

Signal Hill Elementary

2017-2018

Parent/Student Handbook



*Every Student. Everyday.
The Signal Hill Way.*

*I am responsible for
my learning and behavior.*

*I am response-able for
the success of the group.*

Please Sign and Return Parent Form
(See Last Page)

Welcome to Signal Hill Elementary School!

Introduction:

At Signal Hill ES, We believe in ALL students and it is expected that students will learn to be responsible for their actions and learning by showing respect and being Quality B.E.A.R. Students. Quality B.E.A.R. Students are active learners who take responsibility for their education as well as behavior by demonstrating the quality B.E.A.R. expectations. This handbook is provided to inform parents and guardians about Signal Hill's Expectations. Students will receive instruction regarding the expectations of this program. **It is important that all students and parents understand this program. Please discuss the contents with your child and keep a copy for reference. Sign and return the back page of this handbook.**



Vision

Signal Hill Elementary prepares all students for lifelong success.

Mission

Differentiate

We will differentiate our learning activities to meet all students' learning styles.

Inspire

We will inspire all students with our own enthusiasm for learning.

Challenge

We will challenge all students by clearly setting high expectations and helping them believe that they can meet the challenge.

Engage

We will engage all students by designing lessons that are relevant and highly interactive.

Academic Expectations

Classroom Expectations:

Quality B.E.A.R. Students:

1. Come to school every day ready to learn
2. Are good listeners
3. Stay on task
4. Follow directions the first time
5. Keep hands, feet, and objects to themselves
6. Respect themselves and others
7. Complete all assigned homework and classwork on time



Interim Dates:	Report Card Dates:
October 11, 2017	November 16, 2017
December 20, 2017	February 6, 2018
March 13, 2018	April 25, 2018
May 18, 2018	June 8, 2018

Attendance Expectations:

Signal Hill ES Attendance Policy:

It is expected for ALL students to attend school daily when they are healthy. When students are frequently late, absent, or picked up early, they miss critical pieces of the instructional process. This can severely hinder their academic growth. Therefore, Quality B.E.A.R. Students are expected to come to school on time and remain in school each and every day.

School Hours:

9:05 a.m.-3:55 p.m.

Tardy Bell rings at 9:15 a.m.

Absence and Tardy Procedures: (Please review Regulation 724-1)

EVERY ABSENCE

When your child returns to school following an absence, a note must be provided to the school explaining the absence.

5 UNEXCUSED ABSENCES

The Attendance Secretary will run a current attendance list of students who have reached 5 or more UNEXCUSED absences.

1. Attendance Secretary will send home a letter on Signal Hill letterhead to parents stating that further action will be taken. The teacher will schedule a conference with the parent. A copy of this letter will be placed in the teacher's mailbox to be filed in the student's folder.
2. An attendance referral will be sent to the attendance officer.

10 TOTAL ABSENCES

1. When a child accrues 10 absences, an administrative conference is held with the principal, counselor, parent and the teacher.
2. The conference is documented and turned in to the office. The Attendance Secretary will make a copy of the document and return it to the teacher. A copy will be placed in the student's file.
3. At this time, the principal can decide to require doctor's notes for all future absences.
4. An individualized plan for increasing attendance is developed.

Vacations

Parents must submit a written statement to the principal for administrative approval for any vacation taken during instructional days. Please try to protect the instructional school days as much as possible.

Tardy Procedures

Students who ride the bus will NOT be considered tardy when the bus is late.

10 TARDIES

1. Attendance Secretary sends home a letter to parents indicating the number of tardies. A copy of the letter is kept in the student's file.
2. Counselor calls parents, letting them know about the importance of good attendance at SHES and about SHES's attendance policy. The family will be encouraged to use the bus to ensure the student arrives to school on time.
3. Counselor informs the family that if the tardies continue, the attendance officer will be notified, and will contact the family.
4. An individualized plan for increasing attendance is developed.
5. A copy of the plan is placed in the students' file.

NOTE: More than 10 Tardies, the attendance officer will be notified.

Allergies

Some members of our school community suffer from severe, life threatening allergies. In our efforts to keep everyone safe, we are vigilant in screening all food items brought into our building. We tell students never to share food. We ask parents to follow the teachers' guidelines regarding food allergies of their students and to always inform our staff of your child's allergies. **Warning signs for peanut allergies are posted outside of all classrooms where needed.**

Birthdays

Student birthdays should not take away from instructional time. In keeping with the county and state wellness initiative, parents may bring in cupcakes for birthday celebrations. Other items such as books, pencils, stickers, or arts and crafts type materials are also appropriate. Invitations to student birthdays are not to be distributed in class/school. Food items will be distributed to classmates during the lunch period.

B.Y.O.D. (Bring Your Own Device)

~Cell Phones- Cell phones must be in a backpack and turned off and not on vibrate. If a student violates this policy, the teacher will keep the phone until dismissal or contact the parents. If this policy continues to be violated, the cell phone will be held in the office and parents will be contacted to pick it up. PWCS takes no responsibility to search for lost or stolen cell phones nor is there any financial responsibility for damaged, lost, or stolen phones.

~Electronic Devices (netbooks, laptops, ipods, tablets, e-readers...) will be determined on a class by class basis through collaboration with school administration and the classroom teacher. These devices will only be allowed to be used during class instruction for a specific lesson and teachers will provide written communication to parents: note home, email to parents, posting on class website. An explanation of the lesson and how the computing device will be used will be included in the communication. Devices will be used in the classroom and library for instructional purposes only.

Child Abuse/Neglect

By law, we are required as mandatory reporters to report every incident of suspected abuse or neglect. Child Protective Services (CPS) will conduct the investigation to determine the details and the facts of each case that is reported. Please refer to PWCS Regulation 771-1 for further information.

PWCS CHILD SUPERVISION AGES

- 0-8 May not be left unsupervised
- 9-11 No more than 1.5 hours alone – daytime only
- 12-15 May be left alone all day
- 16-17 May be left alone all night or over the weekend

PWCS BABYSITTING GUIDELINES AGES

12-13 May babysit children up to 4 hours

14-15 May babysit over 4 hours-not overnight or weekends

16-17 May babysit children overnight or over the weekend

All children should have emergency telephone numbers and a number to locate a parent or other responsible adult.

Emergency Cards

All students must return a completed emergency card. Please be sure to sign the front and the back of the card. Student signatures are also required. **If your information should change during the school year, please send us the updates in writing or through e-mail.** Current emergency cards are extremely important for the safety of our students. ***Your child will not be released to anyone who is not listed on the emergency card.***

Parent Teacher Organization (PTA)

The Signal Hill PTA is a very active parent teacher organization committed to maximizing the educational experience for all our children. We would love to have you join the PTA! If you have any questions, please contact our PTA President, Staci King, at staci.king@hotmail.com.

Parent Teacher Conferences

We encourage parents to schedule conferences with their child's teacher as needed throughout the school year. Please contact the teacher to arrange a time. If a translator is needed please indicate at the time the appointment is set. We ask that parents honor their scheduled time since many other parents are also planning on a specific conference time.

Parent Conferences are scheduled at the end of the first grading period in November. A parent or guardian is encouraged to attend this conference time to discuss his/her child's progress. This is a very important conference as it often involves goal setting for the remainder of the year. Sign-up timesheets will be available during the Fall Back-To-School nights. Should you not be able to attend Back-to-School Night, contact your child's teacher for a different conference date and time.

Principal's Advisory Council

The Advisory Council is comprised of parents, teachers, and administrators who meet to discuss the instructional focus and needs of the school. Budget, enrollment, state and local assessments, and open chair are consistent agenda items. This Council creates and monitors our Strategic Plan which addresses the needs identified in student achievement and satisfaction data. All Signal Hill parents and community members are welcome and encouraged to attend.

Standards of Learning (SOLs)

Prince William County's curriculum includes the Virginia SOL's for all grade levels. Students are expected to demonstrate mastery in all subjects. Students are assessed in Reading and Math in 3rd grade; Reading, Math, and Virginia Studies in 4th grade; and Reading, Math and Science in 5th grade. Parental support for all instructional programs and assignments is vitally important. Parents will receive more information regarding dates of their child's SOLs in the Spring. The specific SOL's for each grade level are available at www.pwcs.edu and the Va. Dept. of Education (VDOE) website.

Transportation

*****We encourage all students who are eligible to ride the bus each day!*****

In order to facilitate the safe arrival and departure of our students, the traffic pattern for coming to SHES in the morning and afternoon will be as follows: Proceed through the parking lot one way, in a single lane. Do not pass the other vehicles for any reason in the Carpool line. Please wait in the Carpool loading/unloading area until the car in front of you moves forward. Do not park in the Carpool line or leave your car unattended. Allow your student(s) to disembark only from the car at the designated spot. Then, proceed around the parking row and depart the parking lot. School personnel are stationed at strategic locations inside and outside the school. Parents and students alike are expected to listen to the instructions of these personnel. The safety of our students is very important to us! We appreciate your help in this matter!! **At no time are vehicles, other than school buses, permitted in the bus circle during arrival and dismissal hours.** Anyone entering the circle, or parking in the circle, during these hours will be asked to leave and may be subject to towing. At no time during the school day are bicycles, skateboards, or scooters permitted on school grounds.

Visitors

All visitors must report to the office upon entering the building. Visitors must sign-in, leave a photo ID, car keys, and display a visitor's badge. This policy also applies to volunteers as well. Visitors who do not display a visitor's badge must be escorted to the office.

Volunteers

We welcome your total involvement with our educational journey! We strive to meet the needs of our students, academically, socially and physically. Parents are needed in every capacity. Please identify your niche, roll up your sleeves and join us. Here are a few areas to consider:

- ❖ Classroom tutor
- ❖ Clubs
- ❖ Library
- ❖ Art
- ❖ Field Day
- ❖ Field Trip chaperones

- ❖ Computer Lab
- ❖ PTA
- ❖ Advisory Council
- ❖ Work from Home (co-ordinate through classroom teacher)

Classroom volunteers schedule their days/times (ex. Friday from 9-10 am, etc.) with the teacher prior to coming in to help. All volunteers must participate in a training session with the Assistant Principal and sign a confidentiality agreement prior to volunteering (as per County Regulations). This training is only required one time, as your signed confidentiality agreement is kept on file in the office. When volunteering, it is not an appropriate time to conference with your child's teacher. If you wish to talk with a teacher, please leave a message with the office for the teacher to contact you as soon as possible.

Behavior Expectations

All Students will be Quality B.E.A.R. Students

Believe in themselves

Engage in instruction

Attend school

Respect all adults in the building and their peers

These 4 guiding principles, lead all our behavior expectations at SGES.

Bus Behavior- Bus incidents may ultimately result in suspension of bus privileges and parents will have to provide transportation.

Riding the bus is a privilege not a right! Please see Regulation 433-1

Quality B.E.A.R. Student Bus Rules:

Believe

- Talk quietly
- Stay seated

Engage

- Greet your bus driver
- Talk quietly on the bus
- Follow the safety rules
- Stay on sidewalk when walking to/from the bus

Attend

- Listen carefully for bus/carpool numbers
- Have your backpack and belongings ready to go

Respect

- Be kind
- Keep the bus clean
- Be at the bust stop on time
- Keep your hands and feet to yourself
- Respect your bus driver



Please review the PWCS Code of Behavior for more information.

Cafeteria Quality B.E.A.R. Students

Believe

- Say “please” and “thank you”
- Use good table manners

Engage

- Be courteous to cafeteria staff
- Move through the line quickly and quietly
- Know your lunch choices
- Raise your hand if you need help

Attend

- Talk quietly
- Help when asked
- Keep your area clean

Respect

- Be kind and include others
- Keep hands and feet to yourself
- Eat only your food

Recess Quality B.E.A.R. Student

Believe

- Include everyone

Engage

- Take turns and share
- Practice good sportsmanship

Attend

- Listen for directions from adults
- Line up properly when recess is over

Respect

- Be kind
- Keep others safe with proper actions
- Respect school property

Hallway Quality B.E.A.R. Students

Believe

- Demonstrate positive behavior

Engage

- Listen to adult directions
- Silently wave “hello” to friends
- Voices are quiet

Attend

- Do not touch bulletin boards or walls

Respect

- Be kind
- Keep hands and feet to yourself

Discipline Procedures

We expect quality students to always make good choices. Good choices help to keep everyone safe and focused on learning. Student discipline records will be recorded in nine-week increments and will be configured as part of the quarterly work habits and conduct grades. Classroom teachers will use their professional judgment and classroom strategies to deal with Level I and Level II infractions.

NOTE: When students do not make good choices, we have 3 levels of discipline:

Level 1: Teacher Intervention

Level 2: SHES Conduct Ticket (signed by parent/guardian)

Level 3: SHES Conduct Ticket/Administrative Discipline Referral
(see administrator)

LEVEL 1: Classroom Discipline Procedures

Every teacher will have specific classroom and behavior expectations that will be communicated to every student and parent. If students violate these expectations, a hierarchy of consequences will be given. Each classroom management plan will differ by teacher and grade level. These behaviors may result in immediately verbal correction or teacher invention.

Examples of Level 1 behavior Disrespect, running in the building, horseplay, classroom disruption, uncooperative behavior, refusal to follow directions or complete class assignments, non-directed profanity, out of assigned area, put downs/name-calling, inappropriate displays of affection, rumors, gossips, careless use of school property, possession of unauthorized materials.

Level 2: SHES Conduct Ticket

A SHES Conduct Ticket is an intermediate form of discipline and serves as a warning to both students and parents. These Forms will be sent home ONLY after inappropriate behaviors have occurred repeatedly by the student and **Level #1 Discipline procedures have been exhausted.** Teachers will communicate through a phone call or set up a conference to let the parent know when and/or why these forms are coming home.

Students May receive a SHES Conduct Ticket for the Following Behaviors:

Inappropriate movement in school:

- Verbal/physical contact, running, skipping, jumping, sliding, climbing, tagging down the halls, racing in the halls, traveling without teacher permission, using both sides of the staircase, crowding, sliding down the handrail, unnecessary noise, being in wrong location, not staying at desk, disrupting class.

Toys/Gum in School:

- Having toys or gum in school when not for instructional activity, school wide activity, or classroom reward time.

Interrupting:

- Not raising hand, calling out in class, speaking out of turn, disrupting instruction.

Inappropriate Dress Code:

- Wearing a hat/head gear or sunshades inside school unless for instructional activity, school wide activity, or for a religious purpose as stated in the PWCS Code of Behavior.
- Student Dress and Appearance- see PWCS Code of Behavior.

Cheating:

- Giving or receiving assistance (answers) on test and other independent assignments

Dishonesty:

- Making false accusations against staff or other students; giving false information that may be harmful to others or interfere with duties of staff.

Disrespect/Defiance:

- Failing to follow directions and listen to the teacher during instructional time. Talking or playing during instruction, throughout the building, and to/from school.

Name-calling:

- Saying things that hurt feelings.

Laughing at:

- Making fun of others by laughing, resulting in hurt feelings. Please see the Code of Behavior regarding anti-bullying policy.

Teasing:

- Making fun of others with persistently annoying comments or gestures that hurt feelings.

Rumors/gossip:

- Passing words that will hurt feelings.

Pictures/notes:

- Drawing or passing of pictures/notes that hurt feelings.
- Inappropriate letter writing.

Inappropriate Physical Contact:

- Pushing, shoving, bumping, hitting, or kicking, spitting, throwing with the intent to annoy, bother, or tease others.

Verbal disagreements:

- Persistent, hostile arguments between students that cannot be resolved through other interventions such as peer or counselor mediation, and that consistently disrupt the learning environment.

Theft:

- Taking or attempting to take, without permission, school property or the personal property of others.

Vandalism:

- Willful damage to property which does not result in cost: writing on desk, destroying others' materials, destroying student work displayed in hallway or classroom.

Level #3: Discipline Referral Behaviors

If behaviors are severe or continuous, staff will complete a discipline referral and the administrator will investigate and determine the appropriate consequence. Parents will be called. If we are unable to notify parents via phone a message will be left on voice mail requesting the parent to call Signal Hill Elementary. The referral with consequence(s) will be sent home with the child and/or mailed.

Students may receive a Discipline Referral for the following behaviors:

Profanity:

- Using inappropriate language or gestures.

Disrespect:

- Responding to an adult with any disrespectful statement or gestures.

Threatening:

- An expression of intent to harm.
- To say what will be done to hurt or punish.
- Being a bully as defined in the PWCS Code of Behavior

Bullying:

- A student is being bullied when he or she is exposed repeatedly and over time to negative actions on the part of one or more students.
- This can include any words or actions that harm or threaten another person's body, property, self-esteem, or group acceptance; includes all oral, written, electronic or nonverbal forms of ridicule or intimidation, e.g., taunts, threats, gestures, insults, gossip, humiliation, teasing, pushing, hitting, and exclusion.

Fighting: (with anger or physical harm)

- Inappropriate physical contact (hitting, kicking, shoving, poking, bumping, biting, and pinching) which causes harm to others.

Vandalism:

- Damaging school property or the property of others resulting in a cost to replace or repair.

Drugs*:

- No student shall have or use alcohol, drugs, or anything that resembles alcohol or drugs.

Weapons*:

- Students shall not have weapons; look-alike weapons, or other harmful objects.

***Automatic Suspension - PWCS Code of Behavior**

NOTE:

- ★ All Discipline Referrals are kept in the student's permanent file.

- ★ Level of discipline will be determined by teacher discretion, situation, and number of prior offenses.

Consequences for Level 1 & Level 2 Behaviors:

- ★ Warning
- ★ Note Home
- ★ Phone call home
- ★ Teacher/Student Conference
- ★ Counselor Contact
- ★ Teacher/Parent Conference
- ★ Behavior Specialist Conference
- ★ See Administrator
- ★ Review of positive choices the student could have made
- ★ Time out
- ★ Loss of privileges
- ★ Apology (verbal or written)
- ★ Behavior Contract/Plan
- ★ SHES Conduct Ticket
- ★ Organized recess activity (loss of independent choice)

Consequences for Level 3 Behaviors:

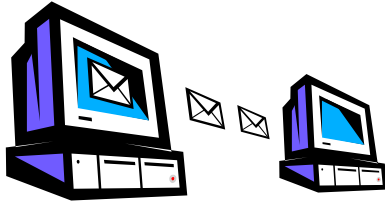
- ★ Behavior Contract/Plan
- ★ Time Out
- ★ Apology (verbal or written)
- ★ SHES Conduct Ticket
- ★ Restitution
- ★ Parent escort at school or special events
- ★ Parent Conference
- ★ Administration Conference
- ★ Loss of bus privileges
- ★ Loss of privilege to eat in the cafeteria with friends
- ★ In-School Suspension
- ★ Out of School Suspension
- ★ Threat Assessment (when student is a danger to self or others)
- ★ Referral to Police or PWCS Security Department.

Communication with Parents:

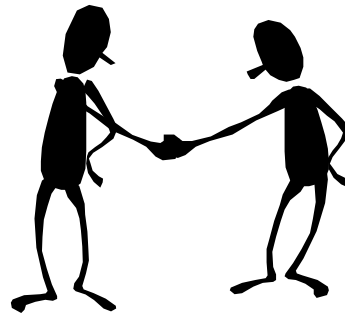
Classroom management will be addressed by the classroom

teacher at Back to School Night.

Any questions about the classroom management program and/or the school-wide “Signal Hill Quality B.E.A.R. Expectations” please call your child’s teacher at (703)530-7541 or send them an email.



Communication is a powerful tool in a child’s education!



If there is a concern regarding your child’s educational experience, we encourage you to contact your child’s teacher. After talking with your child’s teacher and you still have any comments, questions, or concerns, please contact administration.

Parent - Student Sign Off Form

Name _____ Date: _____

Teacher _____

I have read the information regarding the Signal Hill Elementary Quality B.E.A.R. Expectations and other important information. By signing below, we acknowledge receipt of this handbook.

Parent Signature _____

Print Name _____

Student Signature _____

Date Returned _____

(Sign and Return to your child's teacher)