

Principal's Message

Welcome to Kegotank Elementary School. We are very excited about starting a new school year. The plan is to return to normal, however, we are prepared for any last minute changes due to the ever changing situation of COVID-19. However, we continue to be committed to our students and have confidence that this year will prove to be a comfortable, safe and happy learning environment.

Our Parent-Student Handbook provides an overview of important information concerning the daily operation of the school and is designed to give you a clear understanding of guidelines and procedures. This year we continue to be flexible and accept that not only daily schedules or operations may change, but that long term changes may be necessary as the year progresses. To the best of our ability, we will still provide educational learning events and programs to students.

Student success is the goal of every staff member at Kegotank Elementary School. We are pleased to have a teaching staff that is not only qualified, but also skilled, talented, dedicated, and compassionate toward children. The curriculum is based upon the Standards Of Learning set forth by the state of Virginia.

We invite you to become an active participant in our school community through volunteering, joining our PTA, chaperoning field trips (when appropriate), or attending and supporting our school events. We encourage you to maintain ongoing communication with teachers to support them in their work and to support your child in his/her learning. Educational research shows that one of the most important characteristics of an effective school is building a strong home-school relationship.

Please take time to read the enclosed information carefully and share it with your child. Do not hesitate to call to ask questions or request conferences. Our office hours are 8:00 AM- 4:30 PM.

We look forward to a great school year!

Sincerely,

Phyllis Smith, M.Ed.
Principal

Kegotank Elementary School

Mission Statement

We at Kegotank Elementary school believe that all children can learn. We will provide a supportive environment that promotes academic challenge and growth. Our goal is to prepare our students to become active learners in our school and responsible citizens in our community.

Kegotank Elementary School

School Community Compact

I. Goals

We, the Kegotank Elementary School community, establish this School Community Compact so that:

- **Goal 1: Reading.** Every student will make growth in reading with the support of both home and school.
- **Goal 2: Studying.** Every student will become a productive learner through the teaching of study skills and the reinforcement of good study habits.
- **Goal 3: Respect and Responsibility.** Every student will practice responsibility and respect for self and others through modeling and support from the family and school.
- **Goal 4: Community.** Parents, students, teachers and staff will work together as a community to support learning for all students.

II. Responsibilities

A. Parent's and Family's Responsibilities

Goal 1: Reading

- Know what skills your child is learning in reading each day.
- Complete activities at home that reinforce your child's classroom learning.
- Read with, or to, your child daily.
- Encourage your child to read for pleasure and to learn.
- Provide a quiet place for your child to read.
- Establish family reading time and talk about what we are reading as a family activity.

Goal 2: Studying

- Check your child's assignment folder or Dolphin Planner.
- Monitor your child's study time, offering praise and encouragement.
- Establish a study place at home that is quiet, well-lit, and where your child can sit to study.

Goal 3: Respect and Responsibility

- Make sure that your child attends school as scheduled, is on time, and is prepared to learn, with necessary supplies and homework completed.
- Expect your child to behave responsibly and treat other people with respect.
- Listen attentively to your child each day.
- Teach and model responsible behavior.
- Model good citizenship and encourage your child to demonstrate good citizenship in the classroom, school, home, and community.

Goal 4: Community

- Attend parent-teacher conferences and communicate frequently with your child's teacher, through notes and conversation, about your child's progress, what we can do to help, and the School Community Compact.
- Participate in programs offered by the school for parents and families. It is our hope to once again offer our yearly programs such as Back to School Night, Family Reading Nights, Family Math and Science Night.

B. Student's Responsibilities

Goal 1: Reading

- Read with my family daily.
- Read for pleasure as well as to learn.
- Talk about reading with family members, friends, and teachers.

Goal 2: Studying

- Complete my homework on time in a thorough and legible way.
- Study while sitting up in a quiet, well-lit place.
- Complete and turn in all assignments.
- Write assignments in my Dolphin Planner (2-5), and take my assignment folder (K-1) home.

Goal 3: Respect and Responsibility

- Prepare and be ready to learn.
- Pay attention to my teachers and family, and ask questions when I need help.
- Listen attentively to others.
- Behave responsibly and treat other people with respect.
- Recognize and accept the outcome of my behavior.
- Accept responsibility for my learning and persist until I get the job done.
- Demonstrate good citizenship in the classroom, school, home, and community.

Goal 4: Community

- Participate in programs offered by my school, such as, Back to School Night, Family Reading Night, Family Math Night, and Science Night.
- Keep my parents informed about what I am learning and doing at school.

C. Teacher Responsibilities**Goal 1: Reading**

- Keep parents informed of the reading skills their children are learning and how they can reinforce the skills at home.
- Provide time for students to read, and encourage discussion and writing about reading.
- Participate in professional development in how to teach reading and how to communicate with families.
- Read to students.

Goal 2: Studying

- Assign meaningful homework to reinforce skills and concepts.
- Teach students study skills and good work habits.
- Teach students to monitor their own progress.

Goal 3: Respect and Responsibility

- Encourage students to behave responsibly and treat other people with respect.
- Teach and encourage attentive listening skills.
- Teach and model acceptance of responsibility of personal behavior and decision making.
- Model good citizenship and encourage students to demonstrate good citizenship in the classroom, school, home, and community.

Goal 4: Community

- Communicate frequently with parents about their children's progress and show them how they can help.
- Hold parent-teacher conferences regularly and discuss School Community Compact
- Encourage parents to participate in programs offered by the school. It is our hope to once again offer our yearly programs such as Back to School Night, Family Reading Nights, Family Math Night and Science Night.

D. Our Family-School Partnership

Our school has always helped to strengthen the family-school partnership to enhance our students' learning through our parent-teacher organization, parent involvement committee, family nights, classroom visits by parents, parent conference days, and communications about students' progress toward learning standards. This year we will continue to provide a monthly calendar as well as announcement flyers for any upcoming events and/or activities. Parents will be informed of their child's academic progress each nine week period through interim reports, report cards, and benchmark results. Parents of students in grades 3-5 will receive SOL testing results when administered.

Parent-Teacher Conferences

Parent-Teacher conferences are significant in developing cooperative efforts between school and home concerning your child's education. We encourage parents to respond to teacher requests for conferencing, and also to initiate conferences when you have questions about your child. Please call to schedule an appointment.

Parent-Teacher Association (PTA)

The PTA at Kegotank Elementary is supportive of student programs and needs. You are encouraged to join the organization, to participate in any activities sponsored by the PTA, and to volunteer your services to support the PTA functions.

School Day

This year we plan to return to normal, however, we understand that things can change. We must remain flexible and accept that not only daily schedules or operations may change, but that long term changes may be necessary as the year progresses.

If you need to pick up your child(ren) prior to the time of dismissal; parents must sign-out the child(ren) and show a **photo ID** in the office before they will be dismissed. Parents are encouraged to schedule appointments after the instructional day and **not** arrive to pick up students before dismissal so that **classes are not interrupted** and learning continues.

Moment of Silence

During a recent legislative hearing, Code of Virginia, 22.1-203, was amended to require a moment of silence at the opening of each school day.

Bus Transportation

Bus Transportation will be offered to all students. You must notify the front office that your child(ren) will be riding the bus and the proper bus number assignment will be given to you. Students returning home on the bus, must be greeted at the designated bus stop by a responsible parent or guardian. School bus transportation is a privilege that may be withdrawn for inappropriate behavior. Refer to the Bus Conduct Rules in the Division Calendar.

NOTE: No bus changes will be allowed without prior approval from the Transportation Supervisor.

Car Riders

Students who do not sign up for Bus Transportation are to be picked up by a parent/guardian from the school at the time of dismissal. Students in grades 1 through 5 will be dismissed at the west entrance/exit, unless they have a sibling in ECSE, Pre-K or Kindergarten. If so, they may exit with their sibling at the Pre-K playground exit. Signs directing traffic are posted. Parents must sign up for the car rider service and wait in the car rider lines. Parents will be required to sign students out and show a photo ID in the car rider line. Parents **will not** be allowed to wait in the school.

Visitors/Classroom Visits

It has always been our policy to welcomes and encourages parents to visit our school. However, at this time visitation is restricted. We are confident and hopeful that this restriction will be lifted during the school year. At that time, parents/visitors will sign in at the office and secure a visitor's badge to enter the building. Visitors will not be permitted to loiter or impede the learning environment and must only visit your child's classroom.

We encourage Parent-Teacher Conferences. You may request a conference by sending in a written note to the school with your child or by calling the school office and leaving a telephone message.

Withdrawal

If moving from our school, kindly notify the child's teacher and the office several days prior to leaving in order that records and transfer forms can be prepared. All library books, textbooks, technology and other financial matters must be cleared before the student secures a transfer record to another school.

Student Dress Code

We take pride in the appearance of our students. All students are expected to dress and groom themselves neatly in clothes that are suitable for school activities. Grooming and dress shall not jeopardize the health and safety of others, nor shall it disrupt the normal process of education. The school administration is authorized to make judgments concerning the appropriateness of the dress and grooming of students.

Accomack County Public School students shall not wear the following items:

- 1) Clothing, pins, jewelry, accessories or items that display messages relating to, or promoting
 - a. the use of alcohol, drugs, or tobacco products;

- b. illegal activities;
 - c. obscene, profane, derogatory, violent or sexually suggestive themes, designs, or pictures;
 - d. evidence of membership or affiliation in any gang. (Policy File: JFCE)
- 2) Accessories that could pose a danger or be used as a weapon.
 - 3) Muscle shirts, halter tops, fishnet tops, strapless dresses/shirts, or other clothing that is not appropriate because of slits, rips, or holes in the garment or that reveals the midriff.
 - 4) Clothing that sags below the waistline.
 - 5) Skirts or shorts that are inappropriate in length as determined by the building administrator, using the fingertip method.
 - 6) Items not appropriate for the classroom setting including, but not limited to, nylon tights, leotards, biker pants, bathing suits, pajamas or underwear when worn as outer garments or clothing that exposes the underwear.
 - 7) Inappropriate footwear including, but not limited to, shower shoes, flip flops with rubber bottoms, bedroom slippers, and unfastened shoes or shoes missing appropriate closures.
 - 8) Head coverings and accessories that are not related to or required by the student's bona fide religious practices may not be worn to school. Examples include do rags, wave caps.
 - 9) Items that are intended for outdoor use cannot be worn inside. Examples include but are not limited to sunglasses, hats, caps and headbands.

Additional clothing restrictions may be required in physical education classes, vocational education classes, or lab situations for safety reasons. All students will be appropriately dressed while attending school functions. Appropriate dress for school, field trips and athletic events will be decided by the school administration. Each school principal is to enforce a school division dress code. This may include facial coverings for all or part of the school year.

Legal Reference: Code of Virginia, as amended, section 22.1-79.2: Broussard vs. School Board of City of Norfolk, 801 F. Supp 1526 (E.D., Va 1992)

Cross Reference Board Policy: JFCE, JFC, JGD/JGE

Student Records

Parents have the right to inspect and review the scholastic records relating to their child(ren) or legal wards. If you would like to review your child's cumulative record, please contact the guidance counselor and arrange a meeting.

Textbooks and Technology

Students are asked to be responsible and take proper care of textbooks, chromebooks, ipads or any technology issued to them and must pay for lost or damaged property promptly. Each student shall return all items issued to him/her when leaving the school or at the end of the year.

Student Insurance

Parents have the opportunity to purchase school accident insurance for their child(ren). School-time and twenty-four-hour coverage is available.

Health & Medication

A registered school nurse or health aide is available each school day. Students are screened for physical measurements, oral inspections, and visible distance acuity. Speech and hearing screenings are conducted on all Kindergarten students jointly by the school nurse and speech therapist. Other screenings are administered as requested by the parent, teachers, or the School Based Intervention Team (SBIT).

The school nurse will administer emergency care to all students using established Emergency Care Guidelines. If a minor accident occurs at school, it is proper procedure for the nurse to send a note or telephone the parents to explain the nature of the injury.

Parents will be contacted immediately in case of an emergency. It is necessary that we have the telephone number(s) to reach you at home or at work. The school nurse is responsible for administering medication to student's with a physician's written order and signed request from the parent or caregiver. Teachers cannot administer medication (unless going on a field trip). Only prescription medication will be administered. Medicine should be brought to school by a parent or responsible adult and be presented to the school nurse, principal, assistant principal, or designee, who will secure the medication in a locked cabinet.

Student Emergency Card

A Student Emergency Card needs to be completed the day it arrives home and returned to school the next day. Please make sure your mailing address is correct. From time to time during the school year, we may be mailing information to

you. Not having a correct mailing address disrupts this process. Please make sure you give us a phone number where we can reach you. In an emergency (sickness, injury, school closings), we need to be able to reach the parent or guardian. In addition, you must fill out an Authorization for Pick-Up form. Any adult that is sent to pick up a child from school and/or the clinic must have a photo ID and must be listed on the Authorization for Pick-up Form. This is not the same form as the yellow emergency card.

Student Attendance

All students are expected to adhere to the school schedule and to take advantage of the opportunity to learn. Research indicates that academic performance and attendance are highly related. Students must come to the office to receive a tardy slip if they come to school after the designated class start time. Please send written notification or medical documentation to the school office when your child is absent. Letters will be sent after 3, 5, and 10 days of absence. See Accomack County Public School Division Calendar for the full policy.

School Closings

Listen to the local radio and be sure the school has a current phone number. Robo-calls are dispatched to all numbers on file for the student's parent and/or guardian.

Safety Drills

Fire and tornado drills are important exercises, which may save lives in a real crisis. Fire drills are held each week during the first month of school and once a month thereafter. A tornado drill is scheduled one time per school year. Teachers will instruct students on proper procedure and behavior during a drill. The school has developed a Crisis Plan to address potential bomb threats, etc. Lock down drills will be practiced on a routine basis for all faculty, staff and students to know what to do in the event of a crisis.

School Facilities and Safety

Accomack County School Board in compliance with 8 VAC 20-131-260 has adopted and implemented "Emergency Guidelines for Safe Schools." The guide outlines procedures for crises, identification and interventions with the students who may present a potential threat, responses to events that impact the school, and manages critical incidents which do not involve threats of harm. Each individual school has written crisis management plans. The individual plan includes the protocol for dealing with crisis and critical incidents within their school environment. At the beginning of the year, all staff are oriented and trained to fulfill the designated roles, including conducting drills. The students receive information on the plan and conduct the drills with their teachers. The plans are available to the public and copies may be obtained at each school or the Accomack County School Board Office. With the COVID-19 threat, this year additional measures will be in place to assure a safe and comfortable learning environment.

School Meals

Accomack County is committed to providing breakfast and lunch to all students. As the school year progresses, menus and the procedures for proper implementation of these meals will be provided to all students and parents.

Instructional Program

Students in Pre-Kindergarten through Fifth grade are instructed in self-contained classes of mixed ability unless a student has an IEP that states otherwise. Kindergarten students do not take naps during the school day. All students will have access to instruction in Physical Education, Art, Music, and Library. All of the instruction and objectives are based upon the Virginia Standards of Learning.

Standards of Learning

Students in grades 3, 4, and 5 participate in state testing each year. This testing is to demonstrate your child's understanding of the content taught during the school year.

Title I

Some students may receive additional remediation in Reading and/or Math from our Title I teachers. Students may also receive additional reinforcement in Reading and Math from one of our computer labs. Kegotank Elementary has a school-wide Title I program. Parents of students in Title I schools may request information from the school division regarding teacher qualifications. Contact the Elementary School Instructional Coordinator at 757-787-5754.

Talented and Gifted (TAG)

Kegotank Elementary has a well-developed TAG program. Testing of students for the program is ongoing, beginning in the first grade, but students in Kindergarten may also be recommended for testing. A student may be considered for eligibility by either a teacher or parent recommendation.

Special Education

Special Education is designed for students that have special individualized instructional needs identified through special education testing. This includes students who require speech therapy based on special testing. KES offers a variety of specialized programs.

English As A Second Language (ESL)

ESL accommodates the needs of students that use English as a second language.

Preschool Four Year Old Program

Kegotank Elementary School offers preschool classes for at-risk students that are eligible. Students are enrolled in class based upon the greatest need. A certified teacher, with the support of an instructional assistant, teaches the class. The focus of the program is on developing social skills, and basic reading and math readiness. Parent involvement is important to the success of the program.

Student Based Intervention Team (SBIT)

The Student Based Intervention Team (SBIT) serves as a resource to teachers and parents who have noticed problems that interfere with a student's academic progress. The purpose is to assist with strategies and make plans for student improvement. The SBIT consists of an administrator, who serves as chairperson, the guidance counselor, reading specialist, special education resource teacher, and the student's teacher. The ESL teacher, school psychologist, nurse, and speech therapist are requested to attend as needed. Parents are notified of all meetings and invited to attend. A parent or a teacher may initiate a SBIT referral. In the event strategies suggested by the SBIT and implemented by the teacher do not result in improvement, a student may then be referred for further testing, through Special Education. If a disability is identified, the services are provided through Special Education in the least restrictive environment.

School Improvement Team (SIT)

A written plan is developed annually by the members of the SIT. Members meet regularly to discuss and plan ways to make our school the best school it can be. School Improvement is a continuous process.

Grading/Reporting System

Report cards are issued four times a year, at nine-week intervals. The grading keys are as follows:

Kindergarten	Grades 1-2	Grades 3-5
+ Mastery of skills	G Good 90-100	A Excellent 90-100
✓ Skills taught, but not mastered	S Satisfactory 80-89	B Above average 80-89
X Skills not taught	N Needs Improvement 70-79	C Average 70-79
	U Unsatisfactory 0-69	D Below Average 60-69
		F Failing 50-59

Promotion-Retention

(See Accomack County Public Schools Division Policy)

Homework

Homework is an extension and reinforcement of class work. Regularly assigned homework is desirable in assisting students to achieve mastery of skills and to develop good study habits. Parents may also keep informed of current instruction by supervising homework completion. Reading to your child at least 15 minutes daily results in significant increases in students' achievement.

Daily student planners are provided to select grade levels for the purpose of recording assignments. Teachers require usage of the planners. Parents are encouraged to sign the planner daily to maintain communication between the school and home.

Field Trips

Field Trips are an extension of a unit of study in the classroom. It is our plan to continue the scheduling of same throughout the school year. Educational objectives and follow-up activities are submitted with the teacher's field trip request to the principal. Guidelines are established as to how many chaperones are required for each field trip. We try to keep the cost affordable to all students. Students may not be denied the opportunity to attend a field trip (unless suspended), but a parent may be required to accompany a student if a teacher feels it is in the best interest of the child and/or safety of others. Students not attending a class trip should come to school the day of the trip. A Field Trip Medical Release form must be signed prior to the trip. Families experiencing financial difficulty may notify the school and special arrangements will be made for the trip. Field trip money is non-refundable if a student has earned in-school or out of school suspension on the day of the trip. **ONLY CASH and/or MONEY ORDERS WILL BE ACCEPTED AS PAYMENT FOR FIELD TRIPS.**

Student Suspensions and Expulsions (Code of Conduct and Discipline)

(See Accomack County Public Schools Division Policy)

PBIS (Positive Behavior Intervention System)

We do not have any plans to make changes or discontinue the PBIS program this year. PBIS is a system that provides immediate (Fintastic Tickets), intermittent (Classroom Rewards), and long-term reinforcements (Quarterly Parties), given by adults in the building to any students displaying desired school-wide expectations, behaviors, or associated rules. Positive acknowledgment makes behavior more likely to occur in the future and is one of the most powerful tools for shaping and changing behaviors.

Our school PBIS motto:

Fintastic students make a splash by being:

- ✓ **Respectful**
- ✓ **Responsible**
- ✓ **Safe**
- ✓ **Ready to learn**

Fintastic Tickets

School staff will give tickets to students (PK-5) when they see them displaying appropriate behaviors and following school rules. Tickets will be used to reward and encourage growth in students striving to make a splash by being respectful, responsible, safe, and ready to learn. Teachers will reward using the tickets as part of their individual classroom discipline plan. At the end of each week, classes will deposit all tickets in the school fish tank. Once the tickets reach the desired goal line, a reward for ALL students will take place.

Bullying Prevention Program

Kegotank Elementary staff has been trained in the Olweus Bullying Prevention Program with the objective of preventing bullying behaviors. The definition of bullying is “Bullying is when someone repeatedly and on purpose says or does mean or hurtful things to another person who has a hard time defending himself or herself.” It is important that students and parents report bullying behaviors to school staff/administration immediately. Your cooperation and assistance will help ensure that Kegotank Elementary has a safe environment conducive to learning.

Cellular Telephones, Other Portable Telecommunication Devices, or Electronic Devices

(See Accomack County Public School Schools Calendar for Division Policy). Cell phones are not permitted in Elementary School.