

ORANGE HUNT  
ELEMENTARY SCHOOL  
2011-2012  
**HANDBOOK**



**Orange Hunt Elementary School**

6820 Sydenstricker Road • Springfield, Virginia 22152

Office: 703-913-6800 • Fax: 703-913-6897

Clinic: 703-913-6810

Absentee: 703-913-6868 (before 8:15 a.m.)

*Updated August 2011*

# *Welcome*

**to Orange Hunt Elementary School**



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## Make Plans for Inclement Weather

Excessive heat, snow emergencies, and other weather-related events could change normal school hours. Please insure that your child has a prearranged place to go in the event that you are not at home when schools are closed. **DO NOT CALL THE SCHOOL**, as it is important to keep the office lines open for emergencies. Information is posted on the FCPS web site at [www.fcps.edu](http://www.fcps.edu). Decisions are broadcast on local radio and TV stations, including cable Channel 21. When schools close early due to excessive heat, after-school activities are held at the discretion of Mr. Pensler. Community activities may be held as planned.

### Closed for the Day

- ◆ All extracurricular activities, interscholastic contests, team practices, field trips, and non-school activities in school buildings are cancelled.
- ◆ Recreation programs are cancelled.
- ◆ School-Age Child Care (SACC) centers are closed.

### Open Two-Hours Late

When school opens two-hours late, the schedule is as follows:

- ◆ 10:35 a.m.-3:15 p.m. If school opens late on a **Monday**, school closes at the regular **Tuesday-Friday** time of 3:15 p.m.
- ◆ SACC attempts to open by 8:00 a.m. Call to confirm.

### Close Two-Hours Early

When school closes two-hours early, the schedule is as follows:

- ◆ 8:35 a.m.-1:15 p.m. **The early closing is always at 1:15 p.m. even if on a Monday.**
- ◆ SACC will operate from closing time until 6:15 p.m.
- ◆ After-school activities and building use are cancelled.

We at Orange Hunt Elementary embrace the three FCPS Strategic Goals:

- Academics—engaging students in opportunities to support high achievement and success in academics and fine arts.
- Essential Life Skills—building a school community where students demonstrate responsibility, respect, and good citizenship.
- Service to the Community—finding opportunities for students to participate in leadership, mentoring, and service to others.

To fulfill our mission and these Strategic Goals, it takes all of us working together. Thank you to:

- our dedicated faculty/staff, who work tirelessly to prepare each day to teach our children;
- our supportive families, who assist their children not only at home but also in the classrooms, on the PTA, and around the school;
- our exceptional children, who continue to place a priority on their studies, demonstrate responsibility, and display good citizenship.

This combined team effort is immeasurable and is vital for ensuring an enriched environment for learning at Orange Hunt Elementary.

This handbook is provided to you as a reference to be used throughout the school year. For questions concerning these or other items, please call the school office at (703) 913-6800.



**Mr. Jason Pensler**, principal  
**Mrs. Sarah Brooker**, assistant principal

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## Office Hours

Monday-Friday

8:00 a.m.– 4:30 p.m.

Closed holidays (see calendar in school directory or at [www.fcps.edu/OrangeHuntES/calendar.htm](http://www.fcps.edu/OrangeHuntES/calendar.htm))

## School Hours

Monday

8:35 a.m.– 12:45 p.m.

Tuesday-Friday

8:35 a.m.– 3:15 p.m.

## School Calendar

For a current school calendar, please check the Orange Hunt website at [www.fcps.edu/OrangeHuntES/calendar.htm](http://www.fcps.edu/OrangeHuntES/calendar.htm)

## Back-to-School Nights

Kindergarten, Grades 1-2

Monday, Sept. 12

5:30 p.m.

Grades 3 & 4

Tuesday, Sept. 13

5:30 p.m.

Grades 5 & 6

Tuesday, Sept. 13

6:30 p.m.

## Websites

Orange Hunt Elementary School

[www.fcps.edu/OrangeHuntES/](http://www.fcps.edu/OrangeHuntES/)

Fairfax County Public Schools

[www.fcps.edu](http://www.fcps.edu)

- ◆ Volunteers, like other visitors to the school, sign in and out in the office each time they volunteer. Badges are required to be worn throughout your stay at the school.
- ◆ **Younger siblings are not permitted at school for field-trips, during volunteer time, or other class activities.** FCPS does not provide medical/health insurance for these very young children and the classrooms also are not equipped for very young children's safety.
- ◆ Volunteers respect the confidentiality of students with whom they work.

Orange Hunt Elementary is fortunate to have many wonderful volunteers who contribute countless hours supporting the children. We encourage you to join in the fun and visit the school often to share your time and talents to help the faculty, staff and most importantly, the children!

## Volunteers Are Essential

to the success of Fairfax County Public Schools.

Without them, the schools' division would not enjoy the outstanding reputation it does. For this reason alone, volunteers are not only welcome but are encouraged to participate in the educational process of our students.



## PTA Information

The PTA's mission is to promote a positive and supportive relationship between home and school, working collaboratively to support the education of all children. The PTA also seeks to promote the welfare of children in school and to develop efforts that will give children the highest advantages of education. Highlights and topics of interest are published in the monthly PTA In-the-Know.



## Executive Committee

For a listing of the current executive committee members, please see the current directory or look online at [www.fcps.edu/OrangeHuntES/](http://www.fcps.edu/OrangeHuntES/)

## Meetings

Board meetings are held the first Wednesday of the month. All parents/guardians are invited. PTA General Membership meetings are held periodically throughout the year and will be announced.

## Programs

The PTA sponsors programs that enhance the lives of children and their families. Examples of these programs include Chess Club, Odyssey of the Mind, Reflections Program, and educational assemblies. The PTA sponsors field trips and funds a Mini-Grant program to assist instructional programs. The PTA has a strong volunteer program and encourages everyone to participate in some way.

## Volunteer Program

Our school volunteer program is open to any adult who is willing to give some time to help out as a member of the educational team. If you desire to volunteer in your child's classroom, send a note to your child's teacher indicating the day of the week/time available and your telephone number. Parents/guardians interested in becoming school volunteers should contact the PTA volunteer chairperson. Volunteers play an increasingly vital role in the educational portrait because they help to improve instruction, enrich the curriculum, and increase school/community partnerships. In order to help ensure that our volunteer programs run smoothly, please remember:

- ◆ Volunteers are warmly welcomed to support their child's classroom or other areas within the school, as well as at special events within the school or classrooms.
- ◆ Volunteers are required by law to have a TB test completed once every three years and may begin work once they show proof of the testing.

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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. The current version of Regulation 2613 provides additional details. During the warm months flip-flops maybe fashionable, but because of recess we urge students to wear sneakers to school rather than flip-flops. Rubber-soled sneakers are to be worn in the gym and in physical education classes to provide support and prevent injury. Hats may not be worn in the school building without permission.

### **SACC**

A School-Age Child Care program is housed at Orange Hunt and provides care for students before and after school. For more information, call 703-449-8989.

### **Field Trips**

A field trip that coordinates with a curriculum area may be scheduled for your child’s class. Each child who participates in a field trip is required to have a signed permission slip. Parents/guardians are often asked to accompany classes on trips. Field-trip chaperones are responsible for supervising and monitoring Orange Hunt students during all aspects of the trip. Therefore, siblings are not permitted to accompany chaperones on field trips.

### **Accommodations**

Anyone needing accommodations for a disability in order to attend or participate in FCPS activities should contact the Orange Hunt office. Requests need to be made seven workdays prior to the scheduled activity (Americans with Disabilities Act).

### **Lost and Found**

Lost items will be placed in a box near the music room. Please check the area frequently to retrieve personal property. Lost items that remain for some time will be donated to a local charity.

### **Student Cooperative Association (SCA)**

Students are involved in many aspects of the school program through the SCA. Elected SCA officers and representatives meet regularly. Mrs. Sousa and Mrs. Beck sponsor the SCA.

### **Middle and High School**

Orange Hunt students attend:

- ◆ Washington Irving Middle School for grades 7-8.
- ◆ West Springfield High School for grades 9-12.

## Celebrations in the Classroom

### Class parties

Students have two one-hour parties during the school year at the discretion of the teacher. Parties are generally held during the last hour of the day prior to the holiday. Teachers coordinate with room parents to plan these parties.

### Birthday Celebrations

Cupcakes or treats may be shared with an entire class to commemorate such an important occasion. All treats must be brought to the office or sent directly with the child to the class. Balloons (latex and mylar) are not permitted in school due to student allergies. Student birthdays (including summer birthdays) are honored during morning announcements and students receive an acknowledgement from Mr. Pensler or Mrs. Brooker. Please use the U.S. mail or other means to deliver personal, private party invitations because they may not be distributed at school.



## Miscellaneous Information

### Student Dress

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, or drug paraphernalia, or clothing that contains threats is prohibited. (See page 19, chapter II.A.2.1. of *Students Rights and Responsibilities* for additional information regarding gang-related clothing.) 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. Examples of prohibited clothing include, but are not limited to: sagging or low-cut pants, low-cut necklines that show cleavage, tube tops, halter tops, backless blouses or blouses with only ties in the back, studded belts, chain belts, clothing constructed of see-through materials, and head coverings unless required for religious or medical purposes. Parents or guardians of students requiring accommodation for religious beliefs, disabilities, or other good causes should contact Mr. Pensler. Students not

## Instructional Programs and Support



- ◆ The classroom teachers instruct children in core areas of **language arts, mathematics, science/health, and social studies.**
- ◆ The **art program** is a sequential, standards-based program covering drawing, painting, ceramics, printmaking, weaving, stitchery, three-dimensional work, and art history.
- ◆ Students visit our **computer lab** weekly and have additional access to computers and Smart Boards in the classrooms, as well as through mobile lab carts.
- ◆ The **Media Center** contains books, magazines, and computers with Internet access. Our child-centered library, staffed by a professional librarian, clerical assistant, and parent/guardian volunteers, endeavors to introduce children to reading, support the curriculum, and teach library skills that will enable children to find material in any library setting.
- ◆ **Music instruction** for every child includes singing, listening, improvising, moving to music, reading music, and playing instruments.
- ◆ **Physical education** instruction promotes physical, mental, and social growth through a variety of activities. To be excused from participating in PE, a child must have a note from a parent/guardian stating the reason and length of time. Students needing to miss a week or more of PE must have a physician's note stating exactly what participation is permitted and restricted. The office does have forms for this purpose.

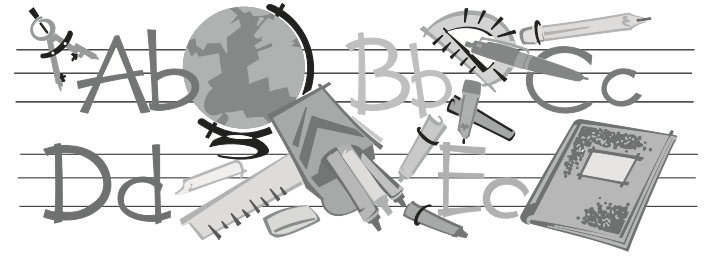


## Special Programs

- ◆ The **German Partial-Immersion Program** is offered to first through sixth graders via application. While all students follow the FCPS curriculum, math, science, and health are taught in German. Students learn the content of the regular curriculum, while acquiring the German language.
- ◆ Instruction in **band** (grades 5-6) and **strings** (grades 4-6) is available and held during the school day.
- ◆ Children participate in a series of **Response Lessons** (grades K-3) or **Process Lessons** (grades 4-6) which provide students with opportunities to demonstrate and develop their critical and creative thinking skills. All students enjoy opportunities to participate in problem solving and critical thinking activities in the school's Strategies Lab supervised by the Advanced Academics staff members. Differentiated Services, which implements changes in the instructional program to provide alternative resources/instruction, activities, assignments, and/or instructional groupings is also provided to student groups as identified.
- ◆ The **Special Education Resource Teachers** work with small groups of children who are identified by individual testing as having learning disabilities.
- ◆ The **Reading Specialist** coordinates the elementary language arts program, functioning as a resource to teachers and students in the areas of reading and oral/written communication. The reading specialist also assists in diagnosing reading progress and implementing strategies to meet the needs of all learners.
- ◆ A **Speech/Language Clinician** screens students new to FCPS for problems with oral communication skills. Services are provided for students identified as having articulation, language, voice, or fluency delays through a special education referral and evaluation process.
- ◆ **English Speakers of Other Languages (ESOL) Teachers** provide targeted language, vocabulary, and reading support to students for whom English is not their primary language.
- ◆ Our **Counselors** extend a hand to all children. In order to keep children in a state of readiness to learn, group guidance lessons, small group discussions, and short-term individual assistance are provided. The counselors are available to help parents/guardians, staff, and children



## Classwork and Homework



### Homework

Homework is assigned to practice an essential skill and to enrich, enhance, or extend school experiences. Homework encourages responsibility, gives practice in developing good work habits, and affords opportunities for increasing self-direction and learning how to budget time wisely. As a rule, children will receive homework each evening Monday-Thursday for approximately 10 minutes per grade level. Students may, at times, have homework on the weekend. Daily class assignments that are not completed within the allocated time should be completed by the next school day.



### Classwork and Homework During Student Absences

If a child is ill and cannot attend school, we ask that you not request missed assignments. After returning to school, the teacher will assess the student's needs and make assignments accordingly. If a child is absent for an extended period due to illness or injury, contact the teacher to discuss a plan for instructional support. Please do not request work in advance due to a planned absence.

- ◆ **Cash**—Cash may be brought to the food service manager’s office for deposit on a student’s account, or students may pay cash on a daily basis.

### Forgotten Lunches

Students who bring lunch to school are encouraged to have some money on their lunch account so that a meal may be purchased if a lunch is forgotten. A student who forgets a lunch or has no money in an account will be given a lunch provided by the PTA and Food Services. A letter detailing this procedure is distributed in September.

### Lunch Periods

Students are given a 30-minute lunch period and are expected to eat lunch unless excused in writing by a parent/guardian. Dining room hostesses supervise children during their lunchtime. Cafeteria guidelines are taught to students and posted in the cafeteria. An incentive program is in place to support good cafeteria behavior.

### Free and Reduced-Price Lunch Program

Applications for free or reduced-price lunches are available at the school office or online by clicking on the **Lunch Money tab** at [www.fcps.edu](http://www.fcps.edu). All requests remain confidential. Guidelines prescribed by the Federal Government are applied.

### Allergies

Students with allergies are permitted food substitutions when supported by a statement from a recognized medical authority. Because these statements are kept on file with Food Services, it is not necessary to submit them each year. Ingredient information for all food served in the cafeteria is available upon request.

Additionally, please let the health room and the teachers know of any food allergies your child may have. A letter is sent home to each student in your child’s class notifying all parents/guardians of the allergies. Please check with your child’s teacher to be advised of appropriate food items that may be brought to school.

### Gum

Chewing gum is not allowed at Orange Hunt.



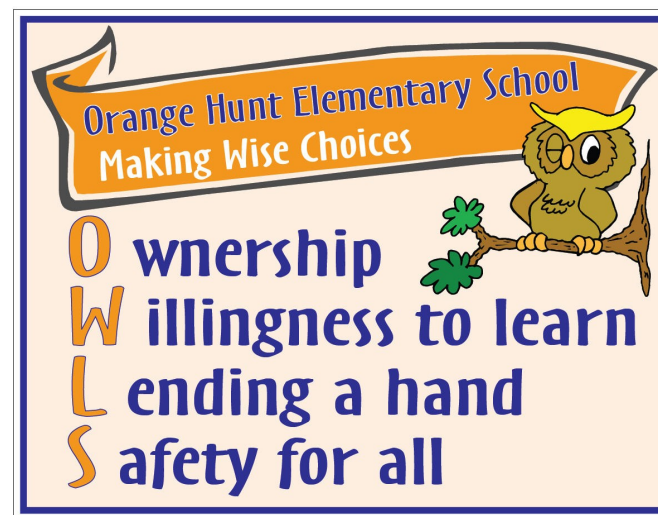
understand the normal developmental issues children face. The services of a school psychologist and social worker also are available.

### Testing

Tests are administered to provide assessment information about students, school, or special programs. The Cognitive Abilities (grade 2) and Naglieri (grade 1) tests measure cognitive ability. The Virginia Standards of Learning (SOL) tests measure student achievement based on academic standards determined by the State Board of Education in English, history, mathematics, writing and science (grades 3-6). The Developmental Reading Assessment (DRA-2) measures student progress (grades K-2) in reading. The Mathematics Reasoning Assessment is given to first and second grade students and the PALS JR is administered to third and sixth grade German-immersion students.

### Positive Behavioral Interventions and Supports (PBIS) Program

The “Hoot” Program established at the school follows the tenants of Positive Behavioral Interventions and Supports (PBIS) when consistent guidelines are created for all areas of the school. Orange Hunt’s mascot is the owl and the children voted to name him “Hoot.” Hoot delights the children with classroom visits and often can be seen at quarterly Town Meetings. Our motto is:



## Health Information



### Health Examination and Immunizations

A child who enters FCPS for the first time is required to have a physical examination. A certificate signed by a U.S.-licensed physician or a U.S.-licensed nurse practitioner, indicating that the child has received the physical examination no earlier than 12 months prior to the date of first entering kindergarten or elementary school, must be

presented. Proof of certain immunizations by the physician is also required. Minimum requirements are as follows:

- ◆ A minimum of four doses of **DPT** (one dose administered after the student's fourth birthday). Effective July 1, 2006, the Commonwealth of Virginia requires that all students receive a booster dose of **Tdap** (tetanus, diphtheria, acellular pertussis) vaccine prior to entering sixth grade if at least five years have elapsed since the last dose of tetanus toxoid-containing vaccine (DTP, DTaP, DT, or Td). This change is in accordance with the Immunization Schedule developed and published by the Centers for Disease Control and Prevention (CDC).
- ◆ A minimum of four doses of **IPV or OPV** (one dose administered after the student's fourth birthday).
- ◆ Two doses of **MMR** (first dose must be after the child's first birthday and second dose prior to kindergarten entry).
- ◆ **Hepatitis B** — A series of three doses for all students, with at least four months spacing between the first and third doses.
- ◆ **Varicella** (chicken pox) — One dose given on or after the first birthday and a second dose before entering kindergarten, except for children who have evidence of immunity demonstrated by laboratory confirmation or a reliable medical history of disease.
- ◆ **HPV** — Three properly-spaced doses for female students. Parents/guardians may opt out of immunizing a child for HPV. This is the only immunization for which an opt out does not require a medical or religious exemption.

## Food at School

### Cafeteria

Our school operates under the national School Lunch Program and provides lunch daily. Students may bring their lunch or buy lunch at school. Students are not to bring carbonated drinks or any items in glass containers. All children are

encouraged to use their best manners in the cafeteria and to cooperate with the hostesses. Parents/guardians are invited to have lunch with their children at any time. In order to support our food services and be considerate of other children's feelings, food from fast-food restaurants is not allowed in the cafeteria.



### Purchases from the Cafeteria



Students may purchase a lunch for \$2.65. Adult lunches are \$3.65. The cost of five lunches is \$13.25 and is \$53 for four weeks. Students are encouraged to purchase lunch and/or a la carte items through prepaid accounts. The lunch account allows a student to purchase full meals only. The a la carte account allows a student to purchase full meals and/or a la carte items. If money is not specified to a particular account it will be placed in the child's

lunch account. Milk is available and is both a lunch and an a la carte item. Students who have money in an a la carte account are limited to the purchase of one a la carte item only, not including milk. Menus are sent home on a monthly basis.

### How Do I Put Money on My Child's Account?

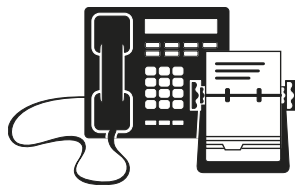
Parents have three options to pay for their child's lunch account:

- ◆ **Online**—Using [www.myLunchMoney.com](http://www.myLunchMoney.com). The service is easy to use, convenient, private, and secure. Once the account is open, parents may check the fund at any time from computer or phone.
- ◆ **Check**—Write a check to Orange Hunt Food and Nutrition Services and bring the check to the food service manager's office. Parents who write their checks for meals only should write "MEALS ONLY" on their check. Please include your child's name on your check.

factory, and needs improvement) for all subjects. Academic marks are expressed in O, G, S, and N for grades 1-3 and A, B, C, D, and U for grades 4-6. Kindergarten evaluations reflect the frequency and consistency of student performance in a variety of areas. Interim reports are sent home as needed.

### Telephone Messages

Messages for teachers will be transferred to their voice mail. (Direct lines for teacher voice mail are published in the school directory.) Only in emergencies will a staff member or student be summoned to accept a phone call. Students may use the phone with the permission of the teacher in an emergency situation only.



### PTA In-the-Know

Parents/guardians receive information regarding school activities and interests through the PTA In-the-Know calendar, published monthly.

### School Directory

A service provided by the PTA, this is a listing of all the students who submit their information for publication. Included in the directory is:

- ◆ a teacher/staff listing with contact information including email and voice mail
- ◆ an alphabetical listing of students by last name
- ◆ a listing by class
- ◆ PTA Board Chairpersons listing
- ◆ school calendar for holidays/closings
- ◆ school contact information

Directories may be purchased through the PTA pre-sale or from the office on a first-come, first-served basis for extra copies.

Any exemption to immunization, vaccination, or physical examination requirements must be supported by a written statement from a licensed physician, or in the case of conflict with religious tenets, from the parent/guardian. These exemptions are honored unless the State Board of Health has declared an emergency of epidemic disease. The school, through the cooperation of the Health Department, provides various health services, including vision and hearing screenings for all students new to FCPS, incoming kindergartners, and third graders.



### Health Room

A health-room aide is on staff during school hours. In the event that a child becomes ill or is injured during school, the health-room aide will contact the parent/guardian (or emergency-care contact if the parent/guardian cannot be reached) by telephone. A parent/guardian must sign for the student's release before leaving school.

### Administration of Medicine — First Aid

When medication must be administered during the school day, please follow the guidelines established in the current version of FCPS Regulation 2102:

1. Complete the FCPS Medication Authorization forms (available online at [www.fcps.edu](http://www.fcps.edu)).
2. Provide the school with properly labeled containers (your pharmacist will usually provide an extra container if you request it).
3. Medications must be transported to and from school by a parent/guardian.
4. Medications must be kept in the school clinic or other school-approved location.
5. Over-the counter (OTC) medications may be given up to 10 consecutive school days with the parent/guardian's signature on the FCPS Medication Authorization form (SS/SE-63) before a physician's authorization is required.
6. OTC medications that are pain relievers may be given as needed throughout the school year only with the parent/guardian's signature on Part 1 of the FCPS Medication Authorization form.

- Cough drops and throat lozenges may be carried and used by students in kindergarten through grade 12 as needed throughout the school year, provided they are in the original container or packaging. Students must not share cough drops or throat lozenges under any circumstances.

## Emergency Care Information

Parent/guardians must provide Orange Hunt with detailed information about each child on an emergency care card (Permission for Emergency Care). A parent/guardian's signature on the form authorizes a physician to provide emergency treatment if a parent/guardian is not present. **For your child's safety, it is essential that this form be returned to school as soon as possible and kept up-to-date. Please include all daytime phone numbers, including extensions, and notify the school immediately if there are any changes in addresses, phone numbers, diagnosed allergies, etc.** The school makes every effort to contact a parent/guardian in cases of emergency, but at times is unable to do so. Therefore, it is essential that other adults be designated as emergency contacts. The school may contact only persons listed on the emergency care card, even if the emergency is a missed bus.

**EMERGENCY CARE INFORMATION**  
 In case of an emergency, the school staff will contact 911.  
 Every attempt will be made to contact a parent, a guardian, or a designated emergency contact.

**STUDENT INFORMATION**

Last: \_\_\_\_\_ First: \_\_\_\_\_ Middle: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Gender:  M  F \_\_\_\_\_ Grade: \_\_\_\_\_  
 Student has medical alert information on file. See page 2 for details.

School Name: \_\_\_\_\_ ID No.: \_\_\_\_\_ Teacher or Counselor: \_\_\_\_\_ Bus # (AM): \_\_\_\_\_ Bus # (PM): \_\_\_\_\_

**PARENT/GUARDIAN CONTACT INFORMATION**  
 Any parent with whom the child resides has the right to make decisions concerning the child in the event of an emergency and to pick up the child from school. A non-custodial parent has the right to be listed as an emergency contact unless a court order or other legal document stating otherwise has been presented to the school.

Relationship: \_\_\_\_\_  Resides with \_\_\_\_\_ Language: \_\_\_\_\_ E-mail: \_\_\_\_\_  
 Last: \_\_\_\_\_ First: \_\_\_\_\_ Middle: \_\_\_\_\_ Home: Telephone \_\_\_\_\_  
 Number: \_\_\_\_\_ Street: \_\_\_\_\_ Apt.#: \_\_\_\_\_ Work: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Other: \_\_\_\_\_

Last: \_\_\_\_\_ First: \_\_\_\_\_ Middle: \_\_\_\_\_ Home: Telephone \_\_\_\_\_  
 Number: \_\_\_\_\_ Street: \_\_\_\_\_ Apt.#: \_\_\_\_\_ Work: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Other: \_\_\_\_\_

## Student Withdrawal/Change of Address

When a child is to be withdrawn from school, please notify the school in advance so that necessary reports and transfer slips can be prepared. If the child is moving within the Orange Hunt boundaries, please call the school office to update student records and the emergency care card.

## Communication

*Positive communication between the home and school is vital to a successful school experience for each child. Building partnerships is a priority for us at Orange Hunt as we endeavor to support all students.*

## School Website

Our school website can be accessed at [www.fcps.edu/OrangeHuntES/](http://www.fcps.edu/OrangeHuntES/). Information is continually updated including the school calendar and special events, and staff emails are listed for your convenience. There are tabs for parent and student resources, as well as contact information for the PTA.

## Friday Folders

Fridays are the designated day children take home information such as school announcements, PTA newsletters, menus, quarterly progress reports, and handouts. We ask your support in promptly returning school survey forms, field-trip permission slips, and other requested information, so they can be adequately processed.

## School Newsletter

“Spotlight on Learning” is published monthly and highlights the curriculum opportunities and experiences in which the children participate throughout the year.

## Conferences

Conferences are scheduled with parent/guardians at the end of the first grading period and at other times during the school year as needed. If you would like a conference, please send a note to the teacher or call the school for an appointment.

## Progress Reports

Progress reports are issued four times a year. Parents/guardians are invited to share their responses on the Comment Sheet and return it to school. Progress reports for grades 1-6 include effort grades (outstanding, good, satis-

# School Attendance and Enrollment

## Absences/Attendance

Children should be in school on time and for the entire day unless they are ill or there are unavoidable circumstances acceptable to the principal. Vacation and days off for pleasure are not acceptable excuses and are discouraged. Scheduling appointments during school hours should be avoided whenever possible. A written note of explanation from the parent/guardian is required for each student's absence. For safety reasons, parents/guardians need to report their child's absence or tardy arrival to the school office on a daily basis. You may call the absentee line at **703-913-6868** to report student absences/tardies from 4:30 p.m. the day before until 8:15 a.m. the day of the absence. After 8:15 a.m., call the school office at **703-913-6800**. The office is responsible for verifying student attendance. When a child is expected to be absent due to illness or injury for an extended period of time, the school office should be notified. In some instances, children may qualify for homebound instruction.



## Tardiness/Early Release

The first bell rings at 8:20 a.m., and a student is tardy if he/she is not in the classroom when the second bell rings at 8:35 a.m. Please help ensure your children arrive on time so they do not feel rushed as they begin their day. Students should have coats and backpacks put away and be ready to begin instruction by 8:35 a.m. Students arriving later than 8:35 a.m. should be accompanied to the office by a parent/guardian to sign them in before going to class. Emergencies are the only time students should arrive late to school. If a situation arises and a student needs to leave school early, parents/guardians should report to the office to sign their child out of school. Please send a note to the teacher to be used as a hall pass on that day.

## Student Enrollment

To enroll a student, a parent/guardian must complete a registration form and present these documents: birth certificate, verification of residency, record of immunization, and a physical examination report. Providing a transfer slip and current report card from the previous school is helpful.

## Kindergarten Enrollment

If a student is five years old on or before September 30 of the current year, he/she is eligible to attend kindergarten. Parent/guardians must either enroll their child or notify the school board of the intent not to enroll. Please notify the school in the spring so that the family can attend Kindergarten Orientation.

# Arrival and Dismissal Procedures

## Bell Schedule

Our school hours are 8:35 a.m. to 3:15 p.m. To help facilitate the successful arrival and dismissal of students, it is best for them to use their normal transportation plan beginning with the first day of school. Students should arrive at school at 8:20 a.m. each day. A second bell rings at 8:35 a.m. and students should be in their classrooms prior to this bell so they will not be tardy.



## School Traffic Pattern

The front circular driveway is reserved for bus traffic and emergency vehicles only. For safety reasons, cars may not enter the circle and park in the bus loop in front of the school. Parking is available adjacent to the school. The speed limit on school grounds is 5 m.p.h. and seatbelts or booster seats are required for all passengers.

## Kiss and Ride

Orange Hunt has an outstanding Kiss and Ride process which requires the assistance and support of all our families. We recommend transportation by car only when necessary. Children should be dropped off and picked up at building door 8. Drivers remain in vehicles and follow the single-file traffic pattern through the parking lot. Children should enter and exit vehicles only at the curb near the overhang. Children may not walk through the lot or among cars. Drivers should respect "no parking" and "handicap" areas. Emergency vehicles must always have access to the school. **REMEMBER:** It is unlawful to pass a school bus, even in the parking lot or driveway, if its lights are blinking, or if it is loading or unloading children. To support a smooth Kiss and Ride process, students may be dropped off starting at 8:05 a.m.



## Bus Riders

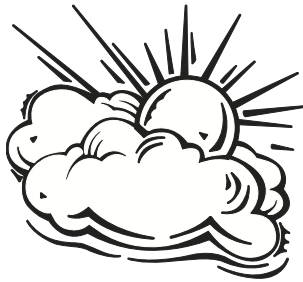
FCPS provides bus service to students living within the Orange Hunt boundaries and who are at least one mile beyond the school. Bus routes are sent home to kindergartners in August and are available at Open House for grades 1-6, as well as in the school office. Students are to use the closest bus stop to their home and should board and



depart the bus at the same stop each day. An adult must be present with kindergartners who board and depart the bus in the middle of the day or if a kindergartner is the only child at that bus stop before and after school. Parents/guardians are encouraged to be at the bus stop with their children and are requested to help children develop behavior habits that will contribute to safe conditions at the bus stop and a safe ride on the bus. Students must be respectful of private property, obey all safety rules, and cooperate with safety patrols. Not all bus stops will have a safety patrol. **Students are not permitted to ride a bus other than the one they are assigned. Walkers and Kiss and Ride students are only allowed to ride school buses on field trips.**

### Walkers

Walkers should arrive at school no earlier than 8:20 a.m. when the first bell rings. This affords maximum safety as many children are on the sidewalks and the safety patrols/crossing guards are in position. The adult crossing guards at Hunstman/Sydenstricker and Rockefeller/Spur are on duty from 8:10-8:35 a.m. and from 3:15-3:30 p.m. except Mondays which follow a 12:45-1:05 p.m. schedule. Patrols are at their posts at approximately 8:05 each morning and until 3:25 in the afternoon. Students are to go home immediately after school. Walking students must follow the recommended route, stay on the sidewalk, and not cut through yards. Walking students in grades 4-6 may ride a bike to school with parent permission only. Permission forms are required and are available in the office.



### Walking Groups

Children in walking groups should establish a meeting place outside the building after school. Walking groups going to Sydenstricker and the four-way stop at Huntsman should meet at the Exit 4 overhang. Walking groups going to the paths at the back of the school and to the path next to the parking lot should meet at the Exit 7 overhang. Suggestions for forming walking groups are available on various websites; please call the school if you need more information.

sure/reimburse for loss or damaged property. This policy is not intended to discourage the sharing of materials that enhance the instructional program, but to urge appropriate consideration of what is brought. Radios, CD players, trading/collectible cards, and electronic games are not to be brought to school. The return or replacement of property removed from a student because it is against school rules cannot be guaranteed.



### Accidents — Insurance

All accidents must be reported to the office immediately. Student medical and dental accident insurance is made available to interested parents/guardians. Enrollment is optional and open throughout the school year. All claims should be submitted directly to the insurance company.

### Vandalism

As a parent/guardian and concerned citizen, please call the FCPS Security Office at 703-764-2400 if you see suspicious activities on school property. The school security personnel or police will investigate.



### Pets on School Property

Board of Health regulations prohibit walking animals on school grounds. Parents/guardians should make sure that pets do not follow children to school. The Office of Animal Control will be called to pick up any stray animals on school grounds.

When animals are a related part of the instructional program, they may be brought to school with the approval of Mr. Pensler or Mrs.

Brooker. The animal must be brought to school by the parent/guardian during the instructional period and taken home that same day after the lesson. All animals must be good-natured, healthy, properly vaccinated, and restrained appropriately. Viewing the animal should be done outside the school building due to allergies.

### Fire — Tornado — Bus Safety

All students are taught safety procedures to use during an emergency. Drills are practiced routinely throughout the year.

### Student Safety Patrols

The purpose of student safety patrols is to assist with keeping students safe on the way to and from school, especially on the street, at street crossings, at bus stops, and on buses. The patrols also assist with safety in the school hallways. Patrols are not allowed to discipline other students for safety violations. They report infractions to the patrol sponsor. Please encourage your children to give patrols their full cooperation.

The Student Safety Patrol Program is sponsored by Mr. DePorter and Mrs. Hazard. Please notify the sponsor or Mr. Pensler if you see violations of safety rules or potentially dangerous situations.

### Sending Money to School

Any money, cash, or checks should be sent to school in a sealed envelope with the name and purpose written on the outside. Students should not bring excess money to school.

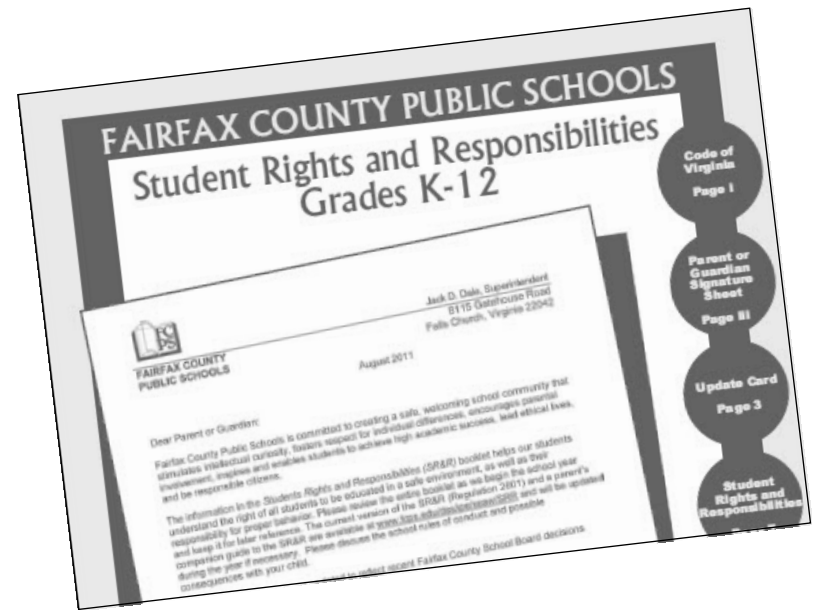
### Students' Personal Property

The types and value of property which are brought to school should be carefully considered. The school does not assume responsibility or in-



## Responsibilities and Respect

- ◆ 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 “Student Rights and Responsibilities” (SR&R). A copy is provided to each student and also is available in the school office and on the FCPS web page ([www.fcps.edu](http://www.fcps.edu)). This document includes information regarding consequences of behavior that is disrespectful, disruptive, destructive, or dangerous. FCPS strictly forbids inappropriate touching, weapons, substance abuse, name calling, inappropriate language, fighting, and any other forms of disruptive behavior. Orange Hunt has developed school rules of conduct based on SR&R that are a part of the school’s “Hoot” program. This information is presented to students through a classroom lesson in September (or as they enroll throughout the school year) and are reviewed quarterly. Students are expected to follow FCPS, school, and class rules.
- ◆ Teachers often recognize students who display respectful, responsible, and courteous behavior in their classrooms. The school also hosts quarterly Town Meetings to recognize these students. The counselors also promote programs which highlight good character attributes.



# School Safety Procedures

## Security

Stringent measures are maintained by Fairfax County Public Schools to ensure the safety of all children. At Orange Hunt, all school doors are locked. Visitors should enter using the school's main entrance door 1. Please ring the doorbell for entry. Students who normally use the side doors by the parking lot or woods are allowed to enter and exit these doors at arrival and dismissal time. These doors are locked at 8:35 a.m. and are not to be used as exits during the day except in an emergency.

## Visitors

All visitors (anyone not employed at Orange Hunt including parent/guardians, substitute teachers, volunteers, etc.) must report to the office, sign in, and wear an Orange Hunt visitors' or volunteer badge. Any adult inside the building who is not wearing a badge will be asked to report to the office.

Parent/guardians may visit/observe their child's classroom by making an appointment with the teacher. So that instruction is not impacted, visits should be no longer than 20 minutes. Friends of students are not permitted to attend classes. Parent/guardians are welcome to have lunch with their children.

## Release of Pupils During the School Day

Emergencies or illnesses are the only times students should leave school early. Established procedures are followed to assure the children's safety. Written permission should be sent to the teacher stating the requested time of release. Since a student can be released only to those listed on the emergency care card, it is important to include the name of any adult that you authorize to pick up your child. The person picking up the student is required to come to the office and sign the child out. Teachers may not release students directly to parent/guardians. Even if the emergency is a missed bus or a late pickup, the staff can only release your child to persons listed as authorized to pick up your child.

## Student Records and Personal Information

Student records are confidential. Parent/guardians may review their child's permanent records by making an appointment with Mr. Pensler or Mrs. Brooker. Students' name, addresses, and phone numbers are classified as directory information for the purposes of school-related activities such as

PTA, classroom events, etc. A parent/guardian who does not wish any or all of this "directory information" released must notify the school in writing within 20 days from the first day of the new school year.

## Access to Classrooms

If your child has forgotten an assignment, please stop by the front office for assistance.

## Staying After School

Students are not to remain at school after dismissal unless they are attending a supervised after-school activity in which a parent/guardian has enrolled them, or unless a parent/guardian has been notified that the teacher wishes them to stay. Please call the school if your child does not come home at the proper time.

## After-School Plans

Students are expected to proceed directly home after dismissal. If parents/guardians have worked out a carpool arrangement through the Kiss and Ride, then each student needs to be aware of the arrangement and be responsible for going to Kiss and Ride for pickup.

Please do not send notes to school to have office staff arrange for your child to go home with another student. When it is necessary to make a change in your child's normal routine for dismissal, parents/guardians should contact all parents/guardians who are involved to make them aware of the change.

Students may only ride the bus they are assigned. Please remind children to go directly home after school before going out to play. If your child is not home within the expected time frame, call the school immediately.

## Playground Use

The playground is reserved for students during the school day. School personnel do not supervise students on the playground before or after school hours. Any student wishing to use the playground before or after school needs to be supervised by a parent/guardian. Students are taught playground rules for the safety and respect of others.

