



# Herman L. Horn Elementary 2010-11

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Dear Parents/Guardians and Students,

On behalf of our faculty and staff, we want to welcome you to Herman L. Horn Elementary where we are making a difference – one child at a time.

This handbook is filled with important information regarding school policy and procedures. I encourage parents and students to read over the contents together. If you have questions that remain unanswered after reading the handbook, please call the school for clarification. Open and clear communication between the home and the school is important to the success of the educational program.

The HLH planner was designed to assist your child in organizing his/her daily and weekly assignments. We hope this tool will improve your child's organizational skills, and serve as a helpful reference for parents as they seek to provide academic support at home. We assure you that we will do our part to make your child's educational experience as rich as possible to promote academic, social and emotional growth. With your help and cooperation, we can make great things happen.

Susan Brown, Principal

Peggy Stovall, Assistant Principal

## **Herman L. Horn Mission Statement**

The mission of Herman L. Horn Elementary is to promote self-discipline; motivation and excellence in learning so all children achieve success in the 21<sup>st</sup> century.

## **School Hours**

School hours are from 7:55 a.m. until 2:05 p.m. each day. **Children should not arrive earlier than 7:30 a.m. Supervision will not be provided for students who arrive before 7:30 a.m. This procedure is designed for the safety and well being of your child.**

Students arriving after the 7:55 a.m. tardy bell must be accompanied by a parent to the office for electronic check-in and to receive a tardy slip for entering the classroom.

## **Attendance**

**Virginia School Law requires all students to attend school regularly and punctually.** Each day's absence must be accounted for under the compulsory attendance law. Written excuses from parents must state the reason for the absence in order to be valid. Excused absences include personal illness, death in the family, and dental and doctor appointments. If your child will be absent, notify the office between 7:30-7:55 a.m. A pupil with an unexcused absence from school is entitled to make up missed work. Homework and/or classwork assignments will be made up when the student returns to school. The student will be given at least the same number of school days to complete missed assignments as number of school days absent. The students will be instructed on skills missed before assigning make up work pertaining to that skill. Make-up work for an unexcused absence will be left up to the discretion of the classroom teacher and it will be the student's and/or parent's responsibility to see that the assignments are completed.

## **Bus Discipline Policy**

In accordance with Roanoke County Policy 9.11, "the principal will have the authority to suspend the riding privileges of students and or take other disciplinary actions for students who are disciplinary problems on the bus." The principal and/or assistant principal will use the Bus Conduct Report to record number of write-ups from the driver as indicated on the top right hand portion of the report.

The principal and/or assistant principal will follow the preliminary actions listed as well as the present actions and recommendations when disciplining a student for bus conduct issues.

A student will be suspended off of the bus when he/she receives the third notice for the same or similar misconduct.

The following suspension schedule will be used for three or more notices (write-ups):

- Third Notice (write-up) – 1-2 days suspension
- Fourth Notice (write-up) – 3-5 days suspension
- Fifth Notice (write-up) – 5-10 days suspension
  - Plan parent meeting or phone conference with possible Central Office representation.
- Sixth Notice (write-up) – 10 or more days of suspension or loss of bus privileges for the remainder of the school year.

Due to the severity of the misconduct – the principal or assistant principal may choose a long term bus suspension (10 or more days), bus expulsion regardless of the number of notices (write-ups) or suspension from school (1-10 days).

### **Bus Riders**

Children are not permitted to ride buses other than the one designated to transport them to and from school. No exceptions to this rule will be approved unless by a written statement from the parent. The driver is instructed to pick up and discharge students at their regular stop unless they have a note from their parents which has been approved by the principal or the principal's designee.

In order to promote the safety and welfare of all pupils transported by county school buses, orderly conduct must be observed at all times by all pupils. We will need your cooperation in maintaining such conduct.

Students who display poor conduct are subject to losing their bus riding privileges.

### **Car Riders**

All children who do not ride a bus or daycare van must report to the cafeteria to be **signed out** by their parent or guardian. A child may be released to another person, only if we have written permission from the parent. Photo ID is required when picking up a child.

### **Character Counts**

The six pillars of character counts being taught in six week units are: Responsibility, Citizenship, Respect, Caring, Fairness, and Trustworthiness.

### **Conduct**

A Student Conduct Code is given to each student on the first day of school. Parents are expected to keep the Student Conduct Code on hand at home. This code contains the policy of Roanoke County Schools in regard to student conduct. There is a page in the back of each booklet to be signed by the parent and the student and returned to the school for placement in the student's record.

### **Conferences**

Conferences are an important means of communicating with parents and teachers. They provide an opportunity to get together in person to discuss the student's education. Special days in the school calendar have been designated for this purpose. Before, during and after-school conferences may be scheduled at a mutually convenient time. We encourage parents/teachers to request a conference whenever there is a need. Phone conferences also provide valuable information. Therefore, we encourage parents to contact the teacher. Every effort will be made to respond to your requests as soon as possible.

### **Dress Code**

In compliance with Roanoke County School policy, dress or appearance, which distracts others from the learning process, is unacceptable. The wearing of any attire or the change of physical appearance, which the principal deems disruptive to schoolwork, is prohibited. No clothing with profane or obscene words and drawings or that advertises alcohol may be worn.

### **Early Dismissal**

A child may be excused from his/her classroom only when the parent comes to the office, makes a request, and checks him/her out for the day. Photo ID is required when picking up a child. At that time the student will be called to the office from his/her classroom.

### Emergency or Snow Days

Please listen to your local radio or TV stations for information on school closings, delayed openings or early dismissals. Information regarding these changes may also be retrieved by calling the Roanoke County information line, 562-6000.

Please make arrangements, and have an understanding with your child where he/she will go in the event school closes early.

### Emergency Procedure Card

A student information card will be sent home by each child and must be filled out and returned. This card tells us who to call in an emergency or illness. Also, include on the card the names and numbers of two relatives or neighbors who have given their permission to be called in the event we are unable to reach you. Please keep the office up-to-date on any changes of address, phone numbers, or changes of employment.

### Field Trips

Field Trips are planned in relation to some phase of the grade level's instructional program. The parent's written permission is required before the child may go on a field trip. Special transportation will be provided by the school as indicated by a student's IEP (Individualized Education Plan) or 504 Plan.

Parents requesting to provide own transportation for their student on field trips will need to do the following:

1. Provide written documentation of reason for request to provide own transportation and submit for administration's approval.
2. Check student into school on time on the day of the trip in order for the student to be counted present for the school day.
3. Check student out of school prior to leaving for the trip.
4. Be responsible to secure student and parent tickets separately for the field trip destination.
5. Take full responsibility of student while on the trip.

### Homework Policy

Homework is one of the many learning activities in which students engage. The purpose of homework is to:

1. Practice assignments
2. Prepare assignments
3. Extend assignments

### Illness at School

In case a child becomes ill during the school day, the parent will be called to pick up the child as soon as possible. The student must be signed out in the office. Students must be fever free without fever reducing medications for at least 24 hours before returning to school.

### Lunch/Breakfast Program

Breakfast and lunch is offered to our students. **Breakfast is served each day from 7:30-7:55 am.** Students not riding the school bus must be checked into their classroom and in the breakfast line before the serving line closes at 7:55 am. Class begins promptly at 8:00 am.

Breakfast/Lunch money may be put in your child's account for the week or for the month.

If money is borrowed for breakfast or lunch, it must be repaid on the following school day.

	<b>Pupil</b>	<b>Adult</b>
<b>Lunch including milk</b>	<b>\$2.00</b>	<b>\$2.50</b>
<b>Milk only</b>	<b>\$0.50</b>	<b>\$0.50</b>
<b>Breakfast</b>	<b>\$1.00</b>	<b>\$1.25</b>
<b>Reduced price lunch</b>	<b>\$0.40</b>	
<b>Reduced price breakfast</b>	<b>\$0.30</b>	

### Medication

School personnel shall give medication to students only when prescribed by a physician and written parent permission and instructions are supplied to the school. Parents must deliver the prescribed medication in person to the school in its original container. The pharmacy label must include the name of the child, the name of the medication, dosage, name of the physician, and the time to be given. All prescription medication given at school must have a physician's signature. Contact the school to obtain a form for physician orders and signature.

If over-the-counter medication is required, it must be supplied to the school in the unopened original container by the parent. Written parent permission must be provided with specific directions for administration.

### **Parking**

All visitors and parent/guardian parking is limited to the lower front parking lot and side parking lot. **The following is prohibited:**

1. NO parking in the fire lane.
2. No parking in the handicapped spaces unless a visible handicapped sticker is displayed on or inside the vehicle.
3. Vehicles may not enter the bus loop at any time or for any reason during the hours of 7:00am – 2:30 pm.
4. Vehicles may not enter the front loop during afternoon dismissal time of 1:45-2:30 pm. This area is restricted to daycare vans for loading purposes. Only exception: vehicles displaying handicapped sticker for handicapped parking.

### **Visitation**

All visitors must check in at the main office and get a visitor's badge. This is necessary for the safety and protection of all students.

*Students are trained on how to use the following TESTING STRATEGIES:*

### **The Herman L. Horn Eleven – Key Words for Testing**

- |                                 |                                  |
|---------------------------------|----------------------------------|
| 1. Support – Holds it up        | 7. Include – Part of             |
| 2. Describe – Tell all about it | 8. Contains – Inside of          |
| 3. Represent - Shows            | 9. Classified – grouped together |
| 4. Appear to be – Looks like    | 10. Lie – Located                |
| 5. Display – Show it            | 11. Considered – Thought to be   |
| 6. Occur – What's happening?    |                                  |

### **Paula Brown Strategies**

- 50/50 – Take away 2 wrong answers, study choices carefully
  - SR3 – Study, Read, Return, Respond
  - Eliminate the Positives
  - Unknown word
    - i. Sound it out
    - ii. Use context clues
    - iii. Use picture clues
    - iv. Read on
    - v. Reread
- |  |                                     |
|--|-------------------------------------|
| 1. Check It Out                          | 6. Keep On Keeping On               |
| 2. Jail the Detail                       | 7. Be Slick and Predict             |
| 3. Slash the Trash                       | 8. If You Snooze, You Will Lose     |
| 4. Plug It In, Plug It In                | 9. Be a Whiz with the Grid          |
| 5. Be Smart with Charts and Zap the Maps | 10. Extra! Extra! Read All About It |