

KING'S GRANT ELEMENTARY SCHOOL

PARENT HANDBOOK

2018-2019

Lorena Kelly, Principal

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612 N. Lynnhaven Rd
Virginia Beach, VA 23452
Main Office (757) 648-2800

CURRENT INFORMATION

All information on your child(ren) should be current (i.e. address, phone numbers, emergency contact persons, early dismissal forms). If there is a change in any of this information, please contact Ms. Pritchard or come into the office to make the changes.

REPORTING ABSENTEEISM

Please call the school (648-2800) or email Sandi.Pritchard@vbschools.com on any day that your child will be absent to inform the office. 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.

HEALTH CARE

Please keep your child at home for **24 hours** after a temperature of 100 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.

CAFETERIA

Each class is assigned one place to sit in the cafeteria for lunch. If you plan on visiting your child for lunch, come to the security desk to sign in and receive a special tag. Your child may join you at a guest table. After lunch, parents are asked to say their farewells in the "Hug and Go" zone in the cafeteria lobby. **Parents may not take their child(ren) from the cafeteria; student sign out must be completed at the office, and the student will be called to the lobby for dismissal. Carbonated beverages are not allowed in the cafeteria during lunch time.** For your convenience, you may pay for your child(ren)'s lunches in advance by check or cash. If you plan to bring the money to the cafeteria manager, please plan to arrive between student arrival and 10:30. Once lunches begin, it is very difficult to maintain our lunch schedules when staff takes payments from parents at that time. We appreciate your flexibility and understanding. You may also pay online using a charge/debit card (there is a 3% convenience fee added for each online transaction.). Please call the cafeteria manager, Mrs. George, at 648-2809 for details.

VISITORS/VOLUNTEERS

All visitors 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 8:40 a.m. and 3:10 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. When a parent is volunteering or visiting for special classroom activities in the school, preschool siblings should not accompany the parent volunteer/visitor. This will assist us in providing a learning environment free from interruptions and distractions.

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.

BRING YOUR OWN DEVICE

This year, students are benefitting from one-to-one technology by having access to 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. All students in 1st, 2nd, 3rd, 4th, and 5th grade will have access to a Chromebook during the instructional day.

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. TenMarks). 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. Parents may work directly with teachers if additional practice is needed in a specific area.

CELEBRATIONS

Seasonal celebrations and end-of-the year parties are allowed when approved by the administration. These activities need to be instructionally-based and coordinated with the classroom teachers. Invitations to student's parties will not be distributed unless every child in the classroom receives an invitation. Birthday parties are not allowed during the school day. Birthday treats may be sent in by parents and served only to that class during lunchtime. Only store purchased items with labels will be distributed to students. Only items that all students can eat will be shared with a class. **Please check with the teacher about the possibility of students with food allergies.** It is imperative that you communicate your child's specific food allergy needs to the school nurse and your child's teacher as early in the year as possible. Your child's teacher will then be able to advise room mothers of any special needs. Also, you may want to provide your child's teacher with the appropriate food options for your child instead. **Please consider an alternative to cupcakes, donuts and other high-sugar food.** Given the number of students with food allergies, a non-edible item would be an ideal alternative. Students really enjoy a new pencil, a sticker sheet, or other small trinket. If a treat is sent in, it must be checked in by security. Security will ensure it is provided to the class in the café.

TRANSPORTATION ~ ARRIVAL & DISMISSAL

Parents should not bring students to school before 8:20 a.m. or let them remain after school past 3:10 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 8:30 a.m. and continues from 3:10 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. 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 8:40 a.m. and concludes at 3:10 p.m.** The bus loop is **not** available to private vehicles during arrival (8:20-8:40) or dismissal (2:45-3:15).

In the morning for arrival, parents should drop off their child(ren) in the Lynnhaven Baseball parking lot loop. Drop off begins at 8:20 a.m. and ends at 8:35 a.m. to allow students to be in class by 8:40. Do not drop off your child(ren) if a staff member is not present. After 8:35, a parent must park in a parking space and walk into the building office and sign in his/her child(ren).

For dismissal, parents should park and enter the front of the building to sign out their child(ren) with Mrs. Sheridan, security assistant. Parents will wait in the hall adjacent to the security desk until 3:10. Staff will meet students in the 500 hallway and connect them with parents. Once connected with your child(ren), please depart school grounds as quickly as possible to help keep congestion to a minimum as buses depart.

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. Dismissal changes will not be taken over the phone or email.

Transportation changes will not be made after 2:30 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 **2:30p**. 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 (3:10 p.m.), 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 3:30 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.