



2020-21
STUDENT & FAMILY HANDBOOK
PINCHBECK ELEMENTARY RAYS
1275 Gaskins Rd.
Henrico, VA 23238
(804) 750-2670



We love educating your children! Thank you for the privilege of working with them each day.

Virtual School and Office Hours

7:30 - Office Hours Begin

7:55 - Morning Announcements Begin

8:00 - School Day Starts

12:35 - School Day Ends for Kg - 2nd grade Rays

1:05 - School Day Ends for 3rd - 5th grade Rays

4:00 - Office Hours End

(In-person) School and Office Hours

7:30 - Office Hours Begin

7:20 - Teacher arrival; students may begin arriving

7:40 - Tardy Bell - Supervision at parent drop off loop ends and instructional day begins

2:10 - Afternoon dismissal

4:00 - Office hours end

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1. ATTENDANCE/EARLY DISMISSAL/MAKE-UP WORK

The following topics are shared below:

- [Attendance](#)
- [Early Dismissal](#)
- [Making Up Work](#)

ATTENDANCE

In order to ensure success, students are expected to attend school on time each day. The regular school day is from 7:40 A.M. to 2:10 P.M. Students **MAY NOT** arrive at school before 7:20 and should not remain on school grounds after 2:10 unless a supervised activity is scheduled. Parents will be informed of any scheduled activity.

Children who arrive on campus after 7:40 A.M. are considered late and need to obtain tardy pass. Students must be accompanied by their parent and should report to the office for a tardy pass before going to class. Parents must park in the parking lot and not the parking lane in order to bring students into school.

Every day we are required to notify the home of every child who is absent. **It would be most helpful to the office and clinic staff if parents would call the school office before 8:30 a.m. to report an absence (750- 2670).**

If an absence is not reported within 24 hours, the absence will be marked unexcused. A written note stating the reason for the absence will excuse the absence if it is given to the office on the day your child returns to school.

We can also accept a note stating in advance that children will be out of school for medical appointments or other excused reasons. **Extended planned absences require principal approval and should be requested in writing at least a week in advance.**

Excessive absences and tardies can significantly affect a child's academic progress. According to the [HCPS Code of Conduct](#), the Principal may require a doctor's note to excuse absences and tardies should they become excessive.

Acceptable excuses for temporary absence from school include the following:

1. Illness of pupil;
2. Serious illness in family that reasonably necessitates absence of pupil;
3. Death in family;
4. Special and recognized religious holidays regularly observed by followers of a particular faith;
5. Medical appointments;
6. Other reasons approved by the principal.

EARLY DISMISSAL

The instructional day ends at 2:10 p.m. for students. **Dismissal prior to 2:10 p.m. requires that the parent come to the office and sign the early dismissal log.** Early dismissals do disrupt instruction so they are discouraged unless absolutely necessary. Any person picking up a student from school must show picture ID and be on the child's approved pick-up form.

Children may not leave the grounds during school hours for any reason without a parent or guardian. **Parents must provide written permission for their children to leave school with other adults or family members.**

Written information is required whenever you change the normal dismissal plan for your child. Without a written note, the school will dismiss your child using his/her "usual" plan. For safety purposes, changes of dismissal cannot be accepted over

email or via the telephone.

MAKING UP WORK

Parents may request a child's work by calling the school office before 10:00 A.M. or by sending a note to the teacher. Work may be picked up at the end of the school day or sent home with another child. Please do not come to school to pick up your child's work or to talk to his teacher without first calling the school. This interferes with the instructional day. If the request comes in after 10:00 A.M., we will make all efforts to comply; however, the work may not be ready until the next morning.

If a student is absent fewer than three consecutive days, the work is normally made up following an absence. The usual time frame for the make-up work is the number of days absent plus one. If due to extended illness or other excused absences, a student will be absent for more than three days, a parent may request make-up work while the student is out. However, in doing so, the work must be completed and turned in on a date as directed by the classroom teacher.

Henrico County School Board Policy requires that principals approve absences for other reasons. Written requests should be submitted to the principal at least a week in advance. In approved cases, the arrangements for making up work will be determined by the teacher and principal, and explained to the parent and child by the teacher.

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2. CLINIC/HEALTH SERVICES

A clinic nurse is on duty during school hours to administer First Aid for injuries, which are received at school. No treatment, other than basic First Aid, as described in the American Red Cross First Aid Manual, shall be given by school personnel. Such medications as aspirins, Alka-Seltzer, cough drops, throat lozenges, ear drops, Pepto-Bismol, eye washes, etc. are considered

over-the-counter medications and are not to be given by school personnel unless the appropriate forms are completed. A form for this purpose may be obtained from the clinic. **Students may not keep-over-the counter medicines of any kind on them while at school.**

Over-the-counter or prescription medicines may be brought to the Clinic by a parent/guardian in appropriate labeled containers with complete instructions and required paperwork. **Students should never bring medicine of any kind into school. All medications must be brought to and from school by the parents/guardians.**

Along with the medication, a physician's note is needed with the following:

- a. Name of person to receive the medication
- b. Date of prescription
- c. Exact dosage
- d. Exact time dosage is to be given
- e. Doctor's signature

Under certain conditions during a short-term illness, a parent may come to the office and administer required medication to his/her child.

Children who are found to have temperatures/fevers which warrant concern will need to be removed from school as quickly as pickup can be arranged.

In case of serious injuries or illness, every effort will be made to immediately contact the parent or guardian. **Each child must have a health history form and emergency phone numbers on file for this purpose.** This person will be called to pick up your child in the event that we cannot contact you. This person does not have the authority to authorize medical treatment. If the student requires treatment beyond First Aid and if the parent or guardian cannot be reached, the student will be taken by the rescue squad to the nearest hospital for emergency treatment.

For the benefit of your sick child and all others here at school, we ask your cooperation in the following ways:

1. If you are called by the clinic attendant to come pick up your sick child, please do so as soon as possible. We cannot let sick children remain in the classroom and we do not have the facilities to care for a sick child for an extended period of time.
2. Do not send your child to school if he/she is already experiencing the following symptoms which may be characteristic of a communicable disease: "A communicable disease may be suspected when a combination of any two or more of these symptoms is present: headache, watery and inflamed eyes and nose, cough, elevated temperature, skin eruptions, sore throat, vomiting and diarrhea."
3. If a child has experienced an elevated temperature/fever, he/she **cannot return to school within 24 hours from the time their temperature returned to normal without fever suppression medication.**
4. If your child has been diagnosed with a positive culture and has been placed on an antibiotic, he/she should not return to school until 24-48 hours after the medication has begun, or as directed by the child's physician.

Periodic Screening Tests for identification of possible problems involving hearing and vision will be conducted by the clinic attendant. 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.

The clinic nurse will inform you when medications are about to expire. Parents must pick up remaining medications by the last day of school each year.

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3. COMMUNICATIONS

Our PTA provides every student with a Home-School Communication Folder. Teachers will use this to send notices home every Wednesday. Please be sure to check for important information. Some grade levels will send home communication daily. Please check with your child's teacher as to the routine. In addition, all grade levels send home weekly newsletters to keep you informed about instruction and class events. Finally, in addition to school-wide monthly calendar emailed at the beginning of each month and posted on our website, our PTA sends a weekly newsletter each Monday online. Be on the lookout for registration information to be sure to receive this most up-to-date communication. The newsletter is electronic. Please let us know if you need a paper copy.

For questions regarding your child's performance or classroom specific questions, please contact your child's teacher by telephone, email or written note. In order for maximum instructional time, parents are not permitted to drop by during the day to ask teachers questions. Please use one of the means above to contact your child's teacher. Teachers will return calls or messages within 36 (working business) hours.

Conferences will be held periodically to discuss your child's progress and plans for his/her education. The request for a conference may be initiated by parent, teacher, principal and/or other staff members. As a courtesy to all parties involved, conferences should be scheduled in advance at a mutually agreed upon time. It is extremely important that open communication be maintained between home and school.

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4. CONDUCT

To ensure a safe and orderly learning environment in which your child can make the greatest progress, discipline must be taught

and practiced. Teachers are eager to work with children and parents to achieve good classroom discipline, and refer children to the office only when administrative assistance is necessary. We have a set of school-wide behavior expectations, called RAYS, which every student is expected to follow. As a school we set goals to earn RAYS together and earn reward time when we meet our goals. Students also set individual goals by earning stars to move up our Super Improver Wall.

When children fail to observe rules of good conduct, we have a responsibility to deal with that behavior in a firm, fair, and consistent way. The goal of all discipline is to help students take responsibility for their actions, to not repeat the same mistakes, and to develop an internal desire to do the right thing.

The Henrico County Public Schools Code of Student Conduct outlines the rights and responsibilities of students, parents and staff and outlines fifteen categories and suggests disciplinary consequences which may occur. Disciplinary action will be in accordance with HCPS guidelines and may be based on a student's past behaviors. The [Code of Student Conduct](#) can be found at the following link. (See "Dress Code" section for policy.)

Bullying is often a concern by parents and a word frequently used incorrectly by students and parents. Bullying is defined as a person who is exposed repeatedly and over time to negative actions and result in a an imbalance of power or strength. Should any student or parent have a concern of bullying, we encourage you to talk with school staff. If any person is uncomfortable doing so or wishes to report anonymously, Silence Hurts, is a way in which to do so. Silence Hurts can be found on our school website.

Buying, selling or trading of anything among students is also strictly prohibited. Please discuss this with your child. This rule includes food items.

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5. CURRICULUM

Pinchbeck Elementary offers a strong academic program. The curriculum incorporates the [HCPS Essentials of the Curriculum](#), which meet and exceed the Standards of Learning that are set forth by the State Department of Education. Core academic areas include mathematics, science, language arts, and social studies.

Other areas of the curriculum include: guidance lessons, family life (grades 4 & 5), art, music, physical education, library, and computer science. Exceptional education services, English as a Second Language, and the Advanced Essentials of the Curriculum are used to accommodate students who have been identified with having a need in any of those areas.

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6. DRESS CODE

Experience has shown that "common sense and good taste" are the best guides when it comes to appropriate clothing for school. Since this is a campus style school and the children go in and out of the buildings several times each day, it is suggested that children always wear tennis shoes or rubber soled shoes and that they always have a sweater or jacket with them at school. Tennis shoes are required for participation in P.E. activities held in the gymnasium.

Please see [HCPS Student Code of Conduct](#) for specific regulations regarding acceptable and unacceptable dress.

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7. EMERGENCY PREPAREDNESS

School emergencies due to natural or human events are a scary

but real possibility that require careful planning and preparedness. Pinchbeck Elementary teachers and staff receive extensive training to ensure the safety and well-being of all children and adults. Regular Safety Committee meetings, school-wide drills, and an annual external audit ensure that we are continually improving and updating our procedures in the event of a school emergency. Please refer to our school website for information on emergency preparedness. Should an emergency arise, parents are asked to stay away from school grounds until they are given the okay to do so when the school is determined safe and emergency responders have finished acting. Depending on the incident, families will be reunited here at Pinchbeck or at St. Mary's Church (next door to the school).

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8. EMERGENCY SCHOOL CLOSING

The decision to close schools for the day, dismiss schools early or to delay the opening of schools is made by the Superintendent's office. Once a decision is made, it is announced by local radio and television stations, and by the HCPS School Messenger system (you will receive a phone call and/or text message). **Please do not call the school for this information.** We need to keep our phone lines open to process emergency information.

If the opening of school is delayed, please do not drop children off at the regular opening time. There is no adult supervision available and on some occasions, the building is not open.

When school is closed early, children and their teachers need to know where the children are to go if they are not going home as usual. Forms for emergency dismissal will be filled out each year by parents. This is the information we use on these special days. Please update the office if you need to change information.

Parents should plan in advance for the unexpected but necessary early closings. Please discuss the plan with your child.

It is absolutely essential that we have a current home, work and emergency telephone number for one or both parents. If any of these numbers change during the school year, please write the school to give the number to the secretary and to the teacher. All phone numbers are confidential and are only released to appropriate school personnel.

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9. FIELD TRIPS

Field trips are planned throughout the year as an integral part of the curriculum. You will receive notification of these trips as they are planned.

Written parental permission must be on file in the school office before a child will be allowed to go on any field trip. Refunds will not be made to students because fees collected are carefully calculated to pay for the bus and any entrance fee for the trip destination. Fee assistance is available upon parent request. Please contact your child's teacher.

Parent chaperones are an integral part of field trip supervision. Official chaperones are chosen by the classroom teacher. We welcome other parents who wish to attend to meet classes (space permitting) at the field trip site. In order to attend any field trip, **all volunteers must have filled out a volunteer application at least 2 days prior to the trip.** Any person wishing to meet a class at a field trip must send a written note to the principal at least 24 hours prior to the trip to obtain permission.

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10. HCPS Policy & Regulations Manual

A copy of the [Policies and Regulations Manual](#) of Henrico County Public Schools is available to students, employees, and the public on the HCPS website, <https://henricoschools.us/policies-regulations/>. Any person unable to access the online policy may request a copy of a specific policy by contacting the Policy and Constituency Services Specialist at 652-3714.

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11. HOMEWORK

Research shows that at the elementary level, nightly reading and studying are the most effective forms of homework. With that mind, Pinchbeck teachers ask that every child read for at least for 15 - 20 minutes (depending on age) every night and to review content and word study nightly. Quarterly projects may also be assigned. While reading logs will not be assigned, it is extremely important for all students to read and be read to daily. For many students, the lack of requirement will be freeing and will inspire them to want to read on their own. For more reluctant readers, you may want to spend time reading together to build confidence and interest.

Teachers will also send home optional choice items for families who wish to reinforce skills at home or engage in practice together. We encourage students to use the time to also explore and research topics that may interest them. We encourage families to set aside time together to complete reading, review and other activities.

Students in 5th grade will be asked to complete some written assignments each week in order to practice study skills in preparation for middle school.

In an effort to develop a strong sense of responsibility and accountability in each child, it is requested that one not return to school for “forgotten” materials after the school day ends.

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12. HUG & KISS GOODBYE ZONES

Due to enhanced safety procedures, parents/guardians will NOT be allowed to walk students to their classroom,

beginning the third week of school unless they sign in the office. Parents may drop students off in the front loop or may walk students to the three designated "Hug & Kiss Goodbye" Zones located in front of the cafeteria, at the bus loop in front of F Building and at the gym for Cabin Creek walkers. **No students arriving in cars should be dropped off at the gym at any time.** When needing to walk students to class for special circumstances, parents are required to sign in as visitors using the visitor management system.

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13. INSURANCE

Insurance will be available for students. Information regarding insurance options will be sent home the second week of school. Checks should be made payable to and mailed to the insurance company.

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14. LIBRARY MEDIA CENTER

The Library is available to all students during the school day and before school (7:20-7:40) for research and checking out books. The loan period for books is one week. Books may be renewed for additional time. No fines are charged for overdue books. Damaged books must be paid for when the problem occurs. Lost books must be paid for by the end of the school year. Students are encouraged to search carefully before paying for a lost book.

Instructional time in the library is scheduled with the librarian weekly as part of the resource schedule.

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15. LOST AND FOUND

A lost and found collection is kept in the **cafeteria lobby**. If a child finds an article, it should be turned in to the teacher or to the office. Clothing, lunch boxes, purses, books, and papers are frequently found and returned to the owner **if your child's name is attached to the object**. Periodically, unclaimed lost and found items will be given to charity.

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16. LUNCH AND BREAKFAST PROGRAM

The following topics are shared below.

- [School Nutrition Services Overview](#)
- [Meal Prices for 2020-21](#)
- [Free & Reduced Meal Application](#)
- [Refund Policy](#)
- [Student Meal Accounts](#)
- [Online Menu Nutrition Information](#)
- [Lunch Visitors](#)

School Nutrition Services Overview

School Nutrition Services uses a student account procedure and also an online system, which allows parents to pay or replenish their student's account using a personal credit or debit card. This system is MySchoolBucks.com. (They do charge a 4% transaction fee to add money to the school account.)

Payments may also be made by cash or check. Checks are preferred **on Monday mornings**. **Please put your child's account number and any purchase restrictions on the check you send to school.** The account balance remains good until used.

School Nutrition Services will continue to provide, as a courtesy to all parents, weekly phone calls if their child's school meal account becomes low or if they have reached their charge limit and have a negative balance. Please check weekly to ensure that your child has lunch or lunch money.

Breakfast is served daily from 7:20-7:40. Lunches are

served according to your child's lunch schedule except on half days when lunch is provided prior to leaving school.

Students who qualify for reduced lunches/breakfasts may pay daily, deposit money into their account each Monday morning, or use MySchoolBucks.com. New Free & Reduced Meal Applications must be filled out each school year. There is never a cut-off time for applying as applications are accepted throughout the school year.

Lunches from home should always contain everything needed for a child to enjoy it - napkin, spoon or fork, straw, etc. Students should either bring or buy a drink each day. The cafeteria sells milk, water, and canned fruit drinks.

We ask that you not send fast food and carbonated drinks or sodas for lunch. Thank you for helping with this.

Parents are welcome to have lunch in the cafeteria with their children. Lunch may be brought from home or purchased in the cafeteria. **However, food may only be brought in for your child. No treats are to be given to other students due to health safety. A special parent table is designated for you to sit with only your child during lunch.**

MEAL PRICES for 2020-21

National School Lunch Program: **Student Lunch (all levels)** \$TBD

Reduced Price Lunch \$TBD

Federal Breakfast Program: **Student Breakfast (all levels)** \$TBD

Reduced Price Breakfast \$TBD

Adult Lunch: \$TBD

Adult Breakfast: \$TBD

(Adult meal prices set by USDA)

Low-Fat or Non-Fat Milk: \$TBD

A La Carte Items: A la carte prices are established in August.

FREE & REDUCED MEAL APPLICATIONS

Online Interactive Meal Applications continue with the 2020-21 school year. We strongly encourage families to apply online at www.HenricoVA.HeartlandApps.com. This site is now available. Free & Reduced paper Meal Applications for 2020-21 will be available in the schools in mid-August. You may check the status of your application online at www.SchoolLunchStatus.com

Please remember, there is never a cut-off time for applying as meal applications are accepted throughout the school year.

REFUND POLICY

NO REFUNDS ON PRE-PAYMENT OF MEALS

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 Henrico County. However, there are other options:

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

STUDENT MEAL ACCOUNT NUMBERS

All students will be issued permanent (5-digit) student meal account numbers. This will allow School Nutrition Services to issue only one (1) student meal account number for the duration of the student's academic career. A 5-digit account number will ensure stronger student account security and prevent memorizing a new student

account number each school year. A new permanent student meal account number can be reissued at any time upon request if Student ID number is suspected to have been compromised. For questions or assistance, please see your school's Cafeteria Manager.

ONLINE MENU/NUTRITION INFORMATION

School Nutrition Services has an electronic menu publication system (Nutri-Slice) that is beneficial to parents and students. In an effort to reduce environmental waste and be more cost conscious, all menus are only available online at www.Henrico.Nutrislice.com. The new online, interactive menu program allows 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 also benefits parents and school nurses in dealing with students who are diabetic or have severe food allergies. This program is updated as menus change.

LUNCH VISITORS

Please keep in mind that only people on students' Authorization for Pick-up form are the only adults who can visit with students at lunch. If there is another person (i.e. visiting grandparents, aunts/uncles, family friend), whom you as the parent would like to visit with the student during lunch and they are not on the students' Authorization for Pick-up form, you **must** submit that request in writing with your signature. This practice is done to ensure and uphold student safety.

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17. PARTIES AND BIRTHDAYS

Elementary schools are allowed one social function during the school year on school time. The following guidelines must be followed:

- The party will be held the last hour of the day that school closes for winter vacation.
- **Money collected by Room Mothers cannot exceed \$3.00 per**

pupil.

- No gift can be given to the teacher by the class as a whole or by the class and Room Mother at any time for any reason.

Birthdays - Due to health concerns and allergy needs of our students, cupcakes or other treats are not allowed to be brought in for student birthdays. Birthday balloons and flowers are not permitted as these aren't allowed on the bus. Parents/students MAY bring in stickers, pencils, erasers, bookmarks, etc or donate a book or other material to the classroom in honor of a child's birthday in lieu of cupcakes or other treats. **Invitations to parties may only be distributed at school if they are for the entire class, or all of the boys or girls.** The PTA provides a school directory to assist with contacting classmates and peers to send individual invitations.

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18. PROMOTION AND RETENTION

Academic performance will be the prime determiner in making a decision as to whether a student should be promoted or retained. Promotion or retention will be based on what will result in the greatest good for the pupil taking into consideration additional factors such as ability level, attendance in conjunction with classroom performance, chronological age in relation to the normal grade/age group, delayed/advanced physical development, maturity in emotional and social development, and work and study habits. Parents are important participants in this critical decision along with the principal, teacher and other school professionals who have worked with the student. The Henrico County Public Schools School Board has set academic guidelines for promotion and retention.

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19. PTA

PTA = Parent Teacher Association

The PTA is a non-profit organization, which supports the school by providing volunteers, programs, equipment, and materials.

The mission of the PTA:

- To support and speak on behalf of children and youth in the schools, in the community and before governmental bodies and other organizations that make decisions affecting children.
- To assist parents in developing the skills they need to raise and protect their children.
- To encourage parent and public involvement in the public schools of this nation.

Pinchbeck is fortunate to have a highly dedicated PTA, who seeks to ensure the success of all of our students. We strongly encourage EVERY family to join and participate in the PTA. The Pinchbeck PTA contributes to our school in many ways including: purchase of books for the bookroom, purchase of communication folders, organizing school-wide events and room parents, after school programs including enrichment and after-school tutoring, and classroom programs including Young Scientists to just name a few.

For more information, please visit the PTA website:
<https://pinchbeckpta.membershiptoolkit.com/>
Be sure to sign up to receive the weekly PTA newsletter, volunteering and event information.

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20. REPORT CARDS AND STUDENT RECOGNITION

Report cards are issued every nine weeks to all children. **The report card envelope only needs to be signed and returned promptly to school.**

High academic standards will be emphasized in all grades. The HCPS School Board has approved the following grading scale for Language Arts, Mathematics, Science and Social Studies.

Kindergarten and first grade:

- 4: Student's performance consistently meets or exceeds standard/expectation and student consistently produces outstanding work.
- 3: Student's performance usually meets standard/expectation and student consistently produces quality work.
- 2: Student's performance is approaching standard/expectation and student inconsistently applies learned skills.
- 1: Student's performance is consistently below standard/expectation and student frequently requires re-teaching.

In grades 2, 3, 4, and 5, work is evaluated using the following scale:

A	90 - 100
B	80 - 89
C	70 - 79
D	65 - 69
F	below 65

Grades of S (Satisfactory) and N (Needs Improvement) will be used in all grades for Art, Music, and Physical Education.

Recognition for academic achievement and citizenship will take place after each grading period and varies by grade. Formal recognition assemblies will be held at the end of each semester.

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21. SNACKS AND CLASSROOM TREATS

Grade levels have snack time during the day due to lunchtime schedules. We ask that you provide your child with a healthy and nutritious snack each day.

Teachers may on occasion use food as part of a lesson or reward students with special treats as a motivational tool or as part of a positive discipline program. Teachers will carefully

monitor the allergy needs of students in the classroom when making these decisions. Types and nutritional value of treats provided will be left to the teacher's professional discretion.

Parents may at any time contact their child's teacher or a school administrator to request that their child's treats be consumed at home rather than in the classroom or may choose to provide a suitable alternative.

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22. TECHNOLOGY AND THE INTERNET

All Pinchbeck Elementary students, K-5, have the privilege of using laptop computers and/or iPads in the classroom. Technology is a highly effective instructional tool when used appropriately. Students should follow teacher instructions and follow rules for usage as outlined in the HCPS Code of Conduct under Technology Use. Internet safety lessons are taught at school and access is monitored while students are on school grounds. Students are often able to access programs used in the classroom via access to their teacher's blog site. We encourage parents to participate with their child while using these sites as partners in their child's education, but also to ensure Internet safety at home. It is important for parents to check guidelines for all Internet site age restrictions and guidelines before use. Many sites set parameters that children younger than 13 may not use their site.

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23. TEXTBOOKS/INSTRUCTIONAL MATERIALS

Instructional materials are provided without charge. In the event of loss or abuse of materials, replacement costs shall be assessed.

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24. TRANSPORTATION

The following topics are shared below.

- [School Bus Transportation](#)
- [Students Transported by Car](#)
- [Use of Bicycles](#)
- [Students Walking to School](#)
- [After-school Transportation Changes](#)

School Bus Transportation

School bus transportation is provided for students who live outside of the walking zone. Each child has a regularly assigned bus that transports him/her to and from school daily. At times, it is necessary for the transportation department to substitute buses. Any bus changes are announced before the children leave the buildings. **We strongly encourage students to ride the bus to ensure on-time arrival to school each day.**

The driver of the bus has the authority and the responsibility for maintaining order and providing a safe environment. Students who violate designated rules on the school bus put themselves and others at risk of accident. The privilege of riding may be revoked for a specified time or permanently by the school principal.

All arrangements for a child to stay with another family must be made at home between the parents involved. A note must be sent by for any changes in regular transportation. If a student is riding home with another student, the note should include who they are going home with and the bus information.

Please refer to the Code of Conduct for more information pertaining to school bus rules.

Students Transported by Car

Students transported by car **MUST** be dropped off and picked up in the parking lot directly in front of the school on

Gaskins Road. **Students MAY NOT be dropped off in lot by the gym or at the corner of Gayton and Westridge Rd.** Students must not be dropped off in any area other than directly in front of the school office.

Students being transported by parents should not arrive before 7:20 a.m. Please form a single file line to drop off children. **If parents need to park their cars, please accompany children to and from the parking lot for safety reasons.** All students should be picked up using the inner loop by 2:25 p.m. Any student left at this time will be taken to the office and must be picked up from there. Parking and student drop off in the bus loop is never acceptable and is labeled "No Parking" by the Henrico County Police Department.

Use of Bicycles

Due to the heavy traffic on Gayton and Gaskins Roads, riding bicycles is NOT allowed.

Students Walking to School

Walking zones are established in such a way that elementary school pupils will not be walking in excess of approximately 0.3 miles each way. A crossing guard is on duty at Gayton Road (Farmington) every morning and every afternoon. A staff member is available at the corner of the school parking lot and Marywood Lane to assist students crossing at that point.

After-School Transportation Changes

Whenever a child's regular means of transportation home needs to be changed, the school **MUST BE INFORMED IN WRITING**. The note must be signed by the parent and dated so that the information can be recorded in the Transportation Log in the Office. Please include the child's full name, teacher's name, date and reason for the change. **CHANGE OF TRANSPORTATION PLANS WILL NOT BE ACCEPTED OVER THE PHONE OR THROUGH E-MAIL.** This rule will be strictly

enforced to ensure the **SAFETY** of all children.

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25. VISITORS

Visitors are always welcome! All visitors, including parents, need to check-in at the office before going to a classroom or any other location on campus. **For the safety and security of our students and staff, visitors will be required to present a valid Driver's License, State ID, passport or other government issued ID and sign in at the front office where they will receive a visitor's badge. Visitors must wear a visitor's badge at all times while on campus.** Upon leaving, all visitors must sign out before exiting school premises. All visits to classrooms during instructional time should be coordinated in advance with the teacher or principal.

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26. VOLUNTEERS

We encourage and thank all of our volunteers who assist in numerous ways, including: classroom helper, clerical or copy help, cafeteria monitoring assistance, field trip chaperone and opportunities through the PTA. All volunteers must complete an application **each school year** and return it to the office. Volunteers must follow the visitor sign-in procedures. Volunteer work in the classroom needs to be coordinated with the teacher. **Volunteering in the classroom should be done without bringing younger children to school per school board policy.**

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27. OTHER IMPORTANT INFORMATION

The following topics are found below:

- [The Family Educational Rights and Privacy Act](#)
- [Title IX](#)
- [Smoking](#)

The Family Educational Rights and Privacy Act

The Henrico County School System complies with all the regulations relative to the above Act, and any parent desiring additional information should contact the school principal. Parents may review their children's records by making an appointment with the school administration.

Title IX

"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."

Smoking

Under the Clean Air Act, smoking or tobacco use of any kind is not permitted on public school property.

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