Hayfield Elementary School
2015-2016

Hayfield Hawks on a QUEST for Knowledge

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Website:  http://www.fcps.edu/HayfieldES/
HAYFIELD ELEMENTARY VISION STATEMENT:
Creating a collaborative culture of global thinkers and learners

HAYFIELD ELEMENTARY MISSION STATEMENT:
The Hayfield Elementary School Community empowers students to become:

H - High academic achievers,
E - Ethical decision-makers, and
S - Strategic citizens

CODE FOR SUCCESS
Every day at Hayfield Elementary, we learn and make the world a better place.
We accomplish this by following the H.A.W.K.S. Pledge.
Hawks...
Are Honest
Work hard to Achieve
Make Wise choices
Show Kindness with respect
And make Safe decisions
Continue to SOAR each day!

HAYFIELD ELEMENTARY CORE VALUES & BELIEFS:

Core Outcomes for Students
Our students will leave us...
• able to demonstrate respect, tolerance, and acceptance of others.
• seeing themselves as readers and writers.
• as life-long learners who continually set and pursue goals.
• as cooperative team players.
• as effective listeners and communicators.

Core Commitments about How We Shall Operate as Professionals
As professionals we agree...
• our students belong to all of us.
• we should share, value and respect others’ opinions and ideas.
• we should be flexible and open to change.

Core Beliefs about the Conditions of Learning
As an inclusive school community¹ we will create an environment where...

¹ Our community includes students, staff, parents, and all others who contribute to the educational growth and well-being of our students.
• learners feel comfortable taking risks.
• instruction is interactive and meaningful.
• students are able to transfer learning to the outside world.
• collaboration, involvement, and support is essential to our school’s mission.

PRINCIPAL’S MESSAGE:
Our student handbook is designed to answer most of the questions about the operation of Hayfield Elementary School. Please keep it available to refer to during the school year. If you have any other questions, do not hesitate to call or email the school office at 703-924-4500 or HayfieldESOffice@fcps.edu. We are here to work with you as partners to provide the best educational opportunities for your children. Positive communication between home and school is extremely important in reaching this goal. Please thoroughly read and discuss the contents of our handbook as a family. It is important for your child to understand school expectations and procedures in order to soar like hawks. We look forward to an enjoyable and productive year for everyone.

PTA’S MESSAGE:
Schools that are effective for all children result from a strong partnership of parents, teachers, and administrators who communicate freely. It is the goal of the Parent Teacher Association (PTA) at Hayfield Elementary to serve as a network of communication between parents and school personnel, to support the faculty in their educational endeavors. See the PTA website at http://www.hayfieldpta.org for more information about our PTA.

Hayfield Elementary School

Involved parents are the key to achieving our objectives. Get involved - volunteer!

School Hours

Monday–Friday: 8:30 a.m.–3:15 p.m.

Please note for safety purposes, students MAY NOT be dropped off at school prior to 8:15 a.m. as school staff are not available to receive students until that time.

School Calendar
<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tr>
<td>School Begins</td>
<td>September 8</td>
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<tr>
<td>Student Holiday</td>
<td>October 9</td>
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<tr>
<td>Columbus Day Holiday</td>
<td>October 12</td>
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<tr>
<td>First Grading Period Ends</td>
<td>October 30</td>
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<tr>
<td>Two Hour Early Release Day</td>
<td>October 30</td>
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<tr>
<td>*Student Holidays</td>
<td>November 2 &amp; 3</td>
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<tr>
<td>Two Hour Early Release Day</td>
<td>November 25</td>
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<tr>
<td>Thanksgiving Break</td>
<td>November 26 &amp; 27</td>
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<tr>
<td>Two Hour Early Release Day</td>
<td>December 18</td>
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<tr>
<td>Winter Vacation starts</td>
<td>December 21</td>
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<tr>
<td>Winter Vacation ends</td>
<td>January 1</td>
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<tr>
<td>Martin Luther King Jr. Holiday</td>
<td>January 18</td>
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<tr>
<td>*Student Holiday</td>
<td>January 19</td>
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<tr>
<td>Second Grading Period Ends</td>
<td>February 4</td>
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<tr>
<td>Two Hour Early Release Day</td>
<td>February 4</td>
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<tr>
<td>*Student Holiday</td>
<td>February 5</td>
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<tr>
<td>Presidents’ Day Holiday</td>
<td>February 15</td>
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<td>Spring Vacation</td>
<td>March 21-25</td>
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<tr>
<td>*Student Holiday</td>
<td>March 28</td>
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<tr>
<td>Third Grading Period Ends</td>
<td>April 21</td>
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<tr>
<td>Two Hour Early Release Day</td>
<td>April 21</td>
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<tr>
<td>Student Holiday</td>
<td>April 22</td>
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<tr>
<td>Memorial Day Holiday</td>
<td>May 30</td>
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<tr>
<td>Last Day of School</td>
<td>June 23</td>
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*No school for students*
General School Information

ABSENCES: When a student is absent or tardy an excuse is required from parents. It is the parent’s responsibility to notify the school of the reason for the child’s absence/tardy. If your child is absent, please email HayfieldESAttend@fcps.edu to report absences. If you do not use or have access to a computer, the reason for your child’s absence must be provided in writing within two days of his/her return to school. Otherwise the absence will be reported as unexcused. In addition, it is important for the school to know if your child has contracted a communicable disease such as chicken pox, conjunctivitis, or strep throat. Absences are excused in situations of: illness; death in the family; medical appointments; or observance of a religious holiday. Unexcused absences and tardies include: family trips; child care problems; oversleeping; nonschool-related activities; traffic; missed buses; etc. School attendance is required by law, as outlined by the Code of Virginia Section 22.1-254. Absences and tardies will be addressed through individual interventions with progressive consequences. These consequences may include required doctor’s notes and referrals to the truancy officer. Families are expected to make travel plans for days students are not required to be in school. Parents should seriously consider the educational implication of disrupting educational progress for family vacations. It is the parent’s responsibility to notify the school principal in writing for prearranged trips.

ADMISSION: Students are required to enter kindergarten in the state of Virginia if they are five years old on/or before September 30. Those students entering Fairfax County schools for the first time MUST present proof of residency, original birth certificate, a physical examination, and a certificate of immunization or other acceptable medical evidence that the child has been immunized against:
- measles, mumps and rubella (MMR)
- diphtheria, pertussis and tetanus (DTP, DTap, Td, DT)
- polio (OPV, IPV)
- varicella (chicken pox)
- hepatitis B series (HBV)
- human papillomavirus (HPV)
- Haemophilus influenza type B (HIB)- not required for kindergarten entry
- pneumococcal (PCV).
- tetanus, diphtheria, acellular pertussis (Tdap)- students entering grade 6

Children without all of these CANNOT enter school. Questions regarding immunizations should be directed to the school registrar.

ADVANCED ACADEMIC PROGRAMS (FORMERLY GT):
Fairfax County Public Schools (FCPS) offers a continuum of advanced academic services for all students in grades K-8. Learning experiences are designed to develop higher-level thinking through enrichment, acceleration, and extension of the Program of Studies. Teachers, administrators, and Advanced Academic Resource Teachers (AARTs) work together to provide the following Levels of Service:
- Critical and Creative Thinking Strategies, Grades K-6 (Level I)
- Differentiated Lessons in Areas of Academic Strength, Grades K-6 (Level II): The Young Scholars Model included in this level is designed to find and nurture advanced academic potential in students from historically underrepresented populations.
- Part-Time Advanced Academic Program, Grades 3-6 (Level III)
- Full-Time Advanced Academic Placement, Grades 3-8 (Level IV)
Multiple criteria are reviewed to determine eligibility for all FCPS Advanced Academic Programs. Formal identification begins with Level III services. The local school AAP committee determines student eligibility for school-based services. The countywide AAP Central Selection Committee determines eligibility for full-time AAP (Level IV) placement. Each fall all FCPS second grade students, as well as students in third through sixth grades who do not have ability test scores, are administered the Cognitive Abilities Test and/or the Naglieri Nonverbal Test. A second grade screening pool is established using these test results. Students in the second grade pool are automatically screened for full-time AAP (Level IV) placement. Parents/guardians may exercise their one-time retest option during the September-October testing cycle. Parents/guardians of students not in the second grade screening pool may initiate the full-time AAP (Level IV) screening process by completing and submitting an AAP Level IV Referral Form to the local school principal no later than the district determined deadline. No late referrals will be accepted. Second graders not in the pool and all third through sixth graders are screened only by referral. Forms are available on the AAP website and in the Parent Information Packet available at the local school. For additional information, please go to the following website: http://www.fcps.edu/is/aap/index.shtml or contact our Advanced Academic Resource Teacher at (703)-924-4500.

**BEHAVIOR:** All students are expected to model HAWK behavior and adhere to the Fairfax County Public School Student Rights and Responsibilities Regulation (SR&R-2601). This document will be discussed with all students during the first week of school.

Students are expected to:

- Be courteous, cooperative, and respectful of the rights of all persons in our school.
- Observe basic school safety regulations. This includes travel to and from school, on buses, at bus stops, and within the school building.
- Be responsible for his/her own behavior and be accountable to Fairfax County Public Schools (FCPS) regulations.
- Arrive to school on time and be prepared for each day.

Certain types of behavior will not be tolerated. Violations in the following areas will result in disciplinary action:

- Bullying
- Fighting or assault
- Gambling
- Insubordination
- Possession of any weapons
- Possession of look-alike substances
- Possession of tobacco products
- Substance abuse at school or any school function
- Thefts
- Threatening others with bodily harm
- Verbal or physical harassment

**BICYCLES:** On a yearly basis, only students in grades 4-6 will be given permission to ride their bikes to school. **ONLY** students who live in Hayfield Farm will be allowed to ride their bikes. These decisions are based on safety. A student who wishes to ride a bike to school is required to follow all bicycle safety laws (i.e. wearing a helmet). Students observed not following these safety
procedures will be given a warning and then lose bicycle riding privileges. Students should bring an appropriate lock to secure the bike in the stand provided at the school. The school is not responsible for lost/stolen/damaged bicycles.

**BIRTHDAYS:** If your child wishes to bring a class treat for his/her birthday, we ask that arrangements be made with the classroom teacher in advance. Treats should be single-serving items that are store bought. Birthday treats will be distributed in the cafeteria during your child’s lunch time. If classmates are to be invited to private parties, invitations must be sent through the U.S. Postal Service and will not be distributed at school. You may utilize the student directory that is distributed via the PTA in the fall for address information.

**BREAKFAST:** Hayfield has a breakfast program. FCPS menus are published showing breakfast items. Breakfast will be served in our cafeteria daily from 8:15-8:30 a.m.

**CAFETERIA EXPECTATIONS:**
- I will use an inside voice, stay in my assigned seat, raise my hand when I need help, and use self-control.
- I will use the restroom before I go to the cafeteria.
- I will only eat my own food/drink.

**CAFETERIA BEHAVIOR SYSTEM:**
Orange Cup - Class as a whole is following cafeteria expectations.

Blue Cup - The majority of the class is doing what is expected.

Yellow Cup - The class receives several warnings for their behavior.

**CELL PHONES:** Use of a portable communication device without express authorization from the principal or their designee (teacher) and in keeping with our Bring Your Own Device (BYOD) to school policies, is not allowed. This includes during school sponsored events and while on a school bus. A portable communication device includes, but is not limited to, cell phone, smart phone, iPad, iPod, or other similar device that is capable of sending and/or receiving audio, video, picture, electronic-mail, or text messages. FCPS does not assume responsibility for any personal items brought to school, including cell phones, except for those that the school confiscates. Parents will be notified when items are confiscated so they may make arrangements to pick the items up.

**CONFERENCES:** Conferences are an important part of our communicating information to parents. The request for one may come from the parent/guardian or the teacher. Early morning is a busy time for our teachers and students as they settle in for their daily routine. This time, volunteer times or when a parent visits the school to have lunch with his/her child are not appropriate times for a conference unless prior arrangements have been made with the teacher. We ask that you please make an appointment; teachers can always be contacted through the school office. Teachers will contact all parents/guardians for a conference at the end of the first grading period.

**DELAYED OPENING/EARLY CLOSING:** Inclement weather, snow, extreme heat, etc. may result in a school closing, delayed opening, or early dismissal. Radio and television stations carry this news when such decisions are made. Channel 21 is the official channel for Fairfax County Public Schools (FCPS) information, and carries continuous messages throughout the day. Parents and students are urged not to call Hayfield Elementary for this information. Families are strongly encouraged to sign up for “Keep in Touch” on the FCPS website, www.fcps.edu, (click on Keep in Touch email) to receive all
FCPS emergencies, and reminders addressed to your website. Please be aware that on days with delays there will not be staff to supervise students. Parents should make advance arrangements for child supervision in the event of a late opening or an early closing, and make sure your child understands these arrangements.

**DISMISSAL AND CLOSING:** School dismisses at 3:15 p.m. Monday through Friday. There is no supervision for students after school hours. All changes to transportation need to be made before your child leaves for school in the morning and a Zippy Pass must be sent to the school. Emergencies happen and parents are encouraged to make arrangements and plan for this with friends and neighbors. If you need the support of the school, however, changes to a student’s dismissal procedures need to be made prior to 2:45 p.m. and submitted in writing via an email or note. Without a written request or administrative approval, your child will be sent home in his/her usual manner. Once the dismissal process begins, students cannot be called to the office or pulled off the school bus for safety reasons. To ensure students are released to the proper individual, all request changes must be in writing and include a parent/guardian signature giving consent to release. If the parent authorizes another individual to pick his/her child up, students will be dismissed to the front office. The person authorized to pick up the student will need to present a valid photo ID for verification purposes.

**DRESS CODE:** The current version of School Board Regulation 2601 requires that all students are to dress appropriately for a K-12 educational environment. Any clothing that interferes with or disrupts the educational environment is unacceptable. Clothing with language or images that are vulgar, discriminatory or obscene, or clothing that promotes illegal or violent conduct, such as gang symbols, the unlawful use of weapons, drugs, alcohol, tobacco, or drug paraphernalia, or clothing that contains threats such as gang symbols is prohibited. Clothing should fit, be neat and clean, and conform to standards of safety, good taste, and decency. Clothing that exposes cleavage, private parts, the midriff, undergarments, or that is otherwise sexually provocative is prohibited. Examples of prohibited clothing include, but are not limited to: sagging or low-cut pants, low-cut necklines that show cleavage, tube tops, halter tops, backless blouses or blouses with only ties in the back, studded belts, chain belts, clothing constructed of see-through materials, and head coverings (i.e hats, bandanas, etc.) unless required for religious or medical purposes. Parents of students requiring accommodations for religious beliefs, disabilities, or other valid reasons should contact the principal. Students not complying with this code will be asked to cover the non-complying clothing, change clothes, or go home. Repeated infractions will result in disciplinary action. The current version of Regulation 2613 provides additional details. Students are not allowed to wear sneakers with wheels or any other shoe that is deemed unsafe by the principal. If your child wears a pair of shoes that are not safe or appropriate for an activity, you will be called and asked to bring him/her an appropriate pair of shoes.

**DROP-OFF POLICY FOR EVENING/PTA EVENTS:** We offer school and PTA events in the evening for families and encourage you to enjoy the activities with your children. Sufficient staff is not available to supervise children in the evening. The drop-off policy is as follows: All students must be accompanied and supervised by an adult (21 or older). An adult may sign in up to 5 students. Sign in will be at the nearest entrance to the activity location.
EARLY CHECKOUTS: Consistent early checkouts are detrimental to a student’s success in school. Please try to make sure that your child starts the day on time and stays the entire day. A written request should be sent to the teacher by a parent/guardian for a student to be excused from school during the day. The parent MUST come to the office with photo ID to SIGN OUT the student. **Children will not be called to the office until the parent/guardian has arrived in the office to pick them up.** If someone other than a parent is to pick up a student, a note is necessary to verify the person has parental permission. **No one under the age of 18 is allowed to sign out a student.**

ELEMENTARY ACADEMIC REPORTING SYSTEM: Standards-based Progress Reports are issued four times a year at the end of each nine-week period: November, February, April and June. Interim reports are sent home in the middle of a grading period. A parent conference is held when the first report card is issued and as necessary.

FCPS elementary progress reports are based on curriculum standards. A standards-based progress report measures a student’s progress according to how he or she is performing on expected standards. It provides more detailed information about what a student is learning and can demonstrate in each content area. It is one form of communication from teachers to parents. The new progress report will:

- Provide parents with comprehensive information about how their child is learning.
- Incorporate research-based best practices in student grading and reporting.
- Report Life, Work, and Citizenship skills separately from academic achievement.

For more information on FCPS’ Standards-based Progress Reports please go to: [http://www.fcps.edu/is/elemprogreport/index.shtml](http://www.fcps.edu/is/elemprogreport/index.shtml)

EMERGENCY CARE INFORMATION FORMS: All parents are asked to fill out a school emergency information form on the first day of school. **THIS FORM IS EXTREMELY IMPORTANT and should be returned to school immediately.** It provides the school with phone numbers in case of an emergency, and gives permission to admit a student to the hospital, if necessary. If your child has specialized medical needs, it should be noted on the form. Emergency contacts listed on a child’s Emergency Care Card may be contacted by the school to come pick up your child in the case of an emergency. Emergency contacts may not, however, contact the school to change a child’s transportation method or request release of a child during the school day. These decisions must be made by a legal guardian. It is very important that these emergency forms are kept up-to-date. If you change phone numbers or need to change emergency contact information, the office should be notified immediately or you can make changes online at [http://www.fcps.edu/it/forms/se3.pdf](http://www.fcps.edu/it/forms/se3.pdf).

If you move, you must notify the office, complete a new registration form and present proof of residency for your new address.

ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL): This program is designed to assist students who speak another language in the home and who need extra support for acquiring English language
proficiency. ESOL students may be permanent residents, temporary residents, native-born, or refugees. Classroom teachers, specialists, and the ESOL teacher work together on academic, social, and cultural issues essential to the student's progress. Classroom teachers and specialists are responsible for providing content instruction. ESOL teachers provide instruction in language arts and/or social studies and sometimes math, and serve as a resource on linguistic and cultural diversity issues for the entire staff. All elementary ESOL students in grades 1-6 are assigned to age appropriate grade level classrooms. Placement with peers provides language minority children with appropriate models for language and social development. ESOL students participate to some degree in additional language arts enrichment lessons as well as all content area lessons and classroom activities. Kindergarten language minority students receive ESOL support. Their language acquisition needs are met through the hands-on, language-rich, interactive and participatory nature of their respective programs. Kindergarten teachers collaborate with the school's ESOL teacher.

FAMILY LIFE EDUCATION: FCPS provides a comprehensive, sequential Family Life Education (FLE) program for kindergarten through grade twelve. The FLE program is designed to provide students with the knowledge, attitudes, and skills to make healthy, responsible, respectful, and life-enhancing decisions related to human growth and development, relationships, substance abuse, and emotional and social health. Instruction is seen as a partnership among parents and guardians, the school, and the community in supporting the learning essential to the development of strong families, positive relationships, and a healthy community. Descriptions of grade level FLE lessons are available for review at any time. Contact the school office if you are interested in reviewing these materials. These lessons will routinely be taught to all students unless the parent specifically requests that the child be excluded. Parents/guardians may choose to opt out their child of all or part of the Family Life Education program. Students opted out are provided with an age-appropriate alternative health instruction, and every effort is made to foster respect for family choices. If you wish to opt your child out of all or part of FLE for this school year or would like more detailed information about grade level programs, please access the opt out forms, opt out letter, and program descriptions for each grade level at http://www.fcps.edu/is/hpe/fle.shtml. If you want to opt your child out of any or all FLE instruction, please download the opt out form, fill in the appropriate information, and return it to your child’s teacher by the end of September or prior to Family Life Education instruction.

FIELD TRIPS: Field trips are taken to reinforce lessons learned in the classroom. The school and the PTA, through a variety of fundraising activities, provide funds to expand the opportunities for students to go on field trips. Field trips are considered an important part of the school curriculum. Teachers need parental support and assistance on field trips. Look for these opportunities when field trip information is sent home.

FIRE, TORNADO AND SAFETY DRILL PROCEDURES: During the school year, fire drills are held weekly the first month of school and monthly thereafter. During a fire drill, all persons are to evacuate the building immediately and may not stop to pick up personal items (i.e. coats, gloves, hats). There will also be tornado and lockdown drills. If you visit the school during a safety drill, you will have to wait until the end of the drill to enter or exit the building. By practicing
these drills, we better equip our staff and students to be prepared in the event of an emergency.

**FORGOTTEN ITEMS:** If a student forgets their instrument or homework and the parent/guardian brings that item to school, the item will be placed on the table in the office. Forgotten lunches that are brought to school will be given to the cafeteria hostess for proper distribution. It is the responsibility of the student to check in the office or with the cafeteria hostess for forgotten items. If a student forgets his homework at the end of the day and a parent/guardian brings the student back, the office will call the student’s classroom. If the teacher is still in the classroom the student will be allowed to go and get their homework. **If the teacher has left for the day, the student will not be allowed to go to the classroom.** Please encourage and work with your child to become responsible in making sure all necessary items are packed prior to leaving the classroom.

**GIFTS:** Students often want to recognize teachers through the giving of gifts. This practice is prohibited by School Board policy and is discouraged by the school. The greatest gift that any student can give a teacher is the reward that comes from being a part of the growth that takes place through hard work and success in the classroom.

**HALLWAY PROCEDURES:** Hallway procedures for small groups and class-size groups are as follows:
- Students will walk silently on the right hand side of the hallway and stop at all Hawk Crossings.
- Students will enter and exit all doors on the right-hand side.
- Students will always walk with a buddy or class and face forward in line.

**HEALTH ROOM:** Our school health room is staffed by Debi Richardson, Health Room Aide (HRA), Monday through Friday from 8:30 a.m. to 3:15 p.m. Our school is also assigned a Public Health Nurse (PHN), Jeanne Vogt. The school health room is not a medical clinic, therefore, only basic health care is provided for your child. If your child becomes sick or has an injury, you will be contacted according to guidelines. If your child needs to go home, he or she must be picked up as soon as possible. **It is very important that the names of local emergency contact persons be listed on your child’s emergency care information sheet.** They will be contacted to pick up your child if you cannot be reached.

Please do not send children to school if they are sick. It is difficult for them to concentrate and perform tasks when not feeling well, and it also puts other children at risk. Your child needs to stay home for 24 hours after he or she is fever free without the support of fever reducing medicine and/or vomiting is gone. If your child has a health concern that may affect his or her school day, please provide information on the health information form. Due to changing health concerns of each student, health information needs to be updated annually. This information will be held in confidence. If you wish to speak to the PHN in regards to a specific health related issue, please call the school health room at 703-924-4510, or our public health nurse at 703-704-6122. The school does NOT provide medications. If your child needs to have medication during the school day, a parent or guardian must bring the child’s medication to school along with a completed school medication form filled out by the parent or guardian, and the child’s doctor. These medication forms are available in the school health room, school office or online at http://www.fcps.edu/it/forms/se63.pdf.
DO NOT SEND MEDICATIONS TO SCHOOL WITH YOUR CHILD. A PARENT OR GUARDIAN MUST TRANSPORT MEDICATIONS TO AND FROM SCHOOL. This is to assure that medications are not lost or damaged or that other students do not have access to them. All prescription medications received in school are required to be counted. The HRA or school designee and the parent/guardian will count medication. We ask for your patience and cooperation as we comply with this policy. Students are responsible for coming to the health room to take their medication. Due to the volume of medication dispensed, it is difficult to send reminders to all students who miss their medication. One final reminder: all medications left in the health room are destroyed on the last day of school. If there are extenuating circumstances that prohibit a parent/guardian from picking up unused medication by this designated time, please contact the health room or main office.

HOMEWORK (See also Forgotten Items section): Homework may be assigned to all students. As a general practice, kindergartners are not assigned homework and the amount of work will increase as a student advances in school. **If this work consistently exceeds one hour a night, you should contact your child's teacher.** Please encourage your child to read nightly. This may be done independently or with a parent or guardian. Requests for homework when your child is absent should be made directly with your child's classroom teacher. Attempts to fill homework requests will be made, but cannot be guaranteed, as teachers are instructing throughout the day. If you made a homework request with your child's classroom teacher, you may call the front office after 3:20 p.m. to verify if the request was able to be filled.

INSTRUCTIONAL TIME: Every effort is made to protect instructional time from outside interruptions. Emergency telephone calls and personal visits with students are permitted if approved by an administrator. Reviewing after school plans with your child PRIOR to them coming to school will help to safeguard your child's learning time. The teacher has a responsibility to all children in the classroom from the time of their arrival to the end of the day and cannot stop instruction to talk with parents or visitors (see Conferences section).

INSTRUMENTAL MUSIC: FCPS offers students an opportunity to participate in an instrumental music program. There are two types of classes: band and strings. Band classes cover percussion, woodwind, and brass instruments and are offered to children in grades five and six. String classes cover violin, viola, cello, and bass. They are offered to children in grades four through six. Band and string classes meet once a week for approximately 45 minutes with the instructor. Both programs offer participation in area level band and orchestra for advanced students. Students participating in these programs are expected to maintain their classroom assignments while in the programs. Teachers will assist them with their assignments, but it is the student's responsibility to complete all assigned lessons. Participating in these programs also requires commitment from the student to follow up on the classroom instruction with at-home practice. Their success will be directly related to the amount of time and effort they are willing to put into the at-home practice.

ITEMS BROUGHT TO SCHOOL: Please ensure students do not bring toys, including electronic games and game cards, to school or on the school bus. The school cannot be responsible for the safety and security of items brought from home. Parents are asked to make sure they know what their child
brings to school. Be sure to monitor what your child selects for sharing time. Items for sharing should be of interest and value to the class and in connection with some phase of study. Items causing disruption will be collected for parents to pick up from the main office.

LOST AND FOUND: Please label all belongings. All items that are found in the school are placed in the Lost and Found located in the cafeteria. Students should check there first if they have misplaced something. Parents are welcome to come and check as well. Many items still go unclaimed each year and are donated to local charities.

LUNCH: School lunch menus will be sent home every month listing the lunches to be served by our cafeteria. Parents are welcome to eat with their children. Cost of lunch varies from year to year and will be included in the Back-to-School letter. No a la carte items are sold on Mondays. We are always happy to see a parent, grandparent, or sibling come to eat with a student. Visitors typically either purchase lunch from the cafeteria or bring a bag lunch from home. It is nice for students to see that grownups also eat nutritious lunches. We ask that you do not bring in soft drinks or "fast-food" lunches. The sale of soft drinks to students is prohibited in all Fairfax County Public Schools, from elementary through high school, during the school day. You may send in money for your child's lunch account or you can go online to mylunchmoney.com and automatically pay for your child's lunch. The account can be checked any time, and it's a fast, easy way to make sure your child has lunch money. Parents will be notified via Keep-In-Touch and/or student stamps when account balances are low.

MOMENT OF SILENCE/PLEDGE: A moment of silence will be observed every day before the Pledge of Allegiance. Afterwards, students will recite the Hawks Pledge.

OFFICE HOURS: 8:00 a.m. to 4:00 p.m. on all school days, unless otherwise noted.

ORGANIZATION: Hayfield Elementary School is organized by grade levels (K-6). Students are assigned to homerooms by grade level based on chronological age. Teachers at each grade level work as collaborative teams. Students may be flexibly grouped according to their skills for reading, language arts, and math, however, our goal is to maintain heterogeneous classes as much as possible. Research shows classes with mixed abilities create a positive learning environment for all students.

PARKING AND PICKING UP OF STUDENTS: Parents driving students to school are required by Virginia State law to stop or wait for school buses with blinking red lights. County police are now requiring bus drivers to report license numbers of cars who pass their buses on school property when RED LIGHTS ARE BLINKING. To avoid this problem, parents should pick up their children in the school's Kiss-and-Ride area marked by the blue curbs. Please do not park along the curb by Kiss-and-Ride loop during the school day. All students should be dropped off at KISS-AND-RISE only. To ensure the safety of our students, parents may not drop off students behind or on the side of the building or on Telegraph Road. When Kiss-and-Ride is closed, parents or guardians MUST park in a designated parking spot and walk their children into the school office. Please see our school website for our Kiss-and-Ride guideline video.

PATROLS: Hayfield Elementary has an outstanding Safety Patrol program. Children in grades five and six are eligible to be patrols. Patrols are expected to lead by example, so good citizenship is a requirement
for participation. Patrols can be identified by the bright yellow or white belt that they always wear. They help to ensure that all safety rules are followed in the school, on the playground, walking to and from school, at the bus stop and while on the bus. Cooperation with the patrols will make Hayfield a safer place for everyone.

RECESS PROCEDURES: During recess students participate in physical activity and are expected to follow safety rules.

Playground expectations are as follows:
• Students will use playground equipment appropriately.
• Students will play safely with others and keep hands and feet to themselves.
• Students will walk on the sidewalk and always listen to their teacher.

Teachers will provide a variety of activities for students (kickball, playground equipment, jump rope, basketball, etc.) and encourage them to participate. Equipment and play activity ideas are available from the physical education teachers.

In order for children to play in any area, there MUST be a teacher present. These areas are: blacktop, playground (wood chips), baseball diamond and grass area between playground and diamond.

SECURITY: In order to provide the most secure and comfortable setting for students, the following procedures will apply:
• All students who are dismissed during the school day will be dismissed through the office and signed out.
• All visitors to the school are required to report to the office, sign in, show a photo ID, and display a visitor badge while on school property.
• Although we have a door access system in place and follow FCPS policy on checking photo IDs, we WELCOME AND ENCOURAGE ACTIVE INVOLVEMENT FROM OUR PARENTS AND VOLUNTEERS!
• All students moving from location to location within the school are under supervision of an adult or using the buddy system.

SPECIAL CLASSES: Children at Hayfield Elementary have special classes in physical education (PE), music, art, technology integration, and Science, Technology, Engineering and Math (STEM), and library skills. Each homeroom attends all of these classes on a regularly scheduled basis. The physical education classes are held in the gym and on the athletic fields. Students should dress appropriately for vigorous physical activity in PE classes. Sandals, flip flops, Crocs, open-back shoes or any foot attire that are deemed unsafe by the principal are NOT allowed. Clothing should be loose fitting to allow for unrestricted movement. Dresses/skirts are not appropriate. All students must participate unless excused by a note from a doctor or parent. The music, PE, and art teachers, in addition to meeting with each class, assist with all of the grade level programs and work closely with the classroom teachers to integrate content areas. The librarian meets with all classes to reinforce SOL, library and reference skills and to foster a life-long love of reading. The librarian and SBTS (School Based Technology Specialist) meet with each grade level (K-6) on an ongoing basis to integrate library and technology skills with curriculum related activities.

SPEECH AND LANGUAGE PROGRAM: All Fairfax County Public Schools offer programs for speech and language development. All kindergarten children and children in grades 1-3 new to the system are screened to identify any need for this service. Children must be found eligible through the Local Screening Committee to receive special education services in order to participate in this program. Those children found eligible meet with the speech and language
pathologist according to the goals established in their Individual Educational Plan (IEP). The teacher, speech clinician and parent mutually agree to this plan. If you have any concerns regarding your child’s speech and language skills, please contact our school’s speech/language pathologist.

**STUDENT COUNCIL ASSOCIATION (SCA):** Hayfield Elementary has an active SCA. All students in the school participate in the SCA general activities. The SCA gives students the opportunity to accept responsibility and use leadership skills. The objectives of the SCA are:

- To provide opportunities for students to develop programs that promote service to our community.
- To improve school spirit by stimulating participation in school activities.
- To provide opportunities for students to plan and participate in programs and projects which involve the community.
- To work with the school faculty in promoting better understanding among teachers, students, and parents.
- To provide an opportunity for our students to develop leadership skills and be role models.

**STUDENT RECORDS:** All records maintained by the school are open for review by parents or guardians. These records may not be released to anyone outside the school system without written permission from the parent or guardian. If you wish to review your child’s records, please submit a request in writing to the school to schedule an appointment.

**STUDENT SERVICES:** All Fairfax County schools are served by a psychologist and a social worker. They are responsible for testing children referred for special programs, serving on the school’s local screening committee, reporting results of testing to parents and teachers, and counseling both children and parents.

More information on these services can be obtained through the school office.

**TARDINESS:** A good start is the most important part of every day. Students who are late for school should report to the office. Consistent tardiness and/or early checkouts are detrimental to a student’s success in school. Please try to make sure that your child starts the day on time and remains for the entire day. Any student brought to school after 8:30 a.m. **MUST** be accompanied to the front office by a parent or guardian for check-in.

**TELEPHONE USAGE:** Students are permitted to use the telephone only when it appears absolutely essential for health and safety reasons. If a parent brings lunches, homework, or instruments for their child to the office, the child will not be notified that they are here. It is the child’s responsibility to stop by the office to collect his/her items.

**TESTING:** All Fairfax County schools participate in countywide testing programs conducted through the Office of Student Testing (571-423-1330). There are several different types of tests given to children in Fairfax County. The testing calendar for the year is distributed to parents through our school newsletter. It is strongly suggested that parents clear all family calendar appointments, (i.e. trips, medical/dental appointments, etc.) according to the broad testing window that will be shared. Testing may occur in the morning or afternoon Monday through Friday each week of the testing window.

**THURSDAY FOLDERS:** Good communication between home and school is vital to a successful school experience for each child. Thursday is designated as take-home day when announcements, menus, student folders, interims, progress reports (four times during the year) and any handouts will be sent to parents. Periodically sending home
communications on other days may be necessary. Our School House News continues to be available once a month via the Keep-in-Touch e-mail system and is linked to our school website. To receive this information online, please indicate your e-mail address on the Emergency Care Form (See Emergency Care Information Forms).

VANDALISM: Fairfax County citizens pay a great deal of money every year to keep schools attractive places for children to learn. If you are aware of any acts of vandalism, you should contact school security at 571-423-2000 or call the Fairfax County Police at 703-691-2131.

VISITING OTHER HOMES AFTER SCHOOL: Parents/guardians MUST send a note to the school if children are visiting another classmate's home immediately after school. A note is needed from both sets of parents or legal guardians to verify the requested change. Arrangements are to be made at home that indicate the specifics of the arrangement to include transportation methods. If a visit requires a student to get off the bus at a different stop or to ride a different bus, permission will be given through the office. Bus drivers will not take children on the bus without permission from the school. A child will be sent home on his or her usual manner of transportation unless a written note is sent to school from the parent or guardian. Parents are highly encouraged to schedule and implement play-date and sleepover exchanges of children outside of school hours. During the busy school day, we do not have the human resources to support verifying the volume of requests that are made on a day to day basis.

VISITORS: Hayfield Elementary encourages parents/guardians to volunteer in their children's classrooms and dine with their children during lunch. The school is open to parents at all times. Please call the school to find out if your child's class is on its regular daily schedule so your visit will be meaningful. FCPS policy requires all visitors to report to the office when entering any public school building, show a photo ID and wear a visitor's badge while in the school building.

WALKING: The Transportation Office has guidelines for establishing bus service for all students. Regulation 7103, III.A. states that "Transportation shall be provided for all elementary students living more than one mile from school." Section III.B. says that "Regardless of the distance from home to school, bus transportation shall be provided if there is not a walking route free of... safety hazards. Evaluations shall consider such factors as walking surface, visibility, street crossings and special features." Using these guidelines, the transportation office has determined that all students in Hayfield Elementary School boundaries, with the exception of students living in Hayfield Farm, will be provided bus service. Therefore, only students living in Hayfield Farm will be permitted to walk to and from school. To ensure our primary students meet up with their siblings or parents that walk them home, they are to meet up at the exit by the library (10/11). Crossing or walking down Telegraph Road is unsafe for elementary aged students, so most of our students are transported to school by bus.