



Longdale Elementary School
2019-20 Family/ Student Handbook

Longdale Elementary School Family Handbook

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INTRODUCTION FROM THE PRINCIPAL

Welcome to Longdale Elementary School! Originally built in 1933, Longdale has a long tradition of academic excellence and community pride. Currently, Longdale has a population of 485 students in grades PreK through 5th. Longdale is a Title I Schoolwide Program and has two PreK classes through Federal Programs.

Technology abounds at Longdale. All classrooms, PreK-5th, have a Promethean Board to promote student engagement and quality instruction. Students also have access to laptop computers, iPads, iPods, slates, and document cameras. Students in grades 2nd through 5th have their own laptops allowing them to conduct research and showcase their knowledge through technology. At Longdale, there are approximately eighty staff members who are dedicated to ensure academic and socio-emotional success for all our students.

At Longdale, we continue to build on the success of our solid foundation as we implement small group, differentiated reading and math instruction and provide quality intervention and enrichment opportunities. This year we will continue our integration of STEAM opportunities throughout the school day so all students can experience Deeper Learning through activities that promote Creative Problem Solving, Communication, Creativity, and Cooperation.

Our theme for the 2019-2020 school year is "Learning is an Adventure at Longdale Elementary!" Daily our students at Longdale will explore their world and expand their knowledge as they become Global Citizens with Quality Character and as they acquire the knowledge skills needed to enable them to learn Anytime and Anywhere. Together the Longdale Faculty and Staff are committed to ensuring that all our Longdale Tigers receive the best education experience possible.

This handbook is designed to keep families well informed of certain procedures and regulations governing our day-to-day activities. The success of our students is our highest priority; therefore, activities, programs, and procedures are of utmost importance. It is important that we work together as a team to accomplish our goal of providing quality instruction for our students. A partnership with families is essential and contributes to the overall success of the school. In this partnership, nothing is more important than doing all that we can to meet the needs of our students. To accomplish this, it is vital you become familiar with the contents of this handbook.

Lara Brooks
Principal
Longdale Elementary School

VISION AND MISSION

HCPS Vision:

The right to achieve. The support to succeed.

HCPS 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.

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.

BELIEFS:

- We believe in accountability.
- We believe in a school community grounded in respect and integrity.
- We believe in continuous improvement to meet and exceed the challenges of a changing environment.
- We believe that our students can and will learn.
- We believe that success requires shared responsibility among parents, students, and community as stakeholders.
- We believe that excellence is attainable by all.
- We believe that understanding and respecting diversity enriches the individual and community.
- We believe that there is value in learning from each other.
- We believe that individuals are most successful in caring, and well-maintained environment.
- We believe that providing Henrico County students a quality education is the best investment for the future.
- We believe in cultivating positive relationships.
- We believe in the equity of opportunities for personal growth.
- We believe that public education is essential to the survival of a democratic society.

LONGDALE'S VISION:

Longdale Elementary, in collaboration with staff, parents, and the community, will implement 21st century skills to build responsible citizens in a safe and positive learning environment.

HENRICO LEARNER PROFILE AND DEEPER LEARNING MODEL

The rapidly changing workforce has expanded our understanding of what it means to provide every child with an education that prepares them for a full and productive life. Students today must compete in a global, knowledge-based, innovation-centered economy. Therefore, students must have opportunities to cultivate the knowledge, skills, and dispositions into deeper learning outcomes necessary to thrive in an increasingly diverse and global society. Because of this, Henrico developed a learning profile that would synthesize seemingly different frameworks into a common vision for all students.

Deeper Learning is Henrico's approach that puts the learner at the center. The core of the model is designed to foster learning experiences that promote learner agency and ask the learner to apply new knowledge in ways that empower them to master essential knowledge, skills, and attributes for learning and life. There are four pillars that we uphold here at Longdale Elementary School:

- Learning is Anytime and Anywhere
- Learning is Authentic and Connected
- Learning is Student Owned
- Learning is Community Supported

Instruction at Longdale Elementary fully embraces the Henrico Learner Profile. We strive to provide educational opportunities and environments where learning is intentional, relevant, creative, and strong. Students play an active role in their own learning. Below are the six components, or 6Cs, of the Henrico Learning Profile along with selected areas of focus for each component.

- Quality Character
 - Perseverance
 - Facing Challenges
 - Self-Care, Self-Advocacy, Self-Esteem
 - Goal Setting
 - Building Trust and Showing Integrity
 - Reflection
- Global Citizen
 - Global Awareness
 - PBIS
 - Character development
 - Reinforcement
 - Building Relationships
 - Active Participation
- Communicator
 - Active Listening
 - Group Discussions
 - Writing to Communicate
 - Presentations
 - Student-Led Conferences
 - Public Speaking

- Collaborator
 - Building Team Function and Accountability
 - Synergy
 - Achieving Common Goals
 - Workgroups/Literature Circles

- Critical Thinker
 - Construct Knowledge
 - Apply Learning
 - Justifying Solutions
 - Problem Solving
 - Research and Thesis Building

- Creative Thinker
 - Experimentation
 - Flexible Thinking
 - Student Choice and Voice
 - Design

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 and emotional upsets when students arrive late.

- Office Opens - 7:00 a.m.
- Students Begin Arriving - 7:20 a.m.
- Tardy Bell Rings (Students are expected to be in their classroom) - 7:40 a.m.
- Dismissal - Walkers w/parents and Car Riders = 2:05 p.m.; Bus Riders Pre K and 2 = 2:08 p.m.; Bus Riders Grades KG and 1 = 2:10 p.m.; Bus Riders Grade 5 = 2:12 p.m.; Bus Riders Grade 3 and 4 = 2:14 p.m.
- Buses Depart No Later Than - 2:15 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 be escorted to the main office by a parent or guardian to receive 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 261-5095 before 8:30 a.m. to report their child's absence. **An Automatic Phone Call inquiring about your child's absence will be placed at about 10:00am.** 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. Please call the school to have an absence be excused. Make-up work will be given at the discretion of the teacher for students with unexcused absences.

- Policy on Chronic Absenteeism:
 - a. Between the second and third day of an absence (excused or unexcused) direct contact will be made with the parent by the teacher
 - b. After the fifth day of an absence (excused or unexcused), direct contact will be made with the parent by the counselor and a support plan will be created
 - c. After the fifth day of an unexcused absence, direct contact will be made with the parent by the principal and an intervention plan will be created
 - d. After the tenth day of an unexcused absence, a conference with the principal will be set up within 10 school days
 - e. After this conference, any additional unexcused absences will be reported to the School Social Worker to continue to address.
- A student will be withdrawn from the school roll if absent for 15 consecutive days. If

you are moving, please notify the office in advance.

Henrico County Unexcused Tardy Plan:

- 5 unexcused tardies - teacher calls
- 10 unexcused tardies - guidance calls and sends follow-up letter
- 15 unexcused tardies - guidance calls and sends follow-up letter
- 20 unexcused tardies - attendance/ tardy plan is developed with help of the social worker
- 25 unexcused tardies - meeting is held to develop a habitual attendance/ tardy plan with help of the social worker

Students leaving early must be signed out in the office by a parent with a valid ID. **If you would like to pick up your child between 1:40 and 2:05, please send a note in advance so that your child is in the office ready to be dismissed. No students will be dismissed between 1:40 and 2:05 without a note as classes are preparing for dismissal and it is extremely difficult to locate students and safely escort them to the office.**

AWARDS

Students will be recognized for good citizenship, academic achievement, attendance and other special school related recognitions. Each nine weeks the children will celebrate their academic and/or behavioral successes at our Longdale **"Tiger Rally"**. Our mission is to honor each child's academic and/or behavioral strengths.

The **Principal Award** can be earned by students in grades 1-5. This award is based on the following academic criteria:

- Grade 1 -- all 4's (Exceeds)
- Grades 2-5 -- all A's

The **Honor Roll Award** can be earned by our students in grades 1-5. This award is based on the following academic criteria:

- Grade 1 -- all 4's (Exceeds) and/or 3's (Meets)
- Grades 2-5 -- all A's and/or B's

The **Excellent Attendance Award** can be earned by students, who have been absent (1) day or less during the grading period. Students can have no more than (1) excused/unexcused tardy each grading period.

The **PAWSOME Award** can be earned by students, who exhibit a Growth Mindset and have made significant academic gains.

The **Citizenship Award** can be earned by two students in each class, who exemplify

outstanding character and model the expectations in behavior and work habits as outlined by the Henrico County Code of Conduct and classroom/school rules.

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 Student Conduct form from Henrico County Public Schools. Students are expected to adhere to all classroom, school, and school rules.

DRESS CODE

There is a definite correlation between dress, attitude, and achievement in school. Students at Longdale 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 Student 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 2019-2020 Code of Student Conduct.

1. If shorts are worn, they must be at least fingertip length.
2. Students may not wear muscle shirts, halter tops, or exposed midriffs.
3. Remove hats/hoods when entering the building.
4. Appropriate shoes for daily physical education are necessary.
5. Students may not wear flip-flops or high heels.
6. Shirts and other clothing with visible writing must display messages and illustrations that are appropriate.

Teachers, staff members, and parents are asked to encourage proper dress. Parents will be notified of inappropriate dress. A change of clothing may be required.

EMERGENCY CLOSING

When it becomes necessary to close school due to snow or other emergencies, announcements will be broadcasted over local radio and television stations and may be considered official. 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. Should a closing be announced on the radio or television, please do not call the school to confirm the announcement; this ties up the telephone lines needed for emergency information. Channel 99 and the HCPS website, as well as the Henrico County Facebook and Twitter accounts, will post this information. A county-wide robo-call will also take place so please ensure your

contact information if up-to-date and you have opted-in to receive calls, emails, and/or text messages (message and data rates may apply) from HCPS and Longdale.

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 once a month for the months of October through June. In addition, Lock and Hide and Lockdown drills, tornado and earthquake drills, and bus evacuation drills will be conducted throughout the year. If the school had to evacuate to an off-campus location, parents/ guardians would be notified via the School Messenger on where and how to pick up your student.

GRADING SCALE:

Grading Scale: K-1

- 4: Consistently Meets or Exceeds Standard
- 3: Usually Meets Standard
- 2: Approaching Standard
- 1: Below Standard

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 Failing

HEALTH SERVICES

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.

First Aid

1. No treatment other than first aid as contained in the American Red Cross First Aid Manual, Department of Health and Education First Aid Guide for Schools, and periodic County Health Department regulations should be given pupils by school personnel.

2. 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:
 - Written orders from a physician detailing the diagnosis, treatment, time, and frequency of treatment and the duration. These orders must be signed by a physician.
 - Signature of parent/guardian requesting the school division to comply with the physician's order.
 - 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:

Medications

No medicine shall be given to pupils by school personnel except as herein provided. Parents are advised to give medications at home and on a schedule other than during school hours, if possible. If it is necessary that a medication be given during school hours, the procedures set forth in this regulation shall be followed.

A. Prescription Medicine for Four-Year Old Program, Elementary and Middle School Students

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's order stating the name 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 should alert the school when a student might experience a serious reaction while receiving prescribed medication. This can be indicated on the Medical Permission Form.
3. All medications 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 health office, medications will be under double lock.
4. It is strongly recommended that the parent/ guardian transport prescription

medication to the student's school. In the case of four-year olds, medication is REQUIRED to be transported by parents.

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. Parents must understand that medications in elementary schools are given by unlicensed personnel.
 6. The school Health Office Medication Log is utilized to document when each medicine is given to a student.
 7. All students will come to the school health office for administration of medication.
 8. Herbal medications will NOT be given in Henrico schools without written permission by physician, which shall include desired and adverse effects.
 9. Exceptions to these regulations may be necessary depending on individual circumstances. Exceptions may only be authorized by the principal, school health services or school nurse.
- B. Non-prescriptions Medication for Four-Year Old Program, Elementary and Middle School Students.
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 Form is a signed parental statement relieving the school of any responsibility for the benefits or consequences. Parents must understand that medications in elementary schools are given by unlicensed personnel.
 3. The medication and the Medication Form SHOULD be delivered to the school by the parent/guardian. In the case of four-year olds, medication is REQUIRED to be transported by the parent. Medication must be unopened and in its ORIGINAL CONTAINER. Expiration dates will be followed.
 4. Any non-prescription medication which is to be given for more than three consecutive school days must be authorized by a physician in writing.
 5. The Health Medication Log is utilized to document when each medicine is given to a student. All students will come to the school health office for administration of medication.
 6. Exceptions to these regulations may be necessary depending on individual circumstances. Exceptions may only be authorized by the principal, student health services supervisor or school nurse.
 7. Attempts (letter and/or phone call to parent) should be made to return prescription medications at the close of the school year if not previously returned. Those

prescription medications not returned at the close of the school year will be destroyed. No medication shall ever be dispersed from a bottle or container which is not properly labeled according to the label requirement outlined above.

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. Praise them for a job well done.

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 bookbag 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", this interrupts and distracts the students from their learning.
3. Early Dismissals: Please send a note to school and the teacher will do their best to have your child ready at the time you requested. Try to limit Early Dismissals as frequent Early Dismissals lead to missed instructional opportunities.
4. Cell Phones: Elementary students are **NOT** permitted to possess, display, use or activate cellular telephones on school campuses, school buses, or at school sponsored activities at any time. Cell phones can easily become a distraction. If students bring cell phones to school, they will be taken and placed in the office for a parent to pick-up

LUNCH VISITATION

Parents, Legal Guardians, and Non-Custodial Parents:

Parents, legal guardians and non-custodial parents will sign 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:

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:

- 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.
- 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.
- 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.
- Phone calls, emails, or text messages will not be accepted because we cannot be certain the sender can be authenticated.
- 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.
- Visitors may then have lunch with the student they are visiting, following the rules and expectations set forth by the school.

MAKE-UP WORK

If a student is absent fewer, 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 prior to the student being 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 before winter vacation.

Student Birthdays:

- Please do not send birthday invitations to school unless you are inviting your child's entire class.
- For safety reasons and transportation policy, balloons, flowers, etc. are not permitted.
- Due to various allergy and food restriction concerns, no edible treats may be sent to school or distributed at school. This includes but is not limited to cupcakes, cakes, candy, etc.
- If you would like to eat lunch with your student to celebrate his/ her birthday, feel free to bring an edible treat for you and your child.
- If you would like to give each student in your child's class something in honor of his/ her birthday, non-edible treats such as stickers, pencils, etc. may be brought to school and distributed.

PARENT INVOLVEMENT

To ensure that all students attending Longdale Elementary School receive the maximum benefits of their education, cooperation between the home and school is imperative. We request your support in every phase of school life. Please contact your child's teacher to see how you can assist. Become active in Longdale's PTO as well.

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. Any person unable to access the online policy may request a copy of a specific policy by contacting the Policy and Constituency Services Specialist at (804) 652-3714.

PTO

Parents support the Parent Teacher Organization (PTO) by joining and attending meetings and functions on a regular basis. Longdale Elementary encourages all parents to join our PTO. Notification of PTO meetings and events will be sent out by the PTO. This information is also located on the school's WEB page. (<http://schools.henrico.k12.va.us/longdale/>) and the PTO Website: <http://longdalepto.wix.com/littletigers>

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 assess 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, sign and return to the teacher. Parents are urged to schedule conferences to discuss their child's progress or any problem the child is experiencing.

Parents of students in Grades 2-5 can track their student's grades using the Parent Portal.

Please sign up for this service at the beginning of the year at this website:

<https://sis.henrico.k12.va.us/public/home.html>

SAFETY PATROL

Under the supervision of a faculty member, 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

- This year, Longdale will be participating in the CEP program, which means ALL students will be receiving free breakfast and lunch throughout the year. Students may still pack their lunch and buy snacks.
- Adult Lunches will cost \$3.60 per lunch.
- Low-Fat or Non-Fat Milk: \$0.65
- À La Carte Items: à la carte prices are established in August.

STUDENT MEAL PERSONAL IDENTIFICATION NUMBERS:

All students are issued a unique (5-digit) student meal Personal Identification Number (PIN). This PIN is used for the duration of the student's academic career. The PIN will remain active for any student who transfers between HCPS schools. A new student meal PIN can be issued at any time upon request, if it is suspected the original has been compromised. For questions or assistance, please see your school's Cafeteria Manager.

All student account balances are linked to the Student's ID Number and follow the student to any Henrico County School. Account balances from previous school years automatically carry forward to the current school year (2018-2019).

ON-LINE MENU & NUTRITION INFORMATION:

School Nutrition Services has an electronic menu publication system (Nutrislice) 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 Henrico.Nutrislice.com.

Nutrislice provides access to current nutritional information (*including: calories, fat, carbs, sodium, protein, fiber, cholesterol and ingredients*) on all menu 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 is updated as menus change.

SCHOOL STORE - "TIGER TREASURES"

Students are asked to furnish supplies requested by their teacher. It is important to have necessary and appropriate supplies at school at all times. Students may purchase supplies in the school store on Friday mornings. Some of the items available at the school store are pencils, erasers, composition books and grippers.

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 a faculty member, the SCA members preside over meetings and activities, which support the school.

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).

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 doing testing, instruction, and enrichment activities.
- **Interventionist** - These individuals oversee programs that 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 classrooms. 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.
- **School Social Worker** - Social workers have an important function within the department of Instructional Support Services in the Henrico County school system. They provide a cluster 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. In order to implement this goal, they are assigned to a cluster of three to five schools and/or programs. 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.
- **School 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.

TRANSPORTATION

- WALKERS: Students living less than one-half mile from school may walk. Students who walk are asked to go directly to and from school each day. Stress proper road safety with your child.
- BUS RIDERS: Students living more than one-half mile from school will be transported by school bus. Riding the bus is a privilege, which can be revoked if bus safety rules are not followed. Students must respect the bus driver at all times. Written permission from a parent is required for a child to ride another bus home from school.
- PARENT PICK-UP: If you pick up your child after school, you will need an Orange Pick Up Pass. This will be assigned during Open House and Back to School Night and anytime in the Main Office. The pass should be displayed on your rearview mirror for easy recognition/visibility. Car riders are dismissed at 2:10 p.m. Please make every effort to pick-up your child by 2:30 p.m.
- BICYCLE RIDERS: Only third, fourth and fifth graders, who are in the walking zone may ride bicycles to and from school. Bicycle riders must adhere to the following rules:
 1. A "Bicycle Permission Form" must be signed by parents and the student, approved by the teacher and the principal and kept on file in the office.
 2. Bicycles must be secured with locks in the area designated for bicycle parking.
 3. Parents should make sure bicycles are properly registered and licensed with Henrico County.
 4. Bicycles must be parked at the bicycle rack upon arrival at school. Students are not to ride their bikes on school grounds.
 5. The school will not assume responsibility for lost, damaged or stolen bicycles.

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. A copy of the transportation note will be kept in the office and logged into a Daily Transportation Sheet.

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. Please maintain a

list of your authorized names for your records.