

# **Nansemond Parkway Elementary**



## **Student Handbook 2023-24**

**NANSEMOND PARKWAY ELEMENTARY SCHOOL**  
**3012 Nansemond Parkway**  
**Suffolk, VA 23434**  
**(757) 923-4167**

Dear Parents and Students:

Welcome to Nansemond Parkway Elementary School. For the 2023-2024 school year, we will create a learning community where we all work together to ensure the success of all of our children. We will continue to build home-to-school relationships to support our students in their efforts to follow school expectations. We expect them to display good behavior, work hard at their studies, and show respect. We promise to provide equitable treatment to all students, provide our best instructional efforts, treat students and parents with respect and to create an environment where students can thrive.

The administration at Nansemond Parkway Elementary maintains an open door policy for our parents/guardians. All concerns will be taken seriously and responded to in a timely manner. 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. Communication will continue to be a priority when it comes to school events, important information, and student progress, as well as any other areas of concern. Parents are encouraged to visit our school blog site at <http://npes.spsk12.net/> for current school information as well as our Facebook page, Twitter page (@NPESbraves3012) and the individual teacher blog sites for specific classroom information. We encourage you to participate in Parents of Parkway to further the home-to-school partnership and to have your voices heard.

I am proud and honored to be the principal of Nansemond Parkway Elementary School and I look forward to working with you and your child this school year. If you have questions concerning school, please feel free to call me or my assistant principal. We look forward to a great school year!

Sincerely,

Dr. Janet Wright-Davis, *Principal*

# **SCHOOL VISION, MISSION, AND BELIEFS**

## **Our Vision**

Our vision is to provide the world with caring, productive, and creative citizens who will be the decision-makers of tomorrow's complex and diverse society.

## **Our Mission**

The Mission of Nansemond Parkway Elementary School, in partnership with the parents and community, is to provide effective educational experiences, which promote lifetime learners, and to prepare every student to find success in our complex society.

## **Our Beliefs**

- All children are capable of learning.
- A safe and caring environment is conducive to learning.
- A planned and balanced program of instruction includes academics, technology, humanities, and physical fitness.
- Technology skills are essential components to every child's education.
- The curriculum should provide a variety of teaching techniques to meet the various learning styles of our students.
- A wide variety of cultural experiences should be explored to enrich each child's view of the world.
- A disciplined environment promotes good citizenship, respect for others, and a caring attitude toward society.
- A quality education requires partnership among home, school, and community.
- Elementary students should be developing into independent thinkers, lifelong learners, and team players.

## **NANSEMOND PARKWAY ADMINISTRATIVE TEAM**

- Principal – Dr. Janet Wright-Davis
- Assistant Principal – Robert Casteen
- Academic Coach – Megan Eberhardt
- Secretary – Keshia Liggins
- Bookkeeper – Crystal Ball
- School Nurse – TBD
- Guidance Counselor – Chanda Pittman
- Cafeteria Manager – Daniele Hopple
- Head Custodian – Neal Williams

## **GENERAL INFORMATION**

Address: 3012 Nansemond Parkway  
Suffolk, VA 23434

Telephone: (757) 923-4167

Fax: (757) 538-5415

Grades: Early Start – Fifth Grade

Enrollment: 476

Mascot: Lion

School Colors: Green and Gold

School Motto: “Where learning is a quest that we venture upon daily”

## ABSENCES AND TARDINESS

It is important that students be consistent and punctual in attendance. Regular school attendance is necessary for academic achievement. Excessive absences from school hinder such achievement. It is imperative that we also receive written documentation on every absence. Parent documentation for absences must be submitted to the teacher or the secretary on the day the student returns to school, **or within a period not to exceed five (5) school days, immediately thereafter.** If you prefer, you can email our secretary, Kesha Liggins, at [Keshaliggins@spsk12.net](mailto:Keshaliggins@spsk12.net) the excuse note.

Please note that school board policy states that elementary students who miss in excess of twenty (20) unexcused days a year may be retained in that grade.

## SCHOOL HOURS OF OPERATION

- **Office Hours:** 8:30 a.m.- 5:00 p.m.
- **Staff Hours:** 8:55 a.m.- 4:20 p.m.
- **Bus Arrivals:** 9:00 a.m.
- **Breakfast Served:** 9:00 a.m.- 9:24 a.m.
- **Student Hours:** 9:25 a.m. - 3:50 p.m.
- Students arriving after 9:25 a.m. should be signed in at the front counter in the main office by a parent/guardian in order to receive a tardy pass.
- **Early Dismissal:** 1:15 p.m. (**Lunch served**)
- **Bus Changes:** Without a written request (**no phone requests**) from parents, a child may not be permitted to ride a different bus to or from home.

## ARRIVALS AND DEPARTURES

The instructional day begins at **9:25 a.m.** Students may not arrive prior to **9:00 a.m.** Students may be dropped off in the circular driveway in front of the school as directed by school staff. *However, if parents need to come into the building they must park in the main parking lot.* Assigned personnel will be present when possible to control traffic in the morning and afternoon. We ask that parents follow the directives of the personnel directing traffic in the morning and afternoon. The orange safety cones are placed in front of the drop-off lane. **PLEASE DO NOT REMOVE THESE CONES FOR ANY REASON WITHOUT CONSENT OF THE SCHOOL.**

Please park in a parking space instead of coming through the circular driveway if any of these situations pertains to you.

- You have to get out of your vehicle for any reason.
- You have to help your child with a jacket, backpack, shoes, etc.
- Your child has anything for school in the trunk.

***If a student arrives after 9:25 a.m., he/she is considered tardy. When bringing a child to school after 9:25 a.m., a parent must accompany the student into the building to sign him/her in.*** The student will be issued a tardy slip that he/she will need to be admitted to the classroom.

Buses will start departing the building at 3:50 p.m. Children must ride the bus to which they are assigned. **Written notice is required for a student to change his/her bus or if the student will be picked up from school.** Bus changes cannot be made over the phone.

***If a student is to be picked up before regular dismissal time, he/she will not be called to the office until parents arrive at the building to pick them up.*** If someone other than the parent or guardian is to pick your child up from school, a note signed by the parent must be sent that morning to the teacher or be listed on the authorized to pick up list. The responsible adult must park, call the front office to let them know they are here to pick up. An office staff member will bring the student out to the vehicle and check the ID against the authorization to pick up the form. All students will be put on their assigned buses unless we receive written notification. Parents are not to enter the bus parking lot at any time during the school day. A written note from a parent or guardian must be received before a child can be released to any adult, whose name is not on the Authorization for Pick up Form. **It is the responsibility of the parent or guardian to keep the school updated on current phone numbers and pertinent information.**

Parents must inform the school of student transportation for morning drop off and afternoon dismissal. If there are any changes throughout the year, it must be communicated to the office and classroom teacher. All students will be tagged as either bus riders, parent pick up or Alpha Best during the first week of school. If students are parent pick up, an application must be completed each school year and a tag will be issued. Students will be dismissed at 3:50. Any daily changes must be communicated by the parent in writing. All changes must be sent to the office staff prior to 3:00 to ensure timely delivery to the classroom.

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. Parents who arrive after 3:30 p.m. to pick students up will have to wait until our scheduled parent pick-up announcement before dismissal to receive their children to avoid interrupting instructional time and the parent pick up process.

## **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 I.D.. 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 our students.

## **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. You may not always be aware if school is dismissed early. Please discuss with your child what procedures he/she should follow in the event he/she arrives home and no one is present.

## **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 Nansemond Parkway campus, you are required to park in a parking space (unless picking up for everyday pick up). 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. The Suffolk Police Department will periodically monitor traffic and excessive speeding on Nansemond Parkway. We are sorry for any inconvenience that this may cause; however, this is necessary to maintain a safe and orderly environment in which parents can safely retrieve their children.

## **CHILD CUSTODY**

If you have legal custody of your child through a court order (or deed of separation), please see that the administration (principal/assistant principal) 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.

## **CIVILITY**

We encourage positive communication and discourage disruptive, hostile, or aggressive communications or actions. We expect our staff to be treated with courtesy and respect by parents and other adults. Any behavior that 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.

## **LUNCH & BREAKFAST PROCEDURES**

**BREAKFAST PROGRAM:** Our school offers a breakfast program. All students receive breakfast at no cost. Parents and students need to be aware that in such cases breakfast may not be available past a certain period. *Breakfast time will be extended for students who arrive to school tardy because of the school bus. Breakfast time will not be extended for students who are dropped off by parents tardy, especially on a consistent basis.* Participation in this program is optional.

**LUNCH PROGRAM:** Our cafeteria serves a hot lunch daily. All students receive lunch at no cost. Payment for other items may be made on a daily, weekly, or monthly basis. Checks may be made out to *Nansemond Parkway Elementary School* and given to the cafeteria manager.

**FREE OR REDUCED MEALS** (Not needed for the 2023-24 School Year): All students breakfast and lunch will be free of charge for 2023-2024 school year. We will continue the bag-and-go breakfast. The cafeteria will take cash, HOWEVER; No change will be provided. Any excess money will be put on the student account. Parents can also go to the Titan Link website to put money on their child's account.

**STUDENT LUNCH ACCOUNTS:** Each student has a cafeteria account in which parents may deposit money to cover those items a student wishes to purchase. This avoids students having to handle money on a daily basis, which can be lost or forgotten. It has also proven to be more convenient for parents. Parents may pay for a week, a month or more. We urge parents and students to take advantage of this procedure. Parents may also add money on lunch accounts by creating an account through mylunchmoney.com.

## **RULES AND REGULATIONS PERTAINING TO THE CAFETERIA AT NANSEMOND PARKWAY ELEMENTARY SCHOOL**

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

## **NON-SCHOOL FOOD ITEMS**

**The District Wellness Policy prohibits both parents and school staff from bringing snacks and beverages such as cupcakes into the school for student classroom parties.** All snacks offered to students during the school day must be nutritionally sound. For specific nutritional standards, please refer to the SPS District Wellness policy in the SPS Handbook and SPS Website.

## **VISITING OUR SCHOOL**

Parents are welcome to visit our school at any time. However, individual conferences with teachers must be scheduled so as not to interfere with instructional time. Although two conference days have been scheduled by the division, conferences can be arranged at other times throughout the school year. School administration maintains an “open door” policy to parents. However, there may be times that administration may not be available so scheduling a conference by calling the school is best.

Upon 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. We will only record the visitor's name, date of birth and photo for comparison with the national database. We will not share any information on the ID with any other agency or authority.

Once entry is approved, we will issue a badge that identifies the visitor, the date, and the purpose of his/her visit. Children who do not have a valid ID may be allowed to visit as long as they are accompanied by an adult who has completed the check-in process and been issued a badge. Substitute teachers, regular volunteers, and all contractors or subcontractors will be subject to the same procedure as visitors at all times. If identity cannot be verified through an acceptable form of identification, they will not be allowed on school property.

A visitor's badge will not be necessary for those who visit our school simply to drop off an item in the office or pick up paperwork. In the event that a person does not have valid identification, he/she may still be given access to the building, but will be escorted at all times by a school staff member.

The visitor management process will only be used during school hours. Attendees at after-hours events such as performances, ceremonies, or academic/athletic competitions will not be required to complete the process.

Parent/Teacher Conference days have been scheduled for October 24, 2023 and February 15, 2024; however, parents are encouraged to contact teachers at any time throughout the year, when a conference is necessary.

## **SCHOOL CLINIC AND ILLNESS**

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 our school.** These updates are for your child's protection in the event that there is an emergency. Any student who becomes ill with a fever, diarrhea, or vomiting must remain at home until the student is fever-free or has stopped vomiting/having diarrhea 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 are required to 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.

## **NON-PARTICIPATION OF STUDENTS IN SPECIAL ACTIVITIES**

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, school and PTA programs, 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.

## DISCIPLINE

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

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. When self-control falters and self-discipline fails, disciplinary action must be imposed to protect the rights of others and to ensure uninterrupted instruction by teachers for students.

Disruptive student behavior is subject to disciplinary action by teachers and administrators. The action may take the form of reprimand, conference, notification of parents, discipline referral, in-school suspension, 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. 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.

The principal and assistant principal will be responsible for meeting with each grade level and/or class to explain student behavior expectations and to go over policies and procedures. This will generally be done at the beginning of the school year. Students are not permitted to bring toys, games, gaming devices, mp3 players, cellphones, iPods, iPads, sports cards, pets of any kind, Pokémon items, or wear Heely's (shoes with wheels or skates) to school. ***Toy guns and knives will be dealt with as real weapons.*** 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.

# **POSITIVE BEHAVIOR & INTERVENTION SUPPORTS (PBIS)**

## **BRAVES BEHAVING PBIS PROGRAM**

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

### **What is PBIS (Positive Behavior Interventions and Supports)?**

PBIS is a process for creating safer and more effective schools. It is a systematic approach to enhancing the capacity of schools to educate all children by developing research-based, school-wide and classroom behavior for all students. Rather than a prescribed program, PBIS provides systems for schools to design, implement, and evaluate effective school-wide, classroom, non-classroom, and student specific plans. PBIS includes school-wide procedures and processes intended for all students and all staff in all settings. PBIS is a team-based process for systematic problem solving planning, and evaluation. It is an approach to creating a safe and productive learning environment where teachers can teach and all students can learn.

### **What is PBIS at our school?**

We have adopted a unified set of behavioral expectations. You can see these school-wide expectations on the attached matrix. You will see these posted throughout the school. Your child will learn about these matrices during the first few weeks of school and they will be reinforced throughout the school year.

As part of our PBIS process, teachers and other staff members use practices to increase student learning and decrease classroom disruptions. To keep students engaged and on task, we strive to do the following when teaching academics and behavior:

- Consistently teach and model our school-wide expectations
- Provide students with more positive feedback rather 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 Recognize students who are “caught” being respectful, responsible, and safe

If you have any questions about PBIS, please feel free to contact your child’s teacher or a member of the PBIS team. We look forward to another wonderful year here at Nansemond Parkway with our “Braves Behaving” program.



## Nansemond Parkway Elementary School

### How do Braves behave?



Expectations	Classroom	Hallway	Cafeteria	Restroom	Playground	Hybrid
<b>We are <u>Respectful</u></b>	<p>We follow adult directions the first time given.</p> <p>We use the classroom signals when we need something.</p>	<p>We follow adult directions the first time given.</p> <p>We stay silent in the hallway.</p>	<p>We follow adult directions the first time given.</p> <p>We raise our hand if we need something.</p> <p>We talk with our shoulder partners.</p>	<p>We give privacy to others.</p> <p>We use materials correctly.</p>	<p>We follow adult directions the first time given.</p> <p>We let everyone play.</p>	<p>We keep our hands, feet and other objects to ourselves (germs travel)</p> <p>We refrain from touching other people’s belongings.</p>
<b>We are <u>Responsible</u></b>	<p>We bring our materials to class each day.</p> <p>We complete tasks on time.</p>	<p>We go directly to our destination.</p> <p>We stay in our class line.</p>	<p>We clean up our eating areas.</p> <p>We have all necessary items before we sit down.</p> <p>We know our codes.</p>	<p>Go Flush Wash Exit</p> <p>We clean up after ourselves.</p>	<p>We follow the teacher’s signal to line up.</p> <p>We leave the area as we found it.</p>	<p>We only use our personal supplies.</p> <p>We let our teacher know if we are not feeling well.</p>
<b>We are <u>Safe</u></b>	<p>We keep our hands, feet, and body to ourselves.</p> <p>We walk.</p>	<p>We keep our hands, feet, and body to ourselves.</p> <p>We walk on the right side of the hallway.</p>	<p>We keep our hands, feet, and body to ourselves.</p> <p>We walk.</p> <p>We eat our own food.</p> <p>We stay in our seat.</p>	<p>We keep our hands, feet, and body to ourselves.</p> <p>Water stays in the sink.</p>	<p>We keep our hands, feet, and body to ourselves.</p> <p>We stay in our designated area.</p> <p>We use equipment correctly.</p>	<p>We wash and sanitize our hands often.</p> <p>We will cough and sneeze in our elbow.</p> <p>We keep our mask on and keep our distance(6ft apart).</p>



**Nansemond Parkway Elementary School**  
***How do Braves behave in the hybrid environment?***



<p><b>We are</b> <b><u>Respectful</u></b></p>	<p>We keep our hands, feet and other objects to ourselves (germs travel)</p> <p>We refrain from touching other people's belongings.</p>
<p><b>We are</b> <b><u>Responsible</u></b></p>	<p>We only use our personal supplies.</p> <p>We let our teacher know if we are not feeling well.</p>
<p><b>We are</b> <b><u>Safe</u></b></p>	<p>We wash and sanitize our hands often.</p> <p>We will cough and sneeze in our elbow.</p> <p>We keep our mask on and keep our distance(6ft apart).</p>

## **MORNING MEETINGS**

Each class will meet together every morning to participate in morning meetings in order to prepare them for the day and create class community, trust, and respect for one another.

## **HOME ACCESS CENTER (HAC)**

Suffolk Public Schools is offering a unique service to parents. Home Access Center allows parents to view their student (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. Parents who wish to sign up for Home Access should contact Mrs. Sharon Tyler, secretary. It may take up to 72 hours to activate.

## HOMEWORK

Homework extends learning activities beyond the classroom. It reinforces learning by giving a child an opportunity to use his or her knowledge. It also provides an opportunity for parents to become involved in the educational development of their child. Nansemond Parkway teachers will follow the SPS daily time recommendations for homework (you can find these in the SPS Handbook and SPS Website). Homework will not be assigned on the weekends (with the exception of an occasional project that may need to be completed over a weekend).

## PROMOTION POLICY

Please review carefully Suffolk Public School's Promotion and Grading Policy (found in the SPS Handbook and SPS Website). Report Cards are distributed every 9 weeks and Interim Reports are distributed every 4 ½ weeks before the end of each reporting period. Look for these reports on the following dates:

Interim Reports	Report Cards
October 5, 2023 December 14, 2023 March 6, 2024 May 15, 2024	November 17, 2023 February 9, 2024 April 19, 2024 June 14, 2024

## TRANSPORTATION

- Students should only ride the school bus assigned. If a need arises for a student to ride a different bus than the one assigned, a written note from the parent should be presented to the office. If permission is granted, the student will be issued a bus pass.
- Students are to get on and off the school bus at the appropriate designated bus stops as determined by the transportation department. **Bus drivers should not have to wait for children who are late or remain in the house until the bus arrives.** Bus drivers are asked to provide some latitude in this rule where there is inclement weather. Students should be at the bus stop at least five minutes prior to normal arrival time of a bus.
- Students must remain seated while the bus is in motion. Students should sit in assigned seats as directed by the bus driver.

- Unless otherwise directed by the bus driver, students may talk quietly on the bus. Excessive noise can be a safety hazard.
- Students should not put any part of their bodies out of the bus window.
- Students should not throw any items on the bus or out the bus window.
- Students should not bring any live animals, glass objects, balls, or large items that could be dangerous or take up excess room.
- Students should exercise caution when exiting or boarding a bus. Students should wait until all traffic comes to a complete stop.
- Parents and other unauthorized individuals will not be permitted on the school bus. **If a parent wishes to discuss a matter with a bus driver, he/she should call the school and request a conference.**
- In the afternoon, students should go directly home from the bus stop and report to the individual responsible for their supervision.
- In the afternoon, buses will be announced over the school intercom. It is the student's responsibility to listen for his/her bus and to report immediately to the bus area. If a student misses a bus, the student should report to the office to contact home. The student should remain in the office until picked up by a parent or someone authorized by the parent.
- There should be no running or "walking fast" in the bus area when loading and unloading buses.
- **Students should understand that misbehavior on the school bus or bus stops is subject to the same consequences as if the behavior occurred at school. A student may be suspended from the school bus or from school. (i.e. fighting on the bus or at the bus stop)**
- Under certain circumstances, school may be dismissed early. **Parents are asked to have a plan whereby the student knows what to do in the event he/she arrives home and no adult is present.**

## BOOK FAIR

A book fair will be held twice during the school year. Parents and students have the opportunity to purchase books, posters, and other items during this event. Profits from the Book Fair are used to purchase books and/or other school items that benefit the students of Nansemond Parkway Elementary.

## FIELD TRIP CHAPERONE GUIDELINES

Please check with your child's teacher if you are interested in serving as a chaperone for field trips. The following is a list of guidelines for field trip chaperones:

- All chaperones must sign up online through the **Volunteer Connect** website for Suffolk Public Schools in an adequate amount of time prior to the field trip.  
<https://www.spsk12.net/volunteer-connect/>
- All adults attending a field trip are expected to serve as chaperones and assist in the supervision of students.
- Each chaperone is assigned to a specific teacher. The teacher assigned is the one responsible for providing supervision and directions for chaperones. The grade level chairperson may also provide assistance and is the one in overall charge of the field trip.
- A chaperone will be assigned a number of students to supervise. This number is not to exceed ten students and will depend on the number of chaperones available.
- The chaperone should know which students are assigned by name and how many. Throughout the trip, the chaperone and students should remain together. The safety of our children is our highest priority.
- Our school expects students to be polite, cooperative, and well behaved. If a student is not acting in an appropriate manner, the chaperone should verbally correct the student. If the student continues to misbehave and/or is uncooperative, the chaperone should inform the teacher who will correct the student and/or assign the student to the teacher's group.
- Some students require medications to be administered. In such cases, the nurse will provide the classroom teacher with the appropriate medication. The teacher will be responsible for administering all medications.
- Some field trips may allow students to visit a gift shop where students may use their own money to purchase items. Students should not be allowed to purchase items that would violate our school system's weapons policy (toy weapons, firecrackers, etc.).
- It is often necessary or desirable for groups to divide. In such cases, the chaperone should know where and when to meet. Please be on time.

- Only those children who attend *Nansemond Parkway* and only those students currently in the grade or class for which the field trip is approved may attend the field trip. **Chaperones may not bring other children on a field trip.**
- A chaperone must stay with the group at all times and not take his/her child away from the group to go to other areas not involved with the field trip. *For example, if it is not on the itinerary for students to visit a gift shop, a chaperone may not take his/her child to the gift shop.*
- If an adequate supply of chaperones is available, we may place limits on the number of chaperones that may attend.

## STUDENT RECOGNITION

Students will be recognized at the end of each grading period for the following: **“Braves” Award, Principal’s List, Honor Roll, Perfect Attendance, B.U.G. Club Student of the Month, and Braves Behaving Award.** An awards assembly will be held after report cards are issued at the end of each semester.

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

- **“Braves” Award** – Kindergarten students receive this award if they earn *Advanced Proficient* or *Proficient* with no *Needs Improvement* markings in any academic or behavior areas 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 2-5 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.
- **Braves Behaving** - One student from each class is recognized for exhibiting the traits of responsible, respectful and safe each nine weeks.

## AWARDS CEREMONIES

When time in the schedule permits, students will receive the above awards at an awards ceremony. Dates for the ceremonies will be posted on the school website, flyers sent home via Peach Jar and published in the Parent Newsletter.

## **SAFETY DRILLS**

The following safety drills are conducted throughout the year: code red, code yellow, code blue, code orange, fire drills, metal detector checks, and bus evacuation drills. Guidelines and procedures for these drills are periodically reviewed with students by the teachers and staff.

## **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.

## **TEXTBOOKS**

Textbooks are provided free to all students to be used during the school year. If a student has books checked out to them, they will receive a Textbook Distribution Letter explaining what books are checked out to the student as well as the price for each book. When books are distributed, they are scanned out to students based on their student ID number. At the end of the year, the books are to be returned in reasonably good condition. If any books are damaged, a fine will be assessed according to the age of the book and the type of damage. Replacement costs will be charged for lost books.

## **VOLUNTEER PROGRAM**

Volunteers are greatly needed and much appreciated. Volunteers are required to sign into the building at the kiosk/office. If you are interested in serving as a parent/community volunteer, please contact Mrs. Crystal Ball at [crystalball@spsk12.net](mailto:crystalball@spsk12.net), or Mrs. Kesha Liggins at [keshaliggins@spsk12.net](mailto:keshaliggins@spsk12.net). You may sign up for the Volunteer Program online at Volunteer Connect on the Suffolk Public Schools webpage. The process has been made as simple as possible. Each volunteer will be required to complete an application and be screened for inclusion in the Sex Offenders and Crimes against Minors Registry. The results of the background checks will be held confidential. Volunteers will need to complete a new application each school year. All new volunteers must be approved and must receive a clear background check prior to beginning volunteer work.

## **WEAPONS POLICY**

According to School Board Policy, carrying, bringing, using or possessing any weapon in any school building, on school grounds, in any school vehicle or at any school-sponsored activity without the authorization of the school or the school division is prohibited. According to policy, weapons include all firearms and knives, toy guns, toy knives, toy swords, target pistols, starter guns, stun guns, chemical weapons, and items that have been modified to serve a combative purpose. Students possessing any of the above items, regardless of reason, will be subject to disciplinary action. Parents should make daily checks of book bags to ensure that these items are not being taken onto school property.