

2018-2019 School-Based Practices

Maude Trevvett Elementary

Mission Statement:

The Trevvett Elementary community strives to educate, motivate, and inspire all students in a safe and positive academic environment to become lifelong learners and respected leaders in a global society.

Bell Schedule

Morning

- 7:20 a.m. Doors open for students
- 7:40 a.m. School begins
- 7:45 a.m. Students marked tardy

Afternoon

- 2:00 p.m. Dismiss ExEd Bus/DayCare
- 2:05 p.m. Dismiss Walkers/Car Riders
- 2:08 p.m. K-1 Bus Riders Dismissed
- 2:12 p.m. 2-3 Bus Riders Dismissed
- 2:15 p.m. 4-5 Bus Riders Dismissed
- 2:20 p.m. All Clear

Attendance

Please call the office to report your child's absence. If your child arrives to school after 7:40 a.m., then you must come to the office to sign in.



Pickup Tags

We have a pickup tag system for dismissal which allows us to easily identify parents and caregivers. For security reasons, the tags will be re-issued each year. Pickup tags should be displayed on your passenger side dashboard area if you are going through the car loop. If you are picking up your child at the front door, then please present the walker tag to the school staff. TWO tags will be issued to car riders and walkers.

Transportation

Any changes in the way your child goes home require written permission. For safety reasons, **changes cannot be made over the phone or by email.** In the case of an emergency, you can fax a signed letter and a copy of your ID to 804-515-1199. Riding the bus is a privilege and students are expected to obey the rules of the bus drivers as well as those in the Code of Student Conduct.

Communication Devices

Students may not use cell phones or smart watches in the school building. These devices must be turned off and stored in the child's backpack from 7:20-2:20. Students should not use these devices while riding an HCPS school bus.

Visitors/Volunteers

-In an effort to safeguard the wellbeing of every student attending Trevvett Elementary, all visitors, guests, and parent volunteers are asked to report to the office upon arrival. All doors are secured and locked at all times. Parents are asked to drop off forgotten textbooks, lunches, lunch money or other instructional equipment/materials in the office. These will be forwarded to students in a timely fashion so that instructional time is not lost. **All volunteers/visitors must use their photo ID to register in the security system at the front office to obtain a visitor sticker.** Due to insurance regulations, younger siblings are not permitted to accompany the volunteer to the classroom. If you are volunteering, visiting classrooms or attending special events, then please turn off or silence your cell phone. Parents are welcome to walk their child to class from 7:20-7:40 AM. Additionally, teachers are available from 2:20-2:45 PM if you need to speak to them. Please contact the teacher to schedule an appointment if you would like a conference after 2:45 PM.

-Parents must have a volunteer application on file to chaperone field trips and/or volunteer in the classroom.

-All lunch and classroom visitors must be listed on the student's Approved Visitor List.

Early Dismissals

Our core instructional day ends at 2:00 p.m. Please try and limit early dismissals. Should you need to pick up your child, please bring your photo ID to the main office and your child will be called to the main office. Students will only be released to individuals on the Approved Pickup List.

Clinic

There are specific guidelines for medication, which must be administered by the clinic attendant. **Students may not transport medicine to or from school.** Please bring in your child's medication to the clinic. If your child is seen in the clinic, he/she will receive a clinic incident report in the home folder/agenda. You may contact Nurse Speers at 804-261-5060



School Counseling

Our School Counselor, Ms. Bushey, implements our counseling program. Character development, friendship, personal interactions, family relationships, and school success are areas addressed by our school counselor. The counselor works with students and families individually, in small groups, and in classroom lessons. You can contact Ms. Bushey at 261-5060.



Homework

We follow the HCPS Homework policy: Kindergarten-No specific time allotment; opportunities for reading readiness, enrichment, and language awareness should be encouraged. Grades 1 and 2 -30 min/evening Grade 3- 40 min/evening Grades 4 and 5 -60 min/evening

In addition to written assignments and study time, students are expected to read 20 minutes nightly.

Lost and Found

Lost and found items are housed in storage bins in the cafeteria. Please call the main office to check for missing items.



Awards Assemblies

Student recognition assemblies are vital to building student self-efficacy and school pride. We will celebrate our students at the end of each quarter. K-2 classroom awards assemblies are from 1:00-1:30 and 3-5 awards assemblies are from 1:30-2:00. Assemblies will be held on elementary report card distribution days:

11/20 2/11 4/23 6/14

Q1-Q4 Awards

Citizenship– Students earning an S for conduct and work habits.

Excellent Attendance – Students must have four or less absences and four or less tardies.

Perfect Attendance- Students must have 0 absences and 0 tardies from school.

Honor Roll – Students must maintain an A or A/B in all subjects for the entire quarter/year for A or A/B Honor Roll.

Reading Award- Students who met their individual Reading goal for the quarter.

Q4 awards will also include All County Chorus, Spelling Bee, SCA, Art, Library, and PE.

Cafeteria, Celebrations, and Snack

-Parents may send in cash or check, or visit the county website at myschoolbucks.com to deposit money into their child’s account. Unused money is not refunded. Charges may be made up to \$5.00 (no a la carte items) and must be paid back by the next school day. Meal Prices: Lunch \$2.80 Reduced Lunch \$0.40 Breakfast \$1.50 Reduced Breakfast \$0.30 Milk \$0.65

-A peanut-free table is available for students with allergies.

-You are encouraged to come and have lunch with your child. A special table has been designated for families. Students **may not** invite a classmate to sit at the parent table. Students not accompanied by a parent should sit at the lunch table with the class.

-We welcome families to come and celebrate student birthdays during lunch. Treats are welcome, however, no food or drink items will be distributed to other students.

-School and classroom celebrations will be announced in advance. Only peanut-free goodies will be shared with students.

-Students are welcome to bring a solid snack (no liquids) if the teacher allows. **All snacks must be peanut free.** Water is the only beverage permitted during snack. These guidelines also apply to breakfast brought from home.

Testing

We monitor student progress using a variety of tools. One such tool, PowerSchool Assessment, is county-wide program that has reading, math, science, and social studies content. 2nd-5th grade teachers use this online tool to assess student performance. Teachers may access PowerSchool Assessment for science and social studies end of unit tests, and you will be provided a study guide along with the test date.

By parent request, online assessments may be reviewed by scheduling an appointment with the classroom teacher.

Students may retake one assessment per content area each quarter, totaling 4 assessments for the year.

Division-wide assessments and dates are available on our school calendar, which is available on our website.



Trevvett PTO

The Trevvett PTO is an active organization that gives a great deal of support to the school and its students. You are encouraged to join and participate. For information, please contact the President, Evelyn Cronin at TrevvettTigersPTO@gmail.com. The PTO coordinates spirit nights, and other fun activities throughout the year. Please look for informational flyers, emails, and connect ed messages. For more information, visit the PTO website or Facebook page.

PTO Meetings and special event dates are available on our School + District Calendar, which is located on our school website.

HCPS Policy 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.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.

