

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.

Henrico County Public Schools
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 www.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.

August, 2017

Welcome to David A. Kaechele Elementary. The teachers and staff support your child's efforts to do their best. This school year promises to be an outstanding one as we continue to work together to build our new school community. Our school wide theme this year is "Mission Possible...Investigating Success." This will be a great theme to help encourage our students to inquire, study, inspect and examine clues for success in the 21st century. We will also continue to integrate the Habitudes (habits and attitudes) for academic success.. It is an expectation that our KES students contribute to their classrooms and never underestimate their significance in our school program. When our coyotes leave next June, I hope they see themselves as successful, and that each and every day they have the ability to make a difference in our school and their community.

The attached handbook will serve as a guide to you in providing information about the procedures at Kaechele. 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, and it is expected that all KES students and families follow them at all times. For your reference at any time during the school year, our KES Parent/Student Handbook will be posted on our school's website kaechele.henricoschools.us.

Please read this handbook carefully, discuss the contents with your child. Communication between school and home is extremely important. We will always do our best to keep you informed of any changes in procedures.

The faculty and staff at Kaechele are committed to ensuring that your child feels safe, loved, and he/she 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,
Cindy W. Patterson, 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 Kaechele Elementary School students, grades K-5, is from 7:40 a.m. to 2:10 p.m.

Daily Schedule

7:20 a.m. Students may enter the building.

7:35 a.m. Warning bell

7:40 a.m. **Tardy bell ***

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

2:00 p.m. Afternoon announcements

2:05 p.m. Dismissal bell for K-5 car riders, K-2 bus riders to bus loop and K-2 day care van riders and K-2 bikers/walkers to cafeteria

2:10 p.m. Dismissal bell for 3-5 bus riders and 3-5 day care van riders and 3-5 bikers/walkers to cafeteria

2:15 p.m. Bikers/Walkers dismissed from cafeteria

Attendance Procedures

The following attendance procedures are outlined in the HCPS Code of Community Conduct. It is an expectation that all schools follow the procedures. When appropriate, specific information has been added to help with clarifying procedures specific to Kaechele Elementary School.

Excessive and Unexcused Tardies or Absences to School

Students are expected to attend school every day. Absences from school include late arrival and early dismissal. Justified reasons for non-attendance should be submitted to the school for each absence, late arrival or early dismissal. Absences from school require approval from an administrator. Unexcused tardies and excessive early dismissals are considered violations of compulsory attendance.

Compulsory Attendance

When a student accumulates five (5) unexcused absences, the parent will be contacted and the school social worker will develop a plan with the parents to resolve the student's nonattendance.

When a student accumulates six (6) unexcused absences, the school social worker supervisor will report the attendance status to the commonwealth attorney's office.

When a student accumulates seven (7) unexcused absences, the school social worker will file a complaint against the student and/or parents through Henrico Juvenile & Domestic Relations Court.

KES school staff will also contact parents of students who attend Kaechele Elementary School when a student accumulates five (5) or more unexcused tardies.

Truancy

All student absences are considered **unexcused** unless the parent either calls the school at 364-8080 or sends a written note to the school's office to provide justifiable reason for the absence within 24 hours of the absence. **Email is not an accepted means of communication and contact should be made with the attendance secretary, not the classroom teacher.** Acceptable excuses for absences include the following:

1. Illness of student
2. Serious illness in family which necessitates absence of student
3. Death in the family
4. Special and recognized religious holidays
5. Other reasons approved by the principal

A written statement from a physician may be required when a student misses more than 10 days during the school year because of illness.

Early Dismissal/Leaving School Property without Permission

Once a student arrives on school property, they may not leave without administrative permission prior to the end of the regularly scheduled day. Students with early dismissals must be signed out by a parent, legal guardian or authorized adult at least 18 years or older, and he/she must present a picture ID when picking up a student from any school. 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. Once we begin dismissal procedures, students will not be able to be dismissed from classrooms. Please plan accordingly when coming at the end of the day.

Short Term Absence Make up Work (Sick, Emergency, etc)

Make up work will be available upon the student returning to school. 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. Make up assignments will not be given in advance. If you are interested in requesting assignments on the day of an absence for the student to receive that evening, then please call the school before 10:00 a.m. If you request the assignments for the day of the absence, please be sure to pick it up at the front office between 2:30-4:00 that afternoon. As a courtesy to the school staff, please do not bring sick children in to pick up make-up work.

Extended Absences and Make-up Work

When family plans require the absence of a child for an extended period of time, parents are asked to notify the principal in writing at least 2 weeks before the start of the absence. All absences will need to be reviewed and approved ahead of time by the principal and notification regarding the excused absences will be sent to the parent.

Make-up work and assignments for an approved extended absence can be requested in advance. However, lessons change from week to week or day to day as appropriate for the class. Therefore it is not feasible for the teacher to have the exact amount and type of assignments in advance. Upon request, the teacher will attempt to prepare some material, but not all material would be included in advance. Material not included in advance will be held for the child's return from the extended absence. Upon the child's return, it also may not be necessary for a student to make up an overwhelming amount of work. The teacher may use discretion on the quantity of assignments and select assignments that are essential for the student in order to help limit the workload. However, the packet of make-up work upon return, in addition to any requested material in advance, is due by the same rule of thumb formula (2 days allotted for each day absent).

Please be reminded a student will be withdrawn from school upon the 15th consecutive day of absence from school per district policy. Upon returning to school, the student will need to re-enroll and parent will need to provide proof of residency to the office.

Cafeteria

Breakfast is offered to all students from 7:20 – 7:40 a.m. in the cafeteria. The cost of a student breakfast is \$1.50 (reduced price \$0.30). Lunch may be purchased in the cafeteria at a cost of \$2.80 (reduced price \$0.40) for students in grades K-5. The cost of an adult lunch is \$3.40. Milk and snacks may be purchased separately. The cost of milk purchased separate from a lunch is \$.65. A monthly School Food Service lunch menu is available on the HCPS website.

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 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 student will enter the numbers on a keypad; 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. Money may also be used at MySchoolBucks.com (Heartland School Solutions). Heartland charges a \$1.90 handling fee for each prepayment. You must have your child's 11 digit ID to use the system. This ID may not be given over the phone and must be done in person in the office.
- Each student may deposit money in their 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 name and 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.
- School Nutrition Services has acquired an electronic menu publication system (Nutri-Slice) that will be beneficial to students and parents. In an effort to reduce environmental waste and be more cost conscious, SNS has moved towards paperless menus. All menus will only be available on-line.
- The on-line interactive menu program will allow access to current nutritional information (including calories, fat, carbs, sodium, protein, fiber, cholesterol and ingredients) on all menu food items in order to plan and monitor choices being offered daily. This information will also benefit parents and school nurses in dealing with students who are diabetic or have severe food allergies. This program will be updated as menus change.

To speed the line and give students as much time to eat as possible, parents are encouraged to take advantage of the prepayment and help your child learn their lunch account number.

When students do not have money or have forgotten their lunch, they are allowed charge privileges. HCPS Policy allows for a maximum of 2 charges. The amount charged is due immediately the following school day. Students can use this feature as many times as needed during the school year as long as the balance does not exceed \$5.00. Students who do not pay the negative balance will no longer be eligible to charge until their account is re-paid.

We never want a child to go hungry. Should a student not be eligible for further charging, the cafeteria will provide a whole-wheat sandwich and cold 8 oz. milk. There is no repayment for this limited emergency meal.

Each student has their own foodservice account and lunch numbers should not be shared 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 MySchoolBucks.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 automatically carry forward to the new school year no matter which HCPS school the student attends.
2. Some students' accounts that involve MySchoolBucks.com have parental restrictions based on the previous year's meal prices. Parents will need to contact MySchoolBucks.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 our school's cafeteria manager, Katie Bermudez, at 364-8080.

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. Please have the child's name and teacher name on the lunch. Teachers will be notified of the lunch, and students will be allowed 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, they must sign in at the office and then join their child only at the designated guest tables. 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 nurse is on duty during school hours to administer First Aid for injuries, which **are received at school**. School personnel as described in the current VDOE and VDH "First Aid Flip Chart", shall give no treatment, other than basic First Aid. Parents will not be called every time their child visits the clinic. The nurse will determine if a phone call is needed after assessing the child or administering aid. A "Clinic Referral" form will be used when a teacher has sent a student to the clinic during the school day. A copy of that form will be sent home to parents at the end of the day. If you have questions regarding information on the form, then please contact our school nurse, Rebecca Reeser at 364-8080.

Medication at School

At times it may be necessary for your child to receive medication during the school day. Except for basic first aid, all medical treatments and first aid are given in the clinic unless the staff member has been trained in regard to a specific student or medical condition. The school nurse teaches all training. 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 school staff to make an exception to the policy. Other than the two stocked Epipens that may only be given by trained employees; all prescription and over the counter medication (including cough drops, Tylenol, Advil, cold and cough preparations) must all be administered by the school nurse in the clinic. All medication must be in the original, unopened bottle. A parent/legal 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 and on the HCPS website.

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. 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 may not dispense medicine from a previously opened bottle. The physician/nurse practitioner in writing must authorize any over the counter medicine administered for more than 3 consecutive school days. **At no time may students transport medicine to school.**

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. Please list a local person as your emergency contact and not out of state.

Do not send your child to school if they have a fever over 100.4 degrees, vomiting or diarrhea due to illness. Children should be free from these symptoms for 24 hours before returning to school. **Also, if a child is absent from school due to illness, they may not attend after school activities that may be going on at school that take place on that day.**

If your child develops the above symptoms or other symptoms of contagious illness (such as pink, draining eyes, or an unidentified rash) while at school you will be contacted to pick them 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. Please sign your child out in the front office if they are leaving school.

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 nurse 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.

The nurse, for identification of possible problems involving hearing and vision, will conduct periodic screening tests. 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.

Code of Student Conduct

The HCPS Code of Student Conduct was developed to support students, and all members of the Henrico County Public Schools community, in establishing and maintaining a safe learning environment to ensure academic success. If this objective is to be accomplished it is necessary that the school environment be a safe and supportive community.

To assist students, parents, guardians, administrators and school personnel in maintaining a safe and supportive environment, the Code of Student Conduct will:

- describe rights and responsibilities of all students and parents/guardians and HCPS staff;
- identify supports and intervention strategies;
- identify classifications of incidents and describe corrective strategies for minor behavioral incidents and disciplinary consequences involving suspension or expulsion for egregious incidents;
- standardize procedures for administering disciplinary actions;
- describe rights of disabled students related to discipline; and
- codify the protections for ELL students and LEP families related to discipline

The Code of Student Conduct applies to all Henrico County Public School students, staff and families and will be enforced in its entirety at Kaechele Elementary School. It is enforced on school property, while traveling to and from school, at bus stops, in attendance at school or any school- sponsored activity. The entire Code of Student Conduct document is available for your review on the HCPS website. Questions concerning the content should be addressed with school staff.

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. Two formal parent conference days are scheduled during the school year (one in November and one in February). 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 notices, or other information approved by the School Board. School wide notices, relevant to K-5 students, will be sent home on Tuesday with each student. An online parent newsletter, Coyote Courier, will be sent out on a regular basis. The purpose of this newsletter is to keep families up-to-date on KES Programs, special events and PTA related news. At any time, a parent may consult our school's website, kaechele.henricoschools.us. It will also have up-to-date information, KES forms, and details related to our school.

Dress Code

While most students dress appropriately and safely for school, the School Board and school staff relies 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 Community 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 is shorter than finger tip length (arms straight with palms flat- measured by the ball/tip of the longest finger) even when worn with leggings or tights.
5. Messages on clothing, chains, jewelry and personal belongings that pertain to drugs, alcohol, tobacco, sex, gangs, vulgarity or that could 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 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), watch your local television (channel 12 or 99) or check the Henrico County website 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 CLOSING FORM**" for each child. Classroom teachers will follow the instructions listed on the form, should such a dismissal be necessary.

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 ahead of time in order for a child to participate. There are also in-house programs that may require a fee. Depending upon the field trip and/or activity please be aware that refunds may not be allowed. Information sent home with permission would note whether or not a refund is an option.

Library Books: There is no fine for overdue books. However, children and parents are responsible for the payment of lost or damaged materials. This cost can vary depending on the type and replacement cost of different materials. Please see the Library Learning Commons' site for the HCPS policy and the specific costs for each type of material.

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. Class photos will be taken in the fall. Purchase of these pictures is optional. Our school receives a percentage of the cost, which is used to purchase instructional materials.

Checks: Unless otherwise specified, checks should be made payable to **Kaechele 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

At Kaechele Elementary School, we strive to provide everyday a safe and healthy environment in which every child will learn. Schools should not only help to teach children how to make safe and healthy choices, but they also should provide an environment that fosters healthy eating. As we all know there has been a rise in our society of childhood obesity,

juvenile diabetes, and food allergies. In order to keep everyone safe and healthy, we will implement the following food guidelines at Kaechele Elementary School.

1. **Food will not be used as a reward.** Rewarding children in the classroom or during other school events need not involve candy or other foods that can undermine children's diet and health and reinforce unhealthful eating habits. A wide variety of alternative rewards can be used to provide positive reinforcement for children's behavior and academic performance. Candy is considered a food.
2. **Birthday Celebrations.** We welcome parents and family members to have lunch with their child on his/her birthday. However, due to health and safety concerns, cupcakes or other food treats will not be shared with classmates. Cupcakes and other treats sent in for a child's birthday will be taken to the office and a parent will be contacted. The birthday child will be recognized in their classroom and they will be recognized in the main office with a birthday pencil. A parent may donate a "birthday book" to our school's library or donate other special equipment to our school's art, music or PE departments in honor of their child. Details regarding a birthday donation may be obtained from our school's office.
3. Food may be brought into the school to support the **one** county approved party (winter party). Room parents will work with the classroom teacher and parents regarding special dietary needs.
4. Prior to the activity, the principal or associate principal must approve food used to support **instructional themes**. If a student has a particular sensitivity to a food product or a special diet, then the teacher will work with parents of that child or the room parents to determine how an activity can safely be organized.

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

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 10:00 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. Sick children are not allowed to go the classroom for any reason.

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 they not return to school for "forgotten" homework materials after the school day ends.** Additionally, please encourage your child to check for homework or other items before leaving for school each day. Students will not be allowed to call home for forgotten items. If forgotten homework, library books or other items are brought to school by parents, then they will be placed in the teacher's mailbox. Office staff will not interrupt class for forgotten items, except for eyeglasses.

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. The SOLs provide the framework upon which

we construct the elementary curriculum and are designed to promote effective teaching and learning, the instructional staff at Kaechele will strive to provide additional opportunities and differentiate the curriculum to address the needs of all students. The school division has created pacing guides to help teachers stay on track and to ensure curricular continuity across the school district.

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.
- In grades K-3, students identified as “**gifted**” will be clustered for instruction and receive services at Kaechele. Classroom teachers will be the facilitators of this differentiated instruction in conjunction with the Gifted Resource Teacher.
- **School Based Gifted Program** – In grades 4 and 5, students identified as “gifted” in both language arts and mathematics will be grouped together in one classroom for instruction. Please refer to school’s website for further information at schools.henrico.k12.va.us/kaechele/.
- One **school** counselor is available to work with all students in the classrooms, in small groups, and individually. Parents and students are encouraged to contact the counselor with special concerns or needs.
- **The Library Learning Commons’** mission is to empower students and staff to become critical thinkers, enthusiastic readers, skillful researchers, and ethical users and creators of information. Our Library Learning Commons (LLC) is an active, flexible, comfortable space where students can think, create, share, grow individually and with others. Our beautiful space is filled with print and digital resources to nurture multiple literacies, and create lifelong learners. Our learning community enjoys open access to our materials and flexibly scheduled classes, which are aligned to our school’s vision, our content SOL, and the AASL Standards for the 21st Century Learner. We have a participatory culture of co-constructed learning experiences where educators and students pool their skills, expertise, and knowledge and share in the tasks of teaching and learning. The LLC is a place for our learning community to be both **consumers** of information (“**Takers**”-as in checking out materials and receiving instruction), as well as **creators** of information (“**Makers**”- as in creating new information, expressing ideas, exploring materials, and tinkering) through a variety of rich learning experiences.
- **Art, Music, and Physical Education** instruction is 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.
- **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, first and second grade have access to four iPads and students in third, fourth and fifth grade have access to five laptops in their classroom. Each class has access to computer carts on wheels (COWS) and one iPad cart housing 25 iPads, which provide opportunities for whole class and small group use of technology.

Lost and Found

The Lost and Found is located in the entrance area outside of the gym. 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 placed in the donation bin located on the school property.

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. At Kaechele, this moment of silence is part of our morning announcement time.

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.**

Excellent ways to celebrate your child's birthday is to donate to one of our birthday programs: library birthday book fund, p.e. birthday fund, art birthday fund and music birthday fund. Additionally, we welcome parents and family members to have lunch with their child on his/her birthday. Equipment for our art, music and PE departments can also be purchased in honor of your child's birthday. Information can be obtained from our school's office and located on our school's website.

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

Preschool Programs

Kaechele Elementary School houses preschool programs for students receiving special education services. A full-day program is available for older 4-5 year old students, as well as a half-day program for younger 2-3 year old students who benefit from small group instruction. Also available is a half-day reverse mainstreaming program in which same-aged students with and without disabilities attend classes together. A licensed Early Childhood Special Education (ECSE) teacher and an instructional assistant teach students. Our preschool classrooms are driven by curriculum and Virginia Foundation Blocks for Early Learning in a language and literacy rich environment to target individual student needs. Preschool families participate in orientation at the beginning of the school year with the ECSE teachers and information regarding instructional programs and procedures related to the preschool day. Unless directed otherwise by the ECSE teachers, all information in the Student/Parent Handbook is applicable to all preschool students and families.

PTA 2017-18

(Parent Teacher Association)

Information regarding PTA events, activities, etc. may be found on the KES PTA website: kespta.com Information will also be communicated in the school's weekly online newsletter, The Coyote Courier.

PTA Executive Board

President, Debbie Casey

KaechelePTA@gmail.com

1st VP/Special Projects, John Trevillian

2nd VP/Student & Family Programs, Ramnita Sandhu

3rd VP/Ways & Means, Ambler Keppler

Treasurer, Jennifer Baldwin

Recording Secretary, Angie Wetzel

Safety and Security

A Crisis Intervention Plan has been developed for the entire school should an unforeseeable disaster occur. Our school staff is trained, and we practice with students what to do in the event of an emergency. Located on our school's website is a HCPS Crisis Preparedness Handbook. This document is not site specific but provides an overview for all HCPS parents. In collaboration with HCPS's Safety and Security office, KES follows the procedures outlined in this document.

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. The exit door in each classroom and in common areas posts an evacuation diagram/exit plan. Emergency drills will also be conducted on buses each semester. In the event a drill occurs when guests/visitors are in the building, it is an expectation that everyone exit the building. Every guest and visitor must be accounted for following evacuation.

At all times the exterior doors at KES are locked. The only point of entrance is the front doors and only after you has been buzzed in by office personnel. Please do not knock on any doors to gain entrance into the school. Students and staff have been instructed not to open doors for visitors. Additionally, if you are visiting, then we ask you to please adhere to the same procedure of not opening doors for guests. When entering the school through the front doors, we ask that you not hold the door open for guests following behind you. We need to account for each visitor who enters the building and anticipate who is reporting to the office. Please ensure that you are visible to our camera when you buzz for entrance. If we cannot see you then we are unable to buzz you into the school. **Please be prepared to state your name and your purpose for entrance into the school and, if requested, show a photo ID.**

Upon entrance, each visitor is to report immediately to the office to obtain a visitor's pass. While in the school please keep the visitor's pass on and within sight. Staff will stop you and ask you to report to the office if they do not see a visitor's pass. There are various times during the school day by either school staff or Watch DOGS in which the doors are checked to ensure they are secured and locked appropriately. The only time a door is unlocked is when duty personnel is present during morning, afternoon dismissal or other special times during the school day.

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 when attending performances, and when special assemblies or activities involve selected grade levels, siblings will remain with their own class and participate in appropriate grade level activities. Due to the disruption to the learning environment, siblings will not be called from classrooms to participate in selected grade level assemblies. School-wide invitation or information on grade level newsletters/communications will indicate when parent participation is appropriate.

Student Achievement

Teachers will make every effort to ensure success for each of their students. Teachers will consult with the principal, associate principal, school counselor, and other school personnel to develop strategies for working with each 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 on designated countywide distribution dates. Please refer to the “key” and/or “explanation of grading symbols” to assist you in interpreting these report cards. Any progress report is to be reviewed, signed by the parent(s) or guardian(s), and returned promptly to the school.

The Elementary Grading Scale for language arts, mathematics, science and social studies is as follows:

Kindergarten and First Grade

Four Point Scale:

- 4-Student’s performance consistently meets or exceeds standard/expectation and student produces outstanding work.
- 3-Student’s performance meets standard/expectation and student produces acceptable work.
- 2-Student’s performance is approaching standard/expectation and student inconsistently produces acceptable work.
- 1-Student’s performance is below standard/expectation and student frequently requires re-teaching.

Second, Third, Fourth and Fifth Grade

- A = 90-100 Excellent
- B = 80-89 Very Good
- C = 70-79 Satisfactory
- D = 65-69 Marginal Progress
- F = below 65 Failing

•Any report card grade below a “D” for students requires that the teacher conference with the principal and submit a plan of action for improving student achievement.

•In physical education, music, and art the S (Satisfactory) and N (Needs Improvement) scale will be used to indicate achievement.

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 students 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.

Assessments

A comprehensive look at how students are learning can be gained by examining a combination of different types of ongoing classroom assessments. These include benchmark tests, teacher-made tests, informal learning inventories, student work samples, projects and many others. Using all the information, and together with the standardized tests such as SOL/HATs 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

Name of Screening/Test	Grade Level(s) and Date(s) Administered	How the Information Collected by this Screening/Test is used by Teachers, Administrators, and Parents	How Results are Shared with Parents
PALS (Phonological Awareness Literacy)	K-2 (Grade 3 as necessary) Administered in the	Gives information about where students are in regards to their understanding of letter recognition, letter sounds, spelling, reading	Parent/teacher conferences

Screening)	Fall, Winter, and Spring	fluency, and comprehension.	
F&P Benchmark Assessment	K-5 Administered in the Fall, Winter and Spring	Gives information about where students are in reading fluency and comprehension.	Parent/teacher conferences
Benchmark Testing – Optional for some grades and content	2-5 Administered at the end of the first semester marking period	Gives information about student progress on SOL skills addressed in each of the content areas (Reading, Math, Writing, Science and Social Studies)	Parent/teacher conferences
CogAt (Cognitive Abilities Test)	2 Administered in late winter or early spring.	Gives information about student ability. Information may be helpful to the Intervention Team and/or Gifted Identification Placement Teams.	Results are usually placed in the end of the year report card
Alternative Assessments	Grade 3 Science & Social Studies; Grade 5 Writing	Portfolio collection assessments as an alternative to SOL testing	Teacher Discretion
MAP (Measurement of Academic Progress)	3-5 Administered in the Fall, Winter, and Spring	Gives information about student growth (achievement) in Reading and Math	Parent/teacher conferences. End of the year results mailed over the summer
SOL (Standards of Learning Assessments)	3-5 Administered at the end of the school year	Gives information about student progress in each of the content areas Gr. 3 – Reading and Math Gr. 4 – Reading, Math, and Virginia Studies Gr. 5 – Reading, Math, and Science	Results are mailed over the summer
Math Screener	K-2 Administered at beginning and end of year	Gives information in the fall for teachers to differentiate lessons accordingly and used to see progress.	Parent/Teacher Conferences

Transportation

IMPORTANT: Any changes in a child's normal transportation pattern must be requested **each time in writing** by the parent or guardian. To ensure accuracy and clarity in regards to the change, please use the attached CHANGE OF TRANSPORTATION form included in this handbook and also located on our school's website. Each written change will be directed to the office for approval. **We will not be able to accommodate phoned in request; however you may fax signed transportation changes to the following number: 804-364-8085. Additionally, due to the fact that teachers or staff may not be able to check email during the day, email should not be used as a means for communicating any change in transportation and will not be accepted.**

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 CHANGE OF TRANSPORTATION NOTE be sent to the office requesting permission. **Due to limited space on our buses, we discourage the use of the bus as a means of transportation to an afternoon play date. The primary use for HCPS buses is for transporting students to and from school.**

Respect of others and others' property is expected while waiting at bus stops. Students are to stand well back and away from any road surface and traffic and are to exhibit appropriate and safe behavior.

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

Car Riders – The school bus ramp at the side of the school should not be used to pick up or discharge anyone from private vehicles. A designated driveway located in the front 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. Please refer to the map included in the handbook regarding the traffic flow for our drop off and pick up area.

- Those who drop off and pick up children in the car rider area are asked to do so with extreme caution!
- Students should exit and enter from the vehicle's **passenger side** only.
- **Our car rider area 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 area. Other cars should follow the same procedure so that all designated drop off and pick up areas are being used at the same time. Fifth grade safety patrol students and school personnel will be available in the car rider area 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 area. 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 car rider area.
- Each family will be issued a blue car rider sign to be displayed in the right side window (passenger side) of your car. This sign will expedite the car rider process and provides some security in ensuring that students are going home with authorized adults. If a car does not have the sign displayed, they will be asked to park in the parking lot, report to the sidewalk and provide identification to school personnel on duty.
- 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** should never walk in the parking lot alone.
- 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 2:15 PM. Students walking home and bicycle riders will be held in the school cafeteria and dismissed once the majority of the car riders have been dismissed.
- Pets are not allowed on school property during school hours, unless the principal or associate principal grants special permission.

Walkers – Those students who walk should be instructed about precautions to take to ensure a safe trip to and from school. When dismissed, walkers are advised to go directly home. All students 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 school and county rules and regulations are in effect. An authorized adult or person should accompany kindergarten students.

Bike Riders – Students in grades 1-5 who live in the **walking zone** may ride bicycles to and from school. Bicycle riders must obtain permission from the principal or associate principal before riding to school. A “Bicycle Permission Form” (signed by both student and parent) and adherence to all rules as indicated on the form will be required. All bicycle riders should remember that they are under the jurisdiction of the school, both to and from school, and all school and county rules and regulations are in effect.

Visitors/Guests/Parent Volunteers

In an effort to safeguard the well being of every student attending Kaechele Elementary, all visitors, guests, and parent volunteers are asked to report to the office upon arrival. Other doors will be secured and locked at all times 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, then

please turn off or silence your cell phone. As a courtesy, we ask that you refrain from using your cell phone while in the building. If a need arises that it is necessary to place or receive a call while at the school, then please step outside. Cell phone use in the office is discouraged as it makes it is disruptive to office staff handling phone calls and assisting guests.

Anyone volunteering at Kaechele Elementary School will be required to complete and return to the school a HCPS Volunteer form. Volunteers will not be able to begin their work until the form has been returned to the school. School personnel will check names against the VA State Police Database Sex Offender Registry. All volunteers will participate in a volunteer orientation or training before volunteering.

Miscellaneous

•**Use of student owned electronics during the school day-** At this time, there is not a specific policy in place prohibiting students from bringing their personal hand held electronics to school to be used for instructional purposes; however, it is the teacher's discretion in allowing personal electronics such as Nooks, iPads, etc. to be used in their classrooms. If the teacher chooses to allow personal electronics to be used at school, then parent permission must be obtained in writing ahead of time. At anytime if the equipment is used inappropriately or creates any type of distraction to the learning environment, then the student will be prohibited to use their personal electronic at school. It is at the teacher's discretion to determine what is deemed inappropriate or disruptive. The school is not responsible for lost or damaged equipment. Grade levels may approve the use of electronics during field trips or other school related events. Information will be communicated ahead of time to parents and students when this may be appropriate.

•**Request for school records-** Parents may request for student records to be copied and mailed to other schools or organizations by completing a "Request Form." Please contact the school office to obtain the form. Please be aware that the school will limit the number of mailings requested; however, copies of records may be provided to the parent at any time once a request is submitted.

Change of Contact Information: If your contact information changes or you move during the school year, please contact the school registrar at (804) 364-8080 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.

KAECHELE ELEMENTARY SCHOOL

Afternoon Transportation Form

2017/2018

Please complete this form and return to school to indicate your child's afternoon transportation. Forms may be sent to school to change transportation or you can fax a signed note to 804-364-8085. Please call the office at 804-364-8080 to verify receipt. **NO CHANGES TO TRANSPORTATION CAN BE TAKEN OVER THE PHONE OR BY EMAIL DUE TO A SIGNATURE BEING REQUIRED.**

Student's First and Last Name: _____

Teacher's Name: _____

Grade: _____ Date: _____

PLEASE CHECK ONE

I would like to request my child's afternoon transportation be for:

_____ Today Only

_____ The following dates: _____ (must be consecutive)

_____ The remainder of the school year. Effective date: _____

_____ All School Year

CHANGE TO BE MADE

Early Dismissal: Adult picking up my child: _____

Time: _____ a.m./p.m. (Picture ID will be required)

Returning to School: Yes _____ No _____

****EARLY DISMISSALS AFTER 1:55 CAN ONLY BE GRANTED WITH THE PRINCIPAL'S APPROVAL****

Car Rider: Picked up by: _____

(Blue Pickup Form should be visible in vehicle)

****Buses cannot be used as a means of transportation for play dates****

Bus Rider: Bus stop location _____

Bus Number/Color: _____

Daycare: Daycare name _____

Parent Signature: _____ Phone #: _____

RELEVANT NOTES:

