

Tuckahoe Elementary School Parent Guide



The Unofficial Guide to Life at Tuckahoe

2016 - 2017

Prepared by the TES PTA

PARENTS' GUIDE

This guide is published by the Tuckahoe PTA to help orient you to Tuckahoe Elementary School ("TES"). Other sources of information are your TES Parent / Student Handbook; the TES website (www.henrico.k12.va.us/es/Tuckahoe); the TES PTA website (www.tuckahoepta.org), the TES Directory; your child's teacher; SIGNALS (the PTA's weekly newsletter), and our Facebook Page (Like us at Tuckahoe Elementary School PTA). We hope this will help you make sense of all the information that is streaming your way.

TUCKAHOE PTA

The PTA is a non-for-profit organization that is made up of parents as well as TES faculty. The PTA funds numerous programs and purchases throughout the school year, as well as provides allowances to teachers for supplies (over \$100 per teacher) and durable items for school use. Funds are designated each school year for larger school projects and requests as well as SEATS programs (see SEATS description in our PTA Programs below).

PTA Board - The PTA is governed by a Board that consists of the Executive Committee and over 6 Program Committee Chairs and Co-Chairs. The Nomination Committee, which is elected by the PTA membership, proposes the slate of officers for each year's Executive Committee and the slate is voted on by the general membership. The President Elect seeks out volunteers for program Committee Chairs and Co-Chairs. Anyone may volunteer for an appointment as a Committee Chair. Committee Chairs typically hold their positions for 1 or 2 years. Program Committee Chairs always need help and fresh ideas. If you are interested in working on any committees this year or chairing a committee next year, please call or you can sign up online when you pay your PTA dues. A list of the members of the 2016-2017 PTA Board can be found on the TES PTA website (www.tuckahoepta.org).

The PTA Executive Committee consists of the following positions:

President - presides at all meetings of the association, member ex-officio of all committees except the Nomination Committee; coordinates the work of the officers and committees of the Association.

President-Elect - assists the President; performs the duties of the President in her absence; supports programs including scholastic programs and teaching tools that enrich the curriculum, teaching supplies, playground equipment, and ongoing needs; and prepares to serve as President for the following year.

Treasurer - maintains the Association's funds; keeps a full and accurate account of all receipts and expenditures; makes disbursements; remits State and National PTA membership dues; presents a written financial statement at every meeting of the Association and at other times when requested by the Executive Committee; prepares an annual financial report at the close of the fiscal year; arranges for audit of the Association's bank accounts pursuant to the Bylaws.

Vice President (Treasurer-Elect) - chairs the Membership Committee; prepares to serve as Treasurer for the following year; reconciles the PTA monthly bank statement; creates and manages online registration forms.

Recording Secretary - records the minutes of all the meetings of the Association; maintains the Association's Bylaws; maintains a membership list as required by the State and National PTA organizations.

Corresponding Secretary - conducts necessary written correspondence on behalf of the Association; responds to needs of TES community (e.g., meals, flowers, sympathy cards, etc.).

Parliamentarian - assists the Executive Committee on procedural matters. This position is usually held by the immediate past president.

ACRONYMS

The following acronyms are widely used at TES:

AR	Accelerated Reader
ASE	After School Enrichment
CogAT	Cognitive Abilities Test
DOE	Department of Education
ESL	English as a Second Language
HATs	Henrico Assessment Test
HCPS	Henrico County Public Schools
IB	International Baccalaureate Middle Years Program
IEP	Individual Educational Plan
NWEAMAPs	Measure of Academic Performance Test
PALS	Phonological Awareness Literacy Screening
PBL	Project Based Learning
SCA	Student Council Association
SEATS	Scholastic Enrichment and Teacher Support
SOL	Standards of Learning (Commonwealth of Virginia)
STEM	Science, Technology, Engineering and Math
TES	Tuckahoe Elementary School

ACADEMIC RESOURCES

The following academic resources, in alphabetical order, are currently available from Henrico County at TES:

Differentiated Instruction - Differentiated classroom instruction allows students to learn at their own pace using their own learning styles. This provides maximum learning opportunities for every student.

ESL/LEP - English as a Second Language/Limited English Proficiency instruction.

Gifted, Advanced Classes - TES offers gifted, advanced settings in selected subject areas for students in grades 4 and 5. HCPS provides an advanced curriculum for all KG-5 students in all subjects. Please visit the Henrico County gifted website for further information. <http://www.henrico.k12.va.us/Gifted/index.html>

Guidance Classes - Guidance classes, both small group and whole class, are available to all students throughout the school year. Examples of topics that are addressed include learning styles, organizational skills, assessment (test) strategies, and anger and stress management.

Office for Exceptional Education - This program provides assistance in the areas of speech and language, occupational therapy, and physical therapy, as well as assistance for students with identified areas of learning weakness.

Parent Resource Center - This center is operated by Henrico County. The telephone number 328-8117. The center's library and seminars are available to all Henrico County residents.

Resource Teacher - The Resource Teacher position is unique to HCPS. This position is a component of the Administrative Team and the position encompasses a wide range of responsibilities that will vary in each school based on the school's specific needs. The resource teacher at TES is primarily an instructional resource for teachers, parents, and students.

Second Helping (Interventionist) - This state-funded program is designed to assist identified students in grades K-3 with their reading and phonics skills. The Second Helping program typically begins in January.

PTA PROGRAMS, TES RULES AND CUSTOMS, AND OTHER THINGS YOU SHOULD KNOW

Following, in alphabetical order, is a list of various PTA programs, TES rules and customs, and other items that will help familiarize you with TES:

Accelerated Reader (AR) - The Accelerated Reader program is designed to encourage students to read. Students read selected books at home or during free reading time at school and then take computerized comprehension tests in their classroom. Points are awarded depending upon the level of the book. The list of AR books is available at the school website, under the library tab. Test results are kept and periodically sent home. This program is voluntary but encouraged, for students in grades K-5. This program is used at the discretion of your child's teacher.

After School Enrichment (ASE) - This program provides six weeks of after-school classes for grades 1 - 5 on Wednesday afternoons, in the fall and winter for a fee of approximately \$60. You will receive information about the classes available in your child's backpack. Class content depends on the talents and availability of the instructors. Your child will be directed to the class they enroll in at the end of the school day. Students should be picked up promptly from their assigned enrichment classroom at 3:10 PM. Parents are needed as volunteers to take roll and walk the students to their class, assist the lead instructors during the class and sign each student out after class.

The Angel Fund - The PTA Board's Angel Fund ensures that every child may participate in every school event/activity. The Angel fund is administered by the School Counselor to maintain confidentiality. Please contact the Guidance Counselor if you need Angel Fund support.

The Annual Fund – The TES Annual Fund is our primary PTA fundraiser for the year. Every year the PTA budgets approximately \$60 total expense per student. This enables the PTA to provide all of the authors, scientists, support for student performances, etc. which enrich our students' experience at Tuckahoe each year. The Annual Fund also provides funds for each of our teachers, allows us to host special meals for our teachers and is used for improving school grounds. Donations to the Annual Fund are tax-deductible and can be made in any amount.

Back to School / Meet the Teacher Night - This PTA program allows you the opportunity to sit at your child's desk and hear from his/her teacher about classroom expectations and plans for the year. You will also meet your child's room parents and have an opportunity to sign up for class activities.

Birthdays - No birthday parties are allowed at school. Please refer to your Parent/Student Handbook for further explanations. You may NOT send in food or favors on your child's birthday. Please do not send party invitations to school for the teacher to distribute. Birthdays are announced during the morning announcements, and the children may pick up a birthday ribbon and birthday pencil from the office after the morning announcement. They wear these ribbons all day.

Birthday Books - To commemorate your child's birthday, you may buy a book for the library in your child's name. To participate, simply fill out the birthday book form in the orientation packet. When your child's birthday approaches, your child will be shown new books available for purchase. The librarian will then send a note saying your child has selected a book with a request for a check for the purchase price. After buying the book, a bookplate with your child's name and birthday will be put in the book, and your child will be the first to check it out of the library. Your child's name and the title of the book will be announced on the morning announcements. This is an excellent way to support the library!

Blacktop - The blacktop is the play area next to the gym, above the parking lot on Lindsay Drive.

Book Bonanza - This is a reading motivational program open to 5th graders. The competition is in February. For further information go to the Tuckahoe website under the library tab and Reading Programs.

Book Fair - This PTA committee organizes and runs a book fair to be held one to two times a year where quality children's books can be purchased at the school over a 2-3 day period.

Book Orders - Periodically, order forms from various book companies may be sent home. You may purchase books. It is encouraged, but not required. Teachers may earn classroom books or other instructional support materials through classroom purchases.

Bookstore - The bookstore sells some school supplies. It has great deals and some required items that can only be purchased here. Look in the back of the online TES Student Handbook for items and prices. This store (a rolling cart) is open every morning from 7:25 - 7:35 in the main office or lobby. The bookstore is also open during the summer months.

Box Tops - Please collect General Mills box tops to raise money for the SCA. The box tops can be found on all General Mills products (even those that do not come in boxes); look on the label. At various times, the SCA will have weeklong grade level competitions, so save those tops, and send them in.

Buildings and Grounds - This PTA committee helps with general landscaping such as planting and maintenance of school grounds, assisting with maintenance of the outdoor classroom, the "Pow-Wow Patch", and organizes families and students to volunteer for Fall and Spring clean up days.

Buses - If you are considering having your child ride the bus, even occasionally, make certain they do so the first day and through the first week of school. Safety patrol members ("safeties") are 5th grade students who are assigned to kindergarteners at the beginning of the school year. The safeties will escort the kindergarteners to the bus and will monitor while in transit. You can always switch to driving your child later, but every teacher, safety patrol member, bus driver and older student looks out for the K and 1st graders the first week to help them learn the routine. Children love to ride the TES buses!

Cafeteria - You are welcome to eat lunch with your child. Sign in at the office and meet your child downstairs in the cafeteria. We encourage you to postpone these lunch visits until after the first two weeks of school.

Cafeteria / Lunch Account - All students are assigned an account for cafeteria purchases. You will receive the account number the first week of school. You can fund your child's account online at myschoolbucks.com or checks may be sent in to fund this account (made out to Tuckahoe Elementary). Please include the cafeteria account number on the check. Purchases can be made against this account. If the account is funded online you will receive an email when your child's balance is low. Children are told when their account is getting low and reminders are sometimes sent home. If your child has no money in their account they will be allowed to purchase the lunch meal on credit (2 days only) but will not be allowed to purchase a la carte items. Purchases can also be made with cash at anytime. Children keep the same account number while they are at TES, so any balance left at the end of the year will be held for the next school year.

The standard fee for meals is listed on the menu. Menus can be found online at the HCPS website. Meals come with milk. Children may also buy a la carte items such as juice, fruit snacks, or ice cream. These extras may cause the account to dwindle more quickly than you expect or you can control the items that can be purchased on the myschoolbucks.com website.

If your child usually brings lunch but forgets it one day, you may bring the lunch, labeled with your child's name, to the office. If your child does not know to check the office counter on the way to lunch, you may ask the office staff to intercom a message to the teacher.

A listing of the scheduled classroom lunch times can be found in the TES Directory.

Calendar & Directory - This booklet is the school-wide directory of faculty, administrators, PTA officers, class listings and other valuable information. You may order a directory on the online PTA fee form. The Directory is the only class listing you can obtain. Please check YES on the online registration form to give us permission to include your child's name, address, phone number, and parents' name in the Directory. This is the best buy at Tuckahoe. We suggest you buy multiple directories for your car, child, kitchen, etc.

Car Riders - In the morning, car riders are to be dropped off ONLY in the designated horseshoe area at the side of the building. Please follow the rules posted in the horseshoe and pull around in to the horseshoe to the farthest cone, allowing the greatest number of students to exit at one time. Cars are **NOT** to be parked in the horseshoe area at any time during school hours (7 AM to 4 PM). This is imperative at dismissal time. Parked cars tie up traffic and pose a safety hazard. Car riders should remain on the curb until their car pulls forward and stops. Safety patrol members or school personnel escort children to the cars. Please do not get out of your vehicle. Once you have retrieved your child please move away from horseshoe area. If you need to pick your child up during school hours, please use the designated visitor parking spots in the small parking lot adjacent to the horseshoe.

Chess Club - This is an after school club that meets 2 or 3 eight week sessions during the school year. The club is open to students in grades 1-5 who are looking to learn more about strategy and practice playing against their peers. Students should have an understanding of how the game pieces move before joining the chess club. There is a fee associated with participation in the Chess Club.

Clinic / Attendance - The clinic dispenses general first aid. The main office keeps daily attendance. If your child is absent, please call the main office at 673-3765. If your child enters school after 7:40 AM, you must sign them in at the main office. Teachers are required to send all notes to the office for initialization and approval for trips. All notes regarding a change to your child's schedule go to the office.

Communication - The primary form of communication from teachers to parents is a weekly newsletter and/or via the teacher's blog. Read your newsletter and/or blog and go through your child's papers with your child every day after school! If you still have questions, send a note or email to the teacher. On Back to School Night, your child's teacher will indicate the best way to communicate with them. If sending a note, please remember, the smaller the note, the more likely your child will misplace it so please use a full size sheet of paper. Teachers make every effort to respond to your communication as soon as possible. Remember that students arrive in the classroom at 7:20 AM and teachers have them in their care until 2:15 PM. If you call, the office cannot transfer you to an individual classroom. The office will leave a note in the teacher's mailbox. The teachers check their mailboxes frequently during the day. Please allow teachers 36 hours to respond. Sometimes children forget to give teachers notes, so remember to give the teachers the benefit of the doubt. Call the school and leave a message for the teacher if you feel they have not received your correspondence.

Connect Ed/School Messenger - This is the phone/email notification system that the school uses to communicate announcements and information about closings, important events and necessary changes.

County Council & Lay Advisory - The Lay Advisory committee is made up of delegates from each school's PTA board, and was formed in 1956 by the school board for faster communication between the public and the school board. The Henrico County Council of PTAs is made up of members of each school's PTA board and a school representative and provides county PTA leadership and programs. The TES delegate makes regular reports and shares these reports monthly at PTA meetings. Contact information for our TES PTA representative can be found on the list of committee chairs on the TES PTA website.

Drama Club -The TES Drama Club is an after-school activity open to students in grades 3-5. The program is facilitated by instructors from SPARC (School of the Performing Arts in the Richmond Community) and runs from October until Spring Break. The students are divided into two casts and each has weekly rehearsals and puts on a final evening performance that is open to the community. There is a fee associated with the participation in Drama Club.

Dress Code - Henrico County Public Schools has a specific dress code that should be reviewed in the Parent/Student Handbook. Many students opt to wear layers because even though the outside temperature may be in the 30's, it can easily be much warmer inside the building. Coats are necessary for recess and walking to the bus. No open back shoes (clogs) or mules are allowed for safety reasons. (Parents will be called to bring children a different pair of shoes.) Students must wear sneakers on P.E. days.

Duathlon - This PTA event is held on a Sunday in October. TES students (K-5) pair up with a parent/adult friend to follow a course around the school and neighborhood that includes a short run (or walk) and bike ride. A sign-up for parent volunteers to set up, help with the event and clean-up will be sent out prior to the event.

Fees - Each grade level participates in field trips and other events that may require a fee to be paid by the student's family.

Field Day - This is a day of fun activities toward the end of the academic year. Parents may watch the games and eat lunch outside with their child. You may purchase a T-shirt with the logo for that year or your child may wear **any** T-shirt of their classroom assigned color. Most students purchase T-shirts. Volunteers are needed to help supervise the games / activities, to carry water, and to help at the clinic table.

Fifth Grade Celebration - This is a week-long celebration for 5th graders held at the end of the year and includes a luncheon, party and team building activities.

Fifth Grade Musical - This is a two night performance at the end of the school year put on by the 5th grade class. There is a minimum fee to attend and all funds collect benefit a scholarship fund. Parent volunteers work with the music teacher, 5th grade teachers and the PTA committee to create sets, help with stage set-up/clean up, print programs, etc.

First Grade Musical - The first grade musical is a wonderful show that occurs in mid-December. There are two shows; one mid-day, and one in the evening. There is no entrance fee. A committee of parent volunteers work with Mrs. Tyler to create the costumes, set, programs, set-up and clean-up.

Flick on the Field – This free event is held on a Friday night soon after school starts. Students are given 3-4 movies to vote on and the winning movie will be shown on the back field just after sundown. The movie starts at 7 pm, but families are welcome to bring a picnic dinner and eat ahead of time.

Half Days - Dismissal begins at 11:00 AM. Details regarding these days will be sent home prior to the half-day.

Handbook - Read the Tuckahoe Parent / Student Handbook provided by the school. There is valuable information, including answers to many of your questions. When in doubt, check the Handbook. The Handbook can be accessed any time on the school website under the Parent Resources tab.

Holiday Kids Corner - This is a PTA event held in December. The children may come and do their Holiday shopping for friends and family on their own in the cafeteria. Parents wait upstairs while the children shop for handcrafted gifts. More information will be sent home before the event.

Hospitality Committee - This committee provides luncheons for the faculty and staff. This includes a back to school luncheon, election day luncheon and a Veterans day treat table.

Horseshoe - This is a horseshoe shaped driveway on the north side of the building off of Lindsay Drive. Parents are required to drop children off in the horseshoe NOT the parking lot (for safety concerns). See Car Riders.

Ice Cream Social - This PTA hosted program is a well-attended family event usually held in May. TES parents volunteer to serve ice cream and toppings to everyone in attendance. This is a free activity for all members of TES families. Lots of fun!

Illness - When your child is ill and unable to attend school, please call the Clinic (673-3768) in the morning. You may ask to have your child's homework sent home with a neighbor student or ask to have it left at the front desk for pick up.

International Baccalaureate - The IB Middle Years program of Henrico County offers a challenging middle school curriculum that is appropriate for academically able and motivated students in grades 6-8. This program is now located at Tuckahoe Middle School. Information Sessions are held in the fall followed by an open house in January. Children apply in the early fall of their 5th grade year. Parents of 5th graders should check Signals for exact dates. HCPS also offers an IB High School Program.

Kroger Points - Parents and friends of TES can link their customer shopper card to a Tuckahoe UPC code found in Signals or on the PTA website to help the PTA purchase educational supplies.

Legislation - The Virginia PTA Legislation program is the official position of the Virginia PTA on a wide variety of issues affecting children and youth. It forms the basis for official testimony by the PTA at legislative and public hearings and before other agencies. Check the state website for current issues and positions.

<http://www.vapta.org>

Lego Team - The Lego Robotics team uses special Legos, a laptop computer, and a programmable computer brick to create a high tech robot. This robot is programmed to travel across a specially designed map and solve a variety of mission challenges. There will be at least one meeting after school each week, and a couple of Saturday meetings as the tournament approaches. The program's emphasis is on the design and programming rather than actually building with the Legos. The Junior Lego team consists of 3rd graders and the Lego teams are primarily 4th and 5th graders. There is a fee associated with participation on the Lego Team.

Library - Students in grades K-1 go to the library once a week for 30 minutes for an activity and to borrow books. The emphasis in the library is on helping the student select the best book for them by focusing on what their interest and what their "comfortable" reading level is. If they have forgotten to return their books, they may look at books, but will not be able to borrow additional books.

Students in grades 2-5 may go to the library any time during school to swap library books. They must have a library pass from their teacher. Books are checked out for one week. They may be renewed if other students have not made requests for them. There are no fines, but students will have to return books before others may be checked out.

In addition, students may come at other times to swap books if they have a library pass from their teacher. These Open Access students are expected to work quietly and independently to locate a book since other classes may be in the library. The classroom teacher decides when Open Access is appropriate for each individual child. The idea behind Open Access is to allow students who finish books to get new ones

immediately without waiting for their weekly "library day". However, since there is no "library day" for upper grades, it is up to the student to let the teacher know when the student is ready to get new books. As far as the library is concerned, a student may come 5 days a week or multiple times during the same day.

Teachers may bring their whole class to the library to have them check out books, especially if the teacher wants to approve the books for an assignment or to be sure that everyone has a book. If a student already has books out at these times, any selections made with the teacher's help can be held for 2 days so the student can swap books later.

In addition to Open Access and checking out books, the librarian works with grade levels and individual teachers to teach research skills and to support the curriculum in the classroom. Teachers have the option of scheduling time in the library to have a lesson or to gather information when the class is studying a particular topic-these classes may occur several times in one week. The idea is to let the students to access to the information and have the skills to obtain it when it is needed for the teacher's curriculum, not on a fixed weekly or biweekly schedule.

Our overall goal is to ensure that students and staff are lifelong readers and effective users of ideas and information. Our library website is http://teachers.henrico.k12.va.us/librarians/mccullough_r/TESlibrary/Welcome.html. Please share any question with the librarian.

Lost Books - Students will be expected to pay for the replacement of books they have lost.

Lost and Found - There is a large, well-organized lost and found area in the downstairs rotunda. Take time to check this area for any missing items. Unclaimed items will be donated to a local shelter or our sister school by our community service committee every 9 weeks.

Meet the Teacher / Back to School Night - This PTA Program allows you the opportunity to sit at your child's desk and hear from his/her teacher about classroom expectations and plans for the year. You will also meet your child's room parents and have an opportunity to sign up for class activities.

National Walk to School Day -This is an annual event held in early October to celebrate International Walk to School Day which is observed around the world. Families are encouraged to walk with their children to school. It is a great opportunity to spend time with family, friends and neighbors, and to get some exercise to jump start the day.

Newcomers - The Newcomers Committee introduces Kindergartners and other new students and families to TES with welcome events and assistance with the transition to a new school.

Office - Each visitor must sign in (and sign out) electronically at the office and wear a nametag (adults only) each time they enter the building (including the gym and the tin building). The sign-in system requires a photo identification so please have your driver's licenses with you each time you enter the school. The sign-in system is located on the front counter in the office. There is no full time receptionist in the office, but the office staff can get answers to your questions.

Parent Volunteers - This PTA committee coordinates school volunteers for the many activities and programs throughout the school. Some volunteer jobs require a weekly commitment during school hours while others are one- time annual events, possibly in the evenings and on weekends. Whether you are working full time or staying home with the kids there are many ways for Mom, Dad, and family to participate. Contact the Parent Volunteer Coordinators for more information. All volunteers must have a HCPS Volunteer form completed and on record in order to volunteer at TES.

Parties - There is only one Henrico County approved party per year, the holiday party before the winter break (see HCPS Policy Manual). The room parents will organize this party and welcome help. You may not send in food or favors on your child's birthday. Please do not send invitations to your child's classmates by way of the teachers.

Pow Wow Patch - The Pow Wow patch is our outdoor learning area that can only be accessed from within the school. This area has a small version of the James River Walk, podium with theater style seating, and picnic tables.

Project Based Learning (PBL) - Project Based Learning is an approach to learning that pulls students through the curriculum by a meaningful question to explore, an engaging real-world problem to solve, or a challenge to design or create something.

PTA Involvement - None of the wonderful programs our children take advantage of would be available without the continued support of PTA parents. Every program requires lots of work. They are made possible by all of us contributing whatever time/talent we have. If you are interested in any area, please call the chairman of that program, your room parent, or your PTA president. We need your help!

Reflections - The PTA Reflections program encourages students to explore the arts and express themselves by giving positive recognition for their artistic efforts. Reflections awards students in Pre-K through grade 12 with theme-based artwork in dance choreography, film production, literature, musical composition, photography or visual arts.

Report Cards - Report cards are sent home every nine weeks. Sign and send back the report card envelope after you have reviewed the report card. They are sent home a few weeks after the end of each 9 week period.

Room Parents - Two room parents are selected to coordinate activities in each classroom and communicate important TES and PTA information to parents. They will need your help with the holiday party, field trips, class photography, field day, etc. so please get to know them.

SCA - Student Council Association - SCA officers are given the opportunity to take on leadership roles; speaking at assemblies, hosting events, organizing fundraisers and spirit days for the school. A PTA liaison helps to coordinate the SCA fundraisers. Another PTA liaison helps the SCA with community service projects.

School Counselors - The School Counselor has three responsibilities: Counseling, Consulting, and Coordinating. Our School Counselor counsels individual students, classes, and families when needed. She consults with administrators, teachers, and parents to achieve the best results for each child. She coordinates and oversees the Child Study Process.

SEATS - Scholastic Enhancement And Teacher Support - Beginning in the summer and throughout the school year, our committee members work directly with our teachers, in a collaborative effort to bring outside resources into our classes to provide meaningful experiences that enhance and deepen the learning process. The generous donations of our TES families to the annual fund have made SEATS the top recipient of PTA funds. SEATS provides enriching hands-on activities, presentations and field trips that support our curriculum in Language Arts, Social Studies, Science, Math, Music and more. The PTA funds bring in nationally known authors such as DyAnne DiSalvo, Elisa Carbone, Dan Gutman, Pamela Duncan Edwards and Ginjer Clarke to provide writing workshops and encourage the creative writing process.

Signals - This is the digital weekly PTA newsletter and a great source of information about activities at the school. The newsletter will keep you informed of school and PTA activities. Read it! This might be the only place activities are listed. Signals can be accessed on the PTA website: www.tuckahoepta.org or you can sign up at this site to have Signals emailed to you weekly. The link is provided each week by email.

Spring Fling - This is a fun filled Saturday with games and activities for TES families. Armbands and tickets are sold prior to the event at a discount, so take advantage of that opportunity. This is a fundraiser for the PTA and requires a tremendous number of volunteer support.

Spirit Wear - Show your love for TES by purchasing Spirit Wear at school events throughout the year. Starting at OPEN HOUSE! Bring your checkbook so your child has the appropriate gear to start the year. Proceeds benefit the TES PTA.

Square One Art - This PTA fundraiser allows you to order unique gifts and accessories using your child's personalized artwork. Information on ordering is sent home in late October.

Teacher Appreciation Week - This is a weeklong event with most activities/gifts provided by a PTA committee. Donations for gift items are welcome.

Testing - PALS tests are administered based on state guidelines, which vary slightly from year to year. Typically, students in grades K-1 are tested, and selected students in grades 2-3 may be tested. Since this assessment is specifically to create information, PALS results are not sent home. SOLs are administered in grades 3, 4, and 5. Individual test results for SOLs are sent to your home, usually in August. Henrico assessments (HATs) are optional, but begin in grade 2. HATS results are sent in the mail to the students home address. Cognitive Abilities Tests (Cogats) are given in the spring of 2nd grade to assess ability; results are mailed home. The NWEA MAPS test is an achievement test that measures student's academic growth during the school year. Teachers use the results to help plan individualized instruction during the school year. It is given to all 3rd, 4th and 5th graders twice a year (fall and spring). Score reports are typically sent home with the 1st quarter and 4th quarter report cards. See the Student Handbook for more information on testing.

Tin Building - This is a small building tucked behind the main building and beside the covered sidewalk. Newly refurbished with bathrooms installed, the tin building houses classrooms for student support services.

Transportation - The Henrico Transportation Department, not the individual schools, run the buses. If you have a problem with your bus, or its route, call Transportation at 652-3647 or 652-3651, not Tuckahoe. Make certain that you know your child's bus number (listed on door of school). Write it down for teacher, child and babysitters. If your bus is late your child will not be marked tardy even if your drive them to school. Children may be dropped off in the Horseshoe until 7:40 AM. **After that, you must bring them into the main office to be signed in.** All children, whether they are driven or ride the bus, will not be allowed into the school until after 7:20 AM. Remember that Kindergartners must be accompanied to the bus stop and met at the bus stop in the afternoon by an adult. Please know that the adult picking up a Kindergarten student **MUST** be on the school's pickup list and have a photo ID with them every day at the bus stop. Bus drivers are required to ask for a photo ID before releasing Kindergarten students off the bus. Kindergartners should not ride bikes alone to school. (Also see section for Car Riders and Buses.)

Tuckahoe Student Motto - Tuckahoe students are encouraged to take responsibility for their own learning by thinking critically, applying knowledge, exploring new ideas, and evaluating their work. Our vision is communicated to students and the community through the internalization of our school motto:

- At Tuckahoe, I do my best everyday.
- I listen. I follow directions. I work hard.

- I am honest.
- I respect myself, others, and my environment.
- What I do today does make a difference.

Vacations - Plan your vacations around the Henrico County School System. Children will miss important instruction if they are absent, even in Kindergarten. Kindergarten instruction cannot be caught up on at home.

Veteran's Day Assembly - A celebration of TES's veterans that is a beautiful tribute to our military. TES families are encouraged to invite veterans from their families to join in our assembly. Look for more information in Signals in late October/early November.

Visitor Check In - Each visitor must sign in (and sign out) electronically at the office and wear a nametag (adults only) each time they enter the building (including the gym and the tin building). The sign-in system requires a photo identification so please have your driver's licenses with you each time you enter the school. The sign-in system is located on the front counter in the office. There is no full time receptionist in the office, but the office staff can get answers to your questions.

Watch D.O.G.S. (Dads of Great Students) - This program allows fathers, grandfathers, set-fathers, uncles and other father figures volunteer to serve at least one day a year in a variety of school activities as assigned by the school guidance counselor.

Website - The school website is <http://www.henrico.k12.va.us/es/Tuckahoe/> The PTA website is www.tuckahoepta.org

Yearbook - The Yearbook Committee is responsible for putting together this book rather than the students (as in High School). Most people order the book in the fall on the online PTA Fee form; however, there is generally an announcement in Signals in the springtime for last minute orders. Parents are encouraged to sign up as class photographers for taking candid photos and a class group picture. The individual school pictures taken in the fall are also used in the book. Please check yes, on the online registration form to give us permission to include your child's picture in the yearbook.