

2016-2017 Parent and Student Handbook



Deep Creek Elementary School

"Devoted to Cultivating Excellence"

2809 Forehand Drive
Chesapeake, VA 23323
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Attendance Line: 757-558-5334
Fax: 757-558-5337
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MISSION STATEMENT

The mission of Deep Creek Elementary is to ensure that all students develop a strong academic foundation, positive character traits, and enthusiasm for lifelong learning, while providing differentiated instruction through a challenging curriculum in a safe, nurturing environment supported by staff, parents, students, and community.

Welcome to Deep Creek Elementary School (DCE)! We would like to welcome back our returning families and extend a very special welcome to our new Deep Creek Elementary families. We want this year to be a great year for our students and their families. This handbook will explain some of the day-to-day operations of our school. In this booklet you'll find lots of important details regarding our hours, student expectations, and school policies. Please feel free to contact us if you have questions or concerns. We'll be happy to help in any way we can.

Have a wonderful school year!

Dr. Barry C. Brown
Principal

Mrs. Linda Jones
Assistant Principal

SCHOOL HOURS

7:40 AM	Students may report to class
7:55 AM	Student arrival
8:00 AM	Instructional time begins. Students not present are marked as absent or tardy
8:00-11:10 AM	AM Kindergarten & PM Pre-K
11:15-2:29 PM	PM Kindergarten
11:45-2:29	PM Pre-K
2:29 PM	Afternoon dismissal procedures begin

Early Release Schedule

8:00-10:00	Pre-K AM
10:45-12:29	Pre-K PM
8:00-10:10	AM Kindergarten
10:15-12:29	PM Kindergarten
8:00-12:29	Grades 1-5

Students should not arrive at school before **7:40 AM**, as supervision is not available until this time. If you choose to bring your child by car, please drop him/her off at the front door between 7:40 and 7:55. **Breakfast is available to students 7:40-7:55.**

Students arriving any time after 8:00am are tardy and must be escorted into the building by a guardian, parent or other responsible person and "signed in" in our school office.

Visitors

Visitors and parents are always welcome and encouraged to visit our school. If you wish to visit a classroom, **please contact your child's teacher in advance to arrange a convenient time.** Chesapeake Public Schools has implemented a visitor management system called "Raptor" in all of its schools. When you arrive at school to attend a scheduled parent conference, class event, or visit the cafeteria, the security officer at the front desk will sign you into the system by scanning your photo ID. Volunteers will also use Raptor to sign-in. **Please have your ID ready when you enter the building.** If you are coming to school for parent pick-up, or to make an unscheduled visit to your child's class, simply come to the main office, show photo ID and our office staff will help you. As always, all school visitors and parent pick-ups are required to show photo ID.

Attendance

If your child is absent for any reason, call the attendance line at 558-5334. Leave your child's name, teacher's name, your name, and reason for absence (example: strep throat, fever etc.). However, you must also send a note for the absence to be excused. Excused absences are limited to documented illness or death in immediate family. Please send a note with your child upon return. Other absences may be excused at the discretion of the school Principal. Chesapeake Public School's attendance policy is as follows:

1. After five unexcused absences, parent is contacted.
2. After the sixth unexcused absence, a parent conference is held.
3. After the seventh unexcused absence, a referral is sent to the Office of Student services, along with any other pertinent documentation.
4. The referral is screened by the Office of Student Services, and then again by the Intake Department of the Juvenile and Domestic Relations Court.

Tardiness

Tardiness is very disruptive to your child's learning. Most children benefit from having a few moments of organizational time in the morning. When students are tardy, **they must come to the office with a parent or other adult to sign in.** Students will then be given a tardy slip to be admitted to class. A record is kept of student absences and tardiness. DCE is required to report excessive tardiness (five or more) to the Department of Student Services.

Students who are picked up early

To reduce the interruption of instructional time, all students leaving early will be announced over the Public Address system at 2:29 PM and will report to the cafeteria.

Students are not allowed to leave the school with anyone other than a parent or guardian unless a written and dated request is made by the parent or guardian. Students must be signed out either in the office by a parent or designee prior to leaving the school grounds. Everyone will be required to show picture identification to school personnel before the child can be released. All adults signing a child out from school are required to sign our log. Parents are encouraged to schedule doctor/dentist appointments after school. Teaching and learning continues to occur until the very end of the school day. **A record is kept of student departures during the school day. Please provide a note stating the reason for the early departure upon your arrival. DCE is required to report excessive early departures to the Department of Student Services. A departure is noted as a "tardy" on the student's attendance.**



Emergency School Closings or Delays

On occasion, school will be closed or will have a delay in its opening due to inclement weather. When such conditions exist, you will be notified via Chesapeake Public Schools Parent Alert System (PAS). In an emergency, PAS will call home and cell numbers provided on your emergency card. ***It is essential that DCE has accurate contact information so that you receive these messages.*** Additionally, you may listen to WFOS radio (88.7 FM) or watch cable WCTV-48 to get complete information on school closings or delays.

Delayed School Opening

Two-Hour Delay – Schedules will be adjusted to allow lunch to be served.

A.M. Kindergarten – Canceled

P.M. Kindergarten – One-hour delay

A.M. Special Education Preschool – Canceled

P.M. Special Education Preschool – One-hour delay

Early Release Schedule – 8:00am–12:29pm

AM Kindergarten - 8:00am-10:10 am

AM Special Education Preschool – 8:00–10:00 am

PM Kindergarten - 10:15am-12:29pm

PM Special Education Preschool – 10:45-12:29 pm

Change of Address and Telephone Numbers

At the beginning of each school year, families are asked to complete a Student Emergency Card. These cards include essential information and should be kept up to date. Parents are required to inform the school of any address and home or work telephone number changes during the school year. **Be sure to designate an additional emergency contact person, and include those whom you give consent to pick up your child.**

Evacuation Drills

Bus, Fire, Tornado Evacuation, and Lockdown Drills will be conducted throughout the school year. Bus drills are usually conducted in October and February during morning arrival time. Fire drills are conducted weekly during the first month and once a month thereafter. Tornado drills will be conducted as warranted.

Health and Safety (Student Accident Insurance)

The Chesapeake Public School Board endorses an insurance policy which offers coverage for a nominal fee. The rate sheet and options available are attached. To apply for student accident coverage, the parent can access the website at <http://markel.sevencorners.com> or call 877-444-8014. You can also find this information within the Parents/Students tab on the CPS home page. On the drop down, click on the link titled Entrance/Health/Athletic Forms. The Student Accident Insurance is listed under the Health section.

Health Care

A full-time Registered Nurse operates our school clinic. Parents/guardians will be contacted if their child has a fever, injury, or appears to be suffering from an illness or contagious disease. Students should not attend school if they are experiencing a fever (100.4 degrees or higher), vomiting, and/or diarrhea, even if medication is being given to “treat” the symptoms. Students with illness requiring antibiotic treatment should remain at home until 24 hours after antibiotic treatment was started or until cleared by their physician. **Students with fever must be “fever-free” for 24 hours before returning to school.** All contagious illnesses should be reported to the School Nurse, in addition to being called in to the attendance line.

Communication

DCE uses many forms of communication to maintain and establish contact with a parent or guardian. We use face to face conferences, phone calls, emails, notes, letters, etc. to keep you informed of your child’s progress at school. We believe effective education of children requires collaboration between home and school. Parents are informed of their child’s progress in school through the Thursday brown envelope, Interim (mid-term) reports, and nine-week Progress Reports (Report Cards). We also communicate school news using an online DCE Parent Bulletin and through posted Peachjar flyers. Deep Creek Elementary uses other forms of communication as well:

Synergy

Chesapeake Public Schools has partnered with Edupoint and purchased Synergy to manage our student data. Synergy is a powerful student information system that will also track health, discipline, courses, grades, attendance, test history and special program data.

Synergy will simplify home-to-school and district communication for parents, offering access to near real-time information.

Parents will receive activation codes to login to the ParentVue module to see all of their student(s) information in one place. They will see daily assignments and scores, attendance, health information, graduation status, Special Ed IEPs and more.

Conferences

Conferences are planned for parents at the end of each nine-week period and whenever requested by the teacher and/or parent during the school year. Parent-teacher conferences are invaluable for both the parents and the teachers. Parents can see a showcase of their child's work that progress reports will never reveal. Teachers can explain the child's strengths and weaknesses that a narrative summary may not be able to describe. More importantly, the child sees his/her parent and teachers meeting together to support his/her educational program. Conferences must be scheduled with the teachers and cannot be conducted during times that will interfere with daily instruction. Additionally, phone conferences are a convenient way to communicate between home and school. We strongly believe that parents appreciate a positive phone call from school that reports our children's successes. We also appreciate your feedback from home, even when you are satisfied with your child's instruction.

Parent Alert System (PAS)

Our school is equipped with an automated communication system to call all parents for a variety of reasons. These pre-recorded messages have important information for your family. Please take time to listen to the entire message. It is essential that DCE has accurate contact information so that you receive these messages.

DCE Homework Planner / Agenda Notebooks

In addition to the regular supplies, the school provides each student in grades 2 - 5 a **homework planner**. This notebook will include daily homework assignments, a parent and teacher comment section, and additional daily educational facts and challenges. Please refer to the Agenda notebook daily.

Homework

The Chesapeake Public Schools considers homework to be an important component in the learning process. Correctly monitored, homework gives children an opportunity to learn how to work independently and how to be accountable. It also provides the teacher another option to individualize instruction to the needs of the children in the class, and is another vehicle for parent teacher communication. It extends the time in which formal learning can take place. The basic objective of homework is to reinforcement and application of concepts, principles and skills that have been taught and learned in the classroom. While homework assignments may vary in length, the following homework standards are recommended:

Primary Grades (K- 2) 20-45 minutes daily
Intermediate Grades (3-5) 30-60 minutes daily

Make-Up Work

Students are permitted to make up work because of excused or unexcused absences. When a student is absent for more than three (3) school days, the schoolwork will be sent home upon request of the parent. Twenty-four hours notice for the request must be given. Students who are absent less than three (3) days should request assignments (including homework) upon their return to school.

Parent Bulletins

All Parent Bulletins will be posted on our website. A paper copy will be available upon request. The Parent Bulletin may include a principal's message, school information, important dates to remember, PTA announcements, testing dates, field trips and student recognition. Please take time to review the Parent Bulletin to stay abreast of all the exciting things happening at Deep Creek Elementary.

Online Pay Option

Chesapeake Public Schools has partnered with Online School Payments (OSP) to allow families to pay for a variety of fees, charges and to purchase items.

- This payment method is an option provided to parents as a convenience. Schools will continue to accept payments by cash, check and money order.
- Parents will be able to shop for multiple students at the same school. If you have students at more than one school, you will not be able to combine your shopping cart for multiple schools.
- This payment method includes a non-refundable 4% processing fee and \$0.35 per transaction fee. These fees are not collected by Chesapeake public schools but are fees charged by OSP and VISA/MasterCard.

Please follow these instructions to get started:

Account set up: Access Online School Payments (OSP) at <http://osp.osmsinc.com/ChesapeakeVA>

Cafeteria

Students need healthy meals to learn. CPS offers healthy meals every school day. A Free or Reduced program is also available for qualifying families. Any questions you can contact the Cafeteria Manager at 558-5381.

Breakfast \$1.25

Reduced Breakfast \$0.30

Lunch \$2.50

Reduced Lunch \$0.40

Birthdays

Students may have cupcakes or other goodies served during the regular lunch period (store bought only). Birthday celebrations should be limited to one item per child. Please do not send party invitations to school to be distributed. School policy is that all information going home to parents must be school related or activities available for all students

Celebrations

There are two class parties per year (winter break and end-of year). Additionally, classes may celebrate other holidays or special days by asking parents to provide cafeteria treats (store bought) for events like Valentine's Day, Thanksgiving, and so on. See your child's teacher for more information.

Student Recognition/Incentive Program

Several programs are used throughout the year to recognize outstanding accomplishments and to provide a positive environment for our school. Some of these recognitions are **Caught Being Good, Student of the Month, Honor Roll, etc.**

Every child will be given a chain on which to collect charms throughout the school year. Charms will be awarded for special recognition and good behavior. Please find a safe spot on an interior zipper of your child's book bag or lunchbox to attach the chain. DCE will replace lost chains but we cannot replace lost charms. If you need a new chain, please write a note and send it to your child's teacher.

Charms

Yellow Hornet
Attendance Award (Star)
Balloons
Star
Outstanding Achievement Ribbon

Principal Crown
Excellence Ribbon
Good Effort Ribbon
Milk Bottles
Character Tag

Book Charm

Awarded for

Student of the Month
Monthly Perfect Attendance
Daily Birthday
Weekly Caught Being Good
K-2 - All (s) is work habits
each nine weeks
All A's
A/B Honor Roll
Every marking period
Cafeteria Behavior
Demonstrating Exemplary
Character
Reading Incentive

School Rules

DCE School-Wide Discipline Plan

BEE Respectful

BEE Responsible

BEE Safe

A copy of the DCE SCHOOL-WIDE DISCIPLINE PLAN will be sent home to parents.

Please review with your student (s).

Progress Reports (Report Cards) and Interim Reports

Students are issued Progress Reports (Report Cards) quarterly, or about every 9 weeks. Additionally, Students will receive mid-term interim reports every 4 ½ weeks.

2016-2017 ELEMENTARY INTERM AND REPORT CARD SCHEDULE

FIRST GRADING PERIOD	
<i>October 13, 2016</i>	<i>Issue interim reports</i>
<i>November 17, 2016</i>	<i>Issue report cards</i>
SECOND GRADING PERIOD	
<i>December 15, 2016</i>	<i>Issue interim reports</i>
<i>February 9, 2017</i>	<i>Issue report cards</i>
THIRD GRADING PERIOD	
<i>March 9, 2017</i>	<i>Issue interim reports</i>
<i>April 27, 2017</i>	<i>Issue report cards</i>
FOURTH GRADING PERIOD	
<i>May 18, 2017</i>	<i>Issue interim reports</i>
<i>June 15, 2017</i>	<i>Issue report cards</i>

Chesapeake Public Schools Grading Scale
Modified 10-Point Grading Scale
Grades 3-12

Range	Letter Grade	Points
93-100	A	4.0
90-92	A-	3.7
87-89	B+	3.3
83-86	B	3.0
80-82	B-	2.7
77-79	C+	2.3
73-76	C	2.0
70-72	C-	1.7
67-69	D+	1.3
64-66	D	1.0
Below 64	E	0.0

HONOR ROLL

Students in Grades 3-5 earn letter grades for academic achievement. Recognition celebrations will be scheduled at the end of the school year.

Character Honor Roll – All S’s in student conduct section of Progress Report.

Honor Roll - All A’s and B’s and on the Progress Report.

Principal’s Honor Roll - All A’s on the Progress Report.

Perfect Attendance - No absences, tardies or departures.

STUDENT CONDUCT

Our superintendent and members of the School Board work hard to ensure that our students are educated in a safe school environment. Please refer to the booklet entitled **STUDENT CONDUCT POLICY GUIDELINES For Parents and Students (issued during the 1st week of school)**. The booklet covers information about policies, procedures, consequences, and parental responsibility. Please read it carefully with your child, sign the form on the front page, and return it to school.

Student Dress Code

In order to promote an orderly learning environment while preparing all students for later success in the world of work, Deep Creek Elementary has established the following guidelines for elementary students dress:

1. Students should wear clothing that lets them move and play safely. Tennis shoes are required when physical education is scheduled.
2. Shoes are required and should fit securely on the feet. Shoes should be tied or fastened. Open-heeled shoes, flip-flops, high-heels, and platform shoes are not permitted for safety reasons. *All sandals must have a strap at the heel.*
3. Students may not wear hats or head coverings (i.e. scarves, bandanas, sweatbands) inside the school building or classroom unless previously approved for medical or religious reasons, or special school activities.
4. Students should not wear decorations, symbols, mottos, or designs on the body or clothing showing unacceptable products (tobacco, alcohol, drugs), or inappropriate pictures or words.
5. Students' clothing shall be worn appropriately as designed. All pants must be worn securely (preferably with a belt) at the waist. Shirts (i.e. sports jerseys) must have appropriate coverage of underarms.
6. Short skirts, dresses, or extremely "short" shorts are not acceptable. When standing with arms straight down by your side; shorts, skirts, and dress lengths must be below fingertips.
7. Tank or halter-tops, sundresses, or clothing with thin straps (spaghetti straps) are not to be worn.
8. Chains used to attach items to clothing or just hanging from clothing are not permitted.
9. Other items that cause undue distraction to the learning environment may not be permitted.

2016-2017
CHESAPEAKE PUBLIC SCHOOLS CALENDAR

SEPTEMBER

6 (T) First Day of School for Students

OCTOBER

13 (Th) Early Release Day – Elementary Schools Only

NOVEMBER

7 (M) Teacher Workday – Schools Closed

8 (T) Teacher Workday – School Closed

11 (F) Veterans Day - Holiday

23 (W) Early Release Day

24-25 (Th-F) Thanksgiving Holidays

DECEMBER

21 (F) Last Day of School before Winter Break

JANUARY

3 (T) Schools Reopen

16 (M) Martin Luther King, Jr., Day – Holiday

27 (F) Early Release Day- Teacher Records Day

30-31 (M-T) Teacher Workday/In-Service Day

FEBRUARY

20 (M) Presidents' Day – Holiday

MARCH

9 (Th) Early Release Day – Elementary Schools Only

28 (M) Spring Break Begins – School Closed

APRIL

7 (F) Early Release/Last Day before Spring Break

10-14 (M-F) Spring Break/School Closed

MAY

29 (M) Memorial Day - Holiday

JUNE

15 (Th) Early Release for Students Last Day of School

16 (F) Teacher Workday – Schools Closed

PTA Meeting Dates

September 1 PTA Open House

AM/PM Kindergarten & AM/PM Pre-K, Olah

1:00-1:15 pm General Meeting in the Gym
1:15-2:00 pm Kindergarten Orientation in the gym
 Classroom /Building Tour

1st, 3rd, 5th Grades, Blair & Taylor-Hagans, Olah

5:30-5:45pm General Meeting in the Gym
5:50-6:20pm Classroom/Grade Level Orientation

2nd, 4th Grades, M. Taylor

6:45-7:00pm General Meeting in the Gym
7:05-7:35pm Classroom/Grade Level Orientation

October 3	3 rd Grade Performance
November 14	2 nd Grade Performance
December 5	Kindergarten Program
January	Reading Month
February 6	5 th Grade Strings Night
March 6	4 th Grade Science Night
April 3	1 st Grade Performance
May 1	5 th Grade Strings/Recorder

***All PTA meetings/performances begin at 7:00pm.**

DCE Hornet Pledge

I pledge today to do my best,
In reading, math, and all the rest.

I will be kind and honest too,
Responsible in all I do.

I'll always listen and be safe.
Come every day and not be late.

I'll show respect to everyone,
And do my best for a job well done.

I'm here to learn and never hide
My everlasting HORNET PRIDE!

