

Reams Road Elementary School

Work Hard. Be Kind. InspiredREAMS!

Parent Student Handbook
2021-2022



Reams Road Elementary School
School-wide Title I School
10141 Reams Road
North Chesterfield, VA 23236

804-674-1370 (phone)
804-745-3391 (fax)

[School Website](https://mychesterfieldschools.com/rees/)

<https://mychesterfieldschools.com/rees/>

Principal - Jodi Seitz
Associate Principal - Cynthia Patey
Dean of Students - Bernard Burwell
Superintendent - Dr. Merv Daughtery
Ryan Harter- Chairman of School Board and
Matoaca District School Board Member

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Principal's Message

Dear Reams Parents, Guardians and Friends:

On behalf of the entire Reams faculty and staff, we would like to extend a warm welcome to you and your family as we begin the 2021-2022 school year. Our staff is excited and committed to work with you and your children. We are privileged to provide every child a student-centered atmosphere that will provide the highest quality of learning within a safe, supportive and stimulating environment. Project Based Learning and leadership opportunities await all of our students. Our school also supports the Imagine Tomorrow Chesterfield County plan with a focus on developing an Infinite Learner and keeping our students safe.

In our efforts to realize this goal, we urge you to discuss the contents of this handbook with your children. Contents include the rules, regulations, and plans that support our instructional program and reinforce our high expectations for students. The handbook is designed to answer day-to-day questions that you might have regarding your child's life here at Reams Road Elementary School.

We believe that your active participation and partnership is the key to a great school. We look forward to seeing you at our many school events and activities. As questions arise, please feel free to contact either administrator at 674-1370. We will make an earnest effort to address your concerns in a timely, productive manner in the interest of your child.

We invite and encourage you to become an active participant in the planned activities, as well as the everyday life of our school. Our website is one of the best resources for what is happening at our school. All school events are posted on the school calendar easily accessed on our website as well. Please consider joining the PTA for only \$7.00 for an individual, \$10.00 per family. The Reams PTA supports all that happens at school.

Let's make 2021-2022 a great year at Reams! Work Hard. Be Kind. InspiredREAMS!

Sincerely,

Jodi Seitz, Principal

Cynthia Patey, Associate Principal

Assessment

Student progress is monitored using a variety of informal and formal tools. This process is ongoing throughout the school year. Techniques used to assess students may include but are not limited to: written assignments, tests, quizzes, presentations, projects and work samples, etc.

Elementary School Testing Program:

The **Cognitive Abilities Test (CogAT)** is a norm-referenced assessment that is administered to all 3rd grade students in Chesterfield County Public Schools. It is intended to estimate students' learned reasoning and problem solving abilities through a battery of verbal, quantitative, and nonverbal test items. This assessment provides information about how students learn and one of the primary uses of this assessment is to identify students for accelerated mathematics and to identify students with academic strengths.

The **Measure of Academic Progress (MAP)** assessment is given in grades 2-5. It is a norm-referenced test that measures academic growth in reading and math. Students participate in this assessment at the beginning of the year, mid-year and at the end of the year.

Students in grades kindergarten through third grade participate in the **Phonological Awareness Literacy Screening (PALS)**. The screening tool may be in the fall, mid-year and/or spring. Students who demonstrate specific weaknesses participate in intervention services.

Virginia Standards of Learning (SOL) Tests are required by Virginia's Department of Education. This series of criterion-referenced tests is designed to measure students' progress toward meeting the Virginia Standards of Learning (SOL), the state's educational objectives in the core areas of English, mathematics, history and social science, and science. All elementary school students in grades 3, 4 and 5 in Virginia public schools are assessed. These tests are given in the fall and spring. Parents have the right to opt students out of these tests.

Promotion/Retention: Placement will be discussed during a promotion/retention conference for students with reading and/or math achievement below grade level. If it becomes evident that retention is a strong possibility, the parent will be notified after the first semester. These decisions require very close communication between the home and school. Factors such as

maturity, developmental readiness for learning, age and special learning problems are also considered in determining what is most appropriate for the child. The final decision for promotion or retention will be made by the principal.

Report Cards: Report cards are issued to students in grades K-12 at the end of each nine-week grading period. Kindergarten students will receive ratings beginning with the second quarter.

Parents are encouraged to schedule conferences to discuss their child's academic progress as needed throughout the year. Access to student grades is available on ParentVue (students in grades 2-5). Parents are encouraged to regularly monitor grades on ParentVue. Let your child's teacher know if you do not have a ParentVue account.

Grading Period	Report Cards Issued
August 23-October 22	Approximately two weeks after each grading period.
October 25-January 14	
January 18-March 18	
March 21-June 3	June 3

Student Papers: Completed work is sent home for parents to review at least every 2 weeks on Thursdays. Please review the work with your child. This becomes an excellent means to discuss the instruction that is taking place in the classroom and the level of your child's progress. Please contact your child's teacher with questions.

Attendance

Good attendance boosts academic success and prepares students for future employment.

Chesterfield County Public Schools has a system-wide attendance policy. Students are expected to arrive on time and attend class at least 95% of the time. Whenever a student is absent for all or part of a school day, parents must notify the school.

Excused absences are limited to illness, medical or dental appointment, court appearance, death in the family, observance of a religious holiday or extenuating circumstances as determined by the principal. These factors also apply to tardy arrivals and early dismissals.

- **A student is expected to attend school at least 170 days during the 180-day school year.**
- **Tardies, missing school for part of the day, and early dismissals will affect eligibility for outstanding attendance awards.**
- After an absence, students must **bring a note from home or parents should call to clarify** the reason for the student's absence. After 5 total absences, notes should be brought from the doctor for illness. *This expectation will be monitored closely.*
- Excessive absences may affect promotion to the next grade.
- Travel/activity that will cause a student absence should be discussed with the principal in advance.
- Your child's attendance will be monitored by the school staff. Students who are considered to have irregular attendance will be referred to school administrators and/or the attendance officer (social worker).
- The complete attendance policy (section 4020) can be found online at <http://mychesterfieldschools.com/parents/attendance/>.
- Please call the clinic (674-1370, ask for clinic), each day that your child will be absent.
- In order to attend evening events, students should attend school during the day on all scheduled school days.

Absences from School Other Than Illness: Regular school attendance promotes responsibility and contributes to academic success. However, there are certain family emergency situations and unplanned extenuating circumstances which will require a child's absence from school. If your child is absent for any reason including personal or family illness or death, please send a written note to your child's teacher. Upon the child's return, the teacher will review and make every effort to provide missed instruction.

Late Arrivals: The instructional day is from 9:25 AM until 3:55 PM. Students who arrive after 9:25 AM will be counted tardy and must come to the school office to receive a tardy pass. Excessive unexcused tardies (more than 3 per nine weeks) will be monitored by the classroom teachers and administrators.

Early Dismissals: Parents are required by School Board Policy to sign out students in the office whenever a child is dismissed during the school day (9:25 AM to 3:55 PM). The following guidelines will promote safety and limit confusion:

1. Always send a note stating the time you want to pick up your child.
2. The office staff will call your child when you arrive in the office. *(Children will not be called to wait in the office prior to the arrival of a parent).*
3. Encourage your child to request assignments well in advance of departure.
4. To ensure the quality of the instructional day repeated early dismissals are highly discouraged. Excessive early dismissals (more than 3 per nine weeks) will be monitored by the classroom teachers and administrators.

Any adult or person(s) picking up a student will be required to show a picture ID before the student(s) is/are dismissed. Only adults over the age of 18 and listed on the student's emergency contact card will be able to pick up students. Exceptions will only be made on very rare occasions if approved by an administrator.

Emergencies/Inclement Weather: Each child should be aware of his/her own contingency plan on days when school opens late or dismisses early because of inclement weather or other emergencies. Official announcements of late opening or early closing are shared on the division Facebook page, local radio and television stations. In the event of an early closing, students will be dismissed and transported following the procedures of a normal afternoon dismissal.

School Safety Plan: In the event of an emergency situation, students will be kept at school until it is determined safe for dismissal. Students will be released only to parents, guardians or other authorized adults. Please wait for communication regarding dismissal.

Cafeteria

Breakfast: Breakfast is served from 9:10 to 9:25 AM. Grades PK-5 will utilize the breakfast kiosk in their wing.

Lunch: Lunch menus are posted in the cafeteria. Menus can also be accessed at Nutrislice.com. Students may purchase milk or other a la carte items.

Free meals are available for all students this year. Free and reduced lunch forms are available to each family at the beginning of the school year and throughout the school year and online. These should be completed as you may qualify for other resources.

Adult lunches are available at a cost of \$3.55.

Communication



Students will be responsible for transporting class work, homework, notes, notices and newsletters between school and home. **Please check your child's book bag on a daily basis. However, the school has designated Thursday as the day for important information to be sent home.**

Your support and encouragement in this area is greatly appreciated. Important school and community events may also be announced using the division's automated telephone system, the community Facebook page and/or the school website.

The Reams Parent Newsletter will be shared monthly via School Messenger and posted on our school website. PTA information will be included as well.

The school website also has pertinent information for parents. Our school website is:

<https://sites.google.com/a/ccpsnet.net/rees/home>

Conferences: The parent/teacher conference is considered the most effective vehicle for communication concerning a child's academic progress at school. Conferences may be scheduled whenever the parent or teacher feels there is a need. Mutual understanding and close cooperation between parents and teachers are necessary for students to reach their potential.

Please call the school office, send a note to the teacher, or email the teacher to schedule a conference. Conferences may be scheduled at any time throughout the school year. November 1st is designated as Parent-Teacher Conference day. You are strongly encouraged to meet with your child's teachers at least once/year.

Core Values/Student Conduct

All students are encouraged and expected to model the Chesterfield County Core Values, RAMS expectations and the Reams Rams Pledge.

I am a Reams Ram.
 I will respect others.
 I will always be responsible.
 I will make good choices.
 I will show self-control.
 I will make it a great day, because, I am a Reams Ram!

Students will be explicitly taught the Reams expectations and specific rules for every area of the building. The procedures will be practiced frequently to help support student understanding. Morning Meeting and class activities will provide these opportunities. Following are the specific rules for each area:

"Inspiring DREAMS the RAMS WAY" Teaching Matrix							
		Hallway	Restroom	Cafeteria	Recess	Bus	Assembly
R	Respect Others	<ul style="list-style-type: none"> Use a level 0 voice Silent wave Keep your hands and feet to yourself 	<ul style="list-style-type: none"> Give yourself and others privacy Wait patiently Use a level 1 voice 	<ul style="list-style-type: none"> Use a level 1 or 2 voice Keep your hands and feet to yourself Use kind words 	<ul style="list-style-type: none"> Include everyone Keep your hands and feet to yourself Use kind words 	<ul style="list-style-type: none"> Use a level 1 or 2 voice Keep your hands and feet to yourself Use kind words 	<ul style="list-style-type: none"> Use a level 0 voice Keep your hands and feet to yourself
A	Always Be Responsible	<ul style="list-style-type: none"> Walk slowly and face forward Help keep the hallways clean 	<ul style="list-style-type: none"> Go, flush, wash Dispose of trash properly 	<ul style="list-style-type: none"> Clean up your area Throw away your trash 	<ul style="list-style-type: none"> Bring coats and equipment inside Line up when your teacher says Stay in your playground boundaries 	<ul style="list-style-type: none"> Be on time Keep all items in your backpack 	<ul style="list-style-type: none"> Pay attention Listen to speaker/performer
M	Make Good Choices	<ul style="list-style-type: none"> Use time wisely Report problems to an adult Set a good example 	<ul style="list-style-type: none"> Use time wisely Report problems to an adult Use kind words 	<ul style="list-style-type: none"> Listen and follow directions Report problems to an adult Eat your own food 	<ul style="list-style-type: none"> Report problems to an adult Play fairly Encourage others 	<ul style="list-style-type: none"> Listen to your bus driver Report problems to an adult Set a good example 	<ul style="list-style-type: none"> Report problems to an adult Set a good example
S	Show Self Control	<ul style="list-style-type: none"> Stay in line Use walking feet 	<ul style="list-style-type: none"> Use time wisely Report problems to an adult Use kind words 	<ul style="list-style-type: none"> Sit in your seat and face forward Use walking feet Show table manners 	<ul style="list-style-type: none"> Report problems to an adult Play fairly Encourage others 	<ul style="list-style-type: none"> Sit in your seat and face forward Use walking feet 	<ul style="list-style-type: none"> Show Rams 5 at all times Use walking feet to enter and exit

We expect students to follow the rules and exhibit good behavior. The administration and teaching staff believe strongly in the idea of helping children to learn self-discipline and self-respect. Moreover, we are deeply committed to promoting good citizenship and student awareness of the rights of others. The staff is encouraged to provide positive reinforcement of

students' good behavior through incentive charts, individual contracts, and continual use of appropriate praise for children's actions and manners. When disciplinary action becomes necessary, the following sequence of actions will be implemented:

1. The teacher tries to handle the problem at the classroom level and gives the student the opportunity to resolve the matter.
2. If the problem persists, the teacher is expected to notify the parent to report the behavior and ask for support.
3. The teacher may arrange for a conference with the parent. (An administrator and student should be included if appropriate.)
4. If a child is sent to the office, parents will be contacted and will become partners in changing the behavior.
5. If a child receives three office referrals (regardless of offenses), the parent will be contacted to come in for a REQUIRED conference with the child's teacher and an administrator or school counselor. The purpose of the meeting is to design a collaborative plan for improvement.

Disruptive behavior, profanity, fighting, disrespect toward others and property and any other conduct which, in the judgment of the principal, interferes with the orderly operation of the school will not be tolerated. All disciplinary measures shall be taken in accordance with due process requirements and may include, but are not be limited to: warning, counseling, teacher/student conference, teacher/parent communication, teacher/parent conference, before school/after school detention, principal/student conference, principal/parent communication, principal/parent conference, exclusion from school activities, in-school detention, and out-of-school suspension.

It is necessary that children develop a good attitude and self-discipline in school to ensure their academic and personal success. Parents are encouraged to discuss with their children the importance of good behavior and a good attitude while at school. Appropriate school behavior and strict compliance with expected rules and discipline are expected.

If an administrator determines that it is appropriate, students may be excluded from off campus activities, field trips, special events, etc., because of inappropriate behavior or if a pattern of disciplinary concern warrants such action.

Additional School Procedures Students are Expected to Obey

- Students must stay in his/her assigned area unless given permission by a staff member to leave.

- Behavior that is disruptive and distracting to teaching and learning will receive disciplinary actions by the school staff. Continuous disruptions and distraction will result in parent communication and may result in an office referral.
- Deceptive behaviors -including lying, cheating, and submitting someone else's work for the student's own work - are forbidden behaviors.
- Fighting/physical assault is forbidden.
- Bullying behaviors – targeted mistreatment (in person or online) of a particular student or group of students by others, including cursing, harassing or threatening, is forbidden.
- Explosive devices including (but not limited to) caps, matches, cigarettes, firecrackers, knives, radios, ammunition may not be brought to school; nor are these items permitted on the buses.
- Students may not damage the school building, equipment or any other property. *The student and his/her parent will be held responsible for damages done intentionally.*
- Students are not allowed to ride a bus other than their own regularly assigned bus. (Exceptions are made in emergencies by office staff members only.) Students must get on and off the bus at their designated stop.
- Students must never leave school or the school grounds without permission of the school staff (teachers or administrators).
- Personal items including glass items/containers, pets/animals, chewing gum, electronic games, CD players, game boards, game cards, and any other items distracting students from learning are not permitted at school or on the bus.
- Students are not permitted to share food with other students under any circumstances. (Parents who visit their child for lunch may only bring lunch for their child.)

The teacher or administrator will take and impound any item which interferes with the learning climate of the school. Such items will be labeled with the child's name and placed in the school vault. Confiscated items will only be released to a parent and/or other responsible adult. Repeat offenses will result in confiscated items being kept until the end of the year.

******Section 22.1-279.3 of the Code of Virginia requires that every student be given a copy of the Standards for Student Conduct and a copy of Section 22.1-279.3 of the Code of Virginia, and that parents acknowledge the receipt of both documents.*

Curriculum

SOL and CCPS Curriculum Framework:

The Standards of Learning for Virginia Public Schools were established by the State Board of Education setting reasonable, minimal targets and expectations for what teachers need to teach and students need to learn. Chesterfield County's (CCPS) Curriculum Framework is aligned with the state standards and in some cases exceeds those state standards.

English

Students will be engaged in meaningful instruction to prepare them to read, write and communicate for a variety of purposes. These skills are integrated into all subject areas.

Mathematics

Students must understand the fundamental ideas in arithmetic, measurement, geometry, probability, data analysis and statistics, and algebra and functions, and they must develop proficiency in mathematical skills. In order to ensure that students have a firm foundation in these areas, a conceptual approach is used.

Science

The students in grades K through five are involved in units of study in life, earth, and physical science with hands on experiences to develop skills and understanding through experimentation and exploration.

Social Studies

The skills and knowledge of history, geography, economics, government, anthropology and sociology are taught in a sequential manner.

Technology

Chesterfield County Public Schools support a wide range of technology to enrich the instructional program. *Inappropriate and improper use of technology and other electronic devices will be handled in accordance with the Standards for Student Conduct developed by Chesterfield County Schools.*

Elementary School Counseling: Reams Road Elementary School provides a comprehensive, developmental guidance and counseling program. Services are provided to assist students in personal, social, academic and career development. The core values are given special emphasis. Students and parents are encouraged to seek assistance from the counselor if they have any questions or concerns. If a parent elects for his/her child not to participate in any or all of the classroom group guidance lessons, a request should be made in writing to the principal prior to

the scheduled classroom group guidance lessons. School staff will then make arrangements to exclude the student from the planned guidance lessons. Alternative lessons will not be provided.

Family Life Education: The curriculum is used in grades 4-5. Lesson plans are available for all Family Life Education Standards of Learning on the Chesterfield County Public Schools Website at <http://mychesterfieldschools.com/curriculum/family-life-education/>.

Parents are encouraged to review the lesson plans at each grade level for the Family Life curriculum. If a parent elects for his/her child not to participate, an "opt-out" form should be completed. Specific guidelines for completing the "opt-out" form can be found at the website above.

Field Trips: All field trips are an extension of the classroom instructional program. Classes take field trips to various places whenever the planned experience will effectively enhance the curriculum. Most trips are scheduled during the school day and costs are estimated based on the assumption that all children will attend thus permitting the use of school buses. Distance and trip requirements determine the need for parent chaperones. Chaperones must complete the volunteer form prior to any trip, are required to ride the bus with the class, and should not bring siblings on the trip. Any child who does not participate in a field trip will be given an alternate assignment.

Students may be excluded from attending field trips at the discretion of the school principal or assistant principal.

General Information

Birthdays, Invitations, and Special Gifts

Parents may recognize individual birthdays by sending small treats, such as pencils or erasers. Another special way to celebrate your child's day is to send a book to school for the classroom library that your child can share with classmates. Birthdays may not be celebrated at school with cupcakes, candy, or any type of food in keeping with the county policy. If food items are brought to school or dropped off in the office, you will be asked to take them home.

Party invitations may be distributed at the close of the day if *all students in the class are invited.*

Civil Rights Compliance

Chesterfield County Public Schools does not unlawfully discriminate on the basis of sex, race, color, age, religion, disability or national origin in employment or in its programs and activities. Individuals holding the following positions have been designated to handle inquiries regarding nondiscrimination policies:

Craft/Activity Days

Per Chesterfield County recommendations, we will not have “Party/Treat” days with food due to possibilities of allergies and the wellness guidelines. In lieu of this, we have two very special craft/activity days during the school year. They are before the Winter Holidays and at the end of the school year. Smaller craft/activity days may be held in November, February, and before Spring break. Treats, purchased or home-made, are not allowed by the school and Central Administration. Our focus is on keeping students healthy, both from allergies and excessive snacks during the school day.

Custody Agreements

If a parent or guardian has a custody agreement, the school office staff must have a copy on file. Without proper documentation indicating that the noncustodial parent may not have contact with the child, a child may be released to either biological parent.

Door-to-Door Solicitations

By action of the Chesterfield County School Board, there will be no door-to-door solicitations of any kind conducted by our students. If any student knocks on your door and says he is from Reams Road Elementary School, please question him/her further and you will probably find that he/she is soliciting for some civic or community organization over which we have no control.

Every Student Succeeds Act

The federal legislation, *Every Student Succeeds Act*, has been recently reauthorized. Stay current on this updated legislation here <https://www.ed.gov/essa>

Family Education Rights Privacy Act (FERPA)

The Chesterfield County Public Schools system complies with all regulations relative to this act. Access to student records, both the regular education and special education is controlled in compliance with existing laws and regulations. Parents have access to all records pertaining to their child. Parents who wish to review student records should request an appointment with the school principal.

Library Books and Materials

Care and return of books and materials are citizenship responsibilities taught through the library media center. Replacement cost plus a processing fee are charged for any book or material damaged or lost from the library.

Lost and Found

From time to time children misplace items. These items will be sent to the office area to be kept in lost and found. Children should check the lost and found area when items are missing. Unclaimed items will be donated to charity in January and June each year. We highly recommend writing your child's name on coats, hats, etc.

Notification of Screening

Because speech, language, vision, hearing, fine and gross motor skills are so important to school success, the Commonwealth of Virginia requires that all children who are new to public schools are screened for potential problems in these areas within 60 days of their enrollment. This screening will be conducted by the speech pathologist, school nurse, audiologist and physical education teacher. Potential problems may be detected through the general screening. You will be notified of the need for further evaluations only if potential problems are suspected.

Student Placement

Every year, students are grouped into classes heterogeneously. Students identified through the gifted testing process shall be grouped in a gifted cluster. Students will be screened and grouped for acceleration in math in grades 4-5 as appropriate. Flexible grouping occurs in classes as needed.

Specific teacher or classroom requests are not honored; however, every child's placement is extremely important to us. A letter may be sent to administration outlining the teaching characteristics which may benefit your student. Requests for your child not to be placed with another student, for whatever reason, should be noted in writing to the administration.

Title IX Compliance

The School Board of Chesterfield County, pursuant to the directives contained in Title IX of the Educational Amendment of 1972, has proclaimed that it shall be the policy of Chesterfield County Public Schools not to discriminate on the basis of sex in the educational programs and activities which it operates and that this policy extends to the employment practices involved in these programs. Jodi Seitz is the Title IX/OCR Building Coordinator.

Tobacco-Free Campus

Chesterfield County Public Schools is a tobacco-free school system. Students, employees, parents and visitors are prohibited at all times from smoking or using tobacco products in schools, school grounds, offices, facilities, buses and other school vehicles. This ban includes electronic cigarettes and similar devices. For more information, see School Board Policy 5390.

Gifted Education

Chesterfield County Public Schools provides a continuum of services in specific areas of aptitude for gifted students. Gifted learners are “children or youth with outstanding talent who perform or show the potential for performing at remarkably high levels of accomplishment when compared with others of their age, experience or environment,” according to the U.S. Department of Education in 1993.

Information about the Gifted Education services available can be found at the following website: <http://mychesterfieldschools.com/curriculum/gifted-education/>

Identification and placement of gifted students begins with a student being nominated to the Gifted Education Identification and Placement Committee at Reams. Students may be nominated by a parent, guardian, staff member, community member or student. Nomination forms are available at all schools. Each year, nomination deadlines are as follows:

- Oct. 15 for students in grade 5
- Dec. 16 for students in grades 2-4
- March 16 for students in grades K-1

Health and Medication

Emergency Information Cards: It is very important that parents complete the emergency information cards and return them to your child’s teacher as quickly as possible. Please speak with your child’s teacher, our cafeteria manager and the school nurse about any allergies. If your child has any allergies or asthma, you must also have your doctor complete a Health Services Plan.

Information cards must be kept current. These cards are filed in the clinic and used to reach parents when an emergency arises. Please update your child’s Emergency Card whenever your address, phone number (home or cell), workplace, or work phone number change. Additionally,

if there is a correction in the people who are authorized to pick up your child in an emergency situation, please contact the office to update.

Health: Do not send sick children to school. Please keep them at home (for 24 hours) if there are indications of fever (over 100°), diarrhea, or vomiting. When children become sick at school, parents will be notified to make arrangements to pick them up. Sick children may not stay at school for extended periods of time.

Medication: Do not send prescription or nonprescription medication to school with children. Parents must bring medications to school in the original container. In accordance with School Board policies and rules, students may be suspended for failing to follow this procedure.

Before the school nurse or clinic assistant will administer any medication, there must be a written request on file from the parent (Parent's Request for the School to Administer Medicine). Prescription drugs require a written order from the prescribing physician.

Physical Education: All students are expected to participate in physical education daily. To be excused from participating in physical education requires a written parental request. To be excused for an extended period of time requires a physician's statement. Sneakers or some type of tennis shoes should be worn for safety purposes.

Blood-borne Pathogens: Due to regulations from the Occupational Safety and Health Administration 1911.1130 (dealing with Blood-borne Pathogens), if your child has gotten sick or bled on his/her clothing, it is important for a parent to either pick up the child or provide a fresh set of clothing for him/her. Students are not allowed to stay in class nor ride the bus home if they have bodily fluids on their clothing. Soiled clothing will need to be picked up in the school clinic. Soiled clothing will not be sent home with the child.

Insurance: School accident and dental insurance policies are available to all students. Information and enrollment forms are sent to each parent at the beginning of the year. PLEASE MAKE CHECKS PAYABLE TO THE APPROPRIATE COMPANY--NOT THE SCHOOL.

Homework

Homework provides needed practice to enhance the learning process. Such work serves several purposes—to reinforce class work, to strengthen skills, to increase learning time, and to provide enrichment opportunities. In addition, there are some far-reaching effects as homework contributes to the development of organizational and study skills, self-discipline and a sense of responsibility.

The following is a general guide for the minimal length of time your child should spend on homework:

Kindergarten	15- 20 minutes
Grades 1 and 2	15-30 minutes
Grade 3	30-60 minutes
Grades 4 and 5	60 minutes

Note: These times do not include additional daily oral or silent reading time. It is the student's responsibility to keep up with his/her homework and turn it in to the teacher.

2nd-5th grade students have been supplied with student planners to help them organize their assignments and supplies. Please check the planners on a regular basis to ensure that students are being responsible with their assignments.

Teachers cannot give credit for work that is not submitted. With prior parent approval, a teacher may keep a student after school or ask him/her to come to school early to make up or complete schoolwork. This policy is enforced for students who consistently fail to complete homework and/or assignments.

Money and Finances

Only send the money your child will need for the day or for special events.

Each child should bring exact change, as there are **no provisions for making change**. It is best to **place money in an envelope with your child's name, teacher and other important information** on the outside. If at all possible, please send money to school with students. However, in extenuating circumstances, money can be brought to school before noon. Money cannot be kept in the school overnight.



Buying, selling, trading items or exchanging of money by students is not allowed. *The school will not be responsible for stolen money or property.*

Supplies: Parents are responsible for providing their child with needed supplies as identified on the supply list. Please replenish supplies as necessary during the school year.

Pictures: A professional photographer will come to the school to take individual pictures in the fall and class and individual pictures in the spring. You will be notified when these pictures will be taken. Money earned from the sale of pictures is used to promote school activities and to purchase instructional materials not covered by School Board allocations. Yearbooks will be sold in the spring through the PTA.

Parent/Family Involvement

Parents are invited and encouraged to stay actively involved at Reams Road Elementary. The staff welcomes your involvement as a volunteer, mentor, classroom speaker, visitor, etc. Please contact your child's teacher or the office staff if you are interested.

If you have concerns about your child, discuss these concerns with your child's teacher first. If the matter is not resolved satisfactorily, then feel free to contact a school administrator.

Because the school staff realizes the importance of school and family partnership, each student's family is asked to read the Title I parent compact which details the responsibilities for student, teacher, and administrators. By returning the signature page of this handbook, parents verify agreement to the compact. A copy of the parent compact is on the school website.

Room Parent Program: Each class will have parent representatives to plan, coordinate and supervise class activities during the school year. Information will be sent home early each year. Please consider volunteering in your child's class.

Parent Teacher Association (PTA): The PTA is a vital part of life at Reams Road Elementary School. PTA volunteers provide essential services and resources for our students as classroom volunteers, school liaisons, and opportunities for participation in fundraising events. We urge all parents to join our PTA and become active in the school life of Reams Road Elementary.

Reams Elementary PTA Board 2021-2022

- President: Ashley Osborne
- Vice President of Fundraising: Leif Johnson
- Vice President of Programs: Amanda Pohl
- Treasurer: Allavine Curtis
- Secretary: Melissa Johnson

Meeting Dates and Times

The Reams Road Elementary PTA Executive Board meets on the third Tuesday of the month at 6:30 p. m. unless it occurs on a holiday.

General PTA meetings are held throughout the year and the date and time will be shared in school communications.

School Hours

School Hours	9:25 AM - 3:55 PM
Office Hours	8:00 AM - 4:30 PM

Students may not arrive at Reams Road Elementary before 9:10 AM because supervision is not provided before that time.

*Exceptions will be made for the following circumstances:

- Students who are scheduled to work with teachers and/or administrators;
- Students who are invited to attend special events or activities such as book clubs/ after school activities, etc.
- Students who attend conferences with parents and teacher(s).

School Staff

Approximately 90 employees perform the instructional, administrative and support services for approximately 550 children attending Reams Road Elementary School. They include the following:

Administration

Jodi Seitz, Principal

Cynthia Patey, Associate Principal



Office Staff include an office manager, 11-month secretary, 10-month secretary, a full time clinic assistant and a shared school nurse.

There are 36 PK-5 homeroom classrooms. Additionally, children work with other educators to ensure their instructional needs are met. They include the following:

Art, Music, and Physical Education Teachers, and STEAM: These areas are important to a well-balanced program and contribute significantly to the child's positive concept of self. Reams Road Elementary School has a full-time specialist for each of these areas.

Coordinator of Special Education: This teacher works with administrators and classroom teachers to facilitate special education processes. In addition to facilitating meetings with parents, this educator supports instruction by educators of students with disabilities.

English for Speakers of Other Languages (ESOL) Teachers ESOL is a program that provides language arts instruction and academic support to students whose primary language is not English. The program is staffed with 2 full time teachers and 2 shared teachers. Students are assessed annually to determine eligibility and the level of service needed.

Instructional Designer: This full-time staff member supports staff members in curriculum development, data analysis, instructional best practices, and technology integration. In addition, this position provides coaching for classroom teachers and support for students.

Instructional Assistants: These full-time staff members work under the direct supervision of teachers to provide small group instructional and clerical support.

Lead Math Teacher: This full-time specialist provides instructional support to all grade levels, assisting with placing students, planning with and advising teachers, and providing additional instruction to selected students as well as small groups.

Librarian/Media Specialist: A full-time librarian and a library assistant maintain the library/media center. The library is set up for student and teacher use as a source of curriculum enrichment, personal and professional reading.

PreK Teachers (Title I and VPI): Teachers and instructional assistants serve preschool aged children who have met the requirements of the PreK program.

Reading Specialist: This full-time specialist provides instructional support to all grade levels, assisting with placing students, planning with and advising teachers, and providing additional instruction to selected students and small groups.

School Counselor: This specialist provides guidance and counseling services to small groups and classrooms. The school counselor is also available to provide short-term individual support for students and to assist parents and teachers in providing a successful educational experience. The school counselor is also responsible for classroom lessons.

Special Education Teachers: Teachers, with the help of instructional assistants, serve students with disabilities. These children have been identified (through the use of diagnostic evaluations and observations) as having deficits in intellectual functioning/adaptive behavior, emotional

challenges, learning problems, and/or speech/language difficulties. Additionally, preschool children with identified disabilities are also served.

Title I Reading Teacher: This full-time teacher provides differentiated instruction to students across grade levels individually and in small groups.

Reading Teacher: This full-time teacher provides differentiated instructions to students across grade levels individually and in small groups.

Other Specialists: Included are school psychologist and the school social worker. They serve more than one school and are at Reams Road Elementary at least one day/week.

Student Registration Requirements

Birth Certificate: A state issued birth certificate must be produced and data from the certificate made a part of the child's record prior to admission of any student.

Immunizations: A record of required immunizations must be produced and made a part of the child's record prior to the admission of any student for the first time to a public school. The required immunizations must include month, day and year received and must be signed by a physician or certified by the Health Department.

Medical Examination: A medical examination (dated within one year of enrollment) is required for admission to school in accordance with the state law.

Residency: Children whose parents or legal guardians reside within the boundaries of Chesterfield County will be admitted to the school to which they are assigned. Proof of residency (lease or deed) will be required. If you completed a "Lives With" form, proof of residency must be provided each year.

NOTE: Students may be excluded from attending school at any time during the year if the above requirements are not met.



Student Recognition

To promote and recognize students for academic achievement, attendance, and citizenship, various awards will be given to eligible students. Recognition events may be held at grade levels or in individual classrooms throughout the year in honor of these students.

Outstanding Academic Achievement awards will be presented to students with all A's in the core content subjects, and with all A's and B's in the core content subjects. Satisfactory marks in other areas of the report are also required to earn honor roll recognition. *Kindergarten and first grade teachers will set goals for students to earn quarterly recognition. Requirements will be sent home at the beginning of the year.*

Core content subjects are reading, writing, math, social studies and science.

BUG (Bringing Up Grades) awards will be presented to students who have improved in at least one area and have maintained all other grades.

Outstanding Attendance will be presented to students who have no absences, tardies, time missed from school, or early dismissals during the nine weeks.

Title I

Reams Road Elementary is a Title I school. Title I funds help schools increase student achievement and strengthen family and community partnerships. Title I programs vary from school to school, but the goal at every school is ensuring that all children have a high-quality education and opportunities to foster academic growth and success.

Here are some of the things that Title I does for our students:

- provides additional instruction to help eligible students improve reading, writing or math skills in kindergarten through fifth grade
- coordinates instructional activities with the classroom or subject area teacher to foster more effective learning
- provides a variety of instructional resources, professional development, and materials that complement school division's initiatives
- provides individual and/or small group supplemental instruction
- promotes self-esteem to help children reach their full potential
- provides extended day opportunities both before and after school
- extends the school year with opportunities and assistance for Title I students to attend summer session
- encourages parent and family involvement through parent conferences, workshops, and partnership opportunities

The Reams Road Elementary School Family Engagement Plan and Title I compact can be found on the school website at <https://sites.google.com/a/ccpsnet.net/rees/home/resources/title-1>.

Transportation

Bus Riders: Bus transportation is provided for all of our children. We encourage you to allow your child to ride the bus during our rebuild time. Riding the bus to and from school is a privilege. Violations of the school bus rules are taken seriously. Continuous minor offenses and serious offenses will result in the suspension from riding the school bus.



- Parents must assume responsibility for the safety of children while at the bus stop. Consistent misbehavior at the bus stops will be reported to parents and if necessary the local authorities.
- Bus assignment changes will only be permitted in emergency situations. *Visits with family members, friends and scout meetings are not considered emergencies.*
- Should it become necessary for a child to ride a different bus, the parent must send a note and contact the office staff indicating the reason for the change. Please include if the change is for one day or longer.
- Upon approval the student will deliver the note to the bus driver.
- PreK and Kindergarten students must be met at the bus stop and walked home (by an older sibling or adult).

Your child's safe return home is a major goal for our staff each day. However, the end of the day is a very busy time in a school building. It is very difficult to honor requests to have your child go home in a manner different from what he/she was expecting when the bell is about to signal dismissal. ***Phone calls requesting transportation changes must be made by 3:15 PM. Without a parent note or phone call before 3:15 pm, students will use their regular mode of transportation.***

If a student will be picked up by a parent at dismissal instead of riding the bus home, a *dated note must be sent to the teacher indicating the need to pick up the student that day.*

If a student will be picked up by anyone other than a parent, a *dated note including who will pick up your child must be sent to the teacher indicating this.*

To comply with State Law, school bus emergency evacuation drills are conducted at least twice each year, once each semester.

School Bus Rules and Regulations

The only way to ride a school bus is to be seated, facing the front, and reasonably quiet. All body parts and items should remain in the bus at all times. Students are under the authority of Chesterfield County Public Schools while on the bus and they should continue to comply with the Code of Conduct. Even under the best conditions a school bus is potentially a danger, since it takes only one second when the driver's attention has to be directed toward one rider for the safety of 50-60 children to be in jeopardy. For these reasons, good behavior on the bus is a priority.

The bus driver is required to report any misconduct that jeopardizes the safety of the bus to administrators for disciplinary action. If a student receives three written warnings for misbehavior, a bus referral may be issued. Students are responsible for giving bus warnings to parents if they are issued.

Bus stops are determined by the Department of Transportation. Students must be ready to board the bus at the designated bus stop. Drivers cannot wait for students. *Students will only be allowed off a bus at school or their regular stop. Unauthorized stops will not be made.*

Eating food, chewing gum and drinking on the bus are unacceptable.

The driver and school officials are not responsible for articles left on the bus.

The administrators have the authority to suspend riding privileges for anyone violating bus rules. When students are suspended from the bus, it is the parents'/ guardians' responsibility to transport the students to and from school.

Automobile Transportation/Parent Pick Up and Drop Off:

Morning drop off: When it becomes necessary to transport children by vehicles, please follow these procedures to ensure a safe and orderly drop off:

- before arriving at the drop off loop, have your child prepared with book bag, shoes, coat, etc. for a quick and smooth exit
- pull as far forward as possible around the drop-off loop
- remain in a single file line until reaching the designated drop off area - the corner of the Reams parking lot near the ramp
- have your child to exit the vehicle on the passenger side of the vehicle (please do not get out yourself)
- after dropping child(ren) off, remain in a single file line, not passing other vehicles in the parent drop off loop
- watch for pedestrians in the parking lot while exiting

****If you need to spend more time than just a quick goodbye (approximately a minute) or you need to come into the building, you will need to park in a parking space. You will not be allowed to walk your child to class on a regular basis.**

Please follow these procedures:

- Only park in a handicapped spot with the appropriate handicapped tags displayed
- Park in the Reams parking lot near our Reams village.

Once your child has exited your vehicle and/or you are finished in the building, you must get in the drop off line and wait in the single file line to exit the parking lot.

Afternoon pick up: Parents will be required to complete the Parent Pick Up form and provide an ID to receive two numbered hang tag cards. This must be completed in the main office prior to participating in parent pick up. The provided numbered hang tag card should be hung in the vehicle for easy viewing during parent pick up. (For safety reasons, children will not be removed from the bus once they board). Students will wait in the front lobby during parent pick up until called. For the safety of the children, please follow these procedures:

- pull as far forward as possible around the drop-off loop
- remain in a single file line until reaching the designated pick up area - the front of the building
- wait patiently while your student is called and comes to the vehicle
- after picking up child(ren), remain in a single file line, not passing other vehicles in the parent drop off loop
- watch for pedestrians in the parking lot while exiting

Additional requests:

- Only park in a handicapped spot with the appropriate handicapped tags
- Park in the Reams parking lot and in labeled parking places
- Avoid double parking or blocking other vehicles

NOTE: This procedure is implemented to ensure the safety and well-being of the students. Please be considerate of others in the parking lot. Students should be picked up promptly between **3:55 and 4:10 PM**. Students who are released prior to 3:55 PM need to have a written note explaining the reason for the dismissal. Please refer to this handbook for legitimate reasons for early dismissals.

Always bring in a picture ID to show to the office staff when picking up your student for early dismissal.

Van/Day Care Pick Up: Daycare vans are asked to arrive on time for the beginning of the school day and for dismissal. Daycare vans should arrive between 9:10-9:25 a.m. in the morning and by 3:55 p.m. in the afternoon. We will contact you should a daycare van have an issue with timeliness. Please notify the daycare van if your child will not be riding in the afternoon.

Visitors and Volunteers

We welcome our parents and community to visit the school. To support the division-wide *Safe Schools Initiative*, all visitors must comply by doing the following upon every visit to our school:

1. Please begin your visit in the main office. Please ring the doorbell located at the entrance to enter the building and be prepared to announce yourself.
2. For security reasons, all outside doors will be locked at all times.
3. Sign in using the computer kiosk and receive a visitor's pass (A proper state-issued ID is required to enter the building).
4. Speak with office staff regarding the nature of your visit.
5. Only pre-planned visits to the classroom can be accommodated during the instructional day. If visiting for lunch, the cafeteria is the only area a visitor should enter.
6. Visits to classrooms for observation must be planned at least two weeks in advance and approval is granted by the administration. An observation request form must be completed.
7. Please return to the office to sign out. Failure to comply may result in the denial to visit.

8. Reams Road Elementary volunteers must comply with the guidelines established by the School Board. This includes completing a volunteer form prior to any volunteer opportunity, including field trip chaperone.

Visitor Management System

The CCPS Visitor Management system electronically registers visitors and volunteers and monitors volunteer hours. Visitors who will walk through the building will be asked to show a driver's license, which will be scanned into a computer system. Only a name, photo, date of birth and the first four digits from your identification number will be stored in the computer. No other personally identifiable information will be collected. **Visitors who do not present an appropriate ID will not be allowed access to the school.** The visitor management system is an opportunity for us to help ensure the safety of our students and staff. Please call the office staff at 674-1370 if you have questions or concerns. We remain committed to providing a high-quality education in a safe, supportive learning environment. We appreciate your continued support of our efforts.

Appendix

Chesterfield County Public Schools Calendar

Please see the county website for the [school calendar](#).

Parent/Student Signature Page

Read the entire contents of this book and return this page signed by September 18, 2020.

My child and I have read and discussed the contents of this handbook. We will cooperate with the school in the enforcement of its policies, procedures and practices.

Student's Signature

Parent's Signature

Teacher/Grade

Parent Comments: