

# PARENT-STUDENT HANDBOOK



**Today Eagles Read,  
Tomorrow Eagles Lead!**

**2018-2019**

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**NORFOLK PUBLIC  
SCHOOLS**

**MISSION**

The mission of Norfolk Public Schools, the cornerstone of a proudly diverse community, is to ensure that all students maximize their academic potential, develop skills for lifelong learning and are successful contributors to a global society, as distinguished by:

- \*Courageous advocacy for all students
- \*Family and community investment
- \*Data-driven personalized learning
- \*Strong and effective leadership teams
- \*Shared responsibility for teaching and learning
- \*Access to rigorous and rewarding college and career readiness opportunities

**PARENT  
INVOLVEMENT**

**PARENT-TEACHER  
ASSOCIATION**

The Calcott PTA continues to be very active and plays a critical supporting role in the success of our school. Parents, grandparents,

and other special people in our students' lives are invited to join our PTA. Our goal is to have a membership equal to the school population. PTA membership dues are \$5.00.

We hope that you will take an active role in planning, assisting and supporting the projects of the PTA.

Mark your calendars with the meeting dates for PTA Meetings combined with the following activities:

**PTA MEETING DATES**

Please check your monthly parent calendars for PTA events as well as other school functions.

**REFLECTIONS**

"Reflections" is a National PTA cultural arts program, which encourages K-12 students to express their thoughts and feelings through the creative arts. Each year a new theme is chosen and students then create artwork at home or school in four categories: literature, visual arts, photography or music. Students compete for recognition in age categories. This year's theme is "Heroes Around Me".

Information will be sent home and is available on the Virginia PTA website ([www.vapta.org](http://www.vapta.org)).

### CONFERENCES

We hope that you will communicate with your child's teacher frequently whether you have a specific question or concern in mind, need to check on your child's overall progress, or you just feel the need to make contact with your child's teacher. Please bring to the teacher's attention concerns, which you may have prior to contacting the administration.

To ensure that the teacher is available, please send a note to the teacher requesting a specific date and time before or after school. The teacher will confirm the appointment. To ensure that the instructional day is not interrupted, conferences are not scheduled between 9:00 a.m. and 3:55 p.m. Friday mornings are reserved for faculty meetings.

### VISITORS

**All visitors are asked to report to the school office upon entering the building.** Parents bringing

forgotten items to school should take them to the office.

### NPS POLICY REQUIRES:

#### 100% ID Check

You must present a valid Picture ID when entering the Building to Volunteer / Sign out Students / Have lunch with Students and Meet with Teachers!

#### NO EXCEPTIONS!

### PARENT STRATEGIES FOR SUCCESSFUL STUDENTS

- \*Learn the names of all teachers who will be working with your child and communicate with them frequently.
- \*Review school rules and procedures with your child and stress the importance of good behavior in getting a good education.
- \*Set high expectations with your child for behavior and academics and provide appropriate recognition for success.
- \*Make sure that your child has the necessary supplies.
- \*Make plans with your child for transportation at the end of the day. If a change from the routine is to be made, provide the teacher with a note.

\*See that your child comes to school every day and at the appointed time. Frequent absences and tardies hinder your child's academic growth and interrupts classroom routine.

\*Review homework with your child and discuss the school day.

### **ATTENDANCE**

All students are expected to attend school daily and to be on time. When late arrival or absence is necessary, send a note, which provides a reason. A student must be in school a minimum of 3 hours to be counted present.

NPS attendance policy states that elementary students who miss 20 or more days of school may not be promoted to the next grade. The VA Department of Education considers 10 days excessive. The school is obligated to take measures to ensure that all students attend school regularly.

## **ARRIVAL AND DISMISSAL**

### **SCHOOL HOURS**

School begins for students at 9:30 a.m. and closes at 3:55 p.m. Students are not permitted to enter the building until 9:00 a.m. unless they are in the YWCA program. Students arriving after 9:35 a.m. are considered tardy. **Due to safety concerns, please do not drop your student off before 9:00 a.m.**

### **PROCEDURES**

#### **Arrival:**

All students who walk or are brought to school are expected to arrive at the school between 9:00 and 9:30 a.m. Parents are prohibited from walking their child beyond the front lobby in an effort to decrease the amount of traffic in the building in the mornings.

#### **Dismissal:**

Students who are walking home are expected to go directly home after dismissal.

If you are picking up your child, please be here by 3:50 p.m., the dismissal time. Please wait outside the building on the grassy area.

Teachers need space to safely escort their students to their dismissal location. For the safety of our students, please wait for the class to get to their designated dismissal location before taking your child from the class line.

To facilitate bus arrival and departure, if you are delivering or picking up your child, please park in front of the school on Westmont Avenue. **Vehicles must park parallel with the flow of traffic.** No parking on the schoolyard or in the service drive. Double parking in front of the school is dangerous for our students. **Students must cross the street at the cross walk with the crossing guard during arrival and dismissal times.** Please help us keep arrival and dismissal safe.

As a reminder, Virginia law forbids the passing of a school bus when students are being loaded or unloaded from it. This law also applies to school grounds.

**The school does not have the staff for supervising your child before or after school hours.** The YWCA runs a before and after care program for those

students who must arrive early or stay late. The number is 625-4248.

### **Change in Plans**

Teachers should be notified in writing of any changes made in transportation plans. **Otherwise, the usual plan will be carried out.**

### **Bus Riders**

Bus service is provided when students live a mile or more from school or when walking would be dangerous.

Students must ride the bus to which they have been assigned.

Students should be at their respective loading points at the given times or as specified by the driver. If their bus is late, students are expected to remain at the stop until the bus arrives or notification is given.

Bus riders will depart the school at 4:00 p.m. If the bus is late, students are expected to wait.

No bus riders will be allowed to walk home or ride with another parent **unless a signed note is sent from home.**

## **Safety Rules**

Students are reminded that the school rules apply to walkers and bus riders on the way to and from school as well as at school.

- Obey all traffic rules when walking or riding the bus.
- Cross the street only at crosswalks.
- Walk on sidewalks wherever possible.
- Go directly home after school.
- Do not talk to strangers or accept rides from them.

## **Bus Safety/Discipline**

Wait at the bus stop in an orderly manner. Remain seated on the school bus and keep arms and hands inside windows. Follow school rules on the bus. Fighting and disobeying the bus driver can be very dangerous.

Students who do not follow bus rules may have transportation privileges revoked. Parents are then responsible for transportation.

## **Early Release of Students**

Students may not leave school prior to dismissal with anyone other than a parent without written permission from the parent. Parents who wish to pick up a student early must sign the student out in the office by 3:30 p.m. Students will then be called to the office. After 3:30 p.m., we will be unable to meet your request due to the interruption of the dismissal process. Students being checked out for an appointment and returning later in the day should report to the office before returning to class.

## **INCLEMENT WEATHER**

Look on the NPS Website or listen closely to your television or radio for Norfolk announcements. The stations will have the information as quickly as the schools. Calling the school may lead to your frustration due to busy signals on the limited number of phone lines and will prevent outgoing communication.

Any time that inclement weather causes you a concern, please feel free to pick your child up early. Just remember to follow the regular procedure for early dismissal sign out.



If you are not at home during the day, you may want to make alternative emergency arrangements with a neighbor or relative if school is dismissed early. Informing the teacher by written note would be helpful.

**MISCELLANEOUS  
INFORMATION  
AND  
PROCEDURES**

**CHANGE OF INFORMATION**

Contact your child's teacher and/or our office when you have a change of address or phone number. Unlisted phone numbers are kept confidential. Please make sure that we have a way to contact you during the school day and an emergency number.

**DRESS GUIDELINES**

Cleanliness, neatness, and common sense should be the focus of getting dressed for school. Good grooming should include brushing or combing hair, washing, brushing teeth, and

wearing clean clothes. Wearing tennis shoes on PE days is appreciated. Students should not wear costumes or face paint. These are distractions to the teaching and learning environment. For more information regarding the dress code, please refer to NPS dress code attached to back of handbook.

Adults are requested to wear clothing that will not cause distraction and which is appropriate to the educational setting.

**LOST AND FOUND**

Articles that are found in the school building or on school grounds will be placed in the lost and found box in the clinic. Assist your child in keeping track of personal items by putting names on outer clothing, sweaters, lunch boxes, notebooks, and other items.

**MEDICATION**

Any medication to be given to your child at school must be delivered to school by the parent and must be accompanied by a doctor completed form available from the office. Do not send any medication, including such items as cough drops or pain relievers to school to be taken by

your child. All medications will be given by the school nurse or office staff with an order from the child's physician. Medication forms can be obtained from the School Nurse.

### **PETS**

Pet animals are not allowed on school grounds. Even the most placid pet can become overexcited when exposed to new circumstances. Please make every effort to prevent your pet from following your child to school.

### **BABY STROLLERS**

Baby Strollers are not permitted inside the school building.

### **SENDING MONEY TO SCHOOL**

Please send children to school only with the money that they need for that particular day. We cannot be responsible for lost money so please assist us in teaching them to be careful.

Due to separate accounting procedures, lunch money cannot be combined with other monies. Please submit breakfast/lunch

monies to the cafeteria separate from any other monies.

### **STUDENT ILLNESS**

Students who become ill or are injured at school will be sent to the clinic. Depending on the situation, parents will be notified by phone or by note. If necessary, the parent will be contacted to pick up the student in a timely manner. **Students who leave school early with a fever cannot return until they are fever free for twenty-four hours.**

### **CELL PHONE POLICY**

Students will be allowed to use the building telephone only in emergencies and after they have received permission from their teacher and/or the office staff.

**Per NPS Policy: Elementary students are not allowed to have cell phones on school property, this includes school buses and bus stops.**

### **TEXTBOOKS**

Textbooks are provided free to all elementary school students in Norfolk Public Schools. Students are, however, responsible for the care of the textbooks. Lost or

damaged text or library books must be paid for by the end of the school year.

### **TRANSFERS AND WITHDRAWALS**

When transferring to another school, please come to the office to fill out a withdrawal form. We send student records directly to schools and early notification will allow our office staff to assist you in making your child's transition smooth.

<p><b>CHESAPEAKE BAY CAFÉ FOOD SERVICE</b></p>
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### **Lunch Rules**

- Observe good dining room manners at the table.
- Leave the table and surrounding area clean and orderly.
- Put trash in proper containers.
- No "cutting" in line
- Students must have permission to leave the cafeteria. Students may go to the restroom with permission.
- Opened food items may not be taken out of the cafeteria
- Speak in quiet voice
- Keep hands, feet, and objects to yourself.

### **Student Meal Prices**

#### **Lunch**

Daily	Weekly
\$1.90	\$9.50

#### **Breakfast**

A **free** breakfast is provided to all students.

#### **Additional Items**

Milk	.50
Cookies	prices vary
Ice Cream	prices vary

#### **Cafeteria Manager:**

Mrs. VanPatten  
531-3044

### **Food Not Prepared by Our Food Service**

With the exception of lunch that students bring from home for themselves, home prepared food items may not be served to students. Commercially prepared foods that do not include custards or cream and that are in their original wrapper are approved with permission from classroom teachers. Parents are prohibited from passing out food items to students in the cafeteria other than their own child. **The school will not be responsible for heating and cooling home prepared food items.**

**NO BIRTHDAY PARTIES ARE ALLOWED AT SCHOOL.**

Birthday treats are not allowed to be distributed at school. The school recognizes student birthdays on the morning announcements and they are given a birthday pencil or other token to recognize their birthday.

**CLASS CONNECTION**

**FIELD TRIPS**

Field trips are designed to relate directly to student learning and often provide background needed for particular units of study.

Students must have the onetime permission slip signed in order to go on field trips with their classes. You will be notified of field trips in advance and of any necessary fees. We welcome parent participation. However, the number of parents invited to participate by the teacher will be based on the type of trip and space available. All parents who accompany field trips **must** have

had a prior background check completed by NPS. Parents may not bring other children with them on field trips.

**PROMOTION POLICY**

NPS has established guidelines your child must meet in order to be promoted to the next grade level. Use these to monitor your child's progress.

**HOMEWORK**

Homework will be assigned a minimum of 4 nights per week and may include a weekend assignment per subject area.

Following are the NPS homework **minimum** requirements:

- Pre-K - Grade 1.....up to 30 min.
- Grades 2 & 3.....45 minutes
- Grades 4 & 5.....60 minutes

Homework time is an opportunity to find out about your child's progress in class, to help prepare for the next day's activities, to assist in developing a positive attitude for school and to extend learning.

**WEDNESDAY FOLDERS**

Teachers will send Calcott progress reports home in the Wednesday Folders on selected dates. These

dates will be noted on the Parent Monthly Calendars.

### **MEDIA CENTER**

The school media center is available to all students and parents from 9:30 a.m. to 4:00 p.m. Parents may see the media specialist to obtain a library card.

Books may be checked out for a period of 2 weeks and should be returned on time. While fines are not charged for late returns, students may not get another book until the overdue one is returned.

Students in PreK - Grade 1 may only check out a single book at a time but, as long as they are returning books, may check them out daily.

Students in grades 2-5 may check out two books unless they are working on a special project at which time they should check with the Media Specialist.

Parents may check out five books at a time.

Report lost books to the Media Specialist so that she can let you know the charges for replacement.

### **MUSIC** **Chorus and Strings**

Students in fifth grade will have an opportunity to participate in either chorus or strings as part of their instructional day. These activities provide opportunities for the development of individual music skills as well as participation in many school and community performances.

If your student is selected for strings, you may rent a NPS instrument or purchase or rent from a private vendor.

### **GRADING**

All students are held accountable for the Virginia Standards of Learning (SOLs) and are graded in a consistent manner based on their achievement. Norfolk Public Schools uses the following grading scale:

A	93-100
A-	90-92
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	73-76
C-	70-72
D+	67-69
D	64-66
E	63 and Below

## PHYSICAL EDUCATION

Students will not be excused from PE except when a written statement from their physician is provided. If a student has been ill, the teacher may excuse the student at the parent's request. Students in 4<sup>th</sup> and 5<sup>th</sup> grade will be given physical fitness tests during the first and fourth quarters. Please make sure that your child brings or wears shoes that are appropriate for physical activity such as running.

### REPORT CARDS / NPS INTERIM PROGRESS REPORTS

Parents are requested to sign these reports, make comments and use the opportunity to schedule conferences with their child's teacher if desired.

### DISTRIBUTION DATES:

#### NPS Interim Reports

October 17, 2018

January 9, 2019

March 13, 2019

May 29, 2019

## Report Cards

November 21, 2018

February 6, 2019

April 24, 2019

June 13, 2019

## DISCIPLINE

The teacher has the authority and responsibility to maintain discipline consistent with school policy and to maintain an environment where all students can learn. At Mary Calcott, we implement The Positive Behavior Intervention Supports Program. Our school-wide rules are Be Responsible, Be Respectful, and Be Safe. Please read over our School-wide PBIS Matrix on the following page with your child. When a problem occurs, the teacher may use a number of strategies which, if necessary, become more stringent. These strategies may include:

- \* Warning
- \* Conference with student
- \* Removal of privileges
- \* Time out
- \* Phone conference with parent
- \* Personal conference with Parent
- \* Behavior Notice
- \* ISTO (In-School Time Out)
- \* Referral to counselor
- \* Individual behavior plan
- \* Detention

If the student fails to respond to these measures or the behavior is of a severe nature, the teacher will refer the student to the Principal or Assistant Principal.

The administration will assist the teacher in maintaining a productive learning environment by assisting with discipline when necessary.

Actions may range from a conference with the student, and perhaps, a parent conference, to suspension or other administrative actions depending on the severity of the circumstances.

## Mary Calcott Elementary School PBIS Matrix

	All Settings	School Bus	Hallways	Eagle Prep	Classrooms	Bathroom	Cafeteria	Assemblies	Playground	Clinic/ Office
<b>Be Respectful</b>	<ul style="list-style-type: none"> <li>*Follow directions at all times</li> <li>*Speak kindly to others</li> <li>*Treat others kindly</li> </ul>	<ul style="list-style-type: none"> <li>*Use polite language</li> <li>*Listen and follow the driver's directions</li> </ul>	<ul style="list-style-type: none"> <li>*Walk in a single, tall, straight, and quiet line so that others can continue to learn</li> <li>*Walk on the right side of the hallway</li> </ul>	<ul style="list-style-type: none"> <li>*Sit quietly</li> <li>*Whisper to the person next to me only</li> </ul>	<ul style="list-style-type: none"> <li>*Listen when others are speaking</li> <li>*Respect others' opinions and answers</li> <li>*Raise my hand and wait to be called on</li> </ul>	<ul style="list-style-type: none"> <li>*Keep hands and feet to myself</li> <li>*Use a whisper voice</li> <li>*Allow for the privacy of others</li> <li>*Flush, wash and leave</li> </ul>	<ul style="list-style-type: none"> <li>*Stand in line, quietly and facing forward</li> <li>*Practice good table manners</li> <li>*Raise my hand when I need help</li> </ul>	<ul style="list-style-type: none"> <li>*Be quiet and listen</li> <li>*Keep eyes and ears on the speaker</li> <li>*Follow directions the speaker gives</li> </ul>	<ul style="list-style-type: none"> <li>*Use appropriate language for school</li> <li>*Invite others who would like to join in</li> <li>*Share equipment</li> <li>Be a good sport</li> </ul>	<ul style="list-style-type: none"> <li>*Be polite</li> <li>*Speak loudly and clearly</li> <li>*Wait patiently for my turn</li> </ul>
<b>Be Responsible</b>	<ul style="list-style-type: none"> <li>*Be prepared</li> <li>*Do my job</li> <li>*Return materials to the proper place</li> </ul>	<ul style="list-style-type: none"> <li>*Stay in my seat</li> <li>*Know my bus number and where my stop is</li> </ul>	<ul style="list-style-type: none"> <li>*Carry my belongings by my side or in my book bag</li> <li>*Go directly where I need to be</li> </ul>	<ul style="list-style-type: none"> <li>*Go directly to my classroom or to breakfast</li> <li>*Complete morning work</li> <li>*Read a book</li> </ul>	<ul style="list-style-type: none"> <li>*Be ready to learn</li> <li>*Do my best</li> <li>*Complete all classwork and homework</li> </ul>	<ul style="list-style-type: none"> <li>*Be quick</li> <li>*Be clean</li> <li>*Conserve supplies: -2 squirts of soap</li> <li>-2 pulls of paper towels</li> <li>*Place trash in the trashcan</li> </ul>	<ul style="list-style-type: none"> <li>*Know my lunch number and choice</li> <li>*Talk quietly to my neighbors only</li> <li>*Clean up after myself</li> </ul>	<ul style="list-style-type: none"> <li>*Stay seated</li> <li>*Respond politely</li> </ul>	<ul style="list-style-type: none"> <li>*Use playground equipment the correct way</li> <li>*Collect playground equipment and belongings</li> <li>*Report unsafe behavior to my teacher</li> <li>*Line up when I am called</li> </ul>	<ul style="list-style-type: none"> <li>*Know what I need</li> <li>*Return directly to class when I am finished</li> </ul>
<b>Be Safe</b>	<ul style="list-style-type: none"> <li>*Keep hands, feet, and belongings to myself</li> <li>*Be where I am supposed to be</li> </ul>	<ul style="list-style-type: none"> <li>*Report unsafe behavior to the driver</li> <li>*Back to back, seat to seat, plant your feet</li> </ul>	<ul style="list-style-type: none"> <li>*Walk</li> <li>*Stay in my space</li> </ul>	<ul style="list-style-type: none"> <li>*Walk</li> <li>*Stay in my space</li> <li>*Keep hands, feet, and belongings to myself</li> </ul>	<ul style="list-style-type: none"> <li>*Use my materials properly</li> <li>*Stay in my assigned area</li> <li>*Sit in my chair with my bottom in the seat and my feet on the floor</li> <li>*Push my chair in when I get up</li> </ul>	<ul style="list-style-type: none"> <li>*Walk</li> <li>*Use the bathroom fixtures as designed</li> <li>*Report any problems to my teacher</li> </ul>	<ul style="list-style-type: none"> <li>*Walk</li> <li>*Stay in my seat</li> <li>*Only eat what is mine</li> </ul>	<ul style="list-style-type: none"> <li>*Keep hands and feet to myself</li> <li>*Enter and exit quietly while staying in line</li> </ul>	<ul style="list-style-type: none"> <li>*Make sure the door closes behind the last person</li> <li>*Keep hands and feet to myself</li> <li>*Leave nature items on the ground (sticks, mulch, sand, rocks, gumballs, pinecones)</li> </ul>	<ul style="list-style-type: none"> <li>*Walk quietly</li> <li>*Enter and exit</li> </ul>



## NORFOLK PUBLIC SCHOOLS DRESS CODE

### **Student Attire**

In order to ensure that the educational process is conducted in an environment where safety risks, disruptions, and distractions are minimized, all students will adhere to: (1) the standards set forth in the Norfolk Public Schools' Dress Code; and, (2) any requirements imposed at individual schools that have properly adopted a uniform policy.

Generally, student dress should be appropriate for the age, grade level, stage of development and physical facility. Students are not to wear or carry items of apparel to school that may interfere with the instructional process or present a health or a safety hazard to the student wearing or carrying them, or to others.

**The Norfolk Public School dress regulation states that students shall not wear the following items:**

- 1) Clothing, pins, jewelry, accessories or other items of adornment displaying obscene, profane, derogatory, violent or gang-related messages, themes, designs or pictures.
- 2) Clothing, pins, jewelry, accessories or other items of adornment conveying messages related to or promoting the use of alcohol, drugs, or tobacco products, or messages that promote illegal activities.
- 3) Clothing, pins, jewelry, accessories or other items of adornment depicting bawdy, salacious or sexually suggestive messages.
- 4) Clothing that is transparent or exposes the midriff, navel or cleavage;
- 5) Pants, skirts and/or shorts that sag below the waistline or must be held in place with the hands.
- 6) Underwear as outer garments or clothing that exposes underwear; and items not appropriate for a classroom setting including, but not limited to, stretch lycra; spandex or nylon tights, leotards, biker pants, biker shorts, bathing suits, or pajamas;

- 7) Tank tops, halter tops, garments with spaghetti straps, tube tops, fishnet tops, strapless dresses, or other clothing that is not appropriate because of slits, rips or holes in the garment.
- 8) Shirts/blouses as well as T-shirts, designed to be worn outside trousers, shorts and skirts may be allowed providing the length of such clothing does not extend below the wrists when both of the student's hands are at his/her side.
- 9) Accessories which could in some way pose a danger to the wearer or others; and/or could be used as weapons (including, but not limited to, two-or-three finger rings, chains hanging from clothes, picks, or hair chop sticks)
- 10) Clothing that is too tight and/or is inappropriate in length as measured by any of the following measuring methods, as determined by the building principal/designee.
  - (a) Shorter than six (6) inches above the student's mid-knee; or
  - (b) Fingertip length as determined when both of the student's hands are at his or her side; or
  - (c) Length must pass the Flamingo Test (Stand with both feet flat on the floor. Lift one foot and bend the leg backward at a 90-degree angle; the other leg must remain straight. If the back of the skirt touches the calf of the bent leg, the skirt is long enough. If the skirt does not touch the calf, the skirt is too short).
- 11) Inappropriate footwear (including, but not limited to, shower shoes and beach shoes, such as thongs, bedroom slippers, and unfastened shoes or shoes missing appropriate closures). **NO FLIP FLOPS**
- 12) Head coverings or accessories that are not related to or required by student's bona fide religious practices (including, but not limited to, stocking caps, dew rags, wave caps, scarves or bandanas); and
- 13) Items that are intended for outdoor use (including, but not limited to, hats, caps, and similar head coverings; scarves; jackets and coats).
- 14) Face painting and costumes are not allowed at school unless there's a special event promoted by the school allowing it. When such events occur, parents will be notified in writing.