



Carrollton Elementary Family FAQ's

2024 / 2025

the CAES Vision

To create a learning environment that will enable every child to discover his or her unique gifts and talents.

the CAES Mission

To enhance and expand on each child's unique gifts and talents to ensure every child is college, career, and life ready.

The Cardinal CODE

(Click here to see the Cardinal CODE in action.)

Consider the feelings of others.

Obey the rules that keep us safe.

Do your best, even when it's hard.

Enter ready to learn.

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 carrollton elementary school

 caes.iwcs.k12.va.us

Please visit our school's website at caes.iwcs.k12.va.us. There you will find several links under the *CAREGIVER* tab, providing access to...

- the IWCS Student Code of Conduct
- the Division's calendar
- resources for our military-connected families
- the Virginia Department of Education (VDOE) and U.S. Department of Education
- and many other helpful family resources, including pacing guides for instruction at [IWCS Curriculum Info](#)

[revised 12/12/2024]

FAQ's of Carrollton Life

Why is Carrollton Elementary abbreviated CAES instead of CES?

Carrsville Elementary School (CES) which is located in south Isle of Wight County was founded in the 1800's; Carrollton opened its doors in 1993, so they beat us to the abbreviation.

What vaccinations are required to attend school?

The Virginia General Assembly passed House Bill 1090 which requires Virginia's immunization recommendations and requirements to coincide with the recommendations of the Centers for Disease Control (CDC) Advisory Committee on Immunization Practices (ACIP). Before children enter kindergarten, they now need two properly spaced doses of the hepatitis A vaccine (HAV). The first dose should be administered at age 12 months or older. The HAV vaccine requirement is an addition to the existing kindergarten vaccine requirements according to the ACIP vaccine schedule. Prior to the law going into effect, children entering kindergarten were not required to have the HAV vaccine.

Updated details about vaccinations and immunizations can be found at this link: [IWCS Health Info](#)

Can I bring food for class parties/events?

- For the safety of those with food allergies, no outside foods to be shared with students other than your own can be brought to the cafeteria or classrooms.
- Because there are students who cannot consume or come in contact with certain foods and ingredients, we encourage a parent who wants to bring something to classmates to provide non-food items such as games or crafts, goody bags, school supplies, books, etc. Please be sure to coordinate your plan with your child's teacher in advance.
- Occasionally, your child's teacher may arrange a reason to share food as part of project-based learning or a classroom celebration; in those situations, the teacher will communicate with caregivers to share the intention of the food and to collect permission from those caregivers allowing their child to participate.
- IWCS Food Services will be unable to provide catering for celebrations since the National School Lunch Program requires celebrations not to interfere with lunch service.

...but what about birthday cupcakes?

You may bring cupcakes to the office to be delivered to the classroom/cafeteria only if the teacher has been made aware beforehand; this gives the teacher the opportunity to notify caregivers and get their permission for the food to be consumed. (What may be one student's birthday surprise could be another student's allergic reaction, and this is what we're trying to avoid.)

What is the cost for food provided by the cafeteria?

Schools will take applications and use family income to qualify students for free or paid meals.

- IWCS families are encouraged to apply for free meals by using the information on the IWCS website at iwcs.k12.va.us/childnutrition. Paper applications are available in all IWCS schools and the School Board Office at 820 West Main St., Smithfield.

- Additional information can be found on the on the USDA website at <https://www.fns.usda.gov/>
- Free and reduced applications are best submitted through www.schoolcafe.com to ensure timely processing.
- If you have any questions, or need assistance completing the application, please contact the IWCS Child Nutrition Technician at 757-541-3201.

For those students who do not apply for or qualify for free and reduced meals at the elementary school level, these are the meal prices:

- Breakfast (student): \$1.40 (adult): \$2.75
- Lunch (student): \$2.75 (adult): \$4.75

Milk is 50¢ at both meal times.

Caregivers can utilize www.schoolcafe.com to monitor account balances and make pre-payments. This service is free to sign up and has a small convenience fee for making payments.

Menus are posted monthly on the IWCS website at [IWCS Cafeteria Menus \('24-'25\)](#)

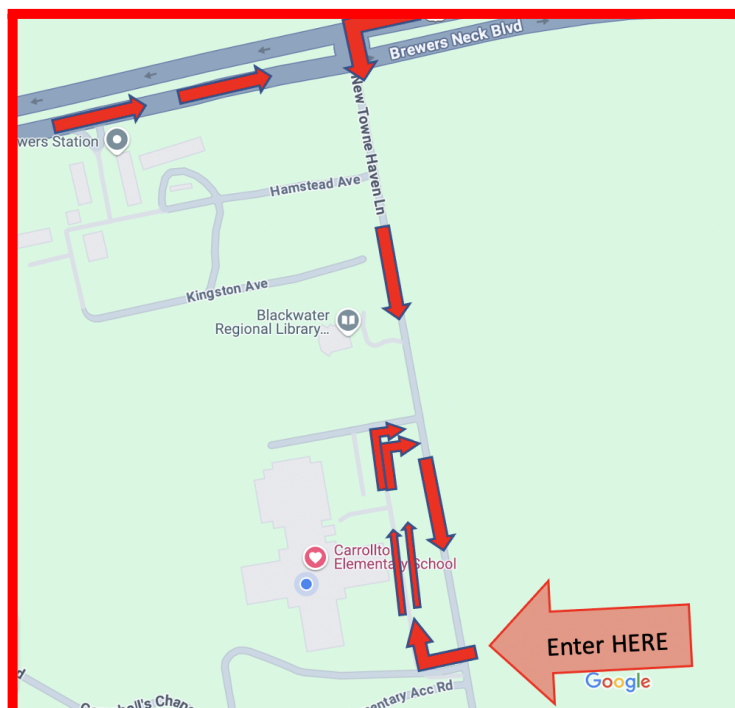
What if I want to visit my student or a classroom?

- A guest must enter through the main front doors and then report to the office to register the purpose of the visit through our digital background-check system, which requires a current state driver's license; once sign-in is complete, the guest will receive the appropriate visitor's sticker which must be conspicuously displayed. A visitor sticker for the cafeteria will identify those guests who are allowed to visit the cafeteria only. From 8:35 a.m. to 4:00 p.m., no guests will be allowed to enter/exit through a door other than the main front doors.
- Guests/volunteers will be permitted to go to a classroom after the teacher has notified the office that he/she is expecting the visitor. Unscheduled visits to a classroom can interrupt instruction and, therefore, are not permitted. A caregiver who wants to observe in the classroom must schedule the observation in advance with school administrator Mr. Brennan or Mrs. Toth, who will be required to be present for the observation, which may last a maximum of thirty minutes. (This is in keeping with IWCS School Board policy KK-R (<https://4.files.edl.io/3e59/06/16/21/132629-73d04d2b-c483-4350-9803-87bae0acf5c6.pdf>)).

How will morning drop-off and afternoon pick-up be handled?

- All students transported by vehicles other than a school bus should be dropped off in the front carloop between 8:35 and 8:55 a.m.
- Students may enter the building at 8:35 a.m. when staff members are on duty. (8:35 a.m. is when the buses offload.) Because the instructional day starts at 8:55 a.m., staff members who assist in the drop-off loop will make their way to their classrooms at 8:52 a.m.
 - o If a student arrives after 8:55 a.m., the caregiver must accompany him/her into the office for processing. No student should be dropped off outside the building after 8:55 a.m.
- Unless arriving for an appointment/need in the building, caregivers should not enter the building during student arrival.
- Caregivers should not escort their children from a parked vehicle during morning drop-off, nor should students be allowed to exit a vehicle not in the carloop. Exceptions will be permitted by Mr. Brennan on an as-needed basis.
- Every family will be provided with a set of unique number cards used for afternoon carloop pick-up. A student will not be released to a vehicle that does not have the school-issued designated pick-up number displayed.

- If an adult arrives for afternoon dismissal without the designated pick-up number, he/she will be required to enter the building with approved photo ID in order to process the dismissal in the Main Office.
- Every adult will be required to provide the staff on duty photo identification, and the CAES database will be checked before permitting access to a student. It is our goal to keep each student safe, so your patience and cooperation with this process will be greatly appreciated.
- **Safety guidelines:**
 - o No vehicle should be driven in an unsafe manner.
 - o No vehicle should pass or attempt to pass another vehicle.
 - o No driver should use a phone while navigating through the parking lot/car loop.
 - o A child should not be in the driver's lap when the vehicle is in motion.
 - o Caregivers are expected to be mindful of the staff on duty, following their guidance and treating them respectfully.
 - o Smoking is not permitted on our campus, even in private vehicles.
 - o Specific to **afternoon pick-up:**
 - **Arrival route:** Enter from Brewer's Neck Blvd onto southbound New Towne Haven Lane.
 - **Entry point:** Use the second entrance and follow the staff's directions to join the designated car line.
 - **Display car rider number:** The car rider number **must** be clearly displayed on the dashboard or windshield of your vehicle.
 - **Cutoff time:** Car rider numbers will be collected until 3:55 p.m. and relayed to teachers. Please ensure your vehicle is in line by 3:55 p.m. to have your car rider number entered.
 - **Lanes:** Stay in your assigned lane and **do not** switch lanes.
 - **Proximity:** Pull up as close as possible to the vehicle in front of you to prevent students from walking between cars.
 - **Turn off engine:** Once parked, turn off your vehicle's engine. Please keep the engine off until all students are safely in vehicles and the line begins to move.
 - **Exiting your vehicle:** If you choose to exit your vehicle, remain with the vehicle in the inside lane between the two rows of cars. Your child will come to you.
 - **Car rider number:** Ensure the car rider number is visible in the car window and that students have the number attached to their backpacks.
 - **Late arrivals:** If your child does not come out before the line starts moving, proceed to the checkered flag. A staff member will radio for your child to meet you there.
 - **Safety first:** If the line begins to move and your child is not yet fastened in the car, please do not hold up the line. You may continue driving through the line, turn left, and stop in a safe area to secure your child.



For student security, phone calls about transportation changes will not be accepted. **Changes to afternoon transportation must be communicated in writing to the Main Office and be received by 3:00 p.m.** (An e-mail to kdouglas@iwcs.k12.va.us and tpascua@iwcs.k12.va.us will suffice.)

Note: Our instructional day is from 8:55 a.m. to 3:50 p.m.

Regular arrival after the start time and regular removal from class prior to the dismissal time can have an academic and social/emotional impact on your child.

Can my child ride a bus some days and be dropped off/picked up other days?

This is absolutely permissible, especially if there is a set schedule that remains the same (for example, your child rides the bus home on Thursdays and Fridays). If, on occasion, you need to make a change in afternoon transportation, this will require timely communication with your child's teacher and/or front office.

Can my child ride different buses depending on different drop off locations?

Per the IWCS Transportation Department, **daily/weekly bus passes will not be issued**. Students may be picked-up and dropped-off at separate locations on a permanent basis if the parent/guardian provides written notice to the front office for the principal to approve. The director of the IWCS Transportation Department has requested three business days from the time he is contacted by school administration before any routing change can officially take place.

What is the best method of communicating with teachers and administrators?

While you may certainly call the Main Office (757-357-8850) to leave a message for a staff member, e-mail is a better way to contact a teacher or administrator as you can provide details about your question/concern. It is the expectation that staff members respond to phone calls and e-mails within one business day; they are not expected to share personal contact information or communicate outside of work hours.

While Remind is an effective method for communicating with teachers, it is less effective for communicating with administration; the better methods are e-mail or phone calls to the main office.

Can I chaperone a field trip?

Family members may assist with chaperoning a field trip if teachers are requesting such assistance. It is the responsibility of the principal/designee to approve chaperones. A few things to remember should you request to assist in this way:

- Any adult wishing to volunteer to assist in the building or with a school function must adhere to the health mitigation guidelines current at that time.
- **New 2024-2025: An adult wishing to volunteer must be pre-approved through the online feature available through the IWCS website.**
 - This is the link to the IWCS Volunteer Application → [IWCS Volunteer Application](#) and for our purposes, our volunteers would be considered Level One.
- Non-CAES students and children who are not school age may not accompany an adult who is serving as a chaperone.
- A student may not be transported to/from the field trip site(s) apart from riding the school bus. The only exception is if the grade level has communicated in advance with families that students can be signed out from the field trip site; our standard sign-out protocol will be followed.

What if my child misses school?

In order to excuse an absence, a written explanation regarding the missed time must be supplied. An email to the front office (caes-attendance@iwcs.k12.va.us) is sufficient. A handwritten note can also be brought/sent to

the Main Office upon the student's return. The teacher and caregiver should discuss a plan for making up any missed work/assessments. Absences are tracked by the division and reported to the Virginia Department of Education. It is imperative that our students are in regular, timely attendance, therefore, documentation about absences, truancy, tardiness, and early sign-outs is maintained in the student's record.

IWCS uses **Canvas** as our Learning Management System for 3rd graders; on the K-2 level, **Realize** is the LMS. These learning management systems can be utilized for leveled interventions and activities in the classroom as well as content-based whole-group assessments. Students can access practice activities at home through the learning management systems if they have access to a device and the Internet.

Can my child bring a device to school?

Each 3rd grader will be issued a Chromebook and charging equipment by IWCS; the only exception is if a student has an outstanding balance for missing or damaged devices/equipment. **New 2024-2025: Per direction from the IWCS Central Office, third graders may not take the equipment from the building.**

Each student in pre-K, kindergarten, 1st grade, and 2nd grade will have access to an IWCS-provided iPad and there will be charging carts in these classrooms. Students in these grades may not leave the building with the iPads.

These devices are the property of the school division and will be removed from the student if used improperly or upon the student's separation from the school. Damages and lost items will result in an expense to be paid by the caregiver.

Personal devices such as laptops, game systems, cell phones, tablets, e-readers, etc. are not allowed for use at school for our pre-K through 3rd grade students. Smart watches are permitted as long as they are not used to communicate or access the Internet during the school day; during assessments, these watches are required to be powered off and placed in the student's book bag.

I think my child may be gifted – what should I do?

IWCS provides gifted screening for any student in kindergarten or older. The Cognitive Abilities Test (CoGAT) is administered to all second graders in the division and the results are used to determine eligibility for the division's gifted program. If you would like information about this screening, simply contact your child's teacher or our gifted resource facilitator Mrs. C. DeLong (cdelong@iwcs.k12.va.us).

Can I request a specific teacher or can I move my child to another class?

In an effort to maintain equitable numbers and diversity in our classrooms, it is not the practice at Carrollton to allow a caregiver to request specific teachers; however, the caregiver can share with the principal what qualities he/she feels a teacher should have in order to be a good match with the child. For this same reason, it is not our practice to move a student unless there is an extenuating circumstance and we have documented interventions with the caregiver, the teacher, school counselor, and/or administration.

What are my options if my child is struggling academically?

While children learn and progress at different rates, if you are concerned that your child is not making adequate progress, discuss the matter with the teacher early. After making some in-class accommodations and/or altering routines at home, if a student still demonstrates a need for more assistance, he/she could be a candidate for a **Child Study**. The reason for a Child Study referral is if there is a suspicion that a student may have a disability and/or there is evidence that the student has a disability/impairment. A student may also be referred to Child Study after not making the expected progress despite Section 504 Plan accommodations and/or if his or her continued misbehavior is impacting access to instruction. Child Study referral paperwork may be obtained from CAES Assistant Principal Mrs. Toth.

Is there a dress code for elementary school?

The IWCS Student Code of Conduct outlines this dress code: *Students are expected to dress appropriately for a K-12 educational environment. Any clothing that interferes with or disrupts the educational environment is unacceptable. Clothing with language or images that are vulgar, discriminatory, or obscene, or clothing that promotes illegal or violent conduct, such as the unlawful use of weapons, drugs, alcohol, tobacco, or drug paraphernalia or clothing that contains threats such as gang symbols is prohibited. Clothing should fit, be neat and clean, and conform to standards of safety, good taste and decency. Clothing that exposes cleavage, private parts, the midriff, or undergarments, or that is otherwise sexually provocative, is prohibited. Examples of prohibited clothing include, but are not limited to: sagging or low-cut pants, low-cut necklines that show cleavage, tube tops, halter tops, backless blouses or blouses with only ties in the back, clothing constructed of see-through materials and head coverings unless required for religious or medical purposes. Additionally, disciplinary action will be taken against any student taking part in gang-related activities that are disruptive to the school environment, which include the display of any apparel, jewelry, accessory, tattoo, or manner of grooming that, by virtue of its color, arrangement, trademark, or any other attribute, denotes membership in a gang that advocates illegal or disruptive behavior. Parents of students requiring accommodation for religious beliefs, disabilities, or other good causes should contact the principal. Students not complying with this policy will be asked to cover the non-complying clothing, change clothes or go home.* [<https://www.iwcs.k12.va.us/apps/pages/codeofconduct>]

Since our students are enjoying themselves at recess on playground equipment, running and exercising in PE, and often sitting on the floor, we want them to be **safe and modest** in what they wear. The primary dress code areas of focus for CAES students are the following:

- Shoes should have a back or back strap -- no flip-flops, athletic slides, or Crocs with the backstraps up
- Straps on tops should be a width of three fingers or more.
- Shorts and skirts/dresses should reach the end of the fingertips when arms are at the side.
- Shirts must cover the torso (including back) and midriff, from armpits to natural waistline.

Will my child get recess?

While we provide opportunities for hands-on learning, purposeful movement, and brain breaks throughout the day, we are well aware that children also need time for unstructured play. In keeping with the directive from the Virginia Department of Education, our students are provided a minimum of 30 minutes of recess daily; if inclement weather restricts taking students outside, they will be afforded 30 minutes of unstructured playtime in the building. Other guidelines regarding recess are as follows:

- A staff member may not remove any portion of recess as a punitive measure for behaviors that take place at a time other than recess.
- For student and staff safety, outdoor recess will be canceled if the temperature falls below 40 degrees ("real feel") or is above 90 degrees (per the heat index).
- If your child should not actively participate in recess due to a health concern, please send a note to his/her homeroom teacher to communicate the duration of your request.

Do you practice safety drills?

We conduct four evacuation drills during the month of September and then one a month for the remainder of the year. We also practice a tornado drill and an earthquake drill in the spring.

Regarding lockdowns, we will regularly practice modified lockdown drills during which time instruction will continue while everyone is in classrooms and doors are locked. We also practice full lockdown drills which require no movement through the building, windows to be covered, doors to be closed and locked, and students and staff to shelter in place silently.

Mr. Brennan will communicate with you when some drills are planned and/or let you know how well the students did. You can support our efforts to keep our students safe by encouraging your child to...

- Take all drills seriously.
- Follow all directions quickly and quietly.
- Talk to you about the drills and how they make him/her feel.

CAES Supply List • 2024-2025

<https://www.iwcs.k12.va.us/apps/supplies>

Kindergarten

Bookbag w/o wheels
1 pencil box (5" x 8")
1 2-pocket plastic folder (with prongs)
2 primary handwriting journals (without spirals)
1 pair of children's scissors (*Fiskars are best for little hands that are learning to cut.*)
1 pack of colored pencils
6 - 12 thin dry-erase markers (black preferred) 4 boxes of 24 count crayons
1 pack of Crayola markers
9 large glue sticks
1 bottle liquid glue
2 boxes of tissues
1 box of sandwich sized plastic, sealable bags
2-3 containers of sanitizing wipes
Headphones for iPad (not wireless or earbuds)
Boys: 1 box of gallon sized plastic bags with sliders
Girls: 1 bottle of hand sanitizer

For Encore:

1 container bleach wipes
1 pack small paper plates
1 small pack of Playdoh

Second Grade

1 pencil pouch (5"x8")
3 plastic folders w/ 2 pockets and prongs
6 composition books (black/white)
1 pair of blunt-tipped scissors
1 pack of 24 #2 pencils (pre-sharpened)
2 yellow highlighters
12 Expo dry erase markers
3 boxes of 24 ct. crayons
1 pack of Crayola markers
24 glue sticks
1 pack of cap erasers
2 boxes of tissues
1 bottle of hand sanitizer
1 container of sanitizing wipes
1 roll of paper towels
Headphones for iPad (not wireless or earbuds)
Boys: 1 box of gallon-sized plastic, sealable bags
Girls: 1 box of quart-sized plastic, sealable bags
Optional: construction paper, box of forks or spoons

For Encore:

1 box of gal/qt-sized plastic, sealable bags
1 small pack of Playdoh

First Grade

1 pencil box (5"x8")
2 2-pocket plastic folders (with prongs) 1 primary journal
1 pair of scissors
1 box #2 pencils
2 highlighters
4 dry-erase markers
4 boxes of 24-count Crayola crayons 12 glue sticks
2 boxes of tissues
1 box of sandwich-sized plastic, sealable bags
Headphones for iPad (not wireless or earbuds)
Boys: 1 bottle of hand sanitizer
Girls: 1 container of sanitizing wipes

For Encore:

1 roll of paper towels
1 container bleach wipes
1 box of tissues

Third Grade

1 pouch, heavy-duty, zippered, 3 holes (no pencil boxes)
3 poly folders w/ pockets and prongs
8 composition notebooks (prefer with multiplication table)
1 pack of wide-ruled loose-leaf paper
1 pair of blunt-tipped scissors
2 boxes of 24 count #2 pencils (sharpened)
1 pack of colored pencils
4 highlighters (yellow only)
4 wide-tipped dry-erase markers (black)
1 box of crayons (24 count)
25 glue sticks
3 boxes of tissues
1 container of sanitizing wipes
Headphones for laptop (not wireless or earbuds)
Boys: 1 box of gallon-sized plastic, sealable bags
Girls: 1 bottle of hand sanitizer

For Encore:

1 roll masking tape (1" wide)
1 bottle of hand sanitizer
1 box of sandwich sized plastic, sealable bags

Caregivers should check with teachers for additional supplies/materials and be aware that some supplies/materials may need to be replaced throughout the year.

2024 - 2025 CAES Calendar

September 16-20	PTA Boosterthon week <i>(Kick-off Sept. 16; Fun Run Day Sept. 24)</i>
September 23	Asynchronous day for students; staff clerical day
October 1	School picture day #1 (special program classes, grades 2 & 3)
October 2	School picture day #2 (ECSE, Pre-K, grades K & 1)
October 1	Interim reports issued
October 4	1:00 dismissal for Smithfield High School's homecoming
October 14	No school: Columbus Day
October 15	No school: Staff professional development day
October 25	PTA-sponsored "Trunk-or-Treat"
November 4-8	PTA-sponsored book fair
November 6	School pictures re-takes and make-ups
November 11	No school: Veterans Day observed
November 18	Report cards issued
November 25	Student holiday; staff clerical and caregiver conferences day
November 26	Student holiday; staff virtual clerical day
November 27-29	No school: Thanksgiving Holiday
December 7	PTA-sponsored Breakfast with Santa
December 10	Interim reports issued
Dec. 20 – Jan. 2	Winter Break (all schools/offices closed)
January 20	No school: MLK, Jr. Day
January 21	"SchoolStore" fundraiser begins
January 24	End of first semester (83 days)
January 27	No school: Staff clerical day
January 28 & 29	No school: Staff professional development days
February 7	Report cards issued
February 6	Class photos
February 17	No school: President's Day
February 28	Interim reports issued
March 5	Spring portraits <i>(optional for students; make-up/retakes – April 2)</i>
March 14	Asynchronous day for students; caregiver conferences day
March 17	No school: staff virtual clerical day
March 28	PTA-sponsored Book Bingo
April 14 – 18	Spring Break (all schools/offices closed)
April 21	No school: staff virtual clerical day
April 22	Report cards issued
May 2	Asynchronous day for students; professional development day for staff
May 12	Interim reports issued
May 23, 27	No school: Memorial Day
June 5	Field Day
June 11 & 12	Early dismissal (12:50 p.m.)
June 12	Last day of school for students; report cards issued

This list is non-exhaustive and dates are subject to change.