Henrico County Public Schools Mission Statement

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 all staff, 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 safe, caring, and well-maintained environments.
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.

PARAMETERS

We will always base our decisions and actions on the best interest of students.
We will always conduct ourselves with honesty, respect and integrity.
We will value the input of others.
We will never give up on any student.
We will never tolerate discrimination.
We will never compromise excellence.

Henrico County Public School
P.O. Box 23120
Richmond, VA 23223

Henrico County Public Schools does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or provision of programs, services, or activities. Reasonable accommodation will be provided upon request for individuals with disabilities.

*A copy of the Policies and Regulations Manual of Henrico County Public Schools is available to students, employees, and the public at http://policy.henrico.k12.va.us. Any person unable to access the online policy may request a copy of a specific policy by contacting Records Management at 652-3828.
Welcome to Tuckahoe Elementary. The teachers and staff support your child’s efforts to do the best possible. Whether you are brand new to our school or your child is a returning student, this year promises to be an outstanding one!

The attached handbook will serve as a guide to you in providing information about the procedures at Tuckahoe. 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. TES students are expected to adhere to all school and classroom rules and procedures, and they are expected to be respectful of others. Please read this handbook carefully, discuss the contents with your child, and sign/return the last page to your child’s teacher. 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 Tuckahoe 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,

Sonia Ford
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 K-5 is from 7:40 a.m. to 2:10 p.m.

7:20 a.m. Students may enter the building.
7:35 a.m. Warning bell
7:40 a.m. Tardy bell *
2:05 p.m. Afternoon announcements
2:10 p.m. Dismissal bell for Kg-5 car riders to horseshoe, K-2 bus riders to bus loop and K-2 day care van riders and walkers to auditorium
2:15 p.m. Dismissal bell for gr. 3-5 bus riders and gr. 3-5 day care van riders and walkers to auditorium
2:20 p.m. Walkers dismissed from auditorium

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

A contact from the school will be made when a child accumulates three unexcused tardies. A letter will be sent home from the principal once a student accumulates 10 tardies. When a student accumulates (15) unexcused tardies, a referral shall be made to the school social worker.

When a student is absent, a parent/guardian is asked to call the school at 673-3768. If a call is not received, a staff member will be contacting you, as required by law. 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.

According to Henrico County policy guidelines, excused absences include the following: illness of pupil, serious illness in family which reasonably necessitates 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 effort to regularly attend school.

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

Whenever any student fails to report to school for a total of five (5) school days and the absences are not excused or approved by the principal, then these absences will be considered unexcused. A plan of action will be taken by school officials and a referral will be made to the school’s social worker. Henrico County has developed comprehensive Attendance Guidelines for all students. A copy of these guidelines is included in the HCPS Code of Student Conduct. Please read these carefully.

When family plans require the absence of a child for an extended period of time, parents are asked to notify the principal and appropriate teachers. Depending upon the number of days out of school, families may request that the absences be “excused.” All excused absences will need to be approved ahead of time by the
principal and only 3 days per year will be excused.

When a student is absent from school, an effort will be made to provide assignments that are requested. If you are interested in requesting assignments, then please call the school before 10:00 a.m. It should be noted that all missed work might not be able to be made up due to the nature of the activities. 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.

According to Henrico County policy, elementary and secondary students are recognized with **Excellent Attendance Awards** only at the end of the school year. These awards are presented to students who have no more than four absences.

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. Please come to the office in order to sign out your child. At that time, he/she will be called for by intercom. Be mindful of the end of the day activities, etc. and allow for ample time for you to sign your child out and reach your final destination on time.

If a child needs to leave school with an individual other than a parent/guardian, the parent must give written permission and the named person picking up the child must be on file with the office. School personnel will ask for identification.

Alternate transportation arrangements must also be made **in writing** (more details in the Transportation section of the handbook). The office will be unable to accommodate phoned in requests; however, you may fax in transportation changes before noon. 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.

If phone numbers change or you move during the school year, please contact the school registrar at (804) 673-3765 regarding the documents required to change your information in the student information system. This documentation must be provided in person within ten days of the move.

**Cafeteria**

Breakfast is offered to all students from 7:20 – 7:40 a.m. in the cafeteria. The cost of a student breakfast is $1.40. Lunch may be purchased in the cafeteria at a cost of $2.50 for students in grades K-5. The cost of an adult lunch is $3.25. Milk and snacks may be purchased separately. The cost of milk purchased separate from a lunch is $.65. A monthly lunch menu will be provided for each student.

Henrico County’s School Food Service utilizes a computer system for collecting funds for lunch and a la carte sales in our school dining room. An overview of this procedure is listed below:

- Each student in grades kindergarten through fifth will be issued a new permanent 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.

- 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.

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 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 A MAXIMUM OF 2 CHARGES).

It should be stressed that each student has his/her own food service account and account number 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 (2012-13) automatically carry forward to the new school year (2013-14) no matter what school the student attends.

2. Some students’ accounts that involve MyLunchMoney.com have parental restrictions based on the previous year’s meal prices. Parents will need to contact MyLunchMoney.com 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, spoon or fork, straw, etc. Carbonated drinks/sodas should not be included in lunches brought from home. Likewise, glass bottles and containers are prohibited.

In the event that a student forgets to bring a lunch to school, parents may drop off the lunch in the designated area in the main office. Teachers will allow students to stop in the office to pick up their lunch on the way to the cafeteria.

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. When parents come to eat, their child may join them at a designated guest table. Your child may choose one friend to join them at the guest table. At the conclusion of the lunchtime, it is the responsibility of the parent and child to clean their area. Parents should say goodbyes
in the cafeteria since the class will be returning to instructional activities. Be mindful that the lunch schedule may change to accommodate special school wide events/ assemblies.

**Clinic/Health Services**

The clinic attendant is on duty during school hours to administer First Aid for injuries, which are received at school. School personnel as described in the American Red Cross First Aid Manual, shall give no treatment, other than basic First Aid.

**Medication at School**

At times it may be necessary for your child to receive medication during the school day. For the safety of all students, School Health Services strictly enforces the Henrico County Public Schools Medication Policy. Please do not ask the school nurse or clinic attendant to make an exception to the policy.

- All prescription and over-the-counter medication (including cough drops, Tylenol, Advil, cold and cough preparations) must be administered by the school nurse or clinic attendant in the school clinic.
- All medication must be in the original, unopened bottle.
- A parent/guardian must transport needed medication to school. It cannot be sent with the child.

**Prescription Medication Policy**

Written parental permission is required before any medication may be administered.

A physician's order and signature must accompany prescription medications along with the parent's signature on the permission form.

Medication must be in the original prescription bottle with the child's name, medication, dosage, time and amount to be given.

Forms are available at your child's clinic office.

**Over-the-counter medication policy**

Tylenol, Advil, cold and cough preparations, cough drops, etc. must be administered in the school clinic under the direction of the school nurse or clinic attendant.

Written permission from the parent stating the name of the medication, amount of medicine to be given, frequency and reason for medication to be administered must be provided on the medication form.

Medicine must be in the original, unopened, sealed container. The school nurse and clinic attendant may not dispense medicine from a previously opened bottle.

Any over-the-counter medicine administered for more than 3 consecutive school days must be authorized by the physician/nurse practitioner in writing.

**Illness and Injury**

In the case of serious illness or injury every effort will be made to immediately contact the parent or guardian. If the parent or guardian cannot be reached, the emergency contacts listed on the health history form will be called. Please make sure that the clinic and the office have current phone numbers so we can reach you in an emergency.
Do not send your child to school if he/she has a fever over 100.4 degrees, vomiting or diarrhea due to illness. Children should be free from these symptoms without medication for 24 hours before returning to school.

If your child develops the above symptoms or other symptoms of contagious illness (such as pink, draining eyes, or a unidentified rash) while at school you will be contacted to pick him/her up. We only have two beds in the clinic, and we cannot return sick children to the classroom, so please come to get your child as quickly as possible.

A child who has been prescribed antibiotics can usually return to school 24 hours after treatment has begun or as directed by the child’s physician.

Most injuries that occur at school are minor and can be treated adequately at school. If the clinic attendant feels that a child’s injury is severe enough to require evaluation by a doctor you will be contacted to pick up your child or, if necessary, 911 will be called.

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 frustrations and apprehension.

Conferences may be scheduled at any time upon request. Parents should 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 during the school year. Specific notices from the school will be sent home to notify parents of those dates.

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. School wide notices, relevant to K-5 students, will be sent home with each student.

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 with 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 will be distributed to all students. This document should be retained 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.
Dress Code

The following Standards of Dress have been established by the HCPS School Board for all Elementary, Middle, and High School students.

Henrico County Public Schools
Student Dress Code

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

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

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

Students may not wear the following items unless otherwise stated:

1. Hoods, hats, or head coverings of any kind inside school buildings during regular school hours, unless required for religious or medical reasons.
2. The following items worn on school grounds during regular school hours: bandanas, do-rags, headscarves, hair picks, wave caps, large combs, brushes, and rollers.
3. Sunglasses inside the school building unless prescribed by a physician.
4. Dresses, skirts, shorts, athletic shorts, and other similar clothing that are shorter than four inches above the knee 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 reasonably cause a substantial disruption to the learning environment.
6. Spiked jewelry, chains, and items that could cause student injury.
7. Beachwear (which includes bathing suits and trunks) and sleepwear.
8. Clothing that reveals undergarments.
9. Cut-off jeans and cut-off sweat pants or torn, ripped, or slashed clothing that reveals undergarments or body parts excluded by other parts of this code.
10. Bedroom slippers or shoes with wheels also known as “wheelies.”
11. Clothing that reveals the midriff while sitting or standing.
12. Clothing that is excessively tight or skimpy, including biker pants and clothing 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.

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

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

Emergency Plan/Evacuation

A fire drill is held once a week for the first four weeks 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, Third Presbyterian 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 (WRVA 1140 AM) or watch your local television (channel 12 or 99) 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
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 Essentials of the Curriculum. 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.

Insurance: Student accident insurance is available. Specific information will be sent home during the first week of school.

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 in the spring. Purchase of these pictures is optional. Our school receives a percentage of the cost, which is used to purchase instructional materials.

School Store: School supplies will be sold from 7:25-7:35 a.m. in the office most mornings each week. If you wish your child to purchase supplies, please try to send the exact amount. A price list is located on page 14 of this handbook.

Textbooks: Textbooks are furnished for student use by the Henrico County School Board. Special attention should be given to caring for all school property. In the event that these books are lost or damaged, students will be required to pay for them. All textbooks should be covered. Please assist your child in covering them appropriately so that permanent damage will not occur. Contact paper or laminated adhesive covers should never be used.

Checks: Unless otherwise specified, checks should be made payable to Tuckahoe Elementary School for the exact amount due. Checks that are made payable for incorrect amounts will be returned home for reissue. Any bank charges for returned checks will be the responsibility of the parent.

Food Plan
There are children throughout the school who are on special diets for personal or medical reasons. For this reason, Tuckahoe follows a specific food plan that has been developed by a team of teachers and parents. This plan is located on our school’s website and room parents will be provided a copy to assist in planning the one class party or other approved class/school activities.

Homework
Homework should be designed to develop responsibility, develop 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

A homework buddy system should be established in order to provide students a buddy from whom they can receive assignments when they are absent for a day or two. It is hoped that this arrangement will give each student the opportunity to help one another, but parents and teachers alike must encourage faithful participation.

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. Teachers will make every effort to have homework in the front office by 2:30 p.m. for you to pick up by 4:00 p.m. As a courtesy to the school staff, please do not bring sick children in to pick up make-up work.

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 “Essentials of the Curriculum” and include concepts, skills, and strategies that will be emphasized so those students can successfully progress to the next level of learning. Although these “Essentials” provide the framework upon which we construct the elementary curriculum and are designed to promote effective teaching and learning, the instructional staff at Tuckahoe 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.
- Academic Intervention is available (in reading and mathematics) for students who meet stated criteria and are exhibiting weakness in basic skill areas.
- A program of differentiated instruction is offered to meet the specific and individual needs of our students. In grades KG-3, students identified as “gifted” will be clustered for instruction and receive services here at Tuckahoe. Classroom teachers will be the facilitators of this differentiated instruction.
- School Based Gifted Program – In grades 4 and 5, students identified as “gifted” will be clustered for instruction.
School counselors are available to work with all students in the classrooms, in small groups, and individually. Parents and students are encouraged to contact their child's counselor with special concerns or needs.

**Media Center** – 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 parent’s note. All students should wear or bring tennis shoes each day and girls should dress appropriately for weekly PE instruction.

A **resource teacher** is 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 Essentials of the Curriculum. Students in kindergarten and first grade have access to two laptop computers and four iPads. Students in grades 2 – 5 have access to five laptops in his/her classroom and each class has access to computer on wheels (COWS), which provide opportunities for whole class use of technology.

**Lost and Found**

The Lost and Found is located in the downstairs rotunda. It is requested that all outerwear and other personal items be 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.

**Minute 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 minute 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 minute may be used for any lawful silent activity, including personal reflection, prayer, and meditation. The teacher responsible for each class shall not influence, in any way, students’ silent activities during the minute of silence.

The minute 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. Members of the staff have received training to consistently implement this policy. 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 before the winter holiday in December. Cupcakes or the like should not be provided to celebrate individual children’s birthdays. 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.
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.

**PTA 2013-14**

*(Parent Teacher Association)*

Information regarding PTA events, activities, etc. may be found on the TES PTA website: [http://www.tuckahoepta.org/](http://www.tuckahoepta.org/). Also located on the website is a link for the PTA weekly newsletter, called “Signals”. Reading the newsletter is the best way to stay informed regarding all PTA business.

**SCHOOL STORE**

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assignment Book, Grades 3 – 5</td>
<td>3.00</td>
</tr>
<tr>
<td>Composition Book, 1st Grade only</td>
<td>2.00</td>
</tr>
<tr>
<td>Dictionary, Grade 1</td>
<td>2.75</td>
</tr>
<tr>
<td>Eraser, cap, colorful</td>
<td>.10</td>
</tr>
<tr>
<td>Eraser, cap, plain</td>
<td>.05</td>
</tr>
<tr>
<td>Eraser, large</td>
<td>.25</td>
</tr>
<tr>
<td>Journal (Kindergarten only)</td>
<td>5.00</td>
</tr>
<tr>
<td>Pencil Grips</td>
<td>.25</td>
</tr>
<tr>
<td>Pencil (KG-Hand Hugger Triangular Beginner)</td>
<td>.50 (2/$1.00)</td>
</tr>
<tr>
<td>Pencil (Plain)</td>
<td>.10</td>
</tr>
<tr>
<td>Pencil (Special)</td>
<td>.25</td>
</tr>
<tr>
<td>Pens (Green)</td>
<td>.25</td>
</tr>
<tr>
<td>Poster Board</td>
<td>.50</td>
</tr>
</tbody>
</table>

*School store is open each morning from 7:25-7:35 a.m. in the front office.

**Solicitation/Fund Raising**

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 moneymaking 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. Applause will indicate appreciation for a performance or presentation. Siblings should remain with their own classrooms to attend these performances. When appropriate for parents to attend, a school-wide invitation or information on grade level newsletters will indicate parent participation.
**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. During the fifth week, interim reports will be sent home for any student experiencing difficulty (Kg, 1st, 2nd = “N” and 3rd, 4th, 5th = “C” or below).

**Grades** - KG, First and second grade class work will be graded using an E (Excellent), S (Successful), DV (Developing) or N (Needs Improvement). This scale gives teachers more flexibility in evaluating children during their early stages of academic development. In grades 3, 4, and 5, work in most content areas will be evaluated using the scale below. An explanation is also listed on the progress report.

- A 93 - 100 (Excellent)
- B 85 - 92 (Above Average)
- C 77 - 84 (Average)
- D 70 - 76 (Below Average)
- F 69 and below (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), and returned promptly 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. Guidelines for promotion and retention are printed on the progress reports.

**Testing**

A comprehensive look at how students are learning can be gained by examining a combination of different types of on-going classroom assessments, including benchmark tests, teacher-made tests, informal learning inventories, student work samples, projects and many others. Together with the standardized tests, such as SOL/HCATs and MAPS tests, teachers can gain a better understanding of student learning. Please refer to the chart below as a reference for the general overview for elementary testing.

Tests and Screenings Administered
To Elementary Students in General Education Classrooms
<table>
<thead>
<tr>
<th>Name of Screening/Test</th>
<th>Grade Level(s) and Date(s) Administered</th>
<th>How the Information Collected by this Screening/Test is used by Teachers, Administrators, and Parents</th>
<th>How Results are Shared with Parents</th>
</tr>
</thead>
<tbody>
<tr>
<td>PALS (Phonological Awareness Literacy Screening)</td>
<td>K-3 Administered in the Fall, Winter, and Spring</td>
<td>Gives comprehensive information about students’ understanding of letter recognition, letter sounds, spelling, reading fluency, and comprehension.</td>
<td>Parent/teacher conferences</td>
</tr>
<tr>
<td>Henrico Assessment Test (HAT)</td>
<td>2 &amp; 4 Administered at the end of the school year</td>
<td>Gives information about student progress in specific content areas (Reading, Math, Writing, Science, and Social Studies)</td>
<td>By parent request</td>
</tr>
<tr>
<td>Benchmark Testing (Optional)</td>
<td>1-5 Administered at the end of each marking period</td>
<td>Gives information about student progress on SOL skills addressed in each of the content areas (Reading, Math, Writing, Science, and Social Studies)</td>
<td>Parent/teacher conferences</td>
</tr>
<tr>
<td>CogAt (Cognitive Abilities Test)</td>
<td>2 Administered in the Spring</td>
<td>Gives information about students’ intellectual ability. Information may be helpful to the Child Study and/or Gifted Identification Placement Teams.</td>
<td>Results are mailed</td>
</tr>
<tr>
<td>PBA (Performance Based Assessments)</td>
<td>3-5 Administered to students as needed as one component of the Gifted Identification Process</td>
<td></td>
<td>By parent request</td>
</tr>
<tr>
<td>MAP (Measurement of Academic Progress) (Optional)</td>
<td>3-5 Administered in the Fall, Winter, and Spring</td>
<td>Gives information about student growth (achievement) in Reading and Math</td>
<td>Parent/teacher conferences</td>
</tr>
<tr>
<td>SOL (Standards of Learning Assessments)</td>
<td>3-5 Administered at the end of the school year</td>
<td>Gives information about student progress in each of the content areas Gr. 3 – Reading, Math, Science, Soc St Gr. 4 – Reading, Math, Virginia Studies, Gr. 5 – Reading, Math, Science * Grades 4 &amp; 5 also participate in a Writing SOL in the Spring (typically in March)</td>
<td>Results are mailed over the summer</td>
</tr>
</tbody>
</table>

**Transportation**

**IMPORTANT:** Any changes in a child’s normal transportation pattern must be requested each time in writing by the parent or guardian. Each NOTE will be directed to the office for approval. We will not be able to accommodate a phoned in request; however you may fax transportation changes to the following number: 673-3749. Email should not be used as a means for communicating any change in transportation.

**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 HCPS Code of Student Conduct, which is provided to all students. Students in grades K-5 must 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 the office requesting permission (See attached form on pg. 20). Due to limited space on our buses, the use of the bus may not be used 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 ramp at the front of the school should not be used to pick up or discharge anyone from private vehicles. A designated driveway (horseshoe) located at the back of the building 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.

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:

- Those who drop off and pick up children in the horseshoe are asked to do so with extreme caution!
- Students should exit and enter from the vehicle’s passenger side only.
- Our horseshoe is a no cell phone zone. Please give your full attention to our procedures during drop off and pick up times.
- 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 horseshoe area and at designated stations to assist in ensuring that students being dropped off or picked up are safe. Safety patrol students will not open and close car doors.
- During afternoon departure, students will line up in grade level lines monitored by school personnel. Students will be dismissed from the grade level line when their car has stopped in the designated pick up station. Students will not be permitted to leave the sidewalk to join parents in the parking lot. Parents will not be allowed to wait on the sidewalk for students being dismissed from the horseshoe area.
- Parents should take care of all notes, last-minute plans and “fond farewells” before arriving at school and be ready to pull away in the afternoon as soon as possible.
- 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 door. Children must never be dropped off or picked up in the parking lot, and they should never walk in the parking lot alone.
- 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.
- 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.
- If parents want to meet their children who are walking home from school, please delay your arrival until 2:20 PM. Students walking home and bicycle riders will be held in the school auditorium and dismissed once the majority of the car riders have been dismissed.
- Pets are not allowed on school property during school hours, unless special permission is granted by the principal.

Walkers – Those students who walk should be instructed about precautions to take to ensure a safe trip to and from school. Walkers are advised to leave school property at dismissal and are asked to go directly home. 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. Permission form is included at the end of this handbook. 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. **Bicycle riders must wear a helmet.**

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. Tuckahoe 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 well being of every student attending Tuckahoe Elementary, all visitors, guests, and parent volunteers are asked to report to the office upon arrival. **Entry after 7:40 a.m. should be by the front main entrance of the building.** Other doors will be secured for safety reasons. 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. Forgotten recess equipment should not be brought to school. Students are not allowed to bring visitors to school (out-of-town guests, siblings, relatives, etc). If you are volunteering, visiting classrooms, or attending special events, please turn off your cell phone while in the building.
Permission to ride a bicycle to school may be granted to first through fifth grade students who live within the walking zone.

The following rules must be adhered to for all bicycle riders:

1. All bicycles must remain locked in the bicycle rack during school hours.

2. Tuckahoe Elementary will not be held responsible for any damages or losses incurred while the bicycle is on school property.

3. 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 streets before being ridden. **There will be no bicycle riding on the school grounds.**

4. **Helmets are mandatory.**

Permission to continue riding a bicycle can be withdrawn at anytime if any safety regulations are violated.

My child, ____________________________, has permission to ride his/her bicycle to school and we agree to the above regulations.

____________________________________  __________________________  _______
Student’s Signature                      Teacher                      Grade

____________________________________  __________________________
Parent’s Signature                      Date
Tuckahoe Elementary School

DATE: _____________________

Change of Transportation Letter

STUDENT’S FIRST AND LAST NAME: ________________________________

TEACHER’S NAME: ________________________________________________

PARENT’S NAME: _________________________________________________

(Check applicable)

EARLY DISMISSAL OR CAR RIDER

☐ Will be picked up for early dismissal by ______________________________ at
  ________am/pm. (All students must be signed out in the office for early dismissals)

☐ Will be going home with ________________________________ by car.
  (All car riders will be dismissed to the horseshoe after school to be picked-up)

BUS

BUSES MAY NOT BE USED AS A MEANS OF TRANSPORTING FOR AFTERNOON PLAY DATES.

☐ Will be riding bus # ________________(1st load or 2nd load) home with
  ________________________________ in
  (Mr/Mrs)__________________________’s class. The location of the changed stop location is
  __________________________________________. If the student is a kindergarten student, he/she will
  be
  released from the bus to __________________________________________.
  (Name of Person to Show Picture ID)

OTHER

☐ Other _____________________________________________________________.

__________________________________________  ____________________________

Parent/Guardian Signature  Daytime phone #
Handbook for Parent and Student

Of

Tuckahoe Elementary

It is the responsibility of every parent to read, discuss, and become familiar with the expectations of Tuckahoe Elementary School, which are contained in this handbook.

Please return to your child's teacher

DUE BY: September 13, 2013

My signature below confirms that I have read the complete contents of this 2013/2014 Parent and Student Handbook and accept responsibility for compliance.

Student Name______________________________________

Teacher____________________________________________

Parent Name_______________________________________

Parent Signature____________________________________

Date_____________________________________________