

J. B. Watkins Elementary School

Student / Parent Handbook

2024- 2025

**501 Coalfield Road
Midlothian, VA 23114**

**Office Phone: 378-2530
Clinic/Attendance: 378-2530
Fax: 378-5182**

**Debbie McGonigle, Principal
Brenda Myers, Assistant Principal**



Dear J.B. Watkins Parents/Students,

Welcome to wonderful J. B. Watkins Elementary School, the home of the Coalminers! We are proud of the success of our school and community. As part of our school family, we wish for you all to become familiar with many of our school policies and procedures that contribute to our culture of safety, learning, and community. This Handbook is prepared to acquaint you with your school, and provide helpful information for a cooperative partnership in the education of each child.

It is important to review this e-booklet thoroughly and support us by helping your /our children understand the rules and procedures that are relevant to them.

We invite you to be active participants and supporters in our school's programs. We all believe that parent involvement and cooperation between the home and school play an important role in a child's positive experience in school. The school day begins at **9:25am.** and students are dismissed at **3:55pm.** It is requested that children not be at school prior to **9:10am.**, when our doors open, since there will not be staff available to monitor their safety in the building before that time.

Please contact us at school should there be a need. We look forward to building positive relationships with students, teachers, parents, administration, and the community.

We wish you all a happy, productive, and successful school year.

Respectfully,

Debbie McGonigle, Principal

Brenda Myers, Assistant Principal

History	Mission Statement	School Board	Staff
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Special Programs	Gifted Education	Student Conduct	General Information

History of J. B. Watkins

J. B. Watkins Elementary School opened in the fall of 1966 and was named in honor of John Benjamin Watkins (1855-1931), founder of Watkins Nursery. Mr. Watkins was a Virginia State Senator from 1904-1912 and from 1927-1931 and was also a member of the Board of Visitors and Rector of V.P.I. for a number of years. The school is located on Coalfield Road in Midlothian, Virginia. In 1970 a six-room air-conditioned building was opened to house the kindergarten, and in 1978 a sixteen room addition was completed. In 1987 the library was renovated and a gymnasium was added. The computer network and infrastructure project was completed in 2002 giving the school full access to the county server and to the Internet. In 2011-2012, due to a bond referendum, a new art, music, main office and an eight classroom wing were added to the school.

CHESTERFIELD COUNTY PUBLIC SCHOOLS MISSION

In light of our belief that all children can learn, the mission of the Chesterfield County Public Schools is to ignite passion through authentic and captivating experiences.

Chesterfield County Public Schools adopted a new strategic plan in August 2018. This plan, *Imagine Tomorrow*, can be found here ([Imagine Tomorrow plan](#)).

School Mission statement

J. B. Watkins Elementary School encourages all students to become life-long learners who are prepared to live as productive citizens in a constantly changing world. Students will receive a rigorous and relevant educational program that focuses on 21st century skills and values needed to become effective members of a global community.

Civil Rights and Title IX Statement

The Chesterfield County public School system does not unlawfully discriminate on the basis of sex, race, color, religion, disabilities, or national origin in employment or in its educational programs and activities.

CHESTERFIELD COUNTY PUBLIC SCHOOLS SCHOOL BOARD

Dominique Chatters - Dale District
Dorothy Heffron - Clover Hill District
Lisa Hudgins - Midlothian District
Ann Coker - Bermuda District
Steven Paranto - Matoaca District

Dr. John Murray – Deputy Superintendent

THE STAFF

Approximately one hundred employees perform the instructional, administrative and support services for approximately 900 students attending J. B. Watkins Elementary School.

It is more the rule than the exception that children work with more than one teacher. Most common among these are the following:

ART, MUSIC, AND PHYSICAL EDUCATION: These areas are important to a well-balanced program and contribute significantly to the child's positive concept of self. J. B. Watkins Elementary School has full-time and part-time specialists for each of these areas.

CENTER BASED GIFTED: Identified gifted students in grades 3-8 may also further qualify to participate in a CBG Academy. Teachers at CBG Academies use advanced content, pacing, and instructional strategies that provide additional depth, complexity, rigor, and challenge for gifted learners. All students in the classes are identified for gifted services. Eligible students are assigned to an academy based on their home address.

English Speakers of Other Languages (ESL): J. B. Watkins Elementary School serves as one of the centers for the ESOL program in Chesterfield County. The program emphasizes individual learning and is designed to allow students with limited English proficiency to participate as fully as possible in the general education classroom.

INSTRUCTIONAL ASSISTANTS: These full-time staff members work under the direct supervision of our professional staff. They perform many clerical duties for teachers and work with students.

LIBRARIAN: The library or media center is maintained by a full-time librarian. It is set up for student and teacher use as a source of curriculum enrichment, for pleasure and professional reading.

LITERACY SPECIALIST: These two full-time teachers provides service at all grade levels, assisting with placing students, consulting with and advising teachers, and providing additional instruction to selected students individually and in small groups.

OTHER SPECIALISTS: Included are the school nurse, school social worker, occupational and physical therapists, and reading diagnostician. They serve more than one school and are at J. B. Watkins Elementary at least one day a week.

PALS SUPPORT: CCPS employee to support with reading intervention.

SCHOOL COUNSELOR: These specialists provide guidance and counseling services to students individually or in small groups. The school counselors are also available to assist parents and teachers in providing a successful educational experience.

SCHOOL PSYCHOLOGIST: This specialist provides a wide variety of direct and indirect services to students, parents, and educational staff to promote mental health and facilitate the

learning process. These services may include counseling with students individually or in small groups, diagnostic evaluations and consultation with parents and teachers. Parenting support and information groups may also be offered.

SPECIAL EDUCATION: Staff that have special training in differentiation to meet the needs of students identified with various disabilities.

SPEECH THERAPIST: One full-time specialist and one part time specialist provide services at all grade levels for students who have been identified as having speech or language difficulties.

STEAM: One full time teacher instructs all students K-5. Students are learning about science, technology, engineering, art and math.

PTA

Liza Maddrey, President
Lindsay Miller, Vice President of Ways and Means
Karen Crenshaw, Secretary
Brittany Heare, Treasurer

STUDENTS ARE NOT TO ARRIVE AT J. B. WATKINS
ELEMENTARY SCHOOL
PRIOR TO 9:10 A.M.

**STUDENTS WILL NOT BE ALLOWED IN THE BUILDING
PRIOR TO 9:10 A.M. at drop off area.**

INSTRUCTIONAL DAY
9:25 A.M. - 3:55 P.M.

THE CURRICULUM

SOL: The Standards of Learning for Virginia Public Schools (June 1995) were established by the State Board of Education setting reasonable targets and expectations for what teachers need to teach and students need to learn. As an additional strategy to promote critical thinking and problem solving, students in K-5 will be involved in teacher-selected Children's Engineering and Design Technology experiences. These activities will enhance selected Standards of Learning in English, mathematics, science, and history/social science content areas.

READING AND LANGUAGE ARTS: The child's progress in reading and language arts is monitored to maintain continuity and sequence in skill development from kindergarten through grade five. Reading and related language skills (grammar, spelling, handwriting and composition, speaking and listening) are integrated within language arts and other curriculum areas each day. Through the correlation of these skill areas students will be engaged in meaningful language learning and will realize the relationships between reading, writing, listening, and speaking in the development of communicative processes.

MATHEMATICS: Problem solving and logical reasoning skills, computation and mental math skills as well as development of mathematical concepts are stressed.

SCIENCE: 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. The social studies program has been implemented in kindergarten through fifth grade to provide the academic structure needed to realize a comprehensive social studies curriculum.

FIELD TRIPS: 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. Students may be denied permission to attend a field trip due to school behavior. Distance and trip requirements determine the need for parent chaperones. Chaperones shall be determined by the school staff. Driving behind the buses and removing children from the school group during a field trip are practices that are highly discouraged by the county. **If you are chosen to chaperone a field trip, you must have a completed volunteer form on file.**

TECHNOLOGY: The Chesterfield County Public Schools support a wide range of technology to enrich the instructional program. Recent initiatives supported by the state have provided for a significant networking of school buildings and trailers centering on library automation systems. The CCPS-NET, a wide area network that will connect all the buildings in the system, provides connectivity for division wide use of instructional and administrative technologies including the Internet. Student activity is monitored 24 hours a day through the use of Gaggle. It is important that students practice good digital citizenship skills or an alert will be created and sent to school staff to investigate. Some examples of alerts are: threats, inappropriate language, inappropriate pictures/images or inappropriate websites. If an alert comes in outside of the instructional day, a member of our staff will contact the family to make them aware. This includes nights, weekends and holidays. Alerts that are received during school hours will be investigated and the family will be notified.

FAMILY LIFE EDUCATION: The curriculum is used at all grade levels. Lesson plans are available for all Family Life Education Standards of Learning at each grade level. 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 and

returned to the school within ten days of the first day of school. Parents may exercise the "opt-out" procedure for any or all of the Family Life Education curriculum by requesting an "opt-out" form from the school. Parents who wish to add to, modify, or withdraw an "opt-out" request during the school year should secure and submit a new "opt-out" form or notify the school in writing of their desire.

GIFTED EDUCATION:

CCPS provides gifted education services to eligible students. In order for a student to be evaluated for eligibility, additional areas of strength, and/or CBG Academy placement, an online [*Gifted Services Referral and Review Form*](#) must be submitted to start the process. Forms may be completed by parents/guardians, community members, teachers, or students.

Referral forms must be submitted by the end of the day on the referral deadline date to be considered for assessment during the testing window for that grade level.

Referral deadlines, referral form, and much more information can be found on the county website through this link: <http://oneccps.org/gifted-education/>.

- October 25 - students currently in grades 2- 5
- February 28 - students currently in kindergarten or grade 1

IMPORTANT: These deadlines ensure that students are tested during the appropriate assessment window for their grade level and are included in any applicable CBG Academy decisions. Please note that any referrals received after the deadline designated for a child's current grade level will be processed during a later assessment window.

More information can be found on the county website through this link: <http://mychesterfieldschools.com/curriculum/gifted-education/>

ELEMENTARY COUNSELING: J. B. Watkins Elementary School provides a comprehensive, developmental counseling program for all students. Through this program, services are provided to assist students in personal, social, academic and career development.

Students and parents are encouraged to seek assistance from the counselors if they have any questions or concerns. Lesson plans and materials to be used at each grade level are available for review prior to the classroom group guidance lessons. Parents are encouraged to review the lesson plans at each grade level for each classroom group guidance activity. 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. The principal will then make arrangements to exclude the student from the planned guidance lessons. Alternative lessons will not be provided. Our school counselors are:

Sarah Spencer: grades 2 and 5

Lora Williams: grades 1 and 4

Kathy Rainey: grades K and 3

VIRGINIA STANDARDS OF LEARNING (SOL) TESTS

Beginning with the 1997-1998 school year, the state implemented a new testing program, which is required of all elementary school students in grades 3, 4 and 5 in Virginia public schools. SOL tests are also required in grade 8 and in certain high school courses. This series of tests is designed to measure student achievement relative to the Virginia Standards of Learning (SOL), the state's educational objectives in the core areas of English, mathematics, history and social science, and science.

The CAT tests are administered each fall, winter and spring. The tests are online multiple choice tests. Computer Adaptive Testing (CAT) is part of the Virginia Department of Education's continuing efforts to improve the testing experience for students. A CAT is an assessment that is customized for every student. How a student responds to a question determines the difficulty of the next item. A correct response leads to a more difficult item, while an incorrect response results in the selection of a less difficult item for the student.

As part of the Standards of Accreditation for Virginia Public Schools, the Commonwealth requires that the results of these tests be used in making promotion and retention decisions. The Chesterfield County School Board has decided that, for the first years of testing, the results will be used at the elementary level to help make decisions about enrichment and remediation. At the state level, aggregate data for individual schools are used for determining school accreditation.

ORGANIZATION FOR INSTRUCTION

Students are grouped for instruction in classes that are commensurate with their levels of achievement and performance. To provide specific skill instruction in reading and mathematics, students are grouped according to instructional needs, level of achievement and pace of learning. Instructional groups are determined by teachers and other professionals who work with the child, and are based on numerous factors, among which are placement, mastery, and tests, as well as teacher judgment. Mastery at one level is necessary before moving to the next level. The goals of instruction are to realize continuity and sequence in learning, and to meet the academic needs of children through an efficient and practical organization.

GROUPING:

Chesterfield County's strategies for grouping for elementary students are as follows:

Kindergarten - Grade 5

Students are grouped heterogeneously. Identified school based gifted, special needs and ESOL students are clustered in a setting that is heterogeneous.

Grades 3-4-5:

Center based gifted students are grouped homogeneously. Students will be screened and grouped for accelerated math at fourth and fifth grades. Homogeneous grouping (flexible grouping) occurs within the language arts classes to meet individual needs.

GRADING STUDENTS' WORK

A student's final and other grades in any subject area shall reflect the degree to which the student has mastered the assigned approved curriculum for that subject area. While parents shall be kept apprised of a student's behavior and attitude at school, grades should generally not reflect these or other traits unrelated to a student's mastery of the curriculum. Accordingly, grades shall be assigned in accordance with the uniform grading standards set forth in Chesterfield County's Public Schools Regulation 3040-R, The Uniform Grading Standards.

Every student's grades will be reported through parent view grades 2-5. Quarterly written report cards for grades K-5.

HOMEWORK AND PARENTAL ASSISTANCE

Teachers may assign learning activities for students to work on or complete outside of school hours. Any such assignment shall be referred to as homework for purposes of this procedure. Among other things, homework should relate to classroom instruction; reinforce classroom learning; help students achieve mastery; provide data as to whether and how much learning has occurred; and, help students develop self-discipline, self-direction, good work habits, effective time management skills, and the core value of responsibility. Homework should also serve as a communication link between the school and home. Watkins' instructional staff should seek to correct a student's habitual failure to complete homework. In addition, instructional staff should take appropriate steps to communicate with parents about the division's homework policy and solicit their support in its implementation. Homework should not be used for disciplinary purposes.

In the Elementary Grading Practices Handbook, homework should:

- Homework RECOMMENDATION: Homework must be linked to high quality classroom instruction and be meaningful with an emphasis on quality and not quantity.
- Homework forms an essential component of the learning process for students.
- Assignments designated as homework should accomplish one or more of the following:
 - Prepare for in class assignments or long range projects
 - Provide practice on concepts or skills already taught
 - Enrich, enhance and extend the classroom experiences
 - Provide real life applications
 - Provide time for research, reflection and/or creation
- The total amount of homework, on average, should not be more than 10 minutes of homework per grade level per night. For example, fourth grade= 40 min. on average.
- Homework should be accounted for but will not be given a letter grade or be used in calculating content grades.
- Teachers will use the Work Related Skills area of the report card to note a concern or need for improvement.
- Students are also encouraged to read 20 minutes per day at home.
- Homework will never be used for extra credit.
- Additionally, Lexia for reading enrichment and Dreambox time for math enrichment is

expected to be completed each week, per your child's teacher's guidelines. If computer access at home is an issue, please contact your child's teacher or the school office.

Parents may support the completion of homework by:

- Setting aside a specific time each day for the completion of homework;
- Establishing an atmosphere free of disruption;
- Confirming and checking with the student that assigned homework has been completed;
- Providing assistance and encouragement;
- Being aware of signs that indicate study or learning problems and, if such signs are evident, contacting the teacher for assistance;
- Helping students to set priorities and learn to handle the various time requirements of school and other activities;
- Making necessary reference materials and technology available, as needed and where possible; and,
- Allowing the student to complete his or her own work.

The division provides several homework resources for parents including, but not limited to, those that follow:

- A Course Offerings Guide, which identifies grade level and/or course objectives;
- A Parent Resource Center;
- Newsletters;
- Training sessions and workshops; and,
- Resources on the division website: www.mychesterfieldschools.com

HONOR ROLL: Any student in grades 2 through 5 who has achieved all A's and/or B's in the academic areas for the marking period is recognized.

PROMOTION AND RETENTION: An elementary school student may be retained if the student did not receive a passing grade in reading and/or math. If it becomes evident that consideration must be given to retaining a child, the parent is informed of the possibility, after the first semester. These decisions require very close communication between the home and school, in that factors such as maturity, developmental readiness for learning, age and special learning problems are also important in determining what is most appropriate for the child. **The final decision for promotion or retention lies with the school administrator.**

COMMUNICATIONS

ADMIN APPOINTMENTS: There are times that you may need to reach out to the admin team to discuss a concern related to your child. The easiest way to do this is to send an email. If you would like to meet in person, please include in the email dates/times that you are available. Before and after school, the admin team is actively involved with supervising students and are not available for drop-in meetings and those requests will not be honored. Additionally, each administrator keeps their own calendar and the office staff is not able to schedule appointments

for you. Finally, please understand that the admin team is involved in various meetings, observations, etc. during the school day so an immediate appointment may not be possible. If there is a question regarding the classroom, please contact the teacher for details first. If there is a concern regarding the bus, please speak to the driver first. Admin will reply to emails within 48 hours. If an email is sent after 4:30 on Friday, it will be answered the following school day.

TEACHER APPOINTMENTS: The teachers keep their own calendars for scheduling appointments. Before school, they are involved in a variety of meetings several mornings per week. Once students arrive, they are busy assisting them and monitoring behavior in the classroom and hallway. Please do not come to the school and request to go to the classroom to see the teacher. This will not be permitted. If you need to discuss anything with them, please send an email requesting an appointment to do so. Teachers will reply to emails within 48 hours. If an email is sent after 4:00 on Friday, it will be answered the following school day.

COMMUNICATIONS: Students should be helped to realize their responsibility to transport classwork, homework, notes, notices and bulletins between school and home.

CONFERENCES: The parent/teacher conference is considered the most effective vehicle for communication concerning a child's life and progress at school. Conferences may be scheduled whenever the parent or teacher feels there is a need. Understanding and close cooperation between parents and teachers are necessary, and each has a responsibility to communicate with the other. Please feel free to call the school or send a note to the teacher to schedule a conference. We are careful not to interrupt the instructional day.

REPORT CARDS: Report cards are issued to students in grades K-12 at the end of the four nine-week grading periods.

Dates for report cards:

November 8-paper report card issued

January 31-paper report card issued

April 11-paper report card issued

June 3-digital report card posted

Parents are encouraged to schedule conferences to discuss their children's academic progress as needed throughout the year.

STUDENT PAPERS: Children's work is sent home for parents to review. Procedures for this vary slightly from grade level to grade level. Please review the work with your child. This becomes an excellent means to understand the instruction that is taking place in the classroom and the level of student progress.

CONTINGENCY PLAN: 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 carried on 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. These announcements of early closing are generally made before we know it at school.

ABSENCES

Good attendance boosts academic success and prepares students for future employment. Chesterfield County Public Schools, which expects the best from every student, has implemented a new attendance policy. An elementary student is expected to attend school at least 173 days during the 183 day school year. There are times when a student is unable to attend school. Each parent or legal guardian having charge of a child enrolled in Chesterfield County Schools shall make every effort each day his or her child is absent all or part of any school day to contact and inform the school of the absence. Schools will make reasonable efforts to contact and inform the parent or legal guardian of each absent student every day and a log will be kept of contact attempts.

Absences that may be considered **excused** upon receipt of a valid written note, or other form of notice approved by the school, from the parent or guardian on the day of the student's return to school include *medical or dental appointment, illness, observance of a religious holiday or extenuating circumstances* as determined by the principal. These factors apply to tardy arrivals and early dismissals.

ABSENCE FROM SCHOOL DUE TO ILLNESS: Please notify the school through the [absence form](#) on the JB Watkins Parent Portal (bit.ly/jbwparent) each day your child is to be absent from school. Missing more than 20 days in a school year may keep a student from being promoted to the next grade. It is the student's responsibility, or the parent or guardian of an elementary student to communicate with the teacher on the day he or she returns to class to schedule the make-up of missed work. Students are expected to make up all work missed immediately, and in a time period not to exceed six school days from returning to school. The principal or designee, however, may consider extenuating circumstances in extending the time limit.

LATE ARRIVALS: The instructional day is from 9:25 A.M. until 3:55 P.M. A student who is tardy to school or leaves early from school, regardless of whether it is excused or not, may disrupt the learning environment.

EARLY DISMISSAL: Parents are required by School Board Policy to "sign-out" students at the office whenever a child is dismissed during the school day (9:25 A.M. to 3:55 P.M.). The following guidelines are for the sake of safety and limited confusion.

1. To report an early dismissal, please use the [early dismissal form](#) on the JB Watkins Parent Portal (bit.ly/jbwparent)
2. The office will call for your child when you arrive.
3. Encourage your child to request assignments well in advance of departure.
4. To safeguard the quality of the instructional day, repeated early dismissals are highly discouraged.
5. The latest time to make a change that is needed regarding the way your child goes home is 3:00 p.m.
6. **The latest pick up time in the office is 3:30 p.m. There are no exceptions to this. After 3:30, the office staff is busy communicating with the transportation department, the admin team and teachers regarding any changes that will impact**

dismissal.

HEALTH AND MEDICATION

SEVERE ALLERGY INFORMATION: Many students at Watkins Elementary School have sensitivities to various foods including, but not limited to, eggs, wheat, soy, peanuts, tree nuts, and milk. Following exposure to one or all of these foods, our food-sensitive students can experience reactions that range from mild to **life-threatening**. We do have an allergy awareness table at lunch.

At home, parents of students with food sensitivities can manage the foods to which their children are exposed. However, managing such exposure at school is more of a challenge, and the staff of Watkins Elementary School will take reasonable steps to meet that challenge.

To assist us, the staff requests that parents of all students follow four simple rules. That is, we ask.....

- **First:** If you bring food to your child at school, that you neither bring food for anyone else's child nor share your or your child's food with any other child.
- **Second:** If you wish to send treats for other students, that – regardless of whether for a birthday or any other celebration –you send non-food treats such as pencils, bookmarks, etc.
- **Third:** Unless specifically asked to do so, that you not send any food to school for consumption by other students.
- **Fourth:** That you talk to your own children about the problems associated with sharing food at school, and discourage them from doing so.

Thank you in advance for helping us to address the needs of students with mild to life-threatening food sensitivities. Following these four simple rules will help all of our students be safer at our school.

EMERGENCY INFORMATION CARDS: This year, parents will complete this information in ParentVue. It is imperative that this is done as this is what we will reference if something comes up with your child during the day and we need to reach you or someone else that you designate.

HEALTH: Sick children should not be in school. Please keep them at home if there are indications of fever, headache, rash, sore throat or swollen glands. When children become sick at school, parents will be notified to make arrangements to pick them up. Facilities do not permit children to remain in the clinic for extended periods of time. Relative to soiled clothing, such items cannot be stored at school longer than 48 hours. Parents must contact the school nurse.

MEDICATION: Medication, prescription as well as non-prescription, must not be sent to school with the child, but shall be delivered by the parent in the original container. Before the

school clinic will administer any medication, there must be a written request from the parent (Parent's Request For The School To Administer Medicine) and a written order from the prescribing physician on file. The prescription container, properly labeled by a registered pharmacist, will be accepted as the physician's order.

PHYSICAL EDUCATION: All students are expected to participate in physical education classes 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.

BLOODBORNE PATHOGENS: Due to the new regulation from Occupational Safety and Health Administration 1910.1030 (dealing with Bloodborne Pathogens), if your child has gotten sick or bled on his clothing, it is important for a parent to either pick up the child or provide a fresh set of clothing for him/her so as not to tie up the clinic. If your child is prone to nosebleeds, it would be advisable for you to leave a change of clothes in his/her backpack to avoid being called away from work to bring a change to school.

SCHOOL CRISIS 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 or guardians who come to school to get them. Phoning the school ties up the phone lines needed for an emergency use. If a person other than the parent comes to get a student, it must be those listed on the Emergency Information card. If there is any doubt the parent wants the student released, the student will be kept at school.

SOILED CLOTHING: Soiled clothing from students shall not be transported home on a school bus. These items will be placed in a plastic bag to be picked up by a parent or guardian within five school days. If not picked up within this time period the school will discard the clothing.

MONEY

MONEY: Send with your child only that money which is needed for the day or for special events. Each child should bring the exact amount of either cash or check, as there are no provisions for making change. In some instances, it is best to place money or checks in envelopes with names and other vital information on the outside. Unless specified otherwise, checks should be made payable to J. B. Watkins Elementary School.

CAFETERIA: Complete the free or reduced price meal application for the 2023-24 school year [here in English](#) or [here in Spanish](#). If you need a paper form, contact foodserviceinfo@ccpsnet.net. Breakfast is \$2.25 and lunch is \$3.25 this year. When you come for lunch with your child, you are able to also purchase lunch from the cafeteria for a cost of \$4.75.

Canned sodas/juices and glass bottles are prohibited.

***** Unless the school or visiting parent has written permission, you are prohibited from purchasing a lunch or inviting a student other than your own to eat with you. The safety and***

security of all children is of utmost importance to us.

We are unable to accept breakfast, lunch, snack or drinks from DoorDash, Uber Eats or other delivery services for your student. Please do not send these items that way.

SUPPLIES: Parents are responsible for providing their child with needed supplies. Please replenish supplies as necessary during the school year.

INSURANCE: School accident and dental insurance policies are available to all students. Information and enrollment forms are on the oneccps.org website.

PICTURES: A professional photographer will come to the school to take individual and class pictures. 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.

TRANSPORTATION - no dismissals from the office after 3:30

BUS RIDERS: Bus transportation is provided for children not living within a safe walking distance from school. Parents must assume responsibility for the safety of children while at the bus stop. Students are expected to get on and off at their assigned bus stop. Each student will receive an RFID tag that is to be kept on their backpack at all times. This tag allows students to scan in/out on the bus. If your child's tag becomes lost, damaged or does not work, please contact the office staff and someone will assist you with this.

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

If the child is to be picked up by the parent at dismissal rather than ride the bus home, please use the change in [transportation form](#) on the JB Watkins Parent Portal (bit.ly/jbwparent). Without this notification the student will be placed on the bus. Please enter the building and meet your child in the gym. Doors open at 3:57. For the safety of the children, please do not double park.

Morning Car Rider: When it becomes necessary to transport children by private automobile, please drive through the main parking lot and let children exit the car only when you are next to the sidewalk exiting the vehicle on the right side on the sidewalk. Do not allow students to exit the driver side door since this is still a through lane for staff arriving and parking. For the safety of the children, please do not pass or double park. Students are not to arrive at school prior to 9:10 A.M. Automobiles are not allowed in the bus loop. Many parents have found that taking the family car to the child's bus stop is more convenient, safer, and results in a shorter distance for the child to walk in the rain, etc. **Students are to remain in the car until staff is in place to meet them, do not let them out of the car early.**

P.M. PARENT PICK-UP

We will dismiss car riders from the gym. Your child(ren) will be assigned a number and you will be asked to show your ID when you pick up your number. At this point it is the adult's

responsibility to give the number to another adult picking the student up. **Adults MUST have the original assigned number (photocopies or pictures on phones will NOT be permitted).**

The following is the routine procedures for car riders:

- Adults will park and line up at the gym. Please avoid parking in the front of the gym unless you need handicap parking.
- At 3:55 doors will open for adults to enter, turning right and entering through the doors near the gym office.
- Staff will be entering student rider numbers into the spreadsheet verifying that the adult has permission to pick up the student
- The adult will then enter the gym, walk to the right around the perimeter of the gym.
- Once students see their adult they may come to the adult and exit.
- A staff member will be matching cards and bands on backpacks to verify they match.
- Car riders MUST be picked up BY 4:10 or students will be sent to the office to wait for their adult.

VISITOR'S NAME TAG

When a visitor arrives in the office, a name tag will be provided signifying that the visitor has signed in and the office is aware of his/her presence in the building. **Upon leaving, please stop by the office and sign out.** School personnel have been instructed to ask visitors to report to the office if they have no name tag. **Should this occur, simply smile, thank the person, and report to the office (This is a safety issue).**

We know that often a visitor may be visiting multiple locations. Should this be the case, please stop by the office to update your visitor badge. Should there be an emergency evacuation, first responders are given a manifest of who is in the building and their location. We need this to be accurate.

PROTOCOLS FOR SCHOOL OBSERVATIONS

There are specific protocols in place for parents who wish to observe in classrooms and other school locations. The protocols also apply to third parties who wish to observe at the request of parents. Among other things, the **protocols require advanced notice prior to any observation.** Parents are expected to adhere to these protocols, which are available upon request. An administrator will contact you to confirm or reschedule requested date/time of observation. Additionally, an administrator must be available to sit in on the requested observation date/time or an alternative time will be offered. Please be aware that observations last for a 45 minute block of time.

PARENT VOLUNTEERS: The J. B. Watkins Elementary School Parent Volunteers have proven to be a valuable asset to our school, the children and the teachers. It is an activity which is rewarding and pleasant for many parents. Sign-up sheets and other information are sent home early each year. All volunteers are required to sign in and out at the school office.

STUDENT BIRTHDAYS: Student birthdays are **NOT** to be celebrated at school in grades K through 5. Birthdays will be recognized by the administration and the classroom teacher. **If your student would like to pass out party invitations at school, you must have one for EVERY**

student in the class.

ROOM PARENT PROGRAM: Each class will have parent representatives to help the teacher plan, coordinate and supervise class activities during the school year. Information will be sent home early each year.

PARENT-TEACHER ASSOCIATION: The J. B. Watkins Elementary School Parent Teacher Association is an active association and provides activities for students and parents throughout the school year. Please join.

CHESTERFIELD COUNTY SPECIAL PROGRAMS

Transportation – 378-2475
 Adult Education - 768-6140
 English as a Second Language - 706-6078
 Gifted Education - 639-8620
 Head Start - 279-7357
 Special Education - 639-8918
 Summer School - 639-8639
 Title 1 - 639-8697
 Homebound Instruction - 639-8759

STUDENT CONDUCT

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.

Discipline begins at home. Therefore, it is primarily the responsibility of the parents to see that children behave appropriately while at school. Good discipline is a prerequisite for establishing an educational environment. The administration and staff of J. B. Watkins Elementary School emphasizes the need for and will expect and insist upon a high standard of student conduct in an effort to ensure that education is provided in an atmosphere conducive to teaching and learning, free of disruption and threat to person or property, and supportive of individual rights. Therefore, it will be the responsibility of the students, parents, teachers, and the administration to ensure that discipline pervades and trust is created and maintained.

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 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 for good behavior and a good attitude while at school and impress upon them the necessity for appropriate school behavior and strict compliance with reasonable rules of order and discipline.

Students may be excluded from off campus activities, field trips, etc. due to inappropriate behavior or if a pattern of disciplinary concern warrants such action.

DRESS CODE

Student dress should be appropriate for full participation in the total school program, including physical education and music. There is no dress code as such, however, an emphasis is placed on neat, well-groomed appearance consistent with acceptable standards. Because of the potential danger, we strongly discourage the wearing of loose fitting sandals, flip-flops or wedges. Halter tops, “wheelies”, short shorts and rubber-soled spiked shoes are **not** allowed.

As of June 9, 2020 the updated Dress Code for all students attending CCPS schools includes: All students who attend any public school in Chesterfield County are expected to dress appropriately for a K-12 educational environment. Any clothing that interferes with or disrupts the educational environment is prohibited and may result in disciplinary consequences. Dress codes at Chesterfield schools shall:

- permit any student to wear any religiously and ethnically specific or significant head covering or hairstyle, including hijabs, yarmulkes, headwraps, braids, locs, and cornrows;
- maintain gender neutrality by subjecting any student to the same set of rules and standards regardless of gender;
- not have a disparate impact on students of a particular gender;
- be clear, specific, and objective in defining terms, if used;
- prohibit any school board employee from enforcing the dress or grooming code by direct physical contact with a student or a student's attire; and
- prohibit any school board employee from requiring a student to undress in front of any other individual, including the enforcing school board employee, to comply with the dress or grooming
- prohibit clothing that depicts language or images that are vulgar, discriminatory, or obscene; that contains threats such as gang symbols; that depicts illegal or violent behavior or items prohibited in a school setting, such as weapons, drugs, alcohol, tobacco products, nicotine vapor products, or drug paraphernalia.

SCHOOL RULES THAT STUDENTS SHOULD KNOW

1. Students are not to arrive at school or be in the building prior to 9:10 A.M.
2. At the sound of the 9:10 bell, the students are to go directly to his/her own classroom.

3. No student may leave his/her classroom without permission of the assigned teacher.
4. Fighting or physical assault upon another student or any other person will not be tolerated.
5. Chewing gum, caps, matches, cigarettes, firecrackers, knives, radios, and ammunition are not to be brought to school; neither are these items permitted on the buses. Glass items are not allowed on buses.
6. Cursing or verbally abusing any person will not be tolerated.
7. Personal toys, stick-on decals, or other items not necessary for school or which tend to be disruptive to the class are not to be brought to school.
8. The student and parents will be required to pay for damages intentionally done to the building, equipment, or books and other school property.
9. Students are not allowed to ride a bus other than their own regularly assigned bus. (Exceptions are made in emergencies with the principal's permission.)
10. Students will not be allowed to go home with neighbors, friends or relatives without written permission from the parent.
11. Students are not allowed to wear "wheelies" on the school's property.
12. Buying, selling, trading items or exchanging of money by students is **not** allowed. Bring to school only the money you need for the day.
13. Do **not** bring aspirin or any other kinds of medicine to school.
14. Pets and animals must **not** be brought to school without prior permission.
15. The teacher or principal will confiscate and impound any item that interferes with the learning climate of the school. Such items will be placed in an envelope with the child's name and placed in the school safe until retrieved by a parent.
16. The school telephones are available for student's use only in emergencies.
17. Schools may establish procedures that allow a student to possess, turn on and use a personal cellular telephone or other personal device while on school property during the instructional day. Schools may also establish in these procedures that violations may result in confiscation of the cellular phone or other personal device and repeated violations could result in the loss of these privileges and may result in before or after-school detention or out of school suspension of up to ten days. A student found using a cellular telephone or other personal device during any testing situation will have the cellular telephone or other personal device immediately confiscated and will lose the privilege for the remainder of the school year. Any

student who uses a cellular telephone or other personal device for unlawful activity while on school property, or while attending any school function or activity, will be subject to disciplinary action that may include out-of-school suspension or a recommendation for expulsion. **Please do not call or text your student on their cell phone or smartwatch during the instructional day. If you need to get a message to your child, please email the teacher or call the main office.**

Chesterfield County Public Schools is not responsible for lost or stolen personal cellular telephones or other personal electronic devices. Please see SB Policy 4010-R for additional information.

18. Students are **NOT** allowed to bring glass bottles or canned sodas or juices to school. Exceptions will be made for students with specific health conditions.

19. Once students enter the building, they need to remove hats/hoods during the instructional day.

SCHOOL BUS RULES AND REGULATIONS

The only way to ride a school bus is to be seated, facing the front, and be reasonably quiet. Even under the best conditions a school bus is potentially a danger. It takes only one second when the driver's attention has to be directed toward one rider for the safety of some fifty to sixty children to be in jeopardy.

1. Students must be ready to board the bus at the designated bus stop. Drivers cannot wait for students.
2. Bus drivers may assign seats. Students will remain in the seat while the bus is in motion and be responsible for any damage to the seat.
3. Students shall not extend any part of their body or any other articles out of the bus window.
4. Students shall not throw any object inside the bus or out of the bus window.
5. Students are under the authority of the Chesterfield County Public Schools while on the bus. Conduct should be similar to the classroom.
6. Students will be allowed off the bus only at school or their regular stop. Unauthorized stops will not be made.
7. Students must ride the same bus both morning and afternoon. Principals may permit exceptions in extenuating circumstances if such changes do not require route changes or create overcrowded conditions.
8. Students shall not carry any weapons, explosives (such as fireworks), knives, glass

- objects or any dangerous things on the school bus.
9. Scuffling, fighting, and the use of profane language will not be tolerated.
 10. Students cannot eat or drink while on a bus going to or from school.
 11. Use of tobacco or drugs in any form will not be allowed.
 12. Students must not make any loud or unusual noise or attempt to distract the driver in any way.
 13. Students must keep aisles clear. Any article too large to be held in the lap or placed under the seat cannot be carried on the bus.
 14. Live animals or insects may not be carried on the bus.
 15. The Emergency Door of the school bus is not to be used to enter or exit except in an emergency. In case of an emergency, students should follow the instructions of the driver.
 16. The driver and school officials are not responsible for articles left on the bus.
 17. The bus driver is required to report any misconduct that jeopardizes the safety of the bus to the principal for disciplinary action.
 18. The principal has the authority to suspend riding privileges for anyone violating these rules.

GENERAL INFORMATION

CUSTODY PAPERS

If a parent or guardian has custody papers, the school office must have a copy on file. Without proper documentation, a child may be released to either 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 school. If any student knocks on your door and says he is from J. B. Watkins Elementary School, please question him further for you will probably find that he is soliciting for some civic or community organization over which we have no control.

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.

FAMILY EDUCATIONAL RIGHTS PRIVACY ACT

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 wishing to review student records should request an appointment with the administration.

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 new to public schools be 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.

CIVIL RIGHTS COMPLIANCE

The Chesterfield County Public Schools does not unlawfully discriminate on the basis of sex, race, color, religion, disabilities or national origin in employment or in its educational programs and activities.

STUDENT REGISTRATION REQUIREMENTS:

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 will be required.

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 pupil for the first time to a public school.

Preschool Examination: A medical examination is required for admission to school in accordance with state law.

Immunizations: A record of required immunizations must be produced and made a part of the child's record prior to the admission of any pupil 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.

The Chesterfield County Public School system does not unlawfully discriminate on the basis of sex, race, color, age, religion, disabilities or national origin in employment or in its educational programs and activities. More info:http://chesterfield.k12.va.us/htm/ccps_pages/compliance.htm