

STUDENT-PARENT HANDBOOK

2018-2019

Welcome to Colonial Trail Elementary School!

Colonial Trail Elementary

12101 Liesfeld Farm Dr.

Glen Allen, VA 23059

Office (804) 364-0055

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Principal's Message

Dear Colonial Trail Families:

Welcome to the 2018-2019 school year! I am honored and privileged to be the principal of this fabulous school. Colonial Trail boasts a state-of-the-art facility, a dynamic faculty and staff, and a highly supportive PTA. Our students represent a wide diversity of cultural backgrounds that enrich a child-centered learning environment. Our parents and teachers are partners in developing compassionate and contributing students. Thank you for your support as we focus further together on rigor, relevance, student leadership, and deeper learning. Our 2018-2019 school theme is *C.T.E.S Cubs Climb to New Heights!* We strive for every student to reach and exceed expectations.

Please review and reference the following policies and regulations that assist us in making our school safe (priority #1) and student centered. Should you have any questions or concerns, please do not hesitate to call me at 364-0055. I look forward to partnering together to best support and challenge your child.

Kirk Eggleston

Principal

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, <http://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.

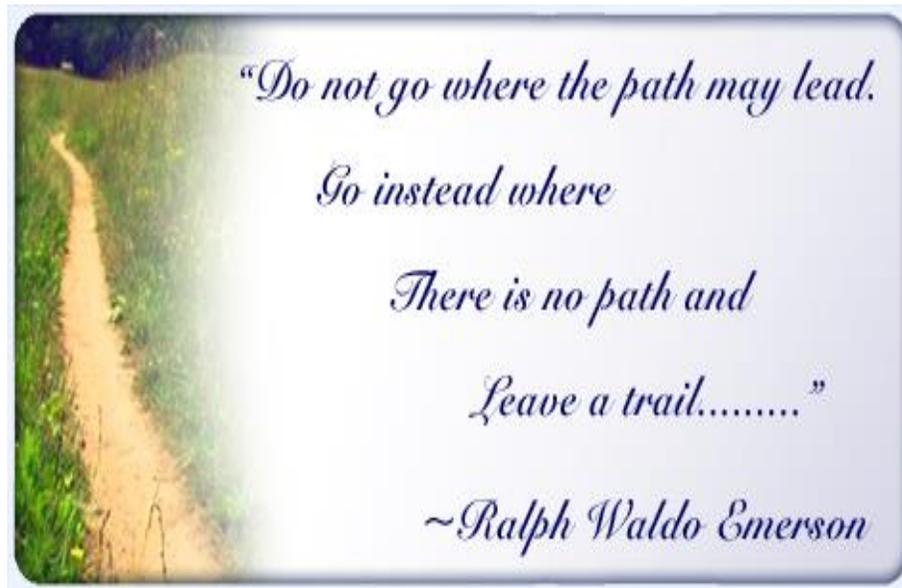


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1. Hours

7:50 a.m. – Students may begin to arrive

8:10 a.m. – Tardy bell rings

2:40 p.m. – Afternoon dismissal begins for

Bus riders, daycare and car riders

4:00 p.m. – Office hours end

Early Release Days Dismissal begins at 11:35 a.m.

2. Mission and Vision

Our Mission:

Colonial Trail Elementary is a supportive, student-centered learning community. We are leaders, problem solvers, and life-long learners.

Our Vision: (What does this look like?)

1. **SUPPORTIVE** -- At Colonial Trail diversity is accepted and celebrated. Every child should feel that he/she is a safe, valued, and contributing member of our school.
2. **STUDENT-CENTERED** – At Colonial Trail we make learning engaging and meaningful through authentic experiences, assessments, and student inquiry.
3. **LEARNING COMMUNITY** - At Colonial Trail we build teacher-parent partnerships to promote high student growth and achievement. Communication and collaboration are essential to student success.
4. **LEADERS** – At Colonial Trail we encourage students to assume the roles, responsibility and risks that will make our school and world a better place. We help them to learn from their mistakes and to model good decision-making for their peers.
5. **PROBLEM SOLVERS**—At Colonial Trail we teach students to think critically so that they may productively adapt and contribute to an ever-changing world.
6. **LIFE-LONG LEARNERS** - At Colonial Trail we challenge our students to explore and create new things through curiosity, open-mindedness, and self-motivation.

3. Attendance

All children between the ages of 5 through 17 are required by state law to be in school unless provision has been made for their release. All children are expected to be at school each day and to arrive and leave school on time. Colonial Trail's school day is from 8:10-2:40.

State Law requires that when a child is not present at school, written or verbal contact must be made with the parent or guardian (**we cannot excuse an absence via email**). If your child is absent, please call the school at 364-0055 between 7:50-8:20 a.m. We must hear from you within 24 hours for the absence to be excused. No changes can be made after 24 hours. Please refer to the *HCPS Code of Student Conduct* in the attendance section.

Planned absences for any reason other than illness require prior approval from the principal or they will be recorded as unexcused. **Please direct your requests in writing to the principal two weeks before the absence to**

be excused Virginia compulsory attendance laws require us to report chronic absenteeism (5 unexcused absences) to the county attorney for truancy.

Having your student at school every day is essential to support his/her academic success. For this reason, we highly discourage long term absences during the school year. No schoolwork can be provided to students upon extended absences. We caution that *extended absences affect academic mastery and place your child at risk of non-promotion.*

Long term absences of 15 days or more require us to withdraw your child from school upon the first day of absence. You will need to reenroll your child upon your return.

Should you reenroll a child after an extended absence, we cannot promise your child will be placed in the same classroom. .

As we understand family situations occur that require your child to be absent, please arrange for principal approval of any extended absence at least two weeks prior to the absence. Please, however, make every effort to plan family vacations during the winter or summer holidays.

4. Tardies

If a student arrives after the tardy bell has rung at 8:10 a.m., he/she must report to the office with a parent. (For the safety of your child, please never drop him/her off when an adult is not present outside). The parent must sign the child in, giving the reason for being tardy. The child will be given a late pass to class. Late arrivals, excused or unexcused, must be recorded into the child's individual attendance data.

Please understand that poor attendance patterns have an adverse impact on student performance and lead to problems that hinder independence and responsibility in later years. In the Commonwealth of Virginia, students are subject to compulsory attendance laws that require regular and punctual attendance. This is necessary in order for your child to receive the benefits of all instructional opportunities, to not start her day behind, and to lessen the disruption to other students.

For the safety of your children, please do not drop off your child prior to **7:50 a.m.**

Please note that early dismissals also result in lost instructional time.

5. Make-up Work

If a student will be absent fewer than 3 consecutive days, any schoolwork missed may be made up when the

student returns to school. The number of days absent plus one is the general guideline to complete missed work. If the absence is more than three days, parents may request make-up work while the student is out. The work must be completed and turned in on a date as directed by the teacher. Teachers should be given 24-hours notice for requested work. In the event of an extended absence, please allow 3 days for the teacher to prepare work for the student.

6. Early Dismissal

Parents should notify the office in writing in the morning if a student needs to have an early dismissal. Please include the date & time of dismissal, the reason, and the name of the person who will be picking up your child, if not you. When picking up your child early please report to the office and sign the child out in the “Early Dismissal Log”. Please have your photo identification out and available for us when picking up your child. We will take your identification and send you to the classroom to pick up your child. Please do not ask to have your student waiting for you in the office. If you are delayed, valuable instructional time may be lost. We strongly discourage calling any student out of class after 2:00 p.m., and we cannot early dismiss after 2:15 p.m. Vital academic leaning continues up to dismissal and this time must be protected. Calling into a classroom for a student’s release disrupts the learning environment for ALL students in the room.

7. Communication

Students will be given a communication folder for papers and information to go to and from home. Please use the folder for notes to your child’s teacher, or to request a phone call or arrange a meeting. Our teachers also communicate weekly in their blogs—see their blog for news, homework, and highlights of the classroom. Teachers are not available to meet with parents prior to the start of school or after dismissal unless prearranged. All visitors are asked to report to the office and sign in on the Computer and the “Visitor Log” upon entering. Please remember to sign out when you leave!

8. Lunch

Each student will be issued a permanent lunch account number. Parents may send in cash or a check payable to Colonial Trail Elementary to be deposited in their student’s account. Make sure to clearly designate that it is payment for your student’s lunches.

Each classroom teacher will collect lunch payments and send them to the cafeteria. Please write your child’s lunch account number on the envelope or check. If you wish to restrict the use of funds to lunch only (no extras), please indicate that desire with a note and let your student know your wishes. Students may also bring their lunches from home and purchase milk at school if desired.

Parents who believe that they qualify may request forms for free or reduced price lunches for their children. **Regular student lunch prices are \$2.80 per day. Breakfast is \$1.50.** The prices for extras will be posted on the lunch menu provided to your student each month. Please monitor your student's funds in the lunch account to avoid running out. If a student does not have sufficient funds in their lunch account, one emergency lunch will be provided.

Parents are welcome to dine with their students. Please check in at the office and wear a visitor's pass while you are with us. If you arrive early, please wait outside the cafeteria to minimize classroom disruption. Adult lunches are \$3.40, and breakfast is \$1.80.

If needed, free and reduced lunch/breakfast is available should you qualify. Please ask our counselor, Mrs. Reece, or the office for an application.

Please monitor your child's funds, as there are no refunds at the end of the year or when students leave Henrico County. Student meal funds can be prepaid at **MySchoolBucks.com**. There is a \$1.90 handling fee for each prepayment. You can check your child's meal account free of charge.

Accounts are linked to the student's I.D. number and follow the student to any location in Henrico County. If a student leaves the county, the balance may be transferred to another student in the county. The county website has more information about meal accounts, menus and nutrition:

<http://henrico.nutrislice.com/>

National School Lunch Program:

Student Lunch	\$2.80
Reduced Price Lunch	\$.40
Adult Lunch	\$3.40
Milk	\$.65

Federal Breakfast Program:

Student Breakfast	\$1.50
Reduced Price Breakfast	\$.30
Adult Breakfast	\$1.80

If you want to drop off a lunch for your child, we have a "lunch trolley" outside the office for students to pick up their lunch on the way to the cafeteria.

9. Code of Student Conduct

All Henrico County Public Schools provide a Code of Student Conduct booklet each year. Parents are expected to read through the handbook and discuss the conduct guidelines and expectations with their child. A signed copy of the "Acknowledgement of Receipt and Review" will be in each student's file. Please note: the behavior guidelines apply to the student's entire school day, including all bus trips.

Classroom teachers will set expectations for appropriate behavior, rewards, and consequences as part of their class management plan. These expectations will coincide with the Henrico County Public School's Code of Student Conduct. This information will be discussed at the beginning of the school year and reviewed as necessary.

You can sign the Code of Conduct online, along with other forms, at

<https://www.zippslip.com/ZippSlip/PermissionManager/VA/Henrico/Henrico+County>

10. Dress Code

According to the HCPS Code of Student Conduct, any student's appearance that is considered disruptive, distracting, or unsafe is prohibited. Clothing must provide appropriate coverage. Skirts and shorts must be no shorter than 4 inches above the knee. Bare midriffs, cut off shorts or shirts, boxer shorts, and see-through clothing are not considered proper school dress. Tank top straps must be at least 2 inches wide at the shoulder. Messages or illustrations of a profane or inappropriate nature are prohibited on clothing and all personal belongings. Hats may not be worn unless required for religious, cultural observations, school celebrations or certain Spirit Days.

Since elementary students do not change for physical education, clothing suitable for running and climbing will be required. Flip-flops, high-heels, or open heel shoes are unsafe for PE and recess and should not be worn to school.

11. Transportation

The safety of all our students is first and foremost at Colonial Trail Elementary. The Henrico County Public School District provides bus transportation for **all students** attending our school! We ask that you adhere to the following:

Parents are asked not to make transportation changes except in the case of an emergency. Please make arrangements for play dates AFTER your child arrives home! No transportation changes will be accepted over the phone, by fax or by e-mail. We require a signed note from home for ALL changes in dismissal. In the event of an emergency, children will only be released to persons on the "Approved Pickup List" that the parent has supplied to the school. We will ask for photo identification when students are signed out.

12. Bus Riders

Students may only ride the bus they are assigned to and must get on and off at their assigned bus stop each day.

This helps avoid bus-overcrowding problems.

Kindergarten students will only be released to an adult on the registered bus pickup list. That person must carry a photo I.D. If an approved adult is not at the bus stop, the kindergarten student will be brought back to school.

The Henrico County Student Code of Conduct rules apply on the bus and at the bus stops. These are outlined in the Code of Conduct. The Code of Conduct is to be read and signed by parents and students at the beginning of the school year. The privilege of riding the bus will be suspended in the event of conduct problems.

13. Day Care Riders

Students riding Day Care Vans will be dismissed from the car riders' loop of the school. If there are any changes to a student's regular routine, **any Day Care Providers that are affected MUST be notified in advance by the parents.**

14. Walkers & Bike Riders

Students should not cross the street on Liesfeld Farm Dr. unaccompanied by a parent or a staff member on duty at the crosswalk. Students should not arrive to school before 7:50 a.m.

We do not allow students to ride bicycles to school.

15. Car Riders

The front of the school, by the flagpoles, is the supervised, designated car rider drop-off spot. **Do not pass other vehicles waiting in line to drop off their children.** Be considerate and say your "goodbyes" prior to entering the drop-off area. Buckle up for Safety and use caution at the crosswalk!

*If you will be picking up your child in the car rider loop at dismissal, you must display the yellow "Car Rider card" in the right hand corner of your windshield. These cards will be handed out to parents at the start of the school year. Each child (or family) will assigned a number written with a **LARGE BLACK** marker. Pull up into the designated area with your card in the windshield and a staff member will bring your child to you. See the office for additional cards if you need someone else to pick up your child or arrange for them to have your card. If you do not have a card, you will be asked to park your car and come into the office to show photo ID prior to taking your child.

16. Recess and Playground Rules

Per HCPS Policy, elementary students (K-5) must participate in physical activity at least 150 minutes per week, which will include 30 minutes per week with a certified physical educator (60 minutes in grades 3-5). Daily classroom movement activities (music, dance, and calisthenics) and recreational opportunities (running/walking clubs, intramurals, etc.) designed for physical activity are also encouraged.

30 minutes of daily recess will be provided at Colonial Trail in grades K-5.

Recess will not be taken away from students for disciplinary reasons, except by the principal. In this case, the parent will always be informed.

17. Lost and Found

Please label your child's belongings on the inside with a permanent marker to avoid unclaimed items. The Lost and Found is located by the gym and students may check for lost articles before and after school. *Unclaimed property will be periodically donated to local charities.*

18. School E-mail

School e-mail is to be used for school purposes only! Please do not use class e-mail lists for social, political or purposes unrelated to school.

19. Clinic

Children who are sick should remain at home. If your child is exhibiting outward signs of illness at home, it will most likely interfere with his or her learning and risk affecting the health of other students and adults.

The purpose of the clinic is to provide emergency first aid and check for observable signs of illness that arise during the school day. The clinic attendant is not able to diagnose illness. Children will be sent home for fevers of 100.4° or more, symptoms of vomiting, diarrhea, head lice and conjunctivitis (pink eye). Your child must be free from fever (without medication) for a full 24 hours prior to returning to school following an illness.

When a student visits the clinic due to injury or illness, the clinic attendant will determine whether parent notification is required. Please be sure that the school has correct phone numbers at all times!

When visiting the clinic, please respect the privacy of any other children in the clinic and do not inquire as to their reason for being there.

20. Medication

Only a parent or guardian is allowed to bring medication to and from school. Do not send any medication with your student – this includes cough drops, analgesics, gargles, eardrops, or other common medications.

There are limited situations when the clinic attendant is allowed to administer medication to students. A physician's prescription and/or written clearance giving the following information is required:

- Name of person to receive medication
- Date of prescription
- Exact dosage and exact time the dosage is to be given

In addition, all medication must be in the original container supplied by the pharmacy, with the label intact. Remember – since your child may not transport medication to and from school, if the medication is needed at home and at school, you should ask your pharmacist for 2 containers. Any non-prescription medication must be in the ORIGINAL, SEALED container and cannot be given for more than 3 days without a doctor's note.

Please see the school nurse for further details and medication forms.

IF YOUR CHILD HAS ALLERGIES OR NEEDS TO HAVE AN EPI-PEN, PLEASE LET THE CLINIC ATTENDANT KNOW AS SOON AS POSSIBLE!

21. Colonial Trail Counseling Program

Ms. Joannie Reece is Colonial Trail's fulltime counselor. Ms. Reece provides classroom lessons on developmental and character topics, as well as small group and individual counseling designed to meet specific needs. She will offer parent workshops and provide consultation as needed. Ms. Reece will also continue the tradition of coordinating Colonial Trail's student action group, Cubs in Action (CIA) and the annual blood drive. The CIA will be trained as special helpers around the school and will be responsible for acting as peer mediators and leaders in community service projects.

22. Visitors and Volunteers

Parents are especially encouraged to visit schools on scheduled days for conferences with teachers, special school programs and projects, parent-teacher meetings, and "back-to-school" nights.

Colonial Trail Elementary offers many opportunities for volunteers! We appreciate the time and talent of our parents and guests to enrich the educational experiences of all our students. Please stop by the office and pick up your volunteer or visitor label. The badge must be worn the entire time you are in the building. Be sure to sign

out when you leave the building. Remember that younger siblings are not allowed to accompany our volunteers and visitors when they are in the classroom or on field trips. The school district's insurance policy prohibits this practice.

Our volunteers fill out an informational sheet at the start of the school year and agree to the volunteer guidelines. Volunteers are asked not to discuss any behavior observed or conversations that may be heard while they are helping at school. Any child's individual performance is never to be shared outside the classroom. If you are unable to fulfill a volunteer commitment, please notify the appropriate person as soon as possible.

Parents are welcome to visit the schools to observe the instructional program and related activities as long as their presence is not disruptive. Visitors are encouraged to contact the school **in advance** to make arrangements for school visits so that the school principal or designee will be able to facilitate a meaningful visit. Principals are responsible for maintaining a safe school environment free from disruption.

Principals shall have authority to deny a visitation request to any person who fails to make advance arrangements for a school visit if the principal determines that the instructional program may be disrupted or the safe school environment compromised. Unauthorized persons, including suspended and expelled students, will be requested to leave the school ground by the principal or designee.

Unless a court order has been issued to the contrary, the noncustodial parent of a student enrolled in a public school shall not be denied the opportunity to participate in any of the student's school activities in which such participation is supported or encouraged by the policies of the school solely on the basis of such noncustodial status. School activities include, but are not limited to, lunch breaks, special in-school programs, parent-teacher conferences and meetings, and extracurricular activities. **It is the responsibility of the custodial parent to provide the court order to the school.**

Potential visitors, including parents who are registered sex offenders, should consult policy 6-09-018, "Protection from Sex Offenders" at the HCPS website:

<http://webapps.henrico.k12.va.us/policy/> before arriving at school property or school-sponsored activities.

Board members may periodically visit schools within the division to obtain information about the conduct of the public schools in the school division and take care that they are conducted according to law and with the utmost efficiency. These visits provide board members the opportunity to maintain contact with building employees and increase understanding of actual educational practices.

Anyone, including students, who enters a school at nighttime without the consent of an authorized person, except to attend an approved meeting or service, or who enters or remains on any school property, including buses, in violation of (i) any direction to vacate the property by an authorized individual, or (ii) any posted notice which contains such information, posted at a place where it reasonably may be seen, may be issued a letter of trespass

and/or prosecuted.

23. Inclement Weather

In the event of inclement weather or other emergency situations, announcements will be made concerning school closings on local television and radio stations, as well as HEAT 99 (Henrico's cable channel) and the HCPS website which is: <http://henricoschools.us/>

We ask that you do not telephone the school to check on closings. The school phones are needed for instructions from Central Office and for emergencies. The school is not notified in advance of closing announcements that are made through the above channels.

Be sure to return your Emergency Closing form and update it as necessary to ensure that your child's teacher knows your desires in the event of an early school closing. We cannot accept changes of transportation over the phone.

24. Animals on School Property

Animals are not permitted on school property unless they are approved by the principal and enhance the educational program or are allowed by law (service animals). Principals will take into consideration the type of animal, whether students have allergies and the safety of the students. If an animal is permitted, the owner must show proof of current immunization against diseases common to the specific type of animal.

25. Telephones

The telephones in the office are business phones and are extremely busy; therefore, students may not use the phones except in the case of an emergency. Students may not call home during the instructional day for forgotten items.

26. Report Cards

The Henrico Public School calendar is divided into four evaluation periods of nine-weeks each. Interim reports are available for in POWER SCHOOL for grades 2-15. K & 1 students will receive a paper interim report.. The progress of our kindergarten and first grade students will be assessed according to skill mastery in different

areas:

4 Consistently: Student performance consistently meets or exceeds standard / expectation and student produces outstanding work.

3 Usually: Student performance usually meets standard / expectation and student produces acceptable work.

2 Inconsistently: Student performance is approaching standard / expectation and student inconsistently produces acceptable work.

1 Rarely: Student performance is below standard / expectation and student frequently requires re-teaching.

In Grades 2, 3, 4, and 5, work in the core content areas are evaluated using the following countywide scale:

A = 90-100 **Excellent**

B = 80-89 **Very Good**

C = 70-79 **Satisfactory**

D = 65-69 **Marginal Progress**

F = below 65 **Failing**

P.E., Music, Art, Conduct and Handwriting will be evaluated using the S-N scale indicating satisfactory achievement or needs improvement. For students in grades 1-5, a Super Scout Award will be given to any student who brings up a letter grade in any academic area and doesn't drop a letter grade in any of these areas.

27. Parties, Birthdays, Gifts

School Board policy allows for one party during the school year during instructional time. At Colonial Trail this party will be held the day before Winter Break.

Your child's birthday is very special to the Colonial Trail family. We recognize birthday children by identifying and congratulating them as part of the morning announcements. The children are invited to come to the main office where they receive a birthday pencil from our principal. Parents are invited to join their children for lunch in the cafeteria as a birthday treat.

Please do not bring food treats for your child's class to the classroom or the cafeteria. Treats are not to be distributed to the entire class during lunch or during the instructional day. Parents may bring in outside "treats and meals" for their *own children* during lunch at the visitors table. Thank you for your understanding and cooperation! This policy is due to an ever-increasing number of students who have severe allergies to nuts and items prepared with nut oils, wheat, white flour, gluten, dyes and sugar. Many parents indicate on their children's lunch accounts that their children may not have sweets during lunch and are dissatisfied when their children are offered unhealthy, empty calories without their permission. We appreciate your support in keeping all our children safe and healthy.

Please do not distribute party invitations at school. Do not bring in balloons, flowers or other gifts for your student. Gifts may not be exchanged at school.

28. Bullying

Here at Colonial Trail, we believe in the inclusion of all students with kind words and actions. Repeated, unwanted negative overtures and actions over time towards others are strictly prohibited. Information regarding bullying is located under the Henrico County Public Schools [Policies and Regulations](#). Please see the link on the HCPS website:

<http://webapps.henrico.k12.va.us/policy/>

Section P6-05-014 **Bullying** explains the definition and guidelines. The Code of Student Conduct included in your Back to School packet will also have further information about bullying, including discipline guidelines.

If you have concern that your child is being bullied, please contact the teacher or principal.

29. PTA

The Purposes of the PTA

To promote the welfare of the children and youth in home, school, community, and place of worship.

To raise the standards of home life.

To secure adequate laws for the care and protection of children and youth.

To bring into closer relation the home and the school, that parents and teachers may cooperate intelligently in the education of children and youth.

To develop between educators and the general public such united efforts as will secure for all children and youth the highest advantages in physical, mental, social, and spiritual education.

The Mission of the PTA

To support and speak on behalf of children and youth in the schools, in the community and before governmental bodies and other organizations that make decisions affecting children;

To assist parents in developing the skills they need to raise and protect their children;

To encourage parent and public involvement in the public schools of this nation.

All the latest updates and information related to meetings, programs, and other PTA activities are on the Colonial Trail Elementary School PTA website. All officers and Board members names and email addresses are on the site too!

<http://ctespta.org/>

30. Colonial Trail Elementary Media Center

Our mission is to assist students in developing a life-long love and appreciation of reading and learning.

The Colonial Trail library provides all members of the school community with access to print and digital materials for reading, research assistance, and instruction. The library welcomes students from 8:00-2:35. It embraces an open access policy where students are able to visit the library each day, with their teacher's permission, for checkout and return of materials.

The librarian and teachers work cooperatively to plan library lessons and activities that support the curriculum and student's interests. This partnership ensures that information skills are an integral part of daily learning.

Overdue and Lost Books - Students will receive notices for lost, damaged, or overdue books. There are no fines for overdue books at the elementary level.

Lost and Damaged Materials

In accordance with HCPS School Board policies and SIRSI System Policies, patrons are assessed charges for lost or damaged books. Replacement of lost and damaged materials by patrons is not appropriate due to contractual considerations. Monies collected for lost or damaged books at sites other than the owning library are to be returned to the owning library. Fees for lost or damaged library materials are as follows:

The charge for lost or damaged books is \$16.00 unless: the replacement value exceeds \$25.00, when the charge will be the actual replacement cost of the book. The book is a paperback that costs \$7.99 or less, when the charge will be \$5.00. The charge for lost or damaged audiotapes, CDs and videos is \$16.00 unless the replacement value exceeds \$16.00, at which time the charge will be the actual replacement cost of the item.

The charge for lost or damaged magazines: less than one year from date of issue is \$2.00. for issues older than one year, at librarian's discretion, not to exceed \$2.00. Covers or magazine jackets will not be charged for, as the recommendation is to use inexpensive envelopes to transport.

Watch for information regarding Colonial Trail's annual book fair!

31. Complaints

Our goal is to work with you to resolve any concerns you may have. Please contact teachers first to discuss a classroom concern. *You may, however, contact the principal at any time.*

32. Helpful Forms

- Note to School Form (for transportation changes)
- Box Tops Form
- Volunteer Application (for chaperones, mystery readers, & volunteers)

All can be found at <http://schools.henrico.k12.va.us/colonialtrail/parent-resources/>