

KILBY SHORES ELEMENTARY SCHOOL

Student Handbook 2024-2025



Always moving forward...fit for life.

The **vision** of **Kilby Shores Elementary** is to build kind, responsible, and respectful students who practice healthy and safe habits to become productive citizens.

The **mission** of **Kilby Shores Elementary** is to create a safe and nurturing learning environment that engages the whole child to always move forward with qualities to be fit for life.

Dear Parents/Guardians and Students:

As the faculty and staff of Kilby Shores Elementary, we believe in creating a nurturing environment where every child can thrive. As the school administrator, my commitment is to ensure that your child's school experience is exceptional. Our expectations for students are clear: to demonstrate good behavior, apply themselves diligently to their studies, and show respect to peers and adults alike.

In return, we pledge to provide our utmost in teaching efforts, treat students and parents with courtesy, and collaborate closely to foster strong home-school relationships. Our team not only maintains high standards in academics and conduct but also cultivates a caring atmosphere throughout the school.

We value your concerns as parents, and we will address them promptly and earnestly. We encourage your active involvement in your child's education by attending school events and maintaining open communication with us. Please inform us of any medical issues or family circumstances that may impact your child's performance or behavior at school, and we will keep you informed of any relevant school matters.

To keep you updated, we will regularly share school news and activities through our website, Shark Bits, phone alerts, emails, and special announcements. Communication envelopes will be provided weekly for your convenience, and we kindly ask that you check your child's backpack daily.

We extend a warm welcome to you and your family to join the Kilby Shores community fully. Together, let's continue to make our school a special place for every child, where they are always moving forward.

Sincerely,
Sabrina Lee

Dr. Sabrina Lee
Principal

**Student Handbook for:
KILBY SHORES ELEMENTARY SCHOOL**

111 Kilby Shores Drive Suffolk, VA 23434

Phone- 757-934-6214

ADMINISTRATION

Superintendent of Schools	Dr. John B. Gordon, III
Chief of Schools	Dr. Stenette Byrd, III
Chief Academic Officer	Dr. Okema S. Branch
Chief of Administrative Services	Dr. Rodney J. Brown
Principal	Dr. Sabrina Lee
Assistant Principal	Mrs. Shanna Teachey
Secretary/Bookkeeper	Mrs. Sheila Morris
Secretary	Mrs. Michaelynn Williams
School Counselor	Mrs. Karen Jones
School Nurse	Mrs. Allyn Sullivan
Head Custodian	Ms. Annette Reid
School Phone	(757) 934-6214
Fax Number	(757) 925-5569

SCHOOL HOURS

Students Arrival	9:00-9:25
Instructional Hours	9:25-3:50
Office Hours	8:30-5:00
Early Dismissal	1:15

ATTENDANCE

When a child is absent, a parent or doctor note **MUST be provided within 5 days upon return to school with the reason for the absence.** These excuse notes may also be emailed to our office secretary at michaelynnwilliams@spsk12.net.

Unexcused absences are considered for possible retention of a student according to Suffolk Public Schools promotion policy. **Students who have more than 20 days of unexcused absences may be retained.** As required by law, a mandatory attendance meeting is held when a child has 5 or more unexcused absences.

ARRIVING LATE and LEAVING EARLY

Please make every effort for your child to arrive on time and stay until the end of the school day. Try to schedule appointments before or after school. Students arriving at school after 9:25 a.m., must be signed in by parents. This procedure will prevent the child from being marked absent.

PLEASE REFRAIN FROM PICKING UP STUDENTS EARLY FROM SCHOOL WHENEVER POSSIBLE (BEFORE 3:50 PM). Picking up students early decreases their instructional time and interrupts teaching/learning.

For the safety of your child and all students, a picture ID is required when signing out a student. If your child is picked up early by someone other than yourself, be sure the person is identified on the pickup form turned into the office. All students who are picked up must be signed out. **STUDENTS WILL NOT BE RELEASED WITHOUT PARENTAL PERMISSION.**

BIRTHDAY PARTIES

Parents may bring pre-packaged snacks to celebrate their child's birthday. Please refer to the wellness guidelines found on the Suffolk Public Schools website (https://www.spsk12.net/departments/food_services) for details about approved snacks.

BOOKS

Library

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

Textbooks

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

BUS TRANSPORTATION

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

Students are to follow the bus rules listed below:

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

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

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

CAFETERIA

Breakfast and Lunch - Breakfast and Lunch are free for all students. Snacks may be purchased when available.

CONFERENCES

Parent/Teacher conferences should be scheduled before or after school. If a conference is desired with the teacher(s) and/or administrator(s), Please call the office at 934- 6214 for an appointment. Occasionally, teachers are available during their planning time. All meetings must be pre-scheduled through the teacher prior to the day of the conference.

Parent-Teacher Conference Dates: November 14th, February 6th & April 10th

DISMISSAL PROCEDURES

Please be aware that **ALL** students who are **NOT everyday bus riders** are **REQUIRED** to have a **PLACARD** to help dismissal run safely and efficiently. This includes car riders who are picked up in the front loop, as well as students who are signed out at the anchor. **(See form in the Appendix)**

All **bus riders** will have a color coded tag on their book bag that will correlate with their bus route.

DRILLS: BUS, WEATHER, FIRE, and METAL DETECTOR

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

EARLY DISMISSAL (SPS)

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

Early Dismissal Days

- October 3, 2024
- November 14, 2024
- February 6, 2025
- April 10, 2025
- May 23, 2025
- June 5, 2025
- June 6, 2025

EMERGENCY CARDS

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

FIELD TRIPS

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

- Field trips are extensions of classroom instruction and students completing all assignments may be permitted to participate.
- Shopping is not the purpose of the field trip and will not be allowed for students or parents.
- Students may not take electronic devices on the trip.

- Kilby Shores Elementary and school personnel will not be responsible for any lost or stolen items.
- Student dress must meet the specified directions by teachers for the field trip.

Field Trip Chaperones

ALL field trip chaperones must be pre-approved. Students will be assigned to the chaperone by the teacher. The chaperone will be responsible for the assigned students and is expected to keep their group with the grade level at all times. NO smoking or sleeping is allowed at any time by the chaperones. Parents/guardians are not permitted to follow the buses used for the field trip or join the tour at the site. Siblings may not attend the field trip. Selected chaperones will be responsible for paying the charge for the field trip including the cost of adult admission. Neat and appropriate dress is expected of chaperones as well as students.

GRADING PERIODS

Reporting Periods

- First Nine Weeks: October 29, 2024 (Report Cards distributed November 14th)
- Second Nine Weeks: January 22, 2025 (Report Cards distributed February 6th)
- Third Nine Weeks: April 1, 2025 (Report Cards distributed April 10th)
- Fourth Nine Weeks: June 19, 2025 (Report Cards distributed June 6th)

Interim Reports

- September 27, 2025
- December 6, 2025
- February 27, 2025
- May 9, 2025

GUM AND CANDY

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

HOME ACCESS CENTER (HAC)

Parents/guardians may access grades online through the Home Access Center (HAC). Grades that appear in HAC are updated weekly and provide student progress. If you need a HAC account, please contact the school office for more information.

IMPORTANT DATES

August 30, 2024	Pre-Labor Day Start per Code of Va. 22.1-79.1 - Division Closed
September 2, 2024	Labor Day Holiday
November 5, 2024	Virtual Clerical Day for Teachers - No School for Students
November 11, 2024	Veterans Day Holiday - Division Closed
November 14, 2024	Parent Teacher Conference Day - Early Release for Students
November 27 - 29, 2024	Fall Break- Division Closed
December 23 - January 3, 2025	Winter Break-Division Closed
January 20, 2025	Martin Luther King, Jr. Holiday - Division Closed
January 23-24, 2025	Teacher Clerical and PD (Transition) Days - No School for Students
February 6, 2025	Parent Teacher Conference - Early Release for Students
February 17, 2025	President's Day Holiday- Division Closed
March 4, 2025	Professional Learning Day - No School for Students
April 10, 2025	Parent Teacher Conference - Early Release for Students
April 14 -18, 2025	Spring Break- Division Closed
May 23, 2025	1/2 Day Teacher Planning - Early Release for Students
May 26, 2025	Memorial Day Holiday - Division Closed
June 5, 2025	Early Release for Students
June 6, 2025	Last Day of School for Students and Staff - Early Release for Students

KSES BEHAVIOR EXPECTATIONS

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

To Be a Kilby Shores SHARK,

I will practice Safe behavior.


I will make Healthy choices.

I will Always be respectful.


I will be Responsible for my behavior.

I will be Kind to others.





KSES SHARK Expectations:



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

As a Kilby SHARK, students are expected to maintain a high standard of conduct. Failure to do so will result in the following consequences (parent contact, Shark Warning, Disciplinary Referral). Positive Behavior Intervention Support (PBIS), class

meetings, parent/student conferences, and Restorative Practices are used to promote positive behavior. Consequences may include parent contact/conference, Shark Warning, or Disciplinary Referrals.

Any item that can be used as or resembles a weapon may result in an Out-of-School Suspension and/or Administrative Hearing. This includes: toy guns, lasers, toy knives, poppers, razor blades, (of any kind), etc. This rule also applies to students making threats that involve using a weapon or killing someone for any reason.

Please refer to the Student Code of Conduct on the Suffolk Public Schools website for more detailed information

LOST CLOTHING

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

PARKING

Please park in designated parking areas. Please do not block another car by double parking in the parking lots or in the front loading and unloading area. Cars may be towed at the owner's expense.

The loop in front of the main entrance is a NO PARKING ZONE and should be left available for emergency vehicles at all times. This is a FIRE LANE and cars parked here will be ticketed by the Police Department.

PARTNERS-IN-EDUCATION

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

- **Chick-Fil-A**
- **Bethlehem Christian Church**
- **Southside Baptist Church**
- **Food Lion**
- **Covenant Community Church**
- **Suffolk Fire and Rescue Station #4**

- **Alive Church**
- **Lakeland High School -Rho Kappa National Social Studies Honor Society and Journalism Classes**
- **Suffolk Alumnae Chapter of Delta Sigma Theta Sorority, Inc.**

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

PHONES

Students may not bring a cell phone to school unless a “cell phone usage” form is completed and approved by the administration. Cell phones will be confiscated if an approval form is not on file. Only a parent/guardian may retrieve confiscated phones.

PTA

Please join and become an active member of the Kilby Shores PTA! Let's work together to help our children. Meetings are scheduled for 5:30 P.M. on the following dates:

PTA Dates

Tuesday	September 10th	5:30PM
Tuesday	October 8th	5:30PM
Tuesday	November 12st	5:30PM
Tuesday	December 10th	5:30PM
Tuesday	February 11th	5:30PM
Tuesday	March 11th	5:30PM
Tuesday	April 8th	5:30PM

The PTA provides support and activities, which enhance the education of all our students. Show your support by joining the **PTA**. Help us to earn 100% parent participation!

SCHOOL CLOSING

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

SCHOOL NURSE AND MEDICATION

The school nurse will be on duty every day. If a student becomes ill or has an accident, we will notify the parents, by note or phone. If the parent/guardian cannot be reached, the numbers listed on the Emergency Card will be called. **Students who are vomiting or have a fever should remain at home a minimum of 24-36 hours after the fever is completely gone and the child is symptom free.**

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

SCHOOL PICTURES

(Tentatively and subject to change)

September 26, 2024

April 9, 2025

SCHOOL SUPPLIES

Each student is expected to come to school fully prepared for daily lessons. Please see the grade level supply list for a detailed list of supplies. This can be found on the KSES website. If a student is in need of assistance with supplies, please contact Mrs. Jones, School Counselor.

SPECIAL RECOGNITION/AWARDS

1st Nine Weeks	2nd Nine Weeks	3rd Nine Weeks	4th Nine weeks	End of Year
Principal's List (All A's)	Principal's List (All A's)	Principal's List (All A's)	Principal's List (All A's)	Principal's List (All A's for the year)
A/B Honor Roll	A/B Honor Roll	A/B Honor Roll	A/B Honor Roll	Honor Roll (Year Average)
Perfect Attendance	Perfect Attendance	Perfect Attendance	Perfect Attendance	Perfect Attendance
	BUG (Brought Up Grade)	BUG (Brought Up Grade)	BUG (Brought Up Grade)	BUG (Brought Up Grade)
Citizenship	Citizenship	Citizenship	Citizenship	Shark Award
Hats Off Award (K)	Hats Off Award (K)	Hats Off Award (K)	Hats Off Award (K)	

SHARK OF THE MONTH CRITERIA

A student from each class is nominated as the SHARK of the Month each month based on demonstrating our SHARK expectations.

SPIRIT WEAR

Spirit wear may be purchased from the PTA, if available.

TOYS, GAMES, ELECTRONIC DEVICES, etc.

Toys, games, etc. are not allowed in school. If such items are brought to school, they will be collected and will only be returned to parents upon phone call/conference. If these items are brought to school, lost or stolen, the school will NOT assume any responsibility.

VISITORS

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

VOLUNTEERS

To ensure the safety of students, all volunteers must submit a volunteer application each year. [SPS Volunteer Application](#)

Parents and others are always welcome to volunteer their time to the school. All volunteers must have an ID and sign in with the Security Monitor/Office Staff. Please contact Mrs. Karen Jones, School Counselor, to explore volunteer opportunities. **Volunteer opportunities are based on COVID 19 restrictions.**

YEARBOOK

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

Kilby Shores Elementary School

111 Kilby Shores Drive • Suffolk, Virginia 23434



Dr. Sabrina Lee

Principal

Shanna Teachey

Assistant Principal

Dear Parents/Guardians:

The purpose of this letter is to inform you of the “everyday pick-up” procedures. Please be aware that ALL students who are NOT everyday bus riders are REQUIRED to have a placard to help dismissal run more efficiently. This includes car riders who are picked up in the front loop, as well as students who are signed out at the anchor.

This process requires parents to apply for an “everyday pick-up” placard. Families will receive two parent placards and one student book bag tag. The placards and book bag tag will have matching identification numbers for each family to ensure your child’s safety.

Pick up for placards will be **August 22nd from 1:30pm - 4:00pm**. Only a parent or guardian may complete the application and pick up the placards.

The guidelines to participate in everyday pick-up are listed below:

- School issued placards must be visible daily for everyday student pick-up at the front of the building.
- If the placard is not available, you must park in the side lot (by learning cottages) and come to the front of the building to sign your child out. Parents must be prepared to show their identification.
- **Students will NOT be allowed to switch back and forth between the bus and everyday pick-up.**
- By signing and completing the everyday pick-up application, you are acknowledging that your child does not need to be signed out as long as the person picking him/her up has the school issued placard matching the child’s assigned number.

Thank you in advance for your support. As always, if you have any questions or concerns please feel free to contact us at 757-923-6214 or via email at sabrinalee@spsk12.net.

Sincerely,

Dr. Sabrina Lee

Dr. Sabrina Lee
Principal

Mrs. Shanna Teachey

Mrs. Shanna Teachey
Assistant Principal



By signing and completing this everyday pick-up application, you are agreeing to the terms of the “everyday pick-up” service. These terms state that your child does not need to be signed out as long as the person picking him/her up has a school issued placard matching the child’s assigned number.

All information must be completely filled out in order for application to be complete. (Please PRINT)

Parent/Guardian Contact Information:

Parent/Guardian’s Name: _____

Phone Number(s): _____

Student Information

Student’s Name: _____ Grade: _____

Student’s Name: _____ Grade: _____

Student’s Name: _____ Grade: _____

Student’s Name: _____ Grade: _____

Student’s Name: _____ Grade: _____

By signing below, the Parent/Guardian acknowledges and agrees to the terms and conditions of this application.

Print Name _____

Parent Signature _____ **Date** _____

Office Use Only: Placard Number _____ Issued Date: _____
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