

Kitty Hawk Elementary School

Home of the Falcons

Student-Parent Handbook



It's all about teaching, learning, and high expectations!

[KHES Quicklinks for Parents](#)

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Principal's Message

Dear Students and Parents,

Welcome to Kitty Hawk Elementary School, where we strive to provide a quality education for all students. Our mission is “We ensure all students become innovative, creative, problem solvers by providing a safe, supportive, and kind school environment with a strong commitment to teaching and learning.” Our expectations are high, and our school community understands that we work together to do whatever it takes to meet the needs of every student.

At Kitty Hawk Elementary School, we believe that relationships are important, and we are proactive in building an atmosphere of mutual trust and respect that promotes learning. Our Positive Behavior and Intervention Support (PBiS) program teaches and reinforces behavior expectations throughout the school year. Our Multi-Tiered System of Support (MTSS) program provides a strong core curriculum with frequent monitoring to ensure all students receive appropriate levels of support in order to be successful. With a strong school improvement plan that is powered by data based decision making, we subscribe to a philosophy of reflective thinking that leads towards continuous improvement. Our school motto is “By Reaching High, We Fly”, and working together, we continue to seek new heights.

This handbook contains important information that will help everyone to have a successful year. If you have any questions, please feel free to call or email us at school. This year is a wonderful year of opportunities to learn and grow, and I know we can count on each of you to work with us to make this a great year. The faculty, staff and I look forward to working with you as we reach higher and fly further together.

Your Principal,

Dr. Lisa Colvin

Vision - Together we are growing extraordinary students.

Values -

- We believe that every student can learn and deserves to be challenged and engaged in personalized learning.
- We believe that every student deserves a safe, respectful and kind learning environment.
- We believe we are better if we all work together.
- We believe in growing teachers and staff to support high quality teaching and learning.

Mission Statement - At Kitty Hawk Elementary, we ensure all students become innovative, creative, problem solvers by providing a safe, supportive, and kind school environment with a strong commitment to teaching and learning.

Dare County Schools Board of Education Policies and Regulations

A copy of the Board of Education Policies and Regulations Manual for Dare County Schools is maintained in each school and on the [DCS website](#).

Attendance

We expect to see your child at school everyday. However, if your child is absent, parents are required to provide a note (handwritten or email) when the student returns, stating the dates and reason the student was absent from school. Absences with one of the written excuses below will be reported as “excused.” All other absences will be reported as “unexcused”.

- personal illness or injury that makes the student physically unable to attend school
- isolation ordered by the local health officer or the State Board of Health
- death in the immediate family
- medical or dental appointment
- attendance at the proceedings of a court or administrative tribunal if the student is party to the action or under subpoena as a witness
- a minimum of two days each academic year for observance of an event required or suggested by the religion of the student or the student’s parent or legal guardian
- participation in a valid educational opportunity, such as travel or service as a legislative or Governor’s page, with prior approval from the principal
- pregnancy and related conditions or parenting, when medically necessary
- a minimum of two days each academic year for visitation with the student’s parent or legal guardian if the student is not identified as at risk of academic failure because of unexcused absences and the student’s parent or legal guardian (a) is an active duty member of the uniformed services as defined by policy 4050, Children of Military Families, and (b) has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat support posting

Students must be present in school for at least one half of the day (11:15 a.m.) to be considered in attendance for the day.

- Students should not arrive at school in the morning before 7:20am because adult supervision is not available.
- Students should be in their classrooms, unpacked, and ready to work by 7:50am each morning.

Educational Travel

Educational travel must be approved by the Principal at least five days in advance.

[Educational Travel Forms](#) are available in the main office and on our school website. Educational Travel will not be approved if the student has or will accumulate more than 10 absences in a school year. *(updated 11/1/22: Projects for Educational Travel approval are no longer required at KHES)

Tardiness

Students are expected to arrive at school on time and be ready to learn by 7:50am. Any student arriving at school after 7:50am must report to the office and receive a tardy slip before going to class. Excessive tardiness (more than 3 unexcused) will result in a parent contact and a meeting to discuss strategies and to develop a plan that will ensure the student arrives at school on time.

Make-up Work

If a student is absent two days or less, missed work will be made up when the student returns to school. The usual time frame for the make-up work is the number of days absent plus one. If a student is absent three or more days, a parent may request make-up work while the student is out. We appreciate your consideration in giving the teacher at least two days notice for requested assignments. Teachers should be given at least three days to prepare work for an extended absence. All work may not be available for absences of a week or longer.

Early Dismissal

In all cases except emergencies, parents should notify the office and teacher **in writing** of their intention to pick up their child early and include the following information:

- Date of early dismissal
- Time of early dismissal
- Reason for the early dismissal

To pick up students for early dismissal, parents should report to the office before 2:00, present their ID and sign the early dismissal log. Please be sure to bring your ID in with you so that our staff member at the front desk can identify you. Students will not be called to the office for their early dismissal until the parent is present in the office. Students will not be released after 2pm except in cases of emergencies.

Communication

Our teachers and staff communicate with parents in a variety of ways, including handwritten notes in communication folders or agendas, grade level and classroom newsletters, phone calls, email and web sites. Parents and teachers should work together to establish a method of communication that works well throughout the school year.

We ask parents to be considerate of teachers when they are busy greeting, supervising and teaching students. When parents wish to discuss matters related to their child, they should contact the teacher for an appointment outside of student supervision and instructional time.

School events will be communicated on our marquee, web page, bulletin boards in school, School Facebook Page, and through student backpack mail.

The administration will communicate with parents in monthly newsletters, e-mail, phone, and by appointment. Our Blackboard Connect system allows us to send mass emails and voice messages to all or subsets of parents.

Emergency Communication

At different times throughout the year, it's necessary to contact a parent quickly or notify everyone in the event of an emergency. **It is important that we have up-to-date contact information, including home phone, cell phone, work phone, and e-mail of both parents.** It is also important that we have information for an emergency contact other than the parents. We use this information to contact individual parents, and make mass notification in the event of an emergency. Please be sure you notify our office when any of your personal or emergency contact information changes.

Positive Behavior and Intervention Support (PBiS)

Our school PBiS program helps students develop mutual respect, cooperation, and responsible citizenship. The program encourages the development of emotional intelligence and important life skills. Time is spent teaching students the skills that will help them contribute to creating and maintaining a safe and caring classroom, school, and community.

- Teaches self-discipline by using encouragement with kindness and firmness
- Promotes acceptance of individual differences and provides all students opportunities to share feelings and viewpoints
- Provides students with opportunities for empowerment as well as communication
- Fosters the development of social skills
- Creates a positive atmosphere in the classroom
- Engages students in critical thinking, decision making, and problem solving skills

DCS Student Behavior Expectations

General behavior standards for Kitty Hawk Elementary students are specified in the [Code of Student Conduct: English version](#). Code of Student Conduct: Spanish version The DCS Code of Student Conduct covers student behavior from the time they leave home in the morning until they return in the afternoon, including time off campus on school buses, at bus stops, walking to and from school and on field trips. There are prescribed corrective actions for violations listed in the DCS Code of Student Conduct. A copy of the DCS Code of Conduct is distributed electronically and taught to each student at a developmentally appropriate level the first week of school. Habitual or significant violations of classroom or school expectations will be referred to an administrator.

Kitty Hawk Elementary School Student Behavior Expectations

Our pride in Kitty Hawk Elementary begins with the quality behavior our students demonstrate on a daily basis. Our expectations are based on the acronym **S.O.A.R.**, **S**tay safe, **O**ffer help, **A**ct responsibly, **R**espect yourself and others. Every student is responsible for following school wide and individual teacher and classroom expectations. When a student's behavior interferes with a teacher's teaching or another student's learning, appropriate interventions, behavior strategies, and/or disciplinary action will be developed and implemented.

- School Behavior Expectations are taught, reviewed, and reinforced throughout the year
- KHES Students are expected to **S**tay Safe, **O**ffer Help, **A**ct Responsibly, and **R**espect Themselves and Others (**S.O.A.R.**)
- Students/Teachers and/or Administration will provide parents with frequent behavior feedback throughout the year when behavior expectations are not being met.

The classroom teacher is responsible for the majority of student behavior management. Each teacher/grade develops a class behavior management plan that rewards appropriate behavior, has strategies to prevent inappropriate behavior, and prescribes corrective action when necessary.

Dress Code

Parents and students are asked to support a standard of dress that creates a positive educational environment. Students are expected to dress in a manner that reflects pride in themselves and is appropriate for the occasion. Clothing that is derogatory, disruptive, or distracts from the educational process or constitutes a threat to safety, education, and/or health of another person will not be permitted.

For example:

- Messages on clothing, chains, jewelry, and other personal belongings that pertain to drugs, alcohol, tobacco, sex, or vulgarity may not be worn.
- Students are not permitted to wear hats in public areas (cafeteria, hallways, etc.). Grade levels can come to an agreement as to if students will be permitted to wear hats in classrooms. (Certain religious and cultural observances and traditions, or school spirit theme days or programs that require special head coverage or hats are permitted).

- Proper footwear is strongly encouraged for safety during P.E. class and recess. We encourage students to wear shoes that provide good support, stay securely on their feet, and are conducive to walking, running, and jumping. Open toed shoes with heel straps are a safer option than flip flops.

Lost and Found

The Lost and Found is located in the front lobby. Unclaimed and unlabeled articles will periodically be donated to a local charity.

Field Trips

Field trips are part of the instructional program. When field trips are taken, a field trip permission form will be sent home for parents to sign, date, and return. If this form is not on file in the school, the child will not be allowed to participate. Permission to attend a field trip is not accepted over the phone. If costs associated with a field trip present a hardship for a family, please contact our School Counselor for assistance.

Inclement Weather

If schools open late or close early due to inclement weather conditions or other emergency situations, announcements will be made on most local television and radio stations. Information will be posted on the [DCS website](#). Our After School Enrichment Program (ASEP) will be closed when we have an emergency closing. Parents will also be notified using our Blackboard Connect Notification System of e-mail addresses and phone numbers. Please do not call the school during emergencies because school telephone lines are needed for instructions from the Central Office and for effectively managing the situation.

Lunch and Snacks

Snack Time: Teachers will schedule a snack time that fits the schedule of the class. Snacks should be nutritious and appropriate for each student. **Candy, cookies and soft drinks are not permitted.**

Lunch is an important part of the daily routine and a time for students to socialize with friends. Students are expected to demonstrate appropriate table manners in line with our S.O.A.R. expectations.

The following are expectations for the Kitty Hawk Elementary cafeteria:

- Go through the lunch line quickly and quietly
- Be respectful to cafeteria workers and monitors
- Get all food, utensils and snacks before sitting down
- Raise your hand when someone or something is needed
- Remain in your seat until permission is given to get up
- Eat your own food -- food should not be given away, shared, or traded
- Clean your area of all trash and spills before leaving

- Carbonated sodas are not permitted for students.

The two weeks of school will be a time for staff to establish and remind students of lunchroom expectations. Parents are welcome to eat lunch with students after the first two weeks of school. Parents should sign in at the office, receive a visitor's pass, display it in clear view, and wait in the cafeteria for their child's class. When lunch is over, parents should go directly to the main office and sign out.

2022-2023 Lunch Prices

Student Breakfast \$1.50

Student Lunch, Elementary \$3.00

Free or Reduced Lunch Applications

Free and reduced lunch applications will be sent home with all students. Family income must meet certain criteria to qualify. Families who qualify must reapply at the beginning of each new school year. Applications are online [here](#), or we can send a paper copy home with your child if requested.

Monitoring your child's lunch account

[K12 Payment Center](#) is an optional third party vendor that provides an easy, secure, and convenient way to pay for your child's lunch. Using your child's student number, K12 Payment Center allows you to:

- Make meal payments on the internet using your credit card
- Check your child's meal account balance
- Get low balance alerts by email
- See what your child is buying

Parents are strongly encouraged to put funds in their child's lunch account on a weekly or monthly basis by using [K12 Payment Center](#) or sending in cash or check. A monthly menu will be provided electronically for every student.

If a student forgets his/her lunch or there are insufficient funds in their lunch account, an emergency lunch will be provided. If an emergency lunch is provided, payment is expected the next school day. Parents are not permitted to carry negative lunch account balances.

For further assistance, please call the school's Cafeteria Manager (Laura Tompkins) at 261-2313 extension 1629 or your child's classroom teacher.

Birthdays

Parents are permitted to send one small treat for each child in their class on their child's birthday to be shared during lunch. Special birthday treats should be coordinated with the teacher to

accommodate any food allergies and only students in the child's homeroom class should be included. Birthdays will not be celebrated in the classroom during instructional time.

- Party invitations to a student's birthday party off grounds may be distributed at school if there is one invitation for each student in that child's class. The teacher will handle procedures for the distribution of those invitations.

SPECIAL NOTE: Occasionally, a student from another class may eat with your child's class, students from our exceptional education classes may be mainstreamed, or some students may have allergies to certain foods. Please check with the teacher for exact numbers of students and any allergies before sending in store-bought birthday snacks for the class.

Celebrations & Gifts

Celebrating at special times of the year is important and can be a great way to channel student energy and enthusiasm toward meaningful and productive learning activities. At times, teachers may ask parents to volunteer to help with celebration activities that support instruction.

- Special celebrations should be limited to 1 hour, preferably toward the end of the day or when it fits best with the teacher's instructional program.
- Teachers will take advantage of instructional objectives and tie these into the celebration. Coordinate theme related items with the classroom teacher if requested.
- When food is planned, please limit quantities to snack amounts.
- ***If parents bring any food items, they should be commercially prepared items.*** This means that food should be store-bought and packaged. We have many students with a wide variety of food allergies. In order to keep everyone safe when food based treats are shared in the classroom, food should be commercially prepared. Commercially prepared items provide a detailed ingredient list, nutritional information, and reduce the risk of cross contamination or food-borne illness when items are not prepared to FDA regulations.
- Party invitations to private events may not be distributed at school except for student birthday parties and there is an invitation for each child in that student's class.

Media Center

Our Media Center is the hub of our school and is designed to help students appreciate, identify, explore, relate, analyze and communicate information and ideas. Students are strongly encouraged to visit the library at least once a week. With teacher permission, they may come at any time during the day with a specific purpose, such as to check-out/return books, to do research, or to complete assignments. Students may check out 4 books at a time. Students are encouraged to read a variety of fiction and nonfiction. Students may check out more than 4 books if they are working on a research project. Lost or damaged library books will be billed at the replacement cost.

Parents are encouraged to volunteer in the Media Center shelving books, processing new orders, etc. Parents are welcome to come choose books for their children or receive personal advice and recommendations from the Media Teachers that is tailored to their children's needs. Lost or damaged library books will be billed at the replacement cost.

Report Cards

- Four nine–week pupil evaluation periods are designated by DCS for the school year, ending on October 18, December 20, March 13, and June 6.
- Interim reports will be available on Infinite Campus halfway through each period on or about September 20, November 18, February 7, and May 2.
- Report cards will be available in Infinite Campus on the following dates, October 25, January 10, March 21, and June 6.

Different symbols are used on report cards to communicate student progress. Please refer to the Symbol Key on each report card for symbol definitions.

Standardized Testing and Student Assessment

Student work will be assessed in a variety of ways. Some quizzes may not be announced, but all tests will be announced with appropriate instruction and review prior to the test date.

Students in K-2 will be assessed three times during the year in reading and math. These scores will be used to determine growth and plan for instruction. Third Grade students will take the BOG3 (Beginning of Grade Assessment) within 2 weeks of the beginning of school. 3rd-5th grade students will take three Reading and Math NC Check-Ins. 5th grade students will also take 3 Science NC Check-Ins. At the end of the year, students in grades 3-5 will take End of Grade (EOG) assessments in English/Language Arts and Math. Fifth grade students will also take an EOG assessment in Science. Parents will be notified before these assessments.

Student Recognition

Our philosophy for student recognition is to recognize every child for his/her hard work, effort, successes, and achievement throughout the year. As part of our PBIS framework, there will be many opportunities for students to be recognized, which may include teacher or classroom recognition, academic achievement, extra-curricular activities, school-wide programs and daily morning announcements. Look for student recognition event announcements on the web page calendar, in newsletters, and in student backpack mail.

PTO

The KHES PTO Board of Directors meet at least once a month. The meetings follow an agenda and last between 1 - 2 hours. There are also general membership meetings throughout the year, encouraging additional input from families, while informing parents on what their PTO is doing to serve their students.

Fall Carnival

There is only one PTO fundraiser each year—the Kitty Hawk Elementary School Fall Carnival. For the 2024-2025 school year, the Carnival will be held on Oct. 25, 2024. All parents and families are encouraged to participate by volunteering at a booth during the event, donating a sponsorship,

donating goods or services for the raffle ticket, or just showing up and enjoying the booths and games offered. For more information on becoming a sponsor, visit www.kittyhawkpto.com.

Volunteering

KHES PTO is involved in a number of volunteer activities that range from small projects to larger commitments to serve our students. If you are interested in becoming a PTO Volunteer, please visit this link [Join the PTO!](#) or email us at kittyhawkpto@gmail.com

Communication

Parents are encouraged to contact the PTO at kittyhawkpto@gmail.com with any questions or concerns. You can like us on [Facebook](#) to learn more about upcoming PTO events.

PTO Cultural Arts Program

Our PTO provides funding for educational & cultural arts opportunities throughout the year. Students may have the opportunity to attend band, choral, and orchestral concerts, plays, and various other performances designed to expose our students to the arts and/or support our teaching and learning.

The KHES PTO sponsors the Odyssey of the Mind Program as well. This program provides the students opportunities to express themselves creatively and to receive positive recognition by a pre-selected theme, while increasing community awareness on the importance of the arts in education.

This is a wonderful school, and the beginning of an enormously important time for your child's life. Let the PTO help you get connected in your child's school community.

School Pictures

Our school picture vendor will photograph students in the fall and spring, and one additional time for the entire class. Retake opportunities will be available upon request for fall pictures only. To purchase pictures, the package will be sent home after the picture day and parents will send in money if they would like to keep the pictures. Detailed information will be sent home via student backpack mail. A portion of each package bought benefits our school.

Pictures of Students

Pictures of students are periodically taken during the instructional day. These pictures are often used for school activities, such as the yearbook, website, and classroom projects. Please be sure to communicate with your child's teacher in writing if you do not want your child's photo used for these purposes.

Student Hours and Early Dismissal Schedule

Students should not arrive or be dropped off prior to 7:20 A.M. because adult supervision is not available.

School Hours:

7:20-7:50	Students Arrive
7:45	Get Ready Bell
7:50	Tardy Bell : students arriving after 7:50 must be signed in by a parent or guardian.
7:50	Morning Announcements
2:20	Dismissal Announcements begin
2:30-2:45	Dismissal

Early Dismissal Schedule

- Students will be dismissed early on Aug. 30, Oct. 18, Dec. 20, May 23, and June 6. Dismissal will be at 11:30. Students will follow an abbreviated specials schedule on these days.
- Lunch will be served on early dismissal days.

Visitors

Because school safety is important, all visitors and parent volunteers are asked to enter and exit through our main front doors. Upon arrival, report directly to the main office where you will be asked to show an ID, sign in, and display your visitor's pass in plain sight. Our receptionist will check our school's visitor calendar for your volunteer, conference, or event appointment. Visitors and parent volunteers must sign out in the main office upon leaving. Parking is available in the South parking lot. Our North parking lot is reserved for staff members only. Please do not park in the bus loop during school hours. All adult visitors are asked to use our adult restroom facilities.

Volunteers

Kitty Hawk Elementary School offers many opportunities for parents to volunteer their time, talents and provide assistance in the operation of the school. The Kitty Hawk Elementary teachers and staff appreciate the many hours of service provided by the volunteers each school year, helping to enrich the educational experience of all the students. Some of the opportunities for volunteering include:

- Library, checking materials in and out of the media center
- Art Room, mounting and displaying student artwork on hallway bulletin boards
- Homerooms: contact your child's homeroom teacher to see what is needed. These needs vary from classroom to classroom.

The following is a list of guidelines that all volunteers should be familiar with for the volunteer program to be successful:

- Upon entering the school, volunteers must sign in and obtain a visitor's badge, which shall be clearly displayed during the time that the volunteer is in the school building. Before leaving the building, the volunteer must sign out. By signing in, the school can readily locate you in case of an emergency. In addition, a report of the number hours contributed by our volunteers is tabulated for the Central Office each month.
- If a volunteer is unable to fulfill a commitment on any occasion, the volunteer should notify the teacher.

- Classroom volunteers should not bring pre-school age children with them while volunteering in the classroom. There are a variety of volunteer opportunities for parents with preschool children. Please contact your child's classroom teacher or email khespto@gmail.com for additional information.
- **Confidentiality** is expected of our volunteers. We ask that our volunteers follow a code of ethics and not discuss observed behavior or overheard conversations outside of school. If inappropriate behavior is observed or conversation overheard, please bring this to the attention of the teacher or an administrator. Volunteers should respect the individuality of each student. *A volunteer should never discuss a child's individual performance or behavior with others.*
- Volunteers should follow school procedure for setting up a parent-teacher conference. Volunteers should not interrupt the instructional program or a teacher's planning period to discuss matters concerning his or her individual child.
- Volunteers should take any concerns or questions regarding volunteer procedures to the appropriate staff member.
- Volunteers who are not related to staff or students are required to submit a background check.

School Health Services

Our school nurse and health services program are provided by the Dare County Health Department.

- The clinic is available for student needs throughout the day.
- If a student requires daily, as needed, or emergency medication during the school day, procedural information and appropriate forms are available in the school office or on the DCS website. Updated forms are required for each new school year.
- Children who are sick should remain at home.
- When students go to the clinic due to illness or injury, the school nurse will determine if the illness or injury requires parent notification.
- If a child has a fever or observable signs of illness, the parents will be contacted to take the child home. **Your child must be fever free for 24 hours without medication prior to returning to school.**
- During the year, our school nurse will administer vision screenings for grades 1, 2, and 4.
- Throughout the year, our school nurse may visit classrooms to speak about good health practices.
- Additional information may be found on the DCS website, in the DCS Code of Student Conduct, or by calling our school nurse at 261-2313 ex. 1625.

First Aid & Medications

Under certain circumstances, school personnel may administer medications with a prior approval/prescription form from a physician. The physician's prescription must include the following information:

- Name of person to receive medication
- Date of prescription
- Exact dosage
- Exact time dosage is to be given.

This procedure should be used only when the student is required to take medication during school hours. Medication consent forms are available in the school office or on the DCS website. Medication **must** be brought to school by a parent/guardian. Children are not permitted to bring any medication to school.

Playground Expectations

The playground equipment is designed for children of all abilities. Specific pieces of equipment are also designed for children of certain ages. Be sure to sit on the swings and slides and stay clear when children are swinging. Parents should monitor appropriate use of equipment after school hours.

Transportation To and From School

Parents are asked to let their children travel home the same way every day. If a last minute, unforeseen emergency requires a transportation change, the parent must call the office AND submit in writing the request for the change. We prefer that the notes be sent in writing, however, in case of emergency, an email may be sent to two staff members: Paula Moore, moorepa@daretolearn.org, and your child's homeroom teacher. Then the teacher or Paula will confirm receipt of the email. Only adults who are listed on a students' formal contact list are permitted to pick up a child, and the signed and dated note must be sent to the school specifying who will pick them up. If a parent requests that an adult not listed on their formal contact list pick up their child, this must be approved by an Administrator (Mrs. Conti or Dr. Colvin). If a last minute, unforeseen emergency requires a transportation change, the parent must call the office AND submit in writing the request for the change. An administrator must approve and the parent will be asked for identifying information for security purposes. ***Changes in transportation will not be made for student play dates. Frequent transportation changes are not conducive to safe and efficient dismissal. Any pattern of frequent transportation changes will be addressed by the administration.***

Bus Riders

- There are no longer paper registration forms. Bus requests are done in Infinite Campus.
- Bus riders arrive after 7:20 a.m. and are dismissed at 2:20. Buses usually leave campus by 2:25pm for the ride home.
- The bus riders from each grade are escorted to the bus loop by staff.
- Students may only ride the bus they are assigned.
- Students may not ride a different bus home for play dates.
- Students must get on and off at the same bus stop each day.

Bus Rider Safety

- Our school bus drivers are all trained in the School Bus Watch safety program as a way to help keep our students safe while traveling to and from school.
- K-3 students will only be released from the bus to a registered adult. If a registered adult is not present at the bus stop, the student will be brought back to school and the parent will be called

to come pick up the child. Forms are available in the main office if you would like your K-3 student to get off the bus with an older sibling.

- [Permission to Exit the Bus with a sibling 4th grade or older](#)
- [Permission to Exit the Bus with a sibling 4th Grade or Older \(Spanish\)](#)
- [DCS Code of Student Conduct](#) and Kitty Hawk Elementary School Expectations should be followed on all buses and at all bus stops.
- It is required that students remain seated and reasonably quiet while on the bus.
- Students should keep hands and feet to themselves.
- Inappropriate behavior on the bus may result in bus riding privileges being revoked.

Parent Drop Off & Pick Up (By Car and on Foot)

- Parents may drop off and pick up children from a car at the parent car loop which is by the south parking lot and flag poles. When dropping off or picking up students in our south parking lot, please pull all the way forward, have students exit promptly on the right side of the vehicle, and stay alert for pedestrians.
- Parents who walk from the neighborhood or who park their car and walk to the building are asked to gather near the flagpole, on the grassy area. Please leave the sidewalk free for students to walk to the flagpole area for parent pickup. When students are brought out and lined up by the flagpoles, teachers will look for parents and/or approved pick-up individuals before releasing students. To ensure everyone's safety, students are trained to look for their parent/guardian and let their teacher know BEFORE walking away from their class. Please be sure to communicate your desired pick up area to the teacher.
- [KHES Traffic Pattern for morning Drop off and afternoon Pick up](#)

Rainy Day Dismissal -

- Bus riders will be dismissed normally
- Parent pick up students will be lined up in the gym with their grade.
- Parent Pick up on foot
 - Parents will line up under the awning, to the main entrance. When they reach the main entrance, they give the student's name and grade to the staff member there. Students will then be called and released to parents.
- Parent Pick Up by car
 - Parents should clearly display their Visor/Dash Identification Card. A staff member will communicate your place in line to the gym and students will then be released in order of your place in the car line.

Walkers

- Students must follow all safety rules for walking on sidewalks and crossing streets.
- [DCS Code of Student Conduct](#) is in effect while students walk to and from school.
- As a general rule, students should walk on sidewalks, paved or mulched paths, grass, and should cross roads at designated crosswalks.
- Students must not cross through the traffic pattern in our south parking lot without an adult.

After School Enrichment Program (ASEP)

- Students who attend our Dare County Schools After School Enrichment Program will be dismissed at 2:30 P.M. and escorted by staff to the cafeteria.

Academic Core Curriculum

Students will receive daily instruction in Language Arts including Reading and Writing, Math, Science and Social Studies. The skills and learning objectives for each subject area and grade are laid out in the [North Carolina Standard Course of Study Curriculum](#).

Academic Specials Curriculum

Each week, students will receive instruction in special curricular areas including art, library-media, music, physical education, and technology. These programs are designed to introduce basic concepts and provide a well rounded and balanced education for all students. The skills and learning objectives for each subject area and grade are laid out in the [North Carolina Standard Course of Study Curriculum](#).

Art

The art program is offered to students in grades K-5. Each class receives basic instruction in the elements of visual art - value, line, color, shape, and texture. Students also learn basic techniques in drawing, painting, printmaking, sculpture, and ceramics. Each student should have an art shirt with his/her name on it. Student art shirts should be big enough to cover all clothing. Make sure your clothing on art days are washable.

Library-Media

The library media program is offered to students in grades K-5. Students will participate in structured lessons and learning experiences that teach information skills and reinforce concepts in the core academic areas.

Music

The music program is offered to students in grades K-5. Each class receives a weekly lesson which includes activities that develop basic music skills and concepts through songs, games, instrument playing, movement, and student performances. 3rd, 4th, and 5th grade students need a pocket folder with brads and notebook paper.

Physical Education

The physical education program seeks to develop a child's motor skills, team work, and sportsmanship. Students also discuss and practice the concepts of healthful living, including nutrition,

personal safety, and physical fitness. Children in grades 3-5 are given a fitness evaluation each spring. Students should wear tennis shoes on P. E. day.

Technology

Students in grades K-5 will participate in technology lessons. N.C. Digital Learning Standards encompass the following: digital citizenship, data privacy, and cyber safety; digital-aged skills that enable students to be college and career ready; creation, collaboration, communication, and critical thinking skills; and inquiry and design thinking learning opportunities.

Support Programs and Services

Guidance Program

The main goal of the school counselor is to provide a planned program of guidance and counseling services based on the developmental needs of children, and to help all children achieve their greatest academic, social, and personal potential. The school counseling program is comprehensive in the range of activities and services provided, including individual and group counseling, crisis intervention, and career awareness.

Academically or Intellectually Gifted (AIG) Program

Students in grades 4 and 5 who demonstrate advanced academic skills based on multiple sources of evidence will receive appropriately differentiated services coordinated through our AIG program. AIG services include a rigorous and accelerated curriculum, differentiation, and enrichment experiences.

Exceptional Children's (EC) Program

The exceptional children's program serves students with identified and documented special needs. Some students are served within the regular classroom and some students attend resource classes. A school-based committee made up of administration, teachers, EC staff, and parents determine when the evidence warrants EC services.

After School Enrichment Program (ASEP)

ASEP provides an extended school day for children of working parents. It is a great place to meet friends and have fun! ASEP provides snacks, lots of play time, crafts, activities, and supervised homework time. Hours are 2:30 P.M. to 6:00 P.M. On early release days, ASEP will not provide care. Interested parents may pick up an application at the front office or ASEP office by the cafeteria.

After School Clubs

Our staff and PTO sponsor and support numerous after school club opportunities throughout the year. These club offerings cover a variety of interests and are meant to enhance and enrich student learning. We work with our PTO, parent volunteers and Community Partners to develop current after

school club opportunities. Please look for announcements in weekly teacher updates for announcements and sign up forms.

Smartwatches and Devices: Per DCS Board Policy Code 4318, Policy Code: 4318 Use of Wireless Communication Devices. These devices include smartwatches and cell phones. Students are permitted to possess these devices on school property if they are not on, used, displayed or visible during the instructional day. They may be used before and after school for the purpose of safety, such as communicating with their parents and other reasonable purposes.

Kitty Hawk Elementary School - General Information

District Website: <http://www.daretolearn.org/>

School Web site: <http://khe.daretolearn.org/>

[DCS School Calendar 23-24](#) The school calendar can also be found on the DCS and KHES websites

Address:

16 South Dogwood Trail, Kitty Hawk, North Carolina, 27949

Phone: 252-261-2313

Fax: 252-261-3400

Office Hours during the school year:

7:20-4:00 Monday through Friday

Office Hours during the summer:

7:20-4:00 Monday through Thursday

Principal: Dr. Lisa Colvin

Assistant Principal: Mrs. Maggie Conti

School Counselor: Mrs. Charlotte Heroux

School Treasurer: Mrs. Shelley Meyer

Student Data Manager: Mrs. Shirley Luzio

Receptionist: Mrs. Paula Moore

School Nurse: Ms. Christina Posko

School Hours:

7:20-7:50 Students arrive

7:45 Get Ready Bell

7:50 Tardy Bell

7:50 Morning Announcements

2:20 Dismissal Announcements

2:30-2:45 Dismissal

School Mascot – Falcon

School Colors - Blue and white

School Motto – By Reaching High, We Fly!