

2021-22 Parent/Student Handbook for Maybeury Elementary School



*The entire Maybeury Elementary faculty and staff welcome you and your family to
our school family!*

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Principal's Message

Dear Students and Families:

Welcome to Maybeury Elementary, home of the Mallards! This site contains important information that will help us have a successful year. It is very important that you take time to review all the information and if you have any questions, please feel free to call us at school.

This online Student & Family Handbook provides important policies and information about our learning community. It contains guidelines that reflect both Henrico County Public Schools official School Board Policy as well as those that specifically relate to the effective and efficient operation of Maybeury Elementary School.

Teachers and administrators will review key parts of the Handbook with students at the beginning of and at other points throughout the school year. Please refer to this handbook throughout the year to help answer your important questions.

Yours in Education,

Bradley V. Fernald, Principal
bvfernal@henrico.k12.va.us

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General Information

Address: 901 Maybeury Drive Henrico, VA 23229

Phone Number: (804) 750-2650

Fax Number: (804) 750-2649

Office Hours: 7:00 AM - 4:00 PM Monday through Friday

Summer Office Hours: 7:00 AM - 5:00 PM Monday through Thursday

Administrative Team:

Mr. Bradley V. Fernald, Principal

Mrs. Tonia Christian, Associate Principal

Mrs. Anne Overman, Resource Teacher

School Secretaries:

Mrs. Annette McKelvey

Mrs. Thelma Ambrose

School Nurse: Mrs. Ashley Walters

School Schedule: (In Person)

7:50 - 8:10 AM - Student Arrival

8:10 AM - Tardy Bell rings

2:40 PM - Bus riders and students in grades K-1 Car and Daycare Dismissal

2:45 PM - Students in grades 2-5 Dismissal to Daycare and Car Loop

School Nickname: Mallards

School Mascot: Max the Mallard

School Colors: Green and Yellow

HCPS Policies & 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, 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.

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About Maybeury Elementary School

At Maybeury Elementary School, we believe that what makes us special is our students and the various cultures and backgrounds they bring to our classrooms. Maybeury's population has evolved into one of the most culturally diverse schools in all of Henrico County, Virginia. With over 14 languages spoken in our homes, Maybeury prides itself on this diversity by providing a culturally responsive and inclusive environment.

Our teachers go above and beyond each and every day. Curriculum is taken to richer and deeper learning levels by incorporating lessons that provide real world connections and experiences.

In the spring of 2014, Maybeury expanded our learning focus to include an outdoor learning garden. Our school partnered with local farmers to design and implement an interactive gardening experience for students. We currently have multiple raised beds, an outdoor learning classroom, and several workstations.

Like many other schools in our area, Maybeury Elementary has a caring staff, supportive parent community, and rigorous curriculum. These characteristics are critical to the success of any school. But here at Maybeury, we measure success by going beyond those expectations. We strive for a higher level of achievement through the creative and unique educational programs we implement for all our students, the impact we make throughout our community, and the student leaders we generate each year. Maybeury Elementary School truly is a group of diverse families of learners.

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Absences and Tardies

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Absences

Absence Due to Illness (4 days or less)

***Student illness:** Parents or guardians should call the main office any time after 7:00 AM and before 9:00 AM to inform the attendance secretary that their child will be absent due to an illness or appointment.

(If your child has missed more than 4 consecutive days of school, please provide a doctor's note upon their return. Please contact our school nurse if you are given specific doctor's orders prior to their return to school.

***Medical appointments** *(Please try to avoid scheduling during the school day whenever possible.)*

Absence (Non-Illness) MAY BE approved by the principal ONLY when received in advance.
*(Requests must be made through email or letter format to the principal for approval.) *Email is preferred during the COVID-19 pandemic.*

***Serious family illness that necessitates absence of student**

***Death in family**

***Travel**

How will extended absences be approved?

- Principals can excuse extended absences one time during the year with **ten** days being the maximum.
- If a parent requests an absence of 11 days or longer, we will record 10 days as principal excused and the rest as unexcused. *(Any time missed after the 10th approved day is unexcused.)*
- If a parent requests an absence of 15 days longer or more, we will record 10 days as principal excused and 5 days as unexcused.

When will my child be withdrawn?

- The student will be withdrawn after the **fifteenth** consecutive absence per state law. These **fifteen** days include any combination of consecutive principal approved and/or unexcused days
- If your child is absent for 15 consecutive days and withdrawn from THES, you must re-enroll your child in the main office before they can return to school. *(Documentation must be provided during the re-enrolling process.)*
- Although we will attempt to make every effort, there is no guarantee that we can return your child to their original classroom once they are withdrawn from THES should numbers fluctuate.

*Although teachers may at times provide you an outline of topics to be covered in advance, **specific assignments do not have to be provided in advance of an absence.** When a student is*

absent, every effort needs to be made to make up assignments within a reasonable amount of time. Tests will be given as soon as possible after a child returns to school. Please work directly with your child's teacher on this matter.

Compulsory Attendance

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

When a student accumulates six (6) unexcused absences, the school social worker supervisor will report the attendance status to the commonwealth's attorney's office. When a student accumulates seven (7) unexcused absences, the school social worker will file a complaint against the student and/or parent through Henrico Juvenile and Domestic Relations Court.

Tardies

Students are expected to arrive at school on time, no later than 8:10 AM. Any student arriving at school after 8:10 AM must report to the office. A parent must escort the child into the office to sign them into the building. They will receive a tardy slip before going to class. Excessive tardiness (more than 10 unexcused tardies) will result in parent contact.

Continued tardiness will result in a meeting between the parent and administration outlining implementation strategies to support on-time arrival of the student to school.

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Access to Student Records

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

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Allergies

Our school has a number of students who have significant and/or life-threatening allergies. “Allergy Alert Zones” are posted throughout our building to help parents, students, and staff be aware of classes that have the students with severe allergies as an added precaution. Please remember that no “whole class” food or treat may enter a classroom without the permission of the teacher.

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Attendance

To help ensure the most successful start to each day for every day, students should arrive at school on time and ready to learn. When students arrive at school after 8:10 AM, it is disruptive not only to them, but to their class as well. We strongly encourage students to ride the bus. If students are driven to school, please factor in enough time to account for traffic and follow proper drop-off procedures.

7:50 – 8:10 AM Student Arrival: Students should not arrive at school in the morning before 7:50 AM because no adult supervision is available.

7:30 AM: Office Opens

8:10 AM: Tardy Bell rings – Classes begin

8:10 AM – 2:40 PM: Students’ Regular School Hours

2:40 – 2:55 PM: Student Dismissal

2:40 – 4:00 PM: Business Hours Continue

2:55 PM: Staff Meetings begin and Classrooms closed to students/parents

4:00 PM: Office closes

UNEXCUSED ABSENCES PLAN

3 unexcused – Attendance Secretary calls

5 unexcused - Member of RtI team calls & attendance plan completed

10 unexcused – Attendance Plan completed with the parent and Intervention Team member

15 unexcused – Attendance Plan meeting with School Social Worker is held for habitual attendance problems.

UNEXCUSED TARDY PLAN

5 unexcused – Attendance Secretary calls

10 unexcused – School Counselor calls & sends letter

15 unexcused – Tardy plan is completed with the parent and Intervention Team member

20 unexcused – Attendance Plan meeting with School Social Worker is held for habitual attendance problems

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Cell Phones

Student cell phones are permitted on campus, but must remain powered off at all times. They must remain in the student's backpack and are not allowed out during the instructional day for any reason. Students who do not comply with these restrictions are subject to the HCPS Code of Conduct.

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Clinic

The clinic is available throughout the day to all students. However, children who are sick should remain at home. When a student goes to the clinic due to illness or injury, the school nurse will decide if the illness or injury requires a phone call. If a child has a fever or observable signs of illness, the parents are contacted to take the child home. Students must be fever free for 24 hours before returning. All communication regarding student illness should run through the clinic during the instructional day. Please Do NOT text the classroom teacher directly for medical reports. Our staff has been instructed that all medical communications should run through our school nurse.

First Aid & Medications - Under certain conditions, school personnel or parents may administer medications upon written parental request and a proper prescription or written clearance from a physician. All medications must be brought to the school nurse

by the parent. Students should never transport any form of medication to school. (This includes cough drops, lotions, etc.) See the school nurse for details.

Physician's prescription and/or written clearance giving the following information must be submitted:

- ★ Name of person to receive medication
- ★ Date of prescription
- ★ Exact dosage
- ★ Exact time dosage is to be given

This procedure should be used only when the student is required to take medicine during school hours.

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Code of Student Conduct

Our pride in Maybeury begins with the quality of behavior our students demonstrate on a daily basis. Our expectations are based on respect and responsibility. Every student is responsible for following school rules and respecting the rights of others.

The classroom teacher is responsible for the majority of student discipline. Each teacher/grade-level develops a classroom management plan that rewards appropriate behavior, has strategies to prevent unacceptable behavior, and prescribes corrective action when necessary.

Classroom expectations are used to develop school rules and expectations. School expectations are all supported by the HCPS Code of Student Conduct. Habitual or significant violations of classroom or school expectations, and/or the HCPS Code of Student Conduct will be referred to an administrator.

The general behavior standards for Maybeury Elementary students are specified in the Henrico County Public Schools Code of Student Conduct. A copy is distributed to each student. The last page of the booklet must be dated, signed, and returned to your child's teacher or signed digitally through the HCPS Rycor online resource.

There are prescribed corrective actions listed in the Code of Student Conduct for each violation. The Code of Student Conduct covers students from the time they leave home in the morning until he/she returns in the afternoon, including time on school buses, bus stops, and walking to and from school. Classroom and school expectations, and the

HCPS Code of Student Conduct are taught at a developmentally appropriate level the first week of school and reviewed throughout the year.

Our Code of Student Conduct is generated by Henrico County Public Schools. Click [here](#) to view the HCPS Code of Student Conduct in its entirety.

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Communication from the School

We provide various means of communication from our school to your home. Below are the forms of communication you may receive from us:

Tuesday Folders: Each student receives a yellow folder for the purpose of sending home important documents and notices to parents each Tuesday afternoon. Please look for the yellow Tuesday Folder in your child's bookbag.

Weekly Teacher Newsletters/Blogs/Weekly Snapshots: Each Monday, your child's teacher will email a weekly newsletter, snapshot, or email that the teacher's blog has been updated to inform you of important dates, special projects, and what they have learned and will be learning about the following week.

School Messenger: This service provides special messages and reminders from either the principal (or another administrator) or Andy Jenks, the Director of Communications for Henrico County Public Schools. These special messages come in the form of email, phone calls, or both.

PTA Newsletter: This newsletter created by the PTA is sent to families each week. Its content is about important information, updates, and upcoming PTA events.

PTA Facebook Page: The PTA uses their facebook page to post reminders and information about upcoming events. Like their MaybeuryPTA page today.

Twitter: Stay up-to-date on the latest happenings at MES by following us on Twitter.

https://twitter.com/mes_mallards

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Conferences

Although report cards serve as a good means of communication, they may not always be sufficient for some individual situations. Parent-Teacher Conferences are scheduled

in November and February. In addition, parents, as well as teachers, are encouraged to initiate additional conference time to solve problems or discuss concerns related to a student's academic progress. Since a teacher's time must be devoted to his/her class and daily instruction, parents should plan to schedule an appointment in advance when desiring a conference with a teacher, rather than dropping by or stopping in during the school day. The best time for a parent-teacher conference is at the close of the school day after student dismissal.

**Due to the COVID-19 Pandemic, teachers will offer office hours to host parent-teacher conferences virtually.*

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Digital Resources and Other HCPS Resource(s)

HCPS and MES has a bank of digital resources to support student instruction.

- ★ **Clever:** This site houses all digital resources to support your child's instructional needs. Your child has specific login information for the programs on this site that are connected to their HCPS student account. See your child's agenda label or teacher for support.

<https://clever.com/in/henrico>

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Dismissal

Once the dismissal routine is established, any changes will require a written note unless there is an emergency. If a **last minute emergency** requires a parent to call the office to communicate a transportation change, the parent will be asked for identifying information for security purposes. Final approval would then be made by the principal.

Half-day Dismissal

Buses are dismissed by Announcements starting at 11:35 AM.

The schedule is as follows:

11:35 AM – Bell: KG and 1st Grade ONLY Daycare, and Car Loop

11:40 AM – Bell: 2nd – 5th Grade student report to Daycare, and Car Loop

11:45 AM – Bell: Walkers dismissed to appropriate doors

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Dress Code

Parents and students are asked to support a standard of dress that creates a positive educational environment. Students are expected to dress in a manner that reflects pride in themselves and that is appropriate for the occasion.

Maybeury students must follow the Student Dress Code as specified in the HCPS Code of Student Conduct.

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

Students may not wear the following items unless otherwise stated:

- ★ Hoods, hats, face masks, or head coverings of any kind inside school buildings during regular school hours, unless required for religious or medical reasons.
- ★ The following items on school grounds during regular school hours: bandanas, do-rags, head scarves (with the exception of head garments for religious reasons), hair picks, wave caps, large combs, brushes, and rollers.
- ★ Sunglasses, unless prescribed by a physician.
- ★ Dresses, skirts, shorts, athletic shorts, and other similar clothing that are shorter than finger-tip length (arms straight with palms flat - measured by the ball/tip of the thumb) even when worn with leggings or tights.
- ★ Messages on clothing, chains, jewelry, and personal belongings that pertain to drugs, alcohol, tobacco, sex, gangs, vulgarity, or that could cause a substantial disruption to the learning environment.
- ★ Spiked jewelry, chains, and items which could cause student injury.
- ★ Beachwear (which includes bathing suits and trunks) and sleepwear
- ★ Clothing that reveals undergarments.
- ★ Cut-off jeans, cut-off sweatpants, or torn, ripped, or slashed clothing that reveals undergarments or body parts excluded by other parts of this code.
- ★ Bedroom slippers or shoes with wheels, also known as “Heelys.”
- ★ Clothing that reveals the midriff while sitting or standing.
- ★ Clothing that is tight, skimpy, or with plunging necklines.

- ★ Clothing that is see-through, revealing, or resembles undergarments.
- ★ Tube tops, halter-tops, halter-top dresses, strapless dresses or tops or dresses with spaghetti straps (female tops must be at least two inches wide at the shoulder).
- ★ High heels or flip flops at the elementary level (Elementary students are encouraged to wear athletic shoes or closed toe shoes with a rubber sole and should wear such shoes for Physical Education and recess).
- ★ Coats inside the school building during the school day as determined by the administrative staff depending on the school design and administrative ability to provide storage for coats.
- ★ Students must wear clothing as designed (buttoned, zipped, etc.) Students must wear pants on the hips, secured above the buttocks.

Students may not:

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

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Emergency Information

Each child must have a current emergency information card on file. This card provides us with information should your child become ill or injured at school and need immediate emergency care or treatment. Please notify the school office as soon as possible if there is a change in your child's emergency information.

It is very important to list another person or persons who can be contacted should the school be unable to reach you. Please make a note of any unusual health conditions such as allergies, asthma, etc. If health information changes during the school year, please notify the clinic.

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Facility Usage & Safety

**Due to COVID-19 building events to be held indoors are to be postponed. Events are encouraged to be done virtually to ensure the safety of everyone at this time.*

Any time you would like to use the school building to hold a meeting or event (i.e. girl scouts, cub scouts), you must complete a facility usage application and a blue safety action plan to Mrs. Kelly Fair. Both are to be submitted to school at least one month before the event. If you have further questions about using the school building, contact Mrs. Ambrose in the main office at 750-2650.

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Field Trips

Due to COVID-19 field trips will take place outdoors for the 22-22 school year.

Field trips are part of the instructional program. When field trips are taken, a field trip permission form will be sent home for parents to sign, date, and return. If this form is not on file in the school, the child will not be allowed to participate. Permission to attend a field trip will not be accepted over the phone. Family members are welcome to serve as chaperones; however, they must have a volunteer application on file at Maybeury Elementary at least a week prior to the field trip to allow for appropriate county screening.

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Gifted

The window for referring students in grades 3-5 occurs in October and in January for grades K-2. If you have specific questions about how students may qualify for gifted, the gifted referral process, or the general content of gifted classrooms, contact Anne Overman, resource teacher, at apoverma@henrico.k12.va.us. Gifted resources are available on the Henrico County Public Schools [website](#) as well.

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Grades and Report Cards

Four nine-week pupil evaluation periods are designated for the school year. Interim reports are sent home halfway through each period to all students. Parents should sign and return all report cards and interim reports (unless otherwise informed by your child's teacher).

Different symbols are used on report cards to communicate student progress. Please refer to the report card for specific areas under each academic content area, as well as work habits and conduct.

In grades K and 1, work is evaluated using a scale of 4 to 1.

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

In grades 2-5, work in language arts, math, science and social studies will be evaluated using the following scale:

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

In physical education, music, art, work habits, and conduct, the S / N scale will be used to indicate satisfactory achievement or an area that needs improvement.

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Henrico County Public Schools

Maybeury Elementary is one of the approximately 70 schools in Henrico County Public Schools (HCPS). Our school division has received awards ranging from Best 100 Communities for Music Education in America for the fourteenth consecutive year, to National School Library program of the year by the American Association of School

Librarians. If you would like to know more about this large and diverse county, click [here](#).

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Homework

Below is the school board policy regarding homework time allotment for elementary school students. Please contact your child's teacher if you have questions or concerns regarding homework.

KG: Kindergarten No specific time allotment; opportunities for reading readiness enrichment and language awareness should be encouraged

Grades 1 and 2: 30 minutes per evening

Grade 3: 40 minutes per evening

Grades 4 and 5: 60 minutes per evening

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Inclement Weather

If schools close early due to inclement weather conditions or other emergency situations, announcements will be made on most local television and radio stations:

WRVA 1140 AM, local television channels for ABC, CBS, NBC, or FOX, HCPS Channel 99, or check the [HCPS website](#). Please do not call the school because school telephone lines are needed for instructions from Central Office and for emergencies.

Plan in Advance for Unexpected by Necessary Early/Emergency Closings.

An Emergency School Closing Form for your child will be sent home and is to be completed and returned to your child's teacher. Make sure you discuss the plan with your child. The information you provide will be used should your child become ill or injured at school and require 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 in a timely manner.

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Lost and Found

The Lost and Found is located inside of the Cafeteria. Students may check for lost items before or after school, or during lunch. It is requested that all outerwear and other personal items be labeled with the child's name whenever possible. Unclaimed articles will be donated to a local charity periodically.

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Lunch and Snacks

Lunch is an important part of the daily routine and a time for students to socialize with friends. Students are expected to demonstrate behavior and manners as if they were at the holiday dinner table. Students are encouraged to use the bathroom before lunch, so we can limit the number of students who are out of the cafeteria at one time. It also helps the monitors who need to be available to assist students. The following are expectations for the cafeteria:

- ★ Go through the lunch line quickly and quietly.
- ★ Get all food, utensils, and snacks at the condiment table before sitting down.
- ★ Raise your hand when someone or something is needed.
- ★ Remain in your seat until permission is given to leave.
- ★ Eat your own food; food should not be given away, shared, or traded.
- ★ Clean your area of all trash and spills before leaving.

Parents are strongly encouraged to put funds in their child's lunch account by signing up on the [myschoolbucks](#) site or by sending in cash or check on a weekly or monthly basis. A monthly menu is provided for every student. If a student forgets their lunch or there are insufficient funds in their lunch account, an emergency lunch will be provided.

Maybeury has moved away from outside "treats" being shared with the entire class during lunch or during the instructional day. Please do not bring any classroom treats to the cafeteria at any time.

If a student brings his /her own lunch, we suggest it contain nutritious food and drink along with all utensils and condiments, including forks, spoons, napkins, and any dressings. Carbonated sodas are not permitted in our cafeteria.

Classroom teachers have a separate dining area. School staff, “Lunch Bunch” volunteers, and two paid lunch monitors supervise students during the 30 minute lunch block.

Parents who prepay for student meals should monitor these funds carefully. If funds are depleted faster than anticipated, parents may put a “lunch only” flag on the student’s account, which means the student may only purchase lunch and a drink and may not purchase any a la carte items.

For assistance, please call the school’s Cafeteria Manager Mrs. Shannon Woodley at (804) 750-2650.

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Media Center

Students in grades K-5 are scheduled weekly for 40 minutes. Individuals or small groups of children in grades 2-5 may use the library media center independently as often as necessary. Students may be scheduled for instructional time with the librarian as instructional goals are identified. The librarian and teachers plan collaboratively to integrate content curriculum with literature enrichment and/or informational/media skills. All students are strongly encouraged to visit the library at least once a week. They may come at any time during the day with a specific purpose, such as to check-out and/or return books, to do research, or to complete assignments.

The HCPS policy for lost or damaged library books is:

- ★ Lost/Damaged Hard Cover Book: \$16.00
- ★ Lost/Damaged Soft cover book: \$ 5.00

Books must be paid for when a bill is presented. If a book is lost, paid for, and then found, the school will reimburse the parent for the amount paid.

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PTA

We are very proud of the special parents, families, and teachers that comprise our Parent Teacher Association. They work hard to support our students and the educational resources we are able to provide.

One major way the PTA helps to support our school is through the **Mallard Fund** -- a one-time financial commitment to support students' instruction. . Over the years, the monetary donations made through the Mallard Fund have helped to outfit each K-5 classroom with Promethean Boards as well as purchase instructional resources for our students (i.e. Study Island, Reading A-Z/RAZ Kids, and Leveled Books). Please consider donating to the Mallard Fund today.

Our PTA handles the organization, photography, and purchasing of yearbooks. MES is not associated with this process. If you have concerns regarding your child being in the yearbook or the purchasing of a yearbook, please reach out to our PTA.

If you have further questions, please reach out to our PTA President, Somer Sentz at maybeurpta@gmail.com.

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Parties

Parties

The HCPS School Board policy allows each class to have one party during the school year. The party is to be organized by the classroom teacher and room parent and takes place before the winter holiday break. All other parties/special celebrations during the instructional day must receive prior approval from the principal.

Party invitations are not permitted in school.

Please be aware that Maybeury Elementary School celebrates your child's birthday on the morning announcements and by giving each child a birthday pencil.

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Playground Expectations

Maybeury Elementary School staff desire for all of our students to remain safe during their recess time. To promote safety of the students, the classroom and PE teachers review the following playground reminders and expectations with the students:

- ★ The playground equipment is designed for children of all abilities. Specific pieces of equipment are also designed for children of certain ages.
- ★ Equipment to the upper playground is intended for grades 3-5 only.
- ★ Equipment at the lower playground is for grades K-2 and is fully ramped for wheelchair access.
- ★ Students are to be sure to sit on the swings and slides and stay clear when others are swinging.
- ★ Students are not permitted to throw rocks, sticks, or snowballs at any time.
- ★ Parents should monitor appropriate use of equipment after school hours.
- ★ Students are assigned a specific recess zones to play daily.

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Safety Patrol

School safety patrol members are selected from rising 5th grade students (4th grade students during the fourth marking period) through an extensive application process and written parental consent. School Safety Patrol Members serve under the direction of teacher sponsors and the principal. Students serving on our safety patrol assist in maintaining a safe environment through their visibility on buses and throughout the school grounds before and after school. If students are not following safe procedures, patrol members remind them to behave in ways to ensure safety. If problems occur after the reminders, patrol members report to the nearest adult supervisor. At no time are safety patrol members permitted to discipline another student. We are proud of our safety record and the efforts of our students to conduct themselves in a safe manner at all times. Communication regarding the safety patrol process will be communicated later this fall.

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School Pictures

Our school picture vendor (Strawbridge) photographs students in the fall and spring. Retake opportunities are available upon request for fall pictures only. To purchase pictures, a prepayment is required. Detailed information is sent home via student backpack mail.

Strawbridge does offer a “Memory Package” in February which documents your child’s pictures during their time at MES. Detailed information is sent home via student backpack mail.

Pictures of students are periodically taken during the instructional day. These pictures are often used for school activities and classroom projects. Please be sure to complete the Media Release form sent home during the first week of school to indicate your preference about having your child’s picture taken.

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School Counseling Program

Mrs. Lauren Pritchard is Maybeury Elementary School’s counselor. Mrs. Pritchard leads a comprehensive program that combines school-wide monthly classroom instruction on developmental and character topics, access to small group counseling, and/or individual counseling. The program is designed using the National School Counseling Standards to support the academic, personal, social, and career development of all students.

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Special Testing

[CogAT \(Cognitive Ability Test\)](#)

The CogAT measures students’ reasoning skills in three areas: verbal, quantitative, and non-verbal. In Henrico County Public Schools, students take this assessment in 2nd grade. This information may be helpful to the Response to Intervention (Rtl) and/or Gifted Identification placement teams.

[HATs](#)

Henrico Assessment Tests are summative assessments that measures how well students mastered content in specific subject areas. They are administered to students in Grade 2 in the Spring toward the end of the school year. This year, students take paper/pencil Reading HATs in Grade 2.

[Fountas and Pinnell](#)

The **Fountas & Pinnell Benchmark Assessment** Systems provide teachers with precise tools and texts to observe and quantify specific reading behaviors, and then interpret and use that data to plan meaningful instruction.

[PALS](#)

The Phonological Awareness Literacy Screening (PALS) assessment is a screening, diagnostic, and progress monitoring tool that measures the fundamental components of literacy. We conduct PALS three times during the school year (fall, winter, and spring) for students in grades K-2 (some grade 3 students participate as well if they meet certain criteria).

[SOLs](#)

Standards of Learning tests are summative assessments that measure how well students mastered content in specific subject areas using the Standards of Learning as a guideline. Students in grades 3-5 are assessed on their understanding of the Virginia Standards of Learning using the online platform Pearson. Students are administered the SOLs in the Spring toward the end of the school year. (HATs and SOLs are administered around the same time of year.)

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Student Recognition

Our philosophy for student recognition is to recognize children for their hard work, effort, character, and achievement throughout the year. There will be many opportunities for students to be recognized, including teacher or classroom recognition, grade recognition, and school-wide programs.

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Telephone

Because of the high volume of telephone traffic and limited number of telephones, students will not be permitted to use the telephone during the instructional day to call home for forgotten items.

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Theme

Every year we change our school-wide theme to reflect our community focus. There is always a home and school connection with our theme.

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Transportation To and From School

All requests for transportation changes should be received in writing on the day of the requested change. These requests should be turned in to your child's classroom teacher. To avoid confusion at dismissal time and to ensure your child's safety, the school cannot honor requests made by phone or email.

Bus Transportation:

- ★ Students are required to get on and off at the same bus stop each day.
- ★ Henrico County's Code of Student Conduct and MES Expectations are in effect on all buses and at all bus stops.
- ★ It is required that students remain seated and reasonably quiet while on the bus to ensure optimal safety of the students.
- ★ Misbehavior on the bus may result in this privilege being revoked.
- ★ Riding the school bus is a privilege.

Whether riding the bus on a daily basis or for a field trip, students are expected to obey the rules of the bus as stated in the Code of Conduct, and follow their driver's directions at all times. Requests for children to ride a bus other than their own cannot be accommodated.

- ★ Students are strongly encouraged to take the bus to and from school each day, and the vast majority of students from MES do so on a daily basis. In the event that they are driven to or picked up from school, it is extremely important that the following rules are followed to help us ensure the safety of students, staff, and visitors.

KINDERGARTEN PARENTS:

- ★ HCPS School Board Policy requires that a parent, guardian, or other authorized adult is to accompany a kindergarten student to the school bus stop in the morning, and be present when the student is dropped off at the end of the school day.
- ★ If a parent, guardian, or other authorized adult is not present at the bus stop at the end of the school day, the school bus driver is required to return the kindergarten student to their assigned school, and the parent will be called to pick their child up at school.
- ★ Please note that the driver will require anyone who meets the kindergarten student at the bus stop to provide a picture ID (DMV driver's license or any Federal, State, or Government issued ID) to compare to the list that is provided

to the bus driver with the names of the authorized adults who have permission to meet the student at the bus stop.

- ★ If the person does not have a picture ID or refuses to provide the necessary picture ID, then the child will be returned to his/her assigned school and the parent will be contacted to come and pick their child up at school.
- ★ Remember to carry your picture ID with you to the bus stop every day. Failure to comply with this request may result in your child losing the privilege of riding the bus home.

Car Transportation (Parent Drop-off/Pick-up “by Carpool”):

- ★ Students will enter and exit the building in the front of the school.
- ★ Parents should wait in the carpool line at the front of the school until the students are released. Your child’s Hang Tag should be in clear view with the name facing outward.
- ★ Please stay in your cars and staff will direct students to your vehicle during afternoon dismissal.
- ★ Parents wishing to park and pick up their students after school must park in our adjacent lot and sign in at the front office to comply with safety and security reasons.

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Variations

Please make sure you notify our main office any time you have a change in residency. It is extremely important that we have the most up-to-date contact information in the event of an emergency. There is a variance process in place to support families that move out of the MES zone.

<http://henricoschools.us/school-assignmentvariance/>

Visitors and Guests

Due to the COVID-19 pandemic, all visitors will be required to answer the following questions prior to entering the building (which is by appointment only.) [COVID-19 Health Screening for Visitors](#) In addition, our front office staff will take temperatures of visitors prior to their appointment starting.

Maybeury Elementary School has a doorbell at its locked main entrance that controls access to our school at all times. Locking the doors provides an increased level of security for our students, staff, and visitors.

Upon arrival at our main entrance, simply ring the doorbell, and an office staff member will provide you assistance. Once you have been cleared to enter the building in accordance with HCPS School Board Policy, all parents and visitors must report to the office. If the purpose of your visit is to simply drop something off (i.e., lunch money, textbook, jacket) at school, the office will ensure that the item is forwarded to your child in a timely manner. If you are visiting the school for a purpose taking you beyond the office (i.e., volunteering, eating lunch with your child, attending a scheduled event in the classroom), then you must show your identification card (i.e. driver's license, passport), sign in the main office on the computer and clipboard, and wear a visitor badge at all times. When your visit is complete, please sign out on the clipboard in the main office. Signing out ensures the school's ability to account for visitors in the case of an emergency.

While we appreciate parent volunteers and scheduled visits to the classroom, we cannot accommodate unannounced visits from parents before or during the school day. Please help our staff each morning by giving them time with students between 7:50-8:10 AM and only visit the classroom when a pre-arranged visit is scheduled.

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Volunteers

Due to COVID-19 there will be limited building opportunities for volunteers. As stated above, all visitors will be screened prior to entering the school. Using the following protocols. [COVID-19 Health Screening for Visitors](#) We encourage our volunteers to look for ways to support our school community virtually or off-campus following CDC guidelines for social distancing.

Maybeury Elementary School offers many opportunities for parents to volunteer their time and talents and provide assistance with the operation of the school. The Maybeury teachers and staff appreciate the many hours of service provided by the volunteers each school year, helping to enrich the educational experience of all the students. Some of the opportunities for volunteering include, but are not limited to:

- ★ Assisting the librarian in shelving materials in the media center
- ★ Assisting the art teacher in mounting and displaying student artwork
- ★ Assisting the classroom teachers with their educational programs such as reading, writing, and computer activities on a weekly or bi-weekly basis
- ★ Assisting in preparing materials for the teacher's use in the classroom
- ★ Assisting in the cafeteria during the lunch period

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

- ★ Upon entering the school, volunteers must sign in and get a volunteer sticker, which is clearly displayed during the time that volunteers are in the school building. By signing in, the school can readily locate you in case of an emergency. Before leaving the building, volunteers must scan their badges to sign out.
- ★ If a volunteer is unable to fulfill a commitment on any occasion, the volunteer should notify the teacher, office, or the PTA volunteer coordinator. 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.
- ★ We kindly ask our parents to NOT BRING PRESCHOOL AGE CHILDREN when volunteering. This is for the protection of the child and our students. There are a variety of volunteer opportunities for parents with preschool children. Please contact your room parent or classroom teacher for additional information.
- ★ Volunteers are to follow a code of ethics and not discuss observed behavior or overheard conversations outside of school. If inappropriate behavior is observed or conversation overheard, please bring this information to the attention of the teacher or an administrator. Volunteers should respect the individuality of each student. **A VOLUNTEER SHOULD NOT DISCUSS A CHILD'S INDIVIDUAL PERFORMANCE OUTSIDE OF THE CLASSROOM.**
- ★ Volunteers should not interrupt the instructional program or a teacher's planning period to discuss matters concerning his or her individual child.
- ★ Volunteers should take any concerns or questions regarding volunteer procedures to the Volunteer Coordinator or appropriate staff member.

All volunteers must complete the HCPS Application for Volunteer Service Form prior to working within the building.

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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 Records Management at 652-3828.”

Last updated: 8/24/2021