

KILBY SHORES ELEMENTARY SCHOOL

Student Handbook

2019-2020



Honesty, Respect, and Pride.....the Map to a Successful Journey at the Shore

Dear Parents and Students:

We, the faculty and staff of Kilby Shores Elementary, feel that school should be a special place for children. My goal as the administrator is to do everything in my power to make it so. We expect our students to display good behavior, work hard at their studies, and show respect to fellow students and adults. In return we will give you our best instructional efforts, treat students and parents with respect, and work together to develop good home/school relationships. We feel that our staff not only has high expectations in the areas of academics and behavior, but also provides a caring school environment.

Parents' concerns will be taken seriously and we will respond to them as quickly as possible. In return we ask that parents take an active part in their child's education, attend school functions, and communicate openly and frequently with the school staff. We ask that parents alert the school of any medical problems or home situations which may affect the child's school performance or behavior. We, in turn, will keep you advised of any school situations. We will attempt to keep you informed of school activities and news through our website, Shark Bits, phone blasts, and special notices. Home/School communication envelopes will be provided for all students and parents/guardians are to sign weekly. Grades 3-5 will also received an agenda book to record important information. Parents are asked to check their child's book bag daily.

We welcome you to the Kilby Shores family and encourage you to fully take part in all that makes our school a special place for children.

Sincerely,

Lorri A. Banks
Principal

Handbook for:
KILBY SHORES ELEMENTARY SCHOOL

111 Kilby Shores Drive Suffolk, VA 23434
Phone- 757-934-6214

ADMINISTRATION

Superintendent	TBA
Assistant Superintendent	Dr. Latoya Harrison
Asst. Superintendent of Student Services	Dr. Suzanne Rice
Principal	Mrs. Lorri A. Banks
Assistant Principal	Mrs. Jill S. Paraska
Secretary/Bookkeeper	Mrs. Sheila Morris
Secretary	Mrs. Logan Sigler
Guidance Counselor	Mrs. Karen Jones
School Nurse	Mrs. Margaret Goodwin
Head Custodian	Mrs. Mary Neville
School Phone	(757) 934-6214
Fax Number	(757) 925-5569
School Hours	9:25 a.m. - 3:50 p.m.
Early Dismissal	1:15 p.m.
Office Hours	8:30 a.m. - 5:00 p.m.

SCHOOL HOURS

Students should arrive at school between the hours of 9:00 a.m. to 9:25 a.m. Instruction will begin promptly at 9:25 a.m. Students will be dismissed at 3:50 pm. Pick-ups will be dismissed prior to school dismissal. All students must be signed out at the kiosk in the front lobby prior to dismissal time. Identification will be required for student pick up. Early dismissal 1:15.

ATTENDANCE

When a child has been absent a **note must be written by the parent and provided to the teacher within 5 days upon his/her return to school explaining the reason for the absence.** Excuses may also be emailed to our office secretary at logansigler@spsk12.net. Unexcused absences are considered for possible retention of a student according to Suffolk Public Schools promotion policy. There is a mandatory KSES attendance meeting when a child has 5 or more unexcused absences. This is required by law. **Students who have more than 20 days of unexcused absences may be retained.**

ARRIVING LATE and LEAVING EARLY

Please make every effort to have the students arrive on time and stay until the end of the school day. Please try to schedule appointments before or after school. If your child arrives at school after 9:35 a.m. please report to the office. *Parents will need to accompany students to the office to sign them in and complete the tardy form for the student to take to class.* This procedure will prevent the child from being marked absent.

*PLEASE REFRAIN FROM PICKING STUDENTS UP EARLY FROM SCHOOL WHENEVER POSSIBLE (BEFORE 3:45 PM). Picking up students early decreases their instructional time and interrupts teaching/learning. For the safety of your child and all students, a picture ID is required when signing out a student. If your child will be picked up by someone other than yourself, be sure the person is identified on the pickup form turned into the office. All students who are picked up must be signed out. Our instructional day continues until 3:50 p.m. **STUDENTS WILL NOT BE RELEASED WITHOUT PARENTAL PERMISSION.** This includes parents, guardians, grandparents, or others who may have permission from the parent to pick up a student.*

BIRTHDAY PARTIES

Parents may bring pre-packaged snacks to celebrate their child's birthday. Store bought miniature cupcakes usually meet wellness requirements. Please check packaging. Please refer to the wellness guidelines for details about approved snacks and refreshments in the last section of this handbook. The snack may be provided at the end of the school day or during lunch. Please contact your child's teacher to establish

the time and make sure there are no schedule changes.

BOOKS

Library

Library books are the responsibility of students. If a library book is lost, the parent of the student will need to contact the media specialist, Mrs. Allison Greene, to find out the replacement cost and provide payment.

Textbooks

All textbooks distributed to a student are the responsibility of the student and his/her parent or guardian. If a textbook is lost or becomes unavailable for use, it will be necessary for the parent to pay for the lost textbook. Failure to return or pay for lost textbooks may result in a referral to a debt collection agency for resolution. When a student moves during the school year, please be sure to return all textbooks to the office staff or his/her teacher prior to withdrawing the student from school.

BUS

Riding the bus is a privilege. Students are expected to follow bus rules and expectations. Failure to comply with regulations, which help to ensure the safety of all students, will result in a suspension from the bus. Fighting on the bus will result in an Out of School suspension from school.

Students are to follow the bus rules listed below:

- Sit down in seat
- Face forward at all times with feet and book bags out of the aisle
- Talk in a quiet voice
- Eating and drinking are not allowed on the bus
- All school materials must be kept in the backpack
- Keep your hands and feet to yourself.
- Load and unload only at the assigned stop

- School rules also apply when riding a school bus

It is the responsibility of each student to wait for the bus at his/her assigned bus stop. Bus drivers are not required to wait for students to arrive at the bus stop.

All parents must fill out a Transportation form. These forms are available in the school office.

If you wish for your child to temporarily ride a different bus, please send a note including the date(s), the bus route, the address of where the child is to get off, a telephone number by which you may be reached, and your signature to verify the change. Your student will be dropped off at the stop that assigned to that address. The student should bring the note to the office and secure a bus pass by 9:45 a.m. In the event that additional riders will cause an overload on a bus, the request may be denied and the parent will be notified by phone. **Students will not be allowed to ride a different bus without a note from a parent or guardian.**

CONFERENCES

Parents may not conference with teachers while students are present (9:00 a.m. to 3:50 p.m.). If a conference is desired with the teacher(s) and/or administrator(s), please call the office at 934- 6214 for an appointment. Conferences are usually scheduled either before 9:00 a.m. or after school ends at 3:50 p.m. Occasionally teachers are available during their planning time. All meetings must be pre-scheduled through the teacher prior to the day of the conference. Visits to the classroom are distracting to other students so permission and arrangements must be made with the principal ahead of time.

Parent-Teacher Conference Dates:

- November 15th
- February 18th

CREW HOPS

Crew Hops are held throughout the school year. These are held at a time that does not interfere with instruction. Appropriate behavior is required to be able to participate and appropriate behavior while attending the Crew Hop is expected. Students will need to wear appropriate footwear for participation. There will be an admission price to attend. Money collected will be donated to charitable organizations.

DRILLS: BUS, WEATHER, FIRE, and METAL DETECTOR

Bus, weather, fire, lock-down and metal detector drills will be held on a regular basis. The importance of moving quickly and quietly should be discussed at home and will be strongly emphasized at school. Failure to follow school regulations will result in disciplinary action. If you are visiting the school during a drill, please follow procedures provided by the office staff or other Kilby Shores personnel.

EARLY DISMISSAL

On the following days, all students will be dismissed at 1:15 p.m. Lunch will be served on early dismissal days.

Early Dismissal Days

- November 27, 2019
- January 24-29, 2020
- June 10-12, 2020

EMERGENCY CARDS

Each student should have an Emergency Card on file in the nurse's office. This will enable us to contact you quickly in the event of an emergency. Please notify the school nurse of any changes on the emergency card ASAP. It is the parent's responsibility to provide current correct information for the emergency card.

FIELD TRIPS

The given due date for permission slips and money for each field trip is listed on the permission form. No exceptions will be made for students not meeting the deadline.

- Field trips are extensions of classroom instruction and students completing all assignments may be permitted to participate.
- Shopping is not the purpose of the field trip and will not be allowed for students or parents.
- Students may not take electronic devices on the trip.
- Kilby Shores Elementary and school personnel will not be responsible for any lost or stolen items.
- Student dress must meet the specified directions by teachers for the field trip.

Field Trip Chaperones

Chaperones/all volunteers must submit a volunteer application prior to the date of the field trip. Volunteers must submit a new form each year. Students will be assigned to the chaperone by the teacher. The chaperone will be responsible for the assigned students and is expected to keep their group with the grade level at all times. NO smoking or sleeping is allowed at any time for chaperones. **Parents/guardians are not permitted to follow the buses used for the field trip or join the tour at the site. Siblings may not attend the field trip.** Selected chaperones will be responsible for paying the charge for the field trip including the cost of adult admission. **Neat and appropriate dress is expected of chaperones as well as students.** If the event is a dress up occasion, chaperones should follow the same dress code as students.

GRADING PERIODS

Reporting Periods

- First Nine Weeks: November 5, 2019 (report cards distributed on conference day)
- Second Nine Weeks: January 29, 2020 (report cards distributed on conference day)
- Third Nine Weeks: April 3, 2020 (report cards distributed the following week)
- Fourth Nine Weeks: June 12, 2020 (report cards distributed the last week)

Interim Reports

- October 3rd
- December 11th
- March 4th
- May 13th

GUM AND CANDY

Gum is not permitted at school, on school grounds, or on the school bus under any circumstances. On occasion candy may be utilized in classroom activities and lessons, but should not be brought to school by students.

HOLIDAYS FOR STUDENTS

- | | |
|---|---------------------------------|
| • November 5 th | Teacher Work Day |
| • November 16 th | Veteran's Day Holiday |
| • November 16 th | Parent Teacher Conference Day |
| • November 28 th -29 th | Thanksgiving Holiday |
| • December 23 rd – January 5 th | Winter Break |
| • January 20 th | Martin Luther King, Jr. Holiday |
| • February 18 th | Parent Teacher Conference Day |
| • February 17 th | Presidents Day Holiday |
| • March 3 rd | Teacher Staff Development Day |
| • April 13 th -17 th | Spring Break |
| • May 25 th | Memorial Day Holiday |

HOMEWORK

Homework is given to reinforce instructional concepts taught in class. Completing homework is a student's responsibility. Failure to complete homework can impact grades and student performance.

Approximate Times

- Kindergarten - approximately 10 minutes per night
- 1st - approximately 10 minutes per night
- 2nd - approximately 20 minutes per night
- 3rd through 5th - approximately 30-50 minutes per night

The length of time required may vary with each student's ability. The times listed above do not include reading which should be done nightly. Additional projects may be assigned throughout the year.

INTEGRATED CURRICULUM

The students will be writing in all of their classes. It is the goal to reinforce the language arts Standards of Learning, and to improve the students' ability to express themselves in writing.

LOST CLOTHING

Students are expected to be responsible for their own belongings. Lost and found items are housed on the side hallway and items not claimed within 30 days may be donated to a charitable organization. **Please mark school clothing with student's name and grade level.**

CAFETERIA

Breakfast and Lunch

Each student is assigned a pin number account and may have money put on their account on a weekly or monthly basis. A parent may also designate that the account money be used for meals only or can also be used to purchase a cookie, ice cream, juice, snack, bottled water, etc. An automated call will be made if your child's balance exceeds \$5. Using this method of payment for lunches makes it easier for parents. Participation in the breakfast and/or lunch program is optional. Checks should be made payable to Kilby Shores Elementary Cafeteria. **You may [apply for free and reduced meal benefits online](http://www.sps.heartlandapps.com)** (www.sps.heartlandapps.com). **The process is SAFE, SECURE,**

PRIVATE, and AVAILABLE anytime, anywhere! Applications for free or reduced lunch/breakfast are available at the school or may be secured from School Food Services at 925-5570. Students, who received free or reduced lunch/breakfast at the end of the previous school year, will receive free or reduced lunch/breakfast for the first two weeks of school. A new application must be completed during this time, for a student to continue to receive free or reduced lunch or breakfast.

- Breakfast \$.85 (full); \$.30 (reduced)
- Lunch \$2.00 (full); \$.40 (reduced)

Pre-payment Option

The myschoolbucks.com website 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.

With myschoolbucks.com giving your kids lunch money couldn't be easier. This service is easy- to-use, convenient, private, and secure.

Simply go to the [myschoolbucks.com website](https://myschoolbucks.com) to enroll and to start using the site to deposit funds into your child's lunch account. Once your account is established, you can check balances and fund the account anytime from your home computer, phone, or fax. Your child's information is safe – it stays at school. Your personal and payment card information is protected by the most advanced internet security.

KSES BEHAVIOR EXPECTATIONS

Kilby Shores is committed to ensuring the safety of your child and others during the school day. With this in mind, we are asking that you review the above rules with your child and discuss proper behavior in school and on the bus.

In order to have the most positive environment for learning, good behavior and listening attentively are necessary. We want to reach new levels of achievement each school year and each student must put forth his best effort every day to attain this goal.

Students are expected to maintain a high standard of conduct at all times, whether in the classroom, in the cafeteria, in the building and hallways, in the restrooms, on the playground, on the school bus or during any school activity. When students do not

exercise proper behavior and self-control, it becomes the school's duty to impose methods to ensure proper individual and/or group behavior. Students are expected to conduct themselves in an appropriate manner and show respect and consideration to adults and each other. Failure to do so will result in disciplinary action. Fighting, instigating a fight, kicking, threatening, or any form of sexual harassment (name-calling, inappropriate touching, etc.) will not be tolerated and may result in immediate suspension.

Please be aware of the **non-school related objects** that are brought to school by your child. Only school related materials and supplies are allowed in school. Any item that can be used as or resembles a weapon could result in a 10-Day Out-of-School Suspension and an Administrative Hearing. **This includes: toy gun, lasers, toy knife, poppers, razor blade, (of any kind), etc.** This rule also applies to students making threats that involve using a weapon or killing someone for any reason. Please refer to the student handbook for a detailed list of items that are considered weapons according to Suffolk Public Schools.

KSES Expectations Matrix


KSES SHARK Expectations:


	<u>Classroom</u>	<u>Hallway</u>	<u>Cafeteria</u>	<u>Playground</u>	<u>Bus</u>
SAFE	-Keep your hands, feet, and objects to yourself.	-Walk in a straight line on the right hand side of the hallway.	-Stay seated and facing forward.	-Use equipment properly.	-Walk to the bus. -Stay in your seat. -Keep your hands and feet to yourself.
HEALTHY	-Cover your mouth when you cough or sneeze and use hand sanitizer when appropriate.	-Refrain from touching the walls. -Stay alert.	-Eat a healthy lunch.	-Stay active.	-Face forward. -Keep your bottom in the seat, and back against the seat.
ALWAYS RESPECTFUL	-Follow classroom expectations and procedures.	-Stay quiet. -Keep hands and feet to self.	-Use your table manners.	-Take turns.	-Speak softly. -Eating and drinking is not allowed on the bus.
RESPONSIBLE	-Complete your work. -Clean up your area. -Come to class prepared.	-Stop at each corner and wait for your teacher.	-Clean up your space.	-Report danger to adults.	-Listen for your bus to be called. -Watch for your stop. -Keep all materials in your backpack.
KIND	-Wait for your turn. -Speak kindly to others.	-Be mindful of smaller children.	-Say please and thank you.	-Include others in activities.	-Greet your driver politely. -Let smaller children on or off the bus first.

HOME ACCESS CENTER

Suffolk Public Schools offers a unique service to parents. Home Access Center (HAC) allows parents to view their child's grades and attendance online. Grades that appear in HAC are drawn directly from the teacher's grade book and will provide an electronic progress report available anytime. If you have questions or concerns, please contact the school for more information.

PARKING

Please park in designated parking areas. **The area in front of the main entrance should be left available to emergency vehicles at all times. This is a FIRE LANE and cars will be ticketed by the Police Department.** Please do not block another car by double parking in the parking lots or in the front loading and unloading area. Cars may be towed at the owner's expense.

PARTNERS-IN-EDUCATION

The students and staff of Kilby Shores are very fortunate to have the support of the following partners in education.

- Chick-Fil-A
- Bethlehem Christian Church
- Southside Baptist Church
- Lipton Tea
- Food Lion
- Suffolk Fire and Rescue Station #4
- Community Church
- Dunkin Donuts
- Lakeland High School -Rho Kappa National Social Studies Honor Society and Journalism Classes
- Suffolk Alumnae Chapter of Delta Sigma Theta Sorority, Inc.

We appreciate all of our Partners-in-Education that contribute to the success of our students

PTA

Please join and become an active member of the Kilby Shores PTA! Let's work together to help our children. Meetings are scheduled for 6:00 P.M. on the following dates.

PTA Dates

- **September 19th Open House**
- **October 24th 5th grade performance**
- **November 21st 4th grade performance**
- **December 19th 1st grade performance**
- **February 20th 3rd grade performance**
- **March 19th 2nd grade performance**
- **April 30th Kindergarten performance**

The PTA sponsors cultural programs for the Kilby Shores students and provides additional supplies and equipment, which enhances the education of all our students. Show your support by joining the **PTA**. Help us to earn 100% parent participation!

SCHOOL CLOSING

The decision to dismiss early/open late or close for the day is made by the superintendent who informs the principal. Suffolk Public Schools will keep parents updated about emergency situations, weather closings or delays, and general announcements through the automated phone messaging service. Local radio and TV stations are your best source of information concerning such matters. It is very important that your child understands what he/she is to do in the event of early closing of schools in case the parent is not at home.

SCHOOL DRESS CODE

A. The School Board and Suffolk Public Schools Staff rely heavily on parents and students to support the division's policies. One of the

fundamental purposes of school is to provide an appropriate environment for learning. A student will maintain personal attire and grooming standards that promote safety, health, and avoids unnecessary disruptions.

B. Suffolk Public Schools has established the following guidelines for student dress while in the classroom or participating in school-sponsored activities:

1. Shirts and blouses must include at least 3" width on shoulders, garments (which includes skirts, dresses, and shorts) must not reveal any exposed skin 2" above the knee while standing. Leggings, jeggings, and workout clothes must be covered with a long shirt, skirt, or dress that covers the buttocks.
2. Clothing must not reveal undergarments such as underwear, bras, and white undershirts. This includes any article of clothing that does not cover the midriff, back, reveals cleavage, sags below the beltline or is sheer.
3. Clothing and accessories may not advertise alcohol or illegal substances, depict lewd graphics, display offensive or obscene language, promote violence, or is gang related. Slogans and graphics are prohibited across the buttocks.
4. Sunglasses may not be worn within the building. Wallet chains are not permitted.
5. Unless worn for religious or medical reasons, head coverings are not permitted. This includes hats, hoods, bandanas, combs, and picks.
6. All shoes worn should not pose a safety concern. Slides, flip flops, and slippers are not permitted. Sandals with a back strap are permitted. High heels must be an appropriate height for school activities.
7. Sleepwear may be worn only during designated school functions.
8. Clothing worn by a student must not cause a disruption and/or distracts others from the educational process or poses a health or safety concern.

SCHOOL NURSE AND MEDICATION

The school nurse will be on duty every day. If a student becomes ill or has an accident,

we will notify the parents, by note or phone. If the parent(s) cannot be reached, the numbers listed on the Emergency Card will be called. Every effort will be made to assist your child and make him/her comfortable until you or your designee can assist the child.

Students who are vomiting or have a fever should remain at home a minimum of 24-36 hours after the fever is completely gone and the child is symptom free.

School personnel cannot dispense medication of any kind (prescribed or over-the-counter) without an authorized doctor's signature on a school medication form which must be filed in the nurse's office. **A NEW form** is required each year for medicines that are routinely given. Directions and dosage should be clearly marked and readable on the bottle. Students may not bring any medicine such as aspirin, cough drops, etc. to administer to themselves. **Medication, of any kind, may NOT be transported by a student to school.** Students with contagious illnesses or skin disorders should remain at home until the child is no longer contagious and symptom free. A doctor's note should accompany the student when he/she returns to school.

SCHOOL PICTURES

School pictures will be taken in the fall and spring. Parents will be notified in advance of the date.

SCHOOL SUPPLIES

Each student is expected to come to school fully prepared for daily lessons. Please see the grade level supply list for a detailed list of supplies. This can be found on the KSES website.

SPECIAL RECOGNITION/AWARDS

1st Nine Weeks	2nd Nine Weeks	3rd Nine Weeks	4th Nine weeks	End of Year
Principal's List (All A's)	Principal's List (All A's)	Principal's List (All A's)	Principal's List (All A's)	Principal's List (All A's) All A's (Year Average)
A/B Honor Roll	A/B Honor Roll	A/B Honor Roll	A/B Honor Roll	Honor Roll (Year Average)
Perfect Attendance	Perfect Attendance	Perfect Attendance	Perfect Attendance	Perfect Attendance
Citizenship	Citizenship	Citizenship	Citizenship	Anchor Award
	BUG Award	BUG Award	BUG Award	
Hats Off Award (K)	Hats Off Award (K)	Hats Off Award (K)	Hats Off Award (K)	
Accelerated Reader	Accelerated Reader	Accelerated Reader	Accelerated Reader	Accelerated Reader

SPIRIT WEAR

Spirit wear may be purchased from the PTA.

STUDENT OF THE MONTH CRITERIA

Exceptional Behavior: well disciplined, polite, good attitude, hard worker, unselfish, caring, responsible, helpful and cooperative

Completion of Work: classwork and homework completed on time and to the best of the student's ability

Attempt to Succeed: a willing attitude, good effort

Good Attendance: attends school daily, arrives on time & attends school for the

entire day

TELEPHONE

Students are not allowed to use the telephone except with special permission. Students must have permission by the office staff or administration to use the telephone. Students may not bring a cell phone to school unless a "cellphone usage" form is completed and approved by the administration. Cell phones will be confiscated if an approval form is not on file. Only a parent/guardian may retrieve confiscated phones.

TOYS, GAMES, ELECTRONIC DEVICES, etc.

Toys, games, etc. are not allowed in school. If such items are brought to school, they will be collected and will only be returned to parents upon phone call/conference. If these items are brought to school, lost or stolen, the school will not assume any responsibility. Any toy item that resembles a weapon such as a knife, gun, chain, cannon, etc, will be treated as a weapon according to School Board policy. Bringing such weapons or toy weapons to school may result in an administrative hearing along with a 10-day suspension.

VISITORS

All visitors must sign-in at the kiosk or main office to secure a visitor's pass upon entering the building. We appreciate your assistance with safety for our children and making sure there are as few distractions as possible to the learning environment.

VOLUNTEERS

To ensure the safety of students, all volunteers must submit a volunteer application each year. Parents and others are always welcome to volunteer their time to the school in any capacity, whether to help in the library, clinic, classroom, tutoring, etc. We ask that all volunteers sign in the volunteer notebook in the office on your personal sign-in sheet so that way we may accurately keep track of time volunteered during the year. Please contact Mrs. Karen Jones (934-6214) to set up a volunteer

schedule.

YEARBOOK

Student pictures and activities are highlighted in an annual yearbook. Yearbooks can be purchased and information will be sent home.

DISTRICT WELLNESS POLICY

Special celebrations may not take the place of school lunch. Any special celebrations must be coordinated with Food & Nutrition Services or be conducted after the last lunch period. All special celebrations must first be approved by the building principal. Only pre-packaged snacks which meet the nutritional requirements will be allowed when snacks are provided. (See the SPS Student Handbook)