**
- **Office Referral***
- **CT Button***

*

1. Parents may be notified at any level depending on the severity of the situation or problem.
2. Some inappropriate student behavior may warrant immediate use of more severe consequences.

Halley Information

Absence / Tardy / Release of Students

Parents are requested to contact the school office each morning when a child is to be absent or tardy. Please call (703) 551-5700 anytime, or you may send the teacher a note by another child. Per school Board Regulation 2234, each child who has been absent from school for any reason other than school business shall, upon return, or certainly by the day after return, present to the teacher a note from parent/guardian, which sets forth the reason for absence.

If a student needs to leave school during the day for a doctor's appointment, etc., please send a note to the teacher. When you arrive at school to pick up your child, please check in the office and your child will be paged. **ALL STUDENTS MUST BE SIGNED OUT IN THE OFFICE. WE WILL NOT** release a student to anyone except a parent or guardian without a note of permission **SIGNED BY THE PARENT**. Students may be released to either parent/guardian provided there is no custody order from a court forbidding custody by a named parent/guardian. All early dismissals should take place prior to 3:05 p.m. After this time, all other students will be dismissed with the walkers at 3:15 p.m. All parents, guardians, before and after school providers, etc. are requested to wait for the children in the front of the building. During preparation for dismissal, the office becomes very busy and office personnel must be attentive to incoming calls, announcements, emergencies, etc. Warn children **NEVER** to ride home after school with a stranger who may claim he/she was sent by the parent. If you wish to arrange for another person to take care of your child in the event illness occurs when you are not at home, **PLEASE MAKE A NOTE ON THE EMERGENCY CARE CARD**.

Permission to Go Home With Another Student

When friends are visiting one another immediately after school, please send a note to the office from a parent/guardian of **each child involved**. This assures that each parent has given approval for the visit. Any changes in normal transportation routines must be made in writing.

Articles Brought to School

All items brought to school should be of educational interest. Items, such as CD players and electronic games should not be brought to school and will be confiscated and returned only to the parent. Look-alike guns and knives of any kind will be dealt with as described in Regulation 2610. Other items that the school staff considers to be distracting may also be held in the office for parent pick up. These may include hats, sports equipment, games, magazines, toys, etc.

Character Education: Grade Level Assemblies

Students in grades 3-6 meet regularly to participate in team building and character building activities. Specific scenarios are presented and students collaborate to reach positive solutions to the various situations. Overarching themes include, but are not limited to responsibility, honesty, respect, kindness, etc. A Halley character award is given to a student in each class who has demonstrated the focus character trait each month. They are also recognized in Art, Music, P.E., Band, and Strings.

Character Education: Morning Program

Halley Elementary begins each morning with Morning Program for teachers and students in kindergarten through second grade. Morning program is a short event from 8:45-9:10 a.m. where the students and staff gather together in the cafeteria. Students lead songs and the pledge to the flag, announce the date and lunch menu for the day, and report the weather. Our principal, Mrs. Funk, and her assistant principal, Mrs. Chianetta, greet the students and recognize new students and birthdays. A special activity or a guest speaker is planned for most days. On Fridays, character/citizenship awards are given to a student in each classroom who has followed the school motto. The school motto hangs on a banner in the cafeteria.

If you have a morning free, or are just curious, plan to join us for Morning Program.

Conferences

Conferences are an important part of our communication with parents and are by appointment only. All parents will have a scheduled conference at the end of the first grading period.

Although we make every effort to be available for conferences with you, we ask that you not enter instructional areas during the school day to talk to teachers about your child unless an appointment has been scheduled. If you desire a conference, please call the school office or send a note with your child. We will be happy to schedule a conference for you.

Emergency Closing of Schools

Late opening, early closing, or cancellation of school due to heavy snow or other emergency conditions will be announced over local radio stations, TV stations, and online at www.fcps.edu as soon as a decision has been made. PLEASE DO NOT CALL THE SCHOOL FOR THIS INFORMATION. OUR PHONE LINES NEED TO BE KEPT OPEN IN ORDER TO RECEIVE INSTRUCTIONS FROM SCHOOL OFFICIALS. PLEASE PLAN WITH YOUR CHILD WHAT TO DO SHOULD HE / SHE ARRIVE HOME EARLY AND YOU ARE NOT THERE.

Field Trips

In an effort to enhance the instructional program, classroom teachers plan field trips. Notices are sent home in advance describing the details and cost of the trip. All reservations are made in advance; therefore the school is obligated to pay for the reservations. **The school is not able to refund any money should your child miss the trip.** Parents are often asked to help supervise/chaperone field trips.

Lost And Found

All items that are found in the school are placed in Lost and Found. Parents are welcome to come and check through items. Items unclaimed each year are donated to local charities.

Medication

NO MEDICATION SHOULD BE SENT TO THE SCHOOL WITH A CHILD. The parent or guardian should bring the medication to the school in person and sign the required consent form. The school is not permitted to administer medication to a child without a signed consent by the parent or guardian. If any medication is required during the

school day, PLEASE CALL THE CLINIC, (703) 551-5710, FOR INFORMATION ON PROCEDURES.

Parties

The instructional program is our first priority. In keeping with this, each class will be permitted to have TWO PARTIES on school time. These will be held in the classrooms with the help of the PTA Room Representative. Sometimes students request permission to give surprise parties. This can easily get out of hand, so please discourage it and help to explain to children why these requests are denied. To prevent interruptions, all messages or materials should be left in the office and kept to a minimum. They will be delivered to the class at an appropriate time.

Party Invitations

Non-school related party invitations may not be distributed at school unless the whole class will be receiving one. This includes birthday invitations.

Pets

Animals visiting the classroom must be accompanied by a parent and approval from the teacher must be obtained in advance.

Security / Visitors

Security and safety of students is of prime importance. All exterior doors except the main front doors are kept locked during school hours. Students walk in groups or pairs when outside their classrooms. All adults and visitors to the building wear nametags to eliminate unauthorized persons from being in the school. **Visitors/volunteers must sign in and obtain a nametag from the office.**

All visitors must come to the office before going to any classroom. Younger children, friends of students, or students from other schools will not be permitted in the classroom except with approval from the principal. During the first and last weeks of school, no permissions will be granted.

Visitors name tags, provided in the office when signing in, are to be worn by all visitors while in the building. It is hoped that this procedure will eliminate unauthorized persons from being in the school when the safety of children is of prime importance.

PARENTS ARE WELCOME TO VISIT:

- THE CLASSROOM
- MORNING PROGRAM
- LUNCH
- SPECIAL PROGRAMS

PARENTS ARE WELCOME TO VISIT FOR ONE HOUR IN THE CLASSROOM; PRIOR ARRANGEMENTS SHOULD BE MADE WITH THE TEACHER FOR A TIME THAT WILL NOT BE DISRUPTIVE TO INSTRUCTION.

Student Dress

According to County Policy, 2613.2, any clothing that interferes with or disrupts the educational environment is unacceptable.

Headwear: Hats, caps, hoods, or other headwear is permitted for health, safety, or religious reasons only.

Clothing: Clothing may not show obscenities or violence; bare midriffs or underwear; promote alcohol, tobacco, or drugs.

Shoes: Shoes are required at all times. Students participating in physical education classes taught by a physical education specialist or a classroom teacher must wear tennis, gym, or running shoes designed to provide support and prevent injury.

Students not complying with this code will be asked to cover the non-complying clothing, change clothes, or go home. Repeated infractions will result in disciplinary action.

Telephone

Children will not make telephone calls during the school day except in cases of emergency. In cases of illness, the clinic aide/secretary will make the call home. Please help your child develop a routine for placing things that must be brought to school in a designated place so that money, books, homework, etc., will not be left at home.

Volunteers

The faculty, staff and students appreciate the variety of tasks performed by dedicated volunteers. The many hours devoted by these dedicated volunteers enhance the total school program. The volunteer coordinator(s) work closely with the teachers to match tasks and talent for service and assistance in the classrooms, the library, the clinic, the office, and at school events.

Withdrawals and Transfers

If your child must be withdrawn or transferred from school, please notify the office one week prior to the withdrawal date in order to provide an opportunity for completion of school records and a check of property accountability (textbooks, library books, etc.).

Halley Elementary School

8850 Cross Chase Circle
Fairfax Station, VA 22039

703-551-5700

**After reading this handbook, please sign below and return this form to school.
Contact your child's teacher if you have any questions.**

PARENT:

I understand the system of rules and procedures that will prompt and guide student behavior presented in this handbook. My signature below signifies that I will support my child and the faculty of Halley Elementary School so that my child can reach his/her full potential.

Signature

Date

STUDENT:

I understand the system of rules and procedures that will prompt and guide my behavior which are presented in this handbook. My signature below signifies that I will work with my parents and the faculty of Halley Elementary School to achieve my full potential.

Signature

Date

TEACHER/PRINCIPAL:

I agree with the system of rules and procedures that were developed to prompt and guide the behavior of the students of Halley Elementary School. My signature below signifies that I will work with my students and their parents/guardians to help achieve each student's full potential.

Signature

Date