

# Harding Avenue Elementary School



## **PARENT/STUDENT HANDBOOK 2018-19**

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 positive, safe, stimulating environment in which each student is actively engaged in the learning process to achieve his/her intellectual potential. The school will work collaboratively with parents and community to ensure all students develop the skills to become productive global citizens with 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 motto, "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

8:45 AM	Building opens for students to go directly to classrooms
8:45-9:05 AM	Breakfast (optional)
9: 05 AM	Announcements and pledges
9: 10 AM	First bell (any student arriving after this time must be escorted by parent/guardian)
9:15 AM	Instruction Begins
3:40 PM	Dismissal: Car Riders & The Link
3:45 PM	Dismissal: Bus Riders & Daycare Vans

To ensure school safety:

- ✓ Parents and visitors are required to use the electronic buzz-in system to enter the school.
- ✓ 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 the first time, 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 9:10 *must* be escorted by a parent/guardian into the building.
- ✓ Students must not be on school grounds prior to 8:45. School supervision begins at 8:45.

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

## FACULTY AND STAFF

### OFFICE

PRINCIPAL  
ADMINISTRATIVE ASSISTANT  
CLERICAL AIDE  
SCHOOL NURSE  
GUIDANCE COUNSELOR

Stephanie Sedor  
Tami Snodgrass  
Sandy Weber  
Kelsi Jones  
Kelly Grigg

### HOMEROOM TEACHERS

KINDERGARTEN  
GRADE 1  
GRADE 2  
GRADE 3  
GRADE 4  
GRADE 5

Charlene Travis, Katie Byrd, Ashley Granados  
Kelsey Tarpley, Susan Bailey, Amelia Tuckwiller  
Dana Day, Pam Earles, Tanya Bishop  
Alicia Lloyd, Mark Jamison, Cristina Galban  
Lindsey Hilling, William Holliman, Megan Hensley  
Jennifer Gillen, Anne Baggerly, Samantha Baldwin

### SPECIALTY TEACHERS

ART  
ESL (English as a Second Language)  
MEDIA SPECIALIST  
MUSIC  
P.E.  
READING SPECIALIST  
GIFTED  
SPECIAL EDUCATION  
SPECIAL EDUCATION  
SCHOOL PSYCHOLOGIST  
INSTRUCTIONAL ASSISTANTS  
SPEECH TEACHER  
SCHOOL BASED THERAPIST

Annelise Mayer  
Grace Carpenter  
Juliet Rosso  
Samantha Quesenberry  
Dan White  
Caroline Gaskins  
Helen Fotinos  
Adrienne Ryder  
Ashley Racer  
Judy Davis  
Cynthia Wimberley, Kacey Bryant, Melanie Wall, Loredana Anderson  
Rachel Smith  
Eileen Weigand

### SUPPORT STAFF

LUNCHROOM AIDE  
CAFETERIA MANAGER  
CAFETERIA STAFF  
SENIOR CUSTODIAN  
CUSTODIAL STAFF

Letchia Rose, Mary Tucker  
Sheri Linkous  
TBD, TBD  
Brian Light  
Leda Albrecht, Reily Snodgrass

### LINK STAFF

DIRECTOR  
INSTRUCTIONAL AIDES

Michael Trujillo  
Alice Altizer, Casey Martin, Rebecca Giambra, TBD, TBD

## **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. Homework is often graded and has a direct impact on a child's academic success as well as overall grades.

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 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 pick up report cards during the summer.

### **Instructional Support Staff**

At Harding we have a team philosophy. We believe that it takes everyone to ensure the success of our students. We are fortunate to have a reading specialist, SOL remediation tutor, and Literacy/Math aide who works along with the teachers to provide small group instruction for our students.

## **SPECIALTY CLASSES**

### **Guidance**

The school 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 951-5732 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. Students are encouraged to check out and read a variety of books every week.

The media center is located in the center of the academic area. Most days the media center will be open from 8:45 – 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 is responsible for sending in the cost for replacement of the item(s).

### **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. All students are given an opportunity to demonstrate their music skills in a variety of ways.

### **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 correct 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.



- If I get on an inappropriate site or communicate with someone by mistake, I will report it to a teacher immediately.

These guidelines/expectations are common across the school division. Classroom teachers will also be discussing Harding specific expectations regarding the use of the Chromebooks as an instructional tool with students.

## **ATTENDANCE INFORMATION**

### **Attendance**

#### **Student Attendance Policy**

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.

#### **Compulsory Attendance Procedures**

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. A log will be kept of call attempts.

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 or the attendance officer will make a reasonable effort to ensure that direct contact is made with the parent, either in person or through a telephone conversation, 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 or the attendance officer, 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 (6th) day, after direct contact with the pupil's parent, if the principal or the principal's designee or the attendance officer 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. The conference shall be held no later than fifteen (15) school days after the sixth absence. 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 Eighth Total Absences:

Upon the eighth total absences, there will be a referral to the SAP committee. Further documentation will be requested from the parents/guardians for future absences.

Upon Additional Absence Without Parental Awareness and Support:

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.

Ten or More Unexcused Absences without Parental Awareness and Support:

If the pupil has ten or more consecutive unexcused absences, the principal, or his or her designee, in addition to any other actions required by applicable law or this Policy, may petition the juvenile and domestic relations court to suspend the pupil's driver's license.

**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 for each grading period will be reported to the parent(s)/guardian(s) on the report card.

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**

All absences shall be identified as excused or unexcused. 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 for any of the reasons listed below shall be excused.

- 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);
- j. college visit or work based learning opportunity (verification required) up to 3 school days
- k. illness (if over 3 days, the school may require verification)
- l. doctor/dental appointments (verification required)
- m. extenuating circumstances which are determined by the school administration

Any excessive check-ins, checkouts, or patterns of absences may result in administrative intervention including the development of an attendance improvement plan and/or disciplinary action.

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 for Observance of a Religious Holiday**

A student may be excused from school for the observance of a religious holiday. The parent/guardian of such student shall provide a letter to the student's school in advance of the planned absence notifying the school of the planned absence, the dates of the planned absence and the religious holiday being observed. A student who is absent in accordance with this policy shall not be deprived of any award or eligibility or opportunity to compete for any award, or of the right to take an alternate test or examination, for any which he or she missed by reason of such absence. Make-up work shall be completed as described in "Make-Up Work," above.

### **HAE Specific Attendance**

Parents/guardians are requested to call the office between 8:45 and 9:45 a.m. if their child is absent on a given day. 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 9:15 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. Announcements will occur at 9:05. Students need to be in their homeroom by 9:10. Instruction will begin promptly at 9:15.

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 3:45 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 3:45 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 first time you use the system. 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 3:35 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 9:45 when there is a one-hour delay or before 10:45 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 sent electronically monthly by Montgomery County School Nutrition Program and are distributed to each child. 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 8:45-9:10 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 - **\$ 1.75**

Reduced Breakfast-**.30**

Full price lunch - **\$2.75**

Reduced Lunch-**.40**

Adult lunch - **\$3.75**

Full price 1/2 pint milk - **\$ .50**

\*"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 uses 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 they can 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.

Parents are encouraged to eat with their children on occasion. On the day of your visit, send a note or call the cafeteria before 9:15 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.

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**

### **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.

### **Change of Address & Phone Number**

If a family has a change in address or phone number throughout the year, the parents/guardian should call the main office and make us aware of this update.

### **EEO/Civil Rights Statement**

Montgomery County Public Schools does not discriminate in its programs and activities for reasons of race, religion, color, gender, national origin, disability, age, or on any other basis prohibited by law. The following persons have been designated to handle inquiries regarding non-discrimination policies:

Director of Human Resources and Assistant Superintendent for Operations 750 Imperial Street SE,  
Christiansburg, VA 24073 (540) 382-5100

### **ELECTRONIC COMMUNICATION**

Each HAE staff member has an email address. Email addresses, along with other useful information related to school activities, may be found on the Harding webpage [haes.mcps.org](http://haes.mcps.org). HAE also utilizes **SchoolMessenger**, a notification system designed specifically for schools, to deliver personalized voice messages and emails to parents. To receive these messages, **please make certain that your phone and email contact information is up-to-date in the office records.**

**For news, announcements and updates about school events, you can also follow us on TWITTER** 

**@HardingAvenue.**

### **Enrichment Classes at HAE**

Harding Avenue Elementary offers several enrichment classes to students during the Fall & Spring semester. Club instructors must meet with Mr. Trujillo the Club Director 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 he/she may be asked not to return to the club. We want this to be a positive experience for all the students involved. All classes include a small fee, scholarships are available as needed. Some of the enrichment classes that have previously been offered include chess, French, German, math, guitar, robotics, computer, knit and crochet, running, and green clubs. Some of these clubs are offered and run by organizations such as Virginia Tech and do not include HAE faculty instructors. Please look for information in your child's folder about the enrichment classes within the first month of school that will be offered each semester. If you are interested in sponsoring a class please contact Mr. Trujillo, Club Director ([michaeltrujillo@mcps.org](mailto:michaeltrujillo@mcps.org)).

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

Montgomery County Public Schools (MCPS) – Notification of Rights under the Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents/guardians and students over 18 years of age (“eligible students”) certain rights with respect to the student’s educational records. These rights are:

1. The right to inspect and review the student’s education records within 45 days of the day MCPS receives a request for access. Parents or eligible students should submit to the school principal 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.
2. The right to request the amendment of the student’s education records that the parent/guardian or eligible student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA. Parents/guardians or eligible students who wish to ask the MCPS to amend a record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible students, 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.
3. The right to privacy of personally identifiable information in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.  
One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. 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 until personnel); a person serving on the School Board; a person or company with whom the school has outsourced services or functions it would otherwise its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks.  
A school official has legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.  
Upon request, MCPS discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student’s enrollment or transfer.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by MCPS to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-8520.



## **Directory Information**

The Family Education Rights and Privacy Act (FERPA) requires that Montgomery County Public Schools obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. A student's address, phone number, or email address cannot be released in response to a request or under FOIA unless the parent has consented in writing to the disclosure. Appropriately designated directory information will be disclosed if you have given MCPS permission to do so in writing.

MCPS has designated the following categories as directory information: student's name, address, email address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended.

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. Using the Directory Consent form and PowerSchool, the objection must state what information the parent or eligible student does not want released. If a consent form is not received, your child's information will not be shared in any of the publications listed above.

## **Emergency Drills & Evacuations**

Emergency fire drills will be conducted once a week for the first month of school and at least once each month for the remainder of the school year. Two lock-down drills will be conducted during the first month of school, and two additional drills will be conducted during the remainder of the school year. One of the drills will occur in January. Directions for evacuating the building during a drill or actual crisis situation are posted in each room. Students should walk rapidly in single file without running or talking, and remain with their class as they leave the building and report to the designated safe area where the teacher will take roll. Students will remain a minimum of 100 feet from the building until told to return to the building.

## **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.)

## **Involvement of Non-Custodial Parents**

As specified by the Code of Virginia and the Family Education Rights Privacy Act (FERPA), non-custodial parents have the full rights as parents for access to student records and for participating in school activities, “unless otherwise ordered by the court for good cause shown.” It is the responsibility of the custodial parent to provide documentation of any restrictions on a non-custodial parent. Duplicate copies of report cards and other written communications mailed to a student’s home will be made available to non-custodial parents upon their request. If a person not known to school officials’ attempts to contact or pick up a child at school, a photo ID and other verification of identity/relationship to a student (including confirmation with the custodial parent) may be required before releasing the student.

### **Lost and Found**

Names should be marked on ALL clothing, books, lunches and lunchboxes:

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 the second nine weeks and at the end of the year. Please check the office or lost and found bin periodically.

### **Minute of Silence and Pledge of Allegiance**

During the morning announcements, our school observes a minute of silence and says the Pledge of Allegiance.

#### **PLEDGE OF ALLEGIANCE**

Per School Board Policy 6-1.5, “The Pledge of Allegiance shall be recited daily in each classroom of the Montgomery County Public Schools as part of opening exercises. During the recitation of the Pledge of Allegiance, students shall stand while facing the flag with their right hands over their hearts or in an appropriate salute if in uniform. No student shall be compelled to recite the Pledge of Allegiance if the student, the student’s parent(s), or legal guardian objects on religious, philosophical or other grounds to the student’s participation in this exercise. Students who are exempt from reciting the Pledge of Allegiance shall stand quietly or sit at their desks while others recite the pledge and make no display that disrupts or distracts those who are reciting the pledge. Appropriate accommodations shall be made for students who are unable to comply with the procedures described herein due to disability.”

If you are a guest in our school during that time, we request that you honor that time as well.

### **Monthly Activity Calendar**

You may find upcoming events by visiting our Harding website. We will also periodically send home emails regarding important events and reminders. Please be sure that we have an updated email for this purpose.

### **Online Fee Payment: My School Bucks**

To pay student fees online, log in to mySchoolBucks, the same online payment system parents/guardians use to put money in a student’s school lunch account, and click the tab at the top of the screen for the School Store. There is a link on the HAE homepage to mySchoolBucks (under the “Parents” tab). The School Store accepts Visa, Mastercard, Discover and check draft (No American Express). There is no additional fee for using online fee payment (unlike the school nutrition side). Parents/Guardians can pay fees online at any time. Our Virtual Ed Lab is open for anyone who wants to pay those fees online with assistance during Open House. Whenever paying fees online, please print out the receipt.

### **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 the 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.

## **Returned Checks**

Montgomery County Public Schools uses an outside vendor to process returned checks submitted to our schools. This includes all checks written to the school for any fees/payments.

In the event of a returned check, all communication about the check will come directly from the outside vendor, not from the school. The vendor will contact the writer of a returned check by mail and by telephone in order to make arrangements to pay before an attempt is made to collect the check electronically. Each returned check is subject to the applicable state returned check fees.

## **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 the first time. 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. Regular safety drills will be conducted.

## **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**

All HAE students will be given the opportunity to purchase school insurance. 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 section 7-1.1 located in the AHS library, in county libraries, and at [www.mcps.org](http://www.mcps.org). Generally, students are encouraged to report incidents of sexual harassment to the building principal as soon as they become aware of the conduct forming the basis of the complaint. If the principal is the individual who is the subject of the complaint, the student should contact the Superintendent.

## **School Pictures**

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

## **Student Assistance Programming**

Our school has a Student Assistance Programming (SAP) Team that helps students who are struggling with their academics, behavior, attendance, and/or emotional wellness by working together with YOU.

**You are the expert on the needs of your child** and your voice matters. If your child is referred, you will be notified and invited to participate in this ongoing process.

The SAP Team will gather, review, and document information important to your child's learning and monitor his/her progress. The following activities **may be** completed as part of the SAP Team process:

Vision Screening	Classroom Observations	Academic Assessments
Hearing Screening	Develop/Review Intervention Plan	Work with School Counselor
Record(s) Review	Anecdotal/Written Notes	Other necessary information

**If you have any questions regarding the Student Assistance Programming Team process, please contact your school's administrator. Our SAP Coordinator is Juliet Rosso.**

## **Student Debts**

Any student who has a delinquent debt-library charges for lost/damaged books, lunch accounts, Link fees, are expected to resolve their accounts. Payment of these debts should be made to the school bookkeeper. Debts incurred in the preceding school year are carried over to the current year.

### **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.

### **Supply Lists**

Please find a copy of our suggested supply list for each grade level on our school webpage. These will also be sent home in welcome letters to families. Beginning this year, families have the ***convenient option*** of purchasing a school supply kit through EduKit. To order you will go to: [www.edukitinc.com](http://www.edukitinc.com) and type in Harding Avenue to begin your order.

### **Suspected Child Abuse**

All allegations of possible or suspected child abuse or neglect are reported to the principal. The principal will report such cases to the child abuse coordinator of the local Department of Social Services as required by law. This agency determines reasonable cause and seriousness of the reported incidents. Any student needing further information or help should see our guidance counselor.

### **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.

### **Textbooks**

Each student is issued a textbook for each course free of charge. The textbook then becomes the responsibility of the student. Lost or damaged textbooks must be paid for by the student to whom the textbook was issued. Students should be careful with their textbooks as the cost for replacements continues to rise drastically.

### **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 the first time you use the system immediately upon entering the building to be issued a valid visitor pass that must be worn at all times.

## **Weapons Policy**

Possession and/or use of weapons while in or on school property or while engaged in or attending any school-sponsored activity/function violates the law and the Student Code of Conduct. Students who violate this policy are subject to severe disciplinary action. In addition, referral may be made to law enforcement officials. Any weapon possessed in violation of this policy will be confiscated and may be forfeited to the Commonwealth (see complete Weapons Policy in the Student Code of Conduct, MCPS Policy 7-3.1).

**Look-alike weapons** – Any devices or articles that by appearance or representation might lead a reasonable person to believe that they are weapons capable of inflicting bodily harm and/or intimidating other persons will result in disciplinary action under the Weapons policy. Look-alike weapons are not to be confused with obvious toys or trinkets that are not representative of weapons and/or used in an intimidating or threatening manner.

## **Withdrawal/Transfer Process**

If a student intends to leave HAE and enroll in a different school, the parent needs to notify the main office. It is the student's responsibility to return all textbooks, library books and supplies issued to them. In addition, all outstanding charges/fees should be paid to ensure timely forwarding of student's records and transcripts to the new school.

## **Yearbooks**

The school creates an exceptional yearbook documenting important events and people throughout each school year. It is essential to preorder and pay the \$12.00 fee to guarantee a copy of the yearbook when the initial order forms are distributed in the winter. Price of yearbooks will increase to \$15.00 if order and payment is not submitted by the designated date. Yearbooks will be distributed the last week of school.

## **HEALTH/MEDICAL INFORMATION**

### **Accidents and Safety**

The office is equipped to handle only routine treatment of minor injuries (i.e. Band-Aids, etc.). Contact with a parent/guardian will be attempted for injuries or emergencies of a more serious nature. It is important that a reliable daytime telephone number at which a parent/guardian may be contacted, and the name and telephone number of an emergency contact person, be on file and kept current for every student. It is the responsibility of the parent/guardian to update this and pertinent medical information as needed.

### **Medication Administration 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:

- o Kindergarten – height, weight, vision, hearing, fine and gross motor
- o Third Grade – height, weight, vision, hearing
- o 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:**

- o **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.
- o **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.
- o **Diarrhea/Vomiting** – Keep your child home for 24 hours since last episode (without medication)
- o **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.
- o **Earache** – If severe, your child needs to see a doctor.
- o **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.
- o **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**

Harding Avenue Elementary chooses to utilize a proactive approach to student discipline. We have implemented Positive Behavior Interventions and Supports (PBIS) throughout our building. Our school maintains consistent behavioral expectations that are displayed in each location of the school. In addition, HAE incorporates Olweus Anti-Bullying, Morning Meeting (Community Building), and Actively Caring/Character Education to promote positive relations among students, staff, parents, and volunteers. 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 designated 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 9:15 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, fidget spinners, and hand-held game systems, should be kept at home. Exceptions may be made upon teacher or staff permission on special days.

**9. Come prepared, use good table manners and be involved in positive interactions in the cafeteria.**

Eating a meal with our friends is a great time for positive interactions. For an inviting atmosphere for everyone, we must all do our part. This begins in the morning: In order to provide an accurate count to our cafeteria for meal preparation, all double orders of entrees must be indicated on the morning order form. On our way to lunch: Students need to come to lunch prepared. They will not be permitted to return to the cafeteria or classroom once in the multi-purpose room. If a packer forgets his/her drink, he/she may go through the line with the class to purchase milk or receive a water cup in the multi-purpose room. During lunch: Students are asked to keep their hands to themselves. Share smiles not food. Raise their hands to leave their seats. Speak with their neighbors using an indoor voice. Walk in the lunchroom. Only students who purchase a meal and eat all of their lunch will be given permission to access the ice box. Preparing to leave lunch: We ask that everyone clean up after themselves. This includes picking up dropped wrappers and throwing away all trash.

**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 (unless it is provided by your teacher).
- ☑ 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, hoods, toboggans, or bandanas inside the building.
- ☑ bringing glass containers to school.
- ☑ wearing spaghetti straps without a cover-up, bare midriff showing, and/or short shorts.
- ☑ 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 Classroom Based Incentives, Group Earned 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)

## Bullying

The definition of bullying developed for the Virginia Department of Education, is as follows: “Repeated negative behaviors intended to frighten or cause harm that may include, but are not limited to, verbal or written threats or physical harm.” Students, either individually or as part of a group, shall not harass or bully others. Behaviors associated with bullying include, but are not limited to, intimidation, taunting, name-calling, and insults. Bullying behaviors may take a variety of forms, including by electronic means such as cell phone, text message and email. Bullying, threatening, intimidation, harassment, or any other activity characterized by targeted, intentionally hurtful behavior (verbal or nonverbal) that results in any physical, social/relational or emotional/psychological harm to another person is not tolerated in any form in any Montgomery County Public School. **Parents will receive notification within 5 days if their child is involved in a bullying incident.**





# Precedent Setting Panthers Behavioral Expectations



Location	Respect	Responsible	Role Model
<b>School-wide</b> 	<b>Stay in your space</b> <b>Raise your hand</b> <b>Quiet voices</b> <b>Take care of school materials</b>	<b>Be prepared</b> <b>Ready to learn</b>	<b>Give your best effort</b> <b>Be a problem solver</b>
<b>Hallways</b> 	<b>Stay in your space</b>	<b>Walk quietly and keep right</b> <b>Hands by your side</b>	<b>Listen to your teacher</b>
<b>Cafeteria</b> 	<b>Stay in your space</b> <b>Raise your hand</b>	<b>Quiet voices</b> <b>Clean up after yourself</b> <b>Share smiles, not food</b>	<b>Use good manners</b>
<b>Playground</b> 	<b>Be safe</b> <b>Use equipment as taught</b>	<b>Stay in assigned area</b>	<b>Be open to including others</b> <b>Report problems</b>
<b>Bathrooms</b> 	<b>Keep area clean</b>	<b>Flush!</b> <b>Wash your hands</b>	<b>Report problems</b>
<b>Buses</b> 	<b>Stay in your space</b>	<b>Quiet voices</b> <b>Stay packed</b>	<b>Be kind to others</b>
<b>Computer Lab</b> 	<b>Take care of all equipment</b>	<b>Follow safety guidelines</b> <b>Leave the lab neat and clean</b>	<b>Listen to your teacher</b>

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 Incident or 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 can verbally separate without physical intervention
- physical blows between students – adult must physically separate students
- 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 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 location 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 about their situation and develop a plan for future success. 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 8:45 a.m.*** 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 8:45.***
- Instruction begins promptly at 9:15 a.m. Students arriving after 9:15 will be considered tardy.
- Students who arrive after 9:10 a.m. must (1) be walked in by a parent in the office, and (2) 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 8:45 and ends at 9:10. 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 8:45 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. Parents picking up their child as a walker/bicycle rider should meet their child outside the main doors. Please note that any furry friends should wait by the Harding School sign. In this case, we will allow your child to walk to you.
11. 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 8:45 and 9:10 each morning. Adult supervision is provided at this time. Announcements begin at 9:05. We like children to be a part of our morning routine. All students should be in their classroom by 9:10. 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. 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 every day.**
2. Student car riders will be dismissed at 3:40, which is five minutes before bus riders on regular school days. On early release days they will be released at 1:10. Please make arrangements for someone to pick your child up on time.
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 3:15 pm with the new arrangements. We cannot assure delivery of messages to classrooms after 3:15 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 3:50 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.
10. When picking up your child after 4:15 for a club or the Link, please park in a parking space versus along a parking lot curb. This allows for better flow in the parking lot while people are leaving in the afternoons.

**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. Staff will escort children to vehicles. Please remain in your vehicles. This will make it easier and faster for us to dismiss students.

### ***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. Failure to comply with bus rules and directions of drivers will result in a loss of bus privileges. Cases of misconduct by students while on the bus or at school bus stops, which cannot be corrected by the bus driver, will be referred for disciplinary action immediately to an administrator of the school the child attends. Video recording equipment may be used on school buses for the purpose of monitoring and documenting student behavior. Video recordings are the property of MCPS and may be used by administrative personnel as support for disciplinary action. Disciplinary action may include any of the corrective actions in the Code of Conduct as well as temporary loss of bus riding privileges. Even though a student has his/her bus privilege suspended, he/she is still required to attend school. Repeated bus referrals may result in additional suspension of bus riding privileges and could result in denial of such privileges for the remainder of the school year. In such cases, students and their parents/guardians will be responsible for working out alternative transportation. 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.