

Hilda Barbour Elementary School

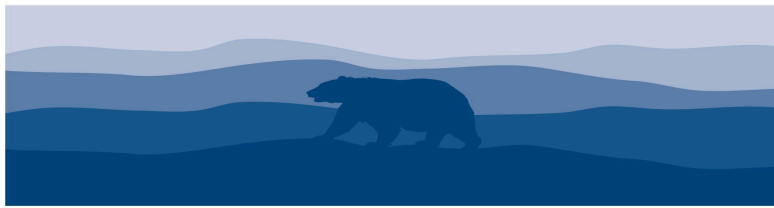
We strive to create a safe and effective learning environment for all students to achieve social, emotional, and academic success.



Parent/Student Handbook 2025-2026

Located online at:

<https://hjb.wcpsva.org/>



Hilda J. Barbour Elementary School

2025-2026

Welcome to our 29th year of working and learning together at Hilda J. Barbour Elementary.

This handbook will give you a basic overview of some of our programs, procedures and expectations. If at any time you have questions or concerns, please do not hesitate to contact our school, and we will do our best to be of assistance. We look forward to working and learning together.

Our complete school report card can be viewed on the Virginia Department of Education website at:

<https://p1pe.doe.virginia.gov/reportcard/>.

Lots of great information for parents and students can also be found at the Virginia Department of Education Web page for parents and students:

http://www.pen.k12.va.us/students_parents/index.shtml

Attendance

- It is the expectation that students attend school every day. Being part of class discussions and activities is vital to student learning and these things can not be made up with a worksheet.
- Please make every effort to have your child at school every day unless they are sick.
- Chronic absenteeism is included in determining school accreditation. A student missing 10% of the number of days of school is considered chronically absent. Every day absent, whether excused or not, counts toward chronic absenteeism. By the end of the school year, HJB must only have 15% or less of our population chronically absent.
- As students begin to miss several days of school, attendance meetings will be scheduled to see what we can do to help.
- Call the school by **9:00 am**, or email your child's teacher, if your child will not be in school that day. You can also use the Report Student Absence form on the HJB website. <https://www.wcps.k12.va.us/hjb/>
- Pre-Arranged Absence Forms are available in the office for planned absences such as vacations or surgeries.
- Reminder: SOL tests are scheduled during the last three weeks of school. Please do not schedule absences for that time period.
- WCPS Attendance Policy
<https://drive.google.com/file/d/1eAbFHQDPxTvG5zd7dv3QziM8PscHQGBk/view?usp=sharing>

Tardies/Early Pick-ups

- **Please make every effort to have your child to school on time each day.**
- Tardies and early pick-ups are an absence from part of a school day.
- Instruction begins promptly at 8:00 am. Any student arriving after 8:00 am will need to be walked to the main entrance by the parent where the parent will then sign in the student as tardy.
- Tardies and early dismissals are both recorded as partial absences on your child's computer generated report card in grade K-5.
- Picking up children before 2:30 will require the parent/guardian to sign out students on the laptop inside the front doors and it will be counted as an early release.
- A valid driver's license is required to check out a student early. Instruction ends at 2:30.
- **Last minute dismissal changes must be called into the office no later than 1:30 pm.** We can not guarantee that changes can be delivered in time if they come after 1:30 pm.

Hilda J. Barbour Pick-Up and Drop-Off Procedures

Morning Drop-Off

- Morning drop off is from 7:30 am to 7:55 am. at the side door in the "Kiss and Go" line.
- Do not let students out of your car until an HJB staff member is present.
- This door is locked at 7:55 am. Please be here by then.
- If you arrive after 7:55 am, you will need to park in the front lot and walk your child across the bus lane to the front door. **Do not park in the bus lane.**
- If you arrive after 8:00 am, you will need to park in the front lot (**not in the bus lane**) and walk your child to the office and sign them in as tardy on the computer.
- Please do your best to have your child at school on time. All students receive a free breakfast so no need to stop at McDonald's or Dunkin Donuts before school.

Afternoon Pick-Up

- Dismissal is at 2:30 pm for cars, buses and vans.
- If using the car rider line, you have been given a car number that must be displayed in the car window. If you need a number, forms can be accessed in the office or at the following link:
<https://www.google.com/url?q=https://forms.gle/ZYhjSRL1MQk3LRY97&sa=D&source=editors&ust=1660155428370520&usg=AOvVaw2UUzetN-VZBI6gvjSul1tan>
- We will not release a child to anyone whose name is not listed on your form. If you do not have your car number, you will need to park in the front lot and sign your child out in the office.
- Cars arriving before 2:15 pm must line up on the access road. The lane by the school must remain unblocked as long as possible as it is an emergency exit for students and a fire lane.
- Beginning at 2:15 pm, cars can begin filing around to the side entrance at the first orange cone.

- Please make every effort to have your child get into the vehicle on the curb side for safety reasons.
- Follow any staff member's instructions about traffic flow and parking during this time.
- You will not be able to park in front and walk to the car rider area to pick up your child.
- Please do not use cell phones once the pick-up process has started.

Cafeteria

- Breakfast and lunch will be provided free of charge to all students again this year.
- Starting in September, Fridays will be ice cream day for all grade levels and the cost is \$1.00.
- If you are joining your child for lunch, we have a special table on the stage for you and your child to enjoy your meal. We discourage inviting other students to join you and your child due to the many food allergies in the building. Please sign in at the front office first.

Birthdays

- Birthdays are acknowledged on the morning announcements each day.
- Birthdays will not be celebrated in the classroom with food. In honor of your child's birthday at school, consider donating a book, art supplies, or a game to your child's classroom. Balls for recess play are also a good idea!
- Invitations to birthday parties will not be passed out at school unless the entire class is being invited.
- [Policy JHCF-R](#) (WCPS food policy)

Dress

- Clothing with lettering, symbols, pictures, etc. that are considered offensive or a distraction should not be worn.
- Shorts should be worn under dresses for recess and PE.
- Spaghetti straps, tank tops, shirts that expose the midriff, see-through shorts, and very short shorts should not be worn to school. When a student reaches or bends, shirts and pants should fit properly.
- Hats and/or bandanas of any kind are not to be worn inside the building.
- Students participate in PE and/or recess daily, which means students should have tennis shoes every day. Students with unsafe shoes will not participate in PE.

Closing of School

- School Messenger is the notification system used for school closings, delays, or early dismissals.
- **Be sure the school has your updated phone numbers and email addresses.** This is what School Messenger uses for contacting parents and we want to make sure that all parents receive important messages.
- **Plan now for what your child will do if school closes early.**
- Please notify the school and your child's teacher if any of this information changes throughout the year.
- If we do not receive your emergency plan, your child will go home like a regular school day.
- You can also see school closings and delays on the WCPS homepage: <https://www.wcpsva.org/>

Communication

- Positive two-way communication between parents and HJB staff will ensure a successful school year.
- We will keep you informed through Class Dojo, Messenger, handbooks, newsletters, and calendars, as well as, emails and phone calls.
- Check your child's book bag every day and keep school calendars and notices posted in your house to help you remember upcoming events.
- Staff will respond to your communication within 24 hours. Teachers are busy working with students during the day and may not be able to respond until after school lets out.
- DO NOT email important messages regarding dismissal changes for your child to the teacher. Please call the main office at 540-622-8090 **before 1:30 pm** or send in a written note with your child if you know ahead of time of the change.

When you have a concern about something at school, please do the following:

- Contact the person directly involved with the concern first.
- Schedule a time to talk with the teaching staff outside of teaching time.
- Before expressing your concern, gather all of the facts as best you can.
- Listen to the other person's point of view. If most of your information is coming from one source, remember that there are often two sides to a story.

Field Trips

- Field trips are an extension of student learning.
- Attendance on field trips is expected as they are on a regular school day and related to the curriculum.
- Chaperones and students are representatives of HJB and WCPS and need to present a positive image to the places we visit.
- The number of chaperones is determined by the need and the space available.
- Chaperones need to follow the directions of the teacher.
- **Chaperones are not to ride on WCPS buses.** You may follow the bus or meet the class at the event.
- Chaperones must be at least 21 years of age and adhere to School Board Policy regarding tobacco products and alcohol. (Section G Code GBEC/JFCH/KGC of the WCPS Policy Manual)
- **No siblings or other students not in the class should be with chaperones on a field trip.**

Grading

- Grades represent the level of mastery of SOL content for learning at each grade level.
- The complete WCPS Grading Policy can be found at [Policy IGA-R](#)
- Paper report cards are no longer sent home with students. Report cards can be viewed online by logging into the Parent Access account that each parent was given when they registered their students and another one at Open House. Directions for how to find the Report Card once a parent is logged in to Parent Access will be sent out at the end of the first marking period.
- Parents will receive interim reports at the 4 ½ week point of each advisory.

Homework

- The purpose of homework is to reinforce skills learned in school. Each grade level and individual teacher will let you know of their specific homework expectations and procedures.
- When requesting work for a child who is absent, please allow the teacher a full day to get the work together. You can call the office to make this request or email the teacher directly.
- Reading every night is a school wide expectation.
- Practicing basic math facts every night is a school wide expectation.

Instruction

- At HJB we strongly believe that all children can learn.
- The Virginia Standards of Learning (SOL) serve as the foundation for our curriculum and outline the basic knowledge and skills that our students should be taught as they progress from Kindergarten through 5th grade.
- Here is the link to the Virginia Dept. of Education website with all the SOL information: <https://www.doe.virginia.gov/>
- Family Life Standards [Family Life Education Standards of Learning - Adopted 2020](#)
- WCPS elementary schools use the Houghton Mifflin Harcourt reading and math series Into Reading and Go Math.

Hilda J. Barbour is a Schoolwide Title I School

- Schools with at least 40% free and reduced lunch can develop a Schoolwide Title I Plan that offers special programs and services to address the needs of struggling students.
- Please open the following link for more information about Title I:
<https://docs.google.com/document/d/1bIzOOjIou8BfPdDxKNWkwfpEp2XzcRZm/edit#>

Student Support Team (SST)

- The purpose is to help teachers and parents find different strategies to help all children be successful.
- The parents or teacher can make the referral to the Student Support Team.
- The team is made up of the teacher, special education teacher, guidance counselor, a member of WCPS special services dept., and an HJB administrator. The school nurse, school psychologist, and speech pathologist are also members on an as needed basis.
- Concerns and strengths of the child are discussed at the meeting.
- Strategies and modifications are suggested to implement in the classroom and at home and then the team will meet again to see how the strategies worked.
- If the strategies did not help, different strategies may be suggested or more information may be needed. In this case a referral may be made for an evaluation through special services.

Gifted Program

- Students may be referred for screening by a parent, teacher, peer, or self-nomination.
- Multiple criteria are used to assure the systematic and objective selection of services for gifted students.
- Eligibility is determined by standardized test scores, parent and teacher checklists, grades, work samples, and other assessment tools.
- To refer a student for eligibility, please contact your child's teacher. For additional information, contact Denise Walton, WCPS G/T Coordinator, at 635-2171, ext. 34244.

Safety

- All exterior doors are locked during the school day.
- Visitors will use the video/intercom at the front door to gain access to the building. After giving information for entering the building, the office staff will activate the door.
- All visitors are required to check in on the laptop inside the front doors and print a visitor's badge to wear while in the building.
- If an office staff member does not recognize a visitor, the visitor will be asked for identification before a student is released to them.
- Throughout the year, students and staff will participate in safety drills. These drills include fire drills, bad weather/tornado drills, earthquake drills, and lock down drills.
- During a lockdown (or drill), no one will be admitted or dismissed from the building until the lockdown (or drill) is lifted. Phone calls will not be answered during this time.

School Cameras

- HJB will follow WCPS Classroom Video Surveillance Policy JOAA.
- If it is necessary for a student to review camera footage with administration, the student's parent/guardian will be contacted prior to viewing.

Health

- We encourage all students to bring a water bottle to school each day for the health benefit of water and to stay hydrated. Water bottles should only contain water and not juices or sodas. Students who bring anything other than water will be asked to put it away.
- If your child is on medication, a medication form will need to be completed and kept in the nurse's office in case of an emergency.
- If medication is to be given at school, there is a form to be completed and signed by the physician. **No medications will be given without a medical consent form and the medicine in its original container.**
- **All medications must be hand delivered to school by an adult. DO NOT SEND ANY MEDICATION WITH YOUR CHILD ON THE BUS.**
- It is the parent's responsibility to be sure there is an adequate supply of medication at school.
- Students suspected of having lice will be sent to the nurse for diagnosis.
- Live lice = Student sent home for treatment.
- No live lice = Student may return to class.
- If a student has nits, the nurse will communicate a plan of action to the parent.
- Students will not be excluded from the educational process due to nits.
- If students have a tick removed at school, parents will be notified of the dangers of Lyme Disease and the tick will be sent home in a plastic baggie.
- Vision and hearing screenings are done yearly in grades Kindergarten and third grade.
- Nonprescription medications may only be given with **written permission** from the parent or guardian.

When Should Your Child Stay Home From School?

- Any child with a temperature of 100 degrees or above should stay home until fever free for 24 hours **without** medication.
- Children need to stay home if diarrhea or vomiting occurred the previous night.
- Children with strep throat or scarlet fever may return after 24 hours of being on medication.
- Children with pinkeye may return after 24 hours of being on medication.

Administering Medicines to Students

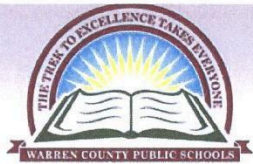
Self-Administration of Medication

- Self-administration of any medication with the exception of asthma medication and auto-injectable epinephrine, as discussed below, is prohibited for students in grades kindergarten through eight.

Self-Administration of Asthma Medication and Auto-Injectable Epinephrine

- Written parental/guardian consent that the student may self-administer inhaled asthma medications or auto-injectable epinephrine, or both, must be on file with the school;
- Written notice from the student's health care provider must be on file with the school, indicating the identity of the student, stating the diagnosis of asthma or anaphylaxis, or both, and approving self-administration of inhaled asthma medications, auto-injectable epinephrine, or both, that have been prescribed for the student; specifying the name and dosage of the medication, the frequency in which it is to be administered and the circumstances which may warrant its use; and attesting to the student's demonstrated ability to safely and effectively self-administer the medication;
- An individualized health care plan must be prepared, including emergency procedures for any life-threatening conditions; and
- Information regarding the health condition of the student may be disclosed to School Board employees in accordance with state and federal law governing the disclosure of information contained in student scholastic records.
- Permission granted to a student to possess and self-administer asthma medications or auto-injectable epinephrine, or both, will be effective for a period of 365 calendar days, and must be renewed annually. However, a student's right to possess and self-administer inhaled asthma medication or auto-injectable epinephrine, or both, may be limited or revoked after appropriate school personnel consult with the student's parents.
 - (Taken from the Warren County School Board Regulations: JHCD)

On the following page is the parental/guardian consent form and the form for the physician to authorize medication.



Warren County
PUBLIC SCHOOLS
A Fully Accredited School System
THE TREK TO EXCELLENCE TAKES EVERYONE

Parent Consent for Prescribed and/or Over-the-Counter Medication Administration

I hereby authorize Warren County Public Schools and its designees to administer the following medication, as ordered, by my child's Physician and/or Dentist. By signing this form, I consent to the exchange of medical information between the ordering Physician/Dentist and Warren County Public Schools. I also release Warren County Public Schools from any injury that may occur from the administration of the prescribed medication. I understand that Warren County Public Schools will only administer over-the-counter medications according to the directions on the bottle; or prescribed medications as directed by the prescriber.

Parent Signature _____ Date _____

Physician's Name and Phone Number _____

Physician Order for Prescribed Medication Administration

Name of Student _____ D.O.B. _____

Medication _____ Related Diagnosis _____

Dose _____ Time _____

Route _____ Physician Signature _____ Date _____

Over-The-Counter Medication Administration

Name of Student _____ D.O.B. _____

Medication _____ Dose _____ Time _____

Route _____ Reason for administration _____

Parent Signature _____ Date _____

*** If an over-the-counter medication is given as a scheduled medication and is to be given for more than three (3) consecutive days at a time the Physicians Order for Prescribed Medication above needs to be filled out and signed by the prescriber. ***

Positive Behavioral Intervention Supports (PBIS)

The PBIS committee established school wide behavioral expectations. We use the acronym “BEAR” to make it easier for children to remember these behaviors.

Be Safe
Exceed Expectations
Act Responsibly
Respect Self and Others

Below you will find the HJB PBIS expectations matrix.



HJB PBIS EXPECTATIONS MATRIX:

Identifying expectations for appropriate behavior for specific locations within the school environment.

	Classroom	Hallways	Cafeteria	Restrooms	Playground	Bus
<u>Be safe.</u>	Follow directions.	Walk quietly. Stay to the right.	Stay in your seat. Eat your own food.	Keep hands, feet, and objects to yourself.	Use equipment properly.	Stay in your seat. Use a quiet voice.
<u>Exceed expectations</u>	Attend school every day!	Smile and greet others.	Use good manners.	Report problems.	Use words to solve problems.	Greet bus driver. Be a model for others.
<u>Act responsibly.</u>	Accept responsibility for your actions.	Go to your destination quickly.	Make polite conversation.	Use quickly and quietly. Wash hands!	Pick up equipment.	Keep hands, feet, and objects to yourself.
<u>Respect self and others.</u>	Take turns and share.	Keep hands and feet to yourself.	Keep area clean.	Give privacy to others. Keep area clean.	Wait your turn.	Wait your turn.