

# Handbook 2005–2006

## Introduction

Hunters Woods Elementary School for the Arts and Sciences celebrates its thirty-fifth anniversary this year. The mission of Hunters Woods is to implement programs that improve the academic performance of all students. A collaborative family of learners focuses on innovations in teaching and learning. Flexible environments allow children to use many educational resources along with those that extend beyond the walls of the classroom. The staff strives to instill a love of learning by encouraging each student to achieve his or her full potential through the programs. Lessons meet the educational needs of a diverse student body while reinforcing our commitment to a strong academic foundation. Emphasis is placed on the awakening of intellectual curiosity through experience. Learners develop critical and creative thinking skills that have applications across all content areas. Hunters Woods is a school in which parents, teachers, students, business partners, and the community work together to create an exciting and rewarding educational environment.

Fine arts, science, and technology specialists collaborate with classroom teachers to implement integrated units— weaving visual arts, instrumental and general music, dance, sciences and technology throughout the curriculum. Students use problem-solving skills in their daily learning experiences, with direct access to technology in the classroom. Our technology specialist helps teachers and students explore programs designed to prepare them for the 21st century. Students also extend their studies with telecommunication, distance learning, and multiple computers in the classroom. Our science specialists provide students with hands-on experiences in the Science Discovery Rooms and also support the integration of science in the classroom setting.

## Arrival/Departure

For students' safety, it is requested that parents drop children off at school no earlier than **8:15 a.m.** Before that time, teachers are busy preparing materials and the classroom for the day. Safety patrols are not on duty before **8:20 a.m.** Teachers will notify parents if a child is detained after dismissal time for any reason. Remind children **NEVER** to ride home after school with any stranger who may claim he/she was sent by the parent.

### Late Arrival/Early Dismissal

Children arriving late (8:35 am) for school must report to the office to pick up a tardy pass. If a pupil needs to leave school during the day for a doctor's appointment, etc., please send a note to the teacher in the morning. When you come to the office to collect your child, the child will be called from the classroom. **ALL CHILDREN MUST BE SIGNED OUT IN THE OFFICE. Students will only be released to individuals listed on the Emergency Care Card, unless there is a note of permission signed by a parent.**

## Attendance

Per state law and county regulation, the school is responsible for daily student attendance. We need parent help with this very important responsibility. If your child is going to be tardy or absent from school, please make sure to inform the office in advance, whenever possible. We ask that all parents call the Attendance Line at **703-262-7474** by **9:00 a.m.** Please include the date(s) your child will be tardy/absent and the reason (doctor's appointments, family plans, religious holidays, etc.) The Attendance Line is available 24 hours a day. If the office is not notified of a child's absence by a parent, we are required to call parents to verify the absence.

## Bringing a Friend Home

If your child is going home with another student, the office will need two notes—one from the family sending a child and one from the family hosting a child—informing the school of the change. Notes must be sent on or before the day of the change. Please indicate whether the students will be walking home or riding either on a bus or with a parent.

## Dress Code

All students are expected to dress appropriately in a way consistent with the learning environment. Apparel worn to school should be neat and clean. Items of clothing with vulgar or obscene language or pictures, or depictions of weapons, drugs, alcohol, tobacco, drug paraphernalia, or gang symbols are prohibited. Clothing that exposes private parts, the midriff or undergarments is also prohibited. All students should wear shoes that allow for a safe and active physical education program. Parents and teachers working together can help children learn to dress appropriately.

## Emergency Care Card

The Emergency Care Card helps us locate parents or guardians in the event of illness or an emergency involving a child. It is very important that we be able to locate you at any time. Please list phone numbers of neighbors who will know where you are for emergency calls and who may pick up your child when he/she feels ill if you are not at home.. Please list any allergies or serious medical problems of which the school should be apprised. Also, please list any special arrangements you may have for daycare or for another person to pick up your child regularly. In special cases you may wish to give the school secretary a number where you can be reached for the day. This can be done by calling the school office, or sending a note to the office with your student.

Changes and updates to the emergency care card for phone numbers, childcare, or emergency contacts need to be made in writing and include a parent's or guardian's signature. Parents or guardians can complete a new emergency care card or send to the office a signed note including student name, teacher name, and changes/updates. Please note that parents or guardians having multiple changes throughout the school year should complete a new emergency care card. In the event of an emergency, sorting through multiple notes on the emergency care card will use valuable time when trying to contact a parent or guardian.

For a change in address, parents or guardians need to complete the "Student Information Update" and provide proof of residency. A change in residence may require a change of school.

## Emergency Closing of Schools

Late opening, early closing, or cancellation of school due to snow or other emergency conditions will be announced over local radio stations, television stations, cable Channel 21 and the FCPS website [www.fcps.edu](http://www.fcps.edu) as soon as the decision has been made. You may also call the FCPS hot line at **703-246-2500**. **Please do not telephone the school for closing information.** Our phone lines need to be kept open in order to receive instructions from school officials. When schools open late, parents must NOT drop their children off at school early. In the event of an early dismissal, please plan with your child what to do if he or she arrives home without you there.

### Reference Guide for Emergency Closings

When there is a delayed opening on a Monday, school remains open for the normal Tuesday–Friday hours, and we do not observe the Monday early closing schedule. All-day closing and delayed-opening decisions are made prior to 6:00 a.m. Early closing decisions are made prior to 10:30 a.m.

	Monday	Tuesday–Friday
One-Hour Delayed Opening	9:35 a.m.–3:10 p.m.	9:35 a.m.–3:10 p.m.
Two-Hour Delayed Opening	10:35 a.m.–3:10 p.m.	10:35 a.m.–3:10 p.m.
One-Hour Early Closing	8:35 a.m.–11:45 a.m.	8:35 a.m.–2:10 p.m.
Two-Hour Early Closing	8:35 a.m.–12:45 p.m.	8:35 a.m.–1:10 p.m.

## **Enrollment**

To be enrolled in a Fairfax County Public School, a child must be residing in the County with a parent or legal guardian (court documents must be shown to school officials). A child who has reached age 5 on or before September 30, 2004, must attend kindergarten for the 2004–2005 school year unless the parent or guardian notifies the school principal in writing that he or she does not wish the child to attend. A child who will be 6 years old on or before September 30, 2004, MUST attend school.

To enroll a student, parents must provide the original birth certificate, proof of residence, a certificate of physical examination, and evidence of immunizations. Virginia law requires every new student to be immunized against diphtheria, tetanus, whooping cough, polio, mumps, measles (rubeola), German measles (rubella), hepatitis B, and varicella (chicken pox). Students lacking required documentation of immunizations must be excluded from school. (Objections based on religious grounds may be discussed with the principal.)

## **Extended Absences**

Please notify the school in advance when your child will be out of school for an extended absence. If your child will miss more than a week of school, please write a note including student's name, teacher, dates of absence and reason. It is expected that work missed while on a trip will be made up as soon as possible following the child's return to school. Any standardized testing missed during a family holiday will not be made up if the return is after scheduled make-up testing dates.

Your child's teacher will decide whether make-up homework is necessary for any extended absence. The amount of homework a child should make up is left to the discretion of the teacher.

## **Moving**

Please inform the school in advance if you will be moving to another school. Student records will be forwarded upon receipt of a signed request for records from the new school.

## **Physical Examinations**

Children new to Fairfax County schools and all children in kindergarten must have a complete physical by their physician. Physical examination forms are distributed to all students entering Virginia schools for the first time. It is a state law that these forms be completed by a physician and returned to the school for the student's records.

## **Steps to Good Character**

In order to promote a positive climate at Hunters Woods, we adhere to the following:

- ⊕ All individuals are treated with mutual respect.
- ⊕ Everyone is guaranteed a safe school environment in which to work and learn.
- ⊕ Instruction is provided at levels that match and challenge students' capabilities and learning styles.
- ⊕ All students will learn to demonstrate self-discipline in a variety of school situations.
- ⊕ Students will be involved in developing classroom rules and consequences that affect them.
- ⊕ Students should understand and expect consistent application of rules and consequences.
- ⊕ In order to achieve consistency, expectations will be communicated to the faculty, staff, community, and students at the beginning of each school year and will be reviewed continuously.
- ⊕ To help create a positive learning climate, the staff and students will stress the Steps to Good Character: responsibility, respect, honesty, and compassion.

## **Student Responsibilities & 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. "Student Responsibilities and Rights," was sent home the first week of school and is available in the school office. It is used in all schools to assure due process.

Student responsibility will be taught throughout the school, and students will demonstrate consideration and respect for others. Children follow rules made in each classroom to create a positive learning atmosphere in the school.

We believe in a team approach to the holistic development of all children. Through parents, teachers, students, and staff, all reasonable efforts will be made to assist and guide students in exhibiting appropriate behavior. Parents will be informed of incidents relating to the classroom, cafeteria, bus, or walking route that require follow-up at home. Your cooperation will help all children achieve their highest potential.

Escalating inappropriate behavior will be met with appropriate consequences. Be assured that all efforts are made to provide due process to every student. When other measures have not been effective, suspension from school or from the bus may be used as a disciplinary measure. A parent has the right to appeal disciplinary action when a resolution is not reached in a conference with the school principal. However, the welfare of the student body is our first priority. The right of appeal will not deter action deemed appropriate to the best interest of the students.

## **Total School Achievement Agreement**

The Total School Achievement Agreement documents the rights and responsibilities of parents, students, and teachers regarding their commitment to the education and success of each student. We believe success can be accomplished through a planned partnership involving the entire Hunters Woods Elementary School Community. Each student will sign an agreement, along with his or her parent(s) and teacher(s), to support this partnership.

## **Classroom Policies**

### **Conferences**

Each teacher will arrange at least one conference with parents, preferably as a Progress Report conference during the first grading period, and follow-up conferences, as needed. To preserve the instructional program and to create the best climate for a conference, the school strongly discourages unscheduled conferences. Please call to make an appointment with a teacher or administrator. Any parental concerns should first be shared with the classroom teacher.

### **Delivery of Forgotten Items**

Forgotten items (lunch, instrument, library books, etc.) are to be delivered to the office. The office staff will then notify the child that the item is available for pick up.

### **Field Trips**

Field trips are related to the class curriculum. Parents are notified in advance regarding upcoming field trips, and all students must have parental permission before they can participate in the trips. ALL parents volunteering as chaperones on field trips need to sign in at the office. This provides liability coverage if there is an accident. Fairfax County School Board regulations do not authorize non-enrolled preschool children to ride buses on field trips. Children that are not part of the class cannot attend if their parent chaperones. In case of a delayed opening, field trips are canceled.

## Homework

The principles of homework assignments include the following:

- ⊕ Stem from real needs and the consideration of the total educational background of the individual child.
- ⊕ Serve a definite purpose and should be used as a technique for learning.
- ⊕ Responsibility for homework in the elementary school should gradually increase from grades K through 6.
- ⊕ Cooperative effort between teachers and parents to encourage children to assume responsibility for completing assignments.
- ⊕ Read to your child daily and encourage your child to read every evening for at least half an hour.

## Homework Make-Up Policy

Following or during a period of absence, your child's teacher will decide if make-up homework is necessary. After a one- or two-day absence, make-up work may be sent home with the child. For a prolonged absence, the teacher will decide what homework is necessary and appropriate and contact the parents to establish a plan for the make-up work.

Much daily instruction is through learning as a process, especially in the early grades. Discussions, experiments, role-playing, practice involving manipulatives, computer simulations, and such cannot be duplicated easily as homework.

## Money

When money is brought to school, please enclose it in an envelope labeled with your child's name, room number, and purpose. Children should be discouraged from bringing extra cash to school. If a check made out to Hunters Woods is returned due to insufficient funds, the school may charge a fee similar to fees charged by banks for returned checks.

## Parent Volunteers

Many enriching and worthwhile experiences are afforded our children through volunteer help from parents. With this support, teachers are able to provide more direct instruction. Hunters Woods has a very active and diverse volunteer program. Volunteers assist teachers and staff by serving as room parents, publishing assistants, library aides, art aides, health screening and clinic aides, mentors/tutors to individual students, etc. There are special events during the year such as the Book Fair, Gift-Wrap fundraiser, Family Fun Nights, and Fall Harvest Festival where volunteer time and interest are also needed. All members of the community are welcome. Each opportunity to volunteer, whether it is assisting on one field trip or working on a weekly basis, is very much appreciated and helps to improve the quality of education at Hunters Woods.

The PTA hosts a Volunteer Orientation each fall. When working at the school, volunteers are asked to wear an identification badge and to sign in/out in the school office. Our sign-in system is computerized; simply type in all requested data on the PTA computer, located in the office. Following these procedures helps ensure that only authorized individuals are in the building and that each volunteer is covered by insurance while giving his/her time to a Fairfax County Public School. All volunteers must have a current TB test.

## Parties—*Protecting Instructional Time*

The instructional program is our first priority. In keeping with this, each class will be permitted to have two parties on school time. These parties occur just before the winter break and at the end of the school year. The parties will be held in the classrooms with the help of the Room Parent. Individual children's birthdays may be recognized during lunch with a treat, so long as the teacher has been notified in advance.

## Party Invitations

Children's feelings can be easily hurt! **Please ONLY pass out invitations at school IF the whole class is invited.**

## **Progress Reports**

Automated Progress Reports for grades 1–6 are sent home four times a year at nine-week intervals noted in the School Calendar in the front of this handbook. The Kindergarten Progress report is sent home three times a year, at the end of the second, third and fourth quarters. The Progress Report for grades 1–3 utilizes the O, G, S, N marks for Academic, Citizenship, and Effort grades. The primary reports include a Progress Report Insert (PRI) that delineates levels of progress in reading and writing. The Progress Reports for grades 4–6 utilize the A, B, C, D, U marks for Academic and O, G, S, N marks for Citizenship and Effort grades. Progress Report comment sections utilize automated comments about progress on the grade level Program of Studies. Parents are asked to sign the front of each Progress Report envelope, make comments on the Parent Comment Sheet, and return both portions to the classroom teacher.

## **Telephone**

Children will not make telephone calls during the school day except in cases of emergency. If a child becomes ill at school, the clinic aide or secretary will contact parents. Please help your child develop a routine of placing things that must be brought to school in a designated place so money, books, homework, lunches, etc., will not be left at home.

## **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. Students should cover textbooks with non-adhesive paper (such as paper grocery bags). This practice will help prolong the life of our textbooks.

## **Visitors—Parents, Children, and Animals**

**All visitors must sign in before going to any classroom, including the Learning Cottages.** Both visitors and volunteers should sign in in the front office. Volunteers should use the computerized sign-in; other visitors can use the visitor's register. Visitor nametags are to be worn by all visitors while in the building. This procedure will eliminate unauthorized persons from being in the school and help ensure the safety of our children. Younger children, friends of pupils, or students from other schools will not be permitted in the classroom except with approval from the principal. Due to allergies, no pets are permitted in the school building. We appreciate your respect for our children's health concerns.

# Services

## Cafeteria

Our cafeteria operates under the National School Lunch Program. Lunch is balanced to meet one-third of the daily food requirements of the child. Please encourage your child to eat the school lunch and try all the different foods served. Good nutrition habits are best established early. A monthly menu will be given to each child in order to help parents plan different foods for dinner. Breakfast, which is available for all children, is served each morning from 8:20 a.m. to 8:35 a.m.

SNAP (School Nutrition Accountability Program) is a computerized lunch ticket (debit card) that can be set up to purchase lunch only, lunch and dessert, or a specified number of lunches with the remaining money available for desserts. Money must be applied to these cards in advance. You or your child may deliver cash (students are discouraged from carrying large amounts of cash) or a check made out to “Hunters Woods Food Services” to the cafeteria. The cafeteria manager holds the cards, grouped by classroom, to prevent the loss of cards. If a student breaks the card, however, there is a \$5.00 replacement fee. If a student forgets his/her lunch money, or runs out of money on the card, he/she will be provided with cereal and milk at school. Students are given reminder stickers to wear when their account balance goes below \$5. To encourage good manners and to ensure a pleasant atmosphere for eating, students are expected to follow cafeteria rules.

Food prices (subject to change) are as follows:

Breakfast	\$1.00 (\$0.30 for students qualifying for reduced-price meals)
Lunch	\$1.90 (\$0.40 for students qualifying for reduced-price meals)
Adult Lunch	\$2.75
Milk	\$0.50 (when purchased separately)

### Free and Reduced-Price Meals

Breakfast and lunch food service is offered in all the public schools in Fairfax County. In order to be sure that the school system is meeting the nutritional needs of all school-age children, it is the policy to provide free or reduced-price meals to children in need of assistance. Application for this service must be completed by the parent and forwarded to the FCPS Office of Food Services. Contact Diane Beers for more information.

## Clinic

The school clinic aide cares for sick and injured students, facilitates medications, and coordinates vision and health-screening. Clinic facilities are small, when a child becomes ill or hurt, parents need to pick him or her up within 30 minutes. **Please be sure that the information on the Emergency Care Card is up-to-date.** If the clinic is unable to reach a parent or guardian, the emergency contact will be notified. The clinic phone number is **703-262-7410**.

Please do not send your child to school if he or she is ill. **Children need to be fever-free for 24 hours before returning to school.** If your child has vomited or had diarrhea, he/she should be symptom-free for 24 hours before returning to school.

## Communications

Communication between the school and parents is vital to the success of school programs and the learning environment. The following is a list of some of the ways communications are dispersed:

- ⊕ **Tuesday Folder**—sent home every Tuesday with school and PTA notices and newsletters, students' papers, and homework. Please read all papers carefully and return the envelope to school the next day.
- ⊕ **The Mustang Message**—a monthly newsletter from school including a calendar of events, school and area activities, and other newsworthy items.
- ⊕ **Principals' Coffees**—usually held the first Wednesday of each month at 6:30 p.m., about topics of interest
- ⊕ **The Hunters Horn**—a monthly newsletter from your PTA announcing meetings and programs, PTA news, messages from the PTA President, recognition of school achievements, and other items of interest.
- ⊕ **PTA meetings**—immediately after Principal's Coffee -- 7:30 p.m. on 1<sup>st</sup> Wed. - check the school calendar
- ⊕ Progress reports sent home quarterly
- ⊕ Interim reports sent home as needed
- ⊕ Parent-Teacher conferences held at the end of the first quarter. Further conferences may be held as needed.
- ⊕ Back-to-School Night when parents come to meet the teachers and hear about the planned course of study
- ⊕ Telephone conferences as needed
- ⊕ Principal and Assistant Principal conferences as needed. (Any specific concern about your child's instructional program should be discussed initially with the teacher.)
- ⊕ **Familygram**—a periodic newsletter from Fairfax County Public Schools
- ⊕ School functions, including cultural events, performances, assemblies, museum openings, and science fairs
- ⊕ Human Relations Committee
- ⊕ School Website: <http://www.fcps.edu/HuntersWoodsES>
- ⊕ PTA Website: [www.HuntersWoodsPTA.com](http://www.HuntersWoodsPTA.com)

## Community Use of School Facilities

Schools are available for community activities during the school year. Applications are available in the school office and must be submitted at least two weeks prior to the requested date of use.

## Counselors

The goal of the counseling program is to promote and enhance the learning process for all students through three interrelated areas of student development: academic development, career development, and personal/social development. The program is proactive and preventive in its focus. It focuses on needs, interests, and issues related to the various stages of student growth. The school counselors work with all students, school staff, families, and members of the community as an integral part of the education program. They assist students in acquiring and using life-long learning skills, employ strategies to enhance student academic achievement, promote career awareness, encourage self-awareness, and foster students' social and emotional development.

## Health Screening Program

The Health Screening Program is conducted each year in the Fall, with follow-up as needed, by Fairfax County Health Department nurses. Vision and hearing tests are conducted for kindergartners and third-graders, students new to Fairfax County schools, and/or any student whose teacher feels the test is warranted.

## Homebound Instruction

Five hours of instruction per week in the home are available when it is anticipated that a child will be out of school at least four weeks due to an injury or illness. Parents should contact the school to obtain more specific information regarding regulations governing this service.

## Human Relations Committee

The mission of the Fairfax County Public Schools is to share in the community's responsibility for the development of each student into a citizen who can stand confidently, participate fully, learn continually, and contribute positively in his/her world. The School Board recognizes that the achievement of this mission for all county children depends, at least in part, on the practice of good human relations and the elimination of discrimination—particularly in the areas of race, sex, and ethnic origin by all members of the school community.

To help reach this goal, each Fairfax County Public School has a Human Relations Committee that includes students, parents, and staff. Input to the Human Relations Committee from parents, staff, and students is always welcome. The Human Relations Committee also serves as the standing committee to review concerns about instructional materials.

## Insurance

Optional accident and dental insurance is available to all Fairfax County school children through independent companies. The school system derives no profit from these plans. They are recommended as a means to defray the cost of accidental injuries that sometimes occur to school age children. The cost, as indicated in the brochure, requires the insurance company to put certain restrictions on these policies. Parents are encouraged to read the brochures carefully. Premiums for both Dental and Accident Insurance are to be sent directly to the insurance company.

## Library

Students are welcome to check out library books anytime during the school day. Books are due two weeks from the date that they are checked out.

If a child has not finished reading the book by the time it is due, they need to come to the library to renew the book (check it out again). Please help us by knowing what day your child comes to the library, and by checking the date stamped on the back of the book so that you know when it is due back at the library.

Every primary student is taught to keep their library book in their backpack when they are not using it. Please reinforce this at home. By keeping it in their backpack they will be sure to have it to return on their library day. Additionally, they are much less likely to lose it.

**What if we lose the book?** You are responsible to pay for it. The current charge is \$15.00 for a hardback book and \$5.00 for a paperback. Refunds will be made only up until the last day of school. You are responsible for paying for library materials that are not returned.

**We use the public library a lot and accidentally returned a HW book there. What do we do?** Please let Ms. Mazur know. We will make a note on the student's library card so that they can still check out books. The public library returns FCPS library books back to a central location. The books are then sent to HW. This may take several weeks.

**We returned a book from the public library to HW. What can we do?** We will send the book back to a central location where the books are then returned to the public library.

Library books are a precious resource—please teach your child to cherish them.

## Lost and Found

Lost and Found is located on the lower level near the doors leading to the playground. If there are enough parent volunteers, found items that are **clearly labeled** with the owner's name will be returned to the student's classroom. WHWE will feature *some* of the more costly or unusual items. Because of space considerations, items unclaimed for two weeks will be donated to a charity. Please label all jackets, sweaters, backpacks, books & folders, lunch boxes, musical instruments, etc. with your child's full name in an easy-to-spot location (like inside the lunch box lid, not on the back of the tag).

## **Medication**

**No medication may be sent to school with a child.** The parent or guardian must bring the medication to the clinic in person and sign the required consent form. The school is not permitted to administer medication to a child without a written statement of informed consent, signed and executed by the child's parent or guardian.

## **Reading Specialist**

The reading specialist is a resource teacher who provides literacy (reading and writing) support to students, teachers, and parents. The Reading Specialist works with administration and teachers to ensure that all students at Hunters Woods have an optimal literacy experience. The reading specialist provides support to students and teachers within classes, in small groups, as well as one-on-one instruction. She works within county guidelines to provide literacy assessments, remediation, and enrichment.

## **School-Parent-Community Relations**

Parental involvement has been shown to be vital to a successful school situation. We would like to urge parents to attend school functions; participate in PTA activities, committees, and projects; as well as read carefully all communications from the school and PTA. In this manner, you will have a better understanding of school curriculum, organization, methods, changes, and efforts to continually evaluate and upgrade the educational progress of your child. It will also keep you up to date on all the wonderful opportunities available to you and your child.

## **Special Education and Screening Services**

Every student in FCPS has the right to access a free and appropriate public school education. Therefore, when a student is suspected of having a disability that may impede this right, a parent, or a professional staff person can make a referral to a school-based local screening committee. This local screening committee comprises the principal or designee, the psychologist, a special education teacher, the general education teacher, and other appropriate professional staff. Parents are an integral part of these meetings, and every effort is made to invite them to participate in these procedures. The purpose of this committee is to consider the special needs of all students and to determine the ways in which these needs may be met.

The results of the referral process may include the development of strategies for the classroom teacher or the parent to use with their student or, when necessary, a decision to begin an evaluation process to ensure that all areas of concern are assessed. Parent permission is required for all educational and psychological evaluations, as well as for special education placement.

At Hunters Woods, it is the goal of all staff to ensure that each student receives the best educational opportunities possible. We offer a range of instructional services that meet the needs of our community of learners. We are committed to creating an inclusive model of education in which all children enjoy enhancements, which are an integral part of our magnet school.

## **Student Directory**

One copy of this Directory/Handbook is provided to each Hunters Woods' family, free of charge. Additional copies may be purchased in the school office. The PTA has worked to make this directory as accurate as possible. If your listing is not correct, please send a note to school, addressed to PTA: Directory.

## **Student Records**

As required by the Family Educational Rights and Privacy Act of 1974, Fairfax County Public Schools have adopted Regulation 2601 that:

- ⊕ Provides that parents have the right to inspect any and all records maintained by the FCPS, relating directly to their children or legal wards,
- ⊕ Authorizes students with written parental permission to inspect their records,
- ⊕ Provides for release of information to others only under carefully described conditions,
- ⊕ Establishes fees for the duplication of records, and
- ⊕ Provides a procedure for challenging the contents of a student's record by parents or adult students.

Educational records are forwarded upon receipt of a signed request from a student's new school. All other student information will be released only according to the provisions of Regulation 2701, which parents may see in the principal's office at any school. Parents and eligible students have the right to file complaints with the Family Educational Rights and Privacy Act Office, Department of Education, concerning alleged failure of Fairfax County Public Schools to comply with requirements of the Act. Parents can call the office with questions regarding student records.

## **WHWE**

WHWE is Hunters Woods' news channel. Broadcasting within the building on channel 6, WHWE Morning News begins every morning at 8:40 a.m. The broadcast includes the Pledge of Allegiance, minute of silence, morning message, weather forecast, announcement of lost and found items, student birthdays, and other pertinent information. Students in grades five and six perform all of the television studio duties including Anchor, Camera, Reporter, Writer, Online Editor and Director.

## **Special Programs**

### **After-School Activities**

The PTA and the school system offer a variety of optional after-school activities. Specific information regarding programs and schedules are sent home in the Tuesday folders. Parents must pick up children immediately when the activity ends. Although children are reminded to attend these activities, parents need to make alternate arrangements if their child chooses to go home on the bus rather than attend the activity.

Our after school program offerings change each session, but generally include enrichment classes in science and art, sports such as soccer, jazzercise and tennis, chess club, and acting. Suggestions for activities are welcome, and volunteers to participate in the planning of the program and teaching of classes are always encouraged.

### **Elementary Instructional Program**

Standards adopted by the Virginia State Board of Education define the basic elementary program. Specifically, a planned and balanced program of instruction commensurate with the abilities, interests and educational needs of children shall be provided. The basic academic program includes instruction in each of the following areas: Art, Health, Language Arts, Mathematics, Music, Physical Education, Science, and Social Studies. The curriculum of Fairfax County Schools is the Program Of Studies (POS), which identifies basic objectives for kindergarten through level six for all areas of the curriculum. These priority objectives provide the foundation or core of the program. Objectives are placed at the level in which most children achieve them. The basic curriculum is a tool for planning, monitoring, and evaluating children's work on a continuous progress basis. Materials within the curriculum include objectives, program standards and guidelines, and some information regarding classroom management.

Basic instructional materials used in Hunters Woods Elementary School have been selected from a county-approved list and are coordinated with the Program of Studies. Copies of the curriculum documents are in the school library. Parents are urged to become acquainted with this material.

## **Family Life Education (FLE)**

Family Life Education, a State of Virginia–mandated program, is a sequential, comprehensive, and age-appropriate program addressing specific topics such as drug education and human development. FLE information materials are available in the school library as well as public libraries for parents to review. Parents may also contact a school counselor for assistance. Parents have the right to sign an “opt out” form for any part of or the entire FLE program.

## **Gifted and Talented (GT)**

Every child has the basic right to an education that promotes the development of his or her potential. Each child has a unique profile of strengths and abilities. FCPS is committed to providing challenging learning experiences for all learners that build on their individual strengths and optimize their abilities. At Hunters Woods Elementary School for the Arts and Sciences, we feel that all children need differentiation and challenging curriculum provided through an inclusive, collaborative model that includes the classroom teacher, gifted and talented specialist, and parents.

In the primary grades, K–2, the school-based program offers *Response Lessons* for all students in critical and creative thinking through learning activities that are connected to the Program of Studies. The gifted and talented specialist also collaborates with primary teachers to continue to provide opportunities for more challenging content, assignments, resources, and/or instructional grouping within the classroom.

In the upper grades, 3–6, G.T. school-based services are delivered through a collaborative model that supports a continuum of gifted services. The gifted and talented specialist collaborates with classroom teachers to design differentiated lessons, activities, and projects that challenge students to learn at a faster rate, think on a higher level, and study more complex content through extensions to the Program of Studies. Teachers also use *Process Lessons* to offer critical and creative thinking skills to all learners in the upper grades. Students are identified for the school-based program through a variety of evidence, including teacher or parent recommendations, test scores, Gifted Behaviors Rating Scale with Commentary, and work samples.

Young Scholars is a K-6 initiative that is designed to increase the proportion of historically underrepresented students in gifted programming. School administrators, teachers, and G.T. specialists work together to find and nurture gifted potential in young learners. Through flexible grouping, summer school, and after-school programs, students are provided an educational setting that raises their personal expectations and prepares them for more challenging and rigorous courses as they advance in grade level.

The G.T. Center program for students in grades 3–6 offers identified students a highly challenging instructional program that follows the FCPS Program of Studies. Differentiation in the depth, breadth, and pace of instruction is designed to meet the needs of advanced learners in core curricular areas. These students participate with the school community in school-based activities such as field trips, specials (art, music, P.E., band/strings, health, movement), SCA, and team activities. Hunters Woods G.T. center students come to us from our school community as well as several other local Fairfax County schools.

Students are identified for the G.T. Center through a variety of evidence. All second grade students take the Naglieri Nonverbal Ability Test (NNAT) and the Cognitive Abilities Test (CogAT). These tests are used to select a second grade screening pool for G.T. center consideration. In addition to these tests, a variety of evidence is considered by the central screening committee in selecting students for the center, such as parent referrals, Gifted Behaviors Rating Scale with Commentary, and student work samples. Parents/guardians may also refer students in grades 3–6 for G.T. center consideration by submitting a *Gifted Services Referral Form*. For more information, please visit the FCPS GT Program site at [www.fcps.edu/DIS/gt](http://www.fcps.edu/DIS/gt)

## **Instrumental Music Programs**

Fairfax County provides music instruction for students during the school day. The band and strings programs are for students in grades 4, 5 and 6. Students meet weekly for forty minutes with the band or strings teacher. This is an optional program, and students must have parents' approval. Students are expected to practice regularly and bring their instruments and materials weekly. Most families are responsible for providing their own instrument (usually by renting from a local music store), but band and strings instruments are available where there is a financial need. The teachers provide an orientation for students in the Fall. Concerts are presented in the Spring.

All third grade students receive strings instruction once a week for forty minutes. Because this is a school initiative sponsored by both the county and Hunters Woods, third grade students are provided a stringed instrument at no cost. All school instruments must be returned when students leave Hunters Woods.

## **Magnet School**

Out-of-boundary students join Hunters Woods' community students as part of the magnet program. These students are integrated into the community classrooms and participate fully in the life of the school. To apply for the magnet program, students must be on or above grade level in language arts and math. All eligible applicants are placed in a computerized lottery for selection.

The magnet designation enables Hunters Woods to have state-of-the-art technology supporting instruction in all curriculum and special projects, as well as a Science Discovery Program providing support to the science curriculum and special projects. Also, the fine arts program, partnered with the George Mason Center for the Arts, develops students' powers of observation and creativity as they pursue self-expression in music, theatre, and dance.

## **Odyssey of the Mind**

Odyssey of the Mind is an annual, international, creative problem-solving competition open to students in kindergarten through college. Teams of students design structures, build props, write scripts, make decisions, take risks, learn new skills, and get creative! Each team consists of 5 to 7 students who meet for 2 to 3 hours each week, working to solve one of six problems. **No adult assistance** is permitted in this process; however, each team must have an adult coach to keep the team on task, guide the team through the rules of competition, and ask questions to keep the team thinking in the right direction. Each team competes in two events—the long-term problem presentation and the spontaneous problem competition. The long-term problem is the one the students select and work on weekly until they present their solution at the competition. The spontaneous problem is designed to show how well team members react to new situations.

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

The PTA at Hunters Woods is very active in its support of our children and school. Our fundraisers support services including school planned field trips, community outreach, cultural arts presentations including storytellers, authors, and

Poetry Alive, this school directory, student literary magazine, the after school activities, professional development, after school program scholarships, staff appreciations, and teacher mini grants. The PTA produces the school calendar, the cost of which is covered by the selling price.

Fundraisers generally include a Fall Gift Wrap sale, a Silent Auction, Plant Sales and Book Fairs. Several events are held which are not simply money raisers but community builders. Events like the Fall Harvest Festival, Sock Hops and Bingo Night bring Hunters Woods families together outside of the academic atmosphere. Attending these events strengthens our children's sense of school spirit and belonging.

Participation in the PTA fundraisers is never mandatory. If you do not want to participate in a fundraising program, simply discard the information. Nobody monitors participation. If you would like to make a donation to the PTA outside of a fundraiser, please contact the PTA Treasurer.

PTA membership is encouraged of all parents and staff at Hunters Woods. Membership in the organization shows that your support the activities of the PTA and requires nothing further of you. Membership is \$5.00 which includes National, State and local dues. Forms are sent home in Tuesday Folders of the school year, and are always available in the PTA mailbox or by contacting the Membership Chairperson. Donated memberships are available to those in need. Volunteer Chairperson positions, listed in the front of this directory, are available to all members seeking to participate. Meetings are generally held the first Wednesday of every month at 7:30 at the school. They are preceded by a Principal's Coffee at 6:30. All meetings are open to all parents and teachers at the school.

The annual PTA budget is created in the summer and voted on by PTA general membership at Back to School Night.

The Hunters Horn is the monthly newsletter published by the Hunters Woods PTA. It is full of important dates and information about what is happening at the school and with the PTA. Another communication vehicle is the Keep In Touch (KIT) system used by the county. Our PTA is fortunate to be included in the system. To get up to the minute emails regarding current events, log on to [http://fcps.medianext.com/hunterswoods/hwes\\_intro.html](http://fcps.medianext.com/hunterswoods/hwes_intro.html) and join the categories that you want to be notified about.

## **Reflections**

The Reflections Program is a nationwide cultural arts competition that gives students an opportunity to use their creative talents by expressing themselves through their own original works. Students can submit a maximum of two entries in each of the categories—literature, musical composition, photography, and visual arts—expressing themselves through original works relating to this year's theme.

## **School-Age Child Care (SACC)**

SACC is a program of the Fairfax County Office for Children designed to provide professional, developmental daycare for school-age children who are enrolled in Fairfax County Public Schools and whose parents are working. SACC is available at Hunters Woods during the school year. Parents interested in this program should call the Fairfax County Office for Children at **703-449-8989**.

## **Science Resource Program**

The Science Resource program at Hunters Woods takes a hands-on, discovery approach to learning. Children are challenged to make the natural connections between science and many forms of art such as sculpture, painting, photography, and music. Annual events that showcase student learning include The Imagination Celebration (Science and Art Show) and an Invention Convention. Students participate in nationally acclaimed curricular projects such as the Jason Project, Journey North, and Project Feeder Watch. After-school programs include an environmental action club and First Lego League robotics.

## **Student Council Association (SCA)**

Students in grades two through six elect fourth-, fifth-, and sixth-grade SCA officers each year. Each classroom selects a room representative and alternates to attend SCA meetings. The Hunters Woods staff sponsors this organization in order to provide students with an opportunity to participate in school activities. This association implements programs

to meet the needs of the school and to participate in community service activities. For example, the SCA sponsors a food drive for needy families and other donations to charities.

## **Success by Eight**

Success by Eight is designed to ensure that every child will be able to read and do mathematics on grade level by age eight. Hunters Woods is one of seventeen elementary schools participating in this program. Success by Eight provides ungraded instruction for students between the ages of five and eight (now labeled kindergarten through second grade). Students are grouped and regrouped for different types of instruction to ensure that each student receives the instruction he or she needs at any time to move on to the next level of learning.

## **Teacher Mini-Grants**

Throughout the year, teachers can come to the PTA and request funding for a project or enrichment activities. Mini-grant proposals are presented and voted on at monthly PTA meetings. Mini-grant forms are available in the PTA mailbox.

## **Partnerships**

### **Freddie Mac**

The Freddie Mac Foundation has been a Hunters Woods School business partner since 1988. The Freddie Mac/Hunters Woods partnership has received the Governor's Award for Exemplary Programs and the Fairfax County Volunteer of the Year Award. Freddie Mac has also received the Phi Delta Kappa Friends of Education Award.

### **George Mason University (GMU) Center for the Arts**

Hunters Woods and GMU formed a partnership in 1991 to create opportunities for teachers, students, and the community. GMU staff and HW staff collaborate to create an original opera with the students. GMU also provides assembly programs at the school and performances at the University to further appreciation of the arts. The GMU/Hunters Woods partnership has received the Governor's Award for Exemplary Programs. In 1997, the GMU/HWES partnership won the county's innovative award for the collaborative creation of an original opera with the fifth and sixth grade students.

### **George Mason University (GMU) Professional Development School**

Teachers at Hunters Woods serve as clinical faculty for GMU. Student interns spend a semester with a classroom teacher while they participate in courses at the university. Not only do the interns complete an intensive student-teaching assignment, but they also serve as substitute teachers during their internship. Teachers serve as mentors to the interns and enhance their skills as professionals while training new teachers.

## **Safety**

### **Fire, Tornado, and Bus Evacuation Drills**

For everyone's safety, school fire drills are held once a week in September, and monthly for the remainder of the year. Tornado drills are held once in October and again in March and April to prepare the students for such an emergency. Students are informed on the first day of school which exits or halls to use. Bus evacuation drills are held twice a year, in the Fall and in the Spring.

## Safety in Our Schools

School staff and parents must continue to send a strong, unified message: weapons, authentic or look-alike, have no place in school. The following are prohibited and strict consequences are enforced:

- ⊕ Guns or look alike objects designed to propel a missile, including BB guns
- ⊕ Firearm ammunition of any kind, including spent shell casings, plastic guns, cap guns, or water pistols of any kind
- ⊕ Pocketknives, kitchen knives, bowie knives, switch blades, razors, "X-acto" knives, pen knives, or rubber/plastic "look-alike" knives
- ⊕ Slingshots or flailing instruments consisting of two or more rigid parts that can be swung freely
- ⊕ Objects with sharp points/pointed blades or other objects used with the intent of threatening or harming any individual
- ⊕ Explosives or incendiary devices, including fireworks, stink bombs, smoke bombs, poppers, lighters, or matches. Your cooperation in these matters is vital to the safety and security of all children.

## Safety Patrols

Hunters Woods Safety Patrols are an important part of our school safety program. Fifth and sixth grade students apply to be Safety Patrols. The patrols have the responsibility for reporting unsafe and inappropriate actions or behaviors to the patrol sponsor or to the administration. Patrols monitor crosswalks, buses, and the school building. Our staff and the police department train the patrols in order to avoid unsafe situations.

## Transportation

### Bicycle Riders

Students who live within our walking boundaries are permitted to ride bicycles to school as long as traffic and safety regulations are followed. Please bear in mind that the school is charged with the safety of all students. While the initial decision rests with the parents, it is recommended that kindergartners, first-graders and second-graders not ride bicycles. The school cannot assume responsibility for missing or damaged bicycles. We suggest that all bicycles be locked while parked on the school grounds. Please remind your children to wear bicycle safety helmets when riding. Scooters and skateboards are not appropriate transportation to school.

### Bus Riders

Bus transportation is provided for those children who live more than one mile from the school. School bus riders in Fairfax County are required to observe rules of SAFETY and GOOD CITIZENSHIP while riding on a bus and while waiting at a designated bus stop. Standards for safe, courteous conduct will be practiced at all times. It is essential that bus riders cooperate and adhere to the bus regulations. All children have received a copy of *Regulations For Pupils Riding School Buses*. All parents are requested to review information with children and return the signed portion to school. Any student reported for misconduct on the bus by the driver more than two times may be suspended from riding the bus for several days or for the rest of the school year.

Students who miss their bus in the afternoon will call their parents from the office, and will remain there until an authorized adult picks them up. Please encourage your children to report to their bus promptly after leaving their classroom. Kindergarten students who do not have an adult pick them up at the bus stop will be returned to Hunters Woods. Their parents will be called and asked to pick them up promptly. Concerns regarding bus routes should be directed to the appropriate Fairfax County Public School Transportation Department.

### Car Riders

Students are happy and eager to come to school and we want them to arrive safely. If you are driving your child to school, please remember to use the Kiss and Ride Loop and obey the following procedures:

- Drivers are to remain in their cars and move forward as directed.
- **No passing** is permitted in the Kiss and Ride loop.
- In the afternoon, if you are waiting in the Kiss and Ride loop and your child has not arrived, the parent must go back around the loop. We cannot allow the entire loop to come to a standstill while a parent waits for a child.
- For your child's safety, please do not drop your child off on the side of **Steeple Chase Road**.
- Kiss and Ride door (Exit 8) is locked at 8:45am everyday.

## **Parking**

Please respect the No Parking signs around the school. **DO NOT PARK IN EITHER THE BUS LOOP OR KISS & RIDE LOOP.** Please do not block the fire lane in front of the school; this impedes access for emergency vehicles. Fairfax County Police will ticket cars that are inappropriately parked or are not following traffic signs. Use the following diagram as your guideline for school parking. In our efforts to be good neighbors, please do **NOT** park on Paddock Lane as one side does not have sidewalks and some yards have been damaged from foot traffic. Also, please be careful not to block Insha Court's driveway. The few extra steps we might need to walk are well spent in our continuing effort to be good neighbors!

## **Walkers**

Patrols are stationed for the safety of children. Your cooperation is essential to ensure the safety of our children. Students should walk only on sidewalks or sidewalk right-of-ways and cross only at intersections. Parents should talk to their children regarding not accepting rides from strangers.

# Acronyms

FCPS	Fairfax County Public Schools
FLE	Family Life Education
FLEX	Foreign Language Experience
GMU	George Mason University
GT	Gifted and Talented
HRC	Human Relations Committee
HWES	Hunters Woods Elementary School
POS	Program of Studies
PRI	Progress Report Insert
PTA	Parent Teacher Association
SACC	School-Age Child Care
SCA	Student Council Association
SNAP	Student Nutritional Accountability Program
SOL	Standards of Learning
TB	Tuberculosis
TSA	Total School Achievement
WHWE	W Hunters Woods Elementary (our TV station)

## Directory Advertising

We thank our advertisers for their support of  
Hunters Woods Elementary School for the Arts & Sciences

**Tell them that you saw them here!**

**The Hunters Woods PTA can not endorse any of these advertisers, their products or services**