

Pemberton Elementary Parent and Student Handbook



2017 - 2018

TABLE OF CONTENTS

Mission Statement	3
Access to Records	4
Assembly Programs	4
Attendance	4
Absences	4
Arrival at School	5
Early Dismissal Procedure	5
Make-Up Work Due to Absence	5
Tardy Procedure	5
Birthdays	5
Bus Transportation	6
Kindergarten Bus Riders	7
Balloons	7
Buzzer/Camera	7
Car Riders	7
Cafeteria	7
General Rules of Conduct	8
Lunch Money.....	8
Meal Prices	9
Clinic	8
Vomiting, Fever & Diarrhea	8
Emergency Form	8
Administering Medications	10
Conferences	10
Daily Schedule	11
Bells	11
Office Schedule	11
Day Care Transportation	11
Discipline	11
Dress Code	12
E-mails	13
Emergency/Evacuation Plan	13
Emergency School Closing	13
Field Trips.....	13
Fundraising by Students	13
Homework	13
Independent Reading	14
Main Entrance.....	14
Media Center	14
Parking for Special Events	14
Parties	15
PTA	15
Special Programs	15
Student Achievement	16
Report Cards	15
Promotion/Retention	16
Technology	16
Visitors	17
Volunteers.....	17
Yearbooks.....	17
Commitment Statement	17



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

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

[Click here](#) to review the goals and desired outcomes/indicators in the 2015-18 HCPS Strategic Plan. This version can be printed for your convenience.

[Click here](#) to review a larger document, which includes implementation tools and data that HCPS will use to achieve the desired outcomes/indicators.

[Click here](#) to review additional components of the plan, including information about enrollment projections, instructional technology and school improvement.

A copy of the Policies and Regulations Manual of Henrico County Public Schools is available to students, employees, and the public on the HPS 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.

ACCESS TO RECORDS

Either natural parent, regardless of who has custody, may have access to cumulative and confidential student records even if the other parent objects, unless there is a court order prohibiting a parent's access to school records. Either natural parent may also ask for a conference to discuss a child's progress, but only a custodial parent may make decisions about a child's educational program. Stepparents, grandparents, or other relatives may not review a student's records without the written consent of the parent or legal guardian. In Virginia, a court order is required for a person to become a legal guardian or to receive custody of a child. A copy of any court order affecting the educational plan of a student must be provided and maintained in the student's cumulative folder for the academic year.

ASSEMBLY PROGRAMS

Several assembly programs are planned during the school year. As with other activities, parents are welcome to attend. All parents/visitors must report to the office to obtain a visitors badge prior to attending the event. When you come to the auditorium, please wait to be seated until the students have been seated. This will avoid delays and confusion when a class enters and cannot sit in their assigned seats because others are already seated there. We appreciate parents and other guests choosing seats at the back of the auditorium behind the students.

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 8:10 a.m. to 2:40 p.m. Family vacations should coincide with school holidays whenever possible. (See calendar on back page.)

Absences

If your child is absent, please call the school at 750-2660 by 9:00 a.m. If we do not hear from you, we will call to verify the absence. These calls are for the safety of your child. If you are aware of an impending absence or late arrival, please send a note in advance to the school office indicating the date(s) and explanation for the necessity to miss school. **Please notify your child's day care facility any time your child will not be in attendance or riding the day care van. Requests for missed assignments will be available for pick up 24 hours after the request.**

Absences Due To Vacation Travel

Please send a signed note to the office prior to a student's absence that is due to vacation travel. This is required in order for an absence to be excused. E-mails are not acceptable for this purpose. This does not apply to illnesses or family deaths, which are always excused and usually occur without warning.

Teachers will provide missed work upon the student's return.

Arrival At School

Students are allowed to enter the school at 7:50 a.m. If you bring your child to school, **please do not leave him/her prior to 7:50 a.m.** We cannot accept responsibility for students prior to the opening of school. At 7:50 a.m., school personnel will be in place for supervision purposes.

Early Dismissal Procedure

If your child must leave school prior to the normal dismissal time, please send a note to school stating the date of the early dismissal, the time, and the reason. When it is time for the early dismissal, please come to the office and sign your child out in our Dismissal Book. **Please bring a photo ID with you, as county policy requires us to check each adult's ID before releasing a child. This is for the safety of all children. Thank you in advance for your help in this matter.** Your child will be called to the office by the secretary. Please do not go to the classroom to pick up your child. This procedure is designed to ensure the safety of your child and minimize disruption to our instructional program. If your child needs to leave school with anyone other than a parent/guardian, written permission must be received by the principal. A student may not leave the school building or grounds without permission from the principal or designee.

Make-up Work Due to Absence

If your child is sick, please give him/her time to feel better during the absence. Schoolwork may be made up when your child returns to school.

If a student's absence will be three days or longer, you may contact the school at 750-2660 to request assignments. When making up work following an absence, your child has the number of days absent plus 1 to return the work. For example, if your child misses 2 school days, he/she has 3 school days to return the make-up work. Other arrangements may be made with the classroom teacher and approved by the principal.

Tardy Procedure

If your child arrives in class after 8:10 a.m., he/she must be signed in by an adult before reporting to class.

Please escort your child to the main office to obtain a tardy pass.

BIRTHDAYS

Birthdays are announced every day on the morning announcements (which are done on the TV by our fifth graders), and the birthday children then go to the office to receive a birthday ribbon to wear and a birthday pencil.

One of the School Board's goals is for schools to be more effective in promoting student wellness. In light of this, together with a rise in life-threatening food allergies, **there will be NO cupcakes, doughnuts, cookies, candy or other edible treats brought in to share with classmates.** Parents may bring in a treat for their child ONLY. There will be no exceptions. The birthday child is welcome to join the birthday book club through the school library. Information is available on our library's website.

As always, at no time should private birthday invitations be distributed at school, unless the entire class is being invited, as this will cause hurt feelings among those children who are not invited.

Also, we try to avoid raising the noise level in the cafeteria, as the second grade rooms are directly across the hall, and the cafeteria can become quite loud at times. **Please help us in our efforts to keep the noise down by *not* asking the students to sing the birthday song during lunch.** Thank you for your cooperation.

BUS TRANSPORTATION

Please note the county policy cited below about students only riding the bus to which they are assigned.

Requests for children to ride a bus other than their own cannot be accommodated.

All students who live in the Pemberton school zone have bus transportation provided. Pemberton does not have a zone designated for walkers and therefore, there are no crossing guards.

P6-05-007 Pupil Transportation (Revised June 2009)

“Proper behavior is required to, from, and at bus stops and while riding the bus to assure that the rights of others, residential or otherwise, are respected. Students are required to listen to and follow the directions of the bus driver. *Students must ride the bus to which they are assigned.* Temporary permission to ride an alternate bus must be granted, in writing, by the principal or designee.”

In the past, we have experienced situations where several children bring in notes to ride home with another child on a different bus. We then have a potentially unsafe situation if there is overcrowding on the bus, or if the child is a kindergartner (the other bus driver has no way of knowing who is on the approved list to meet the child at the bus stop.)

Again, unless there is an emergency situation, requests for children to ride a bus other than their own cannot be accommodated.

As riding the school bus is a *privilege*, students are expected to obey Henrico County Public Schools bus safety rules. Students must promptly obey the driver. In the beginning of the year, students receive transportation brochures outlining the rules and regulations. Please review these thoroughly with your child. There is a form to sign and return to the school stating that you and your child have read and understand the rules. Please return this form promptly.

We must have all transportation changes in writing. In case of an emergency situation, you must speak directly with the principal in order to secure approval without a written note. We cannot accept emails sent to the teacher as change of transportation notes. This is for the safety of your child. Please do not call the office at dismissal time to request a change in transportation. That time frame is always very busy, and we are diligently working daily to make sure that all students are dismissed safely and correctly.

If your child attends day care, please notify your day care facility in the event your child will not be attending on a specific day. Children are to use the same bus stop every day. Please remind your child to use proper behavior at the bus stop and while riding the bus. The Safety Patrol students are on the bus *to assist with safety, not discipline*. If student disruption occurs, the Safety Patrol may report the student to the driver or the principal. The principal and/or bus driver will handle the situation. With the cooperation

of each student, there will not be distractions that may create a safety hazard. This includes items that may be a distraction to the driver, including inflated balloons, toys, etc.

If a student disobeys safety or conduct rules on the bus or at the bus stop, the principal may suspend the student's *privilege* of riding the bus for a specified period of time. Safety is everyone's concern. Let's continue our accident-free record!

Kindergarten Bus Riders

As in past years, parents will fill out a form listing adults who are authorized to receive kindergarteners off the bus. This list will be provided to the bus drivers after it is turned in to the school. All parents and/or authorized adults will need to have a DMV photo ID card in order to receive the students from the afternoon bus stops. If no authorized person is at the bus stop, **OR IF THE AUTHORIZED PERSON DOES NOT HAVE A PHOTO ID TO SHOW THE DRIVER**, HCPS Pupil Transportation requires the bus driver to return the kindergarten child to school, and the parents will be called to pick up the child. All of this is for the safety and security of your child. Please help us to avoid a tearful situation for your child by bringing your ID each day, ***because we cannot predict when there may be a substitute bus driver who does not know you.*** Thank you.

Buzzer/Camera System

For the safety of our students and staff, a buzzer camera system at the main entrance of the school, located at the bus loop. It requires that our office staff monitor visitors to our building. It will be operational at all times. As always, all other entrances to the building are locked at all times. Please stand in front of the buzzer so that the camera can see you when you request access to the building. We have multiple cameras installed to enhance our safety and security.

CAR RIDERS

All car riders shall be picked up in the bus loop between 2:50 and 3:00. The buses will depart at that time and this provides the safest pick-up location. If you arrive before all buses are in line, please go into the waiting loop. All waiting cars and daycare vans can get in line once all school buses arrive. For your child's safety, please do not park to pick up a child after the dismissal bell. (The hallways are congested and the parking area is a high traffic area.) Please use the bus loop and remain in your vehicle. **AT NO TIME IS PASSING ALLOWED IN THE BUS LOOP.**

CAFETERIA

General Rules of Conduct

Appropriate cafeteria behavior is very important at Pemberton. Proper table manners and eating habits are expected of each student at all times.

1. Students are to remain quiet as they walk to lunch and stand in line waiting to be served.

2. After students have their lunch and sit down, they are to remain seated, and speak with other students at their table in a normal conversational tone. Yelling is not permitted.
3. Students are not to get up and leave their table without permission from the cafeteria hostess.
4. Saving seats or switching seats is not allowed.
5. When disposing of trash, putting away trays, and leaving the cafeteria, students are to walk quietly.
6. All food is to be eaten while in the cafeteria. Once lined up to exit the cafeteria, students should not eat in line.
7. Each person in the cafeteria is to be treated with respect and dignity.
8. Edible birthday treats for the class are not allowed. Parents may bring in one treat for their child if they wish.
See section on birthdays above in this document.
9. Singing the birthday song is not allowed as it raises the noise level in the cafeteria.

STUDENT MEAL ACCOUNT NUMBER – Henrico School Nutrition Services uses a computerized cash register system in all school cafeterias. All students are issued a permanent and unique (5-digit) student meal account number. This meal account number is used for the duration of the student’s academic career.

PAYMENTS – Parents are encouraged to pay for student meals in advance. Advance payment allows the cafeteria to provide the most efficient service to all customers and minimizes the chances of students losing their lunch money.

MYSCHOOLBUCKS – Student meals may be prepaid using our online program, MySchoolBucks.com. This program allows parents to pay and replenish their student’s account using a personal credit or debit card from home via a secure internet site. Any remaining funds at the end of the school year are carried over to the next school year. This company charges a small handling fee for each prepayment. Please call their Customer Service at 1-800-479-3531 for further information.

CHECK WRITING POLICY – School Nutrition Services will accept checks for the amount of purchase or for the prepayment of meals. Checks must be made payable to the school’s cafeteria. Only personal checks with preprinted name and address will be accepted.

STUDENTS WITHOUT MEAL MONEY – Any student who has forgotten or lost their lunch money may charge up to \$5.40 (price of two lunches), and no a la carte items will be allowed. The amount owed is immediately due the following day. Students with an unpaid negative balance will not be eligible to charge again until their account is re-paid. The charge feature is discontinued two weeks before last day of school.

NEGATIVE BALANCE ALERT – School Nutrition Services provides a courtesy email or voice mail reminder every Sunday to parents regarding any meal account with a

negative balance. You may also check student's balance free of charge through MySchoolBucks.com.

MEAL PRICES

Lunch

Student Full Price: \$2.80

(Weekly \$14)

Student Reduced Price: \$.40

(Weekly \$2.00)

Adult: \$3.40

Breakfast

Student Full Price: \$ 1.50

(Weekly \$7.50)

Student Reduced Price: \$.30

(Weekly \$1.50)

Adult: \$1.80

CLINIC

The Clinic is open throughout the school year. The Clinic Attendant has been trained according to the American Red Cross First Aid Manual. When a child goes to the Clinic due to illness or injury, the Clinic Attendant will decide if parent notification is in order. When parents are contacted, the clinic attendant will recommend a course of action. In the safety and wellness of all students, the attendant may request early pick up. If this is the case, please report to the main office to sign out the child before going to the clinic.

Vomiting, Fever and Diarrhea

Please adhere to the county's protocol for ill students. Please keep your child home from school the **next day after** one of these conditions occurs. For instance, if the child throws up or has diarrhea on

Tuesday morning, the child stays home on Wednesday. **The child must be fever and symptom-free for 24 hours without medication. If a child returns to school the next day after a fever, vomiting, or diarrhea, the parent will be called to come pick up the child from the clinic. Under no circumstances will the child be allowed to be in the classroom.** For the sake of your child, his/her teacher and classmates, please follow the county's protocol for ill students.

Emergency Form

If a child is injured at school, the parent will be contacted. In order to secure emergency medical care, permission is required. Therefore, it is vital that we are able to contact you or another authorized person to obtain this permission. It is very important that you complete the EMERGENCY FORM and return it to school. If information changes during the school year (emergency contact, phone number, work number, etc.), please contact the clinic immediately with the updated information.

Administering Medications

No prescription medication may be given to students unless school personnel have proper written permission from the parent as well as the original container, which includes the following information:

1. Name of person to receive the medication
2. Date of prescription
3. Exact dosage
4. Exact time dosage is to be given

In order to ensure the safety of your child, we must have a MEDICATION REQUEST FORM on file signed by the physician and the parent. Extra copies are available in the clinic.

Over-the-counter products such as aspirin, Tylenol, gargles, cough medicine, eye drops, ear drops, etc. are classified as medicines and are to follow the same guidelines as those for prescription medicines.

Please do not send cough drops to school. A physician's signature is not necessary for over-the-counter products, however a MEDICATION REQUEST FORM, signed by a parent, must be on file.

Medications are to be brought to school by the parent or guardian. For safety reasons, students are not permitted to bring medicine to school or to administer it to themselves. Please work with us in taking these precautions.

The school also provides various health services. All Kindergarten students will be screened for hearing, vision, and speech problems at the beginning of the year. Each child will also be weighed and measured.

CONFERENCES

Though report cards serve as a good means of communication, they may not always be sufficient for some individual situations. Parents, as well as teachers, are urged to initiate a conference to clarify concerns and solve problems while eliminating frustrations and anxiety.

Parent-Teacher conferences are a very important part of the school program. Taking the time and making the effort to know the teacher will contribute to your child's security in recognizing the cooperative spirit of good parent-teacher and home-school relationship.

Since a teacher's time during the school day must be devoted to all children, we request that **parents not "drop in" or "stop by" the classroom when children are receiving instruction. Henrico County**

School Board policy requires all visitors to report to the office before going to the classroom. This is for your child's safety as we strive to maintain an uninterrupted instructional program. Please comply with this request.

DAILY SCHEDULE

Bells

8:05 a.m. Ready Bell

8:10 a.m. Tardy Bell. Classroom instruction begins.

2:40 p.m. Dismissal Bell

School hours: 7:50 AM - 2:40 PM

Half-day dismissal: 11:35 AM

Office Schedule

The office will be open from 7:30 a.m. - 4:00 p.m. daily. All visitors should report directly to the office. The building will be secured at 4:00 p.m. The evening custodial staff will be unable to provide access for forgotten items after this time.

DAY CARE TRANSPORTATION

Several day care facilities serve the families of our school community. Please arrange for them to arrive at school between 2:50 and 3:00 to pick up your child (school buses leave at 2:40). If you change your child's transportation arrangements at any time, please inform the school in writing and the day care provider by phone. Please convey to your child's driver the pick up window. If a daycare van is late on multiple occasions, parents will receive a phone call to notify them of the van's tardiness.

DISCIPLINE

Responsible student conduct is a source of pride here at Pemberton Elementary School. Discipline is based on mutual respect. We appreciate the significant contribution that each parent makes to our excellent standard of student conduct. We ask that the faculty and staff receive the same respect in developing positive citizenship as our students. We have school-wide expectations that facilitate pride or one's self, others, and school.

Our discipline code is based on the following essential principles:

1. Every student, parent, teacher, and staff member deserves to be treated with the highest level of respect.
2. Students have the right to an education without disruption.
3. Students who disrupt the learning environment or fail to demonstrate respect will receive firm and consistent disciplinary action.

Each year Henrico County Public Schools sends the community the Code of Student Conduct. This document outlines major categories of behavior and states the consequences that will occur as a result of misconduct. Please read the Code of Student Conduct carefully and review it in detail with your child.

Return the back page promptly, signed and dated by parent and student.

The classroom teacher has the main responsibility for encouraging and maintaining proper student conduct. The classroom teacher will review the rules and routines with your child. She will also share these with you. Each classroom teacher develops a disciplinary policy that creates a positive classroom climate, practices "preventative discipline" that takes action to prevent problems, prescribes corrective action when necessary, and treats everyone with respect and dignity.

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.

Students must dress modestly and in a manner that neither distracts from nor substantially disrupts the learning environment; therefore, a student's appearance that is disruptive, distracting, or hazardous is prohibited.

The administration of every 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:

- Hoods, hats, face masks, or head coverings of any kind inside school buildings during regular school hours, unless required for religious or medical reasons.
- The following items on school grounds during regular school hours: bandanas, do-rags, head scarves (with the exception of head garments for religious reasons), hair picks, wave caps, large combs, brushes, and rollers.
- Sunglasses, unless prescribed by a physician.
- Dresses, skirts, shorts, athletic shorts, and other similar clothing must reach the tip of the thumb when hands placed at the sides (arms straight with palms flat). When wearing leggings, tights, or similar apparel as an outer garment, tops must also reach the tip of the thumb.
- 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.
- Spiked jewelry, chains, and items which could cause student injury.
- Beachwear (which includes bathing suits and trunks) and sleepwear.
- Clothing that reveals undergarments.
- Cut-off jeans, cut-off sweat pants, or torn, ripped, or slashed clothing that reveals undergarments or body parts excluded by other parts of this code.
- Bedroom slippers or shoes with wheels, also known as "Heelys."
- Clothing that reveals the midriff while sitting or standing.
- Clothing that is tight, skimpy, or with plunging necklines.
- Clothing that is see-through, revealing, or resembles undergarments.
- Tube tops, halter-tops, halter-top dresses, strapless dresses or tops or dresses with spaghetti straps (tops must be at least two inches wide at the shoulder).
- High heels or flip flops at the elementary level (Elementary students are encouraged to wear athletic shoes or closed toe shoes with a rubber sole and should wear such shoes for Physical Education and recess).
- 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.

E-MAILS

Teachers have been directed to answer e-mails from parents **after** dismissal, *so that they are totally focused on teaching their students during the instructional day*. Teachers have also been encouraged to use the phone as much as possible when responding to parents to facilitate clear communication, which is accomplished best when people can hear each other's voices and intonation, and have instant dialogue. E-mails tend to ping-pong back and forth over time, and can be misinterpreted. If there is an issue that requires immediate attention, please call the office and we will relay the message to the teacher. It is possible that an e-mail may not be read until after 2:40 (dismissal time), since the teachers are focused on instruction until that time.

EMERGENCY / EVACUATION PLAN

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. The students are to follow procedures explained by the teachers. An evacuation plan is posted by the exit door in each classroom.

Emergency drills will also be conducted on buses each semester. Students will also practice Tornado and Signal Blue procedures multiple times a year.

EMERGENCY SCHOOL CLOSING

Developing inclement weather conditions or other emergency situations may force school to be closed early or canceled. In this event, announcements will be made on local television, radio stations, the HCPS website, and HCPS Social Media. **Please use these as your source of information rather than calling the school. It is important to keep our limited telephone lines as open as possible during an emergency.**

Please make definite arrangements in advance for your child in the event that we open late or close early. It is important that your child knows ahead of time what he/she is to do.

FIELD TRIPS

Field trips provide an extension to our curriculum. All students must have a completed and signed permission slip in order to participate. Please assist us by sending the exact amount for the trip. No post dated checks will be accepted. Students are expected to ride the bus to and from the field trip. Parents must have completed the volunteer form a minimum of 48 hours prior to the trip to be a chaperone.

FUNDRAISING BY STUDENTS

According to Henrico County Public School policy 6-14-002, students "shall not be involved in any fundraising activity which requires sale of items during the regular school day or in a door-to-door canvass of residences or businesses, when done in the name of the school or organization within the school.

This policy is not intended to exclude sale in school supply stores so long as only supplies related to the school program are sold at cost or at a fair rate of profit. 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."

INDEPENDENT READING

In addition to homework assignments, we strongly encourage a regular time set aside for independent reading each evening. Reading aloud to your child is encouraged on a daily basis in addition to their own reading. This activity is beneficial even for children in our upper grades.

General guidelines for this activity are as follows:

Kindergarten: The student should read or be read to 20 minutes per night.

Grades 1 & 2: 20 minutes per night

Grades 3, 4 & 5: 30 minutes per night

MAIN ENTRANCE

The main entrance is located at the bus loop doors. If you are visiting our school, please use the buzzer system at this entrance. Please use these doors to enter and exit our school.

Library

The school Library is open from 7:50 a.m. – 2:40 p.m. It is an important learning center for our students. Open access to the library is a critical component in the learning process at Pemberton.

Students have many opportunities to visit the Library. This may be for research, leisure activities, independent work, or other activities. We encourage students to make full use of Library services.

Please help us teach responsibility by encouraging your child to return books by their due date. If your child forgets to bring his/her books back, then he/she will be allowed to look for books, but will be unable to check them out until the overdue books are returned. Books will be held for two school days before returning them to the shelves. If your child has not returned the overdue books by the next scheduled library time, you will be contacted to determine if the book has been lost. Fees for lost or damaged library books and textbooks will be charged. All fees must be paid by the last day of school.

PARKING FOR SPECIAL EVENTS

Though our parking lot is small, we are fortunate to have access to a parking area behind the school on the field. If you park there, please do not block the hill leading from the blacktop down to the field. For very large events, parking is also available in the grassy areas to the right of the entrance and near the marquee, as well as the grassy area facing Pemberton Road. **The front driveway (bus loop) is a FIRE**

LANE. Any vehicle parked there is subject to being towed. Please do not park in the business lots across the street, as your car may be towed, and it is dangerous to cross Quioccasin Road.

PARTIES

Elementary schools are allowed one party per year. This is usually the Winter Holiday Party. Guidelines for the party are:

- Money collected should not exceed \$1.00 per student.
- No gift should be given to the teacher by the class collected as a whole.
- The party is to take place during the last part of the school day and limited to one hour, including cleanup time.

There are no school-sponsored dances at the elementary school level. Parties for teachers are not encouraged.

PTA

The Parent Teacher Association offers many opportunities to become acquainted with and work with other parents, teachers, and staff members of Pemberton Elementary. All parents are encouraged to become members of the PTA and are urged to attend the meetings. Interesting, informative, and entertaining programs are planned throughout the year. The PTA strives to keep open communication through newsletters and notices. The Pemberton faculty and staff members are extremely proud and appreciative of the outstanding support received from the PTA. PTA dues are \$5.00 for the school year.

SPECIAL PROGRAMS

A variety of special programs are available to students who meet specific criteria. Parents will be notified 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.
- All kindergartners and other new students are screened routinely for speech deficiencies, and, when appropriate, speech therapy is made available.
- The Intervention program offers remediation in reading and mathematics to students who meet stated criteria and are exhibiting weaknesses in basic skill areas.
- A program of gifted education will be designed to meet specific and individual needs of selected students. Classroom teachers will be the primary facilitators of this supplemental instruction.
- A school counselor is available to work with all students in the classroom, in small groups, and individually. Parents and students are encouraged to contact the counselor with special concerns or problems.
- Social integrated services programs are designed to meet the needs of students who need social support.

STUDENT ACHIEVEMENT

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 reports.

Grades K-1 will utilize a 4 point scale:

- 4: performance exceeds standard expectation
- 3: meets standard expectation
- 2: approaching standard expectation
- 1: performance is below standard expectation

Grades 2-5 will use a 10 point scale:

- 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, and art, students will receive a participation grade of satisfactory or needs improvement. Students need to wear appropriate shoes for physical education. If a student does not wear tennis shoes twice in a marking period, he/she must receive a grade of N. Students will receive progress reports during the 5th week of a nine-week marking period. Report cards are issued every 9 weeks. Please review the report card, sign, and return the envelope only.

Promotion/Retention

The Henrico County Board supports an academic program with high expectations for its students. It is believed that student success is contingent upon the mastery of certain basic academic skills in grades KG-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.

TECHNOLOGY

Henrico County Public Schools has the ability to enhance your child's education through the use of computers. This educational opportunity also comes with responsibility. You will receive a copy of the "Guidelines for Acceptable Use of Technology." It is important that you read and discuss these guidelines with your child. When your child is allowed to use the computer, it is extremely important that all rules are followed. A computer is a wonderful educational tool. Inappropriate use will result in the loss of this privilege.

VISITORS

Whenever you visit the school use the main entrance to gain access to the building. Upon entering, **please report directly to the main office for assistance.** You will be asked to scan your driver's license into our electronic visitor's database to obtain a badge. It is important that you wear this visitor's badge during your visit. We have a safe environment for our children and your cooperation in this area assists with security procedures.

Students are not permitted to bring visitors (friends, cousins, siblings, out-of-town guests) to school. Siblings from other schools are not allowed to attend during school events without permission from both schools.

If you are bringing forgotten materials to school for your child (books, lunch, etc.), please bring them to the office. We will deliver them to the classroom.

VOLUNTEERS

All volunteers **MUST** complete a volunteer application. This form is part of your "Back to School" packet. It is imperative that all parents complete this form at the beginning of the year. Background checks are conducted to ensure the safety of all students. This form is necessary for any volunteer opportunity (chaperone, mystery reader, etc.). Chaperones **WILL NOT** be permitted on field trips without this form.

YEARBOOKS

Each year the PTA publishes a school year book. These books are available for purchase via order forms sent home with students. Students who sign other students' books are expected to write respectful messages of well wishes. Students are not to deface or damage other students' books. It is important to pre order yearbooks to ensure you receive one. Extremely limited supply is available for sale after pre orders have been filled.

Our Pemberton Elementary Parent and Student Handbook may be accessed at <http://blogs.henrico.k12.va.us/pemberton/>. Please read carefully and review with your child. If you would like to receive a hard copy of the handbook, please contact the office.