

# Waterview Elementary School



Parent & Student  
Handbook  
2023-2024

# General Information

Waterview Elementary School  
3649 Hartford Street  
Portsmouth, VA 23707  
Phone: 757-393-8879

## **School Website:**

<https://wes.ppsk12.us/home>

## **School Hours:**

Office Hours:

Student Arrival: 8:40 am-9:00 am

Instructional Hours: 9:00 am-3:50 pm

Student Dismissal: 3:50 pm

Early Release Dismissal: 1:30 pm

**School Mascot:** Tiger

**School Colors:** Green and Yellow

## **Administration Team**

Mrs. Marye Branchling- Principal

Mr. Jason Howell- Assistant Principal (Grades K, 5, 6)

Mrs. Melissa Twisdale- Assistant Principal (Grades 1-4)

## **Office Staff**

Mrs. Monica Kegler- Bookkeeper

Mrs. Sha-quel Pugh- Attendance Secretary

Ms. Ethelyn Rupert- Nurse

## Welcome

Welcome to the 2023-2024 School Year! We are pleased to welcome you back for what we're confident will be another successful school year. The purpose of this handbook is to make you aware of school guidelines that are necessary for developing sound principles of learning, organization, and discipline in our school setting. Please review this booklet with your child and have him/her return the Parent Review Form to his/her teacher.

## Waterview PTA

At Waterview, we understand the importance of working together to provide the best possible education for each student. Parents and family members are a crucial member of the team! The Waterview PTA seeks to take an active role in our school community by providing opportunities for parent involvement, supporting school staff, and organizing fundraisers and events to enrich the school experience. We encourage you to join the Waterview PTA and support their endeavors.

## Home & School Communication

The Waterview staff is privileged to partner with you in the education of your child. We are here to support your child's academic, social, and emotional growth. As we work together, it will be a necessity to maintain regular, open, honest communication between home and school. Teachers will be in contact with parents through newsletters, notes, emails, phone calls and conferences. **Please be sure that your current phone number is updated in the school system to receive school messenger calls.**

It is important that parents reach out to the teacher when questions or concerns arise. If you have a concern, we want to assist you. Conferences to discuss your child's performance can be scheduled in advance by contacting your child's teacher. Conferences are held immediately after school, before school or during Encore times as the teacher's schedule allows.

### Class Dojo

Waterview utilizes class dojo as a means to communicate with parents. You can access class dojo by downloading the app to receive notifications directly to your phone. Teachers will be posting a weekly message on Mondays to provide a preview of a week at a glance in the classroom.

### T-Mail

Tiger Mail folders will be sent home with each student every week on **Tuesdays**. The folder will include any handouts, flyers, school information and completed work. Any forms or permission slips that need to be returned to school will be in the pocket labeled "Return to School". Please complete these forms and return them in the folder with your child the following school day.

The back of the folder has a monthly calendar that will keep you up to date on school wide events and activities. We ask that parents initial the calendar each week to confirm that you received the folder from your student. If you are noticing that the folder is not coming home with your child each Tuesday, please reach out to your child's teacher.

## Student Arrival and Dismissal

### Arrival Times

It is important that students arrive at school on time and prepared to start their day each morning. It is recommended that students arrive by 8:50 to allow time for them to eat breakfast, unpack and begin their morning work. Students must be in their classrooms by 9:00 a.m. or they will be marked as tardy. In order to ensure that students are supervised, they may not be dropped off prior to 8:40 am.

### Tardy Students

If your child is arriving at school after 9:00 a.m., you will need to park your car and walk your child in. You will be asked to sign your child in and provide the reason for the tardy for it to be excused. Your child will receive a tardy slip and will then report to class.

### Pick Up and Drop off Procedures

Pick up and drop off is to take place in our car rider line in the front of the building. Please be patient as the staff members on duty work to ensure that all students enter and exit the building safely. You can assist us with this process by ensuring that your child has all belongings prepared and is ready to exit the car.

Families will receive a car tag to display on their mirror if their child is a car rider in the afternoon. This tag must be displayed before your child will be dismissed. In the event that you have forgotten your car tag, please park your car in the parking lot and come into the main office to sign out your child with your valid ID. All tags will be given out during Meet and Greet. Car tags can also be picked up in the Main Office.

### Dismissal Changes

Any transportation changes for your child must be communicated to the child's teacher in writing. Dismissal is a busy time so please understand that changes may not be made over the phone. If you need to pick your child up early for an appointment, please notify the teacher by sending a note prior to the start of the school day. Students will only be dismissed to authorized individuals. Be sure to arrive in the office prior to 3:20 pm and have your picture ID available.

### Student Attendance

Regular, on time attendance is crucial for student academic success. If your child is sick and must be absent from school, you must send a note explaining the absence. Please include documentation from a physician, when possible. If a student incurs five or more absences in a semester, documentation from a physician, court etc. may be required before the absence will be excused. All attendance will be monitored in accordance with the PPS policy.

### Walkers

Walkers are expected to go directly from home to school and back in a direct route. Students are not permitted to visit stores, go to friends' homes without permission, or make side trips on their way. Walkers will be expected to use the crosswalk and follow the directions of the Crossing Guard to ensure their safety when leaving the school.

## Student Behavior & Expectations

Waterview Elementary School is proud to be the home of the TIGERS!!! Our tigers are expected to ROAR with behavior in all areas of the school. These expectations are reviewed with students at each grade level throughout the first two weeks of school. We appreciate your help reinforcing these expectations at home.

This handbook is developed through the cooperative efforts of students, staff, parents, and the public so that all families will be aware of the expectations for student conduct, normal administrative action to be expected for offenses, and the due process procedures which assure fair and impartial treatment for each student.

The mission of the Waterview PBIS team is to provide students with the knowledge to demonstrate appropriate skills, behaviors and attitudes in order to be successful students. Students are able to demonstrate these skills when our tiger ROARS: Respect. Ownership. Attitude. Respect. Safety.

### Waterview PBIS Matrix

	Hallways	Restroom	Cafeteria	Playground	Bus
Respect	<ul style="list-style-type: none"> <li>Walk on the right side of the red line</li> <li>Enter and exit quietly</li> </ul>	<ul style="list-style-type: none"> <li>Allow for the privacy of others</li> <li>Knock on the door before going in</li> <li>Close and lock the door</li> </ul>	<ul style="list-style-type: none"> <li>Respect adults and peers</li> <li>Follow adults' directions</li> </ul>	<ul style="list-style-type: none"> <li>Use appropriate language at all times</li> <li>Use equipment properly</li> </ul>	<ul style="list-style-type: none"> <li>Follow directions from the bus driver and monitor</li> <li>Be polite to the driver and other students</li> <li>Speak in a low voice</li> </ul>
Ownership	<ul style="list-style-type: none"> <li>Keep hands and feet off the walls</li> <li>Silent in the hallway</li> </ul>	<ul style="list-style-type: none"> <li>Clean up after yourself</li> <li>Notify an adult if the restroom needs attention:                             <ul style="list-style-type: none"> <li>Supplies</li> <li>Broken</li> <li>Clogged</li> </ul> </li> <li>Flush the toilet</li> </ul>	<ul style="list-style-type: none"> <li>Use your inside voice</li> <li>Clean up your area</li> <li>Help others clean up</li> <li>Sanitize before you eat</li> </ul>	<ul style="list-style-type: none"> <li>Participate in school approved activities (no tumbling, football etc)</li> <li>Stay in designated areas</li> </ul>	<ul style="list-style-type: none"> <li>Take care of your own things and your own business</li> <li>Keep school supplies &amp; personal items in backpack</li> </ul>
Attitude	<ul style="list-style-type: none"> <li>Be polite and kind</li> <li>Move with a purpose</li> </ul>	<ul style="list-style-type: none"> <li>Wait patiently and quietly for your turn</li> <li>Keep your voice on an inside level</li> <li>Be kind and polite to the monitor</li> </ul>	<ul style="list-style-type: none"> <li>Use good table manners</li> <li>Respect your neighbors' feelings and food</li> </ul>	<ul style="list-style-type: none"> <li>Play fairly</li> <li>Take turns</li> <li>Include all classmates and peers</li> </ul>	<ul style="list-style-type: none"> <li>Be kind and helpful to adults and other students</li> <li>Use appropriate language</li> </ul>
Responsibility	<ul style="list-style-type: none"> <li>Carry your hall pass</li> <li>Keep to your own business</li> <li>Carry your own belongings</li> </ul>	<ul style="list-style-type: none"> <li>Use your time wisely</li> <li>Wash your hands for 20 seconds</li> <li>What goes in the toilet stays in the toilet</li> </ul>	<ul style="list-style-type: none"> <li>Maintain a clean space and conversation</li> <li>Stay seated</li> </ul>	<ul style="list-style-type: none"> <li>Quietly enter the building</li> <li>Gather all belongings before leaving</li> </ul>	<ul style="list-style-type: none"> <li>Remain seated at all times</li> <li>Report directly to your final designated location</li> </ul>
Safety	<ul style="list-style-type: none"> <li>Eyes forward</li> <li>Single, straight, and silent</li> <li>Shoes tied</li> <li>Walk</li> <li>Use handrail for stairs</li> </ul>	<ul style="list-style-type: none"> <li>Let the teacher know if it is unsafe</li> <li>Go to the nearest classroom in an emergency</li> <li>Walking feet in the restroom</li> </ul>	<ul style="list-style-type: none"> <li>Enter and exit quietly</li> <li>Eat your own food</li> <li>Report spills and accidents to an adult</li> </ul>	<ul style="list-style-type: none"> <li>Report accidents to an adult</li> <li>Use playground equipment safely and properly</li> <li>Keep your shoes on</li> </ul>	<ul style="list-style-type: none"> <li>Keep all body parts and belongings inside the bus</li> <li>Always walk to the inside when unloading and loading the buses</li> </ul>

At school, proper behavior is modeled and encouraged. Respect for others and their learning is expected at all times. If a problem arises related to student behavior, the teacher will first attempt to solve the problem with the child. Should this not be successful, the teacher will seek your assistance through a phone call or parent conference. It is extremely important that we all work together to help our students be successful. Consistency between home and school is important as we help our students to grow and become responsible school citizens. We appreciate your partnership throughout the school year!

## **Bus Riders**

Bus riders are expected to use a quiet voice and remain seated for *the entire bus ride*. Students must follow the directions of the driver at all times. **Riding the school bus is a privilege**. This privilege can be suspended or revoked for any child who does not conduct themselves appropriately and/or safely. **Should a student be suspended from the bus, it becomes the responsibility of the parent/guardian to transport the student to and from school.**

School-wide expectations extend from the bus stop, to the bus and includes the walk home. Bus expectations will be taught to students and shared with parents/guardians throughout the first few weeks of school.

## **Student Dress Code**

Please refer to the Portsmouth Public School website for the district wide dress code policy. This policy will be enforced at Waterview. It is our expectation that students come to school dressed appropriately for the academic setting. Attire should not be a distraction from learning.

### **Dress Code Policy**

- **Students are prohibited from wearing articles of clothing that:**
  - Promotes any gang-related messages
  - Displays drug, tobacco and alcohol products or messages that promotes illegal activity
  - Displays sexually-inappropriate messages or themes
  - Is transparent or showing cleavage, midriff or navel areas
  - Sags below the waistline
  - Exposes underwear as outer garments or clothing that exposes underwear such as stretch lycra, spandex/nylon tights, leotards, biker pants/shorts, bathing suits, and pajamas
  - Are tank tops, halter tops, spaghetti straps, tube tops, fishnet tops, strapless dresses, and clothing with rips, slits or holes
  - Is too tight and/or inappropriate in length
  - Are intended for outdoor use such as hats, caps, and similar head coverings; unless required by student's religious practices
- **Inappropriate footwear including, but not limited to items such as:** shower shoes, beach shoes, thong bedroom slippers, and unfastened shoes
- **Accessories that could pose a danger to others or used as weapons including, but not limited to items such as:** two/three finger rings, chains hanging from clothing, picks, and hair chopsticks

## **Clinic/School Nurse**

The school Nurse provides medical assistance to students throughout the school day. If a student becomes ill, they must get a pass written from a teacher to go to the clinic to be seen. The Nurse will assess the situation and determine the best course of action. If it is determined that the student needs to go home, the Nurse will contact the parent/guardian and arrange for the student to be picked up. If the parent/guardian cannot be reached, the school Nurse will contact the next person listed as an

emergency contact. Students that are sent home with a fever, must be fever free for 24 hours before returning to school.

### **Medications:**

The Nurse will only administer medications that are prescribed by a Doctor. Doctor's orders must be provided with the school form. Any approved medications must be brought to school by a parent or guardian in the original prescription container. Students are not permitted to bring in medications.

## **Classroom Celebrations**

It is not a requirement to send food in for a student's birthday. If you choose to do so, please be sure that all food is in a store bought container (cannot be homemade) and dropped off to the office prior to lunch. The nurse will check to make sure there are no allergies in the classroom. All food will be eaten during lunch only. No balloons, flowers or decorations will be permitted.

## **Cellphones**

Students are not to use cellphones at any point during the school day. This includes on the bus; to and from school. Cellphones that are out will be confiscated and a parent/guardian will be required to pick it up from the office. Waterview Elementary enforces PPS Electronic Devices Policy where it states: ***"Student use of portable communication devices that are not part of the instructional program are prohibited. These include but are not limited to: radios, headphones, ear buds, (connected or disconnected), electronic gaming devices, devices designed for digital/audio taping, mp3 players, ipods, tablets and any device capable of receiving or transmitting messages, music, digital images, communications, and any related paraphernalia. Students are allowed to bring cellular telephones onto school property. The device must remain off and out of sight at all times during the school day."***

## **Chromebooks**

Chromebooks will no longer be sent home with students as per PPS new policy. Students will use chromebooks during the instructional day under supervision of Waterview Elementary Staff. Should a student demonstrate inappropriate usage of the Chromebook, it will be confiscated. Chromebooks are a privilege and the privilege will be taken away from any student that cannot use them appropriately. All chromebooks will be assigned to each student and will be monitored. All students must adhere to PPS Acceptable Computer Use Policy.

If a student's chromebook becomes damaged, it will be sent out for repair. The student will be given assignments on paper while the device is out for repair. If a device is intentionally damaged by a student, the privilege of chromebook usage will be taken away.



Department of Curriculum and Instruction

*Office of Federal Programs*

2200 Piedmont Avenue  
Portsmouth, Virginia 23704  
(757) 393-8611  
Renee Hailes, Program Director

October 4, 2023

Dear Parent or Guardian,

On December 10, 2015, the Every Student Succeeds Act (ESSA) was signed into law. Section 1112(a)(1)(A) states that as a parent of a student in a school receiving Title I funds, you have the right to know the professional qualifications of the classroom teachers instructing your child. Federal law requires the school division to provide you this information in a timely manner if you request it. Specifically, you have the right to request the following information about each of your child's classroom teachers:

1. Whether the teacher has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under emergency or other provisional status through which state qualifications or licensing criteria have been waived.
3. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
4. Whether your child is provided services by paraprofessionals and, if so, their qualifications.

If you would like to request this information, please contact our Human Resources department for Portsmouth Public Schools, by calling (757) 393-8701.

Please note that you can also obtain additional information about your child's school by accessing the Va. Department of Education *School Quality Profile Report* on each school's website. This document gives detailed information about the academic performance of the children in our schools. If you have difficulty accessing the link or would like a written copy of the School Quality Profile Report, please contact your principal.

*Renee Hailes*

Renee Hailes

Director, Federal Programs

2200 Piedmont Avenue  
Portsmouth, Virginia

cc: Jessica Duren, Chief Human Resource Officer

cc: [Redacted], [Redacted], [Redacted], [Redacted], [Redacted]





Department of Curriculum & Instruction  
**Office of Federal Programs**  
2200 Piedmont Avenue  
Portsmouth, Virginia 23704  
(757) 393-8611  
Renee Hailes, Program Director

October 4, 2023

Dear Parent/Guardian:

On December 10, 2015, the *Every Student Succeeds Act of 2015 (ESSA)* was signed into law. Section 1112(e)(2) of ESSA states that parents of students in Title I schools have a right to know about state or division policies regarding student participation in any assessments mandated by ESSA, including any policy, procedure, or parental right to opt students out of such assessments. If you would like to request this information, please contact Derrick Nottingham, Director of Research and Evaluation for Portsmouth Public Schools, by calling (757) 393-8840.

All students enrolled in Virginia public schools are expected to take the applicable state tests. **The Virginia Board of Education Regulation Establishing Standards for Accrediting Public Schools in Virginia state:**

*"in kindergarten through eighth grade, where the administration of Virginia assessment program tests are required by the Board of Education, each student shall be expected to take the tests" and "each student in middle and secondary schools shall take all applicable end-of-course SOL tests following course instruction" (8VAC20-131-30).*

*The Virginia regulations do not provide for what is sometimes referred to as an "opt out policy" for students regarding the Virginia assessments. If parents refuse to have their student participate in one or more of the required Virginia assessments, they should be aware that their student's state assessment score report will reflect a score of "0" for any test that is refused.*



Renee Hailes  
Director, Federal Programs  
Portsmouth Public Schools



**Parent & Student Handbook Acknowledgement  
2023-2024**

Student's Name \_\_\_\_\_

Room # \_\_\_\_\_ Grade Level \_\_\_\_\_ Teacher \_\_\_\_\_

Date \_\_\_\_\_

I have reviewed the Waterview Elementary Parent & Student Handbook and Behavior Expectations and discussed them with my child.

Parent Signature \_\_\_\_\_

Student Signature \_\_\_\_\_

*Please return this portion to your child's teacher at school.*