

STUDENT HANDBOOK

2022-2023



"We Dream, We Prepare, We Achieve"
EVERY CHILD, EVERY DAY!

Bernette Brock, Principal – bernettebrock@spsk12.net
Assistant Principal – tasharicks@spsk12.net



Booker T. Washington Elementary School
“Home of the Bears”

204 Walnut Street, Suffolk, Virginia 23434
Phone: (757) 934-6226 Fax: (757) 925-5558
"We Dream, We Prepare, We Achieve"
Beginning Our New Journey to Success

September 6, 2022

Dear Booker T. Washington Families:

Welcome to another great school year at Booker T. Washington Elementary! We, the faculty and staff, are looking forward to the start of another great school year and we hope you are too! As we embark on another exciting school year, communication and the relationships between school and home will continue to be a priority at Booker T. Washington Elementary. If you are new to us or returning, you will see that Booker T. Washington Elementary is a special place for our students to thrive. We expect our students to display good behavior, show respect to themselves, fellow students and adults, strive to do their best every day, and never give up no matter the challenge! In return we will give you our best instructional efforts, treat students and parents with respect, and work together to develop good home to 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.

As your school principal, it is my desire to maintain open and clear communication between school and home. Booker T. Washington believes that open communication is one key to the success of our students and our school. We highly encourage our parents to take an active part in their child's education, attend school functions, and communicate openly and frequently with the school staff. Parents are encouraged to visit our school website and social media pages for current school information and events. Phone blasts and special notices will also be used to keep you informed of school activities and events throughout the year.

The pages of this handbook are filled with important information regarding school procedures to help you navigate a successful school year. I highly recommend parents and students review the contents of this handbook together. Please keep this handbook in a convenient location, to use as a reference throughout the school year. If you have questions that remain unanswered after reading the handbook, please call the school for clarification.

In closing, I am proud and honored to serve as principal of Booker T. Washington Elementary and I am looking forward to working with you and your child this school year. If you have any questions or concerns, please feel free to call me or my assistant principal. Again, we welcome you to another great school year at Booker T. Washington Elementary and thank you for entrusting us with your most precious possession.

Sincerely,

Bernette D. Brock

Bernette D. Brock
Principal

Tasha Ricks

Tasha Ricks
Assistant Principal

General Information

SCHOOL NAME: Booker T. Washington Elementary
ADDRESS: 204 Walnut Street
Suffolk, VA 23424

ADMINISTRATION: Bernette Brock, Principal
Tasha Ricks, Assistant Principal

OFFICE STAFF: Patrice Jones, Secretary
Stephanie Wilkins, Bookkeeper
Denise Singleton, School Counselor
Margaret Goodwin, School Nurse

PHONE NUMBER: 757-934-6226

FAX NUMBER: 757-925-5558

GRADE LEVELS: Early Start – Fifth Grade

SCHOOL HOURS:
Office Hours 8:30 a.m. - 5:00 p.m.
Staff Hours 8:50 a.m. - 4:20 p.m.
Student Arrival 9:00 a.m.
Breakfast & Morning Work 9:00 a.m. - 9:25 a.m.
Instructional Hours 9:25 a.m. - 3:50 p.m.
Student Dismissal 3:50 p.m.
Bus Dismissal 4:00 p.m.

SCHOOL COLORS: Blue and Red

SCHOOL MASCOT: Booker the Bear

SCHOOL MOTTO: **"We Dream, We Prepare, We Achieve"
Every Child, Every Day!**

BOOKER T. WASHINGTON ELEMENTARY SCHOOL MISSION, VISION AND BELIEF STATEMENTS

OUR MISSION

Our mission is to provide a safe and positive learning environment that strongly encourages quality, equality, dignity and respect in conjunction with the resources and instructional tools needed to help each student succeed to his or her potential.

OUR VISION

To educate and prepare **ALL** children by providing quality instruction and dynamic learning experiences.

WE BELIEVE

- **Every Child, Every Day!**
- **Every Child can grow!**
- **Every Child deserves engaging and relevant learning material!**
- **Every Child deserves a safe environment!**
- **Parental and community involvement is essential!**

Student Handbook

ARRIVAL

The instructional day begins at **9:25 a.m.** Students should not arrive prior to 9:00 a.m., as staff supervision is not in place until 9:00 a.m. Students arriving at the classroom after 9:25 a.m. will be marked tardy and should sign in to school at the kiosk and receive a slip to be admitted to class. Assigned personnel will be present when possible to control traffic in the morning and afternoon. Parking is only allowed in the designated spaces. Parking in other areas may result in being ticketed or towed. The Suffolk Police Department will periodically monitor traffic and excessive speeding in the neighborhood. This is necessary to maintain a safe and orderly environment in which parents can safely retrieve their children.

ATTENDANCE

Regular attendance is an important factor in your child's achievement at school. We ask parents and students to become familiar with our school system's attendance policy. Under the promotion policy, a student who misses **more than twenty (20) unexcused days** can be retained. A review committee will be established at the end of the school year to review cases of this type. Students who miss **five (5) unexcused days** will have an attendance meeting with an administrator, the school attendance clerk, the school resource officer, the school nurse, and the school social worker. Strategies to correct the attendance problem will be discussed at this meeting.

Please note, The Code of Virginia §22.1-254 requires all students to attend school regularly. **Schools are required by §22.1-258 to refer students to truancy court after the student accumulates ten (10) unexcused absences.** The court determines consequences on a case by case basis which could result in detaining the student or parent or removal of the child from the home. **To ensure all excused absences enumerated in Suffolk Public Schools Policy are properly documented, the parent/guardian should send a written note every time his/her student is absent from school within five (5) days of an absence before it is to be considered an excused absence.** Also, please notify the school if your child will be absent for more than one day so that school work may be sent home within 48 hours of the absence. Teachers may also elect to have the student make-up homework upon his/her return to school.

Below are reasons for "excused" absences and tardiness:

1. Sickness of student
2. Severe illness in the immediate family (parent/guardian, sister, brother)
3. Exposure to contagious disease
4. Death in the immediate family
5. Fire to place of residence, which requires the family to move
6. Delayed bus arrivals do not constitute tardiness
7. Other extenuating circumstances (Principal discretion)

AUTHORIZATION FOR PICK-UP

If someone other than the parent or guardian is to pick up your child, a note signed by the parent should be sent that morning to the teacher. Another option for the parent is to complete the **Authorization to Pick-up Student Form**. This form will authorize individuals to pick-up your child anytime during the year until you inform the office of a change. This form will be placed on file in the office and a note would not have to be written each time; however, **the person picking up the child must sign out the child each day and present a valid ID. Authorized individuals are required to be at least 18 years of age.** Your cooperation in helping our school implement these procedures will provide better safety and supervision for all of our students.

BEFORE AND AFTER-SCHOOL CARE

The Boys and Girls Club, housed at John F. Kennedy Middle School and Parks and Recreation at Booker T. Washington both offer before and/or after care. Please note these programs are separate entities of the schools. If you are interested in their services please call The Boys and Girls Club at 757- 652-4017 or Park and Recreation at 757-514-7247 for more information.

BELL SCHEDULE

9:00 a.m. – 9:25 a.m.	Buses unload, students report to classrooms, breakfast is served in the classroom, and morning work begins
9:25 a.m.	Instruction begins
3:50 p.m.	Parent pick-up (students are released to the Auditorium) and student bus dismissal begins

BREAKFAST / LUNCH PROCEDURES

Breakfast will be served beginning at 9:00 a.m. All students will eat breakfast in their classroom. Breakfast will be available at multiple breakfast stations as students enter the building each morning until the start of the instructional day. Staff members will be assigned to stations. Students are to return to classrooms after picking up breakfast. Lunch will be served in the cafeteria.

CAFETERIA RULES

1. All students are to enter the cafeteria in a quiet and orderly manner. Students will not cut in line in front of others.
2. Students must select a minimum of three items from the serving line and go through the lunch line one time only.
3. Students will remain seated at the table and raise their hands when making requests.
4. Students will leave tables, chairs, and floor clean.
5. Students will carry trays to the end of the table one row at a time and will line up quietly when notified by the teacher.
6. Students will talk in conversational tones.
7. Students will use good manners.
8. Students will not bring canned or bottled drinks to the cafeteria.
9. Students will not bring large amounts of candy to eat and/or to sell.
10. Students are assigned a computer number for their student accounts in the cafeteria.
11. Students should not bring pull-open cans due to sharp edges that can cut fingers. (i.e. drink, tuna)
12. Students are not to bring food items from home that need to be heated in a microwave. Microwave ovens are for employee use only.

BUSES

School buses are provided for the convenience of students and parents. This privilege can be taken away from any student who endangers his/her own safety or the safety of others. **Should a student be**

suspended from riding a bus, it becomes the responsibility of the parent to provide transportation for the child to and from school. Please review the following regulations with your child.

BUS CHANGES

Your child is assigned to a specific bus. However, there may be times in which your child will need to ride another bus temporarily. **In such cases, a written request should be made and sent to the office stating the reason, bus number, and address to which the child is to be delivered. Below is an example of the details that are needed in a bus note.**

Please allow my child, **(Student's Name)**, to ride **(Bus Number/Route)** to/from **(Address Where You Want Child Dropped Off and/or picked up)** on **(Days and Dates)**. I may be contacted at the following **(Daytime Phone Number)**.

_____ **(Parent Signature)**

If received by 10:00 a.m., the request will be sent to transportation by 11:00 a.m. in order to receive the bus pass to ride a different bus if space permits by 2:00 p.m. Upon approval from transportation, a bus pass will be issued. Without a written request from the parent or guardian, a child may not be permitted to ride a different bus. Permission may also be denied due to overcrowded conditions.

CHILD CUSTODY

If you have legal custody of your child through a court order (or deed or separation), please see that the administration (main office staff) has a **current** copy of this document. Please do not assume that school employees know about custody issues. Be sure we know if any family member is not to pick-up your child from school. Please make sure that this information is included on the school's Emergency Information Card.

CHROMEBOOKS

Damage to student Chromebooks has a significant financial impact on Suffolk Public Schools in parts and labor. This damage ranges from cracked displays, damaged keyboards, case damage, to complete destruction. **Normal wear and tear** is defined as: expected depreciation that results from daily use not damages as a result of neglect or abuse. Normal wear and tear is as follows: case, keyboard, mouse pad, hinges and other external parts may show light wear and/or light scratches and marks, but no structural cracks or flaws. **Neglect or abuse** is as follows: cracks in the display, case, covers or hinges, missing or damaged keyboard keys, damaged ports, paint or other markings not from the school district, damage to the camera, damage to the charger, liquid damage, thermal damage, or any other damage that was due to neglect or abuse.

Users should take appropriate care and precautions to ensure the longevity of the school issued Chromebook. **Best practices** are: power the device off when not in use, place it in a sleeve or other case to protect it while it is not being used, do not use it near food or liquids, keep it clean, don't leave it in a hot or cold location, place it in a secure location when it is not in use, and only use the original charger to charge the device.

Alterations of any form are not considered normal wear and tear. Drops, spills, and liquid immersion are not considered normal wear and tear.

The repair/replacement fee will be charged to every student who has a damaged device. The purpose is to offset the replacement costs of providing repairs or replacement to student issued Chromebooks.

All students with a damaged device will be charged a \$25.00 fee for each occurrence. This fee includes replacement chargers.

Students who have lost their device and do not have a police report indicating the device was stolen will be charged \$100.00

Students who have damaged the Chromebook beyond repair will be charged a \$100.00 fee.

A student with a Chromebook damaged in house fire or other natural disaster must return the damaged device in order for the lost/stolen fee to be waived.

Students who are withdrawing from Suffolk Public Schools will be charged as described above if they return a damaged device or fail to return the device.

Warranty related issues will not incur any charges.

All fees will be collected at the school level and remitted to the Suffolk Public Schools Finance Department.

Students that do not pay the damage fee will not be permitted to take the Chromebook home. Loaners will be limited.

Chromebooks will not be taken home over the weekend.

CLINIC / SCHOOL NURSE

The school nurse maintains the first-aid clinic Monday through Friday. When a student becomes ill during school hours, the nurse will have the child rest in the clinic until the parent comes for the child. Parents should be sure the school can reach them or some authorized person in case of illness or an emergency. **Parents should complete a new emergency card each year. If there is a change in address or phone number during the school year, this information needs to be provided to the school office.** These updates are for your child's protection in the event that there is an emergency. **Any student who becomes ill with a fever must remain at home until the student is fever-free for 24 hours "without" medication.**

MEDICATIONS: **The only medicines we will administer will be those for which a doctor's order has been provided.** A specific form for this purpose is available from the nurse. **Such medications should be brought to school by the parents and not sent by the student.**

ACCIDENT INSURANCE: Although we have a good safety record, accidents do occasionally occur. **Please understand that the school does not carry medical insurance on students.** To assist parents, the school system will send home information at the beginning of the year concerning medical insurance a parent may wish to purchase.

COMMUNICATION FOLDERS

Communication Folders will come home every Tuesday and are provided for every student in grades K-5. The Communication Folders will contain samples of your child's work and should give parents some tangible evidence of your child's progress. Parents are asked to review this folder every Tuesday and send it back the following day (Wednesday). The school will send important memos and flyers through the Tuesday Communication Folders when possible.

CONFLICTS WITH OTHERS

If a student or parent has a concern or a conflict with another person that he/she is unable to solve by talking with that individual, the following pathway of assistance is available. Please follow these steps to resolve the problem as quickly as possible:

1. Notify and/or conference with the supervising teacher (classroom, resource), bus driver, or other supervising school staff of the problem immediately.
2. Make an appointment with the guidance counselor to seek conflict mediation.
3. If the problem is still unresolved, schedule an appointment with the principal or assistant principal.

For the safety of all students, parents are encouraged not to advise students to take matters in his/her own hands.

DISCIPLINE

It is the goal of our school to provide an environment that is safe and free of disruptions that adversely affect the opportunity for teachers to teach and students to learn. We endeavor to establish reasonable behavioral expectations and work with students to achieve not only academic proficiency but also to develop into responsible citizens.

Good student discipline is as much a process as it is a goal. Although we expect students to act appropriately, we understand good behavior is learned and reflects the various ages and developmental stages of children. As a result, it is understandable that children will not always meet acceptable standards and will make mistakes. Learning occurs and discipline improves when students learn from these mistakes.



When students are under school jurisdiction, they 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 class.

Disruptive student behavior is subject to disciplinary action by teachers and administrators. The action may take the form of reprimand, conference, notification of parents, discipline referral, in-school suspension (FOCUS), short-term out-of-school suspension (ten days or less), long-term out-of-school suspension (more than ten days), or expulsion. A discipline referral will be sent to the principal or assistant principal when the teacher feels that the student's improper behavior cannot be corrected through teacher classroom management practices and parent notification by way of BEAR Conduct notices. After consultation with the student and the teacher (if necessary), the administrator will determine the course of action required to provide a safe, secure school.

It is also important that we distinguish between children experiencing normal developmental discipline concerns and those students that create serious and repeated behavioral problems. In essence, school is a place where a child can make mistakes, but there should also be limits as to the frequency and severity of those mistakes.

SCHOOL-WIDE PBIS EXPECTATIONS

Booker T. Washington uses a process known as PBIS (Positive Behavior Interventions and Supports) to maintain discipline and to create a safer and more effective school. PBIS includes school-wide procedures and processes intended for all students and all staff in all settings. If students are to be taught and held accountable for their behavior, it is important that they understand the school's expectations. In working with children, it is also helpful if they have a specific list of expectations that are best expressed as school rules. These rules apply to student conduct in the classroom, hallway, cafeteria, playground, bathroom, on school grounds and while going to and from school. **All school-wide expectations, including our school's PBIS matrix, will be taught to students and has been shared below.**

 Booker T. Washington Elementary School 			
Be Respectful Be Responsible Be Safe			
Location	Respectful	Responsible	Safe
Classroom	<ul style="list-style-type: none"> -Follow directions when given -Raise your hand for permission to speak -Raise your hand to leave your seat -Use positive speech only -Listen carefully 	<ul style="list-style-type: none"> -Be prepared for the day -Exercise self-control -Give your best effort every day -Seek help when needed -Learn from your mistakes 	<ul style="list-style-type: none"> -Sit in your chair correctly -Keep your space clutter free -Keep hands, feet, and belongings to self
Hallway	<ul style="list-style-type: none"> -Walk in a single, straight, and silent line -Walk on the right side of the hallway -Maintain arm's length spacing -Follow directions 	<ul style="list-style-type: none"> - Stay in line with your class - Wait silently until directions are given - Carry belongings by your side 	<ul style="list-style-type: none"> -Walk in the hallways -Stay with your line until an adult tells you otherwise
Cafeteria	<ul style="list-style-type: none"> -Use an inside voice -Practice good table manners -Listen to and follow adult requests -Raise your hand for help -Be polite and kind 	<ul style="list-style-type: none"> -Eat your own food -Clean up all trash after yourself -Wait in line quietly for your teacher to pick you up -Talk quietly 	<ul style="list-style-type: none"> -Walk to and from the table -Sit with your feet under the table -Stay in your seat -Keep hands, feet, and belongings to yourself
Playground	<ul style="list-style-type: none"> -Respect other people's personal space -Follow playground rules -Share and take turns 	<ul style="list-style-type: none"> -Play approved games -Line up when your teacher signals 	<ul style="list-style-type: none"> -Use equipment properly -Keep your hands, feet and objects to yourself -Watch where you are going
Bathroom	<ul style="list-style-type: none"> -Stay in your own bathroom stall -Quietly do your business and return to class - Give privacy to others 	<ul style="list-style-type: none"> -Report any problems to an adult -Use bathroom supplies wisely -Check bathrooms before and after you use them -Place trash in the trash can -Flush, wash, and leave 	<ul style="list-style-type: none"> - Use water in the sink -Listen to teacher/monitor directions -Use the stalls correctly
Bus	<ul style="list-style-type: none"> -Use kind words towards the bus driver and other students -Listen and follow the bus driver's rules 	<ul style="list-style-type: none"> -Remain in seat after you enter the bus -Use appropriate language -Be polite and kind 	<ul style="list-style-type: none"> -Face forward with your feet under the seat in front of you -Use inside voices -Keep hands, feet, and objects inside the bus

Below are our unified set of classroom rules to define our expectations for behavior in our school. You will see these rules posted throughout the school building and in each classroom.

1. Students will move throughout the building single, straight, and silent.
2. Students will keep hands, feet, and objects to themselves.
3. Students will raise your hand for permission to speak.
4. Students will follow the directions of school staff immediately and without talking back.
5. For everyone's safety, no running is permitted in the building or classrooms, and no "horseplay" is permitted anywhere.

As part of our PBIS process. Teachers and other staff members use practices to increase student learning and decrease classroom disruptions. Teachers provide the following positive behavior and instructional support to ensure all students are successful.

- Constantly teach and model our school-wide expectations.
- Provide students with more praise than correction.
- Talk to students with respect using positive voice tones.
- Actively engage everyone in the class during instruction.
- Use pre-correcting, prompting, and redirecting as we teach.
- Look for the positive first and provide positive, immediate, frequent, and explicit feedback.

Students are not permitted to bring toys, games, gaming devices, mp3 players, cellphones, iPods, sports cards, pets of any kind, Pokémon items, or wear Heelys (shoes with wheels or skates) to school. If items are brought to school, they will be confiscated and kept for parents to pick up. Loss of such items is the sole 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. **Toy guns and knives will be dealt with as real weapons.**

Each year, a [Suffolk Public Schools Student Handbook](#) is accessible to students and parents. It is intended to provide information to parents and students about the operation of our school. Included within the handbook is information about rules, consequences, and procedures. Parents, students, and teachers should review both the school system policies and those of the individual school.

DISCIPLINE AND SCHOOL JURISDICTION

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

1. On the school grounds before, during, and 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 spent at bus stops waiting for the bus and on school bus transportation.

DISCIPLINE CONSEQUENCES FOR MISBEHAVIOR

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. Therefore, ALL students will be expected to follow all school-wide rules each day. Doing so will prevent the need for school officials to take any form of disciplinary action.

Each student needs to be responsible for his/her own behavior. In an effort to teach students to accept responsibility, students need to understand that consequences are a result of poor judgment and behavior. In general, discretion will be granted to teachers and administrators in determining consequences. **Please be aware that this handbook is a guideline and does not describe all behaviors and consequences,**

nor does it describe many of the positive activities used to help students change their behavior. Consideration will be given to the severity of the violation, specific School Board policy direction, and the past behavioral record of the student.

TEACHER IMPOSED CONSEQUENCES

The following is a list of acceptable teacher imposed consequences:

(This is not intended as an all-inclusive list.)

- Removing privileges
- Changing seating assignment
- Time-Out – not allowing student to participate in activities *other than recess*
- Confiscation of inappropriate items
- BEAR conduct notes home
- Telephone/personal conferences with parents
- Written assignments where student reflects on behavior
- Cleaning areas dirtied or damaged by student if approved by the parent
- Formal referral to the office

NOTE: Parents and students need to be aware that students may be denied participation in special activities due to a child's behavior. Although not all inclusive, such activities may include field trips, field days, resource classes, parties and assembly programs. In the event a student is removed from an activity where a cost was involved, the school will refund the money when possible. An administrator will make this decision.

ADMINISTRATOR IMPOSED CONSEQUENCES

A school administrator is provided more latitude in providing consequences than the teacher. In addition to being able to impose the same types of consequences as teachers, an administrator may, at his/her discretion, impose stiffer consequences. Administrators will use judgment in selecting consequences depending on the severity or frequency of the offense(s). The below possible consequences are not limited to nor listed in any particular order.

- Counseling
- Mediation
- Warning/reprimand
- Loss of privileges
- Conference with teacher
- Parental contact/conference
- Restrictions assigned by teacher/principal
- In-school suspension (ISS)
- Out-of-school suspension (OSS)
- Suspension from bus
- After school detention
- Notification of legal authorities
- Recommendation for administrative hearing
- Recommendation for expulsion hearing

In general, school administrators will seek to work with teachers, students and/or parents to correct most school behavior without having to impose a school suspension. Out-of-School Suspension will be considered in the following situations:

- Fighting
- Weapons policy violations
- Drug policy violations
- Taking items that do not belong to the student
- Electronic communication device policy violations
- Severe disrespect and disobedience of students to adults
- Repeated violations when other actions have not resulted in correction of behavior

DISMISSAL

Students are dismissed each day beginning at **3:50 p.m.** **Teaching, remediation and/or acceleration continues until 3:50 p.m. Therefore, we strongly urge parents not pick up children before 3:50 p.m.** Please note that if you pick your child up early from school they will be missing instructional time and they are required to make up all missing work. If an emergency should arise and you need to pick your child up prior to dismissal at 3:50 p.m., please do so no later than 3:30 p.m. Parents who arrive after 3:30 p.m. to pick students up will be required to wait until our scheduled parent pick-up announcement at 3:50 p.m. to receive their children, as to not interrupt instructional time.

EARLY DISMISSAL

Please make every effort not to take your child from school during instructional time. Students miss valuable instruction when picked up early from school. We would appreciate your cooperation in following the procedures listed below when picking up your child from school:

1. If you wish to pick up your child from school, you must report to the office.
2. Parents will not be allowed to go to their child's classroom until all students have been dismissed. If you need to speak with your child's teacher the office staff will assist you in scheduling an appointment. You may wait for your child in the lobby area.
3. **Please do not ask that your child wait for you in the office or outside since adequate supervision cannot be provided.** The child should remain in the classroom under adult supervision until we know the parent is present.
4. **Students will not be called to the office for pick-up until the parent or guardian arrives to physically pick them up.**

EMERGENCY DISMISSAL

At times, circumstances arise during the school year when we may need to dismiss early. The most common cause is poor weather conditions. If the school is to dismiss early, announcements will be made through the media as well as a phone message from the district office. Therefore, it is very important that parent contact information is kept current at school. Please discuss with your child what procedures he/she should follow in the event he/she arrives home and no one is present.

EMERGENCY DRILLS

Multiple practice drills are conducted on a monthly basis for everyone's safety. Fire drills will be practiced twice during the month of September and periodically throughout the year. Lock-Down crisis drills and random metal detector checks are conducted monthly. Weather drills are practiced once a semester and bus evacuation drills are practiced twice a year.

HOMework

Homework is an important and beneficial way to reinforce skills, practice, research and study. The Suffolk School Board has established a division-wide policy, which provides for individual student differences.

INTERIM REPORTS AND REPORT CARDS

Interim reports will be issued:

October 6, 2022

December 16, 2022

March 7, 2023

May 15, 2023

Report cards will be issued:

November 18, 2022

February 8, 2023

April 21, 2023

June 15, 2023

SCHOOL PICTURES

Pictures will be taken twice this year, once in the fall and once in the spring. All students will take pictures in the fall. In the spring, only those students who have money on picture day will take pictures. School picture dates will be announced in school and notices will be sent home.

STUDENT RECOGNITION

Students will be recognized at the end of each grading period for the following during quarterly *Student Recognition Assemblies*: **“Bears” Award, Principal’s List, Honor Roll, Perfect Attendance, and B.U.G. Club.** *Student Recognition Assemblies* will be held after report cards are issued each nine weeks.

The criteria for **“Bears” Award, Principal’s List, Honor Roll, B.U.G. Club, and Perfect Attendance** are as follows:

- **“Bears” Award** – Kindergarten students receive this award if they earn *Mastered* with no *“Needs Improvement”* markings in any academic area and no more than two (2) *“Needs Improvement”* markings in any behavior area on the report card.
- **Principal’s List**- Students receive this award if they earn all A’s.
- **Honor Roll**- Students receive this award if they earn all A’s and B’s.
- **B.U.G. Club** – Starting the second nine-weeks grading period, students in grades 1-5 may earn B.U.G. Club status by “Bringing Up their Grades”. To qualify, students must raise one letter grade in at least one subject area without the other subject areas dropping. *There are to be no subject areas with a grade of “F”.*
- **Perfect Attendance**- Students receive this award if they have not missed any school days for the entire nine-weeks grading period.

TELEPHONE

Students are allowed to use the school telephone for emergencies only. Permission must be given by a teacher or staff member.

TRAFFIC SIGNS AND PARKING

We are asking that you please obey all traffic rules and observe all ***NO PARKING*** directives. When you arrive on the Booker T. Washington campus, you are required to park in a parking space. Our first priority is the safety of our students, parents, and visitors. Please watch your speed and be cautious of students who may dart out from behind stationary cars. A safety guard monitors and directs traffic at the corner of Walnut Street each day. **The Suffolk Police Department will periodically monitor traffic and excessive speeding in the neighborhood.**

VISITING OUR SCHOOL

Parents are welcome to visit our school at any time. When entering our school, visitors will be asked to present a valid state-issued ID, which will be checked against a national sex offender database to ensure that registered sexual offenders are not entering our buildings. Once entry is approved, we will issue a badge that identifies the visitor, the date, and the purpose of his/her visit. This procedure helps in maintaining a safe environment for our students. Parents and visitors are not permitted to visit classrooms during the instructional day.

Although two conference days have been scheduled by the division, conferences can be arranged at other times throughout the school year. Individual conferences with teachers must be scheduled before 8:50 a.m. and after 4:10 p.m., so as not to interfere with instructional time or time away from student supervision. School administration will make every attempt to meet with visitors who request to meet without an appointment. However, there may be times that administration may not be available so scheduling a conference by calling the school is best. If for some reason we are unavailable to meet with you, please request to complete the “**Request for Administrator Conference/Call**” form from the safety monitor or school office staff. Please allow 24-48 hours for an administrator to contact you.

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 solicited.

The information in this handbook should be reviewed by parents and discussed with their children. Students will be held accountable for all rules and regulations in this handbook.

