

**“Home of the Eagles”**



**2021-2022**

**“WE CARE, WE LEARN, WE GROW”**

*Principal: Melodie D. Griffin*  
[melodiegriffin@spsk12.net](mailto:melodiegriffin@spsk12.net)

*Assistant Principal: Cheryl G. Riddick*  
[cherylriddick@spsk12.net](mailto:cherylriddick@spsk12.net)

Suffolk Public Schools Website: [www.spsk12.net](http://www.spsk12.net)  
Florence Bowser’s Website: <http://fbes.spsk12.net/>

Florence Bowser Elementary School  
4540 Nansemond Parkway  
SUFFOLK, VA 23435  
(757) 923-4164 (Telephone)

# **PARENT/STUDENT HANDBOOK**

**2021-2022**

<b>Dr. John B. Gordon III</b>	<b>Superintendent</b>
<b>Dr. Okema Branch</b>	<b>Chief Academic Officer</b>
<b>Dr. Suzanne Rice</b>	<b>Chief of Administrative Services</b>
<b>Mrs. Catherine Pichon</b>	<b>Director of Elementary Leadership</b>
<b>Mrs. Melodie D. Griffin</b>	<b>Principal</b>
<b>Mrs. Cheryl Riddick</b>	<b>Assistant Principal</b>
<b>Mrs. Felicia Stokley</b>	<b>Bookkeeper</b>
<b>Mrs. Lori Bess</b>	<b>Secretary</b>
<b>Ms. Maria Britt</b>	<b>School Counselor</b>
<b>Ms. Janelle Everette</b>	<b>School Counselor</b>

## **School Hours**

<b>~ Students</b>	<b>9:25 a.m. - 3:50 p.m.</b>
<b>~ Office</b>	<b>8:30 a.m. - 5:00 p.m.</b>

# **Florence Bowser Elementary School's**

## **Mission Statement**

**E**xcelling

**A**t

**G**aining

**L**earning

**E**xperiences

**S**uccessfully

**FLORENCE BOWSER ELEMENTARY SCHOOL**  
**4540 Nansemond Parkway**  
**Suffolk, VA 23435**  
**757-923-4164**  
**<http://fbes/spsk12.net/>**

September 2021

Dear Parents and Students:

We hope each of you had a wonderful and relaxing summer. Welcome to the innovative technology based learning facility of Florence Bowser Elementary School. Although last year was an unprecedented year and we experienced numerous uncertainties, we are endeavouring to make this year as successful as possible. This can only be accomplished with the help of all of our students, parents, staff and community members.

The Florence Bowser Eagles strive for **Excelling at Gaining Learning Experiences Successfully**. It is our belief that all students can learn and achieve great success. However, this can only be done if we all take an active role in our students' learning. Encouraging and motivating your child, communicating with your child's teacher and keeping abreast of your child's progress are all ways to be supportive.

Please be aware of our school hours at the time in which we return to a normal schedule. School begins at 9:25 a.m. and students **cannot be dropped off prior to 9:00 a.m.** Any students that arrive after 9:25 a.m. must be signed in by an adult. Dismissal begins at 3:50 p.m. Early pick up causes a disruption for your child and instruction of other students. Please avoid picking students up early unless they have a verifiable appointment. Please be prepared to show photo identification and present an appointment card to verify the reason for early dismissal.

Again, we are excited about the upcoming school year and look forward to having the opportunity to watch the wonderful things our children will accomplish during their time at Florence Bowser. We continue to look forward to working with you.

Sincerely,

Melodie D. Griffin  
Principal

Cheryl G. Riddick  
Assistant Principal

## **STUDENT REGULATIONS**

*All information included in this handbook is based on returning to a normal school schedule.*

### **ATTENDANCE**

- a. **ARRIVAL:** School personnel cannot assume responsibility for students who are brought to school before 9:00 a.m. Students should arrive at school no later than 9:25 a.m. each morning. **Late arrival causes a disruption of instruction for your child and the instruction of other students.**
- b. **ABSENCE:** Students should bring a written excuse signed by a parent/guardian explaining the absence on the day they return or no later than 5 days after the absence if it is to be considered an excused absence. Also, please notify the school if your child will be absent for more than one day to allow for assignments to be sent home.
- c. **TARDINESS:** Students must report to the office **with a parent** if they arrive after 9:25 a.m. to receive a class admittance pass. Delayed bus arrivals do not constitute tardiness. Please make every effort to ensure that tardies are kept to a minimum as they have an adverse effect on student progress.
- d. **EARLY DISMISSAL/STUDENT RELEASE:** For your child's safety and well-being it is necessary to adhere to the following procedures: Students will not be permitted to leave school with anyone other than the parent or guardian.
  - Any adult picking up a student from school must be indicated on the authorization for Pick-up Student Card.
  - You must submit a written note if someone not indicated on the Authorization for Pick-up Card is picking up your child.
  - An adult picking up a student must be prepared to show photo identification, complete the release ledger in the office, and then the student will be called to the office prepared to leave.
  - Please make every effort **not** to take your child from school during instructional time.
  - Parents are asked to remember that the instructional day does not end until 3:50 p.m. and students should not be picked up early except for special circumstances verifiable appointments. Unless a student has a special circumstance or verifiable appointment, classroom instruction will not be interrupted to have a student released early.
- e. **DISMISSAL:** Students are dismissed each day at 3:50 p.m. If your child's mode of transportation home changes due to an emergency, **you need to contact the school before 3:00 p.m.** to support the notification of your child's teacher and the bus driver.

## **ADDRESS/TELEPHONE CHANGES**

Please notify the school immediately if there is a change in your address, telephone number, or person to contact in an emergency. This information is important in case your child becomes ill or injured.

## **ASSEMBLY PROGRAMS**

Assembly programs are planned to enrich classroom experiences of the student body as well as to entertain. Assemblies also provide an opportunity for students to learn the following formal audience behavior:

1. Enter the activity quietly and have a seat in assigned sections.
2. Give the person at the podium your undivided attention immediately.
3. Be courteous to one another and to the speaker or performer(s) throughout the program.
4. Applaud generously and courteously in keeping with the occasion.
5. Remain quiet (no talking) during pauses in the program.
6. Remain seated until your class is dismissed. Leave quietly.

## **BEFORE AND AFTER SCHOOL CARE**

Florence Bowser Elementary School partners with various agencies both on and off site to provide before and/or after school care for students. Specific information can be provided upon request.

## **BUS PASSES**

Bus drivers are instructed not to pick up or take an additional student without a written bus pass. The parent/guardian must send a permission note to the school office if the student is to ride another bus. A bus pass will be given to the bus driver. Students must ride their regular bus and get off at their assigned bus stop unless the school has received a written note from the parent.

## **CAFETERIA**

The cafeteria serves breakfast and lunch. A menu is available online. Parents may choose to place any amount of money into the student's account or send cash or checks. Checks must be made payable to **Florence Bowser Elementary Cafeteria**.

## **CAFETERIA RULES**

- a. All students are to enter the cafeteria in a quiet orderly manner and remain in line.
- b. Students must select the required number of items from the serving line.
- c. Students will remain seated at the table and raise their hands when making requests.
- d. Students will leave tables, chairs, and floor clean.

- e. Students will follow the directions of the adults when emptying trays.
- f. Students will talk at a voice level of 1 and use good manners.
- g. Students will not bring canned or bottled drinks and/or items with sharp edges to the cafeteria. (i.e. drinks, tuna, etc...)
- h. Students are not to bring food items from home that need to be heated in a microwave. Microwave ovens are for employee use only.
- i. Students will NOT share food items or candy due to allergies.




**COMMUNICATION ENVELOPES**

The Weekly Communication Envelope will be titled “The Elementary Weekly Communicator” and/or “Busy Bee Folder”. It may contain graded papers, progress reports, teacher’s notes, etc. The envelopes will come home every *Tuesday* and should be returned signed with a parent signature the next school day. If the communication envelope is lost, there will be a .50 charge to replace it.

**CONDUCT**

At Florence Bowser Elementary, we adhere to the “Triple B’s”  
**Be Safe**  
**Be Responsible**  
**Be Kind**

|The Bee’s of Excellence at Florence Bowser Elementary|

BE...	Classroom	Hallway	Bus	Playground	Restroom	Cafeteria
 <b>Safe</b>	Listen and follow instructions quickly. Get permission to leave your seat. Use walking feet. Use equipment and furniture appropriately. Keep hands, feet and objects to yourself.	Single, straight, silent & Face forward. Walk in hallways and up/down stairs. Be polite and walk on the right. Elevator use by students prohibited. Use banister on the stairs at all times	Voice level 1. Enter/Exit bus with walking feet. Sit facing forward and remain seated. Keep food/drink items in a backpack.	Stay in line until an adult gives permission to play. Stay in your designated playground. Contact-free sports & games only	Use the toilet and sink appropriately. Report any inappropriate activities. Use walking feet. Follow the directions of the monitor	Voice level 1 after 10 minutes. Listen to the adult in charge. Be patient in line. Eat your own food. Walk in and out quietly.
 <b>Responsible</b>	Always give 100%. Be prepared and participate. Take care of YOURSELF and your materials.	Hands at your side. Go directly where you are supposed to go. Voice level 0 - SILENT. Respect displayed work	Keep the aisle clear. Make smart choices. Listen to the adult in charge.	Follow directions quickly. Use equipment responsibly. Bring all equipment and belongings back to your classroom	Wash hands with soap after use. Dispose of trash properly. Respect equipment. Flush the toilet	Pick up what you need to eat before you sit down. Remain seated. Clean up after yourself.
 <b>Kind</b>	Encourage one another. Respect yourself, others & property. Raise your hand to speak. Take turns & share.	Stay in line. Hands & feet to yourself. Be courteous to others	Hands, feet and objects to yourself. Use nice words.	Include everyone in games and activities. Use kind words. Adaptive equipment is reserved	Respect everyone’s privacy. Take turns and wait patiently. Use nice words	Hands and feet to yourself. Use nice words. Mind your manners.
<b>Staff Expectations</b>	<i>Be prepared with lesson plans. Keep students engaged in learning. Use appropriate tone of voice.</i>	<i>Monitor line. Watch student movement in the hallways at arrival &amp; dismissal from duty station.</i>	<i>Review expectations throughout the school year with students. Communicate appropriately with students.</i>	<i>Monitor students from various locations on the playground</i>	<i>Model bathroom expectations for students. Monitor students’ behavior. Review expectations throughout the school year.</i>	<i>Be on time to duty station. Classroom teachers monitor students in the lunch line.</i>

## **CONFERENCES**

Your child's teacher welcomes the opportunity to discuss your child's progress with you. Although two conference days (Nov. 18, 2021 and Feb. 10, 2022) have been scheduled, the school staff encourages you to arrange conferences when you have concerns. Parents must contact the teacher to set a conference time. ***Instructional time will NOT be interrupted to hold parent conferences or impromptu meetings.*** An administrator or designee will be available in the building from 8:30 a.m. to 4:30 p.m. daily. Any parent/guardian desiring to have a conference is always welcome. We recommend scheduling an appointment ahead of time to be sure you can be seen. Parents may arrange appointments in person, by phone, note, or email.

## **EARLY DISMISSAL**

Students who need to be dismissed from school early must have a parent/guardian sign them out in the office. Parents may not go directly to the classroom to pick up children. Adults picking up students must be prepared to show a photo identification prior to personnel releasing students. If your child is to be picked up by someone other than the parent or guardian, please send a note to the office identifying the person and noting the time of dismissal. All students should have an Authorization to Pick Up card on file at the school office. This is to be used to identify those parties who are allowed to pick up the student in case of early dismissal or emergency. Parents are asked to remember that the instructional day does not end until 3:50 p.m. and students should not be picked up early except for special circumstances verifiable appointments. Unless a student has a special circumstance or verifiable appointment, classroom instruction will not be interrupted to have a student released early.

## **EMERGENCY DRILLS**

Bus evacuation drills are practiced twice a year.

Emergency/Crisis Drills (Code Yellow, Red, or Orange) are practiced minimally four times per year.

Fire drills are held at school on a regular monthly basis for your child's safety. They are held once a week for the first month of school and once a month thereafter.

Random metal detector checks are conducted regularly and include the use of the detector wand and can include a check of bags or other items carried by the randomly determined students.

Weather drills (also known as Code Blue) will be held at least once a semester.

## **EMERGENCY INFORMATION**

An emergency card will be kept in the nurse's office for each child. Please provide the school with the necessary emergency information needed. It is important that information (employment, telephone number, doctor, etc.) is **up-to-date**.



## **ILLNESS AT SCHOOL**

In the event of illness or accident, we will contact you to arrange transportation home. Please make sure that your child's emergency card is kept up-to-date with current contact numbers.

- a. **MEDICAL TREATMENT:** When a student becomes seriously ill or injured the parent/guardian will be contacted immediately. School personnel may not diagnose or administer medication or treatment beyond first aid.
- b. **MEDICATION:** School employees may not administer medication to students. A medication form must be completed/signed by the physician and signed by the parent if medication must be administered to a student during the school day by the school nurse and/or designated staff members. Parents should bring any medication to the clinic. **Do not send it to school with your child on the bus.** Over-the-counter medication such as aspirin, Tylenol, cough syrups, etc., cannot be given. Again, please do not send any medication to school by your child.

## **INTERIM REPORTS**

Students will receive interim reports mid-way through each nine week grading period. The bottom portion of the interim report is to be signed and returned to the student's teacher. Interim reports will go home on the following dates: **October 7, 2021, December 16, 2021, March 4, 2022, and May 17, 2022.**

## **LIBRARY**

The library is open daily from 9:30 a.m. until 3:00 p.m. for student's use.

## **MONEY**

Students should avoid bringing large amounts of money to school. Students should bring only the amount of money needed for necessary purchases. The school is now able to accept online payments. You can use a credit or debit card (VISA, Mastercard or American Express) on a secure online payment system. Parents will need their child's student ID number for payment. Payment options will be added as needed (e.g. field trips, lost/damaged library books, donations). Please visit the school's website for additional information. The ONLINE SCHOOL PAYMENT link is located under the "For Parents" tab.

## **PARENT TEACHER ASSOCIATION (PTA)**

The P.T.A. is an integral part of our school, serving as a support system for our students, faculty, and staff. Parents are strongly urged to volunteer to help strengthen our P.T.A. To support our transition and provide opportunities for all parents to be able to participate, the PTA is still actively seeking members to serve on the Executive Board. The Executive Board will be determined at the beginning of the 2021-2022 school year.

## **PTA MEETING**

PTA meetings are typically held on Tuesday each month. Prior notification of all upcoming events will be communicated through School Messenger. Unless otherwise stated, P.T.A. meetings will start at 6:00 p.m. You do not need to be

a member of the Florence Bowser PTA to attend. However, we do encourage all parents to join our PTA. Membership dues are \$10.00.

### **PARENT TEACHER CONFERENCE**

Parent-Teacher Conferences will be held twice during the school year by appointment ONLY. The first Parent-Teacher Conference Day will take place on **Thursday, November 18, 2021** and the next conference day will be **Thursday, February 10, 2022**.

### **PARKING**

When you arrive on the Florence Bowser campus, please be prepared to obey all signs (specifically parking and designated spaces). If a parking space has a designated sign, do **not** park in that space. Designated handicap spaces are to be used **ONLY** by vehicles with the handicap license plate or handicap placard displayed. Please be reminded that parking on the bus ramp, fire lane, "No Parking" zones, and reserved spaces is **prohibited** at all times. Violators may be ticketed by Suffolk Police Department.

### **POSITIVE BEHAVIOR INTERVENTIONS and SUPPORT (PBIS)**

PBIS recognizes that all children can learn appropriate behaviors when taught. It is a tiered behavior system which consists of the following: Tier 1 (school-wide), Tier 2 (extra layer of support for students who continue to struggle with their behavior), Tier 3 (individual support & services). Students are rewarded for adhering to behavioral expectations by receiving Eagle Bucks and participating in designated activities. The benefits of PBIS include a reduction in major disciplinary infractions, antisocial and aggressive behavior. Improvements in emotional regulation, academic engagement/achievement, and school safety have been documented. To provide students with a safe place to share and communicate solutions to problems, students participate in morning meetings where they are empowered to make decisions about their classroom environment.

### **RECOGNITIONS**

Students are recognized for the following: **Principal's List, Honor Roll/STAR Award, Perfect Attendance, B.U.G. Club** and **Student of the Month**. An annual awards assembly will be held at the end of the school year. All other nine weeks the students will receive certificates of recognition with their report card.

The criteria for **Principal's List, STAR Award, Honor Roll, B.U.G. Club,** and **Perfect Attendance** are as follows:

- ★ **Principal's List**- Students receive this award if they earn all A's.
- ★ **STAR Award**- Kindergarten students who earn all AP's and no more than two (2) P's in academic areas.
- ★ **Honor Roll**- Students receive this award if they earn all A's and B's (Citizenship and conduct grades do not factor into this award).

- ★ **B.U.G. Club** – Starting the second nine-weeks grading period, students may earn B.U.G. Club status by “Bringing up their Grades”. To qualify, students must raise one letter grade in at least one subject area without the grades in other subject areas dropping.
- ★ **Perfect Attendance**- Students receive this award if they have not missed any school days for the entire nine-weeks grading period.

### **REPORT CARDS**

Report cards will be issued on the following dates:

**November 18, 2021 (Parent-Teacher Conference)**

**February 10, 2022 (Parent-Teacher Conference)**

**April 21, 2022**

**June 17, 2022**

### **SCHOOL COLORS/MASCOT**

Our school colors are Green and White with a Gold accent. Our mascot is the eagle. Friday is our designated “Spirit Day” in which students and staff will be asked to show their school spirit by wearing school spirit wear.

### **SCHOOL MOTTO**

Florence Bowser Elementary school motto is “**We Care, We Learn, We Grow**”.

### **SCHOOL PICTURES**

Pictures will be taken twice this year, once in the fall and once in the spring. All students will take pictures. Additionally, class pictures will be taken in the spring and must be prepaid. Picture money is to be given to the photographer. If parents do not like the pictures we may do a retake on a specified date, depending on the amount of requests, or LifeTouch will refund the money. Student picture dates are as follows:

**FALL PICTURES- Wednesday, October 13th**  
**(Make-up date Thursday, November 18<sup>th</sup>)**

**SPRING PICTURES- Wednesday, February 9<sup>th</sup>**

### **SCHOOL SUPPLIES**

Each student is expected to come to school fully prepared for daily lessons. This includes having requested school supplies (refer to School Supply List). Please replenish supplies throughout the school year. Please note that there will be no community sharing of supplies this year. All supplies must be labeled with your child’s name for proper identification.

### **SELLING AND SOLICITING**

Students are not permitted to sell items or services at school.

### **TELEPHONE**

Students will **ONLY** be allowed to use the telephone in the event of an emergency. Phone calls are usually not transferred to staff members during the instructional day, except in the event of an emergency. Telephone messages will be placed in staff mailboxes throughout the school day.

### **YEAR LONG PROJECTS**

The school can receive free materials and donations from various businesses. Students are asked to bring in General Mills Box Tops and parents are asked to designate Florence Bowser Elementary School as the recipient of any donations through Food Lion, Target, etc.... Thank you in advance for your support.