

Henrico County Public Schools Vision and Mission

Our Vision: Henrico County Public Schools believes in the right to achieve and the support to succeed for all.

Our Mission: Henrico County Public Schools, an innovative leader in educational excellence, will actively engage our students in diverse educational, social, and civic learning experiences that inspire and empower them to become contributing citizens.

CONTINUOUS IMPROVEMENT PLAN

The educational program in Henrico County will be continuously assessed through an annual planning cycle; each school will prepare annually a continuous improvement plan. In accordance with Henrico County Public Schools procedure, our annual plan will be developed based on data received and information obtained during the summer preceding the school year. Parental input is a part of this process.

A copy of the Policy and Regulations Manual of Henrico County Public Schools is available to students, employees, and the public on the HCPS website, www.henricoschools.us. Any person unable to access the online policy may request a copy of a specific policy by contacting Records Management at 652-3828.

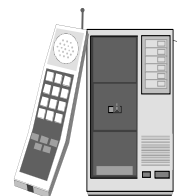


GENERAL INFORMATION AND GUIDELINES

School Telephone Number

Office: 527-4672

Fax: 527-4674



School Hours

Kindergarten through 5th grades

7:50 a.m. – 2:40 p.m.

Bell Schedule

7:45 a.m.

Faculty/Staff Report

7:50 a.m.

Students Report To Class

8:10 a.m.

Tardy Bell

2:35 p.m.

Preparation for Dismissal

2:40 p.m.

Students Dismissed

3:20 p.m.

Faculty/Staff Workday Ends

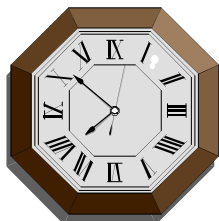
Half Day Dismissal Schedule

11:35 a.m.

Car riders, Parent Pickup and YMCA children will be dismissed.

11:35 a.m.

Buses will be called by color as the arrive.



GENERAL INFORMATION

ACCIDENTS AND ILLNESSES

Parents of children who become ill or injured while at school shall be notified and the children returned home under arrangements made by the parent.

Students will be excluded from school:



1. If the student has a fever of 100.4 or greater, orally. Children must be fever-free for 24 hours before returning to school.
2. Vomiting, due to illness. Children may return to school after 24 hours of no vomiting episodes, due to illness.

If a student requires treatment beyond first aid, and if the parent or guardian cannot be reached, the student will be taken to a doctor or hospital for emergency treatment. If help is imperative, 911 will be called.

Pupils with contagious or infectious diseases shall be excluded from school until completely recovered.

Universal precautions will be taken to provide simple and effective precautions against transmission of disease for anyone potentially exposed to blood or body fluids of any person. No distinction is made between body fluids from persons with a known disease or those from persons without symptoms or with an undiagnosed disease.

It is imperative that a current emergency number is kept on file at school. Should you move or change jobs during the school year, PLEASE notify the school immediately of your new listing.

Parents must “sign-out” a student who leaves school during the school day. If someone other than the parent is to pick up a child, a written note must be submitted to the office.

HENRICO COUNTY REGULATIONS PERTAINING TO MEDICATIONS:

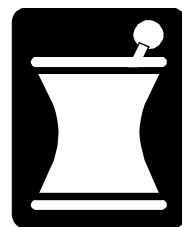
No student may have in his/her possession any medication or prescription drugs, even if recommended or prescribed for the student's use. Medication and prescription drugs shall not be taken to school by the student. A parent or guardian is required to take all such items to the school's clinic for documentation.



OVER-THE-COUNTER MEDICATION:

Clinic attendants and school nurses will be allowed to administer **Over-the-Counter Medications** to students at the request of the parent. The guidelines follow:

1. Written permission must be provided indicating the name of the medication, dosage, time to be given, the reason for its administration, and the parent/guardian's signature on the Medication Permission Form.
2. Included on the Medication Permission Form is a signed parental statement relieving the school of any responsibility for the benefits or consequences.
3. The medication and the Medication Permission Form SHOULD be delivered to school by the parent/guardian. Medication must be unopened and in its ORIGINAL CONTAINER. Expiration dates will be followed.
4. Any nonprescription medication which is to be given for more than three consecutive school days must be authorized by a physician in writing.



PRESCRIPTION MEDICATIONS:

School personnel may administer certain prescription medications only upon written parental request and a proper prescription or written clearance from a physician. The guidelines follow:

1. Physician's prescription and/or written clearance giving the following information shall be submitted:
 - a. Name of person to receive the medication
 - b. Name of medication
 - c. Date of prescription
 - d. Exact dosage
 - e. Exact time dosage is to be given during school hours
 - f. Total duration of treatment
 - g. Diagnosis or reason the medication is needed, unless the reason should remain confidential
 - h. Physician's signature
2. Parents must submit a written request for the school staff to administer the medication prescribed by the physician and sign a written release of liability. A Medication Permission Form must be obtained from the school office.
3. The physician should alert the school when a student might experience a serious reaction while receiving prescribed medication. This can be indicated on the Medication Permission Form.
4. All medications must be transported by a parent/guardian to the student's school.
5. Only one week or less supply of medication should be brought to school unless medication is to be taken daily throughout the school year. For short-term medications (less than 10 days), i.e. antibiotics, the prescription label on the bottle may be accepted as the physician's order. Unused medication should be picked up by the parent/guardian or it will be discarded.

6. The clinician cannot cut pills in half for correct dosage. This must be done ahead of time.
7. Herbal medications will NOT be given in Henrico schools without written permission by a physician, which shall include desired and adverse effects.

ATTENDANCE

Pupils should be regular and punctual in attendance. Excessive absenteeism may result in unsatisfactory grades due to an inability to compensate for missed activities.

A pupil shall be counted present only when he is present for roll calls, or is in attendance for approved school sponsored field trips or events. A student arriving at the main entrance of the school after the tardy bell rings at 8:10 AM will be marked tardy.

Pupils absent because of non-school sponsored trips, events, or vacations are recorded as absent.

A pupil shall be dropped from the roll when he has been absent for fifteen (15) consecutive days with the exception of those under an approved program of Homebound Instruction.

ABSENCES AND EXCUSES:

All student absences are considered unexcused unless the parent either **calls the school or sends a written note** to provide a justifiable reason for the absence within 24 hours of the absence.

A written statement from a physician may be required when a student misses more than ten (10) days during the school year due to illness.

Acceptable excuses for temporary absence from school include the following:

1. Illness of pupil
2. Serious illness in family which reasonably necessitates absence of the pupil
3. Death in the family
4. Special and recognized religious holidays regularly observed by followers of a particular faith
5. Other reasons approved by the principal

Students with acceptable excuses are allowed to make up scheduled work as stipulated in the Classwork/Homework Make-Up Guidelines.

State law requires that the school contact the home whenever a student is absent from school. We do appreciate your calling in and reporting when your child is ill. If we have not heard from you, our attendance secretary will contact you whenever an absence occurs.

STUDENT RECOGNITION

Our philosophy for student recognition is to recognize children for their hard work, effort, successes, and achievement throughout the year. There will be many opportunities for students to be recognized, including teacher or classroom recognition, grade recognition, and school-wide programs.



Nine Week Awards will be given out in the classrooms

1. HONOR ROLL: (Grades 2-5)
A student will receive this award if he/she has attained A's and/or B's in **reading**, English/writing, spelling, mathematics, social studies, and science on the nine-week report card.
2. CITIZENSHIP: (Grades 1-5)
A student will receive the Citizenship Award if the teacher feels that they have demonstrated exemplary good citizenship characteristics.
3. "BUG" AWARD: (Grades 1-5)
This award will begin during the second nine weeks. Students will qualify for this award for improvement in a content area grade on the report card. **No other nine week content area grade may drop.**

Content area subjects included are: reading, English, spelling, math, social studies, and science. Conduct and Work habits are not included in this award.

Special Year End Awards:

5th Grade President's Award for Educational Excellence

5th Grade President's Award for Educational Achievement

5th Grade American Citizenship Award

Excellent Attendance (K-5)

SCHOOL RULES

The following School Rules have been established in an effort to provide some continuity among/between grade levels.

- ***D**o your best
- ***O**nly use good manners
- ***L**isten Carefully
- ***P**ractise respect for yourself and others
- ***H**ands to yourself
- ***I**nside- walk quietly
- ***N**ever lose focus
- ***S**how your **Dolphin PRIDE!**



Classroom teachers may work with students to establish additional rules unique to the classroom.

POSSIBLE REWARDS FOR APPROPRIATE BEHAVIOR & WORK HABITS:

1. Stickers and stamps
2. Positive notes and phone calls
3. Special “desk” or “chair”
4. Homework passes
5. Certificates
6. Receive and use “rental” ticket to take something home from classroom (books, activities, stuffed animal)
7. Nine Weeks Citizenship Award

The school-wide discipline plan outlined above is our effort to bring continuity to our educational program. Parental support is vital.



CODE OF STUDENT CONDUCT

The purpose of the Code of Student Conduct is to provide students, parents, school personnel, and the public with a concise and comprehensive description of the minimum standards of behavior for all students enrolled in the public schools of Henrico County. Parents are expected to review the contents of the Code of Student Conduct with children. **There is a “sign-off” page on the back cover which must be returned to the principal.**

DELIVERIES TO STUDENTS

Delivery of items (balloons, flowers, etc.) to a student will be received in the office. The student will be informed that the item has been received. The item will remain in the office for parent pick-up. Balloons may not be taken home on the bus.

FIELD TRIPS

Field trips will be taken throughout the year. They are intended to serve a worthwhile purpose related to classroom instruction. Siblings and students not enrolled in Henrico County Public Schools may not participate in field trips. In the event schools are closed or open late due to inclement weather, **scheduled field trips will be cancelled**. The Field Trip Information and Parent Authorization form must be completed by the parent and returned to school prior to each field trip. **Students may not participate on field trips if this form is not returned**. Parents or guardians will be responsible for providing transportation to and from school for children participating in field trips which last longer than a regular school day. If someone other than a parent is picking up a student, the parent must inform the teacher in writing.

If a student's behavior is such that the classroom teacher does not feel he/she can assume responsibility for the student on a field trip, the teacher will advise the administration of such. The administrator and/or classroom teacher will contact the parent to discuss the child's behavior. A decision will be made regarding the child's participation on the scheduled trip.

Students are reminded that all purchases must be in compliance with the Code of Student Conduct.



GUIDELINES FOR STUDENTS

Parents are asked to review the following guidelines with their child/children. Should questions arise, please contact the Principal.

1. High standards of conduct are expected at all times.
2. Glass bottles or cans will not be allowed on school buses.
3. Toys may not be brought to school unless requested as "Show and Tell." Toys given by teachers as incentives are to be placed in backpacks and are not to be taken out during the school day.

4. Trash must be thrown in wastebaskets or trash cans.
5. Students are to be good, polite listeners during assembly programs.
6. Students are to walk quietly, without talking, to and from assigned areas during fire drills and tornado drills.
7. Defacing or destroying school property will result in disciplinary action.
8. A note explaining an absence must be presented to the teacher on the day after the absence. A doctor's excuse may be requested by the principal. These notes are kept on file by the teacher.
9. A pupil wishing to leave school early must present a note to office personnel in the morning. Parents are to call for these students in the office and sign a checkout sheet.
10. A pupil wishing to ride a different bus home must bring a note and have it approved by office personnel. **Any deviation from the regular routine of the child requires a note from the parent.**
11. Each student is expected to obey each and every adult in the school.
12. Cafeteria rules are to be followed.
13. Students are expected to walk in the building, on the sidewalks, and to the buses.
14. Skateboards may not be brought to school.
15. **Students are not to report to school prior to the arrival of the first bus (7:50 AM.)**

HOMEWORK

We believe that homework is an important part of the total learning process. It is the glue that holds one day's lesson to the next. Homework serves several purposes:

- to reinforce class work
- to strengthen skills
- to increase learning time
- to provide enrichment opportunities
- to inform parents of the instructional objectives currently being learned
- to provide individual student feedback to teachers
- to develop work and study habits

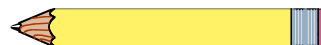


In addition, there are some long-lasting benefits as homework contributes to the development of organizational and study skills, self-discipline, and a sense of responsibility and independence. In order to profit from the above purposes and benefits, responsibility for homework must be taken by the school, parents, and students.

First, the school faculty will construct homework that contributes to our instructional program and is appropriate in quantity and length to the various needs, abilities, and ages of our students. Next, the parent's role is primarily supportive.

Parents should encourage their children to display a conscientious and positive attitude toward homework. Finally, students need to undertake homework as a learning experience, as an extension of classroom instruction, and as an important part of their education.

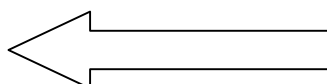
REMINDERS FOR STUDENTS:



1. Homework is a valuable part of the learning process.
2. You should ask questions in class if you are unsure of an assignment.
3. Write down all assignments. Be sure you have all books which are needed for the assignments.

4. You need to complete your homework as neatly and accurately as possible. A goal should be quality as well as completion.
5. Keep your **HOMEWORK FOLDER** neat and accurate.
6. Make wise use of your time--learn to budget your time, including leisure time.

TIPS FOR PARENTS:



Good homework habits must be developed if a student is to do homework successfully. You can help your child develop some routines that will be of assistance in successfully completing homework assignments. The following tips will guide you in helping your children organize and complete homework each night. If you have any concerns regarding the homework assignment, please send a note stating your concerns to your child's teacher.

1. Set up a study area.
To do homework successfully, a student must have a place at home in which to work. The study area must be well-lit, quiet, and have all necessary supplies close at hand.
2. Create a Homework Survival Kit.
One of the keys to getting homework done is having supplies in one place. A Homework Survival Kit (containing supplies needed to do homework) will prevent your child from being distracted by the need to go searching for supplies, and will free you or your child from last minute trips to the store for folders, paper, tape and other needed items.
3. Schedule daily homework time.
Help your child develop good homework habits by encouraging him or her to start homework at the same time each day. During this daily homework time, free your child of other responsibilities.

4. Encourage children to work independently.
Homework teaches children responsibility. Through homework, children learn skills they must develop if they are to grow up to be independent, motivated, and successful adults, capable of handling a job: how to follow directions, how to begin and complete a task, and how to manage time. By encouraging your child to work on his or her own, you are helping develop these important life skills. If your child has trouble with a homework assignment and cannot complete it, write a note to the teacher explaining the problem your child had.

5. Become interested in your child's homework.
Ask him or her to show the homework to you and explain what the work completed was about. Sharing your child's work with him or her reinforces the importance of homework and helps the child to understand that you are interested in his or her progress. Looking at your child's homework also keeps you informed about the progress of the child, and the way in which your child is able to complete the work assigned.

6. Motivate children with praise.
Children need encouragement and support from the people whose opinions they value the most--their parents. Your consistent praise can increase your child's self-confidence, and motivate him or her to do the best work possible.

TIME ALLOTMENTS:

Teachers attempt to adhere to the following Henrico County Guidelines governing time allotments for homework:

Kindergarten:	No specific time allotment
Grades 1 & 2:	30 minutes per evening
Grade 3:	40 minutes per evening
Grade 4 & 5:	60 minutes per evening

In an effort to develop a strong sense of responsibility and accountability in each child, it is requested that one not return to school for “forgotten” homework materials after the school day ends.

CLASSWORK/HOMEWORK MAKE-UP GUIDELINES:

The following guidelines are to be followed when students are absent and have to make-up the classwork/homework missed due to the absence:

1. Any student who has been absent will be given two days to make up work missed per day absent. (Ex: 1 day absent = 2 days to hand in work, 2 days absent = 4 days to hand in work.)
2. Work not completed by a deadline will result in a reduced grade for a student.
3. Policy 7-08-008 states, “Students who are suspended for five or more days for offenses in Code 4 or 5 of the Code of Student Conduct, who choose not to participate in the suspension intervention program, will not receive credit for make-up work.”
4. Policy 6-02-005 states, “It is the student’s responsibility to make up work that is lost as a result of absence from class. Each student must check with each teacher to determine the nature of the work that can be made up. Each teacher shall ask a student to make up work lost because of an absence. **However, the teacher is not required to constantly remind students to turn in such work,** nor required to accept it after a specified length of time for its completion. Students who are suspended or truant from major tests and/or exams must receive permission from an administrator for make-up.”



INCLEMENT WEATHER: SCHOOL CLOSING

If emergency conditions change the school schedule in any way, all staff and parents/guardians will be contacted via School Messenger phone and email notification system as a decision is made by the superintendent.

HCPS Sources

The following outlets are totally controlled by HCPS and will have the most complete and accurate information available.

Facebook: www.facebook.com/HenricoCountyPublicSchools

Twitter: www.twitter.com/HenricoSchools

School Messenger: Phone & Email notification system to all staff and parent/guardians.

HCPS-TV (Verizon channel 38 and Comcast channel 99): Regular programming will be interrupted allowing for updates and announcements.

HCPS Website (www.henricoschools.us): Announcements and updates will appear on the homepage.

Media Sources

The following local media sources are notified; however, information may be edited or incomplete.

Television: CBS6, 8News, and NBC12

AM Radio: Fox Sports910, 1140 WRVA and News Talk 1240

FM Radio: iPower 92, Q94, K95, 96.1 The Planet, Classis Rock 96.5, Lite 98, BIG 98.5, KISS 99.3, Easy 100.9, XL102, 103.7 Play, Praise 104.7, KISS 105.7, Hot 106.1 and 106.5 The Beat

Parents are urged to review “emergency” closing procedures with their children. If school should close for any emergency situation, each child should know where he/she is to go. We must have your help with this.

Should schools open late due to inclement weather, parents are to make provisions for the child’s supervision at home or with a neighbor. Students **MAY NOT** be brought to school early if there is a delayed opening.

When schools are closed early, all field trips, after school and evening activities are canceled. PTA meetings will be cancelled whenever schools are closed due to inclement weather.

One hour delay: School opens at 9:10AM
Two hour delay: School opens at 10:10AM

Early Closing:

1 hour early: 1:40PM dismissal
2 hours early: 12:40PM dismissal
3 hours early: 11:40AM dismissal



LOST AND FOUND

All found articles will be turned in to the office. Pupils may claim these before and after school. It would be helpful if you would label all items of clothing (especially jackets and lunchboxes) belonging to your child so that they may be returned if found. All articles not claimed at the close of the school year will be donated to various organizations throughout our community.

MINUTE OF SILENCE

State law requires each school to observe a “minute of silence” each day. Henrico County policy regarding this reads: “At each school, each teacher shall provide a minute of silence at the beginning of the first class of each school day. The teacher shall structure a time when each student remains silent and does not disrupt or distract other students during the minute of silence. The minute may be used for any lawful silent activity, including personal reflection, prayer, and meditation. The teacher responsible for each class shall not influence, in any way, students’ silent activities during the minute of silence.” At the conclusion of our school-wide announcements, each teacher will say, “As we begin another day, let us pause for a minute of silence.” Silence will be observed for 60 seconds.

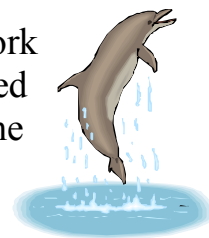
NON-CUSTODIAL PARENTS

Unless a court order has been issued to the contrary, the noncustodial parent of a student enrolled in a public school shall not be denied the opportunity to participate in any of the student's school activities in which such participation is supported or encouraged by the policies of the school solely on the basis of such noncustodial status. "School activities" shall include, but shall not be limited to, lunch breaks, special in-school programs, parent-teacher conferences and meetings, and extracurricular activities. It is the responsibility of the custodial parent to provide the court order to the school. (Va. Code 22.1-279.5)

PARENT COMMUNICATION/HOMEWORK FOLDER

"Dolphin Folder"

Classroom teachers will utilize the Parent Communication/Homework Folder to send home homework, report cards, interim reports, signed papers, behavior reports, announcements, etc. Please watch for the "Dolphin Folder" and return it to school the following school day. Students will be given a folder in September. If the folder is lost or needs to be replaced, students may purchase a folder from the office for 75¢. **"Dolphin Folders" are sent home on Thursdays.**



PARENT VOLUNTEERS



Parents are encouraged to volunteer their time at the school or at home. Parent volunteers may read aloud to their child's class, laminate materials, gather resources, duplicate items, assist in the library, etc. Parents must be aware that any information gleaned

while working with individual students is confidential. Volunteer services may be ended if confidentiality is not maintained. The following responsibilities and expectations will apply to all Henrico County Public School volunteers:

1. The volunteer will operate only under the direct supervision of the principal/designee, or an appropriate staff member of the school.

2. The volunteer will be willing to accept direction and supervision from school staff.
4. The volunteer may provide assistance to students as directed by the appropriate school supervisor, but may not do work for the students.
5. The volunteer will treat students with fairness, honesty, patience and kindness.
6. The volunteer will set a good example by being courteous and respectful of students and staff.
7. The volunteer will be knowledgeable of classroom rules and practices and emergency procedures. He or she must be familiar with the Volunteer Guidelines and the Code of Student Conduct.
8. The volunteer will report discipline issues to the appropriate staff member immediately.
9. The volunteer will respect the privacy of students and school staff and will not divulge confidential information.

A Volunteer Form must be completed by each volunteer. Limited background checks of volunteers will be conducted by Henrico County Public Schools.

Please Note: It is advised that volunteers not bring pre-school or non-enrolled children with them when volunteering. This policy is in effect for our school staff, and its application for volunteers is representative of consistency as well as best educational practice. This expectation is part of Henrico County Volunteer Guidelines.

PARTIES

Elementary schools will be allowed one social function during school time during the school year. This is the winter party. Students will NOT exchange gifts during the December party. There will be NO money collected from students for the December party. Room parents, working through our PTA, sponsor educational activities and treats on various occasions throughout the school year. Younger siblings should not be brought to school during these activities.



***Treats being sent in for the class must be pre-approved by the teacher.**

BIRTHDAYS

Student birthdays are recognized at school on our morning announcements each day. Children receive a birthday pencil and ribbon. In support of the healthy snack guidelines put in place by the federal government and our ongoing concern for students with food allergies, parents may not bring in birthday “treats” of any kind to be shared with classmates during lunch or during the instructional day. We encourage donating a book to our library in your child’s honor. Please see the librarian for assistance in making this lasting remembrance. Another option, which promotes physical fitness, is donating classroom/recess/physical education equipment for the whole class to enjoy. Of course, any of these suggestions are optional.

In support of Henrico County Public School’s Wellness Policy (R6-11-004, Revised September 2014), we are striving to educate and promote a healthier lifestyle for all of our students. Therefore, we strongly discourage parents from bringing fast food items and soda (cans or bottles) into the cafeteria. The alternative would be to bring a healthy and nutritious lunch or treat from home, and/or to join the Dolphin Fitness Birthday Club. Teachers will be supporting these efforts in the classroom, too. They will only use food for educational purposes such as science experiments and other educational activities. It is important to teach our children about eating in moderation, not necessarily cutting out all sweets or fatty foods.

Birthday party invitations may be passed out at school, but only if each child in the class receives one.

PROFESSIONAL LIBRARY FOR PARENTS AND TEACHERS

Many books and videos have been ordered for the use of parents and teachers. Parents are encouraged and welcomed to check out any of the books and/or videos in this collection.

SCHOOL BREAKFAST AND LUNCH PROGRAM

School Breakfast is served daily in the school cafeteria from 7:50 – 8:10.
Carbonated sodas are not permitted.

1. Meal Prices for 2017-2018 – Mandated by USDA

National School Lunch Program:	Student Lunch (all levels)	\$ 2.80
	Reduced Price Lunch	\$ 0.40
Federal Breakfast Program:	Student Breakfast (all levels)	\$ 1.50
	Reduced Price Breakfast	\$ 0.30
Adult Lunch		\$3.40
Adult Breakfast		\$1.80
(Adult meal prices set by USDA)		
Low-Fat or Non-Fat Milk:		\$ 0.65

Grab and go lunches are available on early release days.

2. MYSCHOOLBUCKS.COM

School Nutrition Services provides a popular pre-payment service. Using this program allows parents to pay and replenish their student's account using a personal credit or debit card from home via a secure Internet site.

Please visit www.myschoolbucks.com to create an account. Heartland School Solutions does charge parents a \$1.90 handling fee for each prepayment. Also, MySchoolBucks.com allows parents to check their child's meal account balance free of charge, even if no other services are being used on this site.

3. Refund Policy

NO REFUNDS ON PRE-PAYMENT OF MEALS

Parents who prepay for student meals should monitor these funds since School Nutrition Services DOES NOT MAKE REFUNDS at the end of the year or when students leave Henrico County, however, there are other options:

- A. All student meal funds (including myschoolbucks.com) are linked to the student's 11 digit I.D. number and follows the student to any school location within Henrico County. Therefore, all fund balances from the previous school year (2016-2017) automatically carry forward to the new school year (2017-2018) no matter which HCPS school the student attends.
- B. If a student leaves the County, their remaining balance in their account may be transferred to another student in any Henrico County school. For assistance, please call the school Cafeteria Manager.

4. School Messenger Negative Balance Phone Calls

School Nutrition Services will continue to provide, as a courtesy to all parents, weekly phone calls or email reminders if their child's school meal account has a negative balance. For assistance, please call your school's Cafeteria Manager.

5. Charging for Meals

School Nutrition provides a customer service feature which allows any student who has forgotten or lost their lunch money to charge their meal. Meal charges may go up to \$5.60 (e.g. two lunches) and no a la carte items will be allowed.

The owed amount balance is immediately due the following school day. Students can use this feature as many times as needed during the school year as long as the balance owed does not go over \$5.60. Students who do not pay the negative balance will no longer be eligible to charge until their account is repaid. This feature is discontinued two weeks before the last day of school to allow for SNS to collect outstanding balances.

School Nutrition Services never wants a child to go hungry. Should a student not be eligible for further charging, SNS will provide a complete meal. This meal will consist of the student's choice of all items except the entrée which may be replaced with a grilled cheese sandwich. There is no repayment for this **limited alternate meal.**

6. Student Meal Account Numbers

All students are issued permanent and unique (5-digit) student meal account numbers. This meal account number is used for the duration of the student's academic career; therefore, no new student meal account numbers are issued each school year except for new students and first-year kindergarten students. The meal account numbers will also remain active for any transfer students from within the HCPS system at their new school. A new permanent student meal account number can be reissued at any time upon request if Student ID number is suspected to have been compromised. For questions or assistance, please see your school's Cafeteria Manager.

7. On-Line Menu Publication

School Nutrition Services has an electronic menu publication system (Nutri-Slice) that is beneficial to students and parents. In an effort to reduce environmental waste and be more cost conscious, all menus are only available on-line. [Please visit www.Henrico.Nutrislice.com](http://www.Henrico.Nutrislice.com)

8. On-Line Nutrition Information

The new on-line, interactive menu program (Nutrislice) allows access to current nutritional information (including: calories, fat, carbs, sodium, protein, fiber, cholesterol and ingredients) on all menu food items in order to plan and monitor choices being offered daily. This information also benefits parents and school nurses in dealing with students who are diabetic or have severe food allergies. This program will be updated as menus change.

9. Free & Reduced Meal Applications

Families may apply online for free or reduced meals at www.HenricoVA.HeartlandApps.com
Parents have the ability to check their application status and also print their own copy of eligibility determination by going online to:
www.SchoolLunchStatus.com

Free & Reduced **paper** Meal Applications are available in the school's main office. **Please remember, there is never a cut-off time for applying as meal applications are accepted throughout the school year.**

Henrico County Public Schools Student Dress Code

While most students dress appropriately and safely for school, the School Board and school staff rely on students and parents to exercise judgment in promoting modesty, decency, and a sense of decorum so as not to disrupt the learning environment. School climate has a direct influence on student achievement, and the manner in which students dress is a significant factor in school climate.

This dress code will assist parents and students as they make decisions regarding daily attire that contribute to an appropriate, safe, and secure learning environment for all students. Students must dress modestly and in a manner that neither distracts from nor substantially disrupts the learning environment. In support of the Code of Conduct Dress Code, a student's appearance that is disruptive, distracting, or hazardous is prohibited.

The administration of each elementary, middle and high school has the authority to notify students and parents of modifications to the dress code for spirit days and other school celebrations, as particular items pose a disruption, or as other circumstances warrant.

Students may not wear the following items unless otherwise stated:

1. Hoods, hats, or head coverings of any kind inside school buildings during regular school hours, unless required for religious or medical reasons.
2. The following items worn on school grounds during regular school hours: bandanas, do-rags, headscarves, hair picks, wave caps, large combs, brushes, and rollers.
3. Sunglasses, unless prescribed by a physician.
4. Dresses, skirts, shorts, athletic shorts, and other similar clothing must reach the tip of the thumb when hands placed at the sides (arms straight with palms flat.) When wearing leggings, tights, or similar apparel as an outer garment, tops must also reach the tip of the thumb.
5. Messages on clothing, chains, jewelry and personal belongings that pertain to drugs, alcohol, tobacco, sex, gangs, vulgarity or that could reasonably cause a substantial disruption to the learning environment.
6. Spiked jewelry, chains, and items that could cause student injury.
7. Beachwear (which includes bathing suits and trunks) and sleepwear.
8. Clothing that reveals undergarments.
9. Cut-off jeans and cut-off sweat pants or torn, ripped, or slashed clothing that reveals undergarments or body parts excluded by other parts of this code.
10. Bedroom slippers or shoes with wheels also known as "wheelies."
11. Clothing that reveals the midriff while sitting or standing.
12. Clothing that is excessively tight or skimpy, and clothing with plunging necklines.
13. Clothing that is see-through, revealing, or resembles undergarments. Tube tops, halter-tops, halter-top dresses, strapless dresses or tops or dresses with spaghetti straps (female tops must be at least two inches wide at the shoulder).
14. High heels or flip flops at the elementary level (elementary students are encouraged to wear athletic shoes or closed toe shoes with a rubber sole and should wear such shoes for Physical Education and recess.).
15. Coats inside the school building during the school day as determined by the administrative staff depending on the school design and administrative ability to provide storage for coats.

Students must wear clothing as designed (buttoned, zippered, etc.). Students must wear pants on the hips, secured above the buttocks. Students may not:

- Drape towels, shirts or shorts around the neck;
- Roll down waistbands on shorts, pants, and skirts;
- Wear clothing in any manner that reveals undergarments at any time;
- Wear athletic basketball jerseys without wearing a t-shirt beneath the jersey;

Recommended Dispositions-Elementary School

The administrative team in each school shall have discretion regarding dress code decisions. Parents of students who violate the dress code will be contacted to provide appropriate clothing for their children, if necessary.

STUDENT ARRIVAL/DISMISSAL

Pupils transported by automobiles must be discharged and received in the front student drop-off/pick-up loop. **Students may NOT be discharged prior to 7:50 AM.** Please make the necessary arrangements in your schedule to ensure compliance with this rule.

Parents are urged to follow the route through the parking lot, which shows where to drop-off and pick-up students. For the safety of the children, parents are to discharge students from the **passenger** side of their car. There is **NO PASSING** permitted in the area where students are being discharged. Please do not drive around the orange cones. They are strategically placed in the parking lot for your child's safety.

Dismissal prior to 2:40 p.m. requires that the parent come to the office and sign the early dismissal log. Early dismissal for planned, specific reasons such as medical appointments would be excused. If at all possible, parents should send a written note informing the school of early dismissals. Office personnel will call children to the office for early dismissal.

Parents need to provide written permission for their children to leave school with other adults or family members. Persons picking up children should be prepared to show picture identification and should already be on the "authorized to pick up list." **Written information is required whenever there is a change in the normal dismissal plan for your child. Without a written note, the school will dismiss your child using his/her "usual" plan.**

Telephone requests for changes in dismissal cannot be honored except in cases of extreme emergency.

Early dismissal will not be granted for convenience purposes. Early dismissals will only be for medical appointments and emergency reasons.

STUDENT RECORDS

ACCESS TO RECORDS:

Either natural parent, regardless of who has custody, may have access to cumulative and confidential student records even if the other parent objects, unless there is a court order prohibiting the parent's access to school records. Either natural parent may also ask for a conference to discuss a child's progress, but only a custodial parent may make decisions about a child's educational program. Stepparents, grandparents, or other relatives may not review a student's records without the written consent of the parent or legal guardian. In Virginia, a court order is required for a person to become a legal guardian or to receive custody of a child.

STUDENT TRANSPORTATION

STUDENTS TRANSPORTED BY AUTOMOBILE:



Students transported by automobiles must be discharged and received in the front student drop-off/pick-up loop. **Students may NOT be discharged prior to 7:50 AM.** Dismissal time is 2:40 PM. Please be cautious of students and moving vehicles when pulling away from the curb. Automobiles are not permitted to use the bus area for any reason.

STUDENTS TRANSPORTED BY BUS:

School bus transportation is provided for pupils who live outside of the walking zone. Good behavior is a necessity at bus stops and on the bus. The principal has the authority to suspend a child who habitually misbehaves at the bus stop or on the bus.

Bus stops are designated by the Director of Pupil Transportation at locations where groups of students can be picked up safely. Buses pick up and discharge students only at designated bus stops. Any parent wishing a change in a bus stop location must complete a "Request for Change of School Bus Stop Location" form. The request will be handled by the Transportation Department during the first few weeks of school.

Students must use the same bus and bus stop location morning and afternoon unless written permission is obtained from the school principal and approved by the Director of Pupil Transportation.

A note is required if a student is to ride home with another student. Written permission is REQUIRED for any change in transportation. Please write separate notes if the change will affect siblings in other classes. Because our school buses are at their seating capacity, students are discouraged from riding a bus other than the one to which they are assigned by the Henrico County School Transportation Department. **If a bus is overcrowded, the school administration reserves the right to not allow transportation request for change of buses to ensure the safety of all students.**

TELEPHONE CALLS

Students will not be called out of the classroom for a phone call unless it is an **extreme** emergency.

VISITORS

Visitors are welcome! However, all visitors, including parents, MUST report to the office, sign in, and secure a name badge before going to a classroom. Visible identification is required. If you would like to observe your child's classroom, please contact the principal who will schedule an appropriate time for your visit. Younger children must NOT accompany you on this visitation. While we appreciate parent volunteers and scheduled visits to the classroom, we cannot accommodate unannounced visits from parents before or during the school day. Students may not bring visitors (friends, cousins, siblings or out of town guests) with them to school during the day.

WEB PAGE ADDRESS

echolake.henricoschools.us

THE CURRICULUM

The curriculum in Henrico County Public Schools shall conform to the requirements of the Code of Virginia, the Regulations of the Board of Education

of the Commonwealth of Virginia, and the Standards of Quality and Objectives for Public Schools in Virginia.

STANDARDS OF LEARNING:

The Standards of Learning (SOL) for Virginia Public Schools established expectations for what students should know and be able to do at the end of each grade or course in English, Mathematics, Science and History/Social Science. These Standards of Learning set clear and concise expectations for what teachers should teach and students should learn. They also provide a benchmark for measuring student performance and achievement.

ESSENTIALS OF THE CURRICULUM:

Essentials of the Curriculum have been written based on the state of Virginia Standards of Learning. The Essentials are the curriculum to be taught in Henrico County Public Schools. State assessments will be administered based on the Standards of Learning which are interwoven in the Essentials.

SUBJECT AREAS:

1. **LANGUAGE ARTS** - listening, speaking, reading, handwriting, spelling, composition, grammar and usage, thinking skills, study skills, and library skills.
2. **MATHEMATICS** - numeration, computation, geometry, measurement, problem solving, fractions, decimals, statistics, probability, patterns and algebra.
3. **SOCIAL STUDIES** – history, geography, economics and civics.
4. **SCIENCE**- physical, life and earth-space.
5. **HEALTH, PHYSICAL EDUCATION & SAFETY**- physiology, hygiene, and health education.

6. **FINE ARTS-** music and art
7. **COMPUTER LITERACY**

GUIDANCE:

School Counseling is a planned, sequential program of services that is comprehensive in scope and developmental in nature. The purpose of the school-counseling program is to impart specific skills for academic, career, and personal/ social development. In their student advocacy roles, school counselors participate in a proactive manner as members of the educational team to support and enhance student learning. They consult and collaborate with teachers, administrators, support staff and families to assist students in identifying the appropriate pathway that will provide a positive academic and career direction.

1. Classroom guidance: a series of classroom lessons conducted by the guidance counselor in the classroom. Group/classroom guidance is planned and provided for all students through a collaborative effort with teachers and administrators. It is designed to promote academic, personal/social and career development in all students.
2. Small group counseling: available to students experiencing commonly shared concerns. Emphasis is upon problem solving and the development of positive attitudes and effective personal skills. Parents will be asked in advance for permission for their son/daughter to participate in small group counseling.
3. Individual counseling: provides direct assistance to individual students. The focus is on helping students learn more efficiently and effectively, with an emphasis on identifying concerns early before they become overwhelming and interfere with the educational process.

No student shall be required to participate in the personal and/or social counseling if the student's parents object. Parents can elect in writing to the principal to have their child "opt out" (not participate in) these counseling services. Affirmative parental consent is not required for short duration personal and/or social counseling, which is needed to maintain order, discipline, or a productive learning environment. Participation in normal classroom guidance sessions does not require written permission.

BULLY PREVENTION:

Students at Echo Lake are taught skills relating to Bully Prevention throughout the sequential K-5 classroom guidance curriculum. The goal of teaching these skills are to help our students develop a strong sense of self-confidence so they won't feel the need to resort to bullying behaviors. Another goal is to give the students strategies to draw from should they find themselves being bullied.

MEDIA CENTER SERVICES:

The school library media center is open for all students and staff each day. Students in grades K-2 come with their classes once a week for instruction. Students in grades 3-5 receive the services of the information specialist as coordinated by the classroom teacher.

Notices are given to students when their books are one week overdue. No fines are assessed for overdue books. If a book is lost, please contact the information specialist who will advise parents of the cost of the book.

PHYSICAL EDUCATION GUIDELINES:

Physical Education is a part of the total school curriculum. The classroom teacher is expected to incorporate physical education, with emphasis on physical fitness, daily into the school routine. Activities should stress the four physical fitness components: muscle strength, muscle endurance, flexibility, and cardiovascular endurance. Proper shoes should be worn that will ensure your child's safety. Flip-flops and high-heeled shoes should not be worn.

TECHNOLOGY: GUIDELINES FOR ACCEPTABLE USE:

Access to the Internet and other computer services which enhance educational excellence and worldwide communications are available to Henrico County Public School students and staff. These services connect millions of computers and users all over the world with e-mail (electronic mail), live chats (conversations), and video conferencing capabilities.

Along with the wealth of educational and useful materials that can be found on the Internet, students may find material that could be objectionable to parents and Henrico County Public Schools. However, the potential benefit of information and interaction coming from the use of the Internet and on-line services far outweighs the possibility that users might receive information that is not consistent with accepted educational standards.

Teachers, staff, and supervisory personnel of Henrico County Public Schools will take reasonable precautions to prevent misuse of telecommunications resources and entrance to areas that may be objectionable. In addition, guidelines have been prepared to explain user expectations for anyone accessing equipment, facilities, and services provided by Henrico County Public Schools. Technology and the Internet responsibilities are now included in the Code of Student Conduct. The Code of Student Conduct sign-off form must be signed and returned before students are permitted to use the Internet.

PROGRAMS FOR SELECTED STUDENTS:

ENGLISH AS A SECOND LANGUAGE (ESL):

ESL classes are provided for students for whom English is a second language or students whose home environment consists predominantly of a language other than English. Students participate in an assessment of English language proficiency to determine the need for and level of ESL instruction.

The purpose of the ESL program is to improve speaking and comprehension in English for each student according to his/her ability and level.

Instruction is offered in the ESL classroom during the school day by the ESL teacher. Students are phased out of the program when they gain the English proficiency necessary to function successfully on grade level.

GIFTED EDUCATION:

A program of gifted education is designed to meet specific and individual needs of selected students. Classroom teachers are the primary facilitators of this differentiated instruction. The identification of gifted students is a continuous process designed to find gifted students from all cultural and socio-economic backgrounds. The first step in the process is to create a broad screening pool of students who, after initial review, may or may not be assessed for gifted identification. A parent or teacher may refer a student for screening. Parents/guardians must send an email or submit a request in writing to our Gifted Identification Coordinator during the appropriate referral window.

SPECIAL EDUCATION:

“Special Education” means specially designed instruction to meet the unique needs of a child with a disability. The services and placement of students with disabilities who need special education are developed through an Individualized Education Program (IEP). Special Education services may be provided in a general education or special education classroom. Eligible students may receive services and supports for a variety of related educational service needs. Students may receive services in Speech, Occupational Therapy and/or Physical Therapy. The steps in the special education process include:

1. Identification and referral
2. Evaluation
3. Determination of eligibility
4. Development of an IEP and determination of services.
5. Re evaluation

INTERVENTION READING AND MATHEMATICS INSTRUCTION :

Response to Intervention (RTI) is a multi-tiered instructional framework based on the philosophy that all children can be successful. This framework represents a systematic collaboration of teachers, administration, and parents working together to ensure effective intervention for all children in need of additional assistance. Parents will be notified if students have been identified as needing additional support in the area of reading and/or math based on results from universal screenings and/or teacher requests. In addition, parents may request for the Intervention Team to meet to discuss supports for their child at any time. When identifying students priority is given to those students who have the greatest need for supplementary instruction in reading and/or mathematics. Instruction is provided for students on a yearly or short-term basis. Intervention teachers employ alternative teaching strategies to meet the various learning styles of their students. In addition to providing small group instruction, teacher's work with individual students in their regular classrooms.

SECOND HELPING:

The Second Helping Program is an Early Intervention Reading Initiative offered to qualifying students in grades K-3. Students are administered a Phonological Awareness Literacy Screening Test which measures alphabet knowledge, letter sounds, and word recognition skills. Students identified at kindergarten, first, second, and third grades that do not meet benchmarks will be provided intervention through the Second Helping Program. The instruction will focus on those specific areas indicated as needing improvement. Parents are notified of their child's inclusion in this program.

GRADING AND REPORTING

REPORT CARDS:

The purpose of the report card is to give parents the teacher's best professional judgment of the student's current growth and performance. Students will receive report cards every nine weeks.

A Four Point Scale is used to report progress in Kindergarten and Grade 1:

- 4: Consistently: Student performance consistently meets or exceeds standard/expectation and student produces outstanding work.
- 3: Usually: Student performance usually meets standard/expectation and student produces acceptable work.
- 2: Inconsistently: Student performance is approaching standard/expectation and student inconsistently produces acceptable work.
- 1: Rarely: Student performance is below standard/expectation and student frequently requires re-teaching.

The grading scale applied in Grades 2-5 follows:

A =	90 - 100	Excellent
B =	80 - 89	Very Good
C =	70 - 79	Satisfactory
D =	65 - 69	Marginal Progress
F =	below 65	Failing

All report cards K-5 will utilize the participation standards below for Art, Music and Physical Education:

<u>Designation</u>	<u>Descriptor</u>
S- Satisfactory	When present, student comes prepared and participates to the best of his/her ability.
N- Needs Improvement	When present, student comes unprepared and does not participate. Two class periods of non-participation (noted in the online grade book) and documentation of a parental contact will be required.

The report card **envelope should be signed** and returned promptly to the teacher.

INTERIMS:

At grades K and 1, interim reports will be distributed during the fifth week of the grading period, except that students in Kindergarten will not receive an interim during the first marking period. At grades 2 through 5, parents and students receive updates on scholastic progress via Parent Portal so paper interims will not be sent. All teachers will make parental contact at the interim of each marking period for each student who is experiencing difficulty in a class.

CLUBS, ORGANIZATIONS, SPECIAL PROGRAMS

AMERICAN STUDENT COUNCIL ASSOCIATION (ASCA):

The American Student Council Association allows us to offer a program of student governance directed toward an understanding and appreciation of our nation's democratic practices. The program involves our students in practical, positive decision making, building responsible knowledgeable citizens, strengthening self-esteem, developing leadership skills, enhancing a positive school climate, and inspiring enthusiastic school spirit.

5th GRADE LEADERSHIP POSITIONS:

Many different leadership opportunities are available to 5th grade students. Selection for a leadership position is based on citizenship and staff recommendation as well as the strengths and interest of the student and needs of the school.

Students selected for a leadership role must be a role model to the other students in the building. Student leaders are expected to arrive on time to school each day and exhibit good behavior while at school. Students must maintain grades of "C" or better and earn "S" in conduct (Citizenship) each nine weeks.

SAFETY PATROL:

Safety Patrol is one of the leadership positions offered to 5th graders. The Echo Lake Safety Patrol is sponsored by the American Automobile Association of Virginia (AAA). Students serving as safety patrols assist in maintaining a safe environment. This is accomplished through their visibility on buses and at other locations throughout the school.

If students are not following safe procedures, the safety patrols remind them to behave in ways to ensure safety. If problems occur after the reminders, the patrols bring this to the attention of the bus driver, school sponsor or the principal. At no time are safety patrol members permitted to discipline a student.

COMMUNITY SERVICE PROJECTS:

In an effort to provide service-learning experiences, all schools in Henrico County will provide opportunities for students to be involved in community service activities. Elementary schools are encouraged to provide these activities either through school-wide projects, grade level activities, or individual classroom activities.

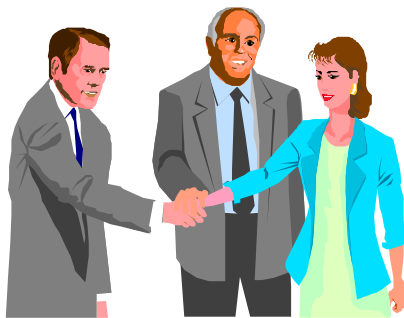
WAVE RUNNERS RUNNING CLUB:

All students participate in the **Running Program**. Students in grades 1-5 run 10 minutes a minimum of three times per week. Kindergarten students run 5 minutes at least three times per week. Improved cardiovascular endurance is realized through this program. Students qualify to become members of the **Wave Runners Running Club** as they reach specific goals.

PARENT-TEACHER ASSOCIATION

PURPOSES:

1. To promote the welfare of children and youth in home, school, place of worship, and community.
2. To raise the standards of home life.
3. To secure adequate laws for the care and protection of children and youth.
4. To bring into closer relationship the home and the school, that parents and teachers may cooperate intelligently in the education of children and youth.
5. To develop between educators and the general public such united efforts as will secure for all children and youth the highest advantages in physical, mental, social, and spiritual education.



BASIC POLICIES AND GUIDING PRINCIPLES:

The basic policies and guiding principles, which are the same for all levels of the PTA, affirm that the organization shall:

Be educational. The basic aim is to help parents, teachers, and other interested persons to gain knowledge of the growth, development, and needs of the child; to foster study as a basis for action; and to encourage and contribute whatever is needed to promote the welfare of children and youth.

Be non-commercial, non-sectarian, and non-partisan. The Association shall work with the schools to provide quality education for all children and youth, and shall seek to participate in the decision-making process establishing school policy, recognizing that the legal responsibility to make decisions has been delegated by the people to boards of education.

Cooperate with other organizations and agencies whose goals are in keeping with the PTA objectives. They do not contribute PTA funds to other agencies, but may inform members and urge participation of individuals in worthwhile projects.

Support legislation on the basis of issues or principles, not on candidates or political parties.

Support projects, which encourage education, friendliness and service, and avoid commercialism, exploitation of children and any form of gambling. The PTA is not primarily a money-raising organization. Funds raised should always be used for parent-teacher work.

MEETINGS:

PTA meetings are held the third Tuesday of the month unless there is a conflict, which necessitates a change of date. All meetings will begin at 6:30 PM in the gymnasium. **If students are not performing during the evening PTA meeting, they must be seated with their parents or guardians.**

PTA MEETINGS

September	14	Back to School Night 6:00 PM
November	14	
December	12	
February	20	
March	20	
April	24	6:00 PM
May	15	

All PTA Meetings begin at 6:30 PM. unless otherwise noted.

PTA SUPPORTED ACTIVITIES

CULTURAL ARTS:

The Reflections Program is a National and State PTA Program, which provide an opportunity for children to use their creative talents by expressing themselves through their own creative works. It is an arts recognition and achievement program. Students in preschool through grade 5 participate in the arts areas of:

VISUAL ARTS:	drawing, painting, collage, and architecture (2D/3D).
MUSIC:	scores of original composition with /without words.
DANCE:	original dance choreography
LITERATURE:	poetry, prose, and drama.
PHOTOGRAPHY:	prints up to 11 x 14 inches in color or black and white
FILM PRODUCTION:	animation, narrative, documentary

The Reflections Program provides a venue for students to create and be recognized for original works of art based on a preselected theme, while increasing community awareness of the importance of arts in education.

The goal of the Reflections Program is participation, not winning. The Echo Lake PTA encourages all students to participate. All participants are recognized when the program deadline is over.

SCHOOL CALENDAR OF EVENTS:

The PTA newsletter includes present and upcoming events and reports activities conducted at the school as well as activities involving the community. A section of the paper is dedicated to the students. This section is provided so students may submit their stories, poems, limericks, or other prose.

DOLPHINS OF ECHO LAKE

(TUNE: THIS IS AMERICA)

Dolphins of Echo Lake, answer to the call
Dolphins of Echo Lake, standing straight and tall
Dolphins of Echo Lake, always do your best
Dolphins of Echo Lake, better than the rest

At Echo Lake we all work harder
To be the best that we can be
We have hope and pride
We are working side by side
And we learn in unity

Dolphins of Echo Lake, answer to the call
Dolphins of Echo Lake, standing straight and tall
Dolphins of Echo Lake, always do your best
Dolphins of Echo Lake, better than the rest

Our teachers lead in new directions
Our parents cheer us on each day
The future we can't see
But we know that we will be
The ones to lead the way

The future we can't see
But we know that we will be
The ones to lead the way

Dolphins of Echo Lake-----The Best!