

**Ward Elementary School**  
**Parent/Student**  
**Handbook**  
**2018-2019**  
**BUILDING FOR SUCCESS**



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Index

Letter from the Principal.....	Page 3
Henrico County Mission Statement.....	Page 4
Ward Elementary Vision Statement.....	Page 4
Parent Involvement.....	Page 4
PTA.....	Page 4
Policies and Regulation.....	Page 4
Access To Student Records.....	Page 5
Attendance.....	Page 4- 6
Awards.....	Page 6-7
Discipline.....	Page 7
Dress Code.....	Page 7-8
Emergency Closing.....	Page 8
Evacuation Drills.....	Page 8-9
Health Services.....	Page 9-11
Homework/Make-up Work.....	Page 11-12
Media Center.....	Page 12
Parties/Birthdays.....	Page 12
Report Cards and Recognition.....	Page 12 - 13
Safety Patrol.....	Page 13
School Nutrition Services/Cafeteria.....	Page 13
Student Council.....	Page 14
Support Personnel.....	Page 14 - 15
Textbooks.....	Page 15
Toys.....	Page 15
Transportation.....	Page 15 - 16
Parent Pick-up.....	Page 16
Visitors.....	Page 17-18
Volunteers.....	Page 18

Dear Parents and Guardians,

We hope that you and your child have had an enjoyable summer and are ready for a wonderful new school year at Henry D. Ward Elementary School! Our goal is to make this an enjoyable and challenging year for WES students. Our theme this year is "Building Success at Ward Elementary" and we are committed to challenging our students to achieve excellence academically by providing enriching and engaging instruction. A STEAM approach to learning (Science, Technology, Engineering, Art, and Math) will drive a lot of our learning and teaching this year and we are excited about the learning projects we will complete with our students. STEAM education helps to encourage a growth mindset in our students and we will be emphasizing the importance of goal setting and the idea that growth happens with sustained effort. Through STEAM projects, our students will begin to learn the traits of perseverance and determination as they work to solve real world problems through authentic learning experiences.

We are excited to welcome STEAM as a part of our resource schedule and every student in K-5 will have the opportunity to visit our STEAM Lab each week! During this time, students will complete various hands on projects that will incorporate learning standards from their respective grade levels. We will be facilitating a school wide, multi-grade level STEAM project this year by working with our students, teachers, parents, and larger community to create an outdoor classroom for our students! We cannot wait to collaborate with our school community to make our outdoor classroom a reality!

We also challenge our parents this year to get involved by participating in our Ward Strong Parent Honor Roll! This will be a point based system where parents can earn points for attending various school events and simply getting involved. We will be sharing more during our Open House and send home flyers outlining this program to parents. Also, Ward will be starting a Parent Advisory Committee this year to ensure that we are hearing the voices of our parents. Parent Advisory will meet quarterly to discuss updates on Ward and ways to continue to help our school achieve excellence in all areas. If you are interested in learning more about Parent Advisory, sign-up to attend our introductory meeting that will take place at the start of the school year during Open House.

Furthermore, there will be several other changes you will notice this school year. The first change you will notice upon entering our building is that Ward has new security doors in the front hallway of the school. All visitors to the building will only be able to gain access to our building after signing in at the office and enter the interior of the school through a door in the main office. We are excited to have this new feature to continue ensuring the safety of our students.

We are also pleased to inform you that Ward will be implementing a new option available to schools participating in the National School Lunch and School Breakfast Programs called the Community Eligibility Provision (CEP) for the 2018-19 school year. All students enrolled at Ward are eligible to receive a healthy breakfast and lunch at school at no charge to families each day of the school year. As a result, no families will need to complete or submit a meal application!

Lastly, beginning this year, students in grades 1-5 will order breakfast items in advance and have their breakfast delivered to their classrooms each morning. This change will give students more time to eat breakfast by avoiding the breakfast line and allows teachers to begin the instructional day on time. Kindergarten students will continue to go through the line for breakfast each morning and eat their breakfast in the cafeteria.

I am looking forward to working with the wonderful students of Ward Elementary School, fantastic parents and community members, and our talented faculty and staff this school year to "build success" at Ward. Enjoy the rest of your summer and we will see you soon!

Yours in Education,

Ms. Chatman

Proud Principal of Ward Elementary School

**MISSION/VISION STATEMENT OF  
HENRICO COUNTY PUBLIC SCHOOLS**

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

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

### **WARD'S VISION**

Ward will provide a safe and engaging environment that empowers all students to be successful and cooperative members of the school and community.

### **PARENT INVOLVEMENT**

To ensure that all students attending Ward Elementary School receive the maximum benefits of their education. We request your support in every phase of school life as cooperation between the home and school is imperative to our students' success.

### **PTA**

Parents support the Parent Teacher Association (PTA) by joining and attending meetings and functions on a regular basis. Ward Elementary encourages all parents to join our PTA. Notification of PTA meetings and events will be sent out by the PTA. This information is also located on the school's web page ([www.henrico.k12.va.us/es/Ward/](http://www.henrico.k12.va.us/es/Ward/)).

### **POLICIES AND REGULATIONS MANUAL**

A copy of the Policies and Regulations Manual of Henrico County Public Schools is available to students, employees, and the public on the HCPS website, [www.henricoschools.us](http://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.

### **ACCESS TO STUDENT 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. Only a custodial parent may make decisions about a child's education 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 legal custody of a child).

### ATTENDANCE

Good attendance is the first step to successful achievement. Parents are urged to have their children attend school regularly and on time each day. This avoids missed instruction, embarrassment and emotional upsets when students arrive late.

Office Opens	7:00 a.m.
Students Arrive	7:20 a.m.
Tardy Bell Rings (Students are expected to be in their classroom)	7:40 a.m.
Afternoon dismissal begins	2:00 p.m.
Walkers & Car Riders dismissed to music room	2:05 p.m.
PreK dismissed to buses	2:08 p.m.
K & 4 <sup>th</sup> dismissed to the buses	2:10 p.m.
1 <sup>st</sup> & 3 <sup>rd</sup> dismissed to buses	2:13 p.m.
2 <sup>nd</sup> & 5 <sup>th</sup> dismissed to buses	2:16 p.m.
Buses depart no later than	2:20 p.m.
Office Closes	4:00 p.m.

#### **NOTE: STUDENT SUPERVISION BEGINS AT 7:20 A.M.**

Students should not arrive at school **before** 7:20 a.m. Those students arriving **after** 7:40 a.m. must report to the office for a tardy slip before going to the classroom.

State law requires that parents be contacted when their child is absent. Parents must provide the school with a telephone number where they may be contacted when an absence occurs. Please inform the school of any change in your telephone number. To assist school personnel, parents are encouraged to call the school at 795-7030 before 8:30 a.m. to report their child's absence. In order for an absence to be excused, the school must be notified either by telephone or in writing of the reason for a child's absence. Make-up work will be given at the discretion of the teacher for students with unexcused absences. Please review the Compulsory Attendance Law:

- 1 . When a student reaches 5 unexcused absences the principal/designee will meet with the parent and complete an initial attendance plan which will include an attendance intervention.
  
- 2 . When a student reaches 7 unexcused absences the principal/designee will meet again with the parent to discuss the attendance intervention and update an action plan.

3. When a student reaches 10 total absences the attendance officer will be notified. Parents may be required to submit doctor's notes for any subsequent absence.

4. When a student reaches 10+ absences, a warrant may be filed against the parent.

When a student is tardy 5 times, parents will be contacted by the Family Advocate. At 10 tardies, a call and letter will be sent. At 15 tardies, the school counselor will contact the parent. After this, should tardies continue, the social worker and/or principal will contact the parent. Medical tardies **MUST** have a doctor's note.

If a student misses 15 consecutive days he/she is automatically withdrawn from the roll. If you are moving, please notify the office in advance.

Students leaving early must be signed out in the office by a parent and show ID every time. Please do not come to pick up students between 1:45 -2:00 as this impedes the dismissal process.

### AWARDS

Students will be recognized for citizenship, academic achievement, and working hard to improve their behavior or academic skills at nine weeks Success Assemblies.

**Success Assemblies/Academic Assemblies- Each nine weeks, we will reward students at our Ward Strong Success Assemblies. Awards will include:**

- **WARD Strong Award**-an earned award based upon meeting the criteria for WARD Strong. Two students per class can earn this award. Students will be given certificates.
- **Academic Excellence Award**-an earned award for students who received all A's and B's or 3's and 4's. Students will be given a ribbon. When teachers present the Academic Excellence awards, they will present them in two ways: All A's or 4's and All A's and B's and 3's and 4's.
- **Improvement Award**-Each class can have up to two students that have shown the most improvement in behavior or academics. Students may not receive awards for both categories. Students will receive a pencil.
- **Principal Leadership Award**-Each class can reward two students for the Principal Leadership Award for showing positive leadership in their classes and in the school.
- **Attendance Awards (semester award)**-This award will be given to students that have no more than two absences and two tardies for the semester. Students will receive a certificate.

## DISCIPLINE

All students have a right to an education without disruption. This right must be accompanied by responsible behavior. Since discipline is based on mutual respect, it is important that students, parents, teachers and staff members be respected as they work together to foster good citizenship. Parents and students should read, discuss and sign the Code of Conduct form from Henrico County Public Schools. Students are expected to adhere to all classroom, school, and school rules.

## DRESS CODE

**ATTIRE:** There is a definite correlation between dress, attitude, and achievement in school. Students at Ward Elementary School are expected to look and behave in a manner, which ensures that all students receive the full benefits of a quality education. In support of the Code of Conduct, a student's appearance that is considered disruptive, distracting, or hazardous is prohibited. The dress code for Henrico County students will be in the 2017-2018 Code of Conduct.

Students may not wear the following items:

- Hoods, hats, face masks, or head coverings of any kind inside school buildings during regular school hours, unless required for religious or medical reasons.
- The following items on school grounds during regular school hours: bandanas, do-rags, head scarves (with the exception of head garments for religious reasons), hair picks, wave caps, large combs, brushes, and rollers.
- Sunglasses, unless prescribed by a physician.
- Dresses, skirts, shorts, athletic shorts, and other similar clothing must reach the tip of the thumb when hands placed at 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.
- Clothing that reveals undergarments.
- Cut-off jeans, cut-off sweat pants, or torn, ripped, or slashed clothing that reveals undergarments or body parts.
- Bedroom slippers or shoes with wheels, also known as "Heelys."
- Clothing that reveals the midriff while sitting or standing.
- Clothing that is tight, skimpy, or with plunging necklines.
- 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).
- 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).

Teachers, staff members, and parents are asked to encourage proper dress. Parents will be notified of inappropriate dress or items that are a distraction to the learning environment. A change of clothing may be required.

### **EMERGENCY CLOSING**

If emergency conditions change the school schedule in any way, all staff and parents/guardians will be contacted via School Messenger phone & email notification system. Parents should have a plan worked out in advance with their children as to where they are to go should an early school closing be necessary. Please refer to the area's television stations or follow us on social media for the most current information.

Facebook: [www.facebook.com/HenricoCountyPublicSchools](http://www.facebook.com/HenricoCountyPublicSchools)

Twitter: [www.twitter.com/HenricoSchools](http://www.twitter.com/HenricoSchools)

School Messenger: Phone & email notification system to all staff and parents/guardians.

HCPS-TV (Verizon channel 38 and Comcast channel 99)

HCPS Website ([www.henricoschools.us](http://www.henricoschools.us))

### **EVACUATION/EMERGENCY DRILLS**

Evacuation drills for the school building or school buses will be held twice each year. Fire drills are held twice in September and on a regular basis throughout the year. In addition, Signal Blue Hide and Lock and Lock Down drills will be conducted throughout the year.

### **HEALTH SERVICES**

If you need information such as copies of immunizations or physicals, parents must fill out a release/exchange form from the front office or clinic. Parents must pick up the requested information, it can not be sent home with the student.

Parents of children who become ill while at school are notified and the children are returned home under arrangements made by the parents. Periodic screening tests for identification of possible problems of vision, hearing, scoliosis, etc., are conducted by Pupil Personnel Services of Henrico County Public Schools. Parents are notified and advised when referral to a physician is indicated by the screening tests. A cumulative record of height, weight and health factors will be maintained for each student in the school office.

The following information pertaining to first aid and medications which may be administered at school is taken from the Henrico Policies Handbook 6-09-002.

#### A. Prescription Medication

1. The parent of any student under medical care and using prescribed medication during school hours is required to present to the school nurse/clinic attendant, the principal, or principal's designee, a



physician/nurse practitioner's order stating the name of medication prescribed for the student, the time to be administered, the dosage of medication, the total duration of treatment, and the diagnosis or reason the medication is needed, unless reason should remain confidential. Administration of medication at school also requires the written signature of the parent/guardian on the Medication Permission Form.

2. The physician/nurse practitioner 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.
3. No medication shall ever be dispensed from a bottle or container that is not properly labeled according to the label requirement outlined above.
4. Prescription medication shall not be brought to school by the student. A parent or guardian is required to transport all prescription medication, including refills, to the school health office for documentation.
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/nurse practitioner's order.
6. All medication will be secured in the health office in its ORIGINAL CONTAINER or in an appropriately labeled pharmacy container. All medications will be under lock when not in use. If the clinic attendant/school nurse is not in the school health office, medications will be under double lock.
7. Parents must sign that they consent and understand that medications may be given by unlicensed personnel.
8. The school health office Medication Log is utilized to document when each medicine is given to a student.
9. All students will come to the school health office for administration of medication.
10. Attempts (letter and/or phone call to parent) will be made to return prescription medications at the close of the school year if not previously returned. Those medications not returned to the parent by the close of the school year will be destroyed on the last day students are in school.
11. Exceptions to these regulations may be necessary depending on individual circumstances as permitted by the Code of Virginia and as described throughout this regulation.

B. Nonprescription (over-the-counter) Medication

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. Non-prescription medication will not be administered in amounts that exceed the manufacturer's recommended dosage instructions without written order by a physician/nurse practitioner.
3. Any nonprescription medication that is to be administered for more than three consecutive school days must be authorized in writing by a physician/nurse practitioner.
4. Included on the Medication Permission Form is a signed parental statement relieving the school of any responsibility for the benefits or consequences. Parents must sign that they consent and understand that medications may be given by unlicensed personnel.

5. Over-the-counter medication (example: aspirin, Tylenol, cough drops, cold tablets, etc.) shall not be brought to school by the student. A parent or guardian is required to transport all over-the-counter medication to the school health office for documentation.
6. Medication must be UNOPENED and in its ORIGINAL CONTAINER. Expiration dates will be followed.
7. All medications will be under lock when not in use. If the clinic attendant/school nurse is not in the school health office, medications will be under double lock.
8. The school health office Medication Log is utilized to document when each medicine is given to a student.
9. All students will come to the school health office for administration of medication.
10. Herbal medications will NOT be administered in Henrico schools without written order by a physician/nurse practitioner that shall include desired and adverse effects.
11. Attempts (letter and/or phone call to parent) will be made to return non-prescription medications at the close of the school year if not previously returned. Those medications not returned to the parent by the close of the school year will be destroyed on the last day students are in school.
12. Exceptions to these regulations may be necessary depending on individual circumstances as permitted by the Code of Virginia and as described throughout this regulation.

C. First Aid

- A. No treatment other than first aid as contained in the Departments of Health and Education's First Aid Guide for School Emergencies, and periodic County Health Department regulations should be given pupils by school personnel.
- B. Many students with chronic conditions and disabilities are able to attend school because of the effective use of medications and treatments. Any pupil who is required to have specific treatments performed (i.e., catheterization, tracheostomy care) during the school day must comply with school regulations. These regulations include the following:
  1. Written orders from a physician/nurse practitioner detailing the diagnosis, treatment, time, and frequency of treatment and the duration. These orders are effective for one school year and must be renewed annually.
  2. Signature of parent/guardian requesting the school division to comply with the physician/nurse practitioner's order.

## HOMEWORK

Homework will be assigned for most evenings. The assignment will be related to specific instructional objectives and should enrich and reinforce classroom work. Homework will be reviewed in class to provide students and teachers immediate feedback. Time allotments for homework are as follows:

Kindergarten                    -                    No specific time allotment.

Opportunities for reading readiness, enrichment and language awareness are encouraged.

- Grades 1 and 2 - Thirty minutes per evening.
- Grade 3 - Forty minutes per evening.
- Grades 4 and 5 - Sixty minutes per evening.

**PLEASE NOTE THAT THE TIME TO COMPLETE HOMEWORK ASSIGNMENTS VARIES BASED ON EACH CHILD'S LEARNING STYLE, ATTENTION SPAN, WORK HABITS, ETC.**

Encourage your children to do their best in their school work and praise them for a job well done.

### **MAKE-UP WORK**

If a student is absent fewer than three consecutive days the work is normally made up following an absence. The usual time frame for make- up work is the number of days absent plus one. If due to extended illness or other excused absences when a student will be absent for more than three days, a parent may request make-up work while the student is out sick. However, in doing so, the work must be completed and turned in on a date as directed by the classroom teacher. We appreciate your consideration in giving the teacher **twenty-four hours'** notice for requested assignments.

### **MEDIA CENTER-LIBRARY**

The media center is open every day for students to check out or return books, to do research, to complete assignments during planned lessons, or to browse. Students are expected to enter and browse quietly and to observe good library manners. Books may be checked out for a one week period and may be renewed if the book is not in demand.

**STUDENTS ARE RESPONSIBLE FOR RETURNING LIBRARY BOOKS IN GOOD CONDITION.** It is advisable to check each book before leaving the library for any damage to avoid being held responsible for it. Lost and damaged books must be paid for by the student.

### **PARTIES AND BIRTHDAYS**

School Board policy stipulates that **one** party may be held during the year on school time. This activity is scheduled during the **last hour of the last school day on a designated day the week before Winter Break.**

**Please do not send birthday invitations to school unless you are inviting your child's entire class.** For safety reasons and transportation policy, balloons, vased flowers, etc. are not permitted. Class will not be interrupted for these deliveries and balloons and glass containers cannot be transported on the bus. **The distribution of treats to celebrate special occasions is not allowed for anyone besides the child of the parent.**

### **REPORT CARDS AND RECOGNITION**

Evaluation is a continuous process to measure a student's growth. Formal and informal evaluation will be used to determine individual and group status for placement, program planning and progress.

Evaluation techniques are varied and may be used to identify academic talent and learning difficulty, to help schools access the outcomes of educational programs and to help students learn by indicating areas of strength and areas where improvement or greater emphasis are needed.

Report cards will be sent home every nine weeks for students in grades K-5. Papers will be sent home weekly for parents to review. Parents are encouraged to schedule conferences to discuss their child's progress or any problem the child is experiencing.

#### **GRADING SCALE: K-1**

- 4: Consistently Meets/Exceeds  
Standard/Expectation
- 3: Usually Meets  
Standard/Expectation
- 2: Approaching (Inconsistent)  
Standard/Expectation
- 1: Below Standard/Expectation  
(Rarely)

#### **GRADING SCALE: 2-5**

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

### **SAFETY PATROL**

Under the supervision of Mrs. Gouldin, students are trained to instruct, direct and control walking to and from their classroom. Their leadership promotes safe practices at all times. Fifth grade students are recommended by teachers based on good citizenship qualities and responsibility. Parents must give permission for participation.

### **SCHOOL NUTRITION SERVICES**

All students receive free breakfast and lunch. Students are able to purchase additional items a la carte.

For your convenience, please visit - [myLunchMoney.com](http://myLunchMoney.com) - to put money on your child's account if he/she wishes to purchase snacks. It is easy and informative. You will need your child's birth certificate number. Parents can also send money to deposit on their child's lunch account. Make checks payable to Ward Elementary Cafeteria and write your child's account number on the check.

*If your child has food allergies, please send a written note to the teacher and cafeteria manager.*

Students are expected to use good table manners and proper eating habits at all times. Students are expected to follow the directions of the supervising adults (cafeteria monitors, custodians, etc.). No drinks in glass containers are allowed and all students are encouraged to eat their lunch entree before having snack and/or desserts. Sodas (carbonated drinks) are discouraged.

### **REFUND POLICY**

Parents who prepay for student meals should monitor these funds since School Food Services DOES NOT REFUND remaining money at the end of the year or when students leave the county. However, there are options. For a student in elementary or middle school who returns to the same school, their fund balance remains in their account to start the school year. If a student transfers schools within the county the Cafeteria Manager in the former school must be notified in order to transfer the account balance to the new school. If a student leaves the county, the balance in their account may be transferred to another student in the county's elementary or middle schools. For assistance, please call the school's Cafeteria Manager.

### **STUDENT COUNCIL ASSOCIATION**

The purpose of the Student Council Association (SCA) in first through fifth grade is to promote democracy, good citizenship and leadership skills. Under the supervision of Mrs. Rice, School Counselor, the SCA officers preside over meetings and activities, which support the school. The officers are elected by the student body. The officers and their responsibilities include the following:

**PRESIDENT (5TH GRADE)** - The president presides over meetings, helps make sure all projects and activities are carried out and works closely with the sponsor.

**VICE PRESIDENT (4TH GRADE)** - The vice president must know the president's job well and be able to replace him/her in case of absence. The vice president helps the president with every activity and coordinates any committees, which might be formed.

**TREASURER (5TH GRADE)** - The treasurer must keep neat and accurate records of all SCA

money. He or she must also report at each meeting on how much money the Council has and how much it has spent.

## **SUPPORT PERSONNEL**

### **SCHOOL COUNSELOR**

Henrico County Schools offer a developmental guidance program in the elementary school. The school counselor's duties include counseling, consulting and coordinating school and community projects. The counselor meets with the students in the classroom setting, individually, and in small groups. Grade specific guidance programs will be presented in each class throughout the school year.

### **RESOURCE TEACHER**

A resource teacher works with the principal, associate principal, the classroom teachers and students. The resource teacher locates textbooks and other materials that classroom teachers need. She also works directly with students during testing, instruction, and enrichment activities.

### **INTERVENTION**

These programs are designed so that students working in a small group can receive extra help with reading and/or math. The interventionists work with students in the regular classroom and also in the Intervention classroom. Students are selected to be in the programs based on assessment scores, teacher's evaluation and grade level performance. The flexibility of the programs allows students to move in and out of the programs based on identified needs.

### **SOCIAL WORKER**

Social workers have an important function within the department of Instructional Support Services in the Henrico County school system. They provide a variety of services to students, parents, families, school staff and administrators. They have the professional background that enables them to support the goal of educating all children in the school division. Their primary function is to unite the efforts of the home, school and community in resolving problems, which prevent students from full use of their educational experiences.

### **PSYCHOLOGIST**

The school psychologist facilitates the academic, social and emotional growth of students. Besides consulting with parents, administrators and other individuals relating to student needs,

the psychologist participates in the development, coordination of and follow-through of prescriptive educational plans.

### **TEXTBOOKS**

Textbooks are furnished free by the Henrico County School Board. If these books are damaged or lost, parents are required to pay for them. Please discuss with your child the importance of the proper care of all school property. Parents may be legally responsible for any damage to school property intentionally caused by a student.

### **TOYS**

Students are not permitted to bring toys to school. This includes fidget spinners, electronic toys, and recess equipment.

### **TRANSPORTATION**

Students living less than one-half mile from school may walk. Students living more than one-half mile from school will be transported by school bus.

**WALKERS:** Students who walk are asked to go directly to and from school each day. Stress proper road safety with your child.

**BUS RIDERS:** Riding the bus is a privilege which can be revoked if bus safety rules are not followed. Students are expected to respect the bus driver at all times. Written permission from a parent is required for a child to ride another bus home from school.

**TRANSPORTATION CHANGES:** The safety of our children is always of the utmost importance and highest concern. **For this reason, transportation changes are not accepted over the telephone.** Students should know their transportation home from school each day **BEFORE** arriving to school in the morning. If a change in your child's normal transportation becomes necessary, please send **this change in writing to your child's teacher.**

Also, any time someone is sent to pick up your child who is not on the Authorization To Pick-Up Sheet, a written note with their name on it is required each time. The person picking up your child will be required to present a photo ID to the office personnel.

**PARENT PICK-UP:** If you pick up your child after school, you will need to park and come into the main foyer. The adult picking up your child will be required to show ID that will be checked against the Authorization for Pick Up form that is on file. Your child will be escorted from the music room to the main foyer. Parents must remain in the foyer to wait for their student(s). No students will be called from class between 1:45- 2:00 p.m. Car riders are dismissed at 2:10 p.m.

Please make every effort to pick-up your child by 2:30 p.m.

**INSTRUCTION:** We work hard to minimize the disruptions in our classrooms daily so we ask that you remember the following during your visits and calls:

1. Dropping off snacks, school projects, homework, etc. – Please make sure to send in all items to school with your child. When items are dropped off at school for students, this requires us to page the classrooms and interrupt instruction. Please help your child pack their book bag the night before.
2. Classroom visits – Visits to the classroom will be limited during the day. If you need to speak to your child’s teacher, you may leave a message in the office and the teacher will contact you at their earliest convenience. When parents “drop in” to the classrooms, this interrupts and distracts the students from their learning. Also, you must always stop in the office to sign in and obtain a visitor’s pass.
3. Early Dismissals: Please do not call ahead and ask to have your child ready and waiting in the office. We will not interrupt instruction for this reason. Instead, please send a note to school and the teacher will do their best to have your child ready at the time you requested.
4. Cell Phones: Cell phones are required to be off, and out of sight, during regular school hours, unless for instructional purposes, with the teacher’s permission. When students are attending instructionally related after-school activities (tutoring, homework help, make-up work, etc.) cell phones and electronic devices should not be used. Cell phones and electronic devices may be used when students are attending non-instructional after-school events/activities as long as the cellular phone or electronic device is not creating a problem or distraction.

## **VISITORS**

All visitors are expected to report directly to the main office. Visitors must show identification and use the electronic Visitor Management System to obtain a badge. The badge must be visible as he/she moves about the school. Visitors are expected to

### **Lunch Visitors**

In an effort to support safety and wellness in the learning environment, HCPS has implemented a new procedure for visitors intending to have lunch with students in the school cafeteria. This will take effect beginning with the 2018-2019 school year.

**Parents, Legal Guardians, and Non-Custodial Parents:** (No Change in Procedure)  
Parents, legal guardians and non-custodial parents will continue to follow the visitor protocol by signing in using the Visitor Management System in the front office to obtain



a visitor's pass. Parents, legal guardians and non-custodial parents may then have lunch with their child following the rules and expectations set forth by the school.

**Relatives and Other Visitors: (New Procedure)** Anyone listed on the "Authorized to Release" form, completed at the beginning of the school year, will be allowed to have lunch with that particular student in the school cafeteria, and the below procedures will not apply. However, for any relatives and other visitors not listed on the "Authorized to Release" form, the following procedures apply:

- o A written permission note from the student's parent or legal guardian is required each time a relative or other visitor wants to have lunch with a child.
- o The note must be sent in advance, with the student, and given to the student's teacher or to the office staff, similar to the way a bus pass is handled.
- o The note must include the child's name, visitor's name, the date of the visit, and it must be signed by the parent or legal guardian.
- o Phone calls, emails, or text messages will not be accepted because we cannot be certain the sender can be authenticated.
- o In order to obtain a visitor pass, all visitors will need to present a valid ID when signing-in to the Visitor Management System in the front office.
- o Visitors may then have lunch with the student they are visiting, following the rules and expectations set forth by the school.

## **VOLUNTEERS**

We recognize our volunteers make a valuable contribution to our school! **ALL volunteers must complete a Volunteer application each year and be approved prior to supporting our school, this includes chaperones for field trips.** To allow time for processing, **applications must be completed 48 hours prior to volunteering, including chaperoning field trips.** It is beneficial to complete this form at the beginning of the year to be considered for volunteer opportunities throughout the year.

For your protection and that of the students and staff, the school system conducts a check with the National Sex Offender Public website, which includes the Virginia State Police "Registry of Sexual Offenders and Crimes against Minors" on all school personnel and volunteers. Anyone convicted of a misdemeanor or felony offense, especially an offense against a minor, may be disqualified from volunteering depending upon the nature of the offense and/or volunteer activity.