

Welcome to Saunders Elementary

Greetings Spartan Scholars and Families,

As we begin the 2017-2018 school year we want to take a moment to share our sincere gratitude to those who make Saunders a great place to work and learn!

We are dedicated to keeping your child safe while providing every opportunity for them to thrive and be successful scholars and leaders. Saunders Elementary provides caring adult role models. The chance to be heard. Time to think and make mistakes. Service to others. Wonder and curiosity!

We focus on one mission: ensuring that all students graduate *college, career, and citizen-ready*. Saunders' educators implement a quality curriculum. To avoid gaps in

learning, it is important to build the habit of good attendance early. Attending school regularly helps children feel better about school, and themselves.

We invite you to partner with us this year to realize the vision! We will measure and celebrate *achievement, advancement, and youth development*. Please review this planner in its entirety. It is one way to get involved, and communicate with your child's teachers.

Together we can achieve the extraordinary!

Mrs. Shannon Pipkin, Principal

Ms. Robin Boone, Assistant Principal

School Contact

853 Harpersville Road
Newport News, VA 23601
757-591-4781 Office
757-599-4571 Fax
<https://saunders.nn.k12.va.us>

School Schedules

STUDENT HOURS 9:05 a.m.-3:40 p.m.
HALF-DAY DISMISSAL 12:15 p.m.
EARLY DISMISSAL 2:10 p.m.
OFFICE HOURS 8:15 a.m.-4:30 p.m.

This planner belongs to:

NAME: _____

STUDENT NUMBER: _____

TEACHER: _____

ROOM NUMBER _____



PLEASE NOTE: The front cover is sensitive to extreme heat. Do not leave in direct sunlight!

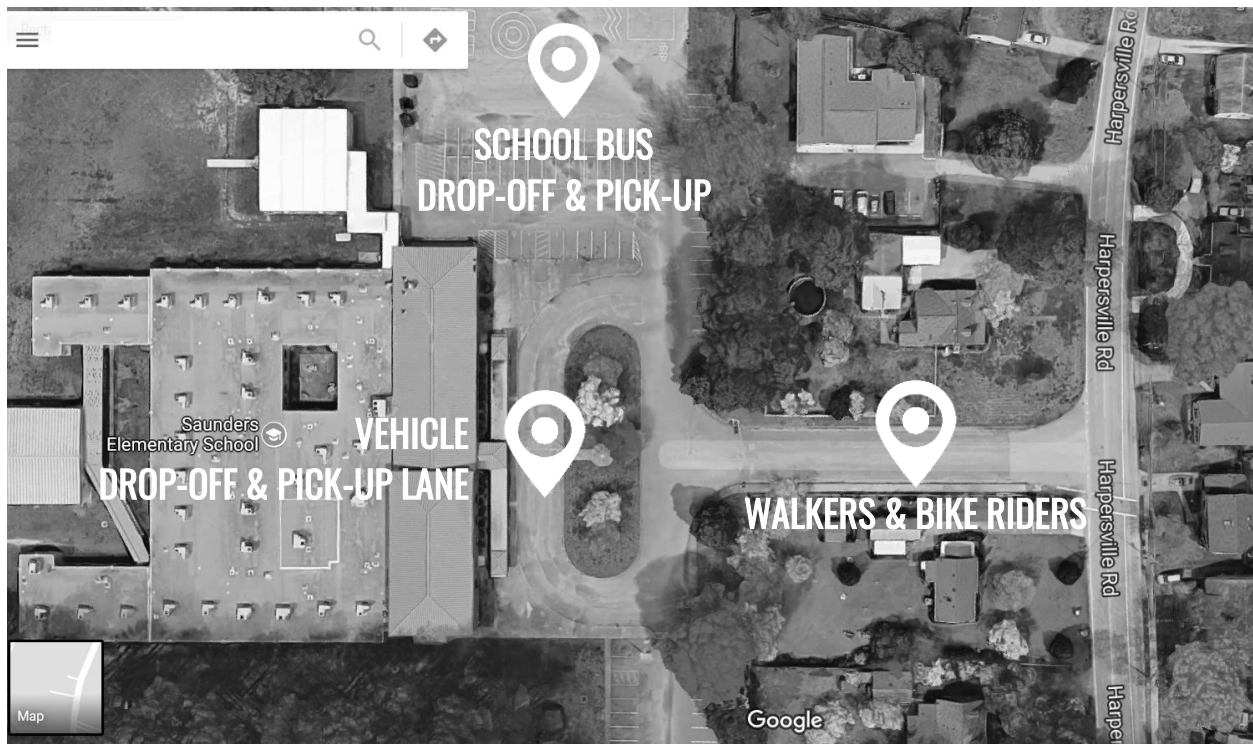
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Safety First

Arrival and Dismissal

- Avoid dropping your child off at the school prior to 8:50 a.m. Staff members are not available to supervise them. You are encouraged to stay with your child until the doors open at 8:50 a.m.
 - We must have a written request/permission from a parent/guardian to make changes to ride a different bus. The note needs to include the day that the change is to take place.
 - We want to maintain a safe drop-off and pick-up environment. Please look at the map below to identify your child's drop-off and pick-up location. We encourage walking, biking, and carpooling!
- Only authorized persons listed on the emergency contacts and have a picture ID will be allowed to pick up your child.
 - Newport News Public Schools uses a three card system to ensure kindergarten safety during transfers. Please refer to the **section on Pupil Transportation** in this planner.
 - If a child has been returned to school by the bus driver and the office is unable to contact anyone to pick up the child and/or no one has called the office inquiring about the child's whereabouts, the police and/or child protective services will be contacted for assistance. Continued difficulties where a child is left waiting after dismissal will require a child protective service referral.



Visitors

We want you to get involved at Saunders! Whether visiting or volunteering in a classroom, you need to have made arrangements with the teacher ahead of time, so instruction is not interrupted. When entering after 9:05 a.m., you must first stop in the Office, speak with a secretary, and state the reason for your visit before you are issued a visitor sticker. If you have not scheduled a visit, we can call your child to the Office so you can speak with them or you can join them in the Cafeteria for lunch. Visitor stickers must be worn on your person, so we know you are not an intruder.

Volunteers

We have many volunteer opportunities! Please fill out the Volunteer Form http://sbo.nn.k12.va.us/overview/documents/volunteer_application.pdf and submit it via email or print off a copy and bring to the school. Newport News Public Schools will perform a check of your background. Refusal to allow the background check will exclude you from volunteer work at Saunders.

Food Allergies

We have students with life-threatening food allergies. Please check with the classroom teacher before purchasing snacks or food items (i.e.-cupcakes) for class celebrations. If there is a child in the class with a food allergy, the food item will be prohibited for all students. We strongly encourage alternatives to candy and sugary foods, such as stickers or pencils.

Emergency Information

It is critical that we have up-to-date contact information. In the event there is an emergency or we had to evacuate to an announced location, we would want to be able to reach a parent, guardian, or emergency contact. Always come to the Office to make changes to your address, phone numbers, and emergency contacts.

Safety Protocol

Throughout the year we will practice the emergency response protocol. When a safety drill is in progress or when the school is in lockdown, no one comes in or out. You will notice these signs on doors.



**DRILL IN PROGRESS
NO ONE IN OR OUT**



**SCHOOL IS IN LOCK DOWN
NO ONE IN OR OUT**



Bullying Prevention and Intervention

Newport News Public Schools has put a lot of preventative programs in place to ensure our students have a safe and nurturing environment in which to learn. All reports of bullying behavior will be taken seriously and will receive the appropriate and proper attention. Students and parents/guardians may report bullying behavior:

- **Anonymous Crime Hotline (591-3800)**
- Anonymous Reporting Box located outside the Counselor's Office
- In person to any staff member/trusted adult.

Dress Code

Please refer to the **section on Dress Code** in the Newport News Public Schools Rights and Responsibilities Handbook. When necessary, administrators will determine the appropriateness of school attire.

The following dress practices are not permitted in school:

- Flip flops
- Slides
- Shoes with wheels, unless wheels are removed

Dietary Allergies and Restrictions

Newport News Public Schools' Child Nutrition Services Department provides nutritious meals to support academic achievement and promote lifelong healthy food choices.

Through a special provision of the Healthy Hunger-Free Kids Act of 2010, Saunders Elementary will provide free breakfast and lunch to all students.

Students can purchase A La Carte menu items, snacks, and beverages. Visit <https://www2.mypaymentsplus.com/> and follow the onscreen directions to register, to make deposits or monitor your student's meal account. You will need your child's **Student ID Number** located on the cover of the handbook.



What if my child has a serious food allergy? What steps do I take to obtain a diet modification for my child?

A diet order from a physician is required. Click the link below to download and print the form. http://sbo.nn.k12.va.us/cns/documents/dietary_needs_form.pdf These orders from a physician, for a disabling conditions, must answer a series of questions in order to be implemented by the school division. Please call the Child Nutrition Office at 757-881-5020 with any questions.

Communication

ParentVUE

Newport News Public Schools provides online student information through ParentVUE. ParentVUE is free to all NNPS families and is available from any computer with internet access.

- Monitor your child's progress
- See calendar & class schedules
- View attendance, grades & more!

If you would like to register for a ParentVUE account, please come to the school's Office so our ParentVUE Coordinator can assist you.



Conferences

We request that appointments with administrators, teachers, and other personal be scheduled in advanced so that time may be used efficiently. Please call the Office to setup an appointment with administrators. Call, email, or text (Remind101 or ClassDojo) your child's teacher to schedule an appointment.

Phone Calls

In the event that you need to contact a teacher during instructional time, please call the Office and they will take a message. The message will be relayed to the teacher. The teacher will return your call during non-instructional time.

Family Engagement

School-Parent Compact

Newport News Public Schools, and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA) (participating children), agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards.

School Responsibilities

As a school, we will:

- Communicate regularly with students and families regarding progress using annual parent/teacher conferences, take-home folders, interim reports, report cards, benchmark tests and the Agenda Book with language interpreters when necessary.
- Provide opportunities for parents to meet with school personnel on a regular basis to discuss their student's progress and to participate as appropriate in the decisions relating to their student's education.
- Provide materials, suggestions, and trainings to parents to help promote the education of his/her child.
- Be accessible to parents via conferences, email, phone, or written notes and respond in a timely and appropriate manner to any questions or concerns.
- Provide well organized, appropriate, and meaningful lessons based on the state's Standards of Learning (SOLs).
- Create and monitor formal and informal intervention plans as needed for a child's success.

Parent Responsibilities

As a parent/guardian, I will:

- Communicate on a regular basis through notes, phone conversations, emails, daily review of Agenda Book entries. I will attend scheduled conferences.
- Listen to and read with my child daily while talking about the story to encourage understanding.
- Assist my child by being available for help and encouragement.
- Encourage and model positive respect for the school, teachers, staff, and my peers.
- Ensure my child attends school daily and provide a note explaining the reason for an absence upon returning to school.
- Provide a place and time for my child to complete homework and home reading without distraction.
- Utilize district and community resources to enhance by child's learning.
- I will peruse volunteer opportunities at my child's school throughout the year.

Student Responsibilities

As a student, I will:

- Come to school every day, on time, and ready to learn.
- Listen to instructions the first time given, ask questions for better understanding, and ask for help when needed.
- Show respect for schoolmates and all adults with my actions, body language, words, and tone of voice.
- Practice reading at home, using strategies I learned in school, for at least 20 minutes daily.
- Practice math facts and concepts everyday.
- Be responsible for delivering communications between my teacher and parents.

- Do my **BEST**.
 - **B**est effort
 - **E**verything assigned
 - **S**how full potential
 - **T**urned in on time

Parent Teacher Association

Virginia PTA is a volunteer child advocacy association working for ALL children in the Commonwealth of Virginia. Saunders Elementary has benefited from a very active PTA. Please join the PTA to help support our students. Membership information is available in the Office.