

## Herndon Elementary School

630 Dranesville Road

Herndon, VA 20170

**703-326-3100**

Attendance

703-326-3131

Fax: 703-326-3197

Principal: Carolyn Gannaway

Assistant Principal: Connie Britt

www.fcps.edu

### WELCOME TO HERNDON ELEMENTARY SCHOOL

The information included in this folder will answer many of your questions about the school. **Please keep it for later reference.** All policies and regulations of the school are made with the safety and welfare of the children in mind. The office staff will be able to answer many of your questions. Your child's teacher is your first source of information regarding your child's academic achievement and social adjustment. Please contact the office regarding any other concerns.

### SCHOOL HOURS

Monday 9:15am-1:25pm

Tuesday-Friday 9:15am-3:55pm

### ABSENCE OR TARDINESS

**Please notify the office when your child is absent or tardy.** You may call during the day at 703-326-3100 or use the attendance line in the evening or early morning hours: 703-326-3131. If you are unable to call the school, please send in a note. **Children who are late need to report to the office for a tardy slip. Children are tardy if they arrive after opening time.** While a child should be kept at home due to illness, it is important for children to attend school regularly. Family vacations are discouraged during the school year. If it is necessary for your child to be absent longer than a week, please contact the administration. Try to schedule dental and doctor appointments on Monday afternoons or during school breaks. Excessive absences or tardies will be brought to the attention of the administration and/or other school system personnel.

### ARRIVAL AND DEPARTURE

**Children will be allowed in the building at 8:55 a.m. for breakfast and 9:05 a.m. to go to their classroom.** Exceptions are made for children attending before school activities.

If a child is detained after dismissal time for any reason, a school official will notify his/her parent. **Please insist that children come directly home each day.** Children

will not be allowed to wait at school for non-school related events that take place later in the afternoon.

**When a student plans to go home with another student, the office must have notes from the parents of BOTH students.** This applies to car riders, walkers, and bus riders. Coaches, scout leaders, and other after school function sponsors are not authorized to contact the school and request changes in after school plans.

### BIRTHDAYS/CELEBRATIONS

Birthday parties are discouraged at school. (See **Protecting Instructional Time.**) If you are planning a party for your child away from school, please do not send party invitations to school unless you are inviting the whole class so children's feelings are not hurt. **DO NOT SEND** flowers, balloons, or other gifts to school. Wait until your child is home to present them with special gifts. **Thank you for your cooperation.**

### BUS RIDERS

The list of bus stops has been provided to parents of children who will ride the bus. Children should use the nearest bus stop and should refrain from standing or walking on neighbors' yards. Parents are requested to help children develop appropriate behavior, which will contribute to safety at the bus stop and on the bus. Please review the standards of conduct for pupils riding school buses in the Student Responsibilities and Rights booklet.

### CAFETERIA

The cafeteria operates under the National School Lunch Program. A breakfast/lunch menu is given to each child monthly. All families registered with Fairfax County Public Schools should have received an application for free and reduced lunch in the mail. **If your family qualifies** for this benefit, you must return the application to the Office of Food Services. **DO NOT RETURN TO THE SCHOOL.** This application must be filled out every year.

The prices effective July 2009 are:

Breakfast	\$1.50
<i>Reduced</i>	<i>\$.30</i>
Lunch	\$2.65
<i>Reduced</i>	<i>\$.40</i>

Checks (made out to Herndon ES Food Services) or cash may be taken to the cafeteria every morning before school to add credit to your child's account or you may use myLunchMoney.com and pay with a credit or debit card. We encourage all students to have an account as it is convenient for the parent and easier for the child. **We are unable to lend money for lunches if students**

**forget their lunch or lose their lunch money.** To promote good nutrition please do not send soda, candy, or fast food in your child's lunch.

### **CLINIC/MEDICATION**

**Students should not be at school when they are sick.** If children have a fever over 99 degrees they should stay home. Children should be fever free for 24 hours before returning to school. Children will be sent home if they develop a fever at school, throw up, have a rash, head lice are detected, or they are in pain. A child who is contagious or has a bacterial infection must be on antibiotics for 24 hours before returning to school, assuming the child feels better.

**The school is not permitted to administer any medications unless parents have filled out proper permission forms.** These may be obtained from the school clinic (available online also). **A parent/guardian must bring medications to school.** Students are not permitted to carry any medication. Any questions about the medication policy should be directed to the school's clinic room aide or the Public Health Nurse.

### **COMMUNICATION**

Important papers are sent home weekly in a "Thursday folder". Please look for this reusable envelope each Thursday, as it will contain information from the school, PTA, and your child's teacher.

The principal publishes **The Busy Bee** newsletter each month with information from the school and PTA regarding events, and announcements. **The Buzz, News from the Classrooms,** is also published monthly and contains grade level information.

Herndon Elementary's web page is another source of information and can be found at: <http://www.fcps.edu/HerndonES>. You may sign up for **Keep in Touch** on the Fairfax County Public Schools web page at <http://www.fcps.edu> for news and information on the policies and regulations of Fairfax County Public Schools.

### **COPIES of PHYSICALS-SHOT INFO**

It is necessary to charge \$5.00 for copies of a student's physical- health/shot information even if we are asked to fax (since this requires making a copy). Enrolling parents are provided with a copy when they first enroll their student.

### **DISCIPLINE**

In order to guarantee all students in our school the excellent educational climate they deserve, no student will be allowed to prevent a teacher from teaching or a classmate from learning. No student will be allowed to engage in any behavior that is not in his/her best interest

or in the best interests of others. Certain inappropriate behavior will require immediate action by the administration. Parents will be notified if consequences need to occur. (See **Student Responsibilities and Rights.**)

### **DRESS AND GROOMING**

All students are expected to dress appropriately for a K-12 educational environment. Any clothing that interferes with or disrupts the educational environment is unacceptable. Clothing with language or images that are vulgar, discriminatory, or obscene or clothing that promotes illegal or violent conduct such as gang symbols, the unlawful use of weapons, drugs, alcohol, tobacco, drug paraphernalia, or clothing that contains threats is prohibited. Clothing should fit, be neat and clean, and conform to standards of safety, good taste, and decency. Clothing that exposes cleavage, private parts, the midriff, or undergarments or that is otherwise sexually provocative, is prohibited. Parents of students requiring accommodation for religious beliefs, disabilities, or other good cause should contact the principal. Students not complying with this code will be asked to cover the noncomplying clothing, change clothes, or go home. Repeated infractions will result in disciplinary action. Additional information on the FCPS Dress Code can be found in the Student Responsibilities and Rights Handbook.

### **EMERGENCY CARE CARD**

**PLEASE READ CAREFULLY.** This form is used to help us locate you in case of your child's illness or emergency. **It is very important that we are able to locate you at any time.** Please list phone numbers of neighbors, family, or friends who will know where you are for emergency calls and who may pick up your child when he/she feels ill and you are not at home. In special cases, you may wish to call and give the school secretary (or clinic aide) information about where you may be reached for the day. Any changes in telephone numbers (home and work) should be given to the school immediately. Please list any special arrangements you may have made for another person to pick up your child regularly.

### **EMERGENCY SCHOOL CLOSINGS/DELAYED OPENINGS**

When a delayed opening is needed or when school is to be closed for the entire day, school board officials notify local radio and television stations by 6 a.m. **Please listen to your radio/television and continue to listen until time for students to leave in case a delayed opening is announced or a change is made.** Sometimes weather conditions and predictions may

change unexpectedly. This, coupled with later information about traffic accidents and problems, may result in a change in the 6 a.m. decision. Every effort is made to avoid the inconvenience which parents and teachers may experience when an announced decision is changed. However, the safety of our children throughout the county is the first concern. For this reason, a planned delayed opening may occasionally be changed to a closing for the day. Please follow these suggestions:

1. Plan with your child appropriate action in case he/she comes home early and you are not there.
2. Send any special instructions for handling your child in an emergency situation to the teacher **NOW**.
3. **Please DO NOT TELEPHONE THE SCHOOL.** Information about closings will be given on all local radio, television stations, and through **Keep In Touch** e-mails.

### FIELD TRIPS

If your child's teacher plans a field trip, please return the Field Trip Permission form as soon as possible to the teacher. This is necessary for the child to go on the trip. If there is a fee, please write a check to *Herndon Elementary School*, or send cash in an envelope marked with the child's name, teacher's name, and field trip. In case of delayed openings, field trips are automatically cancelled.

### KISS AND RIDE

If students are transported by car to school, the following procedures should be followed: Use the entrance on the right side, go straight to the rear of the parking lot on the right hand side of the school to the Kiss and Ride area. There will be a teacher on duty both in the morning and afternoon. PLEASE be prompt when picking up your child after school. If you will be delayed for any reason, notify the school, and have someone else listed on the emergency care card pick your child up from school.

### LEGAL CUSTODY/RELEASE OF PUPILS

Definite procedures are followed to ensure the safety of children who are released during the day.

1. It is very important that the school have a copy of any legal document that assigns custody of a child to one parent. **Without proof of custody, the school cannot refuse to allow a child to leave school with his/her parent regardless of legal arrangements.**
2. For early release of a child the parent/guardian (or an approved listed person on the emergency care card) must report to the office and be prepared to show identification to sign out the child. **If anyone other than the parent/guardian (or approved listed person on the emergency care card) must pick up a child, the**

**office must be notified in writing by the parent/guardian prior to the release of the child.**

The child will remain with his/her teacher until notified by the school secretary. **Children cannot be called to the office before the adult arrives.**

3. Children may not leave the building during the day unless accompanied by an adult.
4. Parents are required to write information on the **Emergency Care Card** designating another person who has permission to take the child from school routinely OR who should be called if the child becomes ill while the parents are not available. **Reminder:** Please notify the school when phone numbers change.
5. Parents should warn children never to ride home after school with a stranger who may claim that he/she was sent by the parent.

### LIBRARY

The library has an excellent selection of books from which your child may choose. A child is permitted to take any library book he/she chooses even though it may be above his/her instructional level. An effort will be made to help each child select library books, which he/she can read. Please help your child remember to return the books to the library. If you pay for a lost library book and later find it, please return it and your money will be refunded.

### MOVING

Please inform the school in advance if you plan on moving. Even if you will still be in the Herndon Elementary School attendance area, we must have correct addresses and phone numbers in case of emergencies.

### PERSONAL ITEMS

Please make sure that lunch boxes, sweaters, jackets, and other necessary items brought to school are marked with your child's name. Frequently these items are misplaced and can easily be returned to your child if marked. Lost and found items accumulate quickly at school. Remind your child to check the lost and found area in the cafeteria if they have lost items. Valuables are kept in the office. Periodically these items are disposed of due to space restrictions so check as soon as something is misplaced.

**Game boys, CD players, radios, toys, trading cards, basketballs, soccer balls, and other non-school related items are not allowed at school.** These items will be confiscated and kept in the office until parents can retrieve them.

## PROTECTING INSTRUCTIONAL TIME

To prevent classroom interruptions, all messages or necessary school materials should be left in the office and kept to a minimum. These items will be delivered to your child's teacher at an appropriate time. Please help your child learn responsibility by helping them plan for the school day and bring materials they may need for school.

The instructional program is our first priority. In keeping with this, each class will be permitted to have **TWO** parties during the school year. These will be held in the classrooms with the help of the PTA room mother and planned by the teacher.

### PTA

The PTA actively supports the school through many committees. There are many opportunities for all parents to contribute in several ways throughout the year. Parents are urged to attend PTA meetings, participate in activities, and become part of our energetic and supportive PTA. Many enriching and worthwhile experiences are afforded our children through the volunteer help from parents and community members. People interested in volunteering are requested to contact the school or the PTA Vice President in charge of volunteers.

## REPORTING TO PARENTS

Parents receive progress reports after each nine-week quarter. This helps the parent and student identify student strengths and weaknesses and helps teachers evaluate each student and plan instruction accordingly. Teachers will establish other ways of keeping parents informed about their child's performance on a regular basis. When necessary, teachers will send home interim reports. At the end of the first grading period, each family has a **parent-teacher conference** scheduled. This is an important appointment because information about a student will be shared and the student's school program may then be explained in detail.

## SAFETY

Principals and teachers are responsible for the safety of students enrolled in their schools during the time they are on the school premises. Children on the playgrounds will be supervised during the day. Special attention will be given to the prevention of accidents and to the development of habits of good citizenship. Principals are authorized to make and to enforce such rules of conduct as may be necessary to enhance the safety of students while en route to and from school. Students should not use bikes, skates, rollerblades, scooters, skateboards, etc. as transportation to and from school. **Shoes that turn into skates are NOT ALLOWED.**

In cooperation with the police, instruction in, and support for, safe practices will be given. School patrols are organized to assist students and to promote safety on and around school grounds and while being transported to and from school.

Parents are requested to discuss safety procedures with children and to apply disciplinary measures when reports are received concerning student disregard for safety rules.

## SCHOOL PROGRAM

Fairfax County Public Schools is divided into eight clusters to provide more support to the schools and better response to the needs of students and the community. Herndon Elementary is located in Cluster I.

The Fairfax County Public Schools curriculum is published in the **Program of Studies (POS)**. The POS, which is based on the Virginia Standards of Learning, includes learning objectives in grades K-3 and 4-6 for all subjects in the elementary curriculum. Copies of the **Program of Studies** are available at all Fairfax County Public School libraries and on the FCPS website.

Teachers are organized into teams for curriculum planning and, in some cases, joint instruction of the students assigned. Some classes will receive all basic instruction in one classroom with one teacher. Both large and small group instruction is used throughout the school. Each student is placed with peers who need similar basic learning experiences and where the skills grouping can be readjusted through the year to accommodate differing abilities and rates of learning.

## STUDENT RESPONSIBILITIES AND RIGHTS

To achieve the goal of providing education of the highest quality, the Fairfax County School Board has defined the responsibilities and rights of students in elementary schools. When the Student Responsibilities and Rights booklet comes home, please review the information with your child. It needs to be signed and returned to school. This is kept in the office and is used in all FCPS schools to ensure due process.

## TELEPHONE

Children will not make telephone calls during the school day **except in cases of emergency**. In case of student illness, a staff member will contact you. Please help your child develop a routine of putting items, which must be brought to school, in a designated place to ensure that money, books, musical instruments, and homework arrive at school and a phone call is unnecessary.

## TEXTBOOKS

Elementary school children are provided the use of textbooks without charge. It is necessary to require

payment for books that are lost or damaged through negligence or abuse.

### **VISITORS-Parents, Children, and Animals**

**ALL visitors must report to the office immediately upon entering the building and show ID.** Younger children, friends of students, and students from other schools will not be allowed to spend the day or part of it in a classroom.

**Visitors must wear visitor badges, provided in the office, while in the building.** It is hoped that this procedure will eliminate unauthorized persons from being in the school. The safety of children is of prime importance. **PARENTS ARE WELCOME TO VISIT THE CLASSROOM (NO LONGER THAN 30 MINUTES) AND SHOULD MAKE PRIOR ARRANGEMENTS WITH THE TEACHER FOR A TIME THAT WILL NOT BE DISRUPTIVE TO INSTRUCTION.**

When animals are a related part of the program and approved by the teacher and administration, they may be brought by the parent and taken home that day by the parent. NO animals are to be transported to school on the school bus. All animals should have current shots and be gentle in nature for student safety.