

CHAMBERLAYNE ELEMENTARY



Parent and Family Handbook

2019-2020

<i>Principal:</i>	<i>Dwight VanRossum</i>
<i>Associate Principal:</i>	<i>Angela Harris</i>
<i>OFFICE HOURS:</i>	<i>7:00 A.M. - 4:00 P.M.</i>
<i>SCHOOL HOURS:</i>	<i>7:20 A.M. - 2:10 P.M.</i>
<i>Staff/Teacher Hours:</i>	<i>7:20 A.M. - 2:50 P.M.</i>

<i>ADDRESS:</i>	<i>8200 ST. CHARLES ROAD HENRICO, VA 23227</i>
<i>PHONE:</i>	<i>804-261-5030</i>
<i>FAX:</i>	<i>804-261-1734</i>

September 3, 2019

Welcome to Chamberlayne Elementary. The teachers and staff support your child's efforts to do their best possible. Whether you are brand new to our school or a returning student, this year promises to be another game changing one! The attached handbook will serve as a guide to you in providing information about the procedures at Chamberlayne. All rules and regulations are in compliance with the policies and regulations of Henrico County Public Schools. They have been established to ensure a safe, effective and organized school environment. Chamberlayne students are expected to adhere to all school and classroom rules and procedures, and they are expected to be respectful of others. Please read your handbook carefully and discuss the contents with your child. Communication between school and home is extremely important. We will always do our best to keep you informed of any changes in procedures. The faculty and staff at Chamberlayne are committed to ensuring that your child feels safe, loved and has a successful academic experience while with us. Thank you for your support! Working together, we can truly make a difference for all our students!

Sincerely,

Dwight VanRossum, Principal

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Attendance

In order to ensure success, students are expected to attend school each day on time. The regular school day for grades Pre K-5th is from 7:40 a.m. to 2:10 p.m.

7:20 a.m. Students may enter the building. Students should not arrive at school before 7:20 a.m., as there is no adult supervision until that time.

7:35 a.m. Warning Bell

7:40 a.m. School begins*. Students arriving after this time will be marked tardy.

2:05 p.m. Dismissal bell for Pre K, K, & 1st grade bus riders, car riders, daycare riders, & walkers.

2:10 p.m. Dismissal bell for bus riders in 2nd-5th grades.

*Any one arriving at school after 7:40 a.m. must report to the office to receive a tardy slip before going on to the classroom. A parent should accompany the child to the office to facilitate this process. If a reason for the tardy is not excusable, the tardy will be marked unexcused.

Family Advocate

Mr. Robinson is our Family Advocate. Some of his main responsibilities include developing solutions with parents for students who have attendance concerns, connecting families with resources in the community, and increasing family involvement in school programs. He is also the contact for Early Learning Preschool.

Absences

According to Henrico County policy guidelines, excused absences include the following: illness of pupil, serious illness in family which reasonably necessitates the absence of a pupil, death in the family, or special and recognized religious holidays regularly observed by followers of a particular faith. It is felt that this policy would not penalize a student who makes an effort to regularly attend school. (See Policy: P6-02 Attendance)

When a student is absent, a parent/guardian is asked to call the school at (804) 261-5030. Please be sure to provide the office with a phone number where you can be reached during the day in case of sickness, absence, and/or emergency. Any student who has been absent from school must bring a note from a parent/guardian upon his/her return.

The principal may require a written statement by a physician, when a pupil misses more than ten (10) days during the school year because of illness.

Whenever any pupil fails to report to school for a total of five (5) scheduled school days during the school year and parents have provided no indication of the reason for the absences, these absences will be considered unexcused and a plan of action will be taken by school officials. Upon seven (7) unexcused absences the social worker will file a petition against the parent. When family's plans require the absence of a child for an extended period of time, parents are asked to notify the principal and appropriate teachers.

ALL EXCUSED ABSENCES FOR VACATIONS WILL NEED TO BE APPROVED BY THE PRINCIPAL AHEAD OF TIME.

The principal may excuse up to five days for family vacations. An effort will be made to provide assignments that are requested, but it should be noted that all missed work might not be able to be made up due to the nature of the activities. When a child is absent, every effort needs to be made to make up all assignments within a reasonable amount of time. Two days allotted for each day absent is a good rule of thumb. Tests will be given as soon as possible after a child returns to school. If you will be requesting homework assignments, please do so when you call in the absence or before 10:30 a.m.

Tardies

- Contact from the school will be made when a child accumulates five (5) unexcused tardies.
- The school counselor will call after ten unexcused tardies.
- A phone call will be made home by the Family Advocate once a student accumulates fifteen (15) tardies.
- When a student accumulates (20) unexcused tardies, a tardy plan is completed with the principal and school social worker
- After twenty-five (25), a meeting with HCPS personnel is held for habitual attendance problems.

Dismissal

When it is necessary that a student be dismissed before the end of the school day, a note should be sent to the student's teacher stating the request and the dismissal time. Parents must visit the office in order to sign out your child. At that time, he/she will be called for by intercom. Parents are discouraged from signing out children at the end of the day (1:50 PM or later). If a person other than the parent/guardian is picking up a student than the individual must be on the child's authorization to pick up list. The individual must also bring in valid identification. Individuals listed on a child's authorization to pick-up list have been granted permission by the parent to come to school at any time during the day to pick up the child. Alternate transportation arrangements must also be made in writing. The office will be unable to accommodate requests made by phone, however you may fax in transportation changes. Due to the fact that teachers may not be able to check email during the school day, email should not be used as a means for changing transportation plans for student pick-up.

Change of Address/Phone numbers

Please notify the school when phone numbers change or a move is anticipated. If you should move from the school district/zone, your child(ren) must be withdrawn and registered at the proper school within your new school zone within ten (10) days.

Cafeteria Breakfast and Lunch

Cafeteria Breakfast is offered to all students from 7:20 a.m. – 7:35 a.m. in the cafeteria. The cafeteria will provide a "Grab and Go" breakfast for these students. Milk and snacks may be purchased separately. A monthly lunch menu will be provided for each student. Henrico County School Nutrition Services utilizes a computer system for collecting funds for lunch and a la carte sales in our school dining room. The breakfast meal prices for students are \$1.50 (full price) and \$0.30 (reduced price) and lunch meal prices for students are \$2.80 (full price) and \$0.40 (reduced price). The breakfast meal prices for adults is \$3.40 and lunch meal prices for adults is \$1.80.

An overview of this procedure is listed below:

1. Each student in grades kindergarten through fifth will be issued a five digit student meal account number. This number will remain the same for the duration of the student's academic career. A five digit account number will ensure stronger student account security and prevent memorizing a new student account number each school year. The number will be entered on a keypad by the student, thereby recording the transaction that takes place that day. The keypad will be located at the end of the line next to the cash register/computer terminal. All students use their lunch ID# for meals and purchases, whether they prepay, use cash, or are free. All students will be given assistance with this procedure.
2. Each student may deposit money in his/her account to pay for lunch and a la carte purchases. Prepayment of any amount should be made before school on Monday mornings or the first day of the school week. Advance payments will be accepted for any length of time; a week, month, or longer. All purchases will be deducted from the balance until it is gone. Parents will be notified before the account has a zero balance. Please put your child's lunch ID# on your check. If a student accumulates an outstanding balance, a phone call will be made home by school nutrition services.
3. Money put into the account may be used for meals and/or any a la carte purchases. **IF YOU WANT TO RESTRICT THE USE OF THE FUNDS TO LUNCH ONLY, PLEASE INDICATE THAT DESIRE WITH A NOTE OR WRITE THIS REQUEST ON THE BOTTOM OF THE CHECK.** If a preference is not specified, students will be allowed to use the money for both meals and a la carte purchases. In order to avoid confusion, please let your child know your preference.

TO SPEED THE LINE AND GIVE THE STUDENTS AS MUCH TIME TO EAT AS POSSIBLE, PARENTS ARE ENCOURAGED TO TAKE ADVANTAGE OF THE PREPAYMENT OPTION and help your child learn the lunch account number.

When students do not have money or have forgotten their lunch, they are allowed charge privileges. (**HCPS POLICY ALLOWS UNLIMITED CHARGES**).

It should be stressed that each student has his/her own food service account and should not share this information with other students. Account numbers cannot be interchanged. Intentionally using another student's account number will result in disciplinary action being taken.

Money may be deposited into a lunch account and used anytime during the year, but it does need to be used during the current school year. 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 the county.

However, there are other options:

1. All student meal funds (including MyLunchMoney.com) are linked to the student's I.D. number and follow the student to any school location within Henrico County. Therefore, all fund balances from the previous school year (2018-2019) automatically carry forward to the new school year (2019-2020) no matter what school the student attends.

2. Some students' accounts that involve www.myschoolbucks.com have parental restrictions based on the previous year's meal prices. Parents will need to contact My School Bucks in order to adjust the restrictions reflecting the new meal prices for the current year.
3. If a student leaves the county, the balance in their account may be transferred to another student in any Henrico County school. For assistance, please feel free to call the school's cafeteria manager.

Lunches brought from home should contain everything required for the child to enjoy it: a napkin, a spoon or a fork, a straw, etc. Glass bottles and containers are prohibited. Students are expected to use good table manners, display proper eating habits, remain seated at the table, raise their hand for assistance, talk quietly to their classmates, and walk in the cafeteria at all times.

Parents are invited to eat lunch with their child. Remember, all parents must sign-in the main front office prior to dining with their student(s). Any additional guests that may want to eat with a student **MUST** be on that child's authorization to pick up form or they will not be permitted to eat lunch with the student. When parents come to eat, their child only may join them at a designated family table. At the conclusion of the lunchtime, it is the responsibility of the parent and child to clean their area. Be mindful that the lunch schedule may change to accommodate special school wide events/assemblies.

Clinic/Health Services

The School Nurse is on duty during school hours to administer First Aid for injuries, which are received at school. School personnel as described in the American 8 Red Cross First Aid Manual, shall give no treatment, other than basic First Aid. Parents will be notified either by phone or note if your child visits the clinic for reasons beyond basic First Aid.

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. First dose of a new medication should be given at home unless otherwise determined by a letter from the physician. If it is necessary that a medication be given during school hours, the procedures set forth in this regulation shall be followed.

Prescription Medication for Students

1. The parent of any student under medical care and using prescribed medication during school hours is required to present to the school clinic attendant, 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 of the Medication Permission Form.
2. 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.
3. A parent/guardian **MUST** transport prescription medication to the student's school. Students are not allowed to bring in any prescription medication to the school nurse.

4. 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. Unused medication should be picked up by the parent/guardian or it will be discarded. Parents must understand that medications in elementary schools are given by unlicensed personnel.
5. All students will come to the school health office for administration of medication.
6. 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.
7. Exceptions to these regulations may be necessary depending on individual circumstances. Exceptions may only be authorized by the principal, school health services supervisor or the school nurse.

Nonprescription Medication for 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 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 **MUST** be delivered to the school by the parent/guardian. Medication must be **UNOPENED and in its ORIGINAL CONTAINER**. Expiration dates will be followed.
4. Any nonprescription medication that is to be given for more than three consecutive school days must be authorized by a physician/nurse practitioner in writing.
5. Herbal medications will **NOT** be given in Henrico schools without written order by physician/nurse practitioner that shall include desired and adverse effects.
6. Exceptions to these regulations may be necessary depending on individual circumstances. Exceptions may only be authorized by the principal, school health services supervisor or the school nurse.
7. No medications will be sent home with students. Under certain conditions during a short-term illness, a parent may come to the office and administer required medication to his/her child.

The protocol for sending a child home with a **fever** will be "any student with a forehead scan temperature greater than 100.4 degrees Fahrenheit or 38 degrees Celsius" will need to be removed from school as quickly as pickup can be arranged. In case of serious injuries or illness, every effort will be made to immediately contact the parent or guardian. Each child must have an emergency form on file for this purpose. The emergency form requests an alternate contact person and phone number. This person will be called to pick up your child in the event that we cannot contact you. This person does not necessarily have the authority to authorize medical treatment. If the student requires treatment beyond First Aid and if the parent or guardian cannot be reached, the student will be taken by the rescue squad to the nearest hospital for emergency treatment.

1. If you are called by the clinic attendant to come pick up your child, please do so as soon as possible, as we have limited space in our clinic. We cannot let sick children remain in the classroom and we do not have the facilities to care for a sick child for an extended period of time.

2. Do not send your child to school if he/she is already experiencing the following symptoms, which may be characteristic of a communicable disease: "A communicable disease may be suspected when a combination of any two or more of these symptoms is present: headache, watery and inflamed eyes {pink eye} and nose, cough, elevated temperature, skin eruptions, sore throat, vomiting and diarrhea." If a child has experienced an elevated temperature (anything over 100), he/she should not return to school within 24 hours of this temperature returning to normal.
3. If a child has been diagnosed with a positive culture and has been placed on an antibiotic, he/she should not return to school until 24-48 hours after the medication has begun, or as directed by the child's physician. Periodic Screening Tests will be conducted, by the clinic attendant, for identification of possible problems involving hearing and vision. Specific grade levels will be involved on a routine basis. Parents are notified and advised when referral to a physician is indicated by the screening tests.

Communication

It is encouraged that parents and teachers develop a strong, cooperative communication system. Telephone contact and/or conferences may clarify concerns and problems while eliminating frustration and apprehension. Conferences may be scheduled at any time upon request. Parents are encouraged to refrain from "impromptu" conferences before or after school. A call to the school office, an email, or a note written to the teacher will initiate the scheduling of a conference at a mutually convenient time. Parent conference days are scheduled throughout the school year. These dates are indicated on the Henrico County school calendar that is sent home to all parents. Specific reminder notices from the principal will also be sent home. Notes, newsletters, etc., will be sent home from the school periodically. These may be official school notices, teacher communications, PTA newsletters and notices, or other information approved by the School Board. Please read them carefully. Information about school events can be found on the school's website.

Discipline

Henrico County Schools operate under two principles: 1. Students have a right to an education without disruption. 2. Students who disrupt the learning environment will receive firm and consistent disciplinary action. Effective discipline depends on cooperation and understanding between the home and school. It is training that develops self-control and character. When values are instilled at home, students are more apt to arrive at school prepared to commence their academic work with enthusiasm. Teachers will continue to strive to provide a warm learning environment, where all students can meet success. Students, in return, are expected to respect staff members and classmates at all times and to follow all classroom and school rules. Henrico County Public School's Code of Student Conduct will be enforced in its entirety. Copies were distributed to all students at the beginning of the school year. This document should be maintained from year to year and discussed with your child on a regular basis. Questions concerning its content should be addressed with your child's classroom teacher. If your copy is ever lost, please notify the office and a replacement will be sent to you. The Code of Student Conduct is also located on the HCPS website.

Cell Phones and other Electronic Devices

Cell phones and electronic devices should remain off and in student's' backpack during school hours. If the student's cell phone disrupts classroom instruction, it will be confiscated and a parent will have to come to school to pick it up.

Dress Code

The following Standards of Dress have been established by the HCPS School Board for all Elementary, Middle, and High School students. 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, face masks, or head coverings of any kind inside school buildings during regular school hours, unless required for religious or medical reasons.
2. 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.
3. Sunglasses, unless prescribed by a physician.
4. Dresses, skirts, shorts, athletic shorts, and other similar clothing that are shorter than fingertip length (arms straight with palms flat - measured by the ball/tip of the longest finger) even when worn with leggings or tights.
5. Messages on clothing, chains, jewelry, and personal belongings that pertain to drugs, alcohol, tobacco, sex, gangs, vulgarity, or that could cause a substantial disruption to the learning environment.
6. Spiked jewelry, chains, and items which could cause student injury.
7. Beachwear (which includes bathing suits and trunks) and sleepwear.
8. Clothing that reveals undergarments.
9. Cut-off jeans, cut-off sweatpants, 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 "Heelys."
11. Clothing that reveals the midriff while sitting or standing.
12. Clothing that is tight, skimpy, or with plunging necklines.
13. Clothing that is see-through, revealing, or resembles undergarments.
14. 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).
15. 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).

16. 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.
17. Students must wear clothing as designed (buttoned, zipped, 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.
18. Wear athletic basketball jerseys without wearing a t-shirt beneath the jersey.

Emergency Plan/Evacuation

Fire drills are held twice in the first month of school and once a month thereafter to ensure safe evacuation of the building should a fire or any emergency occur. Students are to follow procedures explained by the teachers. An evacuation diagram is posted by the exit door in each classroom. Emergency drills will also be conducted on buses each semester. A Crisis Intervention Plan has been devised for the entire school should any unforeseeable disaster or crisis occur. In the event of a prolonged emergency evacuation of our building during severely cold or inclement weather conditions, Chamberlayne Baptist Church has agreed to provide temporary shelter. Every effort will be made to notify you, should this occur.

Emergency School Closing

Henrico County's Superintendent of Schools authorizes any closings or cancellations. Should these occur, parents are urged to adhere to the following guidelines:

1. Whenever there is a possibility of a cancellation or early closing, please listen to the radio or watch your local television channel for any announcements. Please do not call the school! It is difficult to handle hundreds of phone calls and prepare for dismissal at the same time. Local radio stations are contacted the same time we are, so please stay tuned to your radio. It would be wise to continue listening, as conditions often deteriorate as the day progresses, and the school system may need to change from the original announcement.
2. Develop an emergency plan with your child. Make sure your child and your child's teacher know what to do if there is an early dismissal. Each parent is requested to complete and return an "EMERGENCY DISMISSAL FORM" for each child. Each classroom teacher will follow the instructions listed on the form, should such a dismissal be necessary. The top copy should be returned to the school and the bottom copy retained by the parent.

Expenses for Field Trips

Grade levels take various field trips during the year. These trips are learning experiences away from the school grounds, which are chosen to enrich and support the grade level Standards of Learning. These may or may not require a fee. Written permission from parents or guardians must be granted in order for a child to participate. There are also in-house programs that may require a fee. You must have a volunteer form on file in the office a week in advance if you want to be a chaperone.

Library Books

There is no fine for overdue books. However, children and parents are responsible for lost or damaged books.

Book Clubs

Occasionally order forms may be sent home for the purchase of paperback books. Participation is completely voluntary.

Pictures

Individual pictures will be taken in the fall and class group pictures again in the spring. Purchase of these pictures is optional. Our school receives a percentage of the cost, which is used to purchase instructional materials.

Checks

Unless otherwise specified, checks should be made payable to “Chamberlayne Elementary School” for the exact amount due. Checks that are made payable for incorrect amounts will be returned home for reissue.

Homework

Homework should be designed to develop responsibility, independent work/study habits, and reinforce the learning process that takes place during the school day. Parents are encouraged to emphasize the importance of establishing strong study habits within the homework routine. Although the actual work is the responsibility of each student, parents should review homework assignments with their child(ren) nightly. It is suggested that a specific time and area be designated for children to study in order to help them develop good work habits and to manage their time efficiently and effectively.

Time allotments for homework are as follows:

Kindergarten No specific time allotment; opportunities for reading readiness, enrichment, and language awareness are encouraged. Homework will be assigned nightly.

Grades 1 & 2 - 30 minutes per evening

Grades 3 - 40 minutes per evening

Grades 4 & 5 - 60 minutes per evening

When a child is absent, every effort needs to be made to make up all assignments within a reasonable amount of time. Two days allotted for each day absent is a good rule of thumb. Tests will be given as soon as possible after a child returns to school.

Teachers allot appropriate time each afternoon before dismissal to organize and prepare students for homework. 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.

Please encourage your child to check for homework and other items before leaving for school each day. Office phones are available only in emergency situations.

Instructional/Resource Programs and Services

Henrico County Schools’ core curriculum, which is based on grade-specific objectives correlate with the Standards of Learning (SOLs) as developed by the Virginia Department of Education. These goals are now referred to as the Curriculum Framework and include concepts, skills, and

strategies that will be emphasized so students can successfully progress to the next level of learning.

Although this is the framework upon which we construct the elementary curriculum and is designed to promote effective teaching and learning, the instructional staff at Chamberlayne continually strives to provide additional opportunities to address the needs of all students. A variety of special programs are available to students who meet specific criteria. Parents will be notified if/when their child qualifies for involvement in these activities.

ESL (English as a Second Language) is available for students needing supplemental assistance in learning to communicate in English.

Hearing impaired students may qualify for assistance when hearing loss interferes with the learning process.

Every new student is screened routinely for **speech** deficiencies and when appropriate, speech therapy is made available.

A program of differentiated instruction is offered to meet the specific and individual needs of our students. In grades K-5 students identified as “gifted” will be grouped for instruction. Classroom teachers will be the facilitators of this differentiated instruction.

One school counselor is available to work with all students in the classrooms, in small groups, and individually. Parents and students are encouraged to contact the counselor with special concerns or needs.

Media Center (Library) – The media center offers an open and flexible library/media program. This includes circulation of resources to students, supervised access to the Internet, a computerized catalog of our media center collection, a reserve system for reference books, and inter-library loan system.

Art, Music, and Physical Education instruction are provided on a scheduled basis by teachers who specialize in these areas. In the event your child cannot participate in physical education activities over an extended period of time, a doctor’s excuse must be sent to school. If a child is to be excused from PE for a single day, the teacher should receive a note from the parent. All students should wear or bring sneakers each day and girls should dress appropriately for weekly PE instruction.

Resource teachers and interventionists are available to provide enrichment and remedial instruction to students and provide assistance in the overall implementation of the instructional program.

Technology is an integral part of our students’ educational experience, and it is used to support the grade level Standards of Learning. Each 2nd-5th grade student has access to laptops in his/her classroom and each class has access to computers on wheels (COWS), which provide opportunities for whole class use of technology. Kindergarten and 1st grade students will have access to iPads and laptops in each classroom.

Lost and Found

The Lost and Found is located in the foyer of the cafeteria and the gym building. It is requested that all outerwear and other personal items are labeled with the child's name whenever possible. "Lost and Found" items, which go unclaimed, will be given to a local charity at the end of each 9 week marking period.

Moment of Silence

The General Assembly passed legislation in its 2000 session that requires the School Board of each school division in the Commonwealth of Virginia to establish the daily observance of a moment of silence in each classroom. The law became effective July 1, 2000 and will be observed at the beginning of every school day in Henrico County Public Schools. An excerpt of School Board policy 7-13-002 which reflects this legislature, "The School Day", follows: At each school, each teacher shall provide a minute of silence at the beginning of the first class of each 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 moment 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 moment of silence. The moment of silence will last 60 seconds and will be an opportunity for a moment of *silent* reflection. Students will be required to respect the rights of others and only engage in activities included in the policy during the minute of silence. Please take an opportunity to discuss the minute of silence with your child.

Parties/Treats/Gifts

School Board policy allows one class party each year, which is to be held immediately before the winter holiday in December. Due to an increase in allergies, cupcakes and food treats are **NOT PERMITTED** as a way to celebrate individual children's birthdays. However, non-food birthday treats should only be brought to school during your child's lunch period. Students or parents must not plan additional parties and, at no time, may money be collected for a class gift for the teacher. Balloons, flowers, etc. are not to be sent to children while at school, and no private birthday invitations can be distributed. Students cannot board the school bus with balloons.

An excellent way to celebrate your child's birthday is to purchase a book suggested by the librarian, read it to your child's class, and donate it to the library. A donation nameplate will be placed in the front of the book. Additionally, we welcome parents and family members to have lunch with their child on his/her birthday. Parents and families can bring their child a cupcake or food treat only. There are children throughout the school who are on special diets for personal or medical reasons. For this reason, Chamberlayne will follow the HCPS protocol for managing allergies, which is located on the HCPS website.

PTA (Parent Teacher Association)

Information regarding PTA events, activities, etc. may be found on the CES website. Once on the Chamberlayne website follow the link for PTA updates and access to the PTA website. Joining the PTA and parent involvement in all school activities is highly encouraged.

Solicitation/Fundraising

According to Henrico County school policy, students shall not be involved in any fundraising activity that requires the sale of items during the regular school day or in a door-to-door canvas

of residences or businesses, when done in the name of the school or organizations within the school. It is not intended to exclude money making activities by the school itself or by organizations within the school, so long as such activities do not involve selling by students during the school day or in door-to-door solicitation.

Special Activities/Assemblies

Assemblies and other special activities are considered to be important elements of the instructional program and will be presented throughout the school year. Students are expected to conduct themselves in an appropriate manner and are to be respectful and courteous at all times.

Student Achievement

Teachers will make every effort to ensure success for their students. Supplementary reports will be sent to parents of students experiencing difficulty. Teachers will consult with the principal, school counselor, and other school personnel to develop strategies for working with the child. Teachers will confer with parents and offer suggestions for assisting the child in overcoming any difficulties.

Report Cards – To ensure communication regarding student progress, report cards will be sent home at the completion of each nine-week grading period. Please refer to the “key” and/or “explanation of grading symbols” to assist you in interpreting these report cards.

Grades – *Kindergarten and first grade will use a four point scale.*

The Four Point Scale:

4: Student’s performance exceeds standard/expectation and student consistently produces outstanding work. This is going above and beyond grade level expectations.

3: Student’s performance meets standard/expectation and student consistently produces quality work. A 3 is considered meeting grade level expectations.

2: Student’s performance is approaching standard/expectation and student inconsistently applies learned skills.

1: Student’s performance is below standard/expectation and student frequently requires reteaching.

Grades 2, 3, 4, and 5: Work will be evaluated using the scale below.

An explanation will also be listed on the progress report.

A = 90 – 100 (Excellent)

B = 80 - 89 (Very Good)

C = 70 - 79 (Satisfactory)

D = 65 - 69 (Marginal Progress)

F = Below 65 (Failing)

In physical education, music, art, work habits, conduct, and handwriting, the S and N scale will be used to indicate achievement. The progress report is to be reviewed, signed by the parent(s) or guardian(s). Report cards do not need to be returned to the school.

Promotion/Retention

The Henrico County School Board supports an academic program with high expectations for its pupils. It is believed that student success is contingent upon the mastery of certain basic

academic skills in grades K-5. Decisions as to whether pupils are to be promoted to the next grade or retained are made with primary emphasis on academic performance, taking into consideration what is best for each individual child.

Classroom teachers will keep in close contact with parents throughout the school year. This ongoing communication is to assure parents of intervention procedures that are being employed to assist the child in attaining vital academic skills.

Transportation

Any changes in a child's normal transportation pattern must be made each time in writing by the parent or guardian. Each NOTE will be directed to the office for approval. *This is to help ensure your child's safety! Please do not wait until the end of the day to communicate a change of transportation over the phone. If you do need to make a change during the day you may fax transportation changes to the following number: 261-1734. Emails, text messages or messages sent through the Remind app are not permissible ways to communicate the transportation change and will not be accepted by the classroom teacher or the office.

Bus – Since riding the school bus is a privilege, students are expected to obey the rules of the bus drivers and those stated in the Code of Student Conduct, which is provided to all students. Students in grades K-5 ride the bus in the afternoon as in the morning and must use the same bus stop at all times. If there are exceptional circumstances which make it necessary for a child to ride a different bus on a particular day or disembark at a different bus stop, it is required that a NOTE be sent to school requesting permission. Due to limited space on our buses, it is highly discouraged for students to use the bus as a means of transportation to an afternoon play date. The primary use for HCPS buses is for transporting students to and from school. Respect of others and others' property is expected while waiting at bus stops. Students are to stand well back and away from any road surface and traffic, and are to exhibit appropriate and safe behavior.

Day Care – Parents are requested to contact day care facilities in the event their children will not be attending on a specific day.

Car Riders – The school bus loop at the front of the school should not be used to pick up or discharge anyone from private vehicles. A designated driveway located within the parking lot has been specifically designed for this purpose. Children should not arrive at school earlier than 7:20 a.m. and should be picked up promptly at the end of the school day. Dismissal begins at 2:05 p.m. By 2:30 p.m., all students are to be picked up from school.

The car rider area is a busy place in the mornings and afternoons. In order for the drop-off process to be as expedient as possible without compromising the safety of our children, parents are requested to adhere to the following guidelines:

1. Those who drop off and pick up children in the horseshoe are asked to do so with extreme caution!
2. Students should exit and enter from the vehicle's passenger side only.
3. Cars should pull up to the designated drop off/ pick up station. Other cars should follow the same procedure so that all designated drop off and pick up stations are being used at the same time. Fifth grade safety patrol students and school personnel will be available in the car rider area and at designated stations to assist in ensuring that

students being dropped off or picked up are safe. In the morning, drop off is done in a single file line only. **Traffic cones are used to distinguish the single line.**

4. During afternoon dismissal, students will line up in the gym and be monitored by school personnel. Students will be called to come out to the car ONLY WHEN the ID of the parent or person picking up the student has been verified with the Authorization to Pick Up sheet completed by parent.
5. If a student is picked up by car in the afternoon, the adult can elect to park and walk to the gym to pick up the student instead of remaining in their car and using the loop. IDs will also be verified with the Authorization to Pick Up sheet completed by parent in order for the student to be dismissed.
6. Parents should take care of all notes, last-minute plans and “fond farewells” before arriving at school.
7. If parents have a need to extend their time with their child, they may pull into a space in the parking lot and then walk their child to the classroom.
8. During afternoon departures, if your child needs to return to the building for “forgotten items” please drive into the parking lot, so other cars may continue with the routine procedure.
9. If you live within the “bus riding zone” rather than bringing your child to school on inclement weather days, an alternative would be to drive to the bus stop and wait there for the bus.
10. Pets are not allowed on school property during school hours.
11. During morning arrival, car riders should only be dropped off in the car loop, the bus ramp is prohibited.

Walkers – Those students who walk should be instructed about precautions to take to ensure a safe trip to and from school. All are cautioned **NOT** to cut through yards or private property. Walkers should also remember that they are under the jurisdiction of the school, both to and from school, and all rules and regulations are in effect. Kindergarten students should be accompanied by an adult or authorized person.

Bike Riders – Students in grades 1-5 who live in the walking zone may ride bicycles to and from school. Bicycle riders must adhere to the following rules.

1. “Bicycle Permission Form” must be signed by parents and the student, approved by the teacher and the principal, and kept on file by the teacher. No request for Grade K will be honored.
2. Students who ride bicycles to school must walk them to the racks when they reach the school grounds. In the afternoon, bicycles must be walked to the street before being ridden. There will be no bicycle riding on the school grounds.
3. Bicycle riders are responsible for abiding by bicycle safety rules.
4. Bicycles must be secured with locks in the area designated for bicycle parking.
5. Students who ride their bicycles to school must live in the walking zone.
6. Chamberlayne Elementary will not be held responsible for any damages or losses incurred while the bicycle is on school property.
7. Permission to continue riding a bicycle can be withdrawn at any time if any safety regulations are violated.

All bicycle riders should remember that they are under the jurisdiction of the school, both to and from school, and all rules and regulations are in effect.

Visitors/Guests/Parent Volunteers

In an effort to safeguard the wellbeing of every student attending Chamberlayne Elementary, all visitors, guests, and parent volunteers are asked to report to the office upon arrival. Our security system requires visitors to scan their driver's license and have a visitor's pass printed. Parents are asked to drop off forgotten textbooks, lunches, lunch money or other instructional equipment/materials in the office. These will be forwarded to students in a timely fashion so that instructional time is not lost. If you are volunteering, visiting classrooms, or attending special events, please turn off your cell phone while in the building.

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. Any person unable to access the online policy may request a copy of a specific policy by contacting Records Management at 652-3828.