

# STUDENT HANDBOOK 2019-2020



## ELEPHANT'S FORK ELEMENTARY SCHOOL

2316 William Reid Drive  
Suffolk, Virginia 23434  
(757) 923-5250  
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Jessica Avery, Principal – [jessicaavery@spsk12.net](mailto:jessicaavery@spsk12.net)  
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**Elephant's Fork Elementary School**  
**Suffolk Public Schools**  
**2019~2020**

Dr. Deran R. Whitney	<i>TBD</i>
Dr. Latoya Harrison	<i>Asst. Superintendent for Instruction</i>
Dr. Suzanne R. Rice	<i>Asst. Superintendent of Student Services</i>
Mr. Rodney Brown	<i>Director of Human Resources</i>
Mrs. Pamela L. Connor	<i>Director of Elementary Leadership</i>
Mrs. Jessica Avery	<i>Principal</i>
Ms. Kristal Taylor	<i>Assistant Principal</i>
Mr. Dennis Tysinger, II	<i>Dean of Students</i>
Mrs. Cynthia Devers	<i>Academic Coach</i>
Mrs. Lauren Barrett	<i>Math Coach</i>
TBD	<i>Bookkeeper</i>
Mrs. Holly Wright	<i>Secretary</i>
Mrs. Debra Poston	<i>Nurse</i>
Mrs. Latoya McGlone	<i>Guidance Counselor</i>

<b>School Phone</b>	<b>757-923-5250</b>
<b>School Fax</b>	<b>757-925-5596</b>

Student Drop Off	9:00 a.m.
Instructional Hours	9:25 a.m. – 3:50 p.m.
Teacher Hours	8:50 a.m. – 4:20 p.m.
Office Hours	8:30 a.m. - 5:00 p.m.

**E-Mail:**

Mrs. Avery	jessicaavery@spsk12.net
Ms. Taylor	kristaltaylor@spsk12.net

**ELEPHANT'S FORK ELEMENTARY SCHOOL**  
**PTA EXECUTIVE BOARD**  
**2019-2020**

President's name and email address: TBD

Vice President's name and email address: TBD

Treasurer's name and email address: TBD

**SCHOOL COLORS**

*Blue and Gold*

**SCHOOL MASCOT**

*Elephant*

## **MISSION STATEMENT**

Our mission at Elephant's Fork Elementary School is to enable all students to reach their full potential by providing a variety of programs and opportunities. We believe all students can grow and succeed academically, socially, physically, and emotionally.

## **OBJECTIVES**

The faculty and staff of Elephant's Fork Elementary School are committed to the following objectives:

1. To provide an instructional program which will enable students to achieve and to be successful.
2. To provide an atmosphere where the staff and the administration will work as a team for the benefit of the students.
3. To provide communication relating academic progress, student behavior, and school activities to students and parents.
4. To provide information about school activities to the community.
5. To provide students with instructional and auxiliary services to meet their individual needs.
6. To provide students with awareness and pride which will enable them to maintain a respectful attitude towards the staff, the administration, the school plant, and the community.
7. To provide outside resources and programs.
8. To provide an environment and school plant conducive to teaching and learning.
9. To provide an environment that will foster a positive self-image for all students.

## ATTENDANCE

All students are expected to come to school daily. The effectiveness of the academic program can be fully realized only when students are in attendance and are involved in their class activities daily. When students are absent from school a parent/guardian must send a signed note including the reason and date(s) of the absence, the student's full name, teacher and grade. The note should be sent to the child's teacher on the date he/she returns to school. However, with that said, **Virginia Department of Education has implemented the monitoring of absences whether excused or unexcused.** School Board policy states that elementary students who miss in excess of twenty (20) unexcused days a year may be retained.

The following steps will take place when unexcused OR excused absences occur for any student:

1. Automated phone call when a student is absent. Accordingly, it is important that you keep us advised of your current mailing address and phone number.
2. Five (5) unexcused/excused Absences – Attendance Improvement Team Meeting at Elephant's Fork Elem.
3. Six (6) or More unexcused/excused – Truancy Review Team at the Suffolk Courthouse
4. Seven (7) or More unexcused/excused Absences – Legal proceedings may be pursued through the Juvenile and Domestic Relations Court

## BREAKFAST AND LUNCH

Our cafeteria offers well - balanced and nutritional meals for all students. All students are to eat their lunch in the cafeteria. Students are expected to either purchase a school lunch or to bring one from home. Lunches brought from home **must not** include glass containers.

Cafeteria prices are as follows:

*Breakfast: Full Price---*\$ .85                      *Reduced Price---*\$ .30

*Lunch: Full Price---*\$ 2.00                      *Reduced Price---*\$ .40

Parents may choose to place monies on the student's account. This may be done weekly, monthly, or whenever the parent desires. Checks may be sent any day. Please write your child's account number in the memo section if writing a check. Any questions or concerns involving cafeteria accounts will be referred to our cafeteria manager and/or the Food Services Department of Suffolk Public Schools.

Students who eat breakfast at school should report to the cafeteria immediately after taking their books/supplies to their homeroom. Students who arrive on late buses will be served breakfast upon their arrival. Sodas or any other canned drinks are not allowed at school. Gum, candy, sunflower seeds, etc. will be confiscated if eaten outside of the designated area.

Students will be required to meet the following Cafeteria Expectations:

<b>Be Safe</b>	<ul style="list-style-type: none"><li>- Keep food on your plate.</li><li>- Stay seated and raise your hand.</li></ul>
<b>Be Respectful</b>	<ul style="list-style-type: none"><li>- Use appropriate language.</li><li>- Remain silent while in the lunch line.</li></ul>
<b>Be Responsible</b>	<ul style="list-style-type: none"><li>- Get everything you need before leaving the serving line.</li><li>- Pick up after yourself.</li></ul>

## BUS TRANSPORTATION

Bus drivers have been instructed not to pick up or take an additional students without permission from the administration or designee. Students must be picked up and dropped off at their assigned bus stop. **The parent/guardian must send written permission to the school office if your child is to ride another bus.** A bus pass will be given to the student to give to the appropriate bus driver. **Students must ride their designated bus unless the school has received written notification and permission has been granted by transportation.** This will prevent any misunderstandings and support student safety.

The bus driver of each bus is responsible for the bus and all students riding his/her bus. The following expectations will be in place on every bus:

<b>Be Safe</b>	- Stay in your assigned seat. - Use your inside voice.
<b>Be Respectful</b>	- Keep your hands, feet, and objects to yourself.
<b>Be Responsible</b>	- Stay in your assigned seat. - Keep your school items in your book bag.

- \* More specific rules for bus transportation will be sent home in the pamphlet, “**Regulations for Pupils Riding School Buses**”.

Students who choose not to follow all bus rules may have bus-riding privileges suspended. **Students who fight on the bus will be suspended from school in lieu of a bus suspension only.** Parents are not to board the bus.

## DISCIPLINE

**Discipline is the positive direction of behavior toward established standards of conduct, fully understood, and based upon reasonable judgment, and in consideration of the rights of others. It is self-directed and self-controlled. Schools, communities, and parents share the responsibility for helping students develop self-discipline.**

Students attending Elephant's Fork Elementary School are **expected to conduct themselves in an orderly, courteous, dignified, and respectful manner.** In an effort to maintain an orderly atmosphere, **the teacher's authority extends to all students**, whether or not the teacher has the student in his or her class. When self-control falters and self-discipline fails, disciplinary action must be imposed to protect the rights of others and to ensure uninterrupted instruction by teachers for students.

Disruptive student behavior is subject to disciplinary action by the teacher or building administrators. The action may take the form of reprimand, conference with the teacher or administration, separation from the group, notification of parents, discipline referral, restriction of privileges, in-school suspension, short-term suspension (ten days or less), long-term suspension, and expulsion. Each teacher will prepare and share with students and parents a classroom discipline plan that will consist of classroom rules, consequences, and rewards. Elephant's Fork Elementary School follows the discipline policies and procedures set forth by Suffolk Public Schools. Please refer to the Discipline Handbook for additional information.

The following school-wide rules will be enforced to assure a safe and orderly environment:

1. Follow directions quickly.
2. Raise your hand for permission to speak.
3. Raise your hand for permission to leave your seat or your spot in line.
4. Make smart choices!
5. Keep your dear staff member happy.
6. Be respectful at all times. Keep hands, feet, and objects to yourself.

**Students may not participate in any school-related activity while suspended from school. Field trip fees will not be refunded if a student is suspended and not allowed to attend his/her trip.**

Students are not permitted to bring cell phones, pagers, CD players, tape players, sunglasses, toys, games, walkmans, trading cards, virtual pets, etc. to school. If any of these items are brought to school, they will be confiscated until the parent can pick them up. Loss of such items is the responsibility of the student. Students are strongly encouraged to leave excess money at home. It is difficult to recover money when it is either lost or stolen.

Elephant's Fork Elementary School will continue to implement the Positive Behavioral Interventions and Supports (PBIS) program. This program teaches correct and appropriate

behaviors while offering positive reinforcement (Good Behavior Events and Caught Being Good Cards) to students when they make the right choices. Students who meet or exceed behavior expectations will have the opportunity to earn “Caught Being Good Cards.” Please review our school wide expectations with your children.

Be Safe  
Be Respectful  
Be Responsible

While we will be teaching, reviewing, and enforcing these expectations at school, it would be helpful if they were reviewed at home as well. Thank you!

### **DISCIPLINE AND SCHOOL JURISDICTION**

The authority of the school over the conduct of students extends to the following locations:

1. On the school grounds during, before, or after school hours;
2. On the school grounds as either a spectator or a participant and any other time when the school is being used by a school group;
3. Off the school grounds at any school-related activity, function, or event as a participant or a spectator;
4. During the time required in going to and from the home, **including time spent at bus stops, walking to and from the bus stop**, and on school bus transportation.

### **DROPPING OFF STUDENTS**

Please note, students cannot be dropped off any earlier than 9:00 unless they are registered in the early academic program. The circle driveway in front of the building will be open only from 9:00 to 9:25 am. Any student arriving later than 9:25 a.m. must be signed in at the front office by a parent or guardian. A parent volunteer or student safety patrol will be present to assist in opening your car’s door and guiding the children to the main entrance. Please do not allow your child to exit the car by themselves!

Reminders...

- Please park in a designated parking space at all times.
- Please be mindful of the traffic patterns for morning drop off to ensure the safety of our students, as well as to prevent car accidents.
- Please do not drop students off in the parking lot and allow them to walk across the parking lot.

The loop will be open at 9:00am. It will close at 9:25. If you arrive after 9:25am, please walk your child in and sign in.

### **EARLY ARRIVAL TO SCHOOL**

**Please refrain from dropping students off without ensuring an adult is present to supervise your**

**student at school prior to 9:00 a.m.** Parents will be given a “friendly reminder” the first time this occurs. Additional steps may be taken including, but not limited to, contacting Social Services because leaving students without proper supervision is perceived as “abandonment.”

### **EARLY DISMISSAL**

Students who need to be dismissed from school early must have a parent/guardian sign them out in the main office. We request that parents respect the instructional program by not going directly to the classroom to pick up children. Adults picking up students may be asked to show a photo ID prior to office personnel releasing students. If your child is to be picked up by someone other than the parent/guardian, please send a note to the office identifying the person and noting the time of dismissal. All students should have an Authorization to Pick Up card on file at the school office, this is used to identify those parties who are allowed to pick up the student in case of early dismissal or emergency.

### **EMERGENCY INFORMATION**

Parents/Guardians are required to complete an Emergency Information Card for each child they have attending the school. It is very important that the card is completed accurately to support contacting the parents/guardians in the event of an emergency. *If information changes throughout the year, the parents/guardians should notify the office or the child’s teacher as soon as possible.*

### **EXCESS MONEY**

Students are strongly encouraged to leave excess money at home. It is virtually impossible to recover money when it is either lost or stolen.

### **FIELD TRIPS & SUSPENSIONS**

Field trips are an integral part of our curriculum. Every effort is made to ensure that all students can participate and that the experience is enriching. However, there are times when students are suspended after paying for a field trip. Since we must pay for admissions and for the bus based on the number of students who stated they would be attending, **we will be unable to refund money if a student is suspended on the day of the field trip.** Students are also expected to follow the same rules and regulations relating to school while on field trips. No student will be allowed to participate on a field trip without a returned signed permission form. All money for field trips must be received on or before the date due as stated on the parent notice/permission form.

### **FIRE DRILLS**

Fire drills will be held at least twice during the month of September and once a month for the remainder of the school year. The importance of moving from the building quickly and quietly should be discussed at home and will be strongly emphasized at school.

## FUNDRAISING ACTIVITIES

Our Parent Teacher Association, Student Council Association, and other school organizations may periodically sponsor fund raising projects to raise money for school-related purposes. Parents must give permission to allow their child to participate in such activities. **Door-to-door solicitation is prohibited to ensure student safety.**

## HEALTH SERVICES/MEDICATION

The school nurse is available to assist with the health needs of students. If a student desires to go to the clinic during the school day, he/she must first receive a written pass from the teacher. If a student becomes ill during the school day, the school nurse will assess him/her and determine the best course of action. Upon determining the need to go home, the nurse or designee will make the proper arrangements by contacting the student's parents. If the parent cannot be contacted, other person(s) on the student's emergency card will be contacted.

**State law** prohibits the school nurse from dispensing any medication to students unless the nurse has written permission from the child's doctor. The school nurse will conduct vision, hearing, and dental screenings throughout the year. **All students taking medication (including inhalers) must have a doctor's note on file in the clinic at the beginning of the school year. NO medication will be administered unless there is a written order from the doctor on file in the clinic.**

## HOMEWORK

Homework is an extension of classroom activities designed to reinforce and extend student learning. Homework also serves as a lesson in responsibility. Homework provides an excellent opportunity for parents to become directly involved with the educational process of their children. We ask that parents/guardians provide a specific place and time for the completion of homework. Homework will be assigned to all students Monday - Thursday. Homework may constitute up to ten percent (10%) of a student's nine weeks' grade in each subject.

Grade	Time to Complete Homework
K	Up to 10 minutes
1	10-20 minutes
2	Up to 20 minutes
3	Up to 30 minutes
4	Up to 40 minutes
5	Up to 50 minutes

In addition, students are encouraged to read every night.

## GRADE SCHEDULING

Suffolk Public Schools 10 point grading scale for students is as follows:

<u>Kindergarten</u>	<u>1<sup>st</sup> through 5<sup>th</sup> Grading Scale</u>
AP <b>Advanced Proficient</b>	A+ <b>100-93 Outstanding progress, superior</b>
P <b>Proficient</b>	A- <b>92-90</b>
NI <b>Needs Improvement</b>	B+ <b>89-87</b>
	B <b>86-83 Good, better than average progress</b>
	B- <b>82-80</b>
	C+ <b>79-77</b>
	C <b>76-73 Average progress</b>
	C- <b>72-70</b>
	D+ <b>69-67</b>
	D <b>66-63 Poor but passing</b>
	D- <b>62-60</b>
	F <b>59-0 Below 60 Unsatisfactory</b>

*In evaluating Art, Music, Physical Education, and Media Center, “S” or “N” will be used.*

### Kindergarten

Student portfolios are maintained for Kindergarten students.

Students should have ample guided practice time and review before being given the test for mastery of a given concept or skill.

**\*All teachers are expected to reteach when necessary.**

**\*All teachers are expected to integrate writing in all content areas.**

<u>Grades 1-2 Subjects</u>	<u>Minimum Number of Grades</u>
Reading	12
Writing	9
Mathematics	12
History/Social Sciences	9
Science	9

**\*Reduce the number of all grades by 3 in the fourth nine weeks.**

<u>Grades 3-5 Category</u>	<u>Minimum Number of Grades</u>	<u>Percentages</u>
Tests	2	35%
Quizzes	2	30%
Classwork	6	30%

Homework 5 5%

**\*Reduce the number of CLASSWORK grades by 2 in the fourth nine weeks.**

**\*Feedback regarding accuracy will be given to homework. Credit for homework will be earned for participation.**

### LATE ARRIVALS TO SCHOOL

If your child arrives to school after **9:25 a.m.** he/she should report to the office before going to class. **Parents/Guardians are expected to sign their child in when arriving to school late.** Please refrain from just dropping your child off. Signing them in will ensure that we are accountable for all students. This procedure will also prevent your child from being marked absent for that day. Please make every effort to ensure that tardies are kept to a minimum as tardies have an adverse affect on student progress.

### LUNCH MONEY

If a student forgets or loses his/her lunch money, he/she may **NOT** borrow money from the office. Suffolk Public Schools has implemented an online pre-payment option for student meal accounts for the 2019-2020 school year called [myLunchMoney.com](http://myLunchMoney.com).

[myLunchMoney.com](http://myLunchMoney.com) provides peace of mind to parents and faster lunch lines for students. Parents can prepay for their child's school food charges, using a credit card through a secure website. The new program also allows parents to set spending limits and to monitor what their children are buying in the cafeteria.

All personal and payment card information is protected by the most advanced Internet security. Student information is safe and private.

Parents of current students will register directly on the website, using their child's student ID number. Students should know their own ID number because they use it to log on to school computers. The student ID can also be found on the report card and through an active Parent Connection account.

### MAKE-UP WORK

Make-up work due to an absence is to be turned in to the teacher within **five (5)** days upon the student's return to school.

### PARENT TEACHER ASSOCIATION (PTA)

Please join "your" PTA and help us further the objectives of **parent-teacher-student** work. Dues entitle you not only to membership but also give you the right to vote on all issues concerning the PTA. We look forward to seeing you! Parent involvement is necessary - **Together We Do Make A Difference.**

Meetings have been set for **6:00 p.m.** on the following dates:

*August 29, 2019-Orientation*

*September 10, 2019-Open House*

*October 8, 2019*

*November 12, 2019*  
*December 10, 2019*  
*January 14, 2020*  
*February 11, 2020*  
*March 10, 2020*  
*April 14, 2020*  
*May 12, 2020*

### **Monitoring of Grades**

Parents of students in grades 1-5, can monitor grades online. This is highly recommended. To get set up to access grades, please contact **the School Secretary or the Guidance Counselor**. They will help you gain access to HAC. This will allow you to view your child's grades.

### **PARTNERS-IN-EDUCATION**

Elephant's Fork Elementary proudly recognizes the following Partners-In-Education: 7-11 (Main Street), Community Church, Communities In Schools, Delight Restaurant Group (Wendy's), Suffolk Sheriff's Department, Life Enrichment Center, (LEC), Dick's Sporting Goods, *Chick-Fil-A, Subway, McDonald's of Suffolk, Target, YMCA of South Hampton Roads, West End Baptist Church, Suffolk Library, and Hampton Roads Housing Redevelopment.*

### **PARKING**

Please be reminded that parking in the traffic circle is prohibited at all times.

### **PICTURES**

School pictures will be taken in the Fall and Spring. Parents will be notified in advance of the specific dates. **Students will receive a proof for parents to view for purchase.**

### **ROOM PARENTS**

We welcome parents/guardians who wish to serve as room parents. Room Parents will also assist the teacher with special activities throughout the school year. Please notify your child's homeroom teacher as soon as possible, if you can serve in this capacity or would be willing to assist someone. All volunteers will be required to complete a Volunteer Form to be approved to volunteer for school related activities.

### **SCHOOL SUPPLIES**

Each student is expected to come to school fully prepared for active engagement in instructional activities. This includes having a supply of notebook paper, pencils, erasers, etc.

### **STUDENTS' PROGRESS**

A Weekly School/Home Communication Folder will be sent home each Tuesday with every

student. Students in Kindergarten will have folders sent home daily. The folders may contain important notices from the school, class newsletters, work samples, and the weekly progress reports. Parents/Guardians are asked to sign the folder and send it back the next school day.

System-wide Progress Reports will be sent home on the following dates:

*October 3~ December 11 ~ March 4 ~ May 13*

Report Cards will be issued on the following dates:

*November 15 ~ February 18 ~ April 24 ~ June 12*

Parents are encouraged to contact their child's teacher throughout the school year when a conference is necessary. **To ensure safety and minimize instructional distractions, we ask that parents contact teachers to schedule individual conferences after school hours or during the teacher's planning period.** The division has set aside November 16th through and February 15 as conference days; however, the parent/guardian, teacher, or administration may request additional conferences.

### **TELEPHONE**

Students will not be allowed to use the telephone except in the case of an emergency and only with the permission of the teacher and/or office staff.

### **TEXTBOOKS**

Students will be assigned textbooks (checked out in students' names grades 1-5) for the year at no charge. Students are responsible for lost and/or damaged books and will be assessed a fee accordingly. These charges apply to library books as well. Please encourage your child to return their library books in a timely manner.

The student will not be permitted to:

1. mark pages of textbooks;
2. underline or highlight phrases or important lines within paragraphs;
3. fill in the blanks of questions throughout the textbooks.

If a book is lost, the school will issue another book once the parent has paid for the lost book.

### **VISITORS**

We encourage parents, guardians, and others to visit our school. All visitors must sign in at the main office and obtain a visitor's badge. All visitors, while on school grounds, must wear a visitor's badge.

## **VOLUNTEERS**

Parents/Guardians and others are always welcome to volunteer in our school! You may serve in any capacity (library, office, classroom, take home activities, etc.). We ask that all volunteers sign the volunteer sign-in sheet in the office to document hours of participation. In an effort to protect the instructional environment and avoid liability issues, alternate child care must be secured for students who are not enrolled at Elephant's Fork Elementary School. Please contact the administration if you are interested in supporting our students and staff by donating time. If you are unable to volunteer your time during the school day, alternate projects are available for you to take home. **All volunteers will be required to register via Volunteer Connect, which can be found on the Suffolk Public Schools portal.**

## **WEATHER DRILLS**

Weather drills will be held a minimum of 2 times per semester, totaling 4 per year. The school will participate in the statewide tornado drill, usually scheduled for the middle of March.

## **WEAPONS POLICY**

Parents are reminded to carefully read the **weapons policy** located in the first section of the Parent/Student Handbook. Please note that **no weapons, real or toy, shall be brought to school for any reason. In particular, plastic guns and/or knives, water pistols, figurines with weapons on them, or any item that is used as a weapon (i.e., scissors, sticks, rocks, pencils, pens, etc.) or has a weapon as part of its make-up is strictly forbidden.** This will be discussed at length with your child at school. Please talk to your child about the importance of leaving such items at home.