



Southeastern Elementary School

2018-2019

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Dr. Donna Weingand
Principal

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Mrs. Andrea Henderson
Data Quality Secretary

Mrs. Jeanne Hanks
Attendance Secretary

Mrs. Kim Morris
School Health Advisor

Mrs. Christina McBride/ Mrs. Holly Rogers
Guidance Counselors

Principal's Message

Dear Parents/Guardians and Students:

It is my absolute pleasure to welcome you to Southeastern Elementary School – Home of the Lil' Hawks! The staff at Southeastern Elementary is dedicated to providing the best educational program possible for our students. We are responsible for making learning a valuable and rewarding experience for all students. We believe it is important for students to take part in their own learning, and love that our parents collaborate with our school to ensure the best educational experience possible for their child. Please know that Southeastern Elementary parents are our partners in the important job of educating the children of the amazing Hickory community.

The pages of the handbook are filled with important information regarding school policy and procedures. Parents and students should review the contents together. We feel that open and clear communication between school and home is important to the success of our educational program. If you have any questions, please call the school office.

The SEE Student Planner was designed to assist your child in organizing his/her daily, weekly, and long-term assignments; and further, will assist in honing your child's organizational skills and serve as a helpful reference for parents who seek to provide academic support at home.

We welcome your participation and support this school year and solicit your membership in the Southeastern Elementary PTA. Working together, we will be able to reach our collective and individual goals and celebrate the achievements of our students.

General Expectations

Throughout the school year, students will be taught the following Southeastern Elementary School expectations:

Be Respectful
Be Responsible
Be Safe

These lessons will be reinforced and retaught throughout the school year. In addition, students will be praised for demonstrating appropriate behaviors. Acknowledging and reinforcing positive behavior is one of the most effective ways to change inappropriate behavior and encourage appropriate behavior.

HOME & SCHOOL PARTNERSHIP:

For our children to reach their greatest potential, it is essential that we maintain a strong home/school connection. SEE parents/guardians and school personnel commit to working together seamlessly. We are dedicated to making a pledge to foster our home and school partnership. Please review the School Pledge below and share it with your child. We look forward to your active involvement in supporting your child's education.

School Pledge:

We understand the importance of the school experience for every child and our role as teachers and models. Therefore, we agree to:

- Communicate with you regarding your child's progress
- Provide your child with differentiated instruction to meet his or her social and educational needs
- Work collaboratively with you and our community to ensure that SEE continues with our traditions of academic excellence in a supportive learning environment

Dr. Weingand

September 4, 2018

School Hours

School hours are from 7:50 a.m. until 2:19 p.m. each day. **Students should not arrive earlier than 7:30 a.m. Students should not remain on school grounds after dismissal** unless they are participating in a supervised school activity. Supervision cannot be provided for students who arrive before 7:30 a.m. or remain later than 2:19 p.m. These procedures are designed for the safety and well-being of your children, so we thank you in advance for your support.

Arrival and Dismissal Procedures

We encourage you to have your child ride the bus to and from school; however, should you need to bring your child to school, please drop them off between 7:30 a.m. and 7:45 a.m.

QUICK DROP-OFF PROCEDURES: The drop-off car line is located at the north end of the building from 7:30 to 7:45 a.m. To ensure that student drop-off is efficient and safe, we ask that children are seated on the right side of your vehicle, and that they have their seatbelts off/ are out of booster seats as you pull up. This will ensure they exit the vehicle quickly and safely. We also ask that you pull up as far as possible when dropping off your child so that traffic can keep moving. If you need more time or if your child needs assistance, please park in the parking lot instead of using drop-off and escort them inside. ***Children who arrive after 7:45 a.m. must be escorted by a parent to the office. Please note that students who are not in class by 7:50 a.m. will be marked tardy.***

For dismissal, parents who wish to pick their children up should send a note in with the child or arrive prior to 2:00 p.m. Utilize your blue "Note to the Teacher" pad. In the event of an emergency, administrative approval is required for all changes made over the phone. If parents wish to pick-up a child every day, one note should be sent in for the duration of the school year. **Unfortunately, we are unable to get children off of the bus if we have not been notified by 2:00 p.m. due to the tight schedules our buses must follow to get to their next school. If we have not received a note, we will follow our normal dismissal plan for your child. Please note that any emergency contacts listed for your child MUST have a note to pick up your child.**

Attendance Requirements

Southeastern Elementary is required by the Code of Virginia, Section 22.1 - 254 and the local school board to enforce laws that are related to truancy and excessive absences. The law states that every elementary school aged child is required to attend school every day and is to remain in school for the whole day.

Recently, those laws have increased the school's responsibility to make sure children are in school. The law requires the school to take an active role in the enforcement of school attendance. This law requires schools to develop a plan of action with the parent for students who are not in school and whose absences are excessive and/or unexcused.

Absences from school are categorized as either excused or unexcused. The Chesapeake School Board has defined an excused absence to include any of the following:

Sickness of a student, medical appointments, severe illness or death in the family, exposure to contagious disease, religious holidays, or extenuating circumstances such as fire, accident, or extremely inclement weather. Absences other than those listed above will be recorded as unexcused absences.

Being on time and regular attendance are important to your child's success. This lays the foundation for good work habits that your child will carry into adulthood. When a student is absent, there are many missed educational opportunities. Written work can be made up, but missed instructional time cannot. Instruction, including explanations, demonstrations, discussion, experiments, and group practice continues whether your child is present or absent. Therefore, try to schedule doctor and dental appointments for after school hours and take family vacations when school is not in session.

Reporting Absences

Parents are required to notify the school, in writing, the reason for any absences. **Notes for absences should include the dates as well as the reason and should be submitted within 4 days of the child's return.**

Excessive Absences/Truancy Procedures

- ❑ After five unexcused absences, the school counselor will contact the parent and student, obtain an explanation for the absences, and make the parent aware of the consequences of continued unexcused non-attendance.
- ❑ After six unexcused absences, the principal or assistant principal will schedule a conference with the parent within 10 days of the last unexcused absence in order to resolve the causes for the unexcused absences.
- ❑ ***After seven unexcused absences, the student and parent will be referred to Truancy Court through the Office of Student Services.*** The documentation will be reviewed and forwarded to the court for legal action.
- ❑ Children who miss 30 or more school days, either excused or unexcused, are candidates for retention due to large amount of instructional time lost unless extenuating circumstances have been discussed with the principal.

Tardy To School/Early Departure

Compulsory attendance laws require students to be present from bell to bell (7:50 – 2:19). Students tardy to school must go to the office and obtain an admittance slip to class. Excessive tardies are also subject to truancy procedures.

Also, a record is kept of all student departures during the school day. Early departures prior to 2:10 p.m. are considered as missed school and are subject to the truancy procedures.

Make-Up Work

Unfortunately, illnesses do occur and children who are sick should not be in school. Because sick students usually cannot complete their school work until they have recovered and effective instruction requires continuous adjustments, it is the general policy that missed work is given when students return to school. Students will be permitted to make up work regardless of the reason for the absences.

- ❑ It is the student's and parent's responsibility to ask for all work missed when absent.
- ❑ Students returning from each unexpected absence have five (5) school days to complete the missed work to receive full credit. Exceptions may be made for extended absences.
- ❑ When a student is absent on the day of a test, but was in school the day before the test, the test will be taken when the student returns to school.

Homework

The Chesapeake School Board considers homework to be an important component in the learning process. It is a natural link between the home and the school. Appropriately planned homework assignments extend the time in which formal learning can take place. Correctly monitored, homework helps children learn how to work independently and how to be accountable. Parents should provide an established routine for completing homework and then check that it is done correctly. Homework must take precedence over extracurricular activities. Southeastern Elementary teachers adhere to the following homework guidelines:

- ❑ Students will have homework.
- ❑ Homework assignments will be evaluated and returned as soon as possible to students. Non-written homework assignments may be assessed by students' participation in class discussions.
- ❑ Evaluation of homework by the teacher does not necessarily require the "grading" of each assignment. The teacher may use check marks, stickers, or written comments as examples of how to evaluate homework.
- ❑ Homework should be reasonable in length. On some nights there will be more homework than at other times. School Board guidelines are as follows:
 - Primary grades (K-2) --approximately 20 to 45 minutes per night
 - Intermediate grades (3-5) -- approximately 30 to 60 minutes per night
- ❑ In each intermediate classroom, homework assignments will be clearly displayed in a specific location. Students will know where to look in the classroom in order to copy down the day's homework assignments. At the primary levels, teachers may place homework in an assigned location or may send home a homework bulletin.
- ❑ Homework will not be used as a disciplinary action.

ParentVue

ParentVue is the parent component of the student information system that CPS utilizes. Through this program, parents receive communication from both the school and classrooms as well as have access to grades for students in 3rd – 5th grades. Accounts can be maintained throughout a child's enrollment in all CPS. Activation codes are available upon request from the office.

Grading Policy

In assigning grades to student work and in evaluating student performance, the following guidelines will be followed:

- Teachers evaluate student progress frequently and use a variety of methods including tests, projects, homework, classwork, and class participation.
- A minimum of one graded activity per week for each subject taught that week is the goal.
- Not all work completed by a student carries the same weight. Grade level teams develop a plan for grading classwork, projects, tests, and homework. Some student work, such as major

- tests, carries more weight in the averaging of grades for the end of the marking period.
- Teachers use the evaluation process (grading) as a diagnostic tool for identifying skills mastered and skills requiring re-teaching as well as for assigning grades for subjects taught. Grades reflect student achievement (how much of the material has been mastered by the student) not ability, conduct, or work habits. Areas such as handwriting, neatness, and conduct are evaluated separately and are not used in deriving a grade for subject content. Teachers inform parents of students' progress at least once every four and a half weeks, either by an interim progress report or the report card.
 - Assignments of zeros will only be used to reflect non-performance of an academic responsibility. It will not be used for work where the student's name is missing.
 - Grades reflect individual and honest effort. Therefore, students who cheat will receive a grade of zero and possible disciplinary action.

Grading Marks for K - 2

O- Outstanding – Consistently exceeds grade level standards and objectives

S- Satisfactory – Consistently meets grade level standards and objectives; has a strong understanding of the concepts and applies it consistently

P- Progressing- Progressing towards meeting grade level standards and objectives; has a good understanding of concepts and applies it frequently

N – Needs improvement- Experiencing difficulty meeting grade level standards and objectives; has a basic understanding of the concept and applies it some of the time

U – Unsatisfactory – Does not meet grade level standards and objectives

Grading Scale for 3rd – 5th Grades

93 – 100 – A

90 – 92 – A-

87 – 89 - B+

83 – 86 - B

80 – 82 - B-

77 – 79 - C+

73 – 76 - C

70 – 72 - C-

67 – 69 - D+

64 – 66 - D

Below 64 E

Student Recognitions

Our faculty and staff are committed to recognizing our children for their many varied accomplishments; therefore, children are recognized in these categories: academic achievement, academic improvement/effort, attendance, behavior, citizenship, and birthday.

Academic

- Superintendent's Honor Roll – all A's
- Principal's Honor Roll – All A's and B's
- Honor Roll- B Average (with nothing below a C)

Citizenship

- Student of the Month – chosen by teacher for citizenship, kindness, and diligence
- "Caught Being Good" – chosen by all staff members at any time

Birthday

- Birthday Recognition – name called on the PA System and a small birthday token

Dress Code

The Chesapeake School Board expects *all students to dress in a manner appropriate for the promotion of learning*. Student appearance shall not be disrespectful, indecent, disruptive to the school environment, or dangerous to the health and welfare of students.

- ❑ Students may not wear apparel or accessories that pose a health or safety hazard, such as flip flops, baggy pants, or tops with spaghetti straps.
- ❑ Clothes must be worn as they were designed to be worn (i.e. buttoned, zipped or belted tight enough to prevent them from falling and/or exposing under garments).
- ❑ No apparel or personal belongings are permissible that advocate violence, tobacco, alcohol, drug use, gang activities/ membership; that use profanity or obscenities; that display a weapon; or that reflect adversely on persons due to race, gender, creed, or intellectual abilities.
- ❑ Beach attire, bare midriffs, or revealing clothing, such as short-shorts, tank-tops, pajamas or bicycle pants may not be worn to school.
- ❑ Hats may not be worn in the building.
- ❑ Appropriate footwear is required for PE and recess for safety reasons.

If there is a question about a particular item of apparel, the student or parent should contact a school administrator for a decision. When a student is in violation of the above guidelines, all efforts will be made to correct the situation at school. However, if an acceptable alternative cannot be found at school, parents will be notified to bring in appropriate clothing/shoes. Students who consistently violate dress code standards will not be permitted to participate in class with their peers.

School Bus Rules

Riding the bus is a privilege which carries with it certain responsibilities. Students are expected to display proper conduct on the bus as outlined in the Chesapeake Public Schools Regulations for Pupils Riding School Buses. Misbehavior on the bus may result in bus riding privileges being suspended.

School Breakfast and Lunch

Our school does serve breakfast and lunch. Breakfast is available for \$1.30 and includes an entrée, a fruit choice, and milk. Lunch is available for \$2.60 and includes one entrée, choice of 1 or 2 sides, and/or choice of milk. Milk is \$.55 separately.

Parents are encouraged to take advantage of our online prepayment system, Mealpayplus.com. The children's lunch accounts can be monitored free of charge. Parents can see what each child purchases everyday. Additionally, for a small fee, parents can also pay for your child's meals online as well.

Invitations to Private Events/Functions

Please note that only invitations and event flyers approved under the guidelines of Chesapeake Public Schools' Office of Student Services may be sent home with students. This includes birthday invitations. Invitations to private functions must be exchanged outside of school. Unfortunately, privacy laws prevent our staff from releasing this personal information including contact information to students and parents without consent.

PTA Membership

Research shows that children whose parents are actively involved in their children's education achieve more. We encourage each family to show your support of your child's education and our school by joining the PTA and becoming ACTIVE members.

PTA BOARD

President – Vania O'Keefe
 1st Vice President – Blaire Culpepper
 2nd Vice President – Claudia Cuddyer
 Recording Secretary – Suzie Christenson

Corresponding Secretary – Jessica Palmer

Treasurer – Bethany Haywood

SCHOOL CALENDAR

Please visit Chesapeake Public Schools' website (www.cpschools.com) or SEE's website (<https://cpschools.com/see/>) for the most up-to-date information.

Important Dates

Aug 30:	Open Houses - Preschool, Kindergarten, Grades 4 and 5
Aug 31:	Open Houses – Grades 1, 2, and 3
Sept 3:	Labor Day - Holiday
Sept 4:	First Day of School for Students
Oct 11:	Early Release Day (Elementary Only) 12:19PM
Nov 2:	End of Grading Period – Quarter 1
Nov 5:	Teacher Workday/ In-Service Day
Nov 6:	Teacher Workday
Nov 12:	Veterans Day (Observed) - Holiday
Nov 21:	Early Release Day 12:19PM
Nov 22-23:	Thanksgiving Holiday
Dec 21-Jan 1:	Winter Break
Jan 2:	Schools Reopen
Jan 21:	Martin Luther King Jr. Day – Holiday
Jan 25:	Early Release Day
Jan 25:	End of Grading Period – Quarter 2
Jan 28:	Teacher Workday
Jan 29:	Teacher Workday
Feb 18:	Presidents' Day – Holiday
Mar 7:	Early Release Day (Elementary Only) 12:19PM
Apr 5:	Early Release Day 12:19 PM/ End of Grading Period – Quarter 3
Apr 15-19:	Spring Break
May 27:	Memorial Day - Holiday
June 13:	Early Release Day/ Last Day of School/ End of Grading Period – Quarter 4
Jun 14:	Teacher Workday