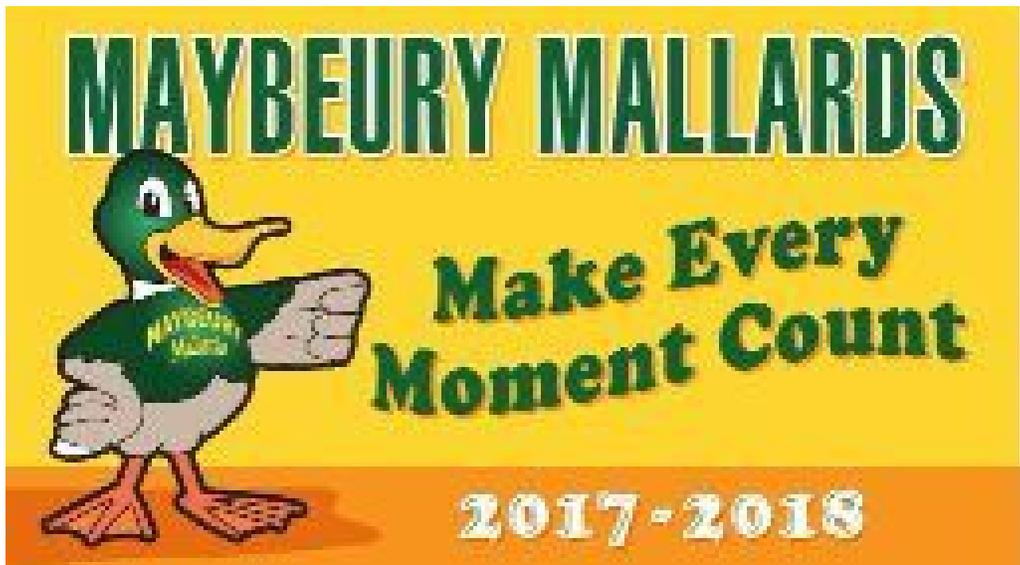


Maybeury Elementary Student and Family Handbook 2017-2018



Maybeury Elementary School

901 Maybeury Drive

Richmond, VA 23229

Telephone (804)750-2650

Fax (804)750-2649

<http://schools.henrico.k12.va.us/maybeury/>

Office Hours 7:30a.m.-4:00p.m.

Instructional Day 8:10a.m.-2:40p.m.

Bradley V. Fernald, Principal

Tonia Christina, Associate Principal

Anne Overman, Resource Teacher

Lauren Rajagopal, School Counselor

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August 2017

Dear Maybeury Families:

It is my pleasure to welcome you to the 2017-2018 school year. As we move together into this school year, the faculty and staff at Maybeury Elementary School join me in saying we're happy to have each of you as part of the Maybeury learning community. We look forward to the engaging learning opportunities that your child will experience both inside and outside of the classroom this year. Our faculty and staff is dedicated to providing students a nurturing school environment, building positive relationships, focusing on the individual growth of each child, and establishing high expectations for learning.

We strongly encourage the involvement of parents and community members in the education of the children in this community. Parents and community members are so very important to the success of the children of this school. Community involvement in almost any form improves student achievement. I would like to encourage families to become members of the Maybeury Parent Teacher Association. Research shows that parent involvement is one of the best predictors of success in school.

We take our responsibility to help your child grow very seriously. We will do everything we can to make this a great year. Best wishes to each of you for a wonderful school year. I look forward to working together to maximize your child's potential each day by "Making Every Moment Count."

Sincerely,

Bradley V. Fernald, Principal

Phone: (804) 750-2650

bvfernal@henrico.k12.va.us

School Day Schedule

8:10 a.m. - Tardy Bell Rings- All students arriving after this time may be marked as tardy. If you arrive in the car loop after the cones have been placed across the Fire Lane, then the parent must park and accompany the student who is tardy to the Main Office (not Clinic) for sign-in. * The Americans with Disabilities Act Accessible Parking spaces in the front of the parking lot are needed for our parents of students who necessitate such accessibility. Designated vehicles only are allowed to park in these marked spaces.

11:30 a.m. - Dismissal Time for half-days.

2:15 p.m. – Latest time to pick up your child for early dismissal, except in an emergency. Office personnel will be assisting with regular dismissal after this time. Your cooperation is appreciated.

2:30 p.m. - Dismissal Bell

2:35 p.m. – Car riders, walkers, and daycare van riders dismissed. * Parents picking up children by car should be in the car pickup line at this time. Please be on time, have your **Maybeury yellow pickup tag**, and **do not park in the parking lot or street to pick up your child.** This creates a dangerous situation with pedestrian traffic across the moving car pickup lane. Extra pickup tags are available in the school office.*

*This is a change in procedure from the 2015-16 school year. **Parents will no longer walk up to the cafeteria to sign out students.***

ATTENDANCE

In order to ensure success, students are expected to attend school each day on time. The regular school day for grades Kindergarten through Grade 5 is from **8:10 a.m. to 2:40 p.m.**

Students arriving at school after 8:10 a.m. must report to the Main Office with a parent to sign in and receive a tardy slip before going to the classroom. **A parent must accompany the child to the office in case of late arrival.** Please note that tardies are recorded in individual attendance data for each child.

When a student is absent, a parent/guardian is asked to call the school at 750-2650. If a call is not received, a staff member will be contacting you, as required by law. Please be sure to provide the office with a phone number where you can be reached during the day in case of sickness, absence, and/or emergency. In case of excessive absences, a signed note from a physician may be required to excuse an absence due to illness. All student absences are considered unexcused unless the parent calls or sends a written notice (email not acceptable) providing a justifiable reason for the absence. In accordance with HCPS policy, upon 5 unexcused absences, the school social worker will contact the parent. At the 6th unexcused absence, the attendance status will be reported to the Commonwealth Attorney's office. A complaint must be filed through Henrico Juvenile and Domestic Relations Court if a student accumulates 7 unexcused absences. Requests for extended absences should be made in advance in writing to the Principal (not the classroom teacher), except in the case of a family emergency.

Please notify the school when phone numbers change or a move is anticipated. If you should move from the school district/zone, your child(ren) must be withdrawn and registered at the proper school within your new school zone. Please notify the office several days in advance, as transfer forms must be completed.

If a child is absent on a school day, he/she may not participate in after-school or evening school-sponsored activities.

When it is necessary that a student be dismissed before the end of the school day, a note must be sent (not emailed) to the student's teacher stating the request and the dismissal time. Please come to the office in order to sign out your child. At that time, he/she will be called for by intercom. If a child needs to leave school with an individual, other than a parent/guardian, written permission, signed by the parent/guardian, must be received by the office. Please arrive at school by 2:15 to pick up your child for an early dismissal.

CLINIC / ILLNESSES

A School Nurse is on duty during school hours to administer first aid for injuries **received at school**. Only basic first aid, as described in the American Red Cross First Aid Manual, shall be given by school personnel. Such preparations as aspirin, Tylenol, Alka-Seltzer, cough drops, throat lozenges, chapstick, sunscreen, gargles, ear drops, Pepto-Bismol, eye drops, and the like are classified as medicines and are not to be given by school personnel unless accompanied by appropriate parent and doctor written instructions as described below. The following information must be included:

■ Physician's prescription and/or written clearance giving the following information:

- name of person to receive medication,
- date of prescription,
- exact dosage, and
- exact time dosage is to be given.

■ Parent's written request for the school staff to administer the medication prescribed by the physician including a written release of liability. A form can be obtained from the school office or on the county website page, <http://henricoschools.us/health-safety/>. Medication must be in the original container, and over the counter medications must be unopened. All medications must be transported to and from school by the parent/guardian. Medications cannot be transported in student backpacks or by a student through any means. 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 fevers/illnesses that warrant concern will need to be picked up from school immediately. Children vomiting, having diarrhea or exhibiting other symptoms indicating a possible significant or communicable condition will need to be picked up immediately. Please have arrangements in place to accommodate such situations.**

Known Medical Conditions- All students with diagnosed medical conditions and who require medication to be on hand at school need medical forms completed by the provider along with the pediatrician the first day of school. Please visit the School Nurse to discuss individual cases. For the benefit of your sick child and all others here at school, we ask your cooperation in the following ways:

- If you receive a call from the School Nurse to come pick up your sick child, please do so immediately. We do not have the facilities to provide ongoing care for a sick child. It is the parents' responsibility to have arrangements in place to accommodate such situations.
- If a child has experienced an elevated temperature (100.4 degrees or above), he/she should remain at home for 24 hours after this temperature has returned to normal without fever-reducing medication.

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:

- Vision and hearing: Kindergarten, 3rd grade, and all students new to Henrico County.
- Vision: Fifth grade students

Parents are notified and advised when referral to a physician is indicated by the screening tests.

EMERGENCY PLAN / EVACUATION

A fire drill is held once a week for the first four weeks of school and once a month thereafter to ensure safe evacuation of the building should a fire or any emergencies occur. The students are to follow procedures explained by the teachers. The evacuation plan is posted on the wall near the exit door in each classroom. Additional emergency drills will be conducted throughout the year. Emergency drills will also be conducted on buses each semester. All persons in the building at the time of a fire and/or emergency drill, including visitors and volunteers, must follow all procedures, as directed by staff.

A Crisis Intervention Plan has also been devised for the school should any unforeseeable disaster or crisis occur. Our Safety Committee/Crisis Team meets once per month and as needed. Crisis and emergency training is provided to staff each year.

Although we hope emergencies never occur, we want to be prepared and for parents to feel assured that our school is a safe environment for their children. Any input you have regarding safety issues is always welcome.

EMERGENCY SCHOOL CLOSINGS

School closings or cancellations are authorized by Henrico County's Superintendent of Schools. Should these occur, please adhere to the following guidelines:

- Whenever there is a possibility of a cancellation or early closing, please tune into the radio, website, or television for any announcements. We have limited phone lines and it is difficult to handle hundreds of phone calls and prepare for dismissal at the same time. Local radio stations and television stations are contacted immediately. If a delay is announced, it is suggested that parents continue to listen for updates, as conditions sometimes deteriorate and the school system may need to change the original announcement. In addition, HCPS utilizes a district-wide communication system.
- Students will be sent home via the Emergency Dismissal form information provided by parents.

COMMUNICATION

All messages for teachers and other staff should be left with the school office personnel. If you have left a message for a teacher, he/she will contact you as soon as possible, usually after school. Teachers are not available to talk in person, email, or communicate by phone during the instructional day. Please do not email transportation or attendance information.

Parent conference days are scheduled throughout the school year. These dates are indicated on the Henrico County school calendar that is sent home to all parents. Specific reminder notices will also be sent home. Additional conferences can be scheduled if needed.

Notes, newsletters, etc. will be sent home from the school on a regular basis. These may be official school notices, teacher communications, PTA notices/emails/Facebook page announcements, or other information approved by the School Board. Since this is a primary means of communication with parents, we ask you to check your student's backpack each day! School Messengers, NList, and teacher blogs are also important means of communication, as well as our weekly PTA email newsletter. Please make sure you have subscribed to NList and this email newsletter so that you can stay active and informed!

DISCIPLINE

Henrico County Schools operate under two principles:

- **Students have a right to an education without disruption.**
- **Students who disrupt the learning environment will receive firm and consistent disciplinary action.**

Effective discipline depends on cooperation and understanding between the home and school. When values and a strong work ethic are instilled at home, students are more apt to arrive at school prepared to commence their academic work with enthusiasm. Teachers will strive to provide a warm environment where all students can meet with success. Students, in return, are expected to respect staff members and classmates at all times and to follow all classroom and school rules. All children make errors in judgment. It is important for them to learn from each situation and take responsibility for their actions. Parents' full support and cooperation is expected in this process. Copies of Henrico County Public School's Code of Student Conduct will be distributed to all students. This document should be discussed with your child. The student and parent or legal guardian must sign the last page of the Code of Student Conduct. The signatures indicate that each of you recognizes your responsibility to assist the school in enforcing the standards of student conduct. Questions concerning the content of this document should be addressed with your child's classroom teacher or with the principal. If your copy is ever lost, please notify the office and a replacement will be sent to you.

DRESS CODE

The following is the Henrico County Public Schools Dress Code for all students. Please read carefully and abide by all guidelines.

Henrico County Public Schools Student Dress Code

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

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

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

Students may not wear the following items unless otherwise stated:

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

11. Clothing that reveals the midriff while sitting or standing.
12. Clothing that is excessively tight or skimpy, including biker pants and clothing with plunging necklines.
13. Clothing that is see-through, revealing, or resembles undergarments.
14. Tube tops, halter-tops, halter-top dresses, strapless dresses or tops or dresses with spaghetti straps (female tops must be at least two inches wide at the shoulder).
15. High heels or flip-flops at the elementary level (elementary students are encouraged to wear athletic shoes or closed toe shoes with a rubber sole and should wear such shoes for Physical Education and recess.).
16. Coats inside the school building during the school day as determined by the administrative staff depending on the school design and administrative ability to provide storage for coats.

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

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

In addition, students should wear shoes that protect their feet and allow them to safely participate in physical education and recess. **Open-backed sandals or shoes may not be worn.**

When students are not dressed in accordance with the Dress Code, parents will be called to bring suitable clothing

EXPENSES

Field Trips - The children will take various field trips during the year. These are learning experiences away from the school grounds that are chosen to enrich the curriculum. They may or may not require a fee. Permission from parents or guardians must be granted in order for a child to participate. If a fee for a field trip presents a difficulty, please let us know.

Media Center Books - There is no fine for overdue books. However, children and parents are responsible for payment for lost or damaged books.

Pictures - Individual and class pictures will be taken in the fall and individual pictures will be taken again in the spring. Purchase of these pictures is optional. Our school receives a percentage of the fee and these funds are used to purchase supplies and school materials.

Textbooks - Textbooks are furnished for student use by the Henrico County School Board during the school year. Special attention should be given to caring for all school property. In the event that these books are lost or damaged, students will be required to pay for them.

Checks - Unless otherwise specified, any checks should be made payable to “Maybeury Elementary School.” Items purchased through the PTA should be made payable to “Maybeury PTA.”

INSTRUCTION

Curriculum - The core curriculum at Maybeury Elementary and all Henrico County schools is based on the “Essentials of the Curriculum” which provides a comprehensive guide for parents and students in each area of study. These are available on the HCPS website. In addition, individual student needs are continually assessed so that instruction provides each child a means to reach his/her potential. While the Virginia SOLs and our Essentials of Learning provide a foundation for our academic program, we are committed to providing daily opportunities for experiences beyond core academics and to develop critical 21st Century learning skills.

Homework - Homework is designed to develop responsibility, develop independent work/study habits, and reinforce the learning process that takes place during the school day. It is imperative that students complete their homework each day in order to progress. Parents are encouraged to emphasize the importance of establishing strong 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. The following are time guidelines for homework. If your child is working hard and it is taking significantly longer to complete homework than the time listed below, please talk with your child’s teacher.

Kindergarten – 15 minutes

Grades 1-2 – 30 minutes

Grade 3 – 40 minutes
Grade 4-5 – 60 minutes

Teachers will allot appropriate time each afternoon before dismissal to organize and prepare students for homework.

A homework buddy system is encouraged to provide students a friend from whom they can receive assignments when they are absent for a day or two. In order to minimize interruptions to the instructional day, make-up work for absent students will be available between **3:00-4:00** p.m. for pick-up if requested by the parent by **10:00 a.m.** Although teachers can provide an outline of topics to be covered in advance, specific assignments cannot be provided in advance of an absence.

When a child is absent, every effort needs to be made to make up assignments within a reasonable amount of time. Two days allotted for each day absent is a good rule of thumb. We understand, however, that this may not always be possible. Teachers will be happy to work out a reasonable make-up timetable for you. Tests will be given as soon as possible after a child returns to school.

PROGRAMS - Special programs are available to students meeting specific criteria. Parents will be notified when their child qualifies for involvement in these activities.

- **ESL** (English as a Second Language) is available for students needing supplemental assistance in learning to communicate in English.
- Students may qualify for **Exceptional Education** Services based on learning needs and/or disabilities.
- Every new student is screened routinely for speech difficulties, and when appropriate, **Speech Therapy** is made available.
- Our academic intervention program offers assistance in reading and mathematics to students who meet stated criteria and are exhibiting needs in basic skill areas.
- A program of **gifted** education will be designed to meet specific and individual needs of selected students. Classroom teachers will be the primary facilitators of this differentiated instruction. Specific windows of time to request a gifted screening for certain grade levels are posted on the HCPS website.

- Our school **counselor** is available to work with students in the classrooms, in small groups, and individually. Parents and students are encouraged to contact the counselor with special concerns or problems.
- **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 note must be sent to school. If a child is to be excused from PE for a single day, a parent's note should be sent to the teacher. All students should wear or bring appropriate shoes for athletic activities each day and should dress appropriately for PE instruction.

STUDENT GRADING / ACHIEVEMENT

Teachers make every effort to ensure success for their students. Teachers consult with the principal, school counselor, and other school personnel to develop strategies and alternate instruction as appropriate and provide ongoing information to parents regarding their student's progress.

Progress Reports – To ensure communication regarding student progress, progress reports will be sent home at the completion of each nine-week grading period.

Grades –Kindergarten and first graders' class work will be graded using a four point scale to indicate work performance. In grades 2, 3, 4, and 5, work in most content areas will be evaluated using the following scale:

A = 90-100 **Excellent**

B = 80-89 **Very Good**

C = 70-79 **Satisfactory**

D = 65-69 **Marginal Progress**

F = below 65 **Failing**

Extra credit work is not provided to individual students in order to raise their grade(s). The grade for the marking period is designed to reflect students' work over the entire nine-week period and mastery of the curriculum.

In physical education, music, art, work habits, and conduct, the S, N scale will be used to indicate achievement. The report card is to be reviewed and kept at home, and the envelope is to be signed by the parent(s) or guardian(s) and **returned** promptly to the school. The grading system is also listed on the report card.

Awards Ceremonies – There will be a special recognition ceremony at the end of the school year for students in grades 3, 4, and 5. Students in all grade levels are recognized throughout the year for achievements through classroom recognition, morning announcements, and assemblies.

Promotion/Retention – Promotion and retention are based on both academic progress and achievement level. Henrico County has developed specific guidelines to be used as a basis for making promotion and retention decisions. The classroom teachers will be in close contact with parents throughout the school year regarding each child's progress.

LOST AND FOUND

The Lost and Found is located outside of the cafeteria. It is requested that all outerwear and other personal items be labeled with the child's name whenever possible. **Lost and Found items that go unclaimed will be given to a local charity at the end of each month.**

LUNCH

A type "A" lunch may be purchased in the cafeteria at a cost of \$2.65 for students in grades Kg-5. Milk may be bought separately for \$0.65. Carbonated drinks/sodas should not be included in lunches brought from home. Glass containers are not permitted.

Free and reduced price lunches are available to students who apply and qualify for this program. Eligibility information is available through the school food service office.

Cafeteria expectations are the same as any other dining room. Proper behavior is expected. Students may be assigned seats and students displaying inappropriate behavior may be seated at an alternative location in the cafeteria or referred to the office. Parents are welcome to join their students for lunch, along with ONE classmate, but are asked to sit with

their child at the visitor tables in the back of the cafeteria so that there will be room at the class tables for their classmates.

Due to the lunch schedule, snack breaks for certain grade levels are planned. Snacks should be nutritious and may include fruit, vegetables, or crackers, etc. No beverage should be included. Please do not send candy or sweet snacks.

We have students with serious and, in some cases, life-threatening food allergies. For this reason, additional food guidelines are necessary in the cafeteria and classrooms. For the health and safety of all of our students, we do not allow food in our cafeteria and classrooms from fast food restaurants. We also do not permit parents to bring in cupcakes or food for the entire class to celebrate student birthdays. Parents may bring in an edible treat for their child in the classroom (not cafeteria) if they choose.

Computerized Lunch - Henrico County School Food Service has a computer system for collecting funds for lunch and a`la carte sales in the school dining room. Each student will be issued a five-digit lunch account number. This number will be entered on a keypad by the student, thereby recording the transaction that takes place that day. Each student may deposit money in his account to pay for lunch and a`la carte purchases. Prepayment should be made on Monday mornings or the first day of the school week. **If parents want to restrict the use of the funds to lunch only, they must indicate that desire with a note or write it 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.** Cash will be accepted at the register exactly as it has been in the past. However, every student who goes through the lunch line and purchases anything must use lunch ID to make purchases. **Borrowed Lunch Money** - If lunch or milk money have been lost or forgotten, lunch will be provided and funds **must be repaid to the cafeteria the following day.**

PARTIES / TREATS / GIFTS

School board policy allows one class party each year, which is to be held in December. The principal, teacher, and room-parent chairpersons will schedule other enrichment days. No balloons, flowers, etc. are to be sent to children while at school. **No private birthday invitations may be distributed at school.**

We have students with serious and, in some cases, life-threatening food allergies. As part of the school health program, we also hope to promote healthy nutrition. For these reasons, **no food other than that specifically requested by the teacher may be brought or sent in to be distributed to students in the classroom, cafeteria, or any other area of the school. This includes edible Valentine treats.**

SOLICITATION BY STUDENTS

According to Henrico County Public Schools policy, students shall not be involved in any activity which requires sale of items during the regular school day or in a door-to-door canvass of residences or businesses when done in the name of the school or organizations within the school. This practice is not intended to exclude fund-raising 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. Students may not solicit staff or other students for scout, athletic or other fundraising sales.

SPECIAL ACTIVITIES/ ASSEMBLIES

Assemblies and other special activities are considered to be important elements of the instructional programs 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. A student exhibiting poor or unsafe behaviors may not be able to participate in a special event. The teacher and/or principal will make this determination. Discipline and/or safety issues may preclude a student from participating in a field trip at the discretion of the principal.

TRANSPORTATION / PARKING

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 Henrico County Department of Transportation pamphlet which is provided to all students. Students must ride the same 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 disembark at a different bus stop, **it is required that a note be sent in advance to the principal requesting permission.** Except in emergency situations, and with permission from the school, students may not ride a bus other than the one they are assigned.

Respect of other persons and their 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. Students should be at the bus stop 5-10 minutes before the designated pick-up time. Buses will not wait for students not already in line when the bus arrives.

Daycare Vans- Afternoon pick-up for daycare riders is between 2:40 and 3:00 p.m. Please communicate this information to your childcare provider to ensure pick up of your child in a timely manner. Parents are requested to contact childcare facilities in the event their children will not be attending on a specific day.

Walkers/Bike Riders - Those students who walk to school should be instructed about precautions to ensure a safe trip to and from school. Walkers are students who walk ALL THE WAY TO SCHOOL. If your child is transported by vehicle at all, he or she is a car rider and must be dropped off at the front of the school in the car pool line. Students who walk in the afternoon are advised to leave school property at the dismissal bell and are asked to go directly home. All walkers are cautioned NOT to cut through yards or private property. Walkers should also remember that they are under the jurisdiction of the school, once on school grounds, and all rules and regulations are in effect. If you plan to meet your child at school and walk home with him/her please contact the Principal to make arrangements. In accordance with Henrico County Public School Board policy, we must ask that you leave dogs and other pets at home. Once children are dismissed, please proceed immediately from the Cafeteria area to avoid congestion. Teachers are not available to talk with parents at arrival or dismissal time as supervision of students requires their full attention. Students riding their bikes to school are strongly encouraged to secure them with a lock at the bike rack next to the Cafeteria.

Car Riders - For the safety of every student, parents who drop off or pick up children at school should do so with extreme caution and **must use the pick up/drop off lane in front of the school.** A yellow "Parent Pick-up" sign will be issued to each family. This tag should be displayed on your dashboard when picking up your child at dismissal. Your child's first and last name should be clearly printed on the sign in large block letters. **Cars without a hangtag will be directed to park in a parking space until the conclusion of car dismissal.** At that time, parents in vehicles without a tag may come to the Cafeteria to sign out their student.

All students who report to the Cafeteria at dismissal will need to be picked up by parents in their cars in the car loop. Do not park and walk up to the Cafeteria to pick up your child. In addition, once you're in the Car Loop please do not get out of your cars so that traffic will continue to flow. One of our staff members will assist your child in and out of the car from the curbside (right-hand side) door. For the safety of your child, please make sure that any child coming into your car has access to the rear, right-hand side seat. Pedestrians crossing the pick up/drop off lane create a dangerous situation with cars continually moving in the car lane. The staff assigned to the Cafeteria must keep their attention on the safe loading of students into vehicles. For the safety of all students and parents, our car loop lane is designed to be one lane and is a **NO PASSING ZONE.** It is imperative that **everyone** follows these procedures. Your cooperation is expected and appreciated. Dismissal for car riders begins at approximately 2:40.

If you are picking up your child for early dismissal, please do so by 2:15 p.m. After 2:15, please wait in the carpool line.

Motorcycles, mopeds, mini-bikes, skateboards, rollerblades, go-carts, etc. are not allowed on school property at any time.

There is no parking in the bus circle at any time, nor can students be dropped off or picked up in this area. This is a regulation of the Henrico County Fire Department. Vehicles may not be left unaccompanied at any time in front of the school in the car pickup/drop off lane. This is a designated fire lane and you will be instructed to move your vehicle immediately. Do not park at any time in the designated Handicapped or Reserved Parking spaces. The Henrico County Police patrol our parking lot and vehicles are subject to ticketing. If you are dropping off materials at school or picking up your child for early dismissal, you must park your vehicle in a designated parking space.

IMPORTANT: Any changes in a child's normal transportation pattern must be requested each time in writing by the parent or guardian. **Dismissal changes may not be communicated via email.** Each note will be directed to the office for approval. We realize that during the day emergency situations may arise and it may become necessary to make a change in your child's plans for dismissal, but please try to discuss your child's dismissal plans each morning. This will avoid confusion at the end of the school day and will help your child establish a comfortable routine each day. We ask that you call the office before 2:00 p.m. if unforeseen circumstances necessitate changes to your child's plan for dismissal.

VISITORS / GUESTS / PARENT VOLUNTEERS

In an effort to safeguard the well-being of every student attending Maybeury Elementary, **all visitors, guests, and parent volunteers must report to the office upon arrival.** Please bring your driver's license to check into our system and to sign in manually on our Visitor clipboard. All doors will be secured in order to ensure safety and all visitors should use the intercom/buzzer system in order to enter the school. Parents can drop off forgotten textbooks, lunches, lunch money in the office. Such items will be forwarded to students in a timely fashion so that instructional time is not lost. **All visitors, parents, and volunteers must wear a nametag while on campus.** Staff have been instructed to stop persons without a nametag and direct/escort them to the office.

MISCELLANEOUS GENERAL INFORMATION

Money (other than money for lunch or other school-related purchases) or other personal items (i.e. electronic devices, toys, stuffed animals, etc.) should not be brought to school. The school cannot be responsible for loss or damage. Pencils, erasers, and other school items are generally available at the school store. Please limit funds sent to purchase school store items to \$2.00 or less. Younger students especially need to plan on purchasing only one or two items at a time.

In general, pets or other animals may not be brought to school grounds in compliance with Henrico County Public School Board policy. Exceptions to this are unusual and require principal approval, immunization records of the animal, proof of liability insurance coverage, and other documentation.

We invite you to join your child for lunch during special occasions. Children may not share food at school. We encourage you to bring healthy lunch items when visiting us or plan on purchasing a lunch from the school cafeteria. As a reminder, no fast food is allowed in the cafeteria.

We are very proud of Maybeury Elementary. Help us to protect this property. If you see any unusual activity after hours, please call the police department immediately. (Call 911 for emergencies and 501-5000 for non-emergencies.) This building belongs to all taxpayers of Henrico County. Please help us be good stewards.

At Maybeury Elementary, we are committed to providing the best possible education for our students. Thank you again for allowing us to work with your child each day. Thank you, too, for your

cooperation in becoming knowledgeable about school procedures and guidelines and following them throughout the year.

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, henrico.k12.va.us. Any person unable to access the online policy may request a copy of a specific policy by contacting Records Management at 652-3828.