

# Student Handbook

## 2024-2025



**FLORENCE BOWSER**  
**ELEMENTARY SCHOOL**

**"WE ARE WORLD CHANGERS"**

**Dr. Shalise M. Taylor, Principal**  
shalisetaylor@spsk12.net

**Mrs. Joylyn Dildy, Assistant Principal**  
joylyndildy@spsk12.net

**Dr. Shawnese Harden, Dean of Students**  
shawneseharden@spsk12.net

**FLORENCE BOWSER ELEMENTARY SCHOOL**

4540 Nansemond Parkway

Suffolk, VA 23435

757-923-4164

<http://fbes/spsk12.net/>

[Twitter.com/EaglesFbes](https://twitter.com/EaglesFbes)

August 2024

Dear Parents and Guardians,

Welcome to the 2024-2025 school year at Florence Bowser Elementary!

We are thrilled to embark on this journey with you under our guiding vision: "World Changers - Preparing Every Student to Make a Global Impact." Our commitment is to empower each student with the knowledge, skills, and values necessary to make a meaningful difference in the world.

Throughout this year, we will focus on fostering a culture of excellence, creativity, and compassion. Our dedicated staff is here to support your child in every aspect of their academic and personal growth, ensuring they are well-prepared to navigate and contribute to an ever-changing global society.

We believe that collaboration between parents, students, and educators is key to achieving our goals. We encourage your active participation and open communication to make this year a success for your child.

Thank you for entrusting us with your child's education. Together, we can nurture the world changers of tomorrow.

Warm regards,

*Dr. Shalise M. Taylor*  
Principal

*Mrs. Joylyn Dildy*  
Assistant Principal

*Dr. Shawnese Harden*  
Dean of Students

## **VISION**

Florence Bowser Elementary is a place where we believe in family. It is a place where we are preparing every student to make a global impact.

**“We are World Changers.”**

## **MISSION**

Develop critical thinkers through a *rigorous* educational experience.

Prepare students for a global society by valuing cultural diversity and making learning *relevant*.

Provide a caring and nurturing learning environment by building strong *relationships* and meeting the academic, social, and emotional needs of students.

## **INSTRUCTIONAL FOCUS**

*Rigor, Relevance, Relationships*

## **BELIEF STATEMENTS**

- ★ **Rigor**-All students have the right to a stimulating learning experience that challenges them academically, and develops their technological skills.
- ★ **Relevance**-All students have the right to a meaningful learning experience that values cultural diversity, considers learning differences, and prepares students to make a difference in the world around them.
- ★ **Relationships**-All students have a right to a safe and caring learning environment, in which they feel a sense of belonging and have the support of staff, parents, and peers.

## **GENERAL INFORMATION**

**Florence Bowser Elementary School  
4540 Nansemond Parkway  
Suffolk, VA 23435  
Phone: 757-923-6124**

### **SCHOOL WEBSITE:**

<http://fbes/spsk12.net/>

### **SOCIAL MEDIA:**

Twitter Handle: @FBES\_Eagles

Twitter.com/EaglesFbes

Facebook Page: [Facebook.com/florencebowser elementary](https://www.facebook.com/florencebowser elementary)

### **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.- 9:25 a.m.
Instructional Hours	9:25 a.m. - 3:50 p.m.
Student Dismissal	3:50 p.m.

**School Mascot:** Eagles

**School Colors:** Green and Yellow

### **Administrative and Leadership Team**

Dr. Shalise Taylor	Principal
Mrs. Joylyn Dildy	Assistant Principal
Dr. Shawnese Harden	Dean of Students
Mrs. Janet Myers	Academic Coach
Ms. Holly Pentecost	Reading Specialist
Ms. Maria Britt	School Counselor
Mrs. Janelle Everett	School Counselor

### **Office Staff**

Mrs. Felicia Stokley	Bookkeeper
Mrs. Lori Bess	Secretary
Ms. Raven Daniels	School Nurse
Mrs. Shelby Davidson	Receptionist
Ms. Kayla Armand	Intervention Support Staff

### **Food Services**

Ms. Daniele Hopple	Cafeteria Manager
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### **Facilities**

Mrs. LaTonya Clark	Head Custodian
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## STUDENT REGULATIONS

### ATTENDANCE

- a. **ARRIVAL:** Students can be dropped off as early as 9:00 a.m. Students should not be dropped off prior to this time, as school personnel cannot assume responsibility for students who are brought to school before 9:00 a.m. Students should arrive at school no later than 9:25 a.m. each morning. **Late arrival causes a disruption of instruction for your child and the instruction of other students.**
- b. **ABSENCES:** Students should bring a written excuse signed by a parent/guardian explaining the absence on the day they return or no later than 5 days after the absence if it is to be considered an excused absence. Also, please notify the school if your child will be absent for more than one day to allow for assignments to be sent home. **Please aim to have students present every day. Attendance affects learning, grades, and promotion to the next grade level. Student attendance also determines whether or not our school will be accredited.** According to the Suffolk Public Schools Attendance Policy and Virginia Law:
- For 5 unexcused absences: the parent will be contacted, by email, and asked to complete a contract to improve absences. This contract will be shared between the school and attendance officer.
  - For 7 unexcused absences: the parent will be contacted by the school via mail, email or phone call to advise you of the absences.
  - For 10 unexcused absences: the student and parent must attend an “in person” conference to discuss the particular causes or issues surrounding the absences. At the conference, a truancy plan will be created to enable and facilitate attendance.
  - For 11 unexcused absences: the student and parent will meet with our Truancy Review Team which will be held at the Suffolk Court House. At the conference, with parent input, a truancy plan will be created to enable and facilitate attendance. Students who receive an additional unexcused absence could prompt the school division to file legal proceedings against the child and/or parent in the Juvenile and Domestic Relations Court. The legal proceedings may include a criminal warrant against the parent(s) and/or a “child in need of supervision” petition.
  - Any student who has more than 20 unexcused absences during a school year must repeat the year unless there are extraordinary circumstances.
- c. **TARDINESS:** Students must report to the office **with a parent** if they arrive after 9:25 a.m. to receive a class admittance pass. Delayed bus arrivals do not constitute tardiness. Please make every effort to ensure that tardies are kept to a minimum as they have an adverse effect on student progress.
- d. **EARLY DISMISSAL/STUDENT RELEASE:** For your child's safety and well-being it is necessary to adhere to the following procedures: Students will not be permitted to leave school with anyone other than the parent or guardian.

- Any adult picking up a student from school must be indicated on the authorization for Pick-up Student Card.
  - You must submit a written note if someone not indicated on the Authorization for Pick-up Card is picking up your child.
  - An adult picking up a student must be prepared to show photo identification, complete the release ledger in the office, and then the student will be called to the office prepared to leave.
  - Please make every effort **not** to take your child from school during instructional time.
  - Parents are asked to remember that the instructional day does not end until 3:50 p.m. and students should not be picked up early except for special circumstances verifiable appointments. Unless a student has a special circumstance or verifiable appointment, classroom instruction will not be interrupted to have a student released early.
- e. **DISMISSAL:** Students are dismissed each day at 3:50 p.m. If your child's mode of transportation home changes due to an emergency, **you need to contact the school before 3:00 p.m.** to support the notification of your child's teacher and the bus driver.

### **ADDRESS/TELEPHONE CHANGES**

Please notify the school immediately if there is a change in your address, telephone number, or person to contact in an emergency. This information is important in case your child becomes ill or injured.

### **ASSEMBLY PROGRAMS**

Assembly programs are planned to enrich classroom experiences of the student body as well as to entertain. Assemblies also provide an opportunity for students to learn the following formal audience behavior:

1. Enter the activity quietly and have a seat in assigned sections.
2. Give the person at the podium your undivided attention immediately.
3. Be courteous to one another and to the speaker or performer(s) throughout the program.
4. Applaud generously and courteously in keeping with the occasion.
5. Remain quiet (no talking) during pauses in the program.
6. Remain seated until your class is dismissed. Leave quietly.

### **BEFORE AND AFTER SCHOOL CARE**

Florence Bowser Elementary School partners with various agencies both on and off site to provide before and/or after school care for students. Specific information can be provided upon request.

## **BUS PASSES**

Bus drivers are instructed not to pick up or take an additional student without a written bus pass. The parent/guardian must send a permission note to the school office if the student is to ride another bus. A bus pass will be given to the bus driver. Students must ride their regular bus and get off at their assigned bus stop unless the school has received a written note from the parent.

## **BREAKFAST & LUNCH**

The cafeteria serves breakfast and lunch. A menu is available online. All students breakfast and lunch will be free of charge for the 2024-2025 school year. We will continue the grab-and-go breakfast. Parents may choose to place any amount of money into the student's account using the Titan Link website: [family.titank12.com](http://family.titank12.com) or visit the Food and Nutrition tab at [spsk12.net](http://spsk12.net). The cafeteria will take cash **HOWEVER; No change will be provided. Any excess money will be put on the student account.**

## **CAFETERIA EXPECTATIONS**

- a. All students are to enter the cafeteria in a quiet orderly manner and remain in line.
- b. Students must select the required number of items from the serving line.
- c. Students will remain seated at the table and raise their hands when making requests.
- d. Students will leave tables, chairs, and floor clean.
- e. Students will follow the directions of the adults when emptying trays.
- f. Students will talk at a voice level of 1 and use good manners.
- g. Students will not bring canned drinks and/or items with sharp edges to the cafeteria. (i.e. soda cans, tuna, etc...)
- h. Students are not to bring food items from home that need to be heated in a microwave. Microwave ovens are for employee use only.
- i. Students will NOT share food items or candy due to allergies.

## **CHILD CUSTODY**

If you have legal custody of your child through a court order (deed of separation), please ensure that a **current copy** of this document is provided to the Office Staff and/or administration (principal/assistant principal). Ensure we are aware of any custody issues and/or any family member who is not authorized to pick up your child from school. This information should be provided to the homeroom teacher as well.

## **CHROMEBOOK USE**

Each student has access to a chromebook to use in school. K-2 students will keep their chromebook at school each day. Students in grades 3-5 are able to take their chromebook home at the direction of the teacher. Students are expected to follow the Acceptable Use policy of Suffolk Public Schools. Students are expected to take special care of chromebooks and to use them in a safe

manner.

### **CHROMEBOOK REPAIRS**

If a student has damaged or lost their chromebook, or if their device is not working properly, please notify the teacher. The teacher will input a repair ticket to the SPS technology department. Some repairs may be fixed within the technology department without a fee, while other repairs may result in a fee at the expense of the student. If the technology department determines that a repair results in a fee at the expense of the student, the fee will need to be paid before the student is reissued a chromebook.

### **CIVILITY**

We encourage positive communication and discourage disruptive, hostile, or aggressive communications or actions. At FBES, we will treat all community members with courtesy and respect. We also expect all staff to be treated with courtesy and respect by parents and other adults. Any behavior which disrupts the orderly operation of the school will result in removal from the premises, contacting law enforcement, and/or termination of a meeting, conference, or telephone conversation.

### **COMMUNICATION DEVICES**

Cell Phones are prohibited on the bus or at school without permission from administration. If parents would like for their child to be able to bring a cellphone to school, please obtain a Request Form from the Main Office. If permission is granted for a student to bring a cellphone to school, the cellphone must remain off and put away at all times. Using a cellphone in an inappropriate manner on the bus or in school will cause a student to be disciplined in accordance with the Code of Conduct.

### **COMMUNICATION FOLDER (Teachers & School-Wide)**

Teachers may use Class Dojo, email, phone, or communication folders to communicate to parents.

School-wide communication is provided through email, text, and digital monthly newsletters (World Changers Parent Report). Some information is also sent home with students in the form of paper flyers or bulletins.

### **CONFERENCES**

Your child's teacher welcomes the opportunity to discuss your child's progress with you. Although there are pre-scheduled conference days (see Parent Teacher Conferences), the school staff encourages you to arrange conferences when you have concerns. Parents must contact the teacher to set a conference time. ***Instructional time will NOT be interrupted to hold parent conferences or impromptu meetings.*** An administrator or designee will be available in the building from 8:30 a.m. to 4:30 p.m. daily. Any parent/guardian desiring to have a conference is always welcome. We recommend scheduling an appointment



ahead of time to be sure you can be seen. Parents may arrange appointments in person, by phone, note, or email.

### **EARLY STUDENT CHECK-OUT**

Students who need to be dismissed from school early must have a parent/guardian sign them out in the office. Parents may not go directly to the classroom to pick up children. Adults picking up students must be prepared to show a photo identification prior to personnel releasing students. If your child is to be picked up by someone other than the parent or 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 to be used to identify those parties who are allowed to pick up the student in case of early dismissal or emergency. Please remember that the instructional day does not end until 3:50 p.m. and students should not be picked up early except for special circumstances verifiable appointments.

### **EMERGENCY DRILLS**

- a. Bus evacuation drills are practiced twice a year.
  - A. Emergency/Crisis Drills (Code Yellow, Red, Blue, or Orange) are practiced minimally four times per year.
  - B. Fire drills are held at school on a regular monthly basis for your child's safety. They are held once a week for the first month of school and once a month thereafter.

Every student enters through a metal detector daily. Other random metal detector checks may be conducted, including the checking of bags and personal items, and may include the use of the detector wand.

Weather drills (also known as Code Blue) will be held at least once a semester.

### **EMERGENCY INFORMATION**

An emergency card will be kept in the nurse's office for each child. Please provide the school with the necessary emergency information needed. It is important that information (employment, telephone number, doctor, etc.) is **up-to-date**.

### **EVERY DAY PICK-UP PROCEDURES**

In order to streamline our dismissal processes and make the flow of traffic smoother, the walk up service for every day student pick-up will no longer be available. Parents who prefer to transport their students to and from school every day must complete the Car Rider Form to request a 2024-2025 Car Tag. Every Day Pick-up students will be dismissed from their class at 3:45PM and released to authorized persons with ID in the Car Rider Line. Please see the [Car Rider Information and Application](#) document for more details.

### **FAMILY ENGAGEMENT EVENTS**

Family Engagement events are set for the following days, however other events may be added throughout the school year and communicated with the school community:

- ★ Tuesday, September 17, 2024: Open House
- ★ Monday, September 30, 2024 Watch DOGS Pizza Party Kick-Off
- ★ Friday, October 25, 2024: Trunk-a-Treat
- ★ Friday, December 13, 2024: WinterFest & Book Fair
- ★ Tuesday, February 4, 2025: Family Dance Party

### **ILLNESS AT SCHOOL**

In the event of illness or accident, we will contact you to arrange transportation home. Please make sure that your child's emergency card is kept up-to-date with current contact numbers.

- a. **MEDICAL TREATMENT:** When a student becomes seriously ill or injured, the parent/guardian will be contacted immediately. School personnel may not diagnose or administer medication or treatment beyond first aid.
- b. **MEDICATION:** School employees may not administer medication to students. A medication form must be completed/signed by the physician and signed by the parent if medication must be administered to a student during the school day by the school nurse and/or designated staff members. Parents should bring any medication to the clinic. **Do not send it to school with your child on the bus.** Over-the-counter medication such as aspirin, Tylenol, cough syrups, etc., cannot be given. Again, please do not send any medication to school by your child.

### **INTERIM REPORTS**

Students will receive interim reports mid-way through each nine week grading period. The bottom portion of the interim report is to be signed and returned to the student's teacher. Interim reports will go home on the following dates:

- ★ Friday, September 27, 2024
- ★ Friday, December 6, 2024
- ★ Thursday, February 27, 2025
- ★ Tuesday, May 6, 2025

### **LIBRARY**

The library is open daily from 9:30 a.m. until 3:00 p.m. for student's use.

### **MONEY**

Students should avoid bringing large amounts of money to school. Students should bring only the amount of money needed for necessary purchases. The school is now able to accept online payments. You can use a credit or debit card (VISA, Mastercard or American Express) on a secure online payment system. Parents will need their child's student ID number for payment. Payment options will be added as needed (e.g. field trips, lost/damaged library books, donations). Please visit the school's website for additional information. The ONLINE SCHOOL PAYMENT link is located under the "For Parents" tab.

## **PARENT TEACHER ASSOCIATION (PTA)**

The P.T.A. is an integral part of our school, serving as a support system for our students, faculty, and staff. Parents are strongly urged to volunteer to help strengthen our P.T.A. The 2024-2025 PTA President is: **Mrs. Keli Noll**

For information regarding the PTA Executive Board, membership, and meetings, please email: [florencebowserpta@gmail.com](mailto:florencebowserpta@gmail.com)

## **PTA MEETINGS**

PTA meetings are typically held on family engagement nights. Prior notification of all upcoming PTA events and meetings will be communicated through Blackboard and email. Dues are required for PTA membership, however, you do not need to be a member of the Florence Bowser PTA to attend meetings. We encourage all parents to join our PTA.

## **PARENT TEACHER CONFERENCE**

Parent-Teacher Conferences will be held quarterly during the school year by appointment ONLY. Parent-Teacher Conferences will take place on the following days:

- ★ **Thursday, November 14, 2024**
- ★ **Thursday, February 6, 2025**
- ★ **Thursday, April 10, 2025**

## **PARKING**

When you arrive on the Florence Bowser campus, please be prepared to follow all signs (specifically parking and designated spaces). If a parking space has a designated sign, do **not** park in that space. Designated handicap spaces are to be used **ONLY** by vehicles with the handicap license plate or handicap placard displayed. Please be reminded that parking on the bus ramp, fire lane, “No Parking” zones, and reserved spaces is **prohibited** at all times. Violators may be ticketed by Suffolk Police Department.

## **POSITIVE BEHAVIOR INTERVENTIONS and SUPPORT (PBIS)**

PBIS is a proactive approach that we use to improve school safety and promote positive behavior. We teach students positive behavior strategies, just as we would teach about any other subject—like reading or math. In the event the strategies and skills offered have not been successful, student behavior is still subject to disciplinary action according to the school district’s code of conduct. Each teacher will prepare and share with students and parents a classroom discipline plan that will consist of classroom rules and consequences.



PBIS is an evidence-based, three-tiered framework to improve and integrate all of the data, systems, and practices affecting student outcomes. PBIS creates a school where all students succeed!

**Tier 1-** Tier 1 practices and systems help establish a foundation of regular, proactive support, while preventing unwanted behaviors for ALL students. We have many incredible Tier 1 proactive programs in place here at FBES.

**Tier 2-** Tier 2 practices and systems support students by helping to prevent more serious behaviors before they start. These supports help students develop the skills they need to benefit from core programs at FBES.

At Florence Bowser Elementary, we are World Changers and implement the following school-wide expectations:

- Be Safe**
- Be Respectful**
- Be Responsible**

 <b>We are World Changers</b> <b>Florence Bowser Elementary</b> <b>PBIS School-Wide Expectations</b> 				
We are.....	Student (All Areas)	Student (Bus)	Staff	Parents & Stakeholders
<b>Safe</b>	Listen and follow instructions Walking feet Keep hands, feet, body and objects to yourself	Facing forward No eating or drinking Keep hands, feet and objects to yourself	Be punctual Model expectations Sign in and out daily	Provide photo identification when picking up students Maintain updated authorization for pick up form Be mindful of school policies
<b>Respectful</b>	Encourage one another Speak with kindness Communicate appropriately (written, verbal, electronic)	Follow rules and directions Speak with kindness Communicate appropriately (written, verbal, electronic)	Encourage one another Speak with kindness Communicate appropriately (written, verbal, electronic)	Encourage one another Speak with kindness Communicate appropriately (written, verbal, electronic)
<b>Responsible</b>	Be prepared Clean up after yourself Be accountable	Keep items in backpack Sit in your assigned seat Stay in your seat facing forward	Check in with students (daily) and parents (as needed) Complete tasks and assignments accurately and in a timely manner Collaborate with colleagues and attend required meetings	Check in with students (daily) and teacher (as needed) Be mindful of instructional hours(9:25-3:50) HAC (Home Access Center) account created and monitored

**RECOGNITIONS**

Students are recognized for the following: **Principal’s List, Honor Roll, B.U.G. Club** and **Student of the Month**. An annual awards assembly will be held at the end of the school year. All other nine weeks the students will receive certificates of recognition with their report card.

The criteria for **Principal's List, Honor Roll, and B.U.G. Award** are as follows:

- ★ **Principal's List**- Students receive this award if they earn all A's or M's.
- ★ **Honor Roll**- Students receive this award if they earn all A's and B's (Citizenship does not factor into this award).
- ★ **B.U.G. Award** – Starting the second nine-weeks grading period, students 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 grades in other subject areas dropping.

## **REPORT CARDS**

Report cards will be issued on the following dates:

- ★ **November 14, 2024**
- ★ **February 6, 2025**
- ★ **April 10, 2025**
- ★ **June 6, 2025**

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 School Counselors**. They will help you gain access to Home Access Center (HAC). This will allow you to view your child's grades.

## **SCHOOL COLORS/MASCOT**

Our school colors are Green and Yellow with a White accent. Our mascot is the eagle. Friday is our designated “Spirit Day” in which students and staff will be asked to show their school spirit by wearing school spirit wear.

## **SCHOOL MOTTO**

Florence Bowser Elementary school motto is ***“We are World Changers.”***

## **SCHOOL PICTURES**

Pictures will be taken twice this year, once in the fall and once in the spring. All students will take pictures. Additionally, class pictures will be taken in the spring and must be prepaid. Picture money is to be given to the photographer. If parents do not like the pictures we may do a retake on a specified date or LifeTouch will refund the money. Student picture dates will be forthcoming.

## **SCHOOL SCHEDULE**

**9:00 am - 9:24 am** Students report to classrooms. “Grab and Go” breakfast is available.

**9:25 am** Morning announcements and the instructional day begins.

**3:50 pm** Dismissal

## **SCHOOL SUPPLIES**

Each student is expected to come to school fully prepared for daily lessons. This includes having requested school supplies (refer to the [Florence Bowser Elementary School Supply List](#)). Please replenish supplies throughout the school year. All supplies must be labeled with your child's name for proper identification.

## **STUDENT BELONGINGS**

Students often leave coats and jackets behind at school, on the school bus, or on the playground. To assist us with the process of returning misplaced items to students, parents are asked to please label these items with your child's full name. Please contact your child's teacher if items are missing. Items not appropriately labeled or claimed are collected and may be donated.

## **SELLING AND SOLICITING**

Students are not permitted to sell items or services at school.

## **TELEPHONE**

Students will **ONLY** be allowed to use the telephone in the event of an emergency. Phone calls are usually not transferred to staff members during the instructional day, except in the event of an emergency. Telephone messages will be placed in staff mailboxes throughout the school day.

## **TRANSPORTATION**

**Early Start and Kindergarten students must have an ADULT at the bus stop in the morning and afternoon. If there is not a parent present at the bus stop in the afternoon, the driver will return the student back to school.**

## **YEAR LONG DONATION OPPORTUNITIES**

The school can receive free materials and donations from various businesses. Parents are asked to designate Florence Bowser Elementary School as the recipient of any donations through Food Lion, Kroger, Target, etc. Other fundraisers and donation opportunities will be available throughout the year. Thank you in advance for your support.

**\*The information in this handbook should be reviewed by parents and discussed with students.\***