Kent Island Elementary School

“Success Begins Here”

STUDENT & PARENT HANDBOOK
School Year
2016-2017

David A. DuLac
Principal
Dear Parents and Guardians:

The staff and I are eager to welcome our students to Kent Island Elementary School for what promises to be a very productive school year for all.

Communication is vital for a successful school program. Please feel free to contact me with your questions, concerns, and opinions. After you have read this handbook and have reviewed this information with your child, please print out and sign the notice on the last page of this handbook and return it to your child’s classroom teacher. See your teacher if you need a printed copy to sign and return.

Each year I talk with the staff before the students arrive that my goal is for each student to know three things. First, that their classroom and school is safe. Secondly, that they know that we as a staff are interested in each of them as a person, these positive relationships are key. Finally, that all staff will work to see that each student has a successful year. These are my expectations for the staff at Kent Island Elementary School.

This is going to be a great year! We once again have each elementary building led by their own Principal. I was admittedly surprised by my move back to KIES, but at the same time very happy to be coming back to this school. For some, I will be a familiar face as was the Principal when KIES was in the renovation process. I was reassigned to Centreville Elementary six years ago. Now I get the opportunity to return. This year will be a transition year as we will maintain a number of the Campus features that have been successful while beginning to return to the KIES culture. With that in mind, I have respected the hard work and efforts of Mr. Dunn and his leadership team. The Master Schedule will be kept with some minor tweaking and except for Kindergarten, student assignments will also remain the same. Quite honestly, I do not yet know the student strengths or weaknesses in order to make an informed decision. Time was the other factor as I was assigned in early August. The staff is aware of this plan and Mr. Dunn and I are committed to making sure that our two schools maintain a close relationship in the future while reestablishing the unique school cultures of both buildings.

This year KIES welcomes some new staff to our school. I am also very happy to have some familiar faces in new roles for me as I return. KIES is proud to welcome Ms. Ashlyn Dadds. She will be teaching First Grade. She is a QACHS graduate and studied at Washington College. KIES also welcomes Ms. Kristina Strock to our Kindergarten team. Ms. Strock is from Pennsylvania and studied at West Virginia University. Both attended schools that are part of Professional Development Schools and have had over 1000 hours of time working with children. I also had the pleasure of interviewing both, so I am very familiar with them and know that they each have a bright future in education. Kent Island Elementary also welcomes Courtney McDonald to our special education team. She has been working at Centreville Middle School. She will primarily be working with our first grade case load. We also welcome Mrs. Trina Neighbors. She will be taking over the Music Department. She has been at Matapeake Elementary and is excited to be joining the staff at KIES. To better support the needs of our students receiving speech services, we are delighted to have Ms. Erin Kelley join our staff. Our front office will also have a new face as we welcome Mrs. Beth Mellinger to our staff. She will most likely be the face that you see upon entering.

Due to higher than expected numbers, we did have to add a Kindergarten classroom. This is where Ms. Strock comes in. It also has created a problem with our schedule. These problems often
come up, but I want you to be clear on the situation. In order to allow for the schedule to operate, we will need to take one Kindergarten classroom and divide those students into three other Kindergarten classrooms just for their specials. This will be a consistent everyday event to reduce confusion. The classroom that was selected is someone who has been at KIES for some time and I have worked with before. Mrs. Amos will be the classroom that the students will be divided and assigned to other classrooms for their specials only.

It has been admittedly a whirlwind since arriving. I have had the opportunity to meet our PTA and am excited to work with this wonderful group. I am challenging you up front to join the KIES staff and me in becoming not simply a dues paying member, but an active member! They need your support and quite frankly so do I.

We begin our school year this Friday, August 26, 2016 with our Meet and Greet at 2:00 to 4:00. This event is an opportunity for you to visit and meet your new teacher, tour the building, join our PTA, and meet me. It is not, however, a time for a parent conference. My staff may be still finishing up some work as they prepare for the first day of school. Please be respectful. Additionally, I know that two staff have appointments that were previously arranged and will be returning later. Mrs. Harper should be back around 2:30 and Mrs. Doyle should be back around 2:45-3:00. If you are assigned to those two rooms, please feel free to do the tour first or plan your visit accordingly.

Just some other important information as we prepare for the start of the school year.
- If you have NOT completed your INFOSNAP updates, this NEEDS to be completed BEFORE the first day of school. I absolutely need your information to be updated and verified that it is correct should there be an emergency.
- Consider student insurance, those forms will be sent home during the first week of school.
- Meal prices have gone up. We have Free/Reduced meal forms that will be sent home and QACPS also has a website through our meal provider that allows you to pay online. KIES will not be able to continue to carry the charges for meals.
- We will have a new messenger system this school year. Phone calls will be made through the system daily for absences. Emails will be sent out for charges and school/PTA business. That is my preferred method of communicating.

Communication, as I said before will be vital. Please establish that open relationship with your child’s teacher from the first day. Your support of them will go a long way to helping make this a most successful school year!

Thank you for your support, and we look forward to an exciting and successful school year.

Sincerely,

David A. DuLac

David A. DuLac
Principal
SCHOOL HOURS

School doors open at the 8:55 a.m. bell. School hours are as follows for our students:

♦ Kindergarten through 2nd grade students – 9:15 a.m. to 3:45 p.m.
♦ Morning (AM) Pre-Kindergarten – 9:15 a.m. to 11:45 a.m.
♦ Afternoon (PM) Pre-Kindergarten – 1:15 p.m. to 3:45 p.m.

Morning students are allowed in the building after the 8:55 a.m. bell rings. Students should not be dropped off prior to this time. When they enter the school, students should report directly to their classrooms or to the cafeteria if they are eating breakfast at school.

Afternoon Pre-Kindergarten buses will unload at 1:15 p.m. at the entrance near the Main Office in the bus loop. When parents and guardians bring afternoon Pre-Kindergarten students to school, please park in the parking lot of the school and bring students to the entrance by the Main Office. Please wait with your student until the teachers come to the entrance to pick-up students. Please keep the drop off loop available to emergency vehicles. We also ask that you remember to keep the driveways clear for our neighbors on Homewood Avenue.

INCLEMENT WEATHER & DELAYED OPENINGS

Please listen to local television and radio stations for information on late opening or school closings. You may refer to the county handbook/calendar for a list of the local stations. Do not call the school for this information. You may call the Queen Anne’s County Board of Education Central Office at (410) 758-2403 for their recorded, weather delay information.

Please adhere to the following schedule for 1½ hours (90 minutes) delayed openings due to inclement weather:

♦ 10:35 a.m. – School doors open
♦ 10:45 a.m. – Instruction promptly begins for Kindergarten through 2nd grade students.
   No Pre-K for morning students on delayed opening days.
♦ 1:15 p.m. – School begins promptly for afternoon (PM) Pre-Kindergarten students.
♦ 3:45 p.m. – School ends for all students.

TARDINESS

When morning students arrive after 9:15 a.m., they are marked tardy. After 9:15 a.m., students must be signed in at the school office by a parent or guardian. They will be given a late pass to report to class, and school staff will escort the student to their class if necessary.

When afternoon Pre-Kindergarten students arrive after 1:15 p.m., they will be marked tardy. After 1:15 p.m., students must be signed in at the school office. They will be given a late pass to report to class, and school staff will escort the student to their class.
Students who arrive later than 1 hour after class begins or leave 1 hour before class ends are counted as a half-day absent or listed as a tardy. This is mandated by the Maryland State Department of Education.

The morning announcements and Pledge of Allegiance are shown through a live TV feed and begin at approximately 9:10. Our school schedule begins promptly at 9:15.

**PICK-UP & DISMISSAL PROCEDURES**

All morning Pre-Kindergarten students will dismiss from school (bus riders and pick-ups) at 11:45 a.m. through the doors near the beginning of the parent drop-off loop. Parents and guardians picking up students are to park in the parking lot and sign-out students with Pre-Kindergarten staff. Please be prepared to show identification.

Afternoon dismissal begins at 3:40 p.m. When school dismisses a half day, morning Pre-Kindergarten students depart school at 10:15 a.m. Kindergarteners through 2nd grade students depart school at 1:00 p.m. There is no afternoon Pre-Kindergarten on half days of school. Students will be transitioning to “bus rooms” this year and then being walked to their buses.

Parents picking up students may enter the school by the gymnasium entrance at 3:35 p.m. They are to line up in a designated area in the hallway. Staff will report to this area with sign-out sheets and escort you into the gymnasium to receive your child/children. Please be prepared to show identification. Parents and guardians are not allowed to go to the classroom during this time. **No pick-ups are done in the main office after 3:15 p.m., unless you are signing out a student who is in the nurse’s office.** Office dismissals are for early dismissals with **prior written notice only.** Children dismissed before the official end of school may be marked as an afternoon tardy. Any students being picked up on a permanent basis must have a note on file in the office. Please note that students attending after school programs such as Park & Recreation must also submit a permission note to the office stating the beginning and ending date of the program.

This year Kent Island Elementary School will also have the ALPHABEST before and after school care program. Please contact the school directly or check out the school website for information.

Finally, QACPS has an Opt Out of transportation program for those students who will be an everyday pick up and we are also exploring the one student one seat concept for busing.

**EARLY DEPARTURE**

Early dismissal of a student from school is handled at the main office only. Only adults with valid identification and signed parent permission (18 years and older) are permitted to sign students out of school.

If students leave during the school day, parents or guardians are to send notes to the teacher informing them of a scheduled early departure. Teachers forward notes to the main office for early departure. When parents and guardians arrive at school to sign out students, they must sign-out students...
from the office and wait for them in the main office. We will call students from their classes to come to the office for early dismissal. If students are leaving early due to dental and medical appointments, please send their doctor’s excuse to school when they return so that we may mark their early dismissal time accordingly.

UNSCHEDULED EMERGENCY EARLY DISMISSAL PROCEDURES

The Board of Education Central Office determines early dismissal. Students will be sent home on their regular bus, unless the office is notified with other instructions. Since it is impossible for us to call each family when these conditions occur, we urge you to make sure your students know where to go and what to do in these situations.

On unscheduled emergency early dismissal days, Kent Island Elementary School will dismiss students at 1:00 p.m. Pre-Kindergarten students will return home by the same bus that brought them to school in the morning, unless other arrangements have been documented with their teachers.

ATTENDANCE

The school can perform its educational responsibilities only if students are present for instruction. It is the duty of parents and guardians to see that their children regularly attend school, and Maryland law makes failure to do so a misdemeanor.

When students are absent from school, a written excuse signed by a parent or a guardian is required on the day students return to school. A doctor’s note may be required for extended absences. Without a note, absences are marked as unlawful absences. Students who are habitually tardy or have an attendance problem will be referred to Pupil Personnel Services for appropriate action.

The school recognizes that there are times when parents and guardians will be taking vacations during the school year. Notification should be made in writing to the principal at least two weeks in advance for vacations. Parents are encouraged to schedule trips during scheduled school holidays.

No work will be provided prior to a scheduled vacation. Students are encouraged to read a book and maintain a written journal while on vacation. Missed work will be made up upon the return to school.

AWARDS

During this transition year these events will be determined as I will respect the school culture. This is something that was done at my previous school. If we decide to do this, it will read as follows. Kent Island Elementary School celebrates students at various times during the school year. We celebrate student attendance on a monthly and quarterly basis. We also have our PBIS Network that focuses on student behavior. Students are recognized in the classroom and the school. A monthly Character Counts award is celebrated where we tie in our PBIS/Character Counts programs. These awards take place in the Cafeteria and parents and special guests are invited to attend. Special programs that may occur throughout the school year have their own awards as well. At report card time, Perfect attendance is recognized as is Excellent Attendance. To receive Excellent Attendance, students may not miss more than 3 days in the first trimester marking period. Six days in the second trimester
marking period, and no more than 10 school days at the end of the school year. Attendance awards are typically awarded in the student report card.

**BUS TRANSPORTATION**

All students new to the building will receive a Policy Governing Public School Transportation Handbook. Please read the information contained therein. Riding a school bus is a privilege that can be suspended or terminated, if appropriate behavior is not maintained at the bus stop or while riding on the bus. The driver is in charge of his or her bus at all times.

Students can be suspended from riding the bus for 1 to 3 days or longer if necessary. This does not mean that the student is suspended from attending school. Parents or guardians are responsible for providing transportation to school during any suspension of bus privileges.

Students are assigned to a bus by the office. The driver’s name will be provided. Each bus is assigned a number. Please remember your bus number, as this will help during early dismissal and other times as well.

Students are not permitted to bring glass containers or bottles on the bus. Toys, games, dolls, and athletic equipment are not permitted on buses, as they can be a safety hazard. If a teacher requires something from home for their class, a note requesting the item will be sent home to be shown to the driver. The day the item will be sent home and the day the item is brought to school will be communicated between all parties.

Students riding the buses begin preparing for dismissal at 3:40 p.m.

This year, QACPS is offering an opt out of busing options for those parents who drop off and pick up their child every day, as well as a one student one seat concept. More information and details will be coming out about this program.

**SCHOOL VISITATION**

Parents are always welcome to visit the school for the purposes of observation and volunteering. We do ask parents to pre-arrange these visits with their child’s teacher. Any visits during the school day should be for the above purposes only, unless a conference time with a teacher has been pre-arranged. Conferences must be planned in advance. Teachers and students work on a planned schedule and program. Unnecessary interruptions consume time and hinder instructional programs. We prefer that suitable arrangements for siblings be made so that interruptions to instruction do not occur while parents are volunteering.

For the safety and security of all our students and staff, we require all visitors entering our building through the main office and receive a visitor’s pass to wear during their stay at our school. The main office is located by the main entrance of our school, in the front of the building.
MEALS

At the time that this document was being arranged, meal prices for the 2016-2017 school year be as follows.

<table>
<thead>
<tr>
<th>Meals</th>
<th>Regular Cost</th>
<th>Reduced Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>$1.45</td>
<td>$.30</td>
</tr>
<tr>
<td>Lunch</td>
<td>$2.40</td>
<td>$.40</td>
</tr>
<tr>
<td>Milk</td>
<td>$.50</td>
<td></td>
</tr>
</tbody>
</table>

County policy requires that every child have a lunch each day. Parents and guardians may send a lunch from home, or students may buy a school lunch. In a situation when students forget their lunch, they may charge no more than two school lunches. When this occurs, please send money for the lunch to the cafeteria as soon as possible. Sudexho coordinates all school meals and charges. They provide menus and special information on meals, as well.

An application for Free and Reduced price lunches is sent home the first week of school. If you do not receive an application, please call the school office. If your child received a free or reduced lunch or breakfast last year, this will be effective until September 30th. We must receive a completed application for this year before September 30th or your child will no longer qualify for this program.

Snacks, such as ice cream, cookies, and pretzels, will be available to students to purchase. However, they are expected to eat their lunch before purchasing snacks.

Lunch times for the 2016-2017 school year are:
- Kindergarten: 11:15 - 11:45
- First Grade: 12:15 – 12:45
- Second Grade: 11:45 – 12:15

We are sensitive to the students who eat first and those who eat last. A planned break for a healthy snack that is sent in from home takes place on a daily schedule when school is operating on normal hours.

CAFETERIA

Children are expected to use proper manners in the cafeteria. Food and trash should not be dropped on the floor. Students will be allowed to socialize with their peers at their table. Voice levels are to be kept within the normal conversation level. Running, shouting, pushing and throwing things will not be tolerated. A “quiet time” will precede dismissal from the cafeteria. A thirty minute recess is after lunch, according to assigned lunch shifts and teacher schedules.

DISCIPLINE

We expect every child to behave in an appropriate manner and to follow established school and classroom rules in order to grow and succeed. One school goal is to teach children to be caring individuals, Use Safety, Be Responsible, and Show Respect. As part of the Positive Behavior Interventions and Support (PBIS) school network, these key words guide our expectations of student
behaviors in all areas of the school building. In keeping with this goal, we have established some general school rules that apply to everyone. They are as follows:

1. I will speak to all adults and children in a kind and gentle manner.
2. I will follow the directions of the adult in charge.
3. I will walk quietly at all times.
4. I will keep my hands, feet, and objects to myself.
5. I will take care of my school building, books, and materials.

Each classroom teacher may develop additional rules for his or her classroom. Discipline is the responsibility of the classroom teacher and procedures for correcting errant behavior will be taken at the classroom level. Parents and guardians will be notified of persistent behavior problems, but may not necessarily be informed of every minor incident.

KIES is part of the PBIS and OLWEUS networks. These are school-wide program that rewards positive behavior and support responsible caring classrooms. Both programs are coordinated through our school counselor, teacher specialist and are supported by the classroom teachers. Classroom teachers may have their own individual classroom incentive program as well. The key is that as a school community, we are all working towards maintaining a **Safe, Responsible, Respectful and Caring** environment for all.

KIES, like all QACPS take acts of Bullying and Harassment very seriously. Initially, the School Counselor would likely assist, but repeated acts can and will be treated within our established discipline policies. These are spelled out in the QACPS Handbook. Forms to refer acts of Bullying and Harassment are available in the Front Office, School Counselors Office or online at the QACPS Website.

**PARKING**

Parking is very limited at the school. We ask that parents be respectful of our neighbors on Elementary Way. Parents dropping children off in the morning may pull up to the front entrance. We ask that you pull up into the curve and wait until a staff member is present and on duty. Please have students exit vehicles from the passenger-side of vehicles, onto the sidewalk. The loop must remain open at all times for emergency vehicles.

**SCHOOL VOLUNTEERS**

We welcome volunteers in all aspects of our school program. The county volunteer program is offered at our school on a number of scheduled occasions. **All volunteers are required to attend a training program prior to volunteering.** Volunteers need to be trained annually to qualify to volunteer in the school system. All volunteers must sign-in at the main office and wear appropriate identification while in the building. We are actively looking for volunteers who are capable and willing to support our intervention program as well as assist in the cafeteria during our scheduled lunches.
FIELD TRIPS

Field trips extend the learning that takes place in the classroom. Classroom teachers and other school personnel supervise field trips. Parent and guardian chaperones are requested for field trips requiring additional adult supervision. All chaperones must have taken the volunteer orientation in the beginning of the school or at least one month prior to the field. Whenever students leave school on a trip, it is necessary to have written permission from parents or guardians. Forms will be sent home in advance and should be returned as soon as possible. Deadlines for returning permission slips will be enforced. Arrangements are made for students without permission to remain in school in another classroom. Field trips that have a cost to the student must be paid for on or before the written permission due date. There will be no refunds for students or chaperones not attending. Only KI students in the grade that is attending the field trip are allowed to attend; no younger or older siblings are allowed to attend trips.

HOMEWORK

Homework will, at times, be assigned to all grade levels. Length of assignments and frequency will vary depending on grade level, subject matter, teacher, and amount of work your child completes in school. Students are expected to complete and return homework assignments to teachers when assignments are due.

The purpose of homework assignments is to reinforce previously taught skills, to enhance the thinking process, and to create student interests.

RECESS

Recess times are as follows:

- Kindergarten: 11:45 – 12:15
- First Grade: 12:45 – 1:15
- Second Grade: 12:15 – 12:54

At KIES, we expect all children to have appropriate outer wear so that they may safely go outdoors. For your planning purpose, KIES uses 32 degrees as our established guidelines for going outdoors. We will also use the wind chill as part of our decision. On obvious inclement weather days, students will stay indoors and have an inside recess period.

CONTACTING SCHOOL STAFF

The school phone number is 410-643-2392 and our FAX is 410-643-9854. Please be mindful of the teachers planning periods as we do not send phone calls to the classroom during instructional times. A reminder, all Queen Anne’s County Board of Education email is in the following form: first name.last name@qacps.org (all lowercase) for example mine is david.dulac@qacps.org.
KENT ISLAND ELEMENTARY SCHOOL
STUDENT & PARENT HANDBOOK - REVIEW
VERIFICATION FORMS

I have read the Kent Island Elementary School Student & Parent Handbook for school year 2016-2017. I have also reviewed the information regarding school policies and procedures with my child.

NOTE: Please sign the portions of this form below the dotted line and return it to your child’s classroom teacher. Thank you.

----------------------------------------(Cut here and return bottom portion to your child’s teacher)----------------------------------------

Parent or Guardian Name (Please Print Neatly)  Parent or Guardian Signature

Student or Student’s Name (Please Print Neatly)  Student Signature

Teacher’s Name  Grade