

# Hayfield Elementary School 2021-2022

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## HAYFIELD ELEMENTARY MISSION/VISION STATEMENT:

**N**urture  
**E**ducate  
**S**oar  
**T**hrive

- We will **nurture** all students by creating a supportive and safe environment.
- Through collaboration we will **educate** students to be innovative problem-solvers.
- We will encourage students to **soar** by teaching them to be resilient and goal-directed individuals.
- Students will **thrive** as they act responsibly and ethically within their global community.

## 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 **H**onest

Work hard to **A**chieve

Make **W**ise choices

Show **K**indness with respect

And make **S**afe decisions



**Continue to SOAR each day!**

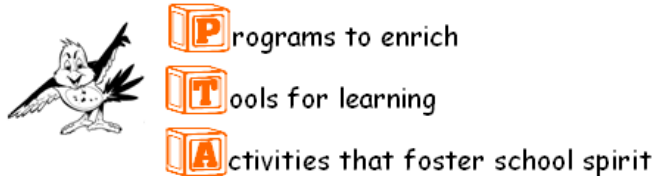
## PRINCIPAL'S MESSAGE

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](mailto: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 <https://hayfieldespta.ptboard.com/> 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: 8:35 a.m.-3:20 p.m.**

**Please note for safety purposes, students MAY NOT be dropped off at school prior to 8:20 a.m. as school staff are not available to receive students until that time.**

## School Calendar

First Day of School	August 23	*Presidents' Day Holiday	February 21
*Labor Day Break	Sept 3 & 6	Two Hour Early Release	March 3
*Columbus Day-Student Holiday	October 11	*Student Holiday	March 4
First Grading Period Ends	October 29	Third Grading Period Ends	March 31
Two Hour Early Release	October 29	Two Hour Early Release	March 31
*Student Holidays	November 1 & 2	*Student Holiday	April 1
Two Hour Early Release	November 11	*Spring Break	April 4-8
*Thanksgiving Break	November 22-26	*Memorial Day Holiday	May 30
*Winter Vacation	Dec. 20-31	Last Day of School	June 10
*Martin Luther King Jr. Holiday	January 17	Early Release	June 10
Second Grading Period Ends	January 20	<b>*No school for students</b>	
Two Hour Early Release	January 20		
*Student Holiday	January 21, 24		

# General School Information

**ABSENCES:** When a student is absent or tardy, it is the parent's responsibility to notify the school's attendance office of the reason for the child's absence/tardy. If your child is absent, please email your child's first and last name, and his/her details/symptoms to [HayfieldElem.Attendance@fcps.edu](mailto:HayfieldElem.Attendance@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:

- diphtheria, pertussis and tetanus (DTP, DTap, Td, DT)
- meningococcal conjugate (MenACWY) – *students entering grade 7*
- human papillomavirus (HPV) – *students entering grade 7*
- hepatitis B series (HBV)
- measles, mumps and rubella (MMR)
- polio (OPV, IPV)
- varicella (chicken pox)
- hepatitis A (HAV)
- haemophilus influenza type B (HIB)
- pneumococcal (PCV)
- tetanus, diphtheria, acellular pertussis (Tdap)- *students entering grade 7*

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

## **ADVANCED ACADEMIC PROGRAMS:**

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)
- Part-Time Advanced Academic Program, Grades 3-6 (Level III)
- Full-Time Advanced Academic Placement, Grades 3-8 (Level IV)

Formal identification begins with Level II and Level III services. The local school-based screening committee determines student eligibility for school-based services (Level II/III). The school-based screening committee reviews multiple pieces of criteria including ability test scores, achievement test scores, the gifted behavior rating scale scores as well as work samples. Students found eligible for Level II services demonstrate a

consistent need for enrichment, extension and acceleration in one content area. These services are delivered in the general education classroom setting by the classroom teacher. Students found eligible for Level III services demonstrate a consistent need for enrichment, extension and acceleration in multiple content areas. These services are delivered in the general education classroom as well as a once a week pull-out session with the Advanced Academic Resource Teacher.

Each fall all FCPS second grade students are administered the Cognitive Abilities Test. Any third through sixth grade students who do not have an abilities test score will also be administered the Cognitive Abilities Test or the Naglieri. Third through sixth grade parents/guardians may exercise their one-time retest option during the September-October testing cycle. A **second-grade** screening pool is established using these test results. Students in the second-grade pool are automatically **screened** for full-time (Level IV) placement.

The countywide Central Selection Committee determines eligibility for full-time AAP (Level IV) placement. Second through sixth grade parents or guardians may initiate the full-time AAP (Level IV) screening process by completing and submitting an AAP Level IV Referral Form to the local Advanced Academic Resource Teacher no later than the district determined deadline. No late referrals will be accepted after the deadline. 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.

**BICYCLES:** Recognizing the health benefits, FCPS encourages parents to consider having their children walk and/or ride a bicycle to and from school using existing infrastructure. This parental decision is not subject to review by the principal. Ultimately, parents have the responsibility for selecting their children's routes to and from bus stops, schools, and home. Parents are also responsible for providing supervision that is appropriate for the student's age, maturity and conditions of the chosen route. The unique procedures for kindergarten students are addressed in the current version of Regulation 8617, Student Transportation-Eligibility, Routes and Schedules. FCPS staff does not assess all possible walking and bicycling routes, supervise those routes or guarantee the safety of any particular route. However, FCPS will review routes for unusual hazards upon request and will collaborate with other agencies in the development of pedestrian and biking route enhancements and projects. Students cannot ride bicycles onto school property and must walk his/her bicycle to the bicycle rack. 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, **parents must make arrangements with the classroom teacher in advance.** Due to student allergies, treats should be single-serving items that are **store bought** with the ingredient listed on the label. Birthday treats will be distributed in the **cafeteria** during your child's lunch time. Balloons and flowers should not be brought and/or sent to school. **If classmates are to be invited to private parties, arrangements must be made outside of school.**

**BREAKFAST:** Hayfield has a breakfast program. FCPS menus are published showing breakfast items. Breakfast will be served in our cafeteria daily from 8:20-8:35 a.m.

**CELL PHONES & ELECTRONIC DEVICES:** FCPS is committed to assisting students in creating a 21<sup>st</sup> century learning environment. To support this progress, **with classroom teacher approval**, students may use their personal devices (smartphones, laptops, netbooks, tablets, etc.) to access the internet and collaborate with other students during the day. FCPS is not responsible for loss or damage of students' devices.

**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 by

contacting the teacher via his/her email. 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/cold, 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 or on Twitter @FCPSNEWS, 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 “News You Choose” on the FCPS website, [www.fcps.edu](http://www.fcps.edu), (click on News You Choose) to receive all FCPS emergencies, and reminders. **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 3:20 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 an online Change in Dismissal form 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 through the online Change in Dismissal form.** Without the online Change in Dismissal form 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 requested transportation changes must be made through our online Change in Dismissal form and include a parent/ guardian email address which gives 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.** Kindergarten students must be met by a seventh grade student or older at the school bus stop otherwise kindergarten students will be returned to the school and parents will need to come and pick the student(s) up.

**DRESS CODE:** All students are expected to dress appropriately for a K-12 educational environment. Any clothing that interferes with or disrupts the educational environment is unacceptable. Clothing with language or images that are vulgar, discriminatory or obscene; or clothing that promotes illegal or violent conduct, such as gang symbols, the unlawful use of weapons, drugs, alcohol, tobacco, or drug paraphernalia; or clothing that contains threats is prohibited. Clothing should fit, be neat and clean, and conform to standards of safety, good taste, and decency. Clothing that exposes private areas, or an excessive amount of bare skin is prohibited. Examples of prohibited clothing include, but are not limited to: sagging or low-cut pants, tube or halter tops, studded or chain belts, clothing constructed of see-through materials, and head coverings unless required for religious or medical purposes. Parents of students requiring accommodation for religious beliefs, disabilities, or other good causes 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, Student Dress Code, provides additional details.

**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).*

**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 only if there are concerns regarding your child's progress. 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 progress report will:

- Provide parents with comprehensive information about how their child is learning.
- Align with the Program of Studies (POS) curriculum students are learning.
- Provide teachers with resources to communicate a more exact and consistent assessment.
- 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>

**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, you can make changes online at <https://fcps.blackboard.com/> and click on weCare@school. 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) K-6:** The ESOL program is designed to assist students who have another language (other than English) spoken in the home. Students who qualify for ESOL will receive support to access the academic curriculum through a push-in or pull-out program, depending on the need of the student. Classroom teachers, specialists, and the ESOL teacher work collaboratively on academic, social, and cultural issues essential to the student's progress. Classroom teachers and specialists are responsible for providing content instruction, and the ESOL specialist can help reinforce academic content language. ESOL teachers provide instruction in language arts and/or social studies, science, and sometimes math. The ESOL teacher also serves as a resource on linguistic and cultural diversity. All elementary English Learners (ELs) in grades K-6 are assigned to age appropriate grade level classrooms. Placement with peers provides ELs with appropriate models for language and social development. ELs develop English proficiency through engaging in English Language Development lessons to include reading, writing, listening, speaking, and building academic language through content areas. Kindergarten teachers collaborate with the school's ESOL teacher to deliver appropriate support for ELs. All ELs receive language acquisition needs that are met through, hands-on, language-rich, and interactive lessons that reflect their grade level curriculum.

**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 at <https://www.fcps.edu/academics/elementary-school-academics-k-6/elementary-family-life-education>. 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 <https://www.fcps.edu/academics/elementary-school-academics-k-6/elementary-family-life-education>. 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. There are fees for most field trips, and the PTA, through a variety of fundraising activities, also help to 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 a table in the front 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 the office or with the cafeteria hostess for forgotten items.** If a student forgets their belongings 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.

**HEALTH ROOM:** Our school health room is staffed by Debi Richardson, Health Room Aide (HRA), Monday through Friday from 8:35 a.m. to 3:20 p.m. Our school is also assigned a Public Health Nurse (PHN), Nohelia Yanes. 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 regarding a specific health related issue, please call the school health room at 703-924-4510, or our public health nurse at 571-

748-8382. 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:** Homework may be assigned to all students. As a general practice 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:** Hayfield Elementary offers students an opportunity to perform in an instrumental music program. String classes are offered to all fourth through sixth grade students and band classes are offered to all fifth and sixth grade students. Band students have the opportunity to choose a variety of instruments such as percussion, woodwind, and brass instruments while string students can choose from a violin, viola, cello, and bass. Band and string classes meet once a week for approximately 60 minutes with the instrumental specialist. Our instrumental programs offer participation in pyramid band and orchestra events for the more advanced students as well as Virginia Band Director's Association sponsored solo and ensemble festival in April. Students participating in these programs are expected to maintain their classroom and music assignments while studying an instrument. Participating in an instrumental music program will build critical and creative thinking skills, goal oriented and direction and communication skills, all key benchmarks for the FCPS Portrait of a Graduate. Actively participating in classes and at home practice will ensure your student's success in the instrumental music program at Hayfield Elementary.

**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:** Menu calendars will be provided by Food and Nutrition Services in the First Day Packets and throughout the school year in students Thursday folders. The menu is also available online at <https://fcps.nutrislice.com/menu/menus-eula>. Parents are welcome to eat with their children. 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 [MySchoolBucks.com](http://MySchoolBucks.com) and automatically pay for your child’s lunch. If you have questions about *MySchoolBucks*, please contact them at 1-855-832-5226 or email at [parentssupport@myschoolbucks.com](mailto:parentssupport@myschoolbucks.com). Lunch accounts can be checked any time by contacting the food service manager, and it’s a fast, easy way to make sure your child has lunch money. Parents are notified via email (from *MySchoolBucks*) when account balances are low. If necessary, students can borrow five school lunches only (no a la carte items). Once the student has borrowed five lunches students may borrow one lunch from the PTA Lunch Account. After that a student is given a cheese sandwich and milk for \$1.00.

**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.

**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-RIDE only.** In addition, for safety reasons, we ask that parents/guardians refrain from using a cell phone while in the KISS-AND-RIDE Loop. 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, 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.

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, 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, boots, or any foot attire that are deemed unsafe by the principal are NOT allowed.** Clothing should be loose fitting to allow for unrestricted movement. 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 speech and language intervention services. Speech and language intervention is considered a special education service in a public school, and therefore, children must be found eligible through the Local Screening Committee in order to receive this service at school. Those children who meet the criteria and are found eligible will meet with the speech and language pathologist to work on the goals established in their Individual Educational Plan (IEP). The IEP is agreed upon by the IEP team (examples who are on the team but not limited to: teacher, speech clinician and parent) prior to the beginning of services. All kindergarten children and children in grades 1-3 new to FCPS are informally screened to identify the need for this service. However, if at any time you have any concerns regarding your child's speech and language skills, please contact our school's Speech and Language Pathologist.

**STUDENT COUNCIL ASSOCIATION (SCA):** Hayfield Elementary has an active SCA comprised of students in fourth through sixth grade. 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 promotes 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.** Any student brought to school after 8:35 a.m. **MUST** be accompanied to

**the front office by a parent or guardian for check-in.** 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.

**TESTING:** All Fairfax County schools participate in countywide testing programs conducted through the Office of Student Testing (571-423-1400). 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, student 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 will be available twice a month via FCPS News You Choose. Parents should have Hayfield Elementary selected within News You Choose subscriber services.

**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** complete the online Change in Dismissal form if children are visiting another classmate's home immediately after school. An online Change in Dismissal form 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 the school receives the online Change in Dismissal form from the parent or guardian. Parents are highly encouraged to schedule and implement playdate 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. 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 8610.8 states that "Daily school bus service shall be provided for all elementary students living in excess of more than one mile from school." An exception to the mileage limitations may also be made if, in the judgment of the Division Superintendent, or his or her designee, there is space available on the bus and there is a walking route to the nearest designated bus stop that is free of unusual hazards. 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. 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). Recognizing the health benefits, FCPS encourages parents to consider having their children walk and/or ride a bicycle to and from school using existing infrastructure. This parental decision is not subject to review by the principal. Ultimately, parents have the responsibility for selecting their children's routes to and from bus stops, schools, and home. Parents are also responsible for providing supervision that is appropriate for the student's age, maturity and conditions of the chosen route. The unique procedures for kindergarten students are addressed in the current version of Regulation 8617, Student Transportation-Eligibility, Routes and

Schedules. FCPS staff does not assess all possible walking and bicycling routes, supervise those routes or guarantee the safety of any particular route. However, FCPS will review routes for unusual hazards upon request and will collaborate with other agencies in the development of pedestrian and biking route enhancements and projects. Ultimately, parents/guardians must decide if students can walk home from school without adult supervision.

Hayfield Elementary  
School's Agenda  
is brought to you  
in part by  
donations from our

PTA

Hayfield Elementary School



Programs to enrich



Tools for learning



Activities that foster school spirit