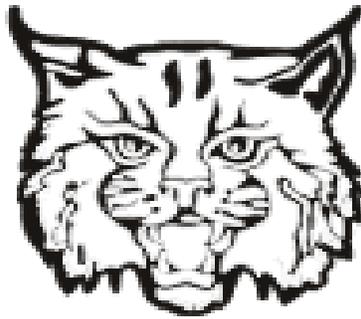


George W. Watkins Elementary School



2016-2017

PARENT & STUDENT  
HANDBOOK

Russell Macomber, Principal

Patricia Kern, Assistant Principal

6501 New Kent Highway  
Quinton, Virginia 23141  
(804) 966-9660

New Kent County Public Schools

## **George W. Watkins Elementary School History**

*Information courtesy of the George W. Watkins Alumni Association*

The present George W. Watkins Elementary School is the outgrowth of a movement that began over fifty years ago, under the direction of Mrs. S.A. Crutchfield, County Supervisor. By 1930, the community raised enough seed money to build a high school to educate black students in New Kent County. At that time, black students wishing to further their education had to leave the county. Mr. Noah D. Brown deeded four acres of land to the School Board for a building site. Despite economic and social setbacks, in 1931 Dr. George W. Watkins began teaching 8<sup>th</sup> grade subjects in what became known as “Aunt Edith’s Institute,” a small room in a home once owned by Mrs. Edith Davis. When it opened as a school, the building was located at Brown’s corner and Mr. Lafayette Brown owned the building.

Quickly outgrowing this environment, the school moved the following year to Cumberland Elementary. The need for a separate school continued, and in 1933 an abandoned four-room high school building was moved to the site donated by Mr. Noah Brown. The New Kent Training School graduated its first class of six students in 1935. In 1950, the New Kent Training School was renamed George W. Watkins School, housing grades P-11. The 1958-1959 school term marked the consolidation of all elementary schools serving black students in the county with the George W. Watkins School.

In 1969, as a result of the 1968 School Desegregation Order, the George W. Watkins School became New Kent Elementary School. The elementary school became New Kent Middle School in 1974, when a primary school was established at the desegregated New Kent High School. When the high school complex opened in the fall of 1989, the school was New Kent Elementary again, housing students in grades 3-5. The building was rededicated as George W. Watkins Elementary School on August 30, 1998.

### **A Message from the Principals**

Welcome to the George W. Watkins Elementary School family! On behalf of the faculty and staff we encourage you to become an active member of our school family and PTO. At Watkins Elementary we are dedicated to providing a quality education through a challenging academic program customized to meet the needs of each child. We are committed to growth in technology instruction, and we work hard to promote positive and strong school citizenship.

We do these things and more with your help. We are grateful for the countless hours of volunteer work and extensive financial support from our parents and PTO in the past. The role you play each day at home, encouraging your child, ensuring homework is done, supporting our mission, speaks volumes to your child. Thank you!

Please review this handbook as well as the Division policy handbook with your child. You will find important information concerning the daily operation of the school as well as policies of the Division. Please retain both handbooks for reference throughout the year.

Plan now to attend Back to School Night, Tuesday, September 20, at 7:00 p.m. We look forward to meeting each of you then!

### **Mission Statement of New Kent County Schools**

It is the mission of the New Kent County Schools to provide a nurturing environment in which all students will receive the best possible education. New Kent County Schools will provide:

- A program of quality instruction with high expectations for achievement including academic, vocational, and technical achievement.
- An environment that is safe, comfortable, and conducive to learning.
- Opportunities for each student to develop a positive self-image and positive attitudes towards others and learning.
- A climate in which all students achieve their potential academically, intellectually, socially, aesthetically, emotionally, and physically.

**George W. Watkins Elementary School Faculty and Staff**

Russell Macomber	Principal	Erica Holland	Special Education Teacher
Patricia Kern	Assistant Principal	Lisa LaLonde	Special Education Teacher
Crystal Driggs	Guidance Counselor	Christen Henninger	Special Education Teacher
Cereta Setzer	Guidance Secretary	Sabrina Dunn	Special Education Teacher
Tiffany Mueller	Financial Secretary	Erin Busch	Special Education Teacher
Melissa Ellis-Johnson	Kindergarten Head Teacher	Keith Goldsmith	Physical Education Teacher
Michelle Cottrell	Kindergarten	Megan Countiss	Art Teacher
Samantha Sartain	Kindergarten	Daniel Naquin	Music Teacher
Heidi Schneider	Kindergarten	Peg Noctor	Media Specialist
Laura Williams	Kindergarten	Rob Smith	Technology
		Alex Noctor	Physical Education Teacher
Dezarae Bertram	Grade One Head Teacher	Jenny John	School Counselor
Courtney Lewis	Grade One Teacher	Deborah Fox-Valdez	ACE Teacher
Andrea Howard	Grade One Teacher	Angela Estis	ACE Teacher
Jessica Bagley	Grade One Teacher	Rechele Gregory	ACE Teacher
Jessica Mistr	Grade One Teacher		
		Mike Geiger	Remediation Teacher
Jennifer Rounds	Grade Two Head Teacher	Jami Hyndshaw	Title I Teacher
Courtney Madison	Grade Two Teacher	Sheri Balderson	Title I ParaPro
Kathleen Lindstrom	Grade Two Teacher	Maryann Soutl	Resource Teacher
Melissa Malpass	Grade Two Teacher	Angela Sanders	Reading Specialist
Stephanie Sutton	Grade Two Teacher		
		Emily Emmons	School Social Worker
Tracie Parker	Grade Three Head Teacher	Robin McClaine	School Psychologist
Amy Leonard	Grade Three Teacher	Theresa Mead	Speech
Renee McCarthy	Grade Three Teacher	Sarah Morris	Physical Therapist
Catherine Moffett	Grade Three Teacher	Elisabeth Watts	Occupational Therapist
Mary Parknow	Grade Three Teacher		
Ranae Montecalvo	Grade Three Teacher	Lindy Duncan	Clinic Aide
		Deborah Harris	School Nurse
Sarah Berry	Grade Four Head Teacher	Darlene Adams	Instructional Aide - Special Education
Rachael Hubbard	Grade Four Teacher	Alisa Mainwaring	Instructional Aide - Special Education
Cady Howard	Grade Four Teacher	Melanie Fleming	Instructional Aide - Special Education
Amy Mechling	Grade Four Teacher	Brandie Gray	Instructional Aide- Special Education
Heather Picone	Grade Four Teacher	Phyllis Geron	Instructional Aide - Special Education
Melanie Heath	Grade Four Teacher	Tracie Brightwell	Instructional Aide - General Education
		Shelby Minor	Instructional Aide - General Education
		Tonya Mooney	Instructional Aide – General Education
Stacey Robinson	Grade Five Head Teacher	Charlene Richards	Instructional Aide - General Education
Steven Secore	Grade Five Teacher	Robin Taylor	Instructional Aide – General Education
Joan Cannon	Grade Five Teacher	Vicki Risser	Instructional Aide – Special Education
Janet Madison	Grade Five Teacher	Shari Watson	Instructional Aide – Special Education
Angie Stazenski	Grade Five Teacher	Wendy Gray	Instructional Aide – Special Education
Meagan Southward	Grade Five Teacher	Victoria Decoursey	Instructional Aide – General Education
		Marcia Bell	Cafeteria Manager
		Daryell Harris	Custodian
Clarissa Kornreich	Special Education Head Teacher	Deputy Cole Thomas	SRO
Megan Dulion	Special Education Teacher		

## GEORGE W. WATKINS ELEMENTARY SCHOOL PTO

The Parent Teacher Organization at George W. Watkins Elementary School is an integral part of the school program. The PTO organizes volunteers to assist in a variety of school programs and activities, works with school faculty and administration to improve the school's instructional program, and raises funds for worthy school projects.

The PTO conducts various fund raising activities in support of school programs. Students will bring information home to parents. We hope each family will participate in fund raising activities. Students at George W. Watkins Elementary School **do not** participate in door-to-door fund raising. In the past, the PTO has made significant donations for reference and library books, classroom air conditioners, playground equipment, auditorium sound system, as well as both lab and classroom computers, Accelerated Reader Resources, musical instruments, and a climbing wall.

This year the PTO board will continue to work hard for our school and children. Plan to join and be an active member of the PTO. Membership letters and volunteer forms will be in the packet of materials sent home on the first day of school.

Our first program will be Back-to-School Night, sponsored by the PTO on Tuesday, September 20, 2016, at 7:00 P.M. in the auditorium. We hope you will plan to join us that evening. Regular meetings will be held the third Tuesday of every month *except August and any other meeting changes will be communicated to all parents.*

If you have any questions or need additional information, please feel free to contact any officer of the PTO Executive Board:

President	Kimberlee Stubbs
Vice President	Tia Campbell
Secretary	Shana Thompson
Treasurer	Bryan Thompson
Volunteer Coordinator	Lisa Morse
Kindergarten Volunteer Coordinator	TBD
Grade 1 Volunteer Coordinator	TBD
Grade 2 Volunteer Coordinator	TBD
Grade 3 Volunteer Coordinator	TBD
Grade 4 Volunteer Coordinator	TBD
Grade 5 Volunteer Coordinator	TBD
Book Fair	TBD
Box Tops	
Field Day	TBD
Fundraising	TBD
Grocery Rewards	Jill Wright
Hospitality	
Membership	
Newsletter	
School Board	School Principal
Teacher Representatives:	TBD, One teacher per grade level

### **Meeting Dates for 2016-2017**

***PTO meetings start at 6:00p.m. in the school library.***

September 20th- Back to School Night

October 18th

November 15th

December 13th

January 17th

February 21st

March 21st

April 18th

May 16th

June 13th

## General Information

The following information is included to provide details about the various programs offered at GWES as well as information important to the daily operation of a school. Please read this information and refer to this handbook throughout the year as questions arise.

### **After School Activities**

**Students may stay after school only with the permission of both their teacher and their parent.** Those who stay after for a school sponsored activity, detention, or make-up work may ride home on the activity bus when available. Parents, please note that the after school activity bus does not make door-to-door stops, nor does it necessarily follow your child's regular bus route. Prior to the first time your child stays after school he or she will receive a list of the activity bus routes. Please select the route closest to your home and instruct your child as to the correct bus to ride. Students may not stay at any other school building for activities without the permission of that building principal.

### **Attendance**

Consistent, on-time attendance is necessary for success in school. The K-12 Attendance Policy is included in its entirety, with the discipline and medicine policies, in the New Kent County Public Schools handbook distributed to your child on the first day of school. Please refer to this handbook as questions arise throughout the year. Emily Emmons, school social worker, provides support for parents who have attendance and/or residency concerns.

Attendance will be taken in each home base after the morning announcements (8:55 a.m.) each day. If your child arrives after this time, he or she will need to check in at the **main office**\* and will be considered tardy. The school day hours are 8:55a.m. to 3:45p.m. daily for instruction. A student must be in school for a minimum of one hour to be considered present.

Occasionally illness will prevent a child from attending school. **Please call the schools attendance line at (804) 966-9660 to report your child's absence.** Our guidance secretary will call your home if an absence is not reported to us by 10:00 a.m. Please send a note explaining the absence to school with your child when he or she is well enough to return. **Any homework requests by 10:00 a.m. will be ready for pick up by 3:00 that day. After 10:00 a.m. you may pick up the homework the following day or your child can make it up when they return to school.**

Good school attendance is extremely important to the learning process. Please help us by not scheduling appointments for your child during the instructional day. If you need to pick up your child early, he or she must be signed out of the **main office**\*. The law requires that we document this. Teachers will not be able to release children to parents who have not signed out with the office.

### **Cafeteria**

The cafeteria staff offers a nutritional breakfast and lunch each day. Students may purchase these meals daily or prepay weekly. Monthly menus indicate meal choices and the first menu will list prices for the 2015-2016 school year. Due to increased food costs, fuel surcharges and general inflation, the school board approved an increase to the meal prices. Effective July 1, 2008

	<u>Breakfast</u>	<u>Lunch</u>	<u>Milk</u>
Teacher	a la carte	\$3.75	.50
Student	\$1.50	\$2.50	.50
Student Reduced	\$ .30	\$ .40	.50

Ala Carte items can only be purchased by students who purchase a school lunch. Ala Carte items are not available to be purchased by students who pack their lunch.

Students who wish to participate in the school breakfast program must report directly to the cafeteria from the bus each morning.

**Parents are encouraged to pay for meals on a weekly/monthly basis using the Point of Sale debit system. Any funds received will be credited to a family account for each household, and students can debit their account by using their student ID#. For more information, please contact Food Services at 966-8508.**

New Kent County Public Schools participates in the free and reduced lunch program managed by the state and federal governments. Information will be sent home with each student on the first day of school. Information concerning your child's participation in this program is held confidential by the building administrator, as required by federal law.

### Classroom Parties

Celebrations may be held for the following activities: Fall Parties (Usually around Oct. 31), Winter Break, Valentine's Day, Spring Fling, and Year End Parties. Celebrations will take place during the last period of the schedule for not more than 45 minutes. This will be done to limit the disruption of the instructional day. All classes and grade levels will have student participation according to the guidelines. Teachers and grade levels cannot opt out. Every grade level team will be encouraged to develop their celebration to relate to the curriculum if at all possible. Principals will maintain the right to cancel or alter a celebration for their school in the event of unforeseen situations (Example- prolonged absences from the school due to snow.)

### Crisis Planning

Emergency information forms and address verifications will be sent home on the first day of school. This form must be filled in and returned the next day. It is very important that the school have a way to contact every parent in the event of an emergency. Please be sure to list all contact numbers, including a neighbor or relative we might contact in an emergency. Please verify your mailing address carefully on the verification form and keep the yellow copy for your reference. **In the event that contact information changes, please notify the Main Office.**

Fire drills are conducted monthly (weekly during September) to ensure that students can exit the building in a safe and orderly fashion in an emergency. Each teacher instructs his/her class in the proper exit route and procedure. Likewise, a yearly tornado drill ensures that students know what to do at school should severe weather occur.

### Discipline

The Code of Conduct for students attending George W. Watkins Elementary School is governed by the New Kent County Public Schools Discipline Policy. The K-12 Discipline Policy is included in its entirety, with the attendance and medicine policies, in the New Kent County Public Schools handbook distributed to your child on the first day of school. Please refer to this handbook as questions arise throughout the year.

Our expectations are based on the concept of mutual respect and individual responsibility. Discipline is administered in a firm, fair, and consistent manner. Our character education program, Character Counts!™, provides the basis for our conduct code. Students are expected to carry themselves in a safe, orderly and respectful fashion at all times at school. Your support at home is critical to the success of our discipline code. Please support our efforts to maintain an environment where students can learn and grow, and do not hesitate to contact your child's teacher and then a building administrator should you have any questions.

### PAWS

GWES implements a school-wide Positive behavior program. This program is designed to promote positive behavior for all students and was the result of a yearlong study by our school-based Positive Behavior Supports Professional Learning Community. We thank this committee for their hard work on this program, and look forward to a new school year.

In order to maintain an effective environment for learning we ask that students bring only school supplies and proper outerwear to school. The following items are prohibited at school: games, toys, trading cards, and game cartridges (\*unless approved by the classroom teacher for a special activity). According to bus guidelines, students may listen to individual electronic devices on the bus; however, these items must remain in students' book bags during the day. These items, as well as other items a student may use to disrupt the learning process, will be taken from students and turned in to the main office. Parents may pick up these items during regular school hours. Please, when in doubt, leave it out! Our job is to provide a top notch education for the children. Please help us by screening what your child brings to school.

### Dress Code

Students are expected to dress in clean, appropriate clothes for school. Wearing clothing that is obscene, distracting, or disruptive is not permitted. Hats, head scarves, and sunglasses are not to be worn inside of the building. Midriff shirts, bike shorts, and extremely tight clothing are not acceptable at school. We advise that flip-flops not be worn at school. This type of footwear can contribute to tripping, injuries to exposed toes or the twisting of ankles. Teachers will refer any questions about appropriate dress to the principal or designee. School administration reserves the right to amend the dress code to prevent the wearing of disruptive articles of clothing.

The goals of the dress policy are to have students dressed appropriately for learning and to reduce the time teachers spend administering the policy. As general rules for dress, the School Board has set forth the following guidelines. Students' shorts, skirts and dresses must stop not more than approximately three inches from the top of the kneecap. Slits in dresses should not extend higher than this. Students' torsos should be covered, with no front or back midriff showing. Sleeves should fall in close proximity to the top of the shoulder. Student clothing should not be so tight as to clearly indicate the outline of the student's body. We appreciate parental attention to this policy prior to sending students to school.

### **Fees/Insurance**

All students will receive a letter from the Superintendent concerning student insurance as well as enrollment information. Children pay a \$5.00 technology fee to the school. Such fees help defray the cost of instructional technology.

All students in grade 2, 3, 4 and 5 will be issued an Agenda Book provided at no cost by the PTO. Lost or damaged agenda books will cost \$5.00.

The following is the procedure for how we document monies collected for field trips, activities, and other miscellaneous fees:

Teachers document monies collected on class roster sheets that are turned in to the main office each day. The teachers issue a receipt only if one is specifically requested by the parent. In the past, teachers were required to write individual receipts for all activities on a daily basis. This was time consuming for teachers and many receipts were later found in desks, backpacks, lockers, etc. The current procedure has been approved by our Director of Finance and the school auditors, and has saved time and energy for all involved parties.

### **6+1 Traits model of writing instruction for all grade levels**

After evaluating thousands of papers at all grade levels, teachers across the country identified common characteristics of good writing. These qualities became the framework for the 6-trait analytical model, which has now grown to include a seventh, +1 trait. The model uses common language and scoring guides to identify the traits year-to-year as we refine our idea of what “good” writing looks like. 6+1 traits include the following: ideas, organization, voice, word choice, sentence fluency, conventions, and presentation. The 6+1 Trait components are the foundation for the writing assessment model and the basis for the descriptive criteria used to define the qualities of good writing at different levels of achievement. We look forward to seeing an increase in our writing performance from Kindergarten through Fifth Grade using this school-wide program.

### **Grading Procedures**

Students will receive grades in reading, language arts (spelling, grammar, composition, and handwriting), mathematics, science, and social studies each marking period. Dates for the four marking periods this year are indicated on the school calendar. Students will also be evaluated on their citizenship habits at school. Students earn grades according to the following scale: A = 90-100, B=80-89, C=70-79, D=60-69, F=59 and below. Grades will be recorded on the cumulative record as letter grades. In an effort to offer a consistent program of studies, the faculty at George W. Watkins Elementary School developed Standards of Grading. The following pages illustrate the progression of academic expectations for our students, teachers, and parents while at GWES.

### **Bus Change Information**

In order to ensure the safety of our students and make certain they arrive at the proper destination, please remember the bus change request policy. If you wish to make a bus change, you will need to adhere to the following bus change request regulations:

1. **NO** bus change requests will be accepted by phone.
2. All requests will be written on a standard form which is located on the New Kent County Webpage. Click on New Kent Documents, Bus Routes and Bus Forms, Bus Change Request Form, Download Now.
3. The form **must be submitted at least 24 hours prior to the requested change.**
4. The bus change request must be made and approved by the school principal.
5. Parents will be limited to two drop-off-points within the regular schedule.
6. All changes are subject to space available on the requested bus.

We appreciate your cooperation and support.

**Virginia Standards of Learning (SOL) Tests by Grade**

Grade Three is responsible for SOL Tests in Reading and Math

Grade Four is responsible for SOL Tests in Reading, Math and Virginia History.

Grade Five is responsible for SOL Tests in Reading, Math, and Science

The testing window for the SOL assessments is late April through June for Grades Three through Five.

Standards of Grading	2 <sup>nd</sup> Grade	Standards of Grading	2 <sup>nd</sup> Grade
<b>Parent &amp; Student Communications</b>	<p><b><u>Interim Progress Reports:</u></b></p> <ul style="list-style-type: none"> <li>• Sent home at the end of the first 4 ½ weeks of each grading period</li> </ul> <p><b><u>Student Organization:</u></b> Class notebooks and Agenda mates used daily</p> <p><b><u>Graded Papers:</u></b> Send home collectively every Wednesday</p> <p><b><u>Assignments:</u></b></p> <ul style="list-style-type: none"> <li>• Students notified of missing assignments at least once every 2 weeks</li> <li>• Homework posted daily in classroom</li> <li>• Students copy homework daily into agenda</li> <li>• Teachers will sign agendas regularly and check for parent communications in the Agenda</li> </ul>	<p><b>Determination of Grades</b></p>	<p><b><u>Grades:</u></b></p> <ul style="list-style-type: none"> <li>• Determined on a percentage basis</li> <li>• 10 graded assignments per subject each grading period</li> <li>• Tests may count double (9 week tests)</li> <li>• Homework averaged and counted as one grade per subject</li> </ul> <p><b><u>Missing Assignments:</u></b></p> <p><b>1<sup>st</sup> Semester</b></p> <ul style="list-style-type: none"> <li>• Students will receive multiple opportunities to complete missing assignments</li> <li>• Missing class assignments must be completed in school</li> <li>• All missing assignments will receive a grade of 50 at the end of three weeks</li> </ul> <p><b>2<sup>nd</sup> Semester</b></p> <ul style="list-style-type: none"> <li>• Students will receive multiple opportunities to complete missing assignments</li> <li>• Missing class assignments must be completed in school</li> <li>• All missing assignments will receive a grade of 50 at the end of three weeks</li> </ul> <p><b><u>Extenuating Circumstances:</u></b></p> <ul style="list-style-type: none"> <li>• Teacher will use their best judgment in allowing students to make up work when absent, sick, etc.</li> </ul>

Standards of Grading	3 <sup>rd</sup> Grade	4 <sup>th</sup> Grade	5 <sup>th</sup> Grade
<p><b>Determination of Grades</b></p>	<p><b><u>Grades:</u></b></p> <ul style="list-style-type: none"> <li>• Determined on a percentage basis</li> <li>• Tests may count double</li> <li>• Homework averaged and counted as one grade per subject</li> </ul> <p><b><u>Missing Assignments:</u></b></p> <p><b>1<sup>st</sup> Semester</b></p> <ul style="list-style-type: none"> <li>• Students will receive multiple opportunities to complete missing assignments</li> <li>• Missing class assignments must be completed in school</li> <li>• All missing assignments will receive a grade of 50 at the end of three weeks</li> </ul> <p><b>2<sup>nd</sup> Semester</b></p> <ul style="list-style-type: none"> <li>• Students will receive multiple opportunities to complete missing assignments</li> <li>• Missing class assignments must be completed in school</li> <li>• All missing assignments will receive a grade of 50 at the end of three weeks</li> </ul> <p><b><u>Extenuating Circumstances:</u></b></p> <ul style="list-style-type: none"> <li>• Teachers will use their best judgment in allowing students to make up work when absent, sick, etc.</li> </ul>	<p><b><u>Grades:</u></b></p> <ul style="list-style-type: none"> <li>• Determined on a percentage basis</li> <li>• Tests may count double</li> <li>• Homework averaged and counted as one grade per subject</li> </ul> <p><b><u>Missing Assignments:</u></b></p> <ul style="list-style-type: none"> <li>• 3 percentage points deducted from the final grade for being one day late</li> <li>• 6 percentage points deducted from the final grade for being two to five days late</li> <li>• Assignments not completed within five days of due date will receive a grade of zero <ul style="list-style-type: none"> <li>• Missing class assignments receiving a grade must be completed in school</li> </ul> </li> </ul> <p><b><u>Extenuating Circumstances:</u></b></p> <ul style="list-style-type: none"> <li>• Teachers will use their best judgment in allowing students to make up work when absent, sick, etc.</li> </ul>	<p><b><u>Grades:</u></b></p> <ul style="list-style-type: none"> <li>• Determined on a percentage basis</li> <li>• Tests may count double</li> <li>• Homework averaged and counted as one grade per subject</li> </ul> <p><b><u>Missing Assignments:</u></b></p> <ul style="list-style-type: none"> <li>• 6 percentage points deducted from the final grade for being one day late</li> <li>• 12 percentage points deducted from the final grade for being two to five days late</li> <li>• Assignments not completed within five days of due date will receive a grade of zero <ul style="list-style-type: none"> <li>• Missing class assignments must be completed in school</li> </ul> </li> </ul> <p><b><u>Extenuating Circumstances:</u></b></p> <ul style="list-style-type: none"> <li>• Teachers will use their best judgment in allowing students to make up work when absent, sick, etc.</li> </ul>

Standards of Grading	3 <sup>rd</sup> Grade	4 <sup>th</sup> Grade	5 <sup>th</sup> Grade
<p style="text-align: center;"><b>Parent &amp; Student Communication</b></p>	<p><b><u>Interim Progress Reports:</u></b></p> <ul style="list-style-type: none"> <li>Sent home at the end of the first 4 ½ weeks of each grading period</li> </ul> <p><b><u>Student Organization:</u></b></p> <ul style="list-style-type: none"> <li>Students will maintain papers for all subjects in one three ring binder with dividers</li> <li>Binders will be cleaned out at the end of each grading period</li> </ul> <p><b><u>Graded Papers:</u></b></p> <ul style="list-style-type: none"> <li>Sent home collectively every Wednesday</li> </ul> <p><b><u>Assignments:</u></b></p> <ul style="list-style-type: none"> <li>Students notified of missing assignments at least once every 2 weeks</li> <li>Homework posted daily in classroom</li> <li>Students copy homework daily into agenda</li> <li>Teachers will sign agendas at least once per week, spot checking for parent communication</li> </ul>	<p><b><u>Interim Progress Reports:</u></b></p> <ul style="list-style-type: none"> <li>Sent home at the end of the first 4 ½ weeks of each grading period</li> </ul> <p><b><u>Student Organization:</u></b></p> <ul style="list-style-type: none"> <li>Students will maintain papers for all subjects in one three ring binder with dividers</li> <li>Binders will be cleaned out at the end of each grading unit</li> </ul> <p><b><u>Graded Papers:</u></b></p> <ul style="list-style-type: none"> <li>Sent home collectively at least once each week.</li> </ul> <p><b><u>Assignments:</u></b></p> <ul style="list-style-type: none"> <li>Students notified of missing assignments at least once every 2 weeks</li> <li>Homework posted daily in classroom</li> <li>Students copy homework daily into agenda</li> <li>Teachers will sign agendas at least once per week, spot checking for parent communication</li> </ul> <p><b><u>Curriculum Calendar/Newsletter</u></b></p> <ul style="list-style-type: none"> <li>Sent home at least once per 9 weeks</li> </ul>	<p><b><u>Interim Progress Reports:</u></b></p> <ul style="list-style-type: none"> <li>Sent home at the end of the first 4 ½ weeks of each grading period</li> </ul> <p><b><u>Student Organization:</u></b></p> <ul style="list-style-type: none"> <li>Students will maintain papers for all subjects in one three ring binder with dividers</li> <li>Binders will be cleaned out at the end of each grading period or unit of study</li> </ul> <p><b><u>Graded Papers:</u></b></p> <ul style="list-style-type: none"> <li>Sent home on a weekly basis</li> </ul> <p><b><u>Assignments:</u></b></p> <ul style="list-style-type: none"> <li>Students notified of missing assignments at least once every 2 weeks</li> <li>Homework posted daily in classroom</li> <li>Students copy homework daily into agenda</li> <li>Teachers will sign agendas at least once per week, spot checking for parent communication</li> </ul> <p><b><u>Curriculum Calendar/Newsletter</u></b></p> <ul style="list-style-type: none"> <li>Sent home at least once per 9 weeks</li> </ul>

### **Guidance Services**

New Kent County Public Schools are committed to providing quality guidance and counseling services in accordance with state guidelines and objectives. The following Guidance and Counseling Policy was adopted June 1996:

The New Kent County School Board affirms that parents are their child's first teachers and that the public schools serve to strengthen family and parental support. No student will be required to participate in any counseling program to which the parents object.

For the purposes of this policy, the following definitions apply:

- A. Academic Guidance – Guidance which assists students and their parents in acquiring knowledge of curricula choices available to students, to plan a program of studies, to arrange and interpret academic testing, and to seek post-secondary academic opportunities.
- B. Career Guidance – Guidance which helps students become aware of and knowledgeable about the world of work and careers, plan action about work, jobs, apprenticeships, and post-secondary educational and career opportunities.
- C. Personal/Social Counseling – Counseling which assists a student in developing an understanding of themselves, the rights and needs of others, how to resolve conflict and to define individual goals, and reflect their interests, abilities, and aptitudes.

At least annually, parents will be notified in writing about the academic and career programs, and the personal/social counseling programs available to students within the school division. Parents will be advised concerning the purpose, general description of programs, how parents may review materials to be used in the programs, and procedures by which parents may limit the students' participation in the program. Information and records of personal/social counseling shall be kept confidential and separate and not disclosed to third parties without prior parental consent or as otherwise provided by law.

It shall be the policy of the New Kent School Board with respect to personal/social counseling that parents will notify the school division in writing if the student is not to participate in the personal/social counseling program. (Opt-Out)

Counseling techniques which are beyond the scope of the professional certification or training of counselors, including hypnosis, or other psychotherapeutic techniques that are normally employed in medical or clinical settings and focus on mental illness or psychopathology are **strictly prohibited**.

### **Housekeeping**

Students, faculty, staff, and visitors work hard to keep our building clean. Students are expected to deposit all trash in the proper containers, both inside and outside the building. Students are expected to treat restroom facilities with respect. Our building is old, yet beautiful! We must each do our part to keep it beautiful. **No chewing gum of any kind is allowed at GWES.**

### **Instructional Program**

The Virginia Standards of Learning (SOL) are the basis for instruction at George W. Watkins Elementary School. The Division reviews curricula to ensure that students receive SOL aligned instruction in all content areas.

Good study habits are necessary for successful learning. Each teacher will provide instruction so that students learn to organize their materials for study. This will be accomplished through the use of a binder system. All students at GWES will use a three-ring binder to organize their materials, including the student agenda. Daily assignments, homework, and all related materials will be kept in the binder for each marking period.

The PTO provides funds for the student agenda, and all students are expected to record assignments daily in their agenda (see Standards of Grading). If the agenda is lost, students must **purchase** a replacement through the main office.

Homework helps reinforce prior learning, expands prior learning, and prepares students for new learning. Students should have a quiet, clean, well-lit area to study. They should also have materials (pencils, paper) at home. Students should spend some time each night on homework. Homework may be a specific written assignment, a

specific reading assignment, a long-term project, review of notes/study guides, studying for tests and quizzes, or non-specific reading for pleasure. The grade level expectations for homework may be found in the Standards of Grading. Your support in providing a place to study, help when needed and monitoring for completion strengthens the impact and effect of homework.

Educational field trips provide hands-on opportunities for students to learn and observe practical application of skills learned at school. On all field trips, we expect students to represent the school and their families well by following all school rules, by listening and obeying all adults in charge, and by staying with their class.

Students at George W. Watkins Elementary School may participate in a variety of programs designed to enhance instruction. In all cases, parental contact will be made prior to your child's involvement in any special programs. GWES offers ACE instruction for students identified as gifted. We offer special education services for students with disabilities. Students who may struggle with a particular topic in reading and/or math may receive individualized instruction from a remediation resource teacher.

Our instructional goals are for all students to achieve at high levels. We accomplish this through a rich instructional program, individualized to meet the needs of students. Each teacher works to provide instruction that will enrich, extend and stretch each student to his/her greatest potential.

### **Lost and Found items**

**Please make sure your child had his/her name on all clothing items and lunch boxes.** Lost and found is located in the back of the Auditorium.

### **Medications**

If possible, parents are advised to give medication at home and on a schedule other than during school hours. However, if a medication must be given during school hours, the following rules must be followed:

Medications must be ordered by a physician or dentist, and permission must be given to the school nurse.

- Medication must be brought to school by the parent or guardian (not the child), and it must be brought in its original container with the appropriate label intact. (To make this easier, ask your pharmacist when he/she fills the prescription to fill an extra container with the amount of medication that will be needed for the school doses. Then, you can leave that container at school for the school nurse.)
- To have medication given at school, a parent or guardian is required to have a form signed by the physician or dentist giving the school nurse permission to administer the medicine.
- Over-the counter medications require a written order from the physician or dentist

### **Parental Participation**

Parental participation is vital to our school's success. Parents are encouraged to visit George W. Watkins Elementary School to eat lunch and to volunteer. **All visitors must sign in. Please report to the main office to sign in and obtain a visitor's pass. For the protection of our students this procedure will be enforced without exception.** Please adhere to the following guidelines when planning a visit:

**Visiting a class** – The teacher's top priority is the education of your child. Please call the classroom teacher at 966-9660 to arrange a class visit at least 24 hours in advance. When visiting a class, please respect the teacher's need to maintain order and continue instruction. A class visit should not interrupt instruction. Likewise, a class visit is not the time for a conference or lengthy discussion. Please schedule conferences outside of instructional time.

**Sharing a lunch** – Nothing pleases a child more than a surprise lunchtime buddy! If you would like to have lunch, just come and sign in at the main office.

**Volunteering at school** – Volunteer opportunities abound at GWES! Please contact your child's teacher or a PTO Board Member for a list of volunteering needs.

**Picking up a sick child** – If you are called to pick up a sick child from the clinic, please report to the **main office** to sign him/her out.

Please do not hesitate to call the school if you have any questions at any time. We will gladly take a message for your child's teacher or offer our assistance in any way we can.

### **Prohibited Items**

Toys should not be brought to school unless they are part of a special presentation for class. We cannot be held responsible for toys that are traded, lost or broken while here at school. If electronic items are allowed on the bus due to long commutes, they should remain in a backpack once the student arrives at school. **Cell Phones** are allowed at the elementary school but must remain off and out of sight during the school day.

### **Promotion**

Students must earn a passing grade in reading, and math as well as at least one other subject (science or social studies) to be promoted to the next grade. This standard is based on semester and year grades. Students who do not meet this standard will be retained in their present grade.

On occasion students are administratively placed into the next grade, if they have already been retained once in elementary school. The Superintendent makes the final determination when placing students.

### **Resolving Problems at School**

Occasionally problems will arise concerning students and school issues. We work hard to solve school problems at the building level, through our students, their teachers, and their parents. Should you experience a problem with the school, please let the following guidelines determine your course of action:

1. Discuss the problem at the source level—with the individual teacher involved. You may call and leave a message for the teacher to call you or you may call to schedule a conference with the teacher.
2. If discussing the problem/concern with the teacher does not result in resolution, please consult with the head teacher or guidance counselor if you deem it appropriate to the situation.
3. If you have not resolved the problem after these steps, please contact the principal or the assistant principal at 966-9660.
4. If a phone call or conference with a building administrator does not resolve the problem, your course of action may be to contact the School Board Office at 966-9650.
5. Transportation issues involving a bus route or particular driver should be directed to the transportation department at 966-9670.

Our goal is to solve problems in a respectful, dignified manner. We strive to keep open the lines of communication and listen to our children, parents, and community members. It is our belief that if we support each other, our children will learn to support and respect each other as well.

### **Restricted Activity**

Students with injuries or illnesses that necessitate missing the regular physical education class require a doctor's note. In most cases, doctors will prescribe a modified or adapted class. A parent note will be accepted for only **one** class period. After that a doctor's note is required. Students not allowed to participate in physical education will also be excused from recess.

### **Scheduling**

Students should report directly to their classroom upon arrival at school. **Students may not be dropped off at school prior to 8:40 a.m.** The daily schedule follows:

8:20 a.m.	Teachers arrive
8:40 a.m.	Bus Drop off times
8:55 a.m.	Tardy bell and morning announcements
11:00 a.m. – 1:30 p.m.	Staggered lunch time
3:45	Dismissal

### **School Closing**

If it becomes necessary to close schools because of inclement weather or for any other reason, announcements will be carried on local radio and television stations. Parents should make emergency closing child care arrangements at the beginning of the school year. Please inform your children so that they know what to do and where to go should it become necessary to dismiss students early. Carefully complete the early closing form and update this whenever any information changes. **In an emergency closing, time will not allow for each child to call home for instructions, so please prepare in advance for these circumstances.**

Information about school closing is broadcast on WRVA, WRNL, WRVQ, WQSF, WRXL, and WVGO radio as well as on Richmond television channels 6 (WTVR), 8 (WRIC), and 12 (WWBT). You may also access current information on the internet at [www.newkentschools.org](http://www.newkentschools.org).

### **School Health Services**

Our school nurse divides her time between two schools. A clinic aide provides daily coverage in our clinic. The clinic staff reviews health physicals and immunization records, screens students (height, weight, vision, hearing, and scoliosis), provides first aid, administers medication, and provides health education for students and families.

The clinic also maintains emergency contact information. Please notify the clinic staff of any changes in such information. Sick children heal quicker at home. If your child has a fever, is vomiting or experiencing diarrhea, please keep him/her at home until the fever is gone for 24 hours and/or until the vomiting and/or diarrhea has ended for at least 12 hours. Also, treat cuts, burns, bruises, sprains, and strains that occur outside of school before sending your children to school. We are glad to follow doctor's written instruction for minor care, but we do not provide any emergency room services, physician care, or continued care for sick children.

Law governs administration of medication at school. The medication policy is in the Division handbook and must be strictly followed by our personnel. Please refer to the handbook for questions. **Please do not send medication to school with your child.**

Under the Occupational Safety and Health Administration (OSHA) exposure to blood-borne pathogen plan, we are required to request that an individual's blood be tested if infectivity status is unknown, when a situation indicates that the potential exposure to blood-borne pathogens has occurred. Under 32.1-45.1 of the Code of Virginia, the person(s) whose body fluids were involved shall be deemed to have consented to testing for infection with human immunodeficiency virus.

When a student has an accident or experiences a nosebleed at school and his/her clothes become soiled, parents will need to come to school to pick up the soiled clothing, regardless of the amount of blood or soiling.

### **School Supplies**

Supplies are unique to specific grade levels and lists are available from your child's teacher. Students are expected to come to school each day prepared to learn, with all supplies and books necessary for learning. Please label all supplies, lunchboxes, and outerwear with your child's name for ease in identification.

Textbooks are distributed to all students free of charge. Each textbook should be covered to extend the life of the cover and spine. **Please do not cover textbooks with contact paper or any other kind of adhesive.** Students are responsible for keeping their texts in the condition in which they were issued. Should a textbook or library book

become damaged or lost, full payment will be required before a new book can be issued or checked out from the library.

Essential school supplies, including notebook paper and pencils, will be sold at the pencil shop before school on a designated day for each grade level. Students report to homebase for permission to go to the pencil shop.

### **Student Drop-Off and Pick-Up**

There is visitor parking in the front of each building, if you need to visit the school. Student drop-off and pick-up points will be in the front of the building. Please park and walk down the sidewalk to the main office to **sign out** your child for pick-up at the end of the day. If you plan on picking up your child on a regular basis, please make sure that you **do not arrive earlier than 3:30**. The instructional day does not end until 3:40, and every minute is important to your child's learning!

### **Testing**

Students at George W. Watkins Elementary School participate in the Virginia State Testing and Assessment Program. Students in grade 3 take Standards of Learning (SOL) Assessments in reading/language arts and math each spring. Fourth grade students take the SOL Assessment in reading, math and Virginia History. Fifth grade students take SOL Assessments in reading/ language arts, math and science each spring. Previous years' scores, sample items, and parent tips are available on-line at [www.pen.k12.va.us](http://www.pen.k12.va.us).

Kindergarten through Third grade students participate in Virginia's Phonological Awareness Literacy Screening (PALS) each year. This screening is designed to help identify reading strengths and weaknesses.

### **Title IX**

The New Kent County School Board complies with Title IX of the Educational Amendments of 1972, as amended by Public Law #93-568, 88 Stat. 1955 (except sections 904 and 906 of those amendments) which is designed to eliminate (with certain exceptions) discrimination on the basis of sex in any educational program or activity receiving federal financial assistance, whether or not such program or activity is offered or sponsored by an educational institution as defined in this part. This part is also intended to effectuate Section 844 of the Education Amendments of 1974, Public Law #93-380, 88 Stat. 484.

Title IX information is on file in the main office should you need further assistance. The New Kent County School Board does not discriminate on the basis of gender when employing personnel.

### **Transportation**

Bus transportation is provided as a service for students and their families. The same behavioral expectations set for school apply on the school bus. Bus riders are governed by the New Kent County Public Schools Discipline policy. The Division handbook will be sent home the first day of school. Please refer to this handbook throughout the year as questions arise.

The transportation department can answer questions regarding bus routes and times. Their telephone number is 966-9670.

In an emergency after school hours on an activity bus, the following plan will apply. Transportation Director, Mervin Hence, or Service Manager of the School Bus Shop, Don Clark, will notify the New Kent County Sheriff's Department if they know of any reason students will be late getting to their stops from the activity buses. The Sheriff's Department will have the mobile and home telephone numbers of Mr. Hence and Mr. Clark.

If parents have left the pick-up area **because a bus is late**, the bus driver will be responsible for keeping the children on the bus and for not allowing them off in an unsupervised area. Drivers will contact their supervisor by radio, so that parents may be notified.

New Kent County Schools make every effort to provide safe and efficient transportation for students. Due to the student rider population, most buses are filled close to capacity. We must restrict bus passes for this reason. We ask that you not make requests to ride alternate buses to attend parties, music lessons, competitions, scout meetings, etc.

**NOTICE OF NEW KENT PUBLIC SCHOOL COMPLIANCE OFFICER FOR EQUAL  
EMPLOYMENT OPPORTUNITIES**

Please be advised that the New Kent Public School's Compliance Officer is the Executive Director of Administration. Any person who believes he/she has not received equal employment opportunities should immediately report the incident by calling 966-8526, or by writing to the New Kent School Board, ATTN: Executive Director of Administration, P.O. Box 110, New Kent, Va., 23124

**NOTICE OF NEW KENT PUBLIC SCHOOL COMPLIANCE OFFICER FOR EQUAL  
EDUCATIONAL OPPORTUNITIES**

Please be advised that the New Kent Public School's Compliance Officer is the Director of Student Services. Any student who believes he/ she has been the victim of prohibited discrimination should report that alleged discrimination as soon as possible by calling 966-8523, or writing to the New Kent School Board, ATTN: Director of Student Services, P.O. Box 110, New Kent, Va., 23124.

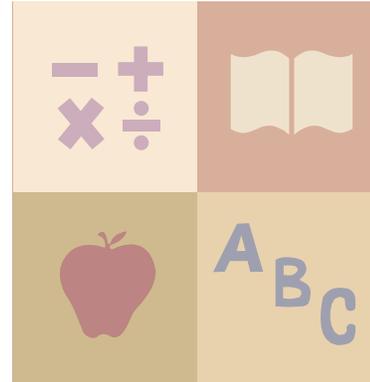
**NOTICE OF NEW KENT PUBLIC SCHOOL COMPLIANCE OFFICER AGAINST  
SEXUAL HARRASSMENT**

Please be advised that the New Kent Public School's Compliance officer is the Executive Director of Administration. Students and employees who believe that they have been sexually harassed should immediately report the incident by calling 966-8526, or by writing to the New Kent School Board, ATTN: Executive Director of Administration, P.O. Box 110, New Kent, Va. 23124

TO: Parents

FROM: New Kent County Public Schools

RE: Screening Notification



Speech, language, motor development, hearing, and vision are all vital in ensuring school success. It is because of this that the Commonwealth of Virginia requires that all children new to public schools be screened in these areas within sixty (60) days of their initial enrollment. To meet this requirement, New Kent County Public Schools will conduct speech/ language, hearing, vision, and motor development screening during the first few months of schools. These screenings will be completed by the speech pathologist, school nurse, or clinical attendant and other appropriate school personnel. It is through this screening process that potential problems can be identified and addressed prior to any adverse effect on school performance. You will be notified only if the need for further evaluation is indicated or a problem is suspected. Students in grades 3, 7, and 10 will be screened for sight and hearing defects. This is in accordance with state and county policy.

## NOTICE OF NEW KENT'S GUIDANCE AND COUNSELING PROGRAM



As mandated by the Virginia General Assembly, the New Kent Public School division has developed a Guidance and Counseling policy in regards to academic guidance, career guidance and personal social counseling. No student will be required to participate in any counseling program to which the student's parent objects. If you are interested in finding out more about the counseling programs or are interested in having your child "Opt Out" of the program, you should contact your child's principal.

For the purpose of this policy, the following definitions apply:

- a.) Academic Guidance- Guidance which assists students and their parents to acquire knowledge of curricula choices available to students, to plan a program of studies, to arrange and interpret academic testing, and to seek post-secondary academic opportunities;
- b.) Career Guidance- Guidance which helps students become aware of and knowledgeable about the world of work and careers, plan action about work, jobs, apprenticeships, and post-secondary educational and career opportunities;
- c.) Personal/ Social Counseling- Counseling which assists a student in developing an understanding of themselves, the rights and needs of others, how to resolve conflict and to define individual goals, and reflect their interests, abilities and aptitudes. Such counseling may be provided either (i) in groups in which generic issues of social development are addressed or (ii) through structured individual or small group multi-session counseling which focuses on the specific concerns of the participant(s).

TO: Parents

FROM: New Kent County Public Schools

State and Federal Laws guarantee every disabled child the right to a free, appropriate public education. If your child or another child you know is suspected of having a disability, please refer the child to our school division. We provide special education to identified disabled children, ages two through twenty-one, inclusive. For children below age two, we work in cooperation with our local Mental Health Board in identifying such children and providing appropriate services.

If you have some of the following concerns regarding your child, please contact our Director of Special Education at 966-9650, or one of our local schools directly.

My child has:

- a diagnosed disability or special syndrome
- a disabling disease or chronic illness (for example heart problems, failure to thrive, leukemia, epilepsy, diabetes, etc.)
- a hearing problem
- a visual impairment
- poor speech, unclear speech or no speech
- a birth defect
- a physical disability
- slow physical movement (example: delayed sitting or walking)
- symptoms of hyperactivity
- orthopedic problems

### **OCR/ VOC ED Guidelines**

In compliance with the Executive Order 11246; Title II of the Education Amendments of 1976; Title VI of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972; Title IX Regulation Implementing Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; and all other Federal, State, School rules, laws, regulations, and policies, New Kent Public Schools shall not discriminate in the basis of sex, age, race, color, national origin, religion or handicap in the educational programs or activities when it operates.

It is the intent of New Kent Public Schools to comply with both the letter and spirit of the law making certain that discrimination does not exist in its policies, regulations and operations. Grievance procedures for Title IX and Section 504, have been established for students, their parents and employees who feel discrimination has been shown by New Kent Public Schools.

Specific complaints of alleged discrimination under Title IX (sex) and Section 504 (handicap) should be referred to:

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Dr. Rick Richardson  
Superintendent / Director, Special Education  
Section 504 Coordinator  
New Kent School Board  
(804) 966-9650

All students attending New Kent Public Schools may participate in education programs and activities, including but not limited to health, physical education, music, vocational and technical education, (homemaking and consumer education, trade & industrial education, business and office education, etc.) regardless of race, color, national origin, religion, age, handicap, or sex.