

# Harding Avenue Elementary School



## PARENT/STUDENT HANDBOOK 2014-15

429 Harding Avenue, Blacksburg, VA 24060  
Office Phone: (540)951-5732 Office Fax: (540)951-5729 Guidance: (540)951-5730  
[www.mcps.org/harding](http://www.mcps.org/harding)

HAE Pledge:

I pledge to treat others as I want to be treated.  
I will show respect to everyone and will be responsible for my actions.

Montgomery County Public Schools does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following persons have been designated to handle inquiries regarding non-discrimination policies:

Director of Elementary Education & Director of Secondary Education  
750 Imperial Street, Christiansburg, VA 24073, (540) 382-5100

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# WELCOME TO HARDING AVENUE ELEMENTARY

## PHILOSOPHY

The mission of Harding Avenue Elementary School is to provide a stimulating, positive learning environment in which students achieve their intellectual potential. The school environment provides options to manage the students' educational experiences that instill in each individual a lasting enthusiasm for learning.

It is the philosophy of Harding Avenue to provide for learning within a responsive, informal, congenial, trusting and option-loaded environment. Teachers must listen, encourage and guide. The student should pursue a wide variety of learning alternatives consistent with his/her own learning style, interests, requirements and aptitudes.

The philosophy, "Where each child matters," guides Harding Avenue Elementary School to produce a literate society whose members are productive, successful and responsible citizens. The insight, guidance and assistance provided by the school community also support the school as it effectively performs its function as an institution of learning.

## HAE DAILY SCHEDULE

8:30 AM	Building opens for students to go directly to classrooms
8:30-8:50 AM	Breakfast (optional)
8: 55 AM	Tardy bell (Students must be in their <u>homeroom</u> by this time)
8: 55 AM	Announcements and pledges
9:00 AM	Instruction Begins
TBA	Lunch
3:20 PM	K Dismissal
3:25 PM	Dismissal: Car Riders & Adventure Club Grades 1-5
3:30 PM	Dismissal: Bus Riders & Daycare Vans Grades 1-5

To ensure school safety:

- ✓ Parents and visitors are required to use the electronic buzz-in system to enter the school prior.
- ✓ Immediately after entering please report to the office to sign in using the computerized check-in system. You must have a driver's license or state identification card to use the system, and a visitor sticker will be printed for you to wear throughout your time in the school.
- ✓ When your visit is complete, please return to the office and sign out.
- ✓ Any student arriving after 8:50 *must* be escorted by a parent/guardian into the building.
- ✓ Students must not be on school grounds prior to 8:30. School supervision begins at 8:30.

*\*\*Your help with these requests is greatly appreciated.*

# FACULTY AND STAFF

## OFFICE

PRINCIPAL	Meggan C. Marshall
ADMINISTRATIVE ASSISTANT	Crystal Payne
CLERICAL AIDE	Nancy Curtis
SCHOOL NURSE	Janet Welsh
GUIDANCE COUNSELOR	Jennifer Baldwin

## HOMEROOM TEACHERS

KINDERGARTEN	Charlene Travis, Tanya Bishop, Katie Byrd
GRADE 1	Dana Day, Pam Earles, TBA
GRADE 2	Christin O'Rourke, Peggy Shrader
GRADE 3	Mary Biggs, Alicia Lloyd, Elizabeth Kostel
GRADE 4	Ashleigh Utzinger, Helen Fotinos, Kelsey Tarpley
GRADE 5	Laura Davis, Sharon Newberne

## SPECIALTY TEACHERS

ART	Sarah Burris
ESL (English as a Second Language)	Tecla Trossel-Hover
MEDIA SPECIALIST	Juliet Ryan
MUSIC	Samantha Quesenberry
P.E.	Dan White
READING SPECIALIST	Caroline Gaskins
GIFTED	Amy Lunsford
CONSULTING TEACHER (SPEC ED)	Kathryn Ward
SPECIAL EDUCATION	Sarah Yassine, BJ Mullins
SCHOOL PSYCHOLOGIST	Charlie Gregory
INSTRUCTIONAL ASSISTANTS	Cynthia Wimberley, Adrienne Ryder, Erika Reid, Chandrika Bandara

## SUPPORT STAFF

LUNCHROOM AIDE	Melanie Sites
CAFETERIA MANAGER	Jackie Snider
CAFETERIA STAFF	Betty Simpkins, Laurie Londrigan
SENIOR CUSTODIAN	Brian Light
CUSTODIAL STAFF	Cherie Slate, Melissa Vest

# ACADEMIC INFORMATION

## Homework

Homework is an expansion and enrichment of skills taught in the classroom and may be assigned in accordance with the needs of the class and individual student. All homework has three basic components: (1) listening to and/or writing the assignment, (2) completing the homework, and (3) returning the homework to school. Parents, students, and teachers will work together on the completion of the student's work.

Students in Fourth and Fifth Grade will be responsible for maintaining an up-to-date assignment book to record homework assignments and/or incomplete classroom work. **Pending teacher directive, parents must review the assignment book and initial daily. This is a primary means of communication.**

## Parent academic responsibilities:

- to show an interest in the child's work.
- to provide a suitable time and place for study.
- to allow enough time to complete the work.
- to give encouragement to the child.
- to reinforce and review a skill which may have been forgotten.
- to provide positive motivation and reinforcement of skills.
- to praise a job well done.
- to check the assignment book to see if work is completed according to the teacher's instructions.

## Student academic responsibilities:

- to listen in class and learn the skills for an assignment.
- to write down an assignment and ask questions if not clear.
- to take needed books and supplies home.
- to do neat and accurate work to the best of his/her ability.
- to complete assignments without constant reminders from teacher or parent.
- to complete assignments on time.
- to take completed assignments to school and turn in to the teacher.

## Report Cards and Conferences

Report cards will be sent home on the fifth school day after each nine-week grading period ends. Parents should read, sign, and return the report card envelope within one day of issue.

Regularly scheduled conference times for grades K through 5 are scheduled at the end of the first nine weeks. Spring conferences are scheduled per parent or teacher request. In addition to this, conferences can be scheduled at any time at the request of the parent, teacher, or principal.

At the end of the school year, parents of children who are absent or who leave early on the last day of school may either pick up report cards during the summer.

## **SPECIALTY CLASSES**

### **Guidance**

The guidance counselor works with families and school personnel to support children in their learning. The counselor specializes in teaching children the social skills and problem-solving abilities that are essential to healthy development and productive lives. Classroom guidance lessons are conducted on a regular basis at all grade levels. Children may also be involved in informal social lunches with the counselor and other students. Individual and group counseling are available to students who request this service and to those who are referred by their parents or teachers.

Parents are encouraged to consult with the counselor regarding issues that may affect their child's schooling. Please call the guidance office at 951-5730 should you wish to set up an appointment.

### **Physical Education**

Students at HAE get to participate in PE class twice a week for 30 minutes each time. Each student will be expected to participate in physical education unless a request to be excused is written by a physician and given to the teacher.

- For safety reasons students are required to wear tennis shoes or take off their hard-soled shoes during physical education in the multi-purpose room. Sandals and flip flops should not be worn.
- If girls wear skirts or dresses to school, they are asked to either change into shorts or slacks or to wear shorts under their skirt during physical education.
- Please see P.E. handout for specifics on curriculum and grading.

### **Library - Media Center**

The library media program is an integral part of the instructional program. The media specialist offers regularly planned activities to instruct students and allow practice in the use of learning resources in varying formats.

The media center is located in the center of the academic area. Most days the media center will be open from 8:30 – 4:00. Students may use the library after school until 4:00 if accompanied by a parent. When a library book and/or other material is lost or damaged, the student must pay a fee determined by the librarian.

### **Music**

Students at HAE get to participate in music class twice a week for 30 minutes each time. Montgomery County Public Schools has an excellent elementary music curriculum that is based on the Virginia Music SOL's and the National Standards for Music Education. Classes at all levels include singing, dancing, creating, listening, music reading, and instrument playing.

### **Art**

Each child at Harding travels to art class once a week for 50 minutes. The students have the opportunity to explore different mediums through instructional units which follow the Virginia Art SOL's.

# TECHNOLOGY

## ACCEPTABLE COMPUTER SYSTEM USE INTRODUCTION USING THE INTERNET AND COMPUTER BASED TECHNOLOGY STUDENT ACCEPTABLE USE POLICY

### Grades K-5

I will read the rules for using the Internet that are given below and will ask an adult at my school if I do not understand what any of them mean. I also know that if I do not use computers and equipment in the right way, my teacher or Principal may need to punish me. In fact, I may not be allowed to use computers and equipment again at school.

- I will only use computers and equipment in the manner for which they are made. I will always follow teacher or parent instructions for how to use computers and equipment in the classroom. I know that my parents and myself may be held responsible for damage done to equipment that results from my misbehavior.
- I understand that it is I, not the school system, who is responsible or liable for any damages that I cause while using technology.
- I will be polite to other people when writing to them (or talking with them) while I am on the Internet. I will not use curse words or any language that my teacher or parent would not want me to use in my classroom.
- I will never give my name, my home address, any personal information about me or my family, or my telephone number to anyone I write to or communicate with on the Internet. I know that almost anyone I contact is a stranger to me, and that I don't share personal information with strangers no matter how nice they seem to be.
- I know that my teacher and my Principal want me to use the Internet to learn more about the subjects I am studying in my classroom. I will not use the Internet for any other reason. For example, I will not search for a comic book site when I am supposed to be looking for something in science.
- Because the people I write to or communicate with on the Internet cannot see me, they will not know what I look like or even how old I am. When I am on the Internet, I promise never to tell people that I am someone else. And I will never send them personal information, such as a picture or my name, by using an envelope and stamp.
- I understand that sometimes I may see a site on the Internet that has pictures or words that my teacher or parents would not want me to see. I will not try to find those sites and, if I come across one of them by accident, I will leave it as soon as I can. For example, suppose I am searching for a type of animal and find a picture that only adults should see. I quickly use my forward or backward keys to take me to another site. I will not continue to look at the site with the bad picture and will not show it to others around me. I also will not print it out or save the picture.
- I agree that I cannot use the words or pictures I see on an Internet site without giving credit to the person who owns the site. For example, I will not copy information from the Internet and hand it in to my teacher as my own work.
- I may be given a password—a special word that only I know. I may have to use this password to sign onto a computer or to send mail over the internet. I know that I must never tell a friend what that password is. My password should be known only by me. And I know that I should never use a password for myself if that password belongs to someone else.



# ATTENDANCE INFORMATION

## Attendance

### **MCPS POLICY 7-2.3 STUDENT ATTENDANCE AND ABSENCES/TRUANCY**

Public education is a right available to all young people of school age in Montgomery County. It is provided at considerable expense to parents and other citizens of the county.

Student attendance is a cooperative effort among schools, parents, and students. To achieve optimum learning, good attendance by students K-12 is crucial. Tardies (check-ins) and early dismissals (checkouts) are disruptive to the instructional time of the entire class. Each parent or guardian is responsible for the student's regular and punctual attendance.

Regular class attendance is considered by the Montgomery County School Board to be essential to the educational process and to the satisfactory completion of the requirements of any class and subject offered. Regular school attendance also is directly related to the development of good habits, which are important in the world of work and in higher education. A ninety-five percent (95%) or better attendance rate is the goal.

School personnel shall recognize their responsibilities to motivate students to attend school and to conduct the curriculum in such a manner as to provide for the individual needs of students.

Nothing in this policy shall be construed to limit in any way the authority of any attendance officer or the division superintendent to seek immediate compliance with the compulsory attendance law.

## **Truancy**

A reasonable effort will be made to contact a parent/guardian of each absent student every day and to obtain an explanation for the student's absence, where there is no indication that the student's parent is aware of and supports the absence.

The following procedures apply when a student fails to report to school for scheduled school days:

### Upon Fifth Absence Without Parental Awareness and Support:

After a total of five (5) scheduled school days missed, where there is no indication that the student's parent is aware of and supports the absences, the principal or the principal's designee will make a reasonable effort to ensure that direct contact is made with the parent to obtain an explanation for the pupil's absence and to explain to the parent consequences of continued non-attendance. The principal or the principal's designee, the pupil, and the pupil's parent will develop a plan to resolve the pupil's non-attendance. The plan must include documentation of the reasons for the pupil's non-attendance.

### Upon Sixth Absence Without Parental Awareness and Support:

If the pupil is absent a sixth (6<sup>th</sup>) day, after direct contact with the pupil's parent, if the principal or the principal's designee has received no indication that the pupil's parent is aware of and supports the pupil's absence, the principal or the principal's designee shall schedule a conference within ten (10) school days with the pupil, his/her parent, and school personnel. At the conference, the pupil, his/her parent, and school personnel, shall meet to resolve issues relating to the pupil's non-attendance. Other community service providers may also be included in the conference.

### Upon Additional Absence Without Parental Awareness and Support:

3. Upon the next absence after the conference, without indication that the pupil's parent is aware of and supports the pupil's absence, the principal or the principal's designee shall notify the division superintendent or his/her designee, who shall enforce the compulsory attendance rolls by either or both of the following:
  - a. filing a complaint with the Juvenile and Domestic Relations Court alleging that the pupil is a child in need of supervision as defined in Virginia Code § 16.1-228; and/or
  - b. instituting proceedings against the parents pursuant to § 18.2-371 or § 22.1-262. In filing a complaint against the parents, the division superintendent's designee shall provide written documentation of the efforts already undertaken to resolve the pupil's absence. If the

student's parents have joint physical custody of the student and the school has notice of the custody arrangement, then both parents shall be notified at their last known addresses.

It is expected that parents will cooperate with school officials to remedy the student's attendance problem. When direct contact with the parent cannot be made despite reasonable efforts, or when parents otherwise fail to cooperate in remedying the student's attendance problem, the division superintendent or his/her designee may seek immediate compliance with compulsory school attendance laws. The division superintendent's designee, with the knowledge and approval of the division superintendent, shall institute proceedings against any parent who fails to comply with the requirements of the compulsory attendance laws. When the complaint arises out of the parent's failure to comply with the requirements of the law relating to compulsory attendance, the division superintendent's designee shall document the school division's compliance with procedures for enforcing compulsory attendance.

Student attendance will be monitored and reported as required by state law and regulations. At the end of each school year, each public school principal will report to the division superintendent the number of pupils by grade level for whom a conference was scheduled as set forth above. The division superintendent will compile this information and will submit a report annually to the Virginia Superintendent of Public Instruction.

### **Student Absences/Tardies/Early Dismissals**

Student absences, tardies, check-ins, and checkouts will be recorded on a daily basis for each class in the following manner:

- a. A student is counted present only when he/she is present in the classroom or other approved designated area at the time of the tardy bell or is attending or participating in an approved school-sponsored field trip or event.
- b. A student reporting after the tardy bell or after the designated starting time for the class period will be recorded as present and tardy.
- c. If a student is being transported by a County bus or vehicle that arrives late, the student will not be counted as tardy.
- d. A student shall be considered absent when he/she does not report to class during the class period.
- e. A student who reports to the school attendance office late with or without documentation will be marked as a check-in.
- f. A student who requests an early dismissal with documentation shall be marked as a checkout at the school attendance office.
- g. At the beginning of the school year, teachers should inform students of how the tardy policy is implemented in their classrooms for middle and high school students.

Teachers are responsible for initiating the necessary communications with parents any time absences, check-ins or checkouts are jeopardizing the student's progress in class. Absences, check-ins and checkouts for each grading period will be reported to the parent(s)/guardian(s) on the report card. Any pattern of excessive absences, check-ins, check-outs, may result in a written plan to improve attendance.

For elementary school students, if a student misses five (5) days within any grading period, a letter may be sent to the parent to encourage improved attendance. Retention may be considered for any student missing twenty (20) days of school.

## Documenting Absences

School officials shall not consider absences as excused or unexcused. All absences shall be identified as documented (note received) or not documented (no note received). Each student should present to the school attendance office a written note which includes the date(s), cause(s), and the parent's/guardian's signature for daily absences, early dismissal or late arrival of the student. Parental permission for early dismissal must be presented to school officials on or before the day requested. Notes of explanation for student absences or check-ins should be received the day following the absence or check-in.

Absences, check-ins, or checkouts for any of the reasons listed below shall not contribute to the maximum number of absences allowed by this policy.

- a. state mandated testing or other school/division testing programs;
- b. school-sponsored field trips or activities;
- c. all VHSL activities;
- d. late bus or buses which fail to run;
- e. conference with guidance counselor, administrator, or other related staff members;
- f. in-school suspension (I.S.S.);
- g. involuntary court appearance (copy of court order or subpoena required);
- h. death in the family or household (verification may be required);
- i. religious holidays (verification may be required);

Absences, check-ins, and checkouts for reasons other than those listed above shall contribute to the total absences allowed by this policy. For the purpose of record keeping in attendance, three (3) check-ins and/or checkouts shall be equal to one (1) absence towards the maximum number allowed. Any excessive check-ins, checkouts, or patterns of absences may result in a review of the attendance plan.

All notes of excuse, requests, or any other correspondence concerning student absences, check-ins, and check-outs shall be preserved for a minimum of sixty (60) calendar days after the close of the school year.

## Make-Up Work

It shall be the responsibility of the student and/or parent to request make-up work for absences and for the student to complete all assigned make-up work within one school day for every day missed (Example: miss 3 days, 3 school days to make up the work) unless the teacher extends his/her time. Teachers shall have the discretion to extend the time limit because of extenuating circumstances. Make-up work shall be provided for all absences, including absences caused by out-of-school suspensions.

## Absences

Parents/guardians are requested to call the office between 8:30 and 9:30 a.m. if their child is absent on a given day. If the school receives no call, an attempt will be made to contact the parent of the absent child. If a child is absent for more than one day, parents are asked to confirm daily so we know the child is safely in your care when absent or tardy. For your convenience our answering machine will be on every night – leave a message any time. If tardy, remember to state what time your child will arrive, and whether he or she needs a school lunch.

If you know in advance that your child will be absent from school, please notify the office and homeroom teacher. A written excuse must be brought to the teacher on the day a child returns from an absence if the school was not contacted during the absence.

Students who are tardy (arrive at school later than 8:55 a.m.) must report to the office before going to their classroom. **Students MUST be accompanied by an adult or bring a note from a parent explaining their tardiness.** Late arrivals cause problems for the teacher and the child. The child starts the day with the

disadvantage of being behind, and the teacher often has to take time from the class to cover instructions again for one child. Please try to schedule routine doctor and dentist appointments outside school hours. School will begin promptly at 8:55. Announcements will occur at 8:55.

A child absent for any reason will be given make-up work upon returning to school. Make-up work for the child who is absent from school due to extended illness will be provided upon request. **Please call the office before noon and then you may either pick up work in the office after 3:30 p.m.** or request that the work be sent home by a designated student.

Please Note: Teachers are *not* required to furnish "keep up" work for children to take on trips and vacations. Any work missed for these reasons will be made up at the teacher's discretion.

### **Check-Out Procedure**

To pick up a child before 3:30 p.m., parents must first report to the office where they will sign out their child. A driver's license or state ID card will be required. The teacher will be notified to send the student to the office for dismissal. Instances of checking students out early should be held to a minimum to avoid disruption of the instructional day. Parents should park in the front parking lot away from the bus lane.

*\*Instruction continues until 3:20 each day.*

*\*At no time should parents attempt to park or pick up a child in the bus or car loading area where it will block passage through the parking lot.*

## **DELAYED OPENING/EMERGENCY CLOSING OF SCHOOLS**

Schools may be closed for the entire day or may have a delayed opening of one or two hours. "Delayed opening" means school buses will run their routes and schools will begin the day one or two hours later than normal. Telephone numbers answered with recording devices will have information concerning school closings, delayed openings, and early dismissals. These numbers are 382-5102 and 382-5103. Recordings will be made as soon as the decision is reached.

In the event of a "delayed opening", a cold breakfast will be available to students wishing to purchase a breakfast. Walkers and students transported by car should not arrive before 9:30 when there is a one-hour delay or before 10:30 when there is a two-hour delay. In the event of school closing or early dismissal, all extra curricular activities conducted at the school are canceled and all students who do not ride buses should be picked up promptly at the early dismissal time. To quote from the Montgomery County School Policy Manual:

"When a decision is made to close schools, or delay the opening of schools, or to dismiss students early, the following radio and television stations are called by the Superintendent or designated members of his staff and requested to make the appropriate announcement: Radio Stations WRAD, WPVR, WKEX, WVTF, WJJJ/WVVV, WNRF, WXLK; television stations WSLS-Channel 10, and WDBJ-Channel 7. Schools are open until announced closed. Radio and television stations will be notified at the earliest possible time but no later than 7:00 a.m."

Each bus driver has a designated route with specific stops for loading/unloading children. However, bus drivers are given the authority not to travel any portion of a road that the driver considers to be unsafe. The regular driver is familiar with those portions of the route and may be unable to run them during inclement weather.

It is requested that parents assist school authorities by doing the following:

1. Have the radio and/or television available to listen for announcements of closing of schools.
2. Do not call or have children call the School Board Office or the schools to find out if schools are closed. All available telephone lines are needed by the schools and the school board office to communicate with each other, with radio and TV stations, and with other consulting agencies.
3. Make plans with your child and inform the office staff or the teacher as to specific procedures your child is to follow when schools are closed, have delayed openings, or have early dismissals. Unless the office staff or teacher is properly notified in advance, each child will be released from school to return home in the regular manner. Notification to the school of special procedures for a child to follow should be written and signed by the parent or guardian. Only in emergency situations when the office staff or teacher can verify the identity of the caller will phone calls be accepted as a means to notify the school of special instructions for a child. School board policy prohibits releasing a child from school to anyone except the child's parent or guardian unless specific permission is given by the parent/guardian to school authorities.

# FOOD NUTRITION PROGRAM

## Breakfast and Lunch Program

Breakfast and lunch are served daily. Menus are printed monthly by Montgomery County School Nutrition Program and are distributed to each child. Notice of menus is also published weekly in The News Messenger and in the "Current" section of The Roanoke Times. A link to the monthly menu is also available from [www.mcps.org/harding](http://www.mcps.org/harding).

The school cafeteria will serve breakfast from 8:30-8:50 a.m. On delayed openings, a cold breakfast is available; however, when a bus arrives late on a regular school day, riders who wish to purchase breakfast will be served. Hot lunches with milk are served every day.

Meal prices are as follows:

Full price breakfast - \$ 1.50  
Reduced price breakfast - \$ .30  
Full price lunch - \$2.40  
**Reduced Lunch \$ .40**  
Adult breakfast – **ala carte**  
Adult lunch - **\$3.75**  
Reduced price lunch - \$ .40  
Full price 1/2 pint milk - \$ .45  
Second serving of milk - \$ .35

\*"Free and Reduced-Price Meal Benefits **do not** provide a free or reduced-price milk to eligible students who desire to bring a home-made lunch, or breakfast, to school. The Free and Reduced-price meal benefit only applies when the **ENTIRE MEAL** is provided by School Nutrition Programs."

MCPS is now using My School Bucks as an online payment vendor. The training website with instructions on how to use the program is <http://educate.myschoolbucks.com>. The web address to set up an account for a student is <http://www.myschoolbucks.com>. If parents need assistance call the my School Bucks online support number at 855-832-5226.

Lunches may be paid for in advance either by the week or for the month. Students who forget lunch money may borrow from the cafeteria with the understanding that the charge will be repaid the next school day. **No student may accrue more than two charges.** If a student habitually forgets his or her lunch money, the student will be asked to contact a parent to bring lunch money to the school for them.

Parents are encouraged to eat with their children on occasion. On the day of your visit, send a note or call the cafeteria before 9:30 a.m. and ask to be included in the lunch count. Parents eating lunch with their child must first check in at the office for a visitor's pass, and then are asked to wait in the hallway across from the kitchen to join your child. Carbonated beverages are not allowed. Parents are asked not to bring "fast food" to their children at lunchtime.

\*During the last 2 weeks of school students may **not** be allowed to charge breakfast or lunch and may be required to call a parent to bring him/her money. It is important to keep plenty of money on students' accounts, especially at this time of year. Any remaining balance at year's end will carry over to the next school year as long as student is attending a MCPS school.

## **GENERAL INFORMATION**

### **Automated Message System**

Montgomery County Public Schools and Harding Avenue Elementary School will utilize an automated phone/email system, School Messenger, to assist in mass communication about school events. It is important for the main office to have accurate phone numbers and email addresses to effectively use this system. If you are not receiving information please contact the main office.

### **Book Fair**

Twice a year, the school conducts a book fair that is open to all HAE students and to the community. Each class is brought to the fair to browse and decide on the books the student may wish to purchase. Then the fair is opened to the public. Books are available on many topics and in all price ranges. The proceeds directly support Harding Avenue Elementary School. All proceeds from the spring book fair support the library/media center.

### **Clubs**

Harding Avenue Elementary offers several extracurricular clubs to students. Club sponsors must meet with the administration to determine criteria for selecting participants in their club. For example, several clubs are only offered for specific grade levels and students with genuine interest in the club. Clubs are to enhance a child's learning experience, it is not intended for childcare purposes. If a child does not show interest in a club then s/he may be asked not to return to the club. We want this to be a positive experience for all the students involved. Clubs may include a small fee, scholarships are available as needed. Some of the clubs that have previously been offered include chess, French, art, 4H, computer, knit and crochet, running, and green clubs. Please look for information in your child's folder about the clubs within the first month of school that will be offered that year or semester. If you are interested in sponsoring a club please contact the office. Clubs typically run in alignment with the Virginia Tech schedule as many of our volunteers are from VT.

### **Equal Rights: Notice of Compliance with Equal Rights Regulations in Educational Programs and Activities**

In compliance with the Executive Order 11246; Title II of the Education Amendments of 1976; Title VI of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972; Title IX Regulation Implementing Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973; and all other federal, state, school rules, laws, regulations, and policies, the Montgomery County Public Schools shall not discriminate on the basis of sex, age, race, color, national origin, religion or disability in the educational programs or activities which it operates.

It is the intent of Montgomery County Public Schools to comply with both the letter and the spirit of the law in making certain discrimination does not exist in its policies, regulations, and operations. Grievance procedures for Title IX and Section 504, have been established for students, their parents, and employees who feel discrimination has been shown by the school division.

Specific complaints of alleged discrimination under Title IX (sex) and Section 504 (disability) should be referred to:

John Staten  
Assistant Superintendent of Operations  
Montgomery County Public Schools  
750 Imperial Street  
Christiansburg, VA 24073  
(540) 382 - 5100 ext. 1011

All students attending Montgomery County Public Schools may participate in education programs and activities, including but not limited to health, physical education, music and vocational technical education, (homemaking and consumer education, trades and industrial education, business and office education, etc.), regardless of race, color, national origin, religion, age, disability, or sex.

### **Family Educational Rights and Privacy Act (FERPA)**

Notice to all parents of students attending the Montgomery County Public Schools and all students currently attending the Montgomery County Public Schools who have reached the age of 18

### **Student Records**

The Family Educational Rights and Privacy Act (FERPA) is a federal law that governs the maintenance of student records. Under the law, parents of students, or students if they are 18 years of age or older (“eligible students”), have the following rights:

The right to inspect and review the student’s education records within 45 days of the day the school division receives a request for access. Parents or eligible students should submit to the relevant school principal or other appropriate school official a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the school to amend a record they believe is inaccurate or misleading. They should write the school principal or appropriate school official, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. Several exceptions exist to the rule requiring consent before release of personally identifiable information. One exception permits disclosure to school officials with legitimate educational interests in the information. For the purposes of this exception, a school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. A second notable exception to the consent rule relates to the disclosure of education records to officials of another school district in which a student sees or intends to enroll. The Montgomery County Public Schools disclose such records without prior consent. A third exception to the consent rule relates to the disclosure of “directory information.” Please see the discussion below regarding Montgomery County Public Schools’ policy regarding directory information.

The right to file a complaint with the US Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
US Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605



## **Directory Information**

As is discussed above, FERPA requires the Montgomery County Public Schools, with certain exceptions, to obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the school district may disclose appropriately designated "directory information" without written consent, unless you have advised the school district to the contrary in accordance with district procedures. The primary purpose of directory information is to allow the school district to include this type of information from your child's education records in certain school publications, such as: a playbill showing your student's role in a drama production; the annual yearbook; honor roll or other recognition lists; graduation programs; and sports activity sheets (e.g., for wrestling event, and which show weight and height of team members).

Directory information is generally not considered harmful or an invasion of privacy if released. FERPA permits the school district to disclose directory information to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local school districts that receive federal money under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with information from three directory information categories – names, addresses and telephone listings – unless parents have advised the school district that they do not want their student's information disclosed without their prior written consent. The Montgomery County Public Schools receive assistance under ESEA.

The School Board has designated the following categories of information as "directory information" subject to disclosure without parental consent: the student's name, address and telephone number; date and place of birth; participation in officially recognized sports and activities; weight and height of members of athletic teams; degrees, honors and awards received; school and dates of attendance; grade in school and program of study. School officials may release this information without the consent of the parents or student. The Montgomery County Public Schools release student information related to awards and participation in activities for recognition purposes, consistent with FERPA's requirements. The school district also releases names and addresses of students to permit students to receive educational and occupational information.

Any parents or eligible students who object to the release of any or all of this information without their consent must notify, in writing, the principal of the school where the records are kept. The objection must state what information the parent or eligible student does not want released. If no objection is received, directory information may be released until the beginning of the 2009 – 2010 school year.

The Montgomery County School Board has adopted a written policy regarding rights of parents and students under FERPA. Copies of the policy may be found in the Superintendent's Office, in the principal's office at each school, and in your local public library.

*For additional information regarding the student records policy, contact either the principal of the school your child attends or John Staten, Assistant Superintendent of Operations, at 382-5100 ext.1011.*

## **Field Trips**

For any school field trips, each student must have written permission signed by a parent or guardian. A blanket permission form will be sent at the beginning of the school year. Teachers will send field trip information home prior to each trip. Chaperones will be selected, as needed, at the school's discretion. The focus of field trips is for current HAE students to learn; therefore, siblings may not attend any field trip.

*\*\*Chaperones are there to assist the teacher with the trip, which may include such things as student management, accountability for all students, serving meals, transporting materials and resources, etc.*

## **Grade Level Curriculum Nights**

Within the first few weeks of school, each grade level will hold a Curriculum Night for the parents of students attending Harding Avenue as well as interested members of the community. Teachers are available to answer questions concerning the school programs. (Questions concerning *individual* student progress are to be covered during individual parent-teacher conferences. Please call or email to set up an individual private meeting as needed.)

## **Lost and Found**

Names should be marked on clothing, books, lunches and supplies.

Lost and found articles of clothing will be in the multipurpose room, other items in the office. Unclaimed clothing is given to charity at the end of year. Please check the office or lost and found bin periodically.

## **Minute of Silence**

During the morning announcements, our school observes a minute of silence. If you are a guest in our school during that time, we request that you honor that time as well.

## **Monthly Activity Calendar and Nine -Week Newsletter**

During the last school week of each month, an electronic calendar will be emailed and posted on the school's webpage listing events, holidays, workdays, important deadlines, etc. for the following month ([www.mcps.org/harding](http://www.mcps.org/harding)). Montgomery County Public Schools calendar can be accessed from the MCPS home page ([www.mcps.org](http://www.mcps.org)). A Nine-Week Newsletter will be made available via email and/or HAE webpage at the end of the first three nine weeks. Please make it a point to look for this publication.

*\*Please request a paper copy of the activity calendar and/or Nine-Week Newsletter, as needed.*

## **Parent Portal**

Parent portal is available to all MCPS families. Please check it periodically to monitor your child's progress. For questions about your child's grades or attendance, please contact teacher directly.

## **Parking**

Parking for parents and visitors is limited to the school designated parking lots during the regular school day. However, for special announced school events that generate parent/community visitation, on street parking on the school side of Harding Avenue will be permitted by the town. Please try to park a few feet back from parking lot exit to increase visibility of street traffic when exiting. During special events, visitors may also park on the side of the bus lane closest to the street. At no time will parking be permitted in the bus lane along the curb nearest the school building. This must remain open for emergency vehicles should they be needed. When dropping off or picking up students, please do not block driveway entrance.

*\*Vehicles may be towed, at owners' expense, if parked in any surrounding apartment complex.*

## **PTA**

The PTA is a valuable resource at Harding Avenue. All parents are urged to become members and to actively participate in PTA sponsored events. Meetings are scheduled monthly during the school year. The annual membership drive is held at the beginning of the school year. Please join.

## **Safety**

It is our goal to provide a safe learning environment for our children. For this reason all exterior doors remain locked throughout the day. An electronic buzz system is used to enter the front doors. Identification may be requested, and a valid license or state identification will be required when signing into the main office. Regular safety drills will be conducted. All visitors will be expected to report to the main office, sign in using the electronic system and provide photo identification. Each visitor must then wear the printed valid visitor pass while in the building. Parents/family members visiting at lunch must

check in at the office and get a visitor badge prior to entering the cafeteria. Volunteers must complete a volunteer and confidentiality form. Local law enforcement work closely with our building to ensure safety and will regularly visit our school.

### **School Directory**

The PTA provides a directory to families of HAE students to help connect our community. It is intended ONLY for this use and is NOT to be used for mass distribution and/or business purposes. Please respect this request so the PTA can continue to provide this valuable resource to our families. Look for information about this at the beginning of the school year.

### **School Insurance**

School accident insurance is available through Scholastic Insurers, Inc., Box 3194 , Johnson City, Tennessee, 37602. Several plans are available, with rates ranging from \$9 to \$94. A brochure will be included in your registration packet and/or distributed at the beginning of the school year.

### **Sexual Harassment**

It is prohibited for any employee or student, male or female, to harass another employee or student by making unwelcome sexual advances or requests for sexual favors or engaging in other verbal or physical contact of a sexual nature when (1) submission to or rejection of the conduct is used as a basis for academic decisions affecting the student; (2) such conduct creates an intimidating, hostile or offensive learning environment; or (3) submission to the conduct is made either explicitly or implicitly a term or condition of the student's participation in school programs.

The School Board has adopted a grievance procedure for complaints by students of discrimination on the basis of sex or sexual harassment. The policy is located in the School Board Policy Manual that can be found at your school library, in the county libraries, and on the Montgomery County Public Schools web site - [www.mcps.org](http://www.mcps.org).

### **School Pictures**

Individual student school pictures will be taken in the fall and in the spring. A class group picture and/or yearbook will be offered for sale in the spring.

### **Student Records**

It is important that all student records be kept current. ***If there is a change of address, parent employment, or telephone number (work or home), please notify the school immediately or log onto Parent Portal to update information yourself.*** Every child must have a current emergency contact telephone number. At the beginning of the academic year, students will receive a printed form for updating demographic information. Please correct and return them promptly.

### **Telephone**

Students, with their teacher's permission, may use the school telephone when ill or when a situation arises that is deemed an emergency by the child's teacher or by the principal. Parents who wish to speak to a teacher are asked to call 951-5732 to leave a message with the office staff asking the teacher to return your call.

### **Virginia School Entrance Requirements**

Every child entering a Virginia school for the first time (kindergarten, first grade or transfer) must bring a birth certificate and a social security card for verification within ten days of entrance into school. If a birth certificate cannot be produced, the person who is explaining why the birth certificate is not available must file an affidavit with the school system and make arrangements to secure a new one. It is also required

that every child have a physical examination recorded on a Commonwealth of Virginia School Entrance Physical Examination and Immunization Certification form. Students must be adequately immunized before entering school or have a notarized Certificate of Religious Exemption on file at the school.

### **Visitors**

We welcome parents and interested citizens to arrange with the principal to visit the school and observe the instructional program. Parents and citizens are also encouraged to become part of the school's activities in various other ways including:

- participating as a volunteer.
- joining children for lunch.
- participating in parent/teacher conferences.
- participating in PTA and PTA-sponsored events.
- attending class and school-sponsored programs.
- sharing talents and skills.

Anyone, including parents, who visit school property for any reason, must register with the school office and provide a valid driver's license or state identification immediately upon entering the building to be issued a valid visitor pass that must be worn at all times.

### **Yearbooks**

The school creates an exceptional yearbook documenting important events and people throughout each school year. It is essential to preorder and pay the \$15.00 fee to guarantee a copy of the yearbook when the initial order forms are distributed in the winter. Price of yearbooks will increase to \$20 if order and payment is not submitted by designated date. Yearbooks will be distributed the last week of school.

# HEALTH/MEDICAL INFORMATION

## Administration of Medication at School

Administration of medications will be permitted on school property only when medically necessary and under the direct supervision of appropriate staff members. We attempt to discourage the administration of medication during school hours and whenever possible, request doses of medication be scheduled other than school hours. The first dose of any newly prescribed medication should always be given at home. For the safety of the students, the following procedures must be followed:

- If **prescription medications** are to be given at school, the Montgomery County Medication Permission form must be provided and signed by the doctor/licensed prescriber, and the parent/guardian. It must specify the name of the medication, dosage and time to be given. A separate medication permission form must be completed for each medication. Please note: **Prescription bottles do not take the place of a medication form signed by a physician.**
- If **non-prescription** medications are to be given at school, the medication permission form must be completed and signed by the parent or guardian, indicating the name, dosage and time to be given. Non-prescription medications can be administered for no longer than three consecutive days, after which time a written order from a physician/other licensed prescriber is required.
- All medication is to be brought to school by the parent or guardian in the original, properly labeled container. The information on the container must match the information on the medication permission form. If the parent is unable to deliver the medication to the school, he or she must call the school to report that the medication is being delivered by the student. All medication must be accompanied by a medication permission form.
- Self administration of any medication, prescription or non-prescription, is prohibited for students in grades kindergarten through eight with one exception. Medications needed in a medical emergency such as inhalers, epi-pens, or glucose tablets may be kept in the possession of a student and self-administered only with a written statement from a physician/licensed prescriber.
- Sharing, borrowing or distributing any medication is prohibited and may result in a recommendation of expulsion.
- Medication permission forms are available in the school office and most local doctors' offices. They can also be downloaded from the MCPS website.

## Health Screenings

At the elementary level, the following health screenings are performed yearly by MCPS nurses:

- Kindergarten – height, weight, vision, hearing, fine and gross motor
- Third Grade – height, weight, vision, hearing
- Fifth Grade – Scoliosis

Parents/Guardians have the opportunity to opt out of screenings each year.

## Student Illness/Injuries

Minor cuts and scratches are washed with soap and water and covered with a bandage. Bumps are treated by applying ice packs. Parents are notified for more significant injuries.

If a child has a fever or any communicable condition is suspected, the parent will be notified and asked to take the child home until treatment/time renders the child not contagious. Children with head lice will be excluded from school until treatment given and are lice/nit free.

**Children should be kept home for the following conditions:**

- **Fever** – If your child’s temperature is 99.7 degrees or higher, keep him/her home. Your child should be fever free (without medication) for 24 hours before returning to school.
- **Cough/Cold** – Children with bad coughs need to stay home, and see a doctor if cough lasts more than a few days or accompanied by a fever. Return to school when cough improves and child feels better. Don’t wait for cough to disappear entirely; that could take a week or more. \*You may bring cough drops to school accompanied by a medication permission form.
- **Diarrhea/Vomiting** – Keep your child home for 24 hours since last episode (without medication)
- **Sore Throat** – A severe sore throat, or one accompanied by a fever, headache or stomach upset could be strep throat. Keep your child at home and contact your doctor. If antibiotics are required, your child can return to school 24 hours after treatment begins.
- **Earache** – If severe, your child needs to see a doctor.
- **Pink Eye** – If your child’s eyes are red or swollen, or have a discharge, keep home and contact your doctor. Keep home until 24 hours of treatment with antibiotic ointment (if required) and symptoms have improved.
- **Rash** – Children with a skin rash should see a doctor, as this can be one of several infectious diseases. Return to school when your doctor has given the OK, and provide documentation from the doctor.

\*It is important that a parent’s phone number(s) be on file in the school office. Be sure to notify the school if any changes in contact information.

# STUDENT CONDUCT

## Student Behavior

All students have the right to a safe environment conducive to learning. **The most important student responsibility is to avoid "disruptive" behavior that infringes on the rights of other students and interferes with their learning.**

"Disruptive" means behavior by a student that prevents the teacher from carrying out the normal instructional activities of the class and interferes/interrupts students from learning. When this kind of behavior occurs in the classroom, teachers and administrators will take the necessary actions to handle the disruption.

The student may:

- be placed in a "Time Out" area in the classroom until he/she can calm down.
- be removed from the classroom until teacher and student can talk about the matter.
- be removed from the classroom and taken to the principal's office to work.
- call home and report his/her actions to parents.
- be removed from the school on out-of-school suspension.

Students are subject to corrective actions for any misconduct that occurs:

- in school.
- on school property.
- on a school vehicle.
- while participating in or attending any school-sponsored activity or trip, on the way to and from school.

Any behavior is unacceptable if it:

- interferes with the rights of others and their learning.
- endangers the welfare and safety of others (includes threats in any form).
- is unlawful.
- interferes with orderly conduct of any phase of the school program.
- is profane or vulgar.

Discipline at HAE will preserve the dignity of all individuals and foster self-control in each student. Consequences will be applied fairly and consistently to establish, maintain, and restore relationships. The HAE staff seeks to establish an understanding of others and their differences and to honor differences in ourselves and others when resolving conflicts in school.

Each student will be given a Montgomery County Public Schools Code of Conduct, K-12 Student Responsibilities/Notification of Law Enforcement/Weapons/Alcohol and Other Drugs Policy to take home to parents. **After reading the policy carefully and discussing it with students, parents should send back the signed statement sheet.**

## **Student Responsibilities**

Discipline fosters both respect and independence. We believe that children should understand **why** rules have been made and **why** these rules need to be respected.

Parents will be informed about the behavior of their child through telephone calls, conferences, notes, and report card comments. Teachers will be firm, fair, and consistent in their handling of discipline problems. The teacher has a responsibility of maintaining a classroom environment that gives all students the opportunity to learn. She/he sets the tone by refusing to allow a student to disrupt the learning process. If this problem occurs, the teacher will:

1. help the student understand the problem and the reason why the undesirable behavior must stop.
2. contact the parent to discuss needed support from home.
3. discuss the problem with the principal if the behavior continues.
4. schedule parent/principal/teacher conferences for children whose behaviors do not improve after the steps above are taken.

**Students are responsible for modeling the following behaviors:** (It is important for parents to discuss these with your child.)

**1. Create a positive learning environment for yourself and others.**

Parents send children to school to learn. If you keep others from learning by bothering them, you have taken something from them that is important.

**2. Attend school unless you are sick.**

In Virginia there is a law that says you must go to school. The reason for that law is to be sure that all children have a chance to get an education. If you miss school, you will not be able to learn the things you need to know.

**3. Be on time for school and classes.**

If you are late for school in the morning, you miss getting information you need to know. The teacher has to stop teaching and this disrupts the class. PLEASE BE ON TIME AND AT YOUR DESK PROMPTLY AT 9:00 A.M.

**4. Finish your schoolwork.**

Learning to read or learning math concepts is like learning to play the piano or ride a bicycle. If you don't practice, you will never be very good at it. Some things have to be done over and over before they are learned. Most of the work you are given at school can be done in class. You will have some work to do at home, and you should do all the work given to you.

**5. Take care of school property.**

The parents of every child in school have helped to pay for everything in this school through taxes. If materials and equipment are destroyed, it means that the student must either go without them or parents must spend more money to replace them. Our school belongs to everyone, and everyone must help to take care of it.



## 6. Help make school a good place to be.

A school is a place where good things happen to people. Students make new friends, are treated with respect, and learn information that will help them the rest of their lives. If someone doesn't like school, it may be because these things are not happening to them. One of your responsibilities is to help make school a good place for everyone. *This means that no student will be verbally or physically mistreated.* Everyone will be expected to respect you, and in return, you will treat others respectfully.

## 7. See that all school correspondence reaches home.

Education requires a partnership between the parents and school. For a good partnership to work, everyone must know what is happening - both "good" and "not so good." Students must be honest and take all letters, grade cards, notes or any school communication sent from school to their parents.

## 8. Leave all toys and electronic devices at home.

Learning requires that a student's attention be focused on the school task. Toys can be distracting and create problems for students who tend to play during work time. All toys, including (but not limited to) sports balls, baseball bats, trading cards, audio devices, and hand-held game systems, should be kept at home. Exceptions may be made upon teacher or staff permission on special days,

## General Behavior Rules

Walk in a single file line on right side of the hallway. Be quiet and respectful while moving from one part of the school to another.

Help to create and maintain a safe, healthy, and congenial school atmosphere by avoiding the following disruptive activities:

- issuing threats or displaying any bullying behaviors. This will result in serious consequences.
- invading/crossing into someone's personal space
- running to and from different areas of the building and to and from the buses. Students should always walk quietly on the right side of hallways in a single file.
- chewing gum at school.
- using inappropriate language or wearing clothes which display inappropriate language or decoration.
- distributing invitations to private parties in school.
- bringing cigarette lighters, matches, firecrackers, knives, guns (or look-alikes) or other such dangerous items to school. These will be confiscated and returned only to the student's parent/guardian, and appropriate discipline measures will be taken.
- selling or buying items among students. Items brought to school by students to sell to other students will be confiscated and returned only to the student's parent/guardian.
- betting or exchanging items at school.
- wearing hats or bandanas inside the building.
- bringing glass containers to school.
- wearing spaghetti straps without a cover-up, bare midriff showing, and/or short shorts.
- wearing shoes that can be converted to roller skates.
- sliding on ice or throwing snowballs.

# Harding Avenue Elementary School Wide Discipline Plan

Harding Avenue Elementary takes a proactive approach to discipline and has implemented the following discipline plan. We ask that each family review and discuss all components of the SWD plan to help ensure your child has a successful year. All staff members enforce the SWD plan while spending time at the beginning of the year providing instruction pertaining to the plan.

## HAE's "3 Rs" – Respect – Responsible - Role Model

One of our school's missions is to develop these characteristics in each student. We provide positive reinforcement through Panther Paws and Precedent Setting Panthers, which recognize students who exemplify these characteristics.

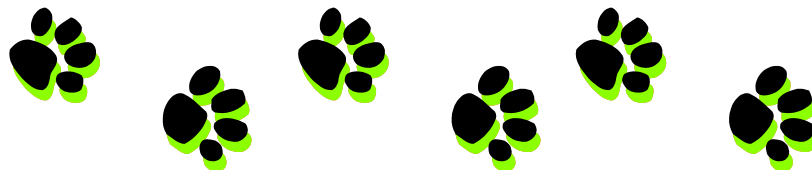
## Precedent Setting Panthers - Behavioral Expectations

Signs will be displayed throughout the school, including the buses, which remind the students of appropriate behaviors supporting the "3Rs". (See chart)

## HAE's No Tolerance for Bullying

Bullying has become quite a hot topic in today's schools. Harding Avenue takes a no tolerance approach. We provide age appropriate instruction for all students explaining bullying. This includes information about what to look for, how to deal with it, and whom to tell.

Each spring the 4<sup>th</sup> and 5<sup>th</sup> grade students participate in a bully survey to assist the school in identifying bully related issues. 3 areas/times bullying is most reported are on the bus, in the lunch room, and during recess. We continue to focus on these areas in an effort to eliminate all bullying at HAE. As a family, please join our efforts to sustain a no tolerance atmosphere by encouraging your child to exemplify the 3Rs and review the "Precedent Setting Panthers – Behavioral Expectations" often.





# Precedent Setting Panthers



## Behavioral Expectations

	Be Respectful	Be Responsible	Be A Role Model
Hallways		Walk Quietly Stay in Self Space Stay Right	
Cafeteria		Stay Seated, Raise Hand Stay in Self Space Use Inside Voices Talk Only to the People at Your Table No Sharing Food When Hands Go Up, Mouths Close	
Playground		Be Safe Take Turns & Share Stay in Safe Area Report Problems	
Bathrooms		Keep Clean Report Problems Flush & Wash Hands	
Buses		Stay Seated Stay in Self Space Use Inside Voices Stay Packed	
Assemblies		Listen Quietly Stay in Self Space Stay Seated	
Computer Lab		Respect Computers Stay in Self Space Use Inside Voice	

Harding Avenue Elementary School is a community of learners. We are all here to learn, grow, and become good citizens. We expect the best from ourselves and each other.

Let's work together to bring out the Panther Pride in everyone!

## School Wide Discipline: Clarifying Definitions of Problem Behaviors

### **Minor Behaviors – Handle at Grade Level – May include Discipline Referral**

#### 1) Inappropriate Language:

- heated verbal exchange between students which stops with adult direction
- brief verbal exchange – students picking on each other
- one time use of foul language from a student

#### 2) Physical Contact:

- brief altercation or incident – students picking on each other

#### 3) Defiance:

- initial refusal to follow instructions which requires adult intervention – student complies

#### 4) Disruption/Property Misuse:

- any behavior that interrupts instruction – behavior stops immediately with adult intervention
  - making noises
  - tearing up work
  - breaking or throwing pencil (not at a person)
  - Etc.

### **Major Behaviors – Office Referral – May include Discipline Referral**

#### 1) Abusive Language:

- student uses curse words in verbal exchange with an adult
- loud, heated verbal exchange with cursing, adult must separate students to stop it

#### 2) Fighting/Physical Aggression:

- physical blows between students – adult must physically separate students
- physical blows between students – adult can verbally separate without physical intervention
- student hits or is physically aggressive to an adult

#### 3) Overt Defiance:

- student continuously refuses to follow instructions even with adult intervention
- student refuses to move to a location to allow a behavior problem to be addressed

#### 4) Disruption/Property Misuse:

- any behavior that interrupts instruction and does **not stop** even after adult intervention

#### 5) Harassment/Tease/Taunt:

- one student being continuously verbally abusive to another

## School Wide Discipline

# “THINK TIME” or REFLECTION

A technique called “Think Time”: is used each year as part of our School Wide Discipline (SWD) Plan. This technique emphasizes the serious nature of education, using respect in the classroom environment, and the importance of students taking responsibility for their own behavior. When any student exhibits a behavior that is disruptive to the classroom environment, “Think Time” is used.

**“Think Time” has two parts:**

**Part 1:** Children are asked to go to a designated spot in the classroom and **THINK** about their behavior. This is designed to allow students to focus and gain control.

**Part 2:** Children are then given **TIME** to write or draw about their situation and develop a plan for future success. (This is made age-appropriate for each grade level.) This is designed to help students take responsibility for their own behavior.

“Think Time” Questions:

**1. Will all teachers be using the “Think Time” forms?**

Yes, all teachers should have a location for the forms and will be using them with the students at all grades.

**2. Is a cover letter required each time a “Think Time” form is sent home?**

No, the initial explanation of the “Think Time” form is in the SWD section of the Parent/Student handbook sent home at the beginning of the school year. (Parents sign and return.) “Think Time” forms will be sent home daily as the incident occurs.

**3. If a specialty teacher has a child complete a “Think Time” form in their classroom, what happens?**

The specialty teacher will do just like the classroom teacher. The student will complete the form, sign when appropriate and expect the child to return the form to them. Verbally share with the classroom teacher that the student needed “Think Time” during the class period. Make copies of the form and give to the child’s classroom teacher. Specialty teachers will keep record of “Think Time” usage by class.

**4. What will teachers do with the completed forms?**

Keep all forms and have them available for future references/conferences and data, if needed.

**HARDING AVENUE ELEMENTARY SCHOOL**  
**PURPLE PANTHERS**  
**Be Respectful, Be Responsible, Be a Role Model**

# TRANSPORTATION

## *Arrival and Departure*

- No student should arrive at school prior to 8:30 a.m. when the building doors are unlocked, as there is no teacher on duty until that time. Children cannot be outside without supervision.
- Car riders and walkers who purchase breakfast at school should arrive at 8:30.
- Instruction begins promptly at 9:00 a.m. Students arriving after 8:55 will be considered tardy.
- Students who arrive after 8:55 a.m. must (1) be signed in by a parent in the office, (2) pick up an admit slip to present to the homeroom teacher, and (3) notify cafeteria staff if a school lunch will be purchased.
- Students riding buses that arrive late will not be counted tardy.
- Children waiting for parents after buses leave will be dismissed from the office only. **For safety reasons they are not to wait outside the building.**
- Parents should avoid checking out students early except for emergency situations.

## *Student Safety & Arrival/Dismissal Procedures*

Faculty will assist with morning and afternoon bus duty for the protection of all students. Morning duty begins at 8:30 and ends at 8:50. This is to ensure teachers have adequate time prior to their first class.

*Permission written by a parent/guardian is required when a student (1) is to stay after school to participate in any activity; (2) is to ride a bus other than the one to which assigned; (3) is to be picked up by anyone other than the parent/guardian; (4) is to get off the bus at a stop other than their regular stop; (5) is to walk home; or (6) is to ride a bike to and from school.*

*\*Notes are to be given to the classroom teacher at the beginning of the school day.*

## *Bicycle Riders and Walkers*

1. Bicycle riders must have a note from a parent/guardian granting bike riding permission.
2. **Students should not arrive at school before 8:30 a.m.**
3. Bicycles must be parked in the bike rack in front of the building.
4. For reasons of safety, bicycle riders will use the same entrance and exit as automobiles and park bicycle in rack immediately.
5. Bicycles are not ridden on the sidewalk.
6. Bicycles are ridden at student's risk. The school is not responsible.  
**Reminder:** The law requires all bike riders to wear helmets.
7. Bicycle riders depart with the walkers.
8. Walkers must use only sidewalks and marked crosswalks in coming to and from school.
9. Students are not allowed to ride skateboards, scooters, skates, or roller blades to and from school.
10. If any student is unable to abide by these procedures, the school has the authority to require student to use alternate transportation, such as bus or car.

***\*All parents/siblings escorting walkers need to keep sidewalks surrounding the school clear so all students can travel safely and efficiently to the car or bus area.***

## ***Student Car Riders' Pick-up and Drop-Off Procedures***

Cars should move in two lines around the parking lot following the painted arrows and signs. Although two lines are not optimal, using only one line causes too much congestion on Harding Avenue. Please be cautious and aware of all movement of cars and pedestrians. During the morning and afternoon traffic periods, parking is *not* permitted along this sidewalk. Given the small size of our parking area, use of the following procedures will promote greater safety and convenience:

### **MORNING DROP-OFF**

1. Car riders should arrive between 8:30 and 8:50 each morning. Adult supervision is provided at this time. Anyone arriving after this time must be escorted to the office and signed in by a parent.
2. Remain in car line rather than parking and walking students in, unless they are carrying materials they cannot carry themselves or if you are volunteering.
3. Please pull your car up to the front of the line as much as possible while leaving a reasonable amount of space between the cars in front of you. Unless directed, please do not pull out of line and go around cars after dropping off your child.
4. Students should enter and exit their cars from the curbside.
5. Do not drop students off in the parking lot or allow them to cross the lanes alone.
6. All students should be in their classrooms by 8:55 am. Anyone arriving to class after this time will be considered tardy. A parent should escort late students into the building and sign them in.
7. If you do need to park, please park in the lot and not along the sidewalk.

### **AFTERNOON PICK-UP**

1. Display student name in large writing on dash or front window of vehicle.
2. Student car riders will be dismissed at 3:25, which is five minutes before bus riders on regular school days. On early release days they will be released at 12:55.
3. Cars should travel down Harding Avenue (on the building side of the street) so that a right turn is required to enter our lot. This will allow for the car line to back up in an orderly manner along the HAE side of Harding Avenue. Left turns into our lot should be avoided during our dismissal time. Vehicles should not block the bus ramp.
4. All car riders will be dismissed through the front door into the car line. **Parents are asked to remain in their vehicle- everyone's use of the car line will insure increased safety for all. All vehicles must remain in their lane and shall not pass other vehicles.**
5. While parents are waiting in line, students will wait with a staff member. Teacher monitors will release each child as the parent pulls forward to the front of the line.
6. If you change your child's pick up routine, please send a note to the teacher. In the event of an emergency schedule change you can call before 3:00 pm with the new arrangements. We cannot assure delivery of messages to classrooms after 3:00 pm. The teacher's primary responsibility during this time is to supervise the safe dismissal of their students.
7. Pick up your student on time in the afternoon. Students who have not been picked up by 3:35 will be waiting in the building to be signed out by an adult.
8. During the dismissal time, adults and children should not cross the car line traffic or walk through the bus ramp area.
9. During peak times you are encouraged to make a right turn out of the parking lot on to Harding Avenue.

**Patience is required of all parents/adults transporting students via car. Please be courteous at all times to staff and other parents. Our primary focus is student safety. Please inform all persons who will be transporting your child (ie. grandparents, child care providers, etc.) of our dismissal procedures so safety can be maintained.**

**\*\*\*Dismissal on Poor Weather Days:** All car riders will report to multipurpose room. (Bring your umbrella) Parents should report to green doors (#13) to get their children. Staff will not escort children to vehicles.

## ***Bus Rider Conduct and Safety***

Buses are run for the convenience of students. In order to have safe and efficient transportation, discipline must be maintained; therefore, misconduct cannot be tolerated and may result in the forfeiture of the privilege of riding the school bus. When a child enters the bus the driver is in charge and has the same relationship to that student as a teacher has while the student is in the classroom and is entitled to the same pupil behavior and manners. Should the driver feel it necessary, students may be assigned to specific seats. The following rules are for your safety and protection:

1. Stand well away from the road while waiting for the bus.
2. Be on time! The bus has a tight schedule and cannot wait.
3. If you have to cross the road, do so ten feet in front of the bus.
4. On entering the bus, avoid crowding and disturbing others. If you live at the end of the route, take a back seat.
5. Stay in your seat while the bus is in motion.
6. Eating, chewing gum, tobacco, and soft drinks are not permitted on a school bus unless the bus driver grants permission. Help keep the bus clean, sanitary and orderly.
7. See that your conversation is neither loud nor vulgar or offensive to others.
8. Do not distract the driver of the bus by talking to him/her while the bus is in motion.
9. Any object that will restrict the passageway to the front entrance door or the rear emergency door cannot be permitted on the bus.
10. Damage done to seats or other equipment must be paid for by the student responsible.
11. When it is time for you to leave the bus, remain seated until the bus has come to a complete stop.
12. A student will not be permitted to ride any bus other than the one to which he or she has been assigned unless previously approved by the principal or the principal's designee.
13. Book bag straps, shoestrings or other items that may catch on school bus doors or steps and pose a safety hazard must be properly worn or carried.
14. The bus driver may issue a written warning when inappropriate behavior disrupts the safety of transporting all students. Students may be suspended from the bus for a period of time when warnings are ignored or dangerous behavior causes a serious disruption for the driver.

## **Safety Patrol**

Students in the 5<sup>th</sup> grade may be selected to serve as a safety patrol to assist with safe and orderly arrival and dismissal of students. Students serving as safety patrols will be required to be model citizens and may lose this privilege if appropriate behavior is not maintained.