



Huddleston Elementary School

23-24 Student-Parent Handbook

Hey there Families and Students,

I am so excited to be the new principal of Huddleston Elementary School. On behalf of the staff and teachers at HES we would like to officially welcome to the 2023-2024 school year. We know that you are as excited as we are to get back to school! We are looking forward to welcoming back all students from last year and welcoming the new faces joining our school. This handbook has been prepared especially for you in order to make your year run smoothly. Many valuable pieces of information are contained within these pages. You will find answers to questions about the school, its programs, requirements, and policies.

I would like to extend an invitation to all parents and guardians to get involved in your child's education. There is a direct relationship between parental involvement and high achievement. Stay in touch with your child's teacher, attend PTA meetings and school functions, and volunteer at Huddleston.

We want to challenge each student to put forth his or her best effort. Set aside time to do homework each day. Read for a few minutes. Get some physical exercise. Participate in a sport or recreational activity. Eat a good breakfast. Follow a reasonable bedtime schedule and get enough rest. View some TV, but balance it with other activities. Attend school regularly and be on time. Establishing patterns such as these helps make you the best student you can be and prepares you for life. Parents can help children establish these valuable skills which will serve them for a lifetime.

If you have a concern about a classroom situation, work closely with your child's teacher to communicate and resolve your concerns. If those concerns are not able to be resolved, please contact me personally so we can work together toward a solution. If there are school concerns or ideas you would like to share, please contact me. I believe that we are a partnership and together we can enhance your child's educational experiences at school.

Huddleston Elementary School is a Title I school. Title I is a federally funded program that provides additional support to students, parents, and teachers. Virginia's accountability system supports teaching and learning by setting rigorous academic standards known as the Standards of Learning (SOL).

A final thought, it is important that your student:

- Attends school daily and arrives on time and ready to learn (attendance is an accreditation indicator for HES and one of our improvement goals for 2023-2024)
- Completes homework that is provided by the teacher
- Let's their teacher/staff know if they need help or are struggling
- Reads daily!

I am looking forward to an exciting school year,

Dr. Guerin

Bedford County School Board 2023-2024

Note. These are currently the members of the Bedford County School Board. These individuals may or may not be on the Board for the entire school year. The most current information regarding School Board members may be found on the Bedford County school website (website noted below).

District 1

Dr. Susan C. Mele
117 Seagull Way
Goodview, VA 24095
Phone: 540-797-4423

District 2

Mr. Matthew Holbrook
1230 Goose Creek Trail
Bedford, VA 24523
Phone: 540-874-8300

District 3

Mr. Dwayne Nelms
2762 Pecks Road
Bedford, VA 24523
Phone: 540-238-7489

District 4

Mr. Marcus Hill
158 Cedarberry Lane
Forest, VA 24551
Phone: 434-525-1518

District 5

Mrs. Georgia W. Hairston
1164 Toms View Drive
Bedford, VA 24523
Phone: 540-586-3519

District 6

Susan Falls Kirby
926 Watson Place
Bedford, VA 24523
Home: (540) 586-0721

District 7

Mr. Christopher Daniels
1154 Lowry Ridge Court
Goode, VA 24556
Phone: 732-598-8706

Bedford County Public Schools Website
<http://bedford.sharpschool.net>

You will find access to the elementary program of studies on the above site.

HES Motto: “A Place to Grow” for ALL

HES Mascot: Hawk

HES Theme: HES SOARS

Mission Statement

HES will provide the highest quality education appropriate to the individual student's needs and abilities in order to enable them to realize their greatest potential and become a productive citizen.

Vision Statement

HES strives to be a diverse community built on mutual trust and respect. We envision a professional team of educators fostering community partnerships with the purpose of inspiring students to reach their individual potential. We envision standards based, inclusive, challenging, and engaging curriculum that stimulates learning and creativity in a positive and safe environment.

ABSENCES

Regular attendance is important for educational success. In the event of a student's absence, an automated system will call the home or workplace of that parent to confirm the reason for the student's absence. Please be reminded that we are tracking

unexcused and excused absences and developing a plan to address both as needs. All absences should be followed by a phone call or note explaining why the students was not at school (within three school days). If a note is not received, the absence is unexcused. At five unexcused absences, plans are developed and a meeting will be held with our DSS Family Support Worker. At seven absences, a meeting is scheduled with the Truancy Review Team in Bedford. Through this team a CHINS (child in need of supervision) may be filed with the court system. We also track excused absences or absences when the parent called in or notes were sent in, either by a parent or a doctor. Once a student accumulates 10 absences, they are followed to determine whether an attendance plan is needed. Once a plan is initiated, absences that do not follow the plan will be considered unexcused and will revert to the unexcused plan as described above with possible court intervention.

Please be reminded that the following reasons called into the office, or sent in by note, are excused: Medical, Death in the family, Subpoenas to court, Religious holiday (notified in advance), Other-approved by the principal. Please contact the principal to discuss the situation and have the emergency considered for "other" to be excused. If you go out of town, this absence must be approved by the principal beforehand (in writing) in order for this to be considered excused. The preapproved absences are low. Otherwise, it will be marked unexcused and count toward the five unexcused absences that have a plan attached to them.

Attendance is an important part of the educational process, not only for your student, but for the school. The VDOE provides an accreditation indicator based solely on attendance. If 15% of the students miss 10% or more of school, the school will lose accreditation in the area of attendance.

ARRIVAL/DISMISSAL

Class begins each day at 7:45 am. Students may be dropped off in the car rider line beginning at 7:20 am. Students who are tardy to school miss essential educational skills. Please make every effort to have your student at school ready to learn and on time each day. If you drop off your student in the morning, please remember to use the gym entrance and not the front entrance. The front entrance is reserved for bus drop-off.

Student dismissal is at 2:15 pm (car riders and bus riders). If you are picking your student up, please do so at the gym entrance. Your student will be escorted to your car.

BEHAVIOR AND BULLYING

It is our expectation that our learners will conduct themselves in a manner which helps to maintain a safe environment in which all children can have the best opportunity to learn. This can best be achieved if parents and school personnel work together. Students will be expected to treat others with dignity and respect. All learners will be expected to both follow and implement the pillars of the Character Counts program. These pillars are: Respect, Responsibility, Citizenship, Fairness, Caring, and Trustworthiness.

Please speak to your children about bullying. We will continue to address this during the school year; however, helping your child know what to do if they are bullied also helps to provide them with the tools they need to address this kind of behavior. Please

stress to your child that shunning someone else or telling others not to be friends with a child is a form of bullying.

Bedford County Public Schools defines bullying as any repeated negative behaviors intended to frighten or cause harm including verbal or written threats. If a parent knows that their child is being bullied or if your child tells you that they believe they are being bullied, please contact the guidance counselor, your child's teacher, or the principal and immediate action will be taken to rectify the situation. Parents, teachers, and staff need to work together to eliminate bullying from our classrooms and schools.

Bedford County Public Schools has the Code of Student Conduct on the BCPS website under the Families & Student drop down. It is an excellent resource to address the expectation of behavior at school and consequences for undesired behavior. This document lists the level of consequences with regard to behavior. Please be sure to share this with your child so they may understand the overall behavioral expectations at HES.

BUS/TRANSPORTATION OBLIGATION

Students are assigned to ride buses that will pick them up and drop them off in close proximity of their homes. Students are allowed to make a transportation change from a bus to a car rider with a signed note sent in before the change is to occur.

Parents/guardians of students in pre-school through the third grade, remember you, or your designee, must be at the bus stop each afternoon to meet your student. If you, or your designee, is not present to receive your student, the bus driver will bring your student back to school. If this happens repeatedly, your student will lose bus transportation services. Each incident will be documented in a bus referral. (Please reference Bedford County Code of Conduct for more information). Parents should provide the school a list of designees at the beginning of the year. Please update this list as needed. Riding the bus is a privilege and it may be revoked if behavior is unsatisfactory. Temporary transportation changes or permanent bus changes have to be authorized and signed by a parent/guardian in order to be officially changed. The permission must include the parent/guardian signature. Phone calls will not be accepted. Pictures of notes with parent signatures may be sent by email or fax to the main office.

Important safety rules for riding the school bus:

- Sit in your assigned seat
- Face the front of the bus
- Talk at a quiet volume
- Keep hands and feet to yourself and make sure your body is out of the aisle.

CAFETERIA

Breakfast will be served from 7:20 am to 7:45 am, each morning. If you student is a car rider and you would like them to get breakfast at school, make sure they are dropped off by 7:30 am. In the event of a 1- or 2-hour delay, breakfast WILL be served. Please ask your student not to share food or drink with other students. Packed lunches brought from home and consumed in school should provide students with healthy and nutritious foods. Please refrain from sending soda with packed lunches.

Students are provided a lunch free of charge for both breakfast and lunch. If you student would like to purchase extra items they may do so through their account (see information on myschoolbucks.com below)

Bedford County Public Schools (BCPS) uses a program called myschoolbucks.com. Parents can view their student's balances/purchases on myschoolbucks.com. You will need to create an account on myschoolbucks.com and add your child to the system.

All cafeteria questions and concerns should be directed to the Cafeteria Manager (540) 297-8239.

CELL PHONE/ELECTRONICS

Cell Phones and electronics brought to school must remain turned off AND in their book bag. If a student is observed using a cell phone at any time or if the cell phone rings, the phone will be confiscated by the teacher or principal. A parent/guardian will be required to pick up the cell phone/electronic device. The school is not responsible for anything that may happen to these items.

CHARACTER EDUCATION

State law requires character education in all public schools. The purpose of the character education program shall be:

- To instill in students' civic virtues and personal character traits so as to improve the learning environment.
- To promote student achievement, reduce disciplinary problems, and develop civic-minded students of high character.
- The basic character traits taught may include trustworthiness, responsibility, caring, respect, fairness, and citizenship.
- Classroom instruction may be used to supplement a character education program; however, each program shall be interwoven into the school procedures and environment and structured to instruct primarily through example, illustration, and participation, in such a way as to complement the Standards of Learning.
- Bullying Facts
 - Bullying is defined as repeated negative behaviors with the intent to frighten or cause harm. Bullying is intentional, repetitive, and can be physical, verbal, and/or emotional and includes electronic bullying (cyberbullying). What most students experience is social conflict which we will address through curriculum and strategy building.
 - Cyberbullying is a new phenomenon and includes:
 - Electronically sending mean, vulgar, or threatening messages or images
 - Online posting of sensitive, private information about someone
 - Pretending to be someone else online in order to make that person look bad
 - Using photoshop tools to create harassing images
 - Publishing jokes about another person in the internet
 - Using the internet to entice a group to physically harm another person
 - Can be done using email, IM, DM, text messages, blogs, etc.

- Virginia Law holds Virginia students to a model practice, and allows the School Board to use disciplinary measures if a student violates the model practice; bullying is a violation. (§ 18.2-60)
- Bullying interferes with student learning. At HES we want all students to feel that they are part of, and important, to the school community. We want to teach students to be kind to, and supportive of one another, accepting each other's differences. We will work to teach students how to get along and settle their differences in a productive manner. We ask that you support this endeavor as well. Please talk with your students about what bullying is, and also what it isn't. Discuss ways to handle disagreements without resorting to physical or verbal altercations. Please contact your child's teacher or principal if you have any questions about situations that may arise at school.

CLASSROOM PARTIES

Classroom celebrations with food are limited to no more than three per school year. The teacher will coordinate these activities, including approval of any food brought to the school. Parental involvement is encouraged for special events. Parents are encouraged to purchase items from the school cafeteria or a store. Store bought items must be in their original, unopened, packaging and contain ingredients/nutritional information. Parents must communicate with teachers in advance when requesting to bring foods for other events. This will allow the teacher time to review individual student allergies and health care plans.

CONDUCT CODE

Bedford County website has the Student code of conduct available under the parent resource drop down. It contains specific policies governing student conduct while on school property and school buses. Please go over the rules in this policy with your child. COOPERATION BETWEEN THE HOME AND THE SCHOOL REGARDING MATTERS OF DISCIPLINE IS VITAL.

CONFERENCES

Conferences are an important means of communicating with parents and teachers. They provide an opportunity to get together in person to discuss your child's education. Special days in the school calendar have been designated for this purpose. Before, during, and after school conferences may be scheduled at a mutually convenient time. We encourage parents/teachers to request a conference whenever there is a need. Phone conferences also provide valuable information. Therefore, we encourage parents to contact the teacher, before or after the regular school day should they wish to set up a conference time. Every effort will be made to respond to your request as soon as possible. Parents are always welcome to ask for a conference at any time during the school year should they wish to discuss the academic, physical, social, or emotional progress of their children. As a staff, we extend an open invitation to each parent regarding conferences and their child's progress.

CRISIS MANAGEMENT (Emergency Operations Plan)

The school has a crisis management plan called an Emergency Operations Plan (EOP) that is reviewed by the staff periodically to maintain familiarity with procedures. This plan is on file in the office. Students will practice all drills listed in the EOP periodically during the school year. Additionally, each student is required to participate in two (2)

bus evacuation drills during the year. These drills usually occur at the beginning of each semester and involve a review of procedures should an emergency occur.

DRESS CODE

The following types of attire (including clothing, jewelry, or other displayed personal belongings) are prohibited:

1. Attire that has language or images that are offensive, profane, or vulgar.
2. Attire that has language or images that promote illegal conduct, violence, or the use of drugs or alcohol.
3. Attire that causes or is reasonably likely to cause a substantial disruption to the learning environment.
4. Attire that causes or is reasonably likely to cause a safety concern.

Inappropriate dress will be called to the student's attention and correction is expected. Failure to follow the basic guidelines listed below will result in parents being called to bring appropriate clothing. Rules apply to every student.

- Tops must be long enough to cover the stomach. Students should have straps that are wide enough to cover undergarments.
- Shorts and skirts must be appropriate and cover the student's buttocks.
- Shoes must be worn at all times. FLIP FLOPS are discouraged. No shoes with wheels. Please make sure your child wears tennis shoes on P.E. days.
- Attire that has language or images that are offensive, profane, vulgar, discriminatory, or racially/culturally divisive is not allowed. This includes, but not limited to: confederate flags, swastikas, KKK references, or any other images that might reasonably be considered hurtful or intimidating to others.
- The school's administration reserves the right to make decisions about proper student dress.

Please mark your child's clothing and other possessions with his/her name. A lost and found box is located in the teacher workroom. Items not claimed are donated to the Goodwill, twice a year (at the end of each semester).

DISCIPLINE

It is necessary that students learn to develop self-discipline in order to further their learning. We ask that you discuss with your student(s) the importance of, and need for, good behavior and a good attitude while at school. HES will not tolerate fighting, disrespect toward others, obscene language, destruction of school property, or interfering with another student's right to learn. Students who break rules continuously will be sent to the office and the situation will be handled accordingly. If problems reoccur, parents will be required to come to the school to help resolve the situation.

DISCRIMINATION

BCPS does not discriminate on the basis of race, color, national origin, sex, or disability in its programs, activities or employment practices, as required by Title VI, Title VII, Title IX, and Section 504. Toby Ackerman, Supervisor of Compliance & Employee Relations, is the designated Compliance Officer responsible for assurances of non-discrimination.

EARLY DISMISSAL

We encourage you to try to schedule your child's doctor and dental appointments around school hours. If this is not possible, you must come to the office to check out

your child. Each check out requires a driver's license. Families will be required to follow HES guidelines at the time of their visit. For your student's safety, the school will not release a child to anyone other than the parent/guardian without explicit permission (provided in PowerSchool registration and transportation as well as Arrival/Dismissal form filled out at the beginning of the year). All changes to these names need to be sent in by a signed note from the parent/guardian.

EMERGENCY CONTACT INFORMATION PROCEDURES

It is crucial that parents help the school by keeping this information current. This information can be updated by calling the school or by sending a written note.

Please make sure that the office has the names of the persons allowed to pick-up your child at school in case of an emergency. *No other persons will be allowed to take your child for any reason unless we have prior written permission from you or the person is listed on your emergency card.*

Should an emergency occur and we are unable to contact either you or those listed on your child's emergency card, the rescue squad will be called. The school will continue to try to contact the parents and someone from the school will remain with your child at all times until a parent or guardian arrives.

EMERGENCY OPERATIONS

See Crisis Management Above

EMERGENCY DISMISSALS (SNOW)

Parents are asked not to call the school when it becomes apparent that schools may close early due to weather. It is necessary that the telephone lines remain free so that the principal can be in direct communication with the superintendent/designee of any decision to close school early. Local TV and radio stations will broadcast the decision. Please make sure that your student's teacher knows of a change in their drop off location should an early release occur. In the event that it snows during the night, parents are to listen to TV and radio stations to be informed as to whether or not school will be in session. Parents are also encouraged to follow the BCPS Facebook page and download the BCPS app to receive urgent messages and information of closing/delays.

EMERGENCY INFORMATION CARD

Schools must have an Emergency Information Card on file for each child with all telephone numbers for parents/guardians and a telephone number for one other adult who may be called in the event of an emergency or illness. Please list people in the order you would prefer they be called. The nurse will start with the first name listed. It is crucial that parents help keep this information current, so please inform the office with a signed note if there are changes.

FAMILY LIFE EDUCATION

Family Life Curriculum is taught at all grade levels. Parents that have questions about the curriculum can reach out to the school counselor, or access the Family Life Education curriculum through the link under Family Life Education on the BCPS website. Should you decide you do not want your child to participate, an opt out form is available upon request.

FIELD TRIPS

If applicable: Teachers will send a specific permission form to be signed by a parent/guardian for field trips, prior to the trip. Students will not be permitted to attend field trips without official permission slips. If a parent/guardian be selected as a chaperone, all BCPS policies and guidelines must be followed.

It is imperative that during school-scheduled field trips students remain safe. We have found that students who follow class rules on a regular basis are more likely to follow rules while away from the school. We encourage parents to continually remind students of appropriate behavior both in school and on field trips.

FIRE DRILLS

Virginia state law requires that fire drills be held on a regular basis in all schools. Teachers will instruct their classes on proper conduct and exit routes.

GRADING-REPORTING/SUPPLEMENTAL REPORTS/PARENT CONFERENCES

The progress of each student is reported to parents every nine weeks. Students are evaluated by informal and formal means. Teacher made tests, observations and other criteria, along with standardized tests, are used to measure Student's progress. The Student's work is sent home on a regular basis. An interim progress report will be sent to parents of learners who have an average of "D" or "F" (for each subject area) during the midpoint of each nine-week grading period. A second report is sent home during the 7th week of the grading period if a student continues to perform below grade level expectations.

Conferences will be held after school.

Honor Roll Status may be achieved in the 3rd, 4th, and 5th grades. Requirement to be recognized as an honor roll student, they must have good attendance, earn all A's and B's in academic subjects as well as maintaining satisfactory ratings in resource and citizenship areas. Students who have been suspended out of school during the grading period are not eligible for Honor Roll recognition, regardless of academic grades.

Grading Scale:

Kindergarten – 2nd Grade

4 = Above Proficient

3 = Proficient

2 = Below Proficient

1 = Insufficient evidence of proficiency

3rd – 5th Grades

A = 90 – 100 Highly Proficient

B = 80 – 89 Above Proficient

C = 70 – 79 Proficient

D = 60 – 69 Below Proficient

HARRASSMENT

§22.1-291.4 of the *Code of Virginia* requires that school boards implement policies and procedures to address bullying. The BCPS policy is JFD and defines the expectations of students and prohibits any forms of bullying, cyberbullying, and harassment. Important expectations and definitions are listed within the policy.

HOMEWORK

Homework will be given as an extension of classroom activities to reinforce what has been taught. Homework assignments are expected to be completed and turned in by their due date.

ILLNESS OR INJURY

In case of illness or injury, the school nurse or office staff will care for the student temporarily. We are asking in cases where the student needs to be picked up due to illness/condition, that the pick-up is arranged within the hours of the call home. School personnel will render first aid treatment only. If emergency medical treatment is necessary, the parents will be contacted. If parents are not available, the student will be taken to the emergency room at Bedford County Memorial Hospital.

IMMUNIZATIONS

Documentary proof shall be provided of adequate age appropriate immunization with the prescribed number of doses of vaccine indicated below for attendance at a public or private elementary, middle, or secondary school, child care center, nursery school, family day care, or developmental center. Vaccines must be administered in accordance with the harmonized schedule of the Centers for Disease Control and Prevention, American Academy of Pediatrics, and American Academy of Family Physicians and must be administered within spacing and age requirements (available at <https://www.vdh.virginia.gov/immunization/immunization-manual/acip/>). Children vaccinated in accordance with either the current harmonized schedule or the harmonized catch-up schedules (including meeting all minimum age and interval requirements) are considered to be appropriately immunized for school attendance. (See "Supplemental Guidance for School-required Vaccines" for additional information.)

**Medical or religious exemptions can be obtained for immunizations. See the school nurse for information.

INFORMATION

Sexual Offender and Crimes Against Minors Registry Information is available on the internet (<http://sex-offender.vsp.virginia.gov/sor>) regarding sexual offenders and crimes against minors.

INVITATIONS

If birthday invitations, or any other kind of invitations, are to be passed out at school, the entire class should receive them so that no student is left out. We realize that parents may not wish to have parties that include all of your student's classmates, in such case please reach out to families outside of school hours.

MEDICATION/MEDICAL PLAN

If a student must be administered medication at school, the following requirements must be met:

- ALL MEDICATIONS (prescription and non-prescription) must be turned into the office by a parent/guardian (NOT the student).
- Cough drops are considered a medication and must be brought in by parent/guardian.

PREScription MEDICATION

- Must be clearly identified as to the name and type of medication to be administered.
- Must be in the original container (we will keep the original container at school)
- Must carry a prescription label with the student's name, drug identity, dosage instruction, doctor's name and current prescription date.
- A permission to dispense medication form must be completed and signed by the parent/guardian and the prescribing doctor before any medication is administered. The label on the medicine must also match the information on the form.
- Refrigeration is available
- Only the nurse or back-up clinic personnel will give medication.

NON-PREScription MEDICATION

- Must be in the original container (pain reliever bottle, cough medicine bottle, etc.) Cough drops are a medication and must follow the same guidelines as other over-the-counter medications.
- Must be clearly identified as to the name and type of medication and dosage instructions.
- Medications will only be administered by the instruction on the label
- A permission to dispense medication form must be completed and signed by the parent before any medication is administered.

MEDICAL PLAN

- If you student has a medical condition that has been diagnosed by a doctor, such as asthma, please contact the school nurse to have a Medical Plan developed and on file.

MONEY AND VALUABLES

Money and valuables should not be left in the school at any time. We also suggest that students carry only the amount of money needed for each day. In addition, cell phones, toys and expensive games should not be brought to school. The school is not responsible for these items if they are lost or stolen.

MOMENT OF SILENCE

The 2000 Session of the General Assembly passed Section 22.1-203 of the Code of Virginia to require daily observation of a moment of silence. Students at HES will observe the moment of silence in the morning following the Pledge of Allegiance. Students are to stand and recite the pledge while facing the flag with their right hand over their heart. Not student, however, can be compelled to recite the pledge if they of the parent/guardian objects on religious, philosophical, or other grounds to participating.

Students that are exempt are to remain quietly standing or sitting at their desks while others recite and are to make no display that disrupts or distracts others.

PARENT VISITATION

At HES, we love our families. However, in order to protect instruction during the school day, all classroom visits will need to be scheduled through the main office. If you want to visit your student during lunch, simply let your student's teacher know so they can give you the correct time. All visitors are required to complete the BCPS volunteer form.

PROMOTION, RETENTION, and REMEDIATION

When retention is a possibility, the following procedures will be followed:

- During the first semester, the teacher will notify the parent(s) if the student is having extreme academic difficulties that may lead to retention. The teacher will reach out to the School Consultative Team (SCT) coordinator to have a time set up to meet with parents face-to-face to discuss interventions and goals.
- Following the end of the first semester, the teacher shall compile a list of students who may be retained. The teacher and principal will discuss each case.
- Parents shall be notified before the end of the third nine-week period in writing if there is a possibility of retention.
- The retention committee shall meet to review the factors listed for each student. The committee shall make a recommendation. Written documentation of this meeting shall be given to the parent and placed in the student's cumulative record. Every attempt should be made to include parents in the committee discussion.
- The principal shall have the authority to make the final decision. A list of students to be retained shall be forwarded to the Director of Instruction by June 30. Students whose retention status will be determined after summer school attendance shall be noted on the list.
- If parents are not contacted about retention of a student during the school year the student will be promoted to the next grade level.

The School Board develops and implements programs of prevention, intervention, or remediation for students who are educationally at risk, including but not limited to those who fail to achieve a passing score on any Standards of Learning assessment in grades three through eight, or who fail an end-of-course test required for the award of a verified unit of credit. Such programs shall include components that are research based.

PLAYGROUND RULES

HES is fortunate to have two playgrounds. After school hours it may be used by the community for recreational purposes. HES students are aware of certain rules they must follow. We would like for parents to also be aware of the rules so that the safety of each child is maximized. A small preschool site is also available for preschoolers, ages 2-4.

The playground is designed for children in grades K-5 (approximately 5-10 years old)

- Children must have an adult with them at all times.
- Bike riding, roller skating, scooters, or skateboarding is off limits to both asphalt and equipment areas.
- Proper shoes are required (tennis shoes work well).
- The slides are to have one child at a time going down (sitting up) and never walking from the bottom back up the slide.

- Horseplay is not allowed.
- Wet equipment might be slippery; be careful.
- Use handrails only for hands.
- Only one child at a time is allowed on the horizontal ladders.
- Get off the equipment carefully; jumping off structure is not allowed.
- In order to be safe, be aware of others nearby.
- Do not wear clothing with drawstrings or hanging pieces that can get caught on the equipment and possibly become a choking hazard.
- Five and six-year olds should not use the monkey bars without a spotter.

READING PLAN

The faculty/staff at HES is committed to the teaching of reading. Using a balanced approach to the teaching of reading, students learn a variety of strategies to decode words and to get meaning from print. Progress is assessed throughout the year and remediation is given when a student exhibits need.

RETURNED CHECKS

Envision Payment Solutions™ is pleased to have been selected by Test Projects as its check service provider. Please be aware that if your check is returned, it may be represented electronically. Also, in presenting a check for payment, you authorize service charges and processing fees to be debited from the same account should the check be dishonored. These fees, as permitted by state law, may be debited as a paper draft or an electronic funds transfer, at our option. Each dishonored item is subject to the applicable state returned check fees.

Specifically, per *Virginia Code Annotated § 8.01-27.1*, the service fee for returned checks is as follows:

\$50, plus legal interest from the date of the check and the bad check return fee charged to the holder by its bank.

(Note that the fee structure will change according to any amendments made to VA law during a school year.)

If you wish to inquire about a returned check written to Test Projects, please contact Envision Payment Solutions™ directly at the information listed below. Thank you. We wish you and your children all the best for this year and beyond.

Customers (check writers) with returned check inquiries should contact:

Envision Payment Solutions™
Telephone: 877.290.5460, or 770.709.3100
Fax: 770.709.3007
 P.O. Box 157
 Suwanee, GA 30024-0157
customerservice@envisionpayments.com

RIGHT TO REQUEST INFORMATION

On December 10, 2015, the Every Student Succeeds Act (ESSA) was signed into law. Section 1112(e)(1)(A) states that as a parent of a student in Huddleston Elementary,

receiving Title I funds, you have the right to know the professional qualifications of the classroom teachers instructing your child. Federal law requires the school division to provide you this information in a timely manner if you request it. Specifically, you have the right to request the following information about each of your child's classroom teachers:

- Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status because of special circumstances.
- Whether the teacher is teaching in the field of discipline of the certification or degree he/she received
- Whether paraprofessionals provide services to your child and, if so, their qualifications.

If you would like to receive any of this information, please contact Dr. Jeff Guerin, Principal either by phone at 540-297-5144, or in writing at 1027 Huddleston Drive Huddleston, VA 24104.

SCHOOL COUNSELOR

HES is fortunate to have a school counselor who offers a broad-based guidance program consisting of 1) planned programs for each grade, and 2) individual and small group activities. Some of the topics included in classroom guidance are self-concept, responsibility, social skills, decision making, test taking, academic progress, and the world of work. The counselor is available to students and parents and will schedule conferences upon request.

The counseling program at HES includes all grade levels and is developmental and preventative in nature. The school counselor provides a variety of support services including individual and group counseling, classroom guidance lessons, and consultative services to parents and staff. Guidance lessons focus on the Character Counts Curriculum, Internet Safety, Bullying, and promoting Socio-Emotional growth.

SMOKING/TOBACCO USE ON SCHOOL PROPERTY

State law prohibits smoking/use of tobacco products in the buildings or on the grounds of public schools of the Commonwealth of Virginia during regular school hours and school sponsored activities. Each school has posted signs indicating that smoking on school grounds is no longer permitted even if it is outside of the building.

STANDARDS OF LEARNING (SOL)

Achieving a standard of excellence with regard to the Virginia Standards of Learning requires the partnership of both parents and teachers. Parents may help to reinforce learning and SOL objectives taught by going over tests, helping their child be prepared for tests, checking educational websites, working closely with your child's teacher, and following up on any issues related to overall student progress with your child's teacher.

The SOL testing is currently conducted in late April and early May for grades 3-5. Grade 3 testing includes the areas of math and reading. Grade 4 testing includes the areas of reading, math, and Virginia Studies. Grade 5 is tested in the areas of reading, math, and science.

STATE ASSESSMENT REQUIREMENTS

Virginia's public schools operate under the Standards of Learning as set forth by the State Department of Education. Third, fourth and fifth graders will be assessed on these standards throughout the year. In addition, 2nd grade will take the Iowa/COGAT. This test is designed to assess general knowledge and to give an idea of how a student's academic progress compares with others across the nation in the same age group. Test results will be reported to parents. Students in grades PK-5 will also participate in the PALS testing program.

STATEMENT OF RESIDENCY

A parent or guardian can be charged with a Class 4 misdemeanor for knowingly making a false statement concerning the residency of a child. All students attending Bedford County Public Schools must live with a parent or legal guardian residing in Bedford County or must reside with a parent or legal guardian who owns property in Bedford County. (Section 22.1-264.1 Code of Virginia) Proof of Residency documentation must be provided prior to a student being enrolled in Bedford County schools.

STUDENT DRESS

See Dress Code

TARDY ARRIVALS TO SCHOOL

Students arriving after 7:45 a.m. must come to the front office **with an adult** to sign in and receive a tardy slip before going to class. Students who are removed from school early are also considered tardy. Please be mindful that when your child is chronically tardy, they miss critical instruction that is imperative to their success.

TELEPHONE CALLS TO SCHOOL

There may be times during the school year when it becomes necessary for parents to call the school. We welcome all calls and inquiries from parents. When you call, please give your name and the nature of your call. Should the principal be out of the office, or in conference, the secretary can often answer your questions. If not, the proper person will return your phone call. During the day, teachers have teaching responsibilities and cannot leave their classes unattended. You may leave a message and the teacher will return the call no later than the end of the next school day.

TUESDAY FOLDERS

In an effort to keep parents well informed about their child's progress as well as school and community activities, a parent's Tuesday Folder will be sent home each Tuesday of the school year. It is the parent's responsibility to review all the papers in the folder with their child. Praise your child for work well done, and please read any information from the school and respond as needed.

VACATIONS DURING THE SCHOOL YEAR

Bedford County Schools **does not support** students taking vacations during the school year. Vacations taken during the school year should be discouraged as this causes the student to miss valuable instruction which cannot be made-up simply by completing written assignments. Absence from school causes a hardship for the student when making up missed work and valuable classroom instruction is lost.

VIOLENCE IN SCHOOL

Huddleston Elementary will strictly adhere to the Bedford County Schools Code of Student Conduct. Of particular note: Any student bringing a gun or any other weapon on school property will be suspended immediately and referred to the school board for further action. An issue that frequently arises in elementary schools is a student bringing a pocket knife onto school grounds-regardless of intent, serious consequences may arise. Please discuss this issue with your student and assist us by checking your child's backpack frequently and discussing with them the need to leave all knives/weapons at home.

VIRGINIA SCHOOL REPORT CARD

The Commonwealth of Virginia is committed to providing quality education for all students. This commitment includes keeping parents and the public informed through the Virginia School Report Card. The report card includes progress of our schools in raising student achievement and enhancing the learning environment. The ratings for Adequate Yearly Progress (AYP) and school accreditation for a specific school year are based on the achievement of students on tests taken during the previous academic year.

To view the Virginia Report Card for your child's school, please visit the following web site: <http://schoolquality.virginia.gov/schools/huddleston-elementary>

A link to Huddleston Elementary Schools Quality Profile (Report Card) can also be found on our school's website at: <http://bedfordhes.sharpschool.net/home> under the "Our School" tab.

VIOLENCE AND DANGEROUS INSTRUMENTS

A student shall not knowingly possess, handle, or transmit any object that can reasonably be considered a weapon or a dangerous instrument on school property or at any school activity. Should this occur the principal will notify the parent, confiscate the weapon, and act according to the BCPS student code of conduct. Virginia law states students COULD be expelled for bringing guns or dangerous weapons to school. This includes any object that resembles a dangerous weapon. Under no circumstances should students bring knives to school for their lunch or a recreational pocket knife. These violations could result in suspension.

WATER BOTTLES

Water bottles kept in class should contain plain water.

Please read, cut, sign and return the last page of this handbook.

Huddleston Elementary School

Parent, Student, Teacher Compact

As a parent/caregiver, I pledge to:

- Maintain and foster high standards of academic achievement and positive behavior
- Find out how my child is doing by attending conferences, looking at my child's school work, and/or calling the school
- Spend time each day with my child reading, writing, listening, or just talking
- Help my child to resolve conflicts in positive, non-violent ways
- Make sure (to the best of my ability) that my child attends school daily, arriving on time and ready to learn

As a Huddleston Elementary School staff member, I pledge to:

- Maintain and foster high standards of academic achievement and positive behavior
- Respectfully and accurately inform parents of their child's progress
- Have high expectations for myself, students and other staff
- Respect the cultural differences of students, their families, and other staff
- Help children to resolve conflicts in positive, nonviolent ways

As a Huddleston Elementary School student, I pledge to:

- Work hard to do my best in class and complete my homework
- If I do not understand something, I will ask for help.
- Discuss with my parents what I am learning at school
- Have a positive attitude towards myself, others, school and learning
- Respect the cultural differences of other students, their families, and staff
- Work to resolve conflicts in positive, nonviolent ways

IMPORTANT:

Please sign and return this paper to your child's teacher in recognition that the handbook has been read and discussed with your child.

Student Name: _____

Teacher: _____

Parent Signature: _____

Date: _____