

STUDENT HANDBOOK

2024-2025



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

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

August 2024

Dear Booker T. Washington Families:

Welcome to Booker T. Washington Elementary! Our 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 will continue to embrace our kindness theme with a new focus. **Our Theme for the 2024-2025 School Year: “Civility Matters: Growing Together with Kindness.”** We believe that civility goes a long way in creating a positive and productive school environment. Working together, we expect our students, staff, and school community to display respectful and courteous behavior, show respect for themselves, fellow students, and adults, strive to do their best every day, and never give up no matter the challenge. By embracing civility, we can build a supportive and encouraging atmosphere where everyone can thrive. Let’s make this school year the best one yet by committing to civility in all our interactions.

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

Verylessie Little

Verylessie Little
Assistant Principal

General Information

SCHOOL NAME:	Booker T. Washington Elementary
ADDRESS:	204 Walnut Street Suffolk, VA 23424
ADMINISTRATION:	Bernette Brock, Principal Verylessie Little Assistant Principal
OFFICE STAFF:	Patrice Jones, Secretary Stephanie Wilkins, Bookkeeper 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 Arrival 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:	<i>"We Dream, We Prepare, We Achieve"</i> <i>~Every Child, Every Day!</i>

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!**

Booker T. Washington Elementary School

Student Handbook

ARRIVAL

Student arrival is from **9:00 a.m. - 9:25 a.m.** Students should not arrive prior to 9:00 a.m., as staff cannot assume responsibility for students brought to school before 9:00 a.m. Please note, the instructional day begins promptly at **9:25 a.m.** Students that arrive after 9:25 a.m. will be marked tardy and must be signed in by an adult (18 or older) at the kiosk to receive a tardy 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.

Parent drop off is between **9:00 a.m. - 9:25 a.m.** at door entrance 15, located near the staff parking lot. Please remain in your car for staff on duty to greet you. The front entrance should not be used as a drop off/pick up point unless visiting. **Note that late arrival too frequently is detrimental to the academic success of students, as they are missing valuable instruction.**

ATTENDANCE

Regular attendance is an important factor in your child's achievement at school. Please note, The Code of Virginia §22.1-254 requires all students to attend school regularly. When students are absent from school, a parent/guardian must send a signed note including: the reason and date(s) of the absence, the student's full name, the teacher, and grade. The note should be sent to the child's teacher on the date he/she returns to school. However, **the Virginia Department of Education has implemented the monitoring of absences whether excused or unexcused.** School Board policy states that elementary students who miss in excess of twenty (20) unexcused days a year may be retained. **Schools are also 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.

Please refer to the Suffolk Public Schools Student Handbook for more information on Truancy Team meetings and the district's course of action for excessive school absences.

AUTHORIZATION FOR PICK-UP

If someone other than the parent or guardian is to pick up your child and is not listed on the **Student Information Form**, a note signed by the parent must be sent that morning to the teacher. Parents should also complete a **Student Information & Emergency Contact 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 kept in the office. Individuals picking up students will always be **required to show a picture ID**. Authorized individuals must be at least **18 years old**.

BEFORE AND AFTER-SCHOOL CARE

Parks and Recreation at Booker T. Washington is available for before and/or afterschool care. Please note this program is a separate entity of the school. If you are interested in their services

757-514-7247 for more information.

BREAKFAST / LUNCH PROCEDURES

All students' breakfast and lunch will be free of charge for the 2024-2025 school year. 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. 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 EXPECTATIONS

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 or cafeteria monitors.
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.

BUS AND BUS CHANGES

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.**

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. Please note, only transportation can assign or authorize student bus assignment changes.

BUS EXPECTATIONS

Students are expected to maintain appropriate behavior while on the bus. It is required that students sit **“back to back, bottom to bottom, bookbag in lap”**, and should be facing forward at all times. Students not following bus expectations will be given a bus referral which will result in disciplinary action to include parental involvement, bus suspension, in-school suspension or out of school suspension.

Early Start and Kindergarten students must have an ADULT at the bus stop in the morning and afternoon. If there is not a parent at the stop in the afternoon, the driver will bring him or her back to school and the student will have to be picked up by parent/guardian.

CELL PHONES

Cellphones are **not** permitted at the elementary school level by students. If it is absolutely necessary for your child to have a portable communication device, you must complete the **Parent Permission Form for Student Use of Portable Communication Device**. This form can be obtained from the front office. If approval is granted for your child to have a portable communication device, such as a cell phone, at school your child must abide by the following:

- Cannot display, use, activate, or permit portable communication devices to be activated during the instructional day. The instructional day includes, but is not limited to, lunch break, and any other structured or unstructured instructional activity that occurs during the normal school day, including while on the school bus;
- Must ensure that their devices are **turned off** and **out of sight** during the instructional day;
- Cannot use any portable communication device during the hours of the regular school day nor while on the school bus;
- Can **only** make use of a portable communication device before or after the instructional day, as long as the portable communication device is not used inside school buildings or on school buses;
- Can **only** make use of a portable communication device at after-school activities, including outdoor spectator events, provided they do not interfere with the after-school activity and their use conforms to directives of the building principal or designee.

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 school-wide information, classroom information and graded assignments. This should give parents some tangible evidence of your child's progress and important school information. 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.

CONFERENCES

Your child's teacher welcomes the opportunity to discuss your child's progress with you. Although there Parent Teacher Conferences have been scheduled, the school encourages you to arrange conferences when you need to have a discussion with your child's teacher. Please contact your child's teacher to schedule an appointment. Conferences may be scheduled before 9:00 a.m. or after 4:10 p.m. The best way to reach your child's teacher for a conference will be via email or ClassDojo. If you call the main office, a message will be taken for the teacher, in order to not disrupt learning.

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.

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.

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.

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

Our school-wide expectations for students and staff are to **Be Respectful, Be Responsible. Be Safe**. All school-wide expectations, including our school's PBIS matrix, will be taught to students during the first month of school and throughout the school year as needed. Below is a detailed matrix of our school-wide expectations.

 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

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. 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.

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 and 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

DONATED SNACKS

While we appreciate the thoughtfulness of parents and community members, we are not permitted to accept donated snacks. This is due to allergies and student safety. Please refrain from sending in snacks for the class unless requested by the teacher for an activity.

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, so as to not interrupt instructional time. **Picking up your child before 3:30 p.m. each day or too frequently is detrimental to their academic success as they are missing valuable instruction.**

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 security desk. ID is required regardless of how well we know you.
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.

EVERY DAY CAR RIDERS

Parents are asked to participate in the car rider program if their child is not riding the school bus to and from school or in an afterschool program at BTW. Parent drop off will begin at 9:00AM and end promptly at 9:25 a.m.. Parent pick up for those participating in the Car Rider Program will begin at 3:40 p.m. and end promptly at 4:00 p.m. Parents must have placards visible daily for student pick up. If the placard is not visible, parents will be required to come into the building to sign out the student(s). Parents must be prepared to show their identification daily and sign out their student(s). **Only those names included on the application will be allowed to pick up the student. NO EXCEPTIONS.** Car riders will use the Auditorium entrance (Door # 2). Applications to participate in the Car Rider program will be available prior to the start of school.

SCHOOL SAFETY

SAFETY 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. Weather drills are practiced once a semester and bus evacuation drills are practiced twice a year. Lock-Down crisis drills are conducted monthly.

METAL DETECTORS

In efforts to increase safety and security of our students and staff, ALL school's received Opengate metal detectors. These metal detectors will be used in many different capacities. Students, staff and visitors will walk through these devices to enter the school. All visitors are subject to search upon entering the school building. In addition, random metal detector checks in classes will also still occur throughout the year.

SCHOOL PICTURES

Individual pictures will be taken during the early fall and spring seasons. If parents wish to purchase pictures, checks are payable to Lifetouch Studios. Dates for school pictures will be announced and notices will be sent home, posted to the school website, and posted to Classdojo.

STUDENT RECOGNITION

Students are recognized for many accomplishments throughout the school year. These special awards help motivate our students to do their best. Some special recognitions are Honor Roll, Principal's List, Perfect Attendance, and PBIS Student of the Month.

School-wide student recognition assemblies for students earning "**Bears**" Award, **Honor Roll**, **Perfect Attendance**, and the "**B.U.G.**" Awards will be held after the second and fourth marking periods. Students will be recognized at the end of the first and third marking periods in their classrooms. The criteria for **each** are as follows:

- "**Bears**" Award – **Starting the second nine-weeks**, 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.
- **Honor Roll**- Students receive this award if they earn all A's or a combination of 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" for the marking period.*
- **Perfect Attendance**- Students receive this award if they have not missed any school days for the entire nine-weeks grading period.

TARDINESS

All students who arrive after 9:25 a.m. must report to the front office with an adult to receive a tardy pass. Late bus arrivals do not constitute a tardy and do not require a pass to class.

TELEPHONE

Students are allowed to use the school telephone for emergencies only. Permission must be given by a teacher or staff member. Personal cell phones are not permitted for students.

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, parents/visitors must walk through the metal detector and sign-in using the Raptor System with 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. Parents and visitors are not permitted to visit classrooms during the instructional day. This procedure helps in maintaining a safe environment for our students and staff.

Although 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 email request or 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.

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.

