

NEW KENT ELEMENTARY SCHOOL PARENT HANDBOOK



2018-19

Welcome!

We hope that this handbook will help you understand your child's school. While it does not cover every facet of New Kent Elementary School, it does provide a brief summary of the major areas. We encourage questions or suggestions that may arise from its contents and invite you to visit your child's classroom. After all, it is the students, parents, and teachers that make New Kent Elementary School "**OUR SCHOOL.**"

NEW KENT ELEMENTARY SCHOOL...A GREAT PLACE TO GROW!!!

We believe that:

All children can learn.

Children learn best when parents and teachers work as partners to support each child's developing skills.

We will:

- Educate each child in a positive and secure environment.
- Provide an atmosphere that promotes academic excellence and stimulates positive personal development.
- Foster self-motivation, self-control, and creativity in each student.
- Help our students view learning as interesting, fun, and meaningful.

We are committed to treating each child with dignity, respect, and appreciation for his or her unique individuality.



NEW KENT ELEMENTARY SCHOOL PHILOSOPHY

New Kent Elementary School will strive to:

1. Provide each student with a happy, responsive learning environment in which he/she is free to explore his/her surroundings, work at his/her own pace, and experience opportunities for enrichment.
2. Promote in each student healthy physical, mental, emotional, and social development.
3. Provide a safe, secure environment conducive to the student's positive self-concept and, by that, nourish independence and responsibility.
4. Help the student become more aware of the world around him/her, how he/she relates to it, and how he/she can enhance the beauty of his/her environment.
5. Provide instruction that will meet the needs of each student by providing them with essential academic skills.
6. Foster positive human relations at school and in the community.
7. Consider the interest and needs of the community and involve the community with the student's needs.
8. Utilize a variety of materials and strategies to provide a necessary balance between theory and practice and develop the student's interest and creativity.
9. Offer the resources of staff and materials to our community and encourage participation and involvement of the county citizens in our schools.

GRADE-LEVEL STAFF AND SCHEDULES

EARLY CHILDHOOD SPECIAL EDUCATION

Head Teacher:	Lauren Birkhead	Paraprofessionals:	Jillian Browning
Teachers:	Jessica Bander		Jessica Hall
	Beth Dyson		Lee Larsen
	Theresa Nash		Danielle Stanley
			Amanda Wells

Arrival/Breakfast	Recess
Calendar Time	Lunch
Resource	Story Time
Morning Circle	Nap/Rest Time
Center Time	Recess
Art Activity	Snack

KINDERGARTEN

Head Teacher:	Remle Sherman	Paraprofessionals:	Sandra Berkley
Teachers:	Pam Bunting		Jennifer Gilbert
	Claire Cerri		Donna Heath
	Jaime Johnston		Lexia Owens
	Wendy Waxmunski		
	Elaine Greer		

8:40-8:55	Arrival/Breakfast	12:15-12:30	Recess
8:55-9:15	Language Arts	12:35-1:05	Lunch
9:15-10:15	Small Group Reading	1:10-1:30	Recess
10:15-11:00	Resource	1:30-2:30	Science/Social Studies
11:00-11:15	Snack	2:30-3:10	Math/Language Arts/IE/Rest
11:15-12:15	Math	3:10-3:30	Language Arts

FIRST GRADE

Head Teacher:	Rachel Ballard	Paraprofessionals:	Donna Harris
Teachers:	Laura Catalano		Heather Young
	Amber Cooper		
	Julie Galleher		
	Madison Woods		
	Carmen Jones		

8:40-8:55	Arrival/Breakfast	12:55-1:10	Recess
8:55-9:30	Language Arts	1:10-2:20	Math
9:30-10:15	Resource	2:20-2:35	Recess
10:15-11:15	Whole Group Language Arts	2:35-3:05	Math Intervention/Enrichment
11:15-12:15	Small Group Reading	3:05-3:30	Science/Social Studies
12:25-12:55	Lunch		

SECOND GRADE**Head Teacher:** Angie Leader**Paraprofessionals:** Brenda Gonzalez**Teachers:** Debbie Allen

Heather Young

Britney Dean

Keila Frederick

Jennifer Gardner

Carmen Jones

8:40-8:55	Arrival/Breakfast	12:25-1:10	Resource
8:55-10:15	Language Arts/Reading	1:10-1:30	Language Arts/Reading
10:15-11:15	Small Group Reading	1:30-2:00	Math Intervention/Enrichment
11:20-11:40	Recess	2:00-3:05	Math
11:45-12:15	Lunch	3:05-3:30	Science/Social Studies

THIRD GRADE

Head Teacher: Jean Fox

Paraprofessionals: Brenda Gonzalez

Teachers: Rebecca Cooper

Tonyia Veloso

Samantha Farr

Lauren Laws

Amanda Michel

Jordan Sligh

Elaine Dye

8:40-8:55	Arrival/Breakfast	11:50-12:20	Lunch
8:55-9:30	Math Intervention/Enrichment	12:20-1:00	Reading/Language Arts
9:30-10:30	Math	1:00-2:00	Small Group Reading
10:30-11:00	Reading	2:00-2:20	Recess
11:00-11:45	Resource	2:20-3:30	Science/Social Studies

FOURTH GRADE

Head Teacher: Amy Carr

Paraprofessionals: Julia Caples

Teachers: Scarlett Bowles

Amy Pike

Kristi Brady

Mary Margaret Gillette

Ben Hindman

Andrea Simmons

Suzanne Cashin

8:40-8:55	Arrival/Breakfast	11:50-12:10	Recess
8:55-10:00	Language Arts/Reading	12:10-1:10	Math
10:00-11:00	Small Group Reading	1:10-1:55	Resource
11:00-11:15	Language Arts/Reading	2:00-2:30	Math Intervention/Enrichment
11:15-11:45	Lunch	2:30-3:30	Science/Social Studies

FIFTH GRADE

Head Teacher: Brittany Shields

Paraprofessionals: Katie Craig

Teachers: Kim Beasley

Amy Pike

Carleigh Branch

Cathy Bruner

Kristen Medlin

Jessica Stewart

Matt Proffitt

8:40-8:55	Arrival/Breakfast	11:40-1:00	Small Group Reading
8:55-9:30	Geography	1:00-1:45	Language Arts/Reading
9:30-10:30	Math	1:45-2:00	Recess
10:30-11:00	Math Intervention/Enrichment	2:00-2:45	Resource
11:05-11:35	Lunch	2:45-3:30	Science

AUTISM

Teacher: Melissa George

Paraprofessionals: Maria Carlin

Lisa Craig

Dawn Graham

Katelyn Nixon

MULTI-ABLED

Teacher: Therese O'Dea

Paraprofessionals: Deborah Dickerson

Rebecca Jefferson

Christina McGowan

Julie Meeks

Tiann Scoggins

READING SPECIALISTS

Teachers: Jami Hyndshaw (Title I)

Clarissa Kornreich

Erin Teger (Title 1)

Paraprofessional: Heather Butler

MATH REMEDIATION:

Teacher: Catherine Anderson

GIFTED (ACE - Academic and Creative Excellence):

Teachers: Angela Estis

Rechele Gregory

Debbie Fox-Valdez

ESL

Teacher: Monica Starkweather

Paraprofessional: Roni Iwanski

RESOURCE

Teachers: Kim Holloway (Library)

Alex Noctor (PE)

Denielle Resnick (Music)

Kelsey Slate (PE)

Susan Vick (Art)

Paraprofessional: Penny Pugh (Library)

ITRT

Teacher: Beth Kappus

New Kent Elementary School has a full range of support classes to meet the needs of the students. At present, these classes include:

GIFTED - ACE (Academic and Creative Excellence) - Teachers: Angela Estis, Rechele Gregory, and Debbie Fox-Valdez

Gifted and Talented students exist in all ethnic, geographic, and socioeconomic groups. They possess talents and abilities differing from those of their peers to such a degree that differentiated educational provisions must be made to encourage their development.

For information concerning the identification and placement process for the gifted program, please email Angela Estis at aestis@nkcps.k12.va.us or Ross Miller, Gifted Program Administrator, at rmiller@nkcps.k12.va.us.

TITLE I READING - Teachers: Jami Hyndshaw and Erin Teger

Title I of the Education Consolidation and Improvement Act of 1981, known as ECIA, Public Law 97-35, provides individual and small group remedial reading instruction at New Kent Elementary School. The school will hold two activity nights during the year to promote reading.

MATH REMEDIATION - Teacher: Catherine Anderson

New Kent Elementary School provides individual, small, and whole group remedial instruction in math.

SPEECH - Teacher: Tamara Freeman-Nichols

Speech and Language services are provided in all schools in New Kent County. Currently, New Kent Elementary School has two speech/language pathologists. Children identified from screening and teacher referrals are further evaluated after parental permission has been obtained. Evaluation includes assessment of the oral mechanism, all speech sounds, language, voice, and fluency patterns. Individualized Educational Plans are designed to meet the needs of those receiving speech and language services.

PHYSICAL EDUCATION - Teachers: Alex Noctor and Kelsey Slate

Physical Education is an integral part of the total educational process. It makes a unique contribution to the growth and motor development of children. Our Physical Education program provides a variety of opportunities for quality instruction, positive encouragement, and practice.

TECHNOLOGY - ITRT: Beth Kappus

Our technology program is designed to help both students and teachers develop proficient technological skills.

MUSIC - Teacher: Denielle Resnick

Our music program provides a background in music theory and appreciation while allowing opportunities for enjoyable musical experiences. The students develop an understanding of music through singing, moving, listening, and playing instruments.

ART - Teacher: Susan Vick

Our art program is designed to expose the students to materials and mediums which will enrich motor skill and mental growth. The children will be exploring drawing, pottery, sculpture, weaving, and painting. A variety of materials will be used and experimented with: magic markers, colored pencils, construction paper, paper bags, tempera paint, pencils, scissors, tape, crayons, and reusable junk.

LIBRARY - Librarian: Kim Holloway

The NKES Library is an open and inviting place where students can develop a lifelong love of reading. Students have a scheduled library time with their class each week but also have additional opportunities during the week to check out books.

Instruction in the library supports classroom instruction in all subjects, especially reading. It covers the necessary literacy skills from kindergarten through fifth grade. This includes information literacy with instruction on computers, interactive whiteboard technology, and multimedia equipment.

Please encourage your children to make full use of all the resources in the library.

SCHOOL GUIDANCE

New Kent County Schools are committed to continuing to provide guidance and counseling services in accordance with state guidelines and objectives. Guidance policies can be found online at www.newkentschools.org (click on “About NKCPs,” and then click on “NKCPs Policy Manual” from the dropdown box). A hard copy of the Policy Manual is available at the School Board Office.

If you wish to have your child excluded from any of the services offered by our guidance counselors, you may do so by providing a written request on an opt-out form. This form can be obtained from the building administrator or guidance counselor.

NKES GUIDANCE - Counselors: Rita Carreras and Jenny John

New Kent Elementary School’s guidance program is designed to meet the developmental needs of students. The purpose of the program is to enhance social, emotional, and academic growth. Goals include increased self-esteem and effective social interaction. When students feel good about themselves and their abilities, they exhibit better classroom performance and have a positive outlook.

The guidance program serves to aid in adjustment to new situations such as entering school for the first time or preparing for the transition to middle school. The program emphasizes self-knowledge, the development of a positive self-image, and an effective means of relating to others.

The guidance counselor works with the classroom teacher in planning and conducting guidance activities for the entire class. In addition, the guidance counselor meets with small groups and individuals. Activities focus on developmental needs as well as individual concerns. The guidance counselor meets with parents and consults with faculty members. The guidance program strives to develop a school environment that encourages high self-esteem in each student.



GUIDANCE AND COUNSELING POLICY

The New Kent County School Board affirms that parents are the student's first teachers and that the public schools serve to strengthen family and parental support. No student will be required to participate in any counseling program to which the student's parents object.

For the purposes of this policy, the following definitions apply:

1. **Academic Guidance** - Guidance which assists students and their parents to acquire knowledge of curricula choices available to students, to plan a program of studies, to arrange and interpret academic testing, and to seek post-secondary academic opportunities.
2. **Career Guidance** - Guidance which helps students become aware of and knowledgeable about the world of work and careers and helps students plan action about work, jobs, apprenticeships, and post-secondary educational and career opportunities.
3. **Personal/Social Counseling** - Counseling which assists a student in developing an understanding of themselves, the rights and needs of others, how to resolve conflict, and how to define individual goals which reflect their interests, abilities, and aptitudes. Such counseling may be provided either in: 1) groups in which generic issues of social development are addressed or 2) through structured individual or small group multisession counseling which focuses on the specific concerns of the participant(s).
4. At least annually, parents will be notified in writing about the academic and career programs and the personal/social counseling programs available to students within the school division. Parents will be advised concerning the purpose, general description of the programs, how parents may review materials to be used in the programs, and procedure by which parents may limit the student's participation in the program. Information and records of personal/social counseling shall be kept confidential and separate and not disclosed to third parties without prior parental consent or as otherwise provided by law.

It shall be the policy of the New Kent School Board with respect to personal/social counseling that parents will notify the school division in writing if the student is **not** to participate in the personal/social counseling program. (Opt-Out)

Counseling techniques which are beyond the scope of the professional certification or training of counselors, including hypnosis or other psychotherapeutic techniques that are normally employed in medical or clinical settings and focus on mental illness or psychotherapy, are **strictly prohibited**.

CLINIC

School Nurse: Mrs. Amy Coyle, RN

The school nurse is now based at New Kent Elementary School. Professional and emergency care will be available during school hours.

The nurse's duties will include first aid, emergencies, and assessing health problems. After parental permission has been obtained, children identified from screening will be recommended for further evaluation. She will also supervise the clinic with the aid of the clinic assistant.

At all times, we at New Kent Elementary consider safety to be a top priority. Injuries that occur at school, home, or play require extra planning to ensure a safe return to the school environment. Please inform the nurse if your child has sustained any of these types of injuries: fractures, sprains, sutures, concussions, and injuries which require limited activity. The school will need documentation from your primary care provider in order to most effectively assist the child at school. **Please note that any medications that need to be administered during school hours must be transported to the school by a parent or legal guardian and delivered to the school clinic.**

CLINIC GUIDELINES

Children who are sick or injured receive prompt medical attention. Periodic inspections of students for communicable diseases or conditions will be conducted. Students who appear to have a communicable disease that can be spread by contact will be excluded from school until that condition has been remedied. **We cannot administer any medication here at school without written parental and physician's instructions.** Please fill out your child's contact card accurately in the event of a medical emergency.

Please keep your children home if they are experiencing any of the following symptoms:

1. Fevers of 100 degrees or above – keep at home until fever-free for 24 hours **without fever reducing medication.**
2. Vomiting/diarrhea – keep at home for at least 24 hours or until symptoms subside.
3. Eyes that are red, bloodshot, itchy, oozy, or running or that have lashes that are stuck together upon waking. This condition is possible Conjunctivitis or “pink eye,” a very contagious condition which may require a visit to your child's physician.
4. Headaches - Please encourage your child to eat breakfast and hydrate. If they have allergies, treat them with over-the-counter medicine and consult your doctor if symptoms persist.

If your child is sent home from the clinic, please keep your child home for an additional **24 hours** to ensure that they are healthy enough to return to school. Together we can provide a healthy place of learning and keep our children well and happy.

OPERATIONAL INSTRUCTIONS FOR LICE POLICY

Throughout the school year, we are informed of the occurrence of Pediculosis (head lice). Your support to help us address this issue is greatly appreciated. Head lice is a relatively common childhood condition. Infestation with head lice is not known to cause any human disease. The condition can cause itching; some children can develop infections from excessive scratching. Most people get head lice when they have head-to-head contact with someone who has head lice. Head-to-head contact lets the lice crawl from one head to another head. The lice do not care whether the person has squeaky-clean hair or dirty hair. The lice are looking for human blood, which they need to survive.

1. On the first incident of head lice, the child will be sent home with our policy letter and instructions for parents. The child will be checked on the day they return, on the fourth day after return, and on the eighth day after return. Additional checks may be made at the discretion of each school staff. If nits are found, the child will be excluded until they return nit free.
2. If the child is found to be re-infested after 60 calendar days have elapsed, follow the procedures outlined above in #1.
3. If an individual has two or more cases of head lice/nits within 60 calendar days, the school nurse shall consult the building principal. Arrangements shall be made for the nurse to make a home contact to discuss the lice infestation and treatment program. Should the parent fail to cooperate or should this intervention prove unsuccessful, the nurse and principal shall refer the case to the Division Superintendent for further action.
4. When a parent calls the school to inform us that they have found head lice or nits and they have treated their child with a lice shampoo, we will discuss the head lice policy with the parent. The child will be checked; and if found to be lice/nit free, the child can remain in school. The parent will still need to fill out the form that is sent home with the child indicating what shampoo was used, etc.
5. If a child is found to have lice/nits during screening by the school, the parent is contacted. If, when contacted, the parent tells us that they were recently treated, we must inform them that the policy states, "that a child must be lice/nit free to return to school." If the child has any lice or nits, the parent will need to pick him/her up from school. The child must be treated as the policy states, and the child cannot be allowed to return to school until he/she is lice/nit free.

OSHA (OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION)

Under the new OSHA (Occupational Safety and Administration) Exposure to Blood-Borne Pathogen Plan, we are required to request that an individual's blood be tested if any infectivity status is unknown where a situation indicates that the potential exposure to bloodborne pathogens has occurred. Under 32.1-45.1 of the Code of Virginia, the persons whose body fluids were involved in the exposure shall be deemed to have consented to testing for infections with human immunodeficiency virus.

When a student has an accident or experiences a nosebleed at school which results in soiled clothing, the school will no longer be sending the soiled clothing home on the bus (no matter how insignificant the clothing is stained). Parents or guardians will be required to come to their child's school to collect the soiled clothing and transport home.

TRANSPORTATION

New Kent Elementary School works hard to ensure that its students are transferred from the school to the home safely. We recognize that some days students need to be transported to locations other than their house. To ensure your child's safety, we ask that you adhere to the following bus change request regulations:

1. **No** bus change requests will be accepted by phone.
2. All requests will be written on a standard form (see sample on next page). The form will be submitted in person by the parent or student or may be faxed to the office. Faxes will be confirmed by a phone call from school staff.
 - a. Bus Change Request Forms are also available in the main office or online at www.newkentschools.org (Click "About NKCPs," and then click on "Departments" from the drop-down box. The form is located on the "Transportation" page).
3. The form **must be submitted at least 24 hours prior to the requested change.**
4. Parents will be limited to drop-off points within the regular schedule.
5. All changes are subject to available space on the requested bus.

AFTERNOON BUS DROP-OFF POLICY:

Students in Pre-K, Kindergarten, and 1st Grade will not be dropped at the afternoon bus stop unless they are met by a parent/guardian. If they have a sibling who is 5th grade or older, then they may walk home with that sibling. If no one is at the bus stop to meet the child, he/she will be brought back to the school and the parent/guardian will be contacted to come to the school and pick up the child at the main office.

MORNING STUDENT DROP-OFF (8:40-8:55 a.m.):

If you are going to drop off your child at school in the mornings, please do so in the designated area on the side of the school near the old tennis courts. Students may be dropped off **no earlier than 8:40 a.m.** when adult supervision is available. If the student is being dropped off after 8:55 a.m., then he/she will need to be escorted to the main office and signed in by a parent/guardian. Please be sure to use the designated parking spaces if you need to enter the building.

**NEW KENT COUNTY PUBLIC SCHOOLS
DEPARTMENT OF TRANSPORTATION
BUS CHANGE REQUEST FORM**

DATE _____

STUDENT _____

CURRENT INFORMATION

Grade _____ Bus # _____

Teacher _____

School _____

Home/Cell Phone _____

Address _____

BUS CHANGE INFORMATION

Adult Contact _____ Phone _____

Description of change (New bus# / Address of drop off):

Start & Ending Date(s) _____

I, _____, hereby authorize the Department of Transportation to implement the above request.

I understand that the pick up/drop off address **MUST BE ON AN EXISTING ROUTE**. I will accept full responsibility for my child when he/she is at this address.

SIGNATURE OF PARENT/GUARDIAN: _____

**THIS FORM MUST BE SUBMITTED IN PERSON OR BY FAX TO THE MAIN OFFICE
OF YOUR CHILD'S SCHOOL 24 HOURS PRIOR TO THE REQUESTED CHANGE.
PHONE CALLS WILL NOT BE ACCEPTED.**

NKES FAX: 804-966-2506

GWES FAX: 804-932-8459

NKMS FAX: 804-966-2703

VISITOR PROCEDURES

You are welcome to visit our school and your child's classroom; however, to ensure the safety of our students and to help our school run more efficiently, the following procedures must be followed when visiting New Kent Elementary School:

1. **A valid picture ID will be required for all visitors to the school.**
2. All visitors must enter by the front door--all other doors will be locked.
3. Visitors must report to the front office where they will present their picture ID, sign in, and receive a visitor's pass.
4. Visits to your child's classroom must be scheduled with the teacher in advance. Whether you are observing instruction, helping in the classroom, or attending a class function, your visit must be arranged in advance. Unscheduled visits will not be permitted.
5. If you want to see your child during the day, check in at the the front office, and your child will be called to the office for your visit.
6. If you want to have lunch with your child, check in at the front office. When your child reports to the cafeteria with his/her class, you may join them there.

PARENT DROP-OFF/PICK-UP PROCEDURES

1. Parents/guardians who bring their children to school will not be allowed to go to classrooms during morning drop-off. We will have staff available to escort preschool, kindergarten, and new students who need help getting to class.
2. Parents/guardians who need to pick up their child before 3:15 p.m. will need to sign out their child in the front office, and the student will be called to the office.
 - a. ***Please keep in mind that our instructional day runs from 8:55 a.m. until 3:45 p.m. Students who are continually picked up before 3:45 p.m. miss valuable instruction time which may be reflected in their academic achievement.***
3. Parents/guardians who pick up their child in the afternoon will not be allowed to go to the classroom to pick up their child. They will need to report to the designated Parent Pick-Up location in the gym where they will sign out their child. Parent Pick-Up students will be dismissed to the gym at 3:30 p.m.
4. Exceptions to the drop-off and pick-up procedures must be approved by administration and are based on the age and ability of the child as well as other factors such as medical concerns.

SUPPORT PERSONNEL

PRINCIPAL:	John Moncrief
ASSISTANT PRINCIPAL:	David Baum
GUIDANCE COUNSELORS:	Rita Carreras Jenny John
SECRETARIES:	Lisa Bronson Part-time Admin. Asst. Donna Mathis Registrar Holli Perez Bookkeeper
CAFETERIA MANAGER:	Rebecca Louke

CENTRAL OFFICE PERSONNEL

SUPERINTENDENT:	Dr. David Myers
ASSISTANT SUPERINTENDENT FOR BUSINESS AND OPERATIONS:	Haynie Morgheim
EXECUTIVE DIRECTOR OF CURRICULUM AND INSTRUCTION:	Dr. Byron Bishop
DIRECTOR OF INSTRUCTIONAL TECHNOLOGY, TESTING, & ACCOUNTABILITY:	Ross Miller
EXECUTIVE DIRECTOR OF ADMINISTRATION:	Cynthia Pitts
DIRECTOR OF SPECIAL EDUCATION:	Dr. Dianne Pollard
SCHOOL PSYCHOLOGIST:	Robin McClaine
SCHOOL SOCIAL WORKER:	Emily Emmons
PHYSICAL THERAPIST:	Barbara Riley
OCCUPATIONAL THERAPIST:	Jennifer Milby
MAINTENANCE SUPERVISOR:	Tim Pollock
FOOD SERVICE DIRECTOR:	Leslie Smith
TRANSPORTATION DIRECTOR:	Mervin HENCE
TRANSPORTATION SERVICE MANAGER:	Don Clark

REPORT CARDS & INTERIM REPORTS

Report cards convey the progress of the student to the parent. Kindergarten and first grade will be non-graded. Grades will be given in all core areas in second through fifth grades, except science and social studies in grade two. Core subjects include reading, language arts, math, science, and social studies. Report cards will be sent home at the end of each nine weeks' period. These report cards are yours to keep; however, the envelope should be signed and returned to school the day after it comes home. Interim reports are sent home for all students halfway through each grading period.

KINDERGARTEN THROUGH FIFTH GRADE PROMOTION POLICIES

Kindergarten to 1st Grade:

In order to be promoted to the first grade, kindergarten students must pass:

- 80% of the Reading/Language Arts and Math curriculum objectives,
- 80% of upper and lower case letters, and
- 80% of letter sounds

1st Grade to 2nd Grade:

In order to be promoted to the second grade, first graders must pass:

- 80% of the Reading/Language Arts and Math curriculum objectives.

2nd Grade to 3rd Grade:

Second graders must pass Reading and Math to be promoted to third grade.

Grades 3 through 5:

Students must pass Reading and Math along with at least one other subject (Language Arts, Science, or Social Studies) to be promoted to the next grade.

**Note: Students may be administratively placed in the next grade if they have previously been retained at the elementary level. This placement would be subject to the principal's recommendation and the superintendent's approval. Students being administratively placed in the next grade may be recommended to attend remedial summer school.*

**Promotion for a Special Education student shall be based upon his/her IEP as well as the promotion policies outlined above.*

GRADING SCALE:

A=90 to 100

B=80 to 89

C=70 to 79

D=60 to 69

F=59 and below

HOMEWORK

School work sent home can be a valuable and useful part of the student's daily or weekly educational plan. When given prudently and on a level commensurate with the student's ability, it can serve as a vital link between the home and school. Research has shown that "homework for young children should help them develop good study habits, foster positive attitudes toward school, and communicate to students the idea that learning takes work at home as well as school" (Classroom Instruction That Works, p.62).

Our policy states that students in the elementary school will work for a total of twenty to forty-five minutes completing their homework for all subjects. The division's complete homework policy guidelines can be found in the division's policy manual located on the New Kent Schools website.

PARENT INVOLVEMENT:

Appropriate parental involvement can enhance homework and improve student learning. Parents should receive clear guidelines regarding their role in the homework process. Teachers should not expect parents to act as experts regarding content or to attempt to teach new content. Parents should ask questions that help students clarify and summarize what they have learned. Parents should help their children take responsibility for successful completion of homework and should ensure that all work is their child's own. Parents can also enhance learning through homework by ensuring an appropriate environment and adequate time for successful completion of homework.

STUDENT RESPONSIBILITY

Students are expected to conduct themselves in a courteous, orderly, and respectful manner. Students are expected to exhibit proper behavior at school and on the school bus. Please consult the division's Discipline Handbook. Students are responsible for their actions. Fighting, use of profanity, stealing, disrespect to others, or any behavior that infringes on the rights of others will not be tolerated.

In most cases, a firm reprimand by the teacher or administrator will be sufficient to extinguish the undesirable behavior. In cases of severe or repeated offenses, cooperation of the parents will be secured. Disciplinary actions ranging from suspended privileges or behavior modification plans to suspension or expulsion may be used for correcting or alleviating student misbehavior.

ATTENDANCE POLICY

As we begin a new school year, we are looking forward to a positive learning experience for your child. One important factor for your child's success in school is **regular attendance**. Consistent attendance in the elementary school years sets a positive pattern for future educational and work experiences. For additional information regarding the attendance policy, please consult the school division's Discipline and Attendance Booklet that outlines the division's discipline, attendance, and medication policy.

REPORTING A CHILD'S ABSENCE:

If your child is going to be absent, please contact the school to report the reason for the absence. You may leave a message on the attendance line at 804-966-9663, option 1. Even if you report the child's absence to the teacher, you must call the office so that the absence will be recorded correctly in PowerSchool. If the office has not received notification of the absence by 11:00 a.m., then you will be contacted to verify your child's absence.

EXCUSED AND UNEXCUSED ABSENCES:

- ★ **A student's absence is not considered excused until the school receives a verbal or written notification from a parent citing the reason for the absence.** Without such notification, the absence will be coded as unexcused.
- ★ The school administrator, social worker, or attendance committee may require any student who receives a total of ten absences to either provide documentation other than parental notes and/or meet with the attendance committee in order for additional absences to be excused.

Excused absences will be considered for:

1. Personal illness
2. Death in the family
3. Religious observance
4. Medical, professional, or legal appointments
5. Court appearance
6. Other educational experiences (Prior administrative approval is required with appropriate attendance form completed and returned three school days prior to absence.)
7. Physical emergency conditions (i.e., fire, flood, storm)

Unexcused absences will be addressed during the school year as follows:

1. 5th Unexcused Absence - Form letter sent to parent by attendance committee.
 2. 10th Unexcused Absence - Parent and student will be referred for a mandatory meeting with the school social worker/truancy officer to develop an attendance intervention plan. **Please be advised that failure to participate in the attendance conference may result in a referral to Court Services for further interventions.**
- ★ Coming to school on time is important. Arriving late and/or leaving early may affect a student's performance over time.
- ★ A student must be present for at least one hour of instruction to be counted as present for the day. The principal may waive this requirement under extenuating circumstances such as a shortened school day or for other reasons presented on a case-by-case basis. (See Policy Manual - File: JED-R)

Thank you for your adherence to our attendance policy. We are confident these guidelines will help us to identify and assist those students experiencing attendance difficulties. As always, we are dedicated to working with you to ensure the success of your child in his/her student role.

STUDENT FEES

Recorder Fee (3rd Grade Only) - \$5.00 Technology Fee (All Grades) - \$5.00

Lost Agenda (3rd-5th Grades) - \$5.00

Services provided at New Kent Elementary School that are not mandatory include School Day Insurance Coverage, 24-Hour Coverage, and Dental Coverage. Information regarding these programs and pricing is sent home with your student on the first day of school.

Other expenses may be incurred at various times of the school year. These expenses could include school pictures (individual and class), field trip money, and the cost to participate in special events provided at school. Some teachers may request that students in their rooms purchase additional supplies.

CAFETERIA HOURS

8:35 a.m. – 8:55 a.m. Breakfast (All grades)

LUNCH PERIODS:

11:05 a.m. - 11:35 a.m.	4th Grade	11:15 a.m. - 11:45 a.m.	5th Grade
11:45 a.m. - 12:15 p.m.	2nd Grade	11:50 a.m. - 12:20 p.m.	3rd Grade
12:25 p.m. - 12:55 p.m.	1st Grade	12:35 p.m. - 1:05 p.m.	Kindergarten

CAFETERIA FEES:

	Breakfast	Lunch	Milk
Student	\$1.60	\$2.60	\$0.50
Student (Reduced)	\$0.30	\$0.40	\$0.50
Adult		\$4.00	

Parents are encouraged to pay for meals on a weekly/monthly basis using the Point of Sale debit system. Any funds received will be credited to a family account for each household, and students can debit their account by using their student ID#. For more information, please contact Food Services at 966-8508.

PARENT TEACHER ORGANIZATION (PTO)

The objectives of our PTO are:

1. To build a relationship between the home and school in which parents and teachers may cooperate in the education of youth.
2. To promote the welfare and education of children in the community.
3. To improve the laws for the care and protection of children and to raise the standards of the community and its educational programs.

The basic policies under which this organization will operate are:

1. The organization shall cooperate with the school to support the improvement of education.
2. The organization may cooperate with other organizations and agencies concerned with child welfare and education, but persons representing the organization in such matters shall make no commitments that bind the organization except as authorized by the Board of Directors.

The officers for this year's PTO are:

President:	Lori Hill	Secretary:	Christina Dickerson
Vice President:	Shannon Rudd	Treasurer:	Amber Lacy

Our P.T.O. is a very active organization which meets at the school on a monthly basis (meeting dates and times will be announced during the school year). Listed below are some of the many activities in which our P.T.O. was involved last year. I believe this year's P.T.O. will be just as outstanding.

1. Assisted with School Orientation and Kindergarten Registration.
2. Provided agendas for third, fourth and fifth graders.
3. Sponsored all school assemblies.
4. Provided volunteers in different areas of classroom work.
5. Paid for academic programs to support SOLs.
6. Bought additional 2-way radios for school use and replenished radio batteries.
7. Helped the P.E. department sponsor Field Day.
8. Purchased items for teachers and classrooms.
9. Cleaned school grounds.
10. Held Appreciation Brunch for teachers and staff.

SUSPECTED CHILD ABUSE OR NEGLECT

The General Assembly enacted legislation that requires certain persons (including teachers or any other person employed in public or private schools, kindergartens or nursery schools) to report suspected incidents of child abuse or neglect so that protective services may be given to these children and their families. (Section 63.1-248 through 248.17, Code of VA)

According to the law, the definition of an abused or neglected child is any child less than 18 years of age whose parent or other person responsible for his care:

1. Creates or inflicts, threatens to create or inflict, or allows to be created or inflicted a physical or mental injury by other than accidental means, or creates a substantial risk of death, disfigurement, or impairment of bodily or mental functions;
2. Neglects or refuses to provide care necessary for the child's health;
3. Abandons the child;
4. Commits or allows to be committed any sexual act in violation of the law.

The law gives the responsibility to receive and investigate these reports to the local Department of Welfare.

TITLE IX

The New Kent County School Board is in compliance with Title IX of the Educational Amendments of 1972, as amended by Public L. #93-568,88 Stat. 1955 (except Sections 904 and 906 of those amendments) which is designed to eliminate (with certain exceptions) discrimination on the basis of sex in any education program or activity receiving federal financial assistance, whether or not such program or activity is offered or sponsored by an educational institution as defined in this part. This part is also intended to effectuate Section 844 of the Education Amendments of 1974, Pub. L. 93-380, 88 Stat. 484.

This information is on file at the principal's office of your child's school.

The New Kent County School Board does not discriminate on the basis of sex when employing personnel.

CHILD FIND

State and Federal Laws guarantee every handicapped child the right to a free appropriate public education. If your child or another child you know is suspected of having a handicapping condition, please refer the child to our school division. We provide special education to children identified with a disability between the ages of two and twenty-one. For children below age two, we work in cooperation with a local Mental Health Board in identifying such children and providing appropriate services.

If you have any of the following concerns regarding your child, please contact the school administration:

My child has:

- a diagnosed handicapping condition or special syndrome
- a disabling disease or chronic illness (for example heart problems, failure to thrive, leukemia, epilepsy, diabetes, etc.)
- a hearing problem
- a visual impairment
- poor speech, unclear speech, or no speech
- a birth defect
- a physical handicap
- slow physical development (example: delayed sitting or walking)
- symptoms of hyperactivity
- orthopedic problems

NOTIFICATION OF SCREENING

Speech, language, motor development, hearing, and vision are all vital in ensuring school success. It is because of this that the Commonwealth of Virginia requires that all children new to public schools will be screened in these areas within 60 days of their initial enrollment. To meet this requirement, New Kent County Public Schools will conduct speech/language, hearing, vision, and motor development screenings during the first few months of school. The speech pathologist, school nurse, or clinic attendant and other appropriate personnel will complete these screenings. It is through this screening process that potential problems can be identified and addressed prior to any adverse effect on school performance. You will be notified only if the need for further evaluation is indicated or a problem is suspected. Students in grades 3, 7, and 10 will be screened for sight and hearing defects. This is in accordance with state and county policy.

**NOTICE OF NEW KENT PUBLIC SCHOOL COMPLIANCE OFFICER FOR EQUAL
EMPLOYMENT OPPORTUNITIES**

Please be advised that the New Kent Public School's Compliance Officer is the Executive Director of Administration. Any person who believes the he/she has not received equal employment opportunities should immediately report the incident by calling 804-966-8526 or by writing to New Kent School Board, ATTN: Executive Director of Administration, P.O. Box 110, New Kent, VA 23124.

**NOTICE OF NEW KENT PUBLIC SCHOOL COMPLIANCE OFFICER FOR EQUAL
EDUCATIONAL OPPORTUNITIES**

Please be advised that the New Kent Public School's Compliance Officer is the Director of Student Services. Any student who believes he/she has been the victim of prohibited discrimination should report that alleged discrimination as soon as possible by calling 804-966-8523 or writing to New Kent School Board, ATTN: Director of Student Services, P.O. Box 110, New Kent, VA 23124.

**NOTICE OF NEW KENT PUBLIC SCHOOL COMPLIANCE OFFICER AGAINST
SEXUAL HARASSMENT**

Please be advised that the New Kent Public School's Compliance Officer is the Executive Director of Administration. Students and employees who believe that they have been sexually harassed should immediately report the incident by calling 966-8526 or by writing to New Kent School Board, ATTN: Executive Director of Administration, P.O. Box 110, New Kent, VA 23124.