

An Achievable Dream Certified
@
Highland Springs Elementary
Elementary

**Student and Family Handbook
2018-2019**



Achievable Dream
ACADEMIES



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An Achievable Dream Certified Academy @Highland Springs Elementary School Handbook

Table of Contents

I.	About Achievable Dream, Inc.....	4
II.	Parent and Visitor Involvement	
	a. Parent Involvement.....	6
	b. Office Hours.....	6
	c. Visitors to the School.....	6
	d. Visitation Guidelines.....	7
	e. PTA/SFEC.....	7
	f. Classroom Interruptions and Messages.....	7
III.	Instruction and Curriculum	
	a. Instructional Supports.....	8
	b. Homework.....	8
	c. Make-Up Work.....	8
	d. Textbooks.....	8
	e. Computers.....	8
	f. Home-Reading Program.....	9
	g. SOL Testing Information.....	9
IV.	Attendance, Registration and Records	
	a. Attendance.....	9
	b. Tardy and Absence Guidelines.....	9
	c. Student Checkout Procedures.....	10
	d. Legal Names of Students.....	10
	e. Phone/Address Changes.....	10
	f. Parent’s Right to Inspect Education Records.....	10
	g. Non-Custodial Parent Rights.....	10
	h. Confidentiality and Release of Information.....	11
V.	Home-School Communication	
	a. Newsletters.....	12
	b. Website.....	12

VI. Student Services	
a. Library Media Center.....	12
b. School Breakfast and Lunch.....	12
VII. Student Transportation	
a. Bus Riders.....	13
b. Car Riders.....	13
c. Bike Riders/Walkers.....	13
VIII. Health and Safety	
a. Illness.....	13
b. Medication at School.....	14
c. Infections.....	14
d. Student Dress Code.....	14
IX. Reporting Student Progress and Recognition	
a. Report Cards.....	15
b. Parent-Teacher Conferences.....	15
X. General Information	
a. Emergency School Closures or Delayed Openings.....	15
b. Lost and Found.....	16
c. Phone Use.....	16
d. Classroom Parties/Party Invitations.....	16
e. Flowers/Balloons.....	16
f. Early Release Days.....	16
g. Money.....	16
h. Cell Phones.....	16
i. School Pictures.....	16
j. Field Trip Guidelines.....	17
k. Chaperone Guidelines.....	17

“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, <http://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.”

Hello Scottie Dreamer Families,

Welcome to the 2018-19 school year! We begin this year as an accredited school. We are so excited about all the possibilities this new school year holds. We invite you to continue to partner with us as we ensure our students are exposed to experiences that allow them to think deeper, demonstrate creativity, and communicate ideas.

An Achievable Dream Certified Academy at Highland Springs Elementary's faculty and staff will continue our commitment of providing your child with a high quality education aimed at preparing them to learn state standards as well as knowledge, thinking skills, and experiences they can use for life. With the rigorous standards that are in place you will likely be surprised by how much your child can accomplish this year. Please use the information found in this handbook as a guide through this year.

Several of our programs will continue this year. We thank you in advance for your support with each component.

1. Positive Behavior Intervention and Supports Schoolwide Plan – **BARK**
2. Daily At-home Reading
3. Family Honor Roll
4. Grade Level Family Involvement Activities
5. School Uniform Clothing for 4th & 5th Grade

In closing, I encourage you to fully embrace the moment and urge you to take time from your busy schedule as often as you can to become familiar with and involved in our total school program, as well as create a homework-friendly home environment that will allow your child(ren) to excel.

There is a great deal of information included in our "Student Family Handbook". I hope you find the information useful and will consult this resource regularly for any questions you may have about the operations of our school. If you have additional questions not answered by this handbook, please do not hesitate to contact the school at 804-328-4045.

Thank you for your commitment to your child's education.

Sincerely,

Dr. Shawnya Tolliver

Shawnya Tolliver, Ed. D.
Principal

AN ACHIEVABLE DREAM, Inc. MISSION STATEMENT

An Achievable Dream develops independent, productive citizens through a Social, Academic, and Moral Education.

CHARACTER DEVELOPMENT

The overall goal of AN ACHIEVABLE DREAM is to provide an exciting but highly structured educational environment which challenges and motivates the academic and social skills of our children who risk not realizing their full educational potential.

Along with academic achievement, AN ACHIEVABLE DREAM stresses the essential ingredients of character and citizenship to a person's success. In addition to the family, we concentrate on development and reinforcement of the basic virtues needed for success.

These virtues are part of the daily culture throughout the school and classroom:

- Self-Discipline
- Integrity
- Respect for Elders
- Punctuality
- Making the Right Decision
- Responsibility
- Honesty
- Lawfulness
- Respect for Other's Property
- Loyalty
- Peaceful Conflict Resolution

“EDUCATING CHILDREN SOCIALLY, ACADEMICALLY AND MORALLY”

PRINCIPLES

A rigorous academic program is offered during an extended year that emphasizes self-discipline, self-esteem and aspirations. The skills, which students develop while a part of AN ACHIEVABLE DREAM, will lead them to stay in school, pursue an education beyond high school, and become productive adult citizens. As students develop respect for themselves and for the value of their education, they will begin to understand, appreciate and value others. Responsible patterns of socialization will unfold, making involvement in crime, delinquency and substance abuse unlikely. We stress a strong association between education, character building and success through the eventual attainment of a rewarding career. These factors play a large part in determining the quality of life in the child's future.

OBJECTIVES

1. To provide a creative, motivating and exciting program to ensure academic success and improve school attendance, through the full implementation of SAME Framework.
2. To achieve 12-month progress on standardized tests and informal assessments (SOLs) during a 197-day school year.
3. To make adequate progress as outlined by HCPS and the state of Virginia.
4. To ensure that all students read at grade level as indicated by standardized test scores.
5. To offer positive alternatives to a growing street culture which harbors crime, drugs and violence.
6. To develop positive attitudes about school and the relationship education plays in success.
7. To provide a social bridge through the sport of tennis.
8. To provide social skills training and appropriate behavior to demonstrate this training.
9. To help students develop a positive and realistic self-concept.
10. To increase student awareness of career opportunities through the “What It Takes” program providing exposure to corporate partnerships, job shadowing and internship experiences.
11. To expand student aspirations and instill a belief that these aspirations are achievable.
12. To strengthen family involvement in the child's education.
13. To develop awareness of individual responsibility in the community.
14. To develop skills necessary to locate information, solve problems and present information through technology.

Parent and Visitor Involvement

Parent Involvement

Parent involvement in a child's school experience is vital to achieve maximum educational growth for students participating in the school's educational program. A strong partnership is essential for student success. The faculty and staff of Highland Springs Elementary School encourages parents to become actively involved in all aspects of their children's educational program. Parental participation in school functions and regular communication with teachers makes it clear to children that their education is important.

Below are components of the home-school connection that will enhance the communication of the teacher-parent partnership.

Daily Communication Folder/Notebook

Students in grades K – 4th grades will utilize a daily communication folder or notebook to maintain homework, reading progress, and notes exchanged between home and school.

Students in 5th grade will receive an Agenda Book to record nightly homework assignments, home reading progress and due dates. Teachers may also send notes home in the Agenda Book.

Please take time to check your child's Communication Folder/Notebook or Agenda Book nightly to ensure that that your child is completing assignments. You may also want to write notes to your child's teacher in the Communication Folder/Notebook or Agenda Book. Please initial or sign your child's reading log each night to indicate that your child read for 20 minutes.

Take Home Tuesday Folder

Every Tuesday your child's teacher will send home a folder containing student work and information regarding school and classroom activities. Parents are requested to review the information, sign the parent signature page, and return the folder to school the following day. Parents are encouraged to call the teacher or send a note back to the teacher with any questions or concerns.

Office Hours

Office hours for AADCA @ HSES are from 7:30 a.m. until 4:30 p.m.

Visitors to the School

Safety of students and staff shall be the highest priority of AADCA @ HSES. Parents and other members of the community are encouraged to visit the school. However, visitors must first obtain permission to be in the school by registering in the office before going to any classroom or other area of the building. **For security reasons, all visitors must show a picture I.D. and receive a visitor's badge.** Any person interfering with the regular organization and program of the school shall be removed from the building and may be denied further access to the school. See our website for additional visitation guidelines.

Visitation Guidelines

To observe your child's class:

- Call the school or contact the teacher by email or phone to set an appointment.
- When you arrive, please sign-in in the office and wear the HSES Visitor Pass.
- Please remain in the classroom listed on your visitor's pass at all times. At the conclusion of the observation, return to the main office to sign out.
- Classroom observations will be limited to 30 minutes.

To conference with your child's teacher or an administrator:

- Call or email your child's teacher or administrator to set up a time to meet.
- Conferences will be scheduled based on the teacher's availability.
- When you arrive in the main office, sign in for visitor's pass and wear it in a visible area.
- At the conclusion of your conference, return to the main office to sign out.

To have lunch with your child:

- Sign in and receive a visitor's pass in the main office. A staff member will direct you to the cafeteria.

If you would like to volunteer:

- A volunteer application must be completed in advance. Assistance is always appreciated in the classrooms, completing tasks for teachers, in the cafeteria, and on field trips.
- Volunteers must also participate in volunteer training provided by our family advocate. Specific dates are available in the monthly newsletter. Contact the school if you have additional questions.

PTA/SFEC

PTA is the Parent Teacher Association at Highland Springs Elementary. As a Title 1 school we also have the benefit of having an SFEC (School Family Engagement Committee). The PTA & SFEC are open to all parents, teachers, and community members. PTA meetings are held the third Thursday of every month with the exception November and January. Look for notices in your child's Take Home Tuesday Folder regarding dates for SFEC meetings. SFEC will meet at least 4 times a year to ensure involvement in the planning, reviewing, and evaluation of the Title I program.

Classroom Interruptions and Messages

The classroom is a learning environment. When interruptions occur, students are often distracted and taken off task. All communications with students must filter through the front office first. This includes such things as messages, forgotten lunches, homework, etc. Please do not go into the classroom while class is in session.

Instruction and Curriculum

Instructional Supports

As part of the regular academic program, quarterly checkpoint assessments are conducted at all grade levels K-5. Students who need additional instructional support as indicated by these assessments and classroom performance may receive supplemental instruction. This may occur in a small group setting either within or outside of the classroom so as to better ensure student success.

Homework

Homework reinforces the learning that takes place during the school day. It is related to specific instructional objectives and should enrich and reinforce class work. Homework will be reviewed to provide students and teachers with immediate feedback.

Students should be sure to complete the homework that is assigned. Homework is an EXPECTATION . Parents are asked to show an interest in homework, which will provide additional information about classroom activities. All students should read for 20 minutes daily in addition to their assigned homework.

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 20 minutes per evening

Grade 3 30 minutes per evening

Grade 4 40 minutes per evening

Grade 5 50 minutes per evening

Make-Up Work

Whenever school is missed, it is the student's responsibility to make up missed assignments as directed by the classroom teacher. If a student will be absent from school, we recommend that the parent contact the office for make-up assignments. Make-up work requests must be received before noon and should be picked up after school is dismissed. Teachers will try to have missed work ready by dismissal time on the day requested. Work will be left in the office for the parent to pick up.

Textbooks

Each student may be issued district textbooks as part of the general curriculum. Students are asked to handle books carefully and are responsible for replacement costs if a book is damaged or lost.

Computers

Computers are important tools used in researching information, creating reports, and making presentations. Students have access to computers in their classroom and in the library. The

district is committed to providing appropriate Internet access. Filtering software is used on the district network. It is still the responsibility of all Internet users to follow the “Acceptable Use Procedures” (AUP). This form is to be signed annually by students and their parent or guardian and will be kept on file at the school.

Home Reading Program

Research has proven that reading at home greatly accelerates the acquisition of reading skills, and shows a strong connection between independent reading and developing reading skills that lead to fluency. Students should be reading with their parents for 20 minutes per night. Parents are asked to initial in the agenda book on the monthly calendar to indicate that this reading has taken place. A monthly reward will be given to students for their participation in this program.

SOL Testing ESSA

On December 10, 2015, the Every Student Succeeds Act of 2015 (ESSA) was signed into law. In October, 2017 part of Section 1112(e)(2) of ESSA states that parents of students in Title I schools have a right to request state or division policies regarding student participation in any assessments mandated by ESSA, including any policy, procedure, or parental right to opt students out of such assessments was updated. If you have questions about this topic, you can contact the Henrico Public Schools Testing Specialist, Catherine Durvin at (804) 652-3595 or chdurvin@henrico.k12.va.us.

Attendance, Registration, and Records

Attendance

Students are required by law to attend school regularly and to be on time each day. School hours are:

Building opens	7:50 a.m.
Breakfast begins	7:50 a.m.
School begins	8:10 a.m.
School ends (PreK, 4th & 5th)	2:40 p.m.
School ends (Kg. - 3rd)	4:25 p.m.

Tardy and Absence Guidelines

For the safety of all students, students may not arrive at school before 7:50 a.m. Students arriving after 8:10 a.m. must report to the office to receive a tardy pass.

State law requires that parents be notified when their child is absent from school. To assist school personnel, parents are encouraged to call the school before 8:30 a.m. to report their child’s absence. A written excuse for a student’s absence is required from a parent or guardian upon the student’s return to school. Please note that state law requires referral to the school social worker when a student has accumulated 5 days of unexcused absences. If a written excuse is not provided for a child’s absence, it will be considered unexcused.

It is crucial that students are in attendance at school on a daily basis on time. The amount of lost instructional time often makes it difficult for the student to adjust to the daily routine of

school and can cause the student to fall behind academically due to the loss of time in instruction.

Student Checkout Procedures

We ask parents to allow students to stay at school until the regular scheduled dismissal time. Please try to schedule appointments after regular scheduled dismissal time. Valuable instructional time is lost when a child is repeatedly checked out prior to dismissal time. **No early check outs will occur after 2:10 p.m. for 4th & 5th grades and 4:15 p.m. for K - 3rd.**

For security reasons, parents are prohibited from going directly to a child's classroom and are to always report directly to the office. All students leaving school early must be signed out in the office by a parent or guardian who **must present a photo I.D.**

Legal Names of Students

A child's legal name must be noted on official school records in addition to the "go by" name. We would also appreciate listing any other names the child has used in the past. This makes locating past records much easier.

Phone/Address Changes

It is very important, especially when a student becomes ill or is injured, that the school have current addresses and phone numbers in order that parents can be contacted. Please be sure to notify the school of changes of home address, phone number, place of employment, daycare, or emergency numbers.

Parents Right to Inspect Educational Records

Parents have the following rights:

- A. You have a right to inspect and review the student's education records.
- B. You may request that the student's education records be amended to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.
- C. Your written consent is needed before the district discloses personally identifiable information contained in the student's education records, except to educational or institutions as described in item a, below. Personally identifiable information may include, and is not limited to: 1) the name of the child, 2) address, 3) a personal identifier such as a child's social security number or student number, 4) the name of the student's parent or other family member, or 5) a list of personal characteristics that would make the student's identity easily traceable.

Non-Custodial Parent Rights

The following are common questions asked by non-custodial parents:

As a non-custodial parent, do I have the right to see my student's school records?

Absolutely! Federal and state laws insure that non-custodial parent's right to review educational records unless there is a court document that specifically revokes these rights. Federal law gives the schools 45 days to provide the records.

Can a custodial parent block a non-custodial parent's access to the student's record?

Only through the courts. Otherwise, the school must allow the non-custodial parents to have access to the records. A request to the school from the custodial parent or a letter from the custodial parent's attorney to withhold the records is not sufficient.

As a non-custodial parent living in a different town from my child, will the school give me information about my child over the telephone?

Not unless we can absolutely confirm that you are the child's parent. This is because we must abide by laws that protect the confidentiality of student's educational records. Even if you request their records in person, you should be prepared to show identification and some document that shows you are the child's parent (like a birth certificate or a divorce decree.)

As the non-custodial parent, can I talk to the school staff and go to parent conferences?

Yes. You have the same rights as the custodial parent to consult with the school staff. People other than the biological parents may be restricted from attending a parent conference unless they have the prior approval of both parents.

Can the non-custodial parent visit the child in school or volunteer in the child's classroom?

School is not a setting for parents to disrupt the educational process to arrange to take a child out of class to "visit" their child. However, the non-custodial parent may come and have lunch with his/her child and help in the classroom, unless a court document decrees otherwise.

Do stepparents and grandparents have the same rights as the parents to consult with school staff and see records?

No, the law specifically grants these rights to the parent. For the school to provide student records or access to staff to other persons, a legal parent would need to give written permission. However, only the legal parent or guardian may sign official school documents.

Confidentiality and Release of Information

According to federal law, all information about a student, other than directory information, is confidential and is not to be given out without an educational "need to know".

Directory information, as defined by law, includes student's name, address, telephone number (unless unlisted); age awards received, and grade assignment. This information may be given to persons deemed to have a legitimate interest unless specifically prohibited by parent request on an annual basis. Applicable examples include giving class lists, including listed phone numbers, to room mothers, and listing award recipients in school newsletters, etc.

Non-custodial parents are deemed as having the right to all information about their child, unless there are court orders to the contrary. Non-custodial parents may also request a conference.

Home-School Connection

Newsletters

School newsletters are distributed on a monthly basis for each child to take home in the Take Home Tuesday folder. The newsletter lists important dates, activities, ways parents can help out in the classrooms, and upcoming events. Please encourage your child to bring the newsletter home and take the time to read this important link in our communication system.

Web Site

The Highland Springs Elementary School web site contains up-to-date information, educational links, faculty and staff information, and PTA information to keep parents informed with events occurring throughout the school. This handbook is also available on the site. Check the site often for current news and information. The address is:

<http://highlandspringses.henricoschools.us/>

Student Services

Library Media Center

The Library Media Center is an important portion of our school program. Time is scheduled by each class for regular visitations. Each child is also encouraged to utilize this facility during free time. It is important to note that materials borrowed from the Library Media Center become the responsibility of the student. The district requires students to pay for lost or damaged materials. The standard lost book cost is \$16. As a parent you can assist your child by helping him/her keep track of the materials that are borrowed from the school.

School Breakfast and Lunches

Good nutrition is vital to children putting their best effort into the learning process. A daily breakfast and lunch includes milk and a choice of a variety of entrees and side offerings. Menus will be sent home monthly in the Take Home Tuesday folder.

Glass containers should not be sent in student lunches. Sodas are not permitted as part of a student's lunch. Parents are encouraged to join their child for lunch. However, we ask that you refrain from bringing in outside/fast food.

Pre-payment for meals is encouraged and is accepted in the cafeteria each morning or online. Pre-payment will be credited to each student's individual account. Each student will have a code they will enter into the keypad each time they make a purchase.

The school does not lend lunch money. Students who do not have lunch money will be provided a sandwich and milk. Students who qualify for free or reduced lunch are encouraged to apply. Confidential applications are available in the school office.

Student Transportation

SPECIAL NOTE: ANY CHANGE IN YOUR CHILD'S TRANSPORTATION MUST BE DONE IN WRITING. CHANGES WILL NOT BE ACCEPTED ON THE PHONE.

Bus Riders

Students who ride the bus are expected to ride their assigned bus at all times unless they have **written permission** from their parents to do otherwise. Students should be at the bus stop five minutes before the bus is scheduled to arrive. ***Riding the bus is a privilege, which can be revoked if bus and safety rules are not followed.*** Students are expected to treat the bus driver and safety patrols with respect at all times. Pre-K and Kindergarten students must be dropped off and picked up by an adult at the bus stop each day. Parents must present picture identification so drivers can identify that they are the correct individuals to receive these students. Not having this identification may result in the Pre-K or Kindergarten student being returned to school.

Car Riders

For the safety of all students, parents are asked to drop off children from the outer driveway in the rear parking lot only. Cars are not to enter the bus driveway in the front of the school AT ANY TIME. Children should not be dropped off from cars in the parking area of the parking lot or on the street in front of the building. If you would like to bring your child into the building, please park your car in one of the parking spots in the lot and escort them into the building. ***At dismissal, an authorized adult is required to sign out each child. This adult's name must be on the Authorized to Pickup form or the child's parent or guardian must send in a note. Identification is required.***

Bike Riders/Walkers

Second, third, fourth, and fifth grader students may ride bicycles to and from school after a Bicycle Permission Form is completed and on file in the office. Bikes must be secured with a lock in the bicycle racks provided. Road safety rules must be observed at all times. Minibikes, motorcycles, go-carts, skateboards, and roller blades are not allowed on school property.

First through fifth grade students who live within walking proximity to the school may walk with parental permission. Students are expected to walk on the sidewalk and should obey the directions of the crossing guard and teachers positioned in front of the school at all times. Failure to obey these individuals may result in the loss of walking privileges.

Health and Safety

Illness

Please call the school if your child will be absent due to illness. If a child has a temperature of 100 degrees or higher in the last 24 hours, has a colored discharge from the nose, or has vomited, s/he should not be in school. In addition, students should not return to school until their fever has been below 100 degrees for a period of 24 hours without any medication and/or 24 hours after vomiting has ended.

Medications at School

In order that school authorities will know what medicine a student is taking in case of an emergency, no student may have in his/her possession any medication or prescription drugs, even if recommended or prescribed for the student's use, unless his parent or guardian has requested and received permission from the school for the student to possess and self-administer prescribed medication, in accordance with the school board policy.

Medication and prescription drugs shall not be taken to school by the student.

A parent or guardian is required to take all such items to the school's clinic for documentation. "Medication" shall mean any drug or other substance used in treating illness, disorders, healing, or relieving pain, including over-the-counter drugs, such as aspirin, cough syrups, gargles, cold tablets, cough drops and the like.

Infections

All cases of skin and eye infections must have a note from the doctor or health department to return to school.

Student Dress Code

Students in kindergarten through 3rd grades are required to wear their uniform. Please refer to your An Achievable Dream Certified Academy uniform guidelines.

AADCA @ HSES will continue to reward students 4th & 5th graders who participate in the school-wide uniform dress program. We look forward to seeing our young ladies and young men "Dressed for SUCCESS!" We know that the presence of uniform clothing in our building will create an environment in which "school pride" and "self-confidence" will radiate. Participating in the uniform dress reduces the incidents of dress code violations. Our school uniform clothing will consist of:

Girls

Tops: Collared Shirt or Blouse (Polo or Oxford)

Colors: Any solid

Bottoms: Skirts, Shorts, Skorts, and Pants

Colors: Navy, Khaki, Black

Boys

Tops: Collard Shirts (Polo or Oxford)

Colors: Any solid

Bottoms: Pants or Shorts

Colors: Navy, Khaki, Black

Belts: Black or Brown

Dress Code Reminders:

- Belts should be worn to ensure that pants and shorts stay up.
- Skirts, short, and jumpers must be appropriate length (fingertip).
- Spaghetti straps, midrifts, see through tops, or crop tops are not permitted
- Nothing should hang off of clothing, such as chains, charms, toys, etc.
- For security reasons, expensive clothing items should remain at home.

Reporting Student Progress and Recognition

Report Cards

Report cards will be sent home every nine weeks. The time frames are as follows:

November 20, 2018

February 11, 2019

April 23, 2019

June 14, 2019 (Last day of school)

Interim Reports will be sent home for K and 1st grades at the midpoint of each quarterly grading period in Take Home Tuesday folders. These are intended to alert parents of student progress in each academic area. *Parents are required to sign and return the interim report to the classroom teacher.* For students in grades 2-5, parents can access mid-quarter grades through PowerSchool.

Interim Reports (K-1)

October

December

March

May

Awards Assemblies & Student Recognition

Parents are encouraged to celebrate student accomplishments throughout the school year. An awards assembly will be held at the end of each nine-week grading period.

Parent-Teacher Conferences

There is no substitute for face-to-face communication. Two formal conferences are held during the school year. The first conference is scheduled for November after the first nine-weeks for all students and the second conference is held in February. Conferences are expected at other times of the year if students are experiencing difficulty in academics or behavior. Parents are invited to request a conference at any time.

We look forward to seeing you this year in November, 2018 and in February, 2019. Look for additional information in your child's Take Home Tuesday Folder as we approach the above-mentioned timeframes.

General Information

Emergency School Closures or Delayed Openings

If it becomes necessary to close school because of inclement weather, dangerous road conditions, or any other emergency, a SCHOOL CLOSED announcement or delayed starting time will be broadcast over the media. Information will also be posted on the District web site at <http://henricoschools.us/> please stay tuned to the radio, television, and/or computer on mornings when the weather looks doubtful.

Lost and Found

Each year many coats, sweaters, lunch boxes and other items are left unclaimed in the lost and found. PLEASE put your child's name on all items brought to school so they can be returned to their rightful owner if they are lost. The Lost and Found will be located in the lobby. Unclaimed items may be donated to charity.

Phone Use

Students may use the telephones for emergency purposes only. Arrangements for after school activities are to be made at home ahead of time and if necessary a note sent to school. Students should not bring pagers, cell phones, or other personal communication devices to school. The school is not responsible for lost, stolen, or damaged devices.

Classroom Parties/Party Invitations

Henrico County School Board Policy strongly discourages distribution of treats to celebrate special occasions, and **individual parties are not allowed**. Outside foods are not permitted at AADCA @ HSES due to student food allergies. Families may bring in gift bags that contain pencils, stickers, small toys, etc. for special occasions. Students are not permitted to distribute party invitations at school, unless every member of the class is invited.

Flowers/Balloons

We ask that flowers or balloons not be delivered to your child at school. These items are not allowed on the school bus.

Early Release Days

Several days throughout the year are designated for early release of students. Early release days are indicated on the HCPS Schools calendar which can be found on the web site: <http://henricoschools.us/pdf/Calendar2018-19.pdf> Please send a note to school if your child will have transportation changes on these days. In addition, students in kindergarten - 3rd grade will have 2 additional days per month they are released at the 2:40 p.m. time (Typically the 1st and 3rd Thursdays beginning September 20, 2018).

Money

Students should bring money to school only when they need it for a specific purpose. Money should be sent in an envelope listing the student's name, amount enclosed and the purpose for which it is intended.

Cell Phones

Please refer to the Community and Student Code of Conduct: Henrico County School Board Policy regarding student possession of cell phones.

School Pictures

Student pictures are taken at our school in the fall and spring. All students will be photographed with the fall picture becoming part of the student cumulative file. Package plans will be made available; however there is no obligation to purchase student pictures.

Field Trip Guidelines

Field Trips are related to specific SOL objectives and enhance instruction. They are planned at a time that coincides with the related study because they are part of the instructional program and are designed to extend learning beyond the classroom environment.

Behavior expectations for field trips are the same as what is expected at school. Students who have demonstrated a lack of self-control based on classroom behavior will need to be accompanied by a parent/guardian per administration and/or teacher request for their safety. Parents will be notified in advance to make arrangements should this occur.

Please note the following guidelines for participation in field trips:

- Students must have completed permission form/ money by the requested date.
- After the due date, no money can be accepted due to advanced planning for numbers and chaperones.
- Bag lunches are available, but must be requested one week before the trip.
- Students should not bring money for the field trip for gift shops, snacks, etc.

Chaperone Guidelines - If you are selected to serve as a chaperone, please adhere to the following guidelines:

- Because of carrier insurance, only the students in the class are allowed on the field trip. (No siblings will be allowed.)
- Chaperones are expected to supervise small groups of students assigned by their classroom teacher.
- Smoking and the use of tobacco products are prohibited on field trips.
- Cell phone use on the bus and during field trip activities is prohibited.

Please follow the directions given by the teachers. They are representatives of HCPS and are charged with the responsibility of the field trip.