STUDENT HANDBOOK
2022-2023



THREE CHOPT ELEMENTARY SCHOOL
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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, www.henricoschools.us. 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.

This handbook is designed to provide students and parents information that will help them understand policies and guidelines that are necessary for the safety, welfare and well-being of the students. It reflects Henrico County policies as well as Three Chopt Elementary policies. Please read this book and take it home to discuss it with your child.

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THREE CHOPT ELEMENTARY SCHOOL MISSION STATEMENT

The mission of Three Chopt Elementary School is to embrace each child as an individual, to foster lifelong learning, and to prepare each student to be a responsible contributor to society. We believe that each child is unique, and to develop this characteristic we provide a variety of social, emotional and educational opportunities which encourage growth as well as prepare our students to become critical thinkers, problem solvers, and innovators. Our students will be a part of a profound learning experience that develops not only their minds, but also their many talents. Our goal is to prepare our students to be #LifeReady as they move towards greater independence.

ABSENCES AND TARDIES

ABSENCES: Parents are urged to call early in the day to report a student's absence (673-3755). If a call is not received, a staff member is required to contact the parent by telephone when a student is absent so that we are able to verify and code absences as they occur.

In addition to the phone call, a written excuse for absences is requested from a parent or guardian on the day a student returns to school. These notes will be maintained in attendance records.

Acceptable excuses for absence from school include the following:

- Student illness
- Serious illness in family, which reasonably necessitates absence of pupil.
- Death in family
- Recognized religious holidays regularly observed by followers of a particular faith.
- Medical appointments.
- Other reasons, requested in writing and approved by the principal.

When a child is absent, make-up work should be completed in a timely manner. **When a student is absent for vacations, assignments will be given on the student's return to school, NOT prior to leaving unless previously arranged with the classroom teacher.**

TARDIES: If a student is tardy to school, the student is required to come into the school office for a pass to class.

Acceptable excuses for tardiness from school include the following:

- Student illness
- Medical appointment
- Court appointment
- Other reasons approved by the principal

ATTENDANCE

Parents are responsible for seeing that students are regular and punctual with attendance at school. Excessive absences and tardiness may result in unsatisfactory grades due to the child's inability to compensate for missed activities. Family vacations should coincide with school holidays. Please refer to the Henrico County Code of Conduct for state requirements.

AWARDS

A Fifth Grade Promotion Ceremony will be held the last week of school. Students in Grade K-4 will be recognized within the classroom for their accomplishments.

CHANGE OF NAME, ADDRESS OR TELEPHONE

If you change your name, address or telephone number, please notify the school immediately in writing. If your address changes, you will need to provide new proof of residency.

If you are moving out of the Three Chopt zone, please notify the office as soon as possible so that a transfer form can be completed for your new school location.

CLINIC

At each grade level, personal health is given much emphasis. We urge and encourage regular attendance, but **ill children should remain at home.**

The clinic is available for student needs throughout the school day. The clinic attendant is certified to provide first aid according to the American Red Cross First Aid Manual. When students go to the clinic due to illness, the clinic attendant decides if the illness requires parent

notification. If a child has a fever or observable signs of illness, the parents are contacted to take the child home.

Your child's **Emergency Information Sheet** should be completed and returned to school immediately. This provides information to be used should your child become ill or injured at school and needs immediate or emergency care or treatment. It is very important that you list another person or persons who can be contacted should we be unable to reach you. Please make a note of any unusual health conditions such as allergies, asthma, etc., that your child may have. If information changes during the year, please let the clinic or office personnel know.

ALL MEDICATION MUST BE DELIVERED AND PICKED UP FROM SCHOOL BY AN ADULT

The following information pertaining to first aid and medication, which may be administered at school, is taken from the Henrico Policies Handbook 6-09-002:

A. Medications: No medicine shall be given to pupils by school personnel except as herein provided. Parents are advised to give medications at home and on a schedule other than during school hours, if possible. If it is necessary that a medication be given during school hours, the procedures set forth in this regulation shall be followed.

1. **Prescription Medication**: **A prescribed medication request form** must be completed and returned to the school clinic **prior** to the school clinic dispensing prescribed medication to a student. The form is to be filled out and signed by both the parent/guardian and the physician. Only one week or less supply of medication should be brought to school unless medication is to be taken throughout the school year. For short-term medications, i.e., antibiotics, the prescription label on the bottle may be accepted as the physicians' order.

2. **Non-Prescription Medications**: Clinic attendants and school nurses are allowed to administer non-prescription medications to students at the request of the parent. However, an **Over-the-Counter Medication Request Form** must be completed and signed by the parent **prior** to the school administering the medication to the student.

CONFERENCES

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

Parent-Teacher conferences are a very important part of the school program. Taking the time and making the effort to know the teacher will contribute to your

child's security in recognizing the cooperative spirit of good parent-teacher and home-school relationships. A parent-teacher conference is the very best way to find out how well your child is progressing. We believe that parent-teacher understanding and cooperation contributes more than any other single factor to a child's success.

All conferences should be scheduled for a mutually agreeable time either before or after school hours.

Since a teacher's time during the school day must be devoted to all children, we request that **parents not "drop in" or "stop by" the classroom when children are receiving instruction**. We urge you to make appointments for conferences with the teacher after the child's dismissal time any school day except Wednesday as this is reserved for special school events or faculty meetings.

Henrico County School Board policy requires all visitors to report to the office before going to the classroom. This is for your child's safety. Visitors are requested to sign in and pick up a visitor sticker to wear while in the building. Please comply with this request.

CONDUCT

We consciously strive to develop consistently positive behavior in each student. Our pride in Three Chopt begins with the quality of behavior that our students demonstrate daily. However, there are times when student judgment necessitates disciplinary action. Please review these guidelines with your child. We appreciate your support in developing positive attitudes and changing unacceptable behavior.

The classroom teacher is responsible for the majority of student discipline. The teacher develops a positive climate, develops strategies to prevent unacceptable behavior, and prescribes corrective action when necessary. In situations involving more serious actions, the student will be referred to the principal or designee for disciplinary action.

The Henrico County Public Schools **Code of Conduct Handbook** describes expectations and responsibilities of all students. This handbook defines inappropriate student conduct and states courses of action which will be utilized. A copy of this handbook can be accessed through Rycor. Please review the Code of Conduct carefully with your child.

CURRICULUM

Three Chopt Elementary offers an innovative, state of the art instructional program based upon Henrico County requirements and the VA State Department of Education. It emphasizes a developmental approach in meeting the unique needs of each student. Academic instructional areas include mathematics, science, English Language Arts, and social studies.

Other program offerings at Three Chopt include: counseling, family life, art, music, physical education, library, technology for all grade levels, exceptional education programs and services including learning disabilities, speech, occupational and physical therapy, hearing impaired, English as a second language, as well as programs in grades 4 and 5 to meet the needs of identified gifted students.

Additionally, opportunities are provided for students to develop leadership skills and become involved in school activities through a variety of programs.

DISMISSAL

BUS RIDERS: Riding the school bus is a privilege. Students are expected to obey the rules of the bus drivers and those stated in the Code of Conduct.

All arrangements for a child to stay with another family must be made at home between the parents involved. A note must be sent to the teacher(s) informing them of all transportation changes.

IMPORTANT: Bus Loading Zone – Traffic laws prohibit vehicles from entering the bus loop. The safety of many children can be endangered if drivers ignore this regulation.

STUDENT PICK-UP: Parents and pre-designated parties who are authorized to pick up a student are required to present a picture ID **each time** a student is dismissed from the office. Please have your ID ready to show when signing a student out from the office or clinic. For the protection of the children, the school will, at no time, release a child to anyone other than the parent or legal guardian without a request or permission from the parent.

Authorization cards to pick up a student from the carpool line will be provided to students who indicate to their teacher that they are car riders. Adults picking up students from the office have to be listed on the "Authorization to Pick-Up" form.

Children should be picked up promptly at 2:10PM at the end of the school day. **After-School Activities: The afore-mentioned policy regarding student pickup is the same for after school activities.**

WALKERS: Students are to observe all safety rules walking to and from school. Children should not cross Skipwith and Frazzee Roads except at this point and should use the back streets for walking whenever possible. Safety patrols provide additional safety assistance.

Students should not use the woods or the hospital grounds as a route to and from school.

***Requests for changes in transportation MUST be in writing with the appropriate signature. NO requests will be taken verbally.**

EARLY DISMISSAL: Students may be dismissed from school before the end of the regular school day under the following conditions:

- When a written request from parent or guardian has been received in advance of dismissal time. The request must state the reason for leaving, the exact time of dismissal and the mode of transportation to be used by the student. This request must be approved in the office.
- When a parent or guardian comes to the school office and requests the release of his/her child, the student is then called to the office to meet the parent. Parents are requested to show ID and sign their child out in the office for early dismissal.

DRESS CODE

Cleanliness and proper dress are required of all pupils. Since there is a direct correlation between dress, attitude and achievement in school, parents and students are being asked to support a standard of dress that creates an educational environment. Please refer to the Henrico Student Dress Code located in the Code of Conduct for student dress requirements.

EARLY SCHOOL CLOSING/EMERGENCY INFORMATION

Because of weather conditions, or other emergency situations, it may be necessary on occasion to dismiss school early. In such cases announcements will be made on most local radio and television stations, usually as soon, and sometimes before, the message is received at school. Should it appear school may need to close early, **parents should listen to the radio or watch TV rather than calling the school.** Telephone lines are needed for instructions from Central Office and for emergencies.

Parents are asked to plan in advance for unexpected, but necessary early closings. An Emergency School Closing Plan for your child will be sent home and is to be completed and returned to your child's teacher. **Remember to discuss the plan with your child.**

FIELD TRIPS

Field trips are a part of the instructional program. They are a learning experience away from the school grounds and are chosen as a resource to contribute information and enrich the curriculum.

Students must have written permission from a parent or legal guardian before leaving the school grounds for a field trip.

Information regarding field trips will be sent home by the child's teacher well in advance of the date of the trip.

HOMEWORK

As an integral extension of classroom experiences, parents should expect students to have homework assigned each day with few exceptions during the school week. Homework may or may not be assigned over the weekends or holidays. Homework can be used very effectively to provide practice for skill development, opportunities for enrichment and creativity, and to build good independent study habits.

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.

The following gives guidelines and provisions that parents can use to promote good work habits and to increase self-direction and self-responsibility in their children.

- **The maximum minutes of homework my child should expect is:**
- In Kindergarten, there is no specific time allotment. Grades 1-2 should expect 30 minutes per evening. Grade 3 should expect 40 minutes per evening. Grades 4-5 should expect 60 minutes per evening. Homework will be assessed and counted for participation, but not graded.

How to Help Your Child with Homework

- Show interest in your children's school work, including their studying and homework. Talk with them about what they are studying and learning and how they are doing in school. Review with them regularly their assignments, projects, papers, and other school materials.
- Provide an area in your home where children may do their homework undisturbed. See to it that they have adequate lighting, a table or a desk, a chair, and necessary supplies such as pencils, paper, ruler and dictionary.
- Be sure that your children spend time each school day on studying and homework. Encourage them to set aside the same time each day for this purpose.
- Insist that their homework be done daily and on time.
- Do not permit study or homework time to be interrupted by phone calls or other activities.
- Do not do your children's homework for them. When they need help in learning new concepts or information, however, assistance from parents in the form of explanation, clarification, or review can be valuable. Make suggestions about spelling, grammar, punctuation, or the accuracy of solutions.
- Show understanding of your children's efforts in studying and homework and their feelings when they encounter difficulties.
- Encourage your children to ask their teachers for help with any study or homework assignments with which they have difficulty.
- Confer with your children's teachers about ongoing difficulties with studying or homework.
- Check over your children's homework with them after it is completed. Ask questions about what they have learned.
- Encourage your children to use the resources in the school and public libraries, and visit the public library with them regularly. Show them that information from several sources is better than relying on one book.
- Encourage your children to do their best on their schoolwork

HOURS

In order to ensure success, students are expected to attend school each day on time. **The regular school day for grades PreK-5 is from 7:40 a.m. to 2:10 p.m. Students should not arrive at school in the morning before 7:20 a.m., as there is no supervision scheduled before that time.**

7:00 AM	Office opens
7:20 AM	Students arrive
7:35 AM	Warning bell rings
7:40 AM	Classes begin – Tardy bell rings
2:10 AM	Bus Rider and Car Rider Dismissal
2:15 PM	Walker and Day Care Dismissal
2:50 PM	Teacher workday ends
4:00 PM	Office closes

No student is to remain in the building or on school grounds unsupervised after the regular school day ends. Parents will be notified in advance when students are requested to remain after hours. Transportation arrangements must be made at that time.

LOST and FOUND

The Lost and Found is located in the cafeteria. It is requested that all **outerwear and other personal items be labeled** with the child's name. Items which go unclaimed will be donated to a charity.

LUNCH / CAFETERIA

A monthly menu is available at **henrico.nutrislice.com**

Good cafeteria conduct is a must and includes the following:

- Going through the lunch line quietly.
- Being respectful to cafeteria workers and monitors.
- Getting all food, utensils and snacks when going through the line the first time.
- Raising one's hand when someone or something is needed.
- Sitting in one's seat until permission is given to leave.

- Eating one's own food: this means food will not be given away or traded.
- Buying only one snack and/or dessert.
- Leaving uneaten food in the cafeteria.

As part of the National School Lunch Program, Three Chopt students will continue to receive free meals for breakfast and lunch this school year.

Parents are welcome to have lunch in the cafeteria with their children, after first checking into the office for a visitor's badge. If you wish to purchase lunch in the cafeteria for **$4.00** please inform your child's teacher a day in advance so that the cafeteria manager can make arrangements.

We offer a Breakfast Program from 7:20 – 7:40 a.m. Students in Kindergarten through 5th grade will participate in a "Grab & Go" style breakfast. Pre-K will eat in the cafeteria with their class.

MEDIA CENTER

The mission of our school library is to encourage the love of lifelong learning and literacy through reading. Students, teachers and families are able to access print and digital books and other resources. The library staff support the school's curriculum and assists all learners in becoming critical thinkers, collaborators, creators and communicators.

Each class has a 40 minute library lesson each week. Students may check out books each week if they have returned their library books. Students are expected to be responsible for caring for and returning books when finished. If a book is lost or damaged a fee will be charged.

PARENT-TEACHER ASSOCIATION (PTA)

The Parent-Teacher Association offers patrons many opportunities to become acquainted and work with parents, teachers and staff members of Three Chopt Elementary. All parents are encouraged to become members of the PTA and are urged to attend the meetings, where interesting, informative and entertaining programs have been planned. The PTA strives to keep open communications with newsletters and notices, as well as Facebook updates. The Three Chopt faculty and

staff members are extremely proud and appreciative for the outstanding support received from the PTA.

PARTIES

Elementary schools are allowed one social function on school time during the school year. The party is to be held during the last part of the school day before winter vacation, and the total time is limited to one hour.

Money collected for this purpose shall not exceed $3.00 per pupil.

Due to the increased number of food allergies, edible treats may not be brought to the students. **Birthday invitations cannot be distributed in the classroom.**

PROMOTION/RETENTION GUIDELINES

Promotion and retention are based on academic progress and achievement level.

Teachers will make every effort to ensure success for their students. Supplementary reports will be sent to parents of students experiencing difficulty. Teachers will consult with the principal, school counselor, and other school personnel to develop strategies for working with the child. Teachers will confer with parents and offer suggestions for assisting the child in overcoming the difficulties.

REPORT CARDS

Henrico County uses electronic report cards, which are issued on a quarterly basis.

2022-23 Elementary Grading Practices

Progress Reporting Guidelines For Language Arts, Mathematics, Science, and Social Studies	
Elementary K-1	**Elementary 2-5***
Four Point Scale: **4**: Student's performance consistently meets or exceeds standard/expectation and student produces outstanding work.	A = 90-100 Excellent B = 80-89 Very Good C = 70-79 Satisfactory

3: Student's performance usually 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.	D = 65-69 Marginal Progress *Any report card grade below a C for students requires that the teacher conference with the principal and submit a plan of action for improving student achievement

No grade lower than 50% shall be recorded in elementary schools. Instead, there will be a plan for students to include clear steps for teacher actions to support the student's improvement. Instructional feedback specific to each student is critical in providing recommendations for improvement.

SNACKS

A healthy snack break is planned for students. Fruits and/or vegetables are encouraged.

TELEPHONE USE

Due to the number of students, staff, and faculty served by the school, the use of the telephone by students must be limited to **emergencies only**.

Students must assume the responsibility for transporting notes, books, homework, supplies and materials to and from school themselves. **They will not be allowed to call home for homework or have homework faxed to the school if they forget to bring in an assignment**. In this manner, they learn to be responsible citizens.

VISITORS / GUESTS

All parents and visitors must report to the office before going to the classroom. This is Henrico County School Board Policy and is necessary for the safety of the students. Entry arrival after 7:40 AM should be by the front main entrance of the

building. Other doors will be secured to protect the students as well as instruction from interruption. Parents are asked to drop off forgotten homework, lunches, lunch money, etc. in the office. These will be forwarded to students in a timely fashion so that instruction time is not lost. All visitors must first report to the office and scan their drivers' license, print a Visitor's pass, and wear it in the building at all times. A buzzer system of entry has been installed on the school's front door. When doors are locked during the day, visitors will be required to press the buzzer for release of the front door locks after being greeted by office staff.

VOLUNTEERS

Three Chopt Elementary School offers many opportunities for parents to volunteer their time and talents in providing assistance in the operation of the school and in enriching the educational experience of all the students at Three Chopt. The Three Chopt teachers and staff appreciate the many hours of service provided by the volunteers each school year. Some of the opportunities for volunteering include assisting the librarian in checking books in and out of the library; assisting the art teachers in mounting and displaying student artwork; assisting the teachers with their educational programs such as reading, writing, and computer on a weekly or biweekly basis; assisting in preparing materials for the teachers for use in the classroom; and assisting in the cafeteria during the lunch period.

Volunteers are required by Henrico County to complete an Application for Volunteer Service. One was included in the Back to School Folder, and they are available in the school office and online at henricoschools.us

The following is a list of guidelines with which all volunteers should be familiar for the volunteer program to be successful:

1. Upon entering the school, the volunteer must sign in and pick up a visitor sticker to be worn during the time that the volunteer is in the school building.
2. If a volunteer is unable to fulfill a commitment on any occasion, the volunteer should notify the office and ask that the teacher be notified. In the case of volunteering in the art room, the cafeteria, the library, or the office, follow the procedures set forth by the Volunteer Coordinator in arranging for a substitute or for informing the person in charge in the event that a substitute is not available.
3. The school asks that volunteers not bring preschool age children with them when volunteering for the school. The school's insurance policy does not cover this group of children. In addition, when volunteering for the school, the volunteer is agreeing to work with the teachers and staff as part of an educational team with the best interests of the students in mind.

4. As a volunteer, the school asks that a code of ethics be followed. By this, the volunteer agrees to respect the individuality of each student. A volunteer is not to discuss a child's individual performance outside of the classroom. A volunteer deals impartially with each student regardless of differences in background, intelligence, or physical or emotional maturity. In addition, a volunteer should speak constructively of all professional staff, but should report difficulties involving the welfare of a student or the school to the principal.
5. A volunteer follows school procedures for setting up a parent-teacher conference and does not interrupt the instructional program or a teacher's planning or free period to discuss matters concerning his or her individual child.
6. A volunteer should take any concerns or questions regarding volunteer procedures to the Volunteer Coordinator or appropriate staff member.

WEB SITE

The Three Chopt Elementary School Web Site is:
threechopt.henricoschools.us

Please check our website frequently for information and updates as well as Mrs. B.'s monthly newsletters.