

KING'S GRANT ELEMENTARY SCHOOL

PARENT HANDBOOK

2020-2021

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Main Office (757) 648-2800

CURRENT INFORMATION

We want to ensure you receive all important information we need to share with you regarding your child. All information on your child(ren) should be current (i.e. address, phone numbers, emergency contact persons, early dismissal forms). It is very important that we have an accurate email address and phone number as a great deal of important information is shared through the AlertNow system to your email and phone number. If there is a change in any of this information, please contact the office at (757)648-2800 to ensure the change is made.

CODE OF CONDUCT

In order to inform parents about School Board policies regarding student behaviors and consequences, a copy of the Code of Conduct will be sent home with students. Parents should discuss all information with their children and signatures of both parent and student are required to ensure awareness of the policies. For physical education, students must have lace up (or Velcro) rubber soled shoes. All students must wear a cloth facemask during the school day. The only exception to this will be students who have submitted a medical exemption. Please verify with administration if your child has a medical exemption. A face shield will be provided as an alternative. If a face shield is not worn, the student will be separated from all other students by a six foot radius throughout the entire day.

HEALTH CARE

All parents MUST complete the [Covid-19 Self-screening tool](#) before bringing their child/children to the bus stop.

Please keep your child at home for **24 hours** after a temperature of 100.4 degrees or greater, or after starting on antibiotic therapy for a communicable illness. A day of rest helps to strengthen the immune system against other illnesses. Please report all absences to the school office (see REPORTING ABSENTEEISM). A **MEDICAL AUTHORIZATION** form must be completed by the parent and physician if a child is to take any, even over-the-counter, medications at school. Faxed orders from a physician's office are accepted; however, the parent must sign the form. The telephone number for the clinic is 648-2807. The fax number is 431-4092. No medication will be accepted without a completed medical authorization.

REPORTING ABSENTEEISM

Please call the school (648-2800) or email your child's teacher and Shanna.Newton@vbschools.com when your child will be absent or not able to participate in synchronous instruction. If you call after 4:00 pm, please leave a message in the school's mailbox. If you call during school hours, please press 0 and leave the information with a person in the office. Make sure to give the student's name, teacher's name and the reason for the absence. Parents who have not called prior to 9:00 a.m. will be contacted during the school day. An absentee note explaining the absence is also required when the student returns to school. Please provide your child's full name, the teacher's name, date of absence, reason for the absence and a parent signature. **We also consider being tardy to school an important matter as late arrival can result in loss of instructional time. A student arriving late to school must have an adult sign the child in at the Security Desk.**

EMERGENCY EARLY DISMISSAL FORM

The Emergency Early Dismissal Form is extremely important. This information lets school personnel know how your child is to go home in case of an early closing due to inclement weather or an emergency. The "After School Program" closes when the school closes due to inclement weather/emergencies. We are unable to call people to notify them of school closings. Please go over the plan noted on the Early Dismissal Form with your child; it allows the process of closing the school to be safe for everyone.

CAFETERIA

In order to promote student safety, some students will eat in the cafeteria and some students will eat in their classrooms. When the weather permits, teachers may take their students outside for lunch. Parents will not be able to visit during lunch. Carbonated beverages are not allowed during lunch time. For your convenience and safety, we ask that you pay online using a charge/debit card (there is a 3% convenience fee added for each online transaction.). Please call the cafeteria manager, Mrs. Morgan, at 648-2809 for details.

VISITORS/VOLUNTEERS

We will have limited visitors and **all visitors will need an appointment.** Visitors (with appointments) will sign in at the security desk, main office or other designated area. The school division has purchased the Raptor Sign-in Security System. Visitors to the building must present their driver's license or military ID; while we recognize many of you, this is a requirement for ALL visitors. An identification badge must be worn by visitors at all times (both in the building and on school grounds). Also, visitors should use adult restrooms.

INTERRUPTION OF CLASSES

Between the hours of 9:00 a.m. and 3:30 p.m., classes may not be interrupted except with permission from administration. Valuable teaching time can be lost through interruptions. Conferences may be requested by parents and scheduled at a time that does not interrupt instruction.

BRING YOUR OWN DEVICE

Students are benefitting from one-to-one technology by having access to school issued Chromebooks. Students may still bring their own technology to school (smart phones, tablets, e-readers, laptops, etc.). Students may connect to the internet only through the school's filtered wireless network. Devices are for instructional purposes, and, as such, their use is at the direction and discretion of the classroom teacher and KGES administration. Any use outside of that provision may result in confiscation of the device for 24 hours and disciplinary action as outlined in the VBCPS discipline guidelines.

HOMEWORK

Students will not be assigned daily homework. We are asking students to read nightly for 20 minutes. We are encouraging students to use resources available through the Clever Portal to practice current skills based on student need (ex. Achieve3000). Teachers will provide grade level specific information regarding resources available through Clever. Additionally, teachers may provide math game suggestions that reinforce skills and strategies taught in class and resources for science and social studies to support grade level objectives. Parents may work directly with teachers if additional practice is needed in a specific area.

CELEBRATIONS

Due to the current health situation, no outside snacks will be allowed in any classrooms. If this changes during this school year, we will send an update.

Invitations to student's parties occurring outside of school will not be distributed unless every child in the classroom receives an invitation. Birthday parties are not allowed during the school day, and as noted above, outside snacks will not be shared with students this year.

TRANSPORTATION ~ ARRIVAL & DISMISSAL

Parents should not bring students to school before 8:40 a.m. or let them remain after school past 3:30 p.m. unattended. The school staff cannot be responsible for supervising students within the building and on school grounds before or after school hours. A before and after school recreational program has been provided by Parks and Recreation. The program runs from 6:30 a.m. to 8:40 a.m. and continues from 3:30 p.m. to 6:00 p.m. after school. If interested, please call Parks and Recreation at 385-0400. Students will only be released to parents and designated persons who are listed on the student registration card. Custody papers should be kept current.

An Emergency School Closing Plan has been established:

1. Parents will complete a form designating transportation should an emergency closing occur.
2. School Personnel will follow the parent/guardian's designation when an emergency school closing is necessary. Please update this form as necessary and review it with your child.
3. After School Program sponsored by Parks and Recreation closes when school closes.

BUS TRANSPORTATION: Students who ride buses must ride their assigned bus unless special permission is acquired from the school administration. All students must have a face mask on and all parents must have completed the health checklist before going to the bus stop. Students going home in a different manner should bring a signed and dated note to school. Bus transportation is not provided for afterschool activities such as parties, play date, clubs, etc.

PARENTS TRANSPORTING STUDENTS: **The instructional day begins at 9:00 a.m. and concludes at 3:30 p.m.** The bus loop is **not** available to private vehicles during arrival (8:40-9:00) or dismissal (3:15-3:50).

In the morning for arrival, parents should drop off their child(ren) in the Lynnhaven Baseball parking lot loop. Drop off begins at 8:40 a.m. and ends at 8:55 a.m. to allow students to be in class by 9:00. Do not drop off your child(ren) if a staff member is not present. After 8:55, a parent must park in a parking space, enter the lobby, and sign in his/her child(ren).

For dismissal, parents should ensure they have the car tag and ID. The library parking lot is not very big and St. Nicholas Catholic Church has provided us permission to use their parking lot. If you arrive early, please park at the St. Nicholas Church lot and drive to the parking lot at your designated time. Mrs. Sheridan will check to ensure the person in the car with the car tag is a person on the pick-up list, the child will exit the library and enter the car. The car will drive out of the parking lot.

DISMISSAL CHANGES: For the safety of children, please send in a signed note with the child's name, date, and teacher's name explaining the change in dismissal.

Last minute transportation changes should be avoided (after 2:00 p.m.). Students may not be pulled from the buses or bus lines due to safety regulations. If an urgent need arises, please arrive in the main lobby no later than **2:30**. This ensures students can be safely dismissed to you before dismissal begins.

When it is necessary for parents to pick up their children prior to parent pick up, they should sign the students out in the main office and wait for them in the lobby area. Parent identification will be needed. Students cannot be called out of class until the parent arrives at school. Try to schedule appointments after 4:00 p.m. so the instructional day will not be interrupted. Everyone appreciates your cooperation in this matter as teachers are teaching up to the dismissal bell.

PERSONAL BELONGINGS

All personal belongings should be properly marked so that they can be easily identified (coats, hats, gloves, lunchboxes, purses, etc.). When your child leaves for school each day, please make sure that he/she has everything necessary for a successful school day. Items such as books, paper, pencils, signed notes, and lunch money are often forgotten.

Unidentified articles that are left in the building will be donated to a charity at the end of each quarter if not claimed.

Students are not to bring valuable items to school for any reason unless for use as outlined below in the Bring Your Own Device section.