



CHESTERFIELD ACADEMY

2915 Westminister Avenue
Norfolk, Virginia 23504

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CHEETAH Personal Responsibility In Daily Effort



Parent Handbook 2026 - 2027



**Dr. Dara Gill-Williams, Principal
Sabrina Ford, Assistant Principal**





Chesterfield Academy's MISSION STATEMENT:

The mission of Chesterfield Academy is to strive for excellence that is focused on improving academic achievement in a challenging and nurturing environment, to develop responsible citizens, and to create life-long learners who are self-assured, socially competent, and resilient.

ABOUT CHESTERFIELD ACADEMY

Chesterfield Academy is a PreK3 - Grade 5 school. Parents can register at the school during business hours. PreK students must register on NPS website and be accepted into the program prior to registering in the building. Students are selected by the district.

We are a uniform school that takes pride in our khaki and navy-blue school colors. Students and staff practice Positive Behavior Intervention Strategies daily. Thanks to our partners Chesterfield Academy has a Little Library in the front of the school. This is an outside library that anyone may take books home to keep.

During the summer Chesterfield Academy offers a 5-week summer program for PreK4 through fifth grade. In the morning, students are able to work on reading and math to reduce learning loss over the summer. The afternoon is geared towards enrichment activities and field trips. Our summer program is free of charge and open to all currently enrolled Chesterfield students from PreK4 through Fifth grade.



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Office and School Hours

School begins at 9:30 AM and dismisses at 3:55 PM.
Main Office is open daily from 8:30 AM to 4:30 PM.

Safety and Security

To ensure the safety of our students, the school doors remain on a magnetic lock from 9:00 AM to dismissal. Please press the buzzer at the front door for entrance into the building. **Everyone MUST show their physical I.D.** to enter the building. Then, report directly to the Main Office to obtain a visitor's pass or to check out your child.

Visitors' Passes

All parents and visitors must enter via the main entrance, show I.D., and report directly to the Main Office. Once in the office, everyone is required to sign into the Raptor system and obtain a visitor's badge.

On-Time Arrival

Timely arrival is important—students who are tardy miss valuable instruction and disrupts the learning environment. To maintain safety, adults are not permitted to walk students to class. Students should report to the cafeteria for breakfast or go directly to their classroom when they arrive.

Too Early Arrival

For safety reasons, students should not be dropped off before 9:00 AM, as supervision is not available until that time. The YMCA provides a before-school care program in the cafeteria—call 757-622-YMCA for details.

Dismissal

We ask that parents and family members picking up students from school wait outside at the appropriate location for dismissal. We have several locations for dismissal: curbside pickup, parent pickup, and van/bus riders. It is important to refrain from picking up students early continuously. Leaving early and missing instruction put the child at risk of failing subjects that are taught at the end of the day.

Instructions for dismissal begin at 3:40 PM each day. We ask that you do not pick up your child until this time. In extenuating circumstances, if you must pick up your child early, please report to the office to sign your child out. You will need to have ID with you. No early sign-outs are permitted after 3:00 PM. The school will NOT retrieve students from the school buses after dismissal. Call before 3:00 PM. if you want your child held from the bus.

Change of Dismissal Plan

If your child's usual dismissal procedure is to be changed for any reason, teachers should be notified in **writing or contact the Main Office before 3:00 PM**. Otherwise, the usual transportation plan will be carried out.

Contacting School & Staff

We encourage you to communicate with your child's teacher to discuss concerns or to check on progress on ClassDojo. Also, do use our online PARENTVUE system (see more info under grading). The school phone number is 757-628-2544. Teacher e-mail addresses are on a later page of this document. Do schedule an appointment to discuss your child's progress. Teachers cannot conduct conferences during instructional time.

Parent Teacher Organization

Chesterfield PTO welcomes every parent, family member, guardian, friend, and partner to join the PTO. Our PTO plays a critical role in the success of our school. Visit the PTO on Facebook.

Volunteers

We welcome parents and community members to volunteer at Chesterfield Academy! All volunteers must complete an application on the **NPS website**.

Once the application is approved, you may volunteer for two-years.



Cafeteria

Visit the NPS website www.nps.k12.va.us for the lunch menu. There is no cost for student to eat breakfast and lunch at Chesterfield Academy.

Student Birthdays

Student birthdays may be celebrated during non-instructional time. Cupcakes and student treat bags are permitted. Cakes, balloons, and gifts are not permitted. Public health regulations prohibit the distribution of food items (cupcakes, cookies, etc.) not produced in a commercial kitchen.

Medication

If it is necessary for your child to take medication during the school day, a written physician's order is required annually. All medication, including over the counter products, such as cough drops must be administered in the Nurse's office.

Chesterfield Academy Spirit Wear



Wear it!

Attendance and Tardiness

Every student is expected to attend school on time every day. A **written excuse** from the parent or guardian **MUST** be presented when a child is tardy or absent from school. The excuse should state the date, time and reason for the tardiness or absence and be delivered to the main office.

If your child has a prolonged illness, please contact the school immediately so we can secure home-based services for you.

Students who are absent a total of 20 or more days **WILL NOT BE PROMOTED** to the next grade level. Principals have the authority to review individual cases. Parents must call and schedule an appointment to have such cases reviewed.

On-Site Day-Care Option

For your convenience, the YMCA provides before- and after-school care in the Chesterfield cafeteria for a fee.

YMCA

757-622-YMCA

Off-Site Day-Care Option

The Boys & Girls Club and several daycare services pick up from the school and take students to their location. You may contact the Main Office (757-628-2544) for a list of participating daycares.

Change of Contact Information

Should your address or phone number change, please notify our Main Office. Unlisted phone numbers are kept confidential. In case of emergency, it is **CRUCIAL** that we have a way to contact you during the school day.

Report Cards

Beginning in 1st grade, parents may monitor their children's performance on quizzes, tests, and assignments using an online system called ***Parentvue***. An ID and PIN are available from the school office.

Report Cards go home at the end of every quarter in

November, February, April

Informal (interim) progress reports

are also sent home four times a year to assist parents in monitoring student progress.

Final Report Cards may be picked up from the school in June.

NPS Grading Scale

All students are held accountable for the Virginia Standards of Learning (SOL's) in kindergarten through fifth grade. Norfolk Public Schools uses the following grading scale:

Superior

A = 93-100, **A-** = 90-92

Above Average

B+ = 87-89, **B** = 83-86, **B-** = 80-82

Average

C+ = 77-79, **C** = 73-76, **C-** = 70-72

Below Average

D+ = 67-69, **D** = 64-66

Failing

E = 63 and below

School Rules

Please review the Norfolk Public Schools *Standards of Conduct* handbook with your child (sent home at the beginning of every school year) and hold high expectations for following school rules. At Chesterfield, we view discipline as a form of support for students, with emphasis on making good choices recognizing that in life, choices have both positive and negative consequences for all of us. We promote **Responsible**, **Respectful**, and **Safe** behavior at school.

Dress Code

In order to ensure that the educational process is conducted in an environment where safety risks, disruptions and distractions are minimized, all Norfolk Public Schools students will adhere to the dress code contained in the pamphlet entitled *Code of Student Conduct*. We are a uniform school. Our colors are navy blue shirts and khaki bottoms (pants, shirts, shorts, jumpers).

Cell Phone Policy

Norfolk Public Schools prohibits elementary students from having electronics in school or on the school bus.

School Counseling

Norfolk Public Schools counseling is a developmental program. Classroom, small group, and individual guidance sessions are held according to need and current issues. Some of the subjects covered by the school counselor are anger management, peer relations, study skills, military deployment, careers, and self-esteem. Good citizenship and bullying are also on-going subjects. Students may request to see the counselor or may be referred by their teacher or parent.

Gifted Services

Norfolk Public Schools provides services to its gifted and high-ability students. Identification for gifted services begins in 1st grade (in February) with a district-wide assessment called CogAT Cognitive Abilities Test. Results of this assessment come in by May. Qualifying scores determine consideration for services.

Special Education Services

Special education services are provided in the least restrictive environment with specifically designed instruction to meet the unique needs of a child with special needs.

Eligibility for special education services is determined by a comprehensive evaluation and a committee of school division personnel and the parents.

Art, Music and Physical Education

Elementary students have physical education twice a week. **Proper footwear** is important for full participation. They have art and music one day per week (45 minutes per bell). Fifth graders have the opportunity to participate in chorus or strings for a resource elective.

Media Center

Students in kindergarten and first grade can check out one book at a time, and all other students can check out two books (more under special circumstances).

Resource Schedule

Time	Grade	Resource
9:30-10:15	K	Art, Music, PE or Media
11:15-12:00	1	
10:25-11:10	2	
1:25-2:10	3	
12:00-12:45	4	
2:15-3:00	5	

ART



P.E.



MUSIC



MEDIA



Lunch Schedule

Time	Grade	Teacher
10:45-11:15	3	Kevanta Tompkins
10:45-11:15	3	Shantay Lomax
10:45-11:15	3	Jaidan Brass
11:15-11:45	2	Christma Lee
11:15-11:45	2	Dorothy Smith
11:45-12:15	5	Lakesha Ford
11:45-12:15	5	Tanese Newton-Love
12:30-1:00	1	Delmarene Barnes
12:30-1:00	1	Carolyn Harrell
12:30-1:00	1	Charlene Gaines
1:00-1:30	K	Amajin Roberts
1:00-1:30	K	Kayla Santiful
1:30-2:00	K	Ebony Talley
1:30-2:00	4	Javonne Tyndall
1:30-2:00	4	James Parker
11:45-12:15	PreK4	Lafayette Robinson
11:45-12:15	Prek4	Theresa Lewis
11:20-11:50	Prek3	Martha Bauer
11:20-11:50	Prek3	Jacqueline Owens



CHESTERFIELD ACADEMY ELEMENTARY SCHOOL

2026-2027 PRE KINDERGARTEN

SUPPLY LIST



PREK 3

- 4 rolls of paper towels
- 4 boxes of Ziploc sandwich sized bags
- 2 boxes of Ziploc gallon sized bags
- 2 packages of baby wipes or antibacterial wipes
- 2 containers of disinfectant wipes
- 1 blanket or beach towel for rest time
- 2 full set of clothes for changing (please place in a Ziploc bag labeled with child's name)



PREK 4

- 2 bottles of liquid hand soap (or one large bottle)
- 2 bottles of hand sanitizer (or one large bottle)
- 4 rolls of paper towels
- 4 boxes of tissues
- 2 boxes of Ziploc gallon bags
- 2 boxes of Ziploc quart bags
- 1 regular sized book bag (no toddler sized ones please)
- 1 blanket or beach towel for rest time
- 3 cans of Lysol spray
- 2 full set of clothes for changing (please place in a Ziploc bag labeled with child's name)



RECOMMENDED

Items to keep at home for homework and supplies:

- Paper
- Crayons
- Scissors
- Glue

UNIFORM

Uniforms are mandatory for all students daily.

Navy blue shirt and khaki pants or khaki skirts.

A change of clothes is required for all PreK students at Chesterfield Academy.

 Thank you for your support and partnership!




PLEASE LABEL ALL ITEMS WITH
YOUR CHILD'S NAME.



CHESTERFIELD ACADEMY

ELEMENTARY SCHOOL



2026-2027 SUPPLY LIST



KINDERGARTEN

- 1 box of crayons (24 count)
- 4 glue sticks
- 1 pack of #2 pencils (sharpened)
- 1 box of colored pencils (12 count)
- 1 pair of child scissors
- 3 boxes of tissues
- 1 box of gallon, quart, sandwich bags
- 1 change of clothes in a labeled bag
- 1 bottle of hand sanitizer
- 1 bottle of soap and 1 container of hand wipes
- 1 pair of headphones (no earbuds)
- 1 backpack (large enough for folder)

**ALL items must be labeled
with student's name.**



GRADE 1

- 1 box of crayons (24 count)
- 8 glue sticks
- 12 #2 pencils (sharpened)
- 1 pair of child scissors
- 1 pack of colored pencils
- 1 pack of dry erase markers (black)
- 2 composition notebooks
- 1 plastic folder with pockets
- 1 box of tissues
- 2 containers of clorox wipes
- 1 bottle of hand sanitizer
- 1 backpack (no wheels; large enough for folder)
- Headphones - MULTI-COLORED

**Please label ALL items
with student's name.**



GRADE 2

- 1 pack of dry erase markers
- 2 packs of pencils
- 2 composition notebooks
- 1 pair of child scissors
- 1 pack of colored pencils
- 1 pack of highlighters
- 2 glue sticks
- 1 box zipper bags (sandwich size)
- 1 box zipper bags (gallon size)
- 1 box of tissues
- 1 pack of disinfectant wipes
- 1 pair of headphones
- 1 backpack (no wheels)

**Please label ALL items
with student's name.**



THANK YOU!

Your support helps our scholars
start the year strong.





CHESTERFIELD ACADEMY

ELEMENTARY SCHOOL

2026-2027 SUPPLY LIST



GRADE 3

- 1 pack of pencils (sharpened)
- 1 pencil pouch (no boxes)
- 2 composition notebooks (wide ruled)
- 4 glue sticks
- 1 pack of markers
- 1 pair of scissors
- 1 pack of highlighters
- 1 pack of colored pencils
- 1 box of tissues
- 2 containers of hand sanitizer
- 1 pair of headphones
- 1 pack of baby wipes
- 1 backpack (no wheels; large enough for folder)

Please label ALL items
with student's name.



GRADE 4

- 1 pencil pouch (no boxes)
- 2 boxes crayons
- 2 glue sticks
- 10 #2 pencils
- 1 pocket folder (to stay at school)
- 2 composition notebooks
- 1 pair of scissors
- 2 highlighters
- 2 pink erasers
- 1 pack of index cards
- 1 pack of black fine tip markers
- 1 box sandwich bags
- Headphones

Please label ALL items
with student's name.



GRADE 5

- 1 pack of dry erase markers
- 1 pencil pouch (no boxes)
- 2 spiral notebooks (wide ruled)
- 2 marble composition notebooks
- 4 glue sticks
- 5 colored pencils
- 1 pack of notebook paper (wide rule)
- 1 pack of crayons
- 1 box of markers
- 1 bottle of hand sanitizer
- 2 boxes of tissues
- 1 ream of copy paper
- 1 box gallon storage bags

Uniforms For All Students: Navy Blue
Shirts and Khaki Pants/Skirts

* Mandatory Items *

Items to keep at home for homework:

- Pencils
- Glue
- Crayons
- Clothes
- Scissors

Let's Have a
Great Year!



THANK YOU!

Your support helps our scholars
start the year strong.



2026-2027 Academic Calendar

Summer: NPS Closed
 Fridays
 2: Independence Day
 Observed

JULY 2026						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

1: Winter Break-NPS
 Closed
 18: MLK Day-NPS
 Closed
 21: End of Quarter/
 Semester/Early
 Release
 22: PD/Teacher
 Workday

JANUARY 2027						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Summer: NPS Closed
 Fridays
 12-14: New Teacher Institute
 17-21: PD/Teacher Workday
 18: Division-Wide
 Professional Development
 Day
 24: First Day of School

AUGUST 2026						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

15: President's Day-NPS Closed

FEBRUARY 2027						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

4: PD/Teacher Workday
 7: Labor Day-NPS Closed

SEPTEMBER 2026						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

29-31: Spring Break-Schools Closed

MARCH 2027						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

5: Parent-Teacher
 Conference Day
 27: End of Quarter/
 Semester

OCTOBER 2026						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

1-2: Spring Break-Schools Closed
 5: PD/Teacher
 Workday

APRIL 2027						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

3: PD/Teacher Workday
 11: Veterans Day-NPS
 Closed
 25-27: Thanksgiving
 Holiday-NPS Closed

NOVEMBER 2026						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

31: Memorial Day-NPS Closed

MAY 2027						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

21-31: Winter Break-NPS Closed

DECEMBER 2026						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

4: Early Release/Last
 Day of School
 7: Flex Day
 17: Juneteenth-NPS
 Closed

JUNE 2027						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

175 Full Days 1035.4 Hours
 2 Early Release Days 7.8 Hours
 Total 1043.2 Hours



4x4 Semester Year Long End of Quarter

Holidays/Schools Closed	First/Last Day of School	PD/Teacher Workday	New Teacher Institute	Parent-Teacher Conference Day	Flex Day	Early Release Day	Division-Wide PD Day
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GRADES	NAMES	E-MAILS
PreK3	Martha Bauer	mbauer516@nps.k12.va.us
PreK3	Sonya Hunt	shunt468@nps.k12.va.us
PreK3	Jacqueline Owens	jowens713@nps.k12.va.us
PreK3	Dewanda Gordany	dgordany@nps.k12.va.us
PreK4	Theresa Lewis	tlewis3@nps.k12.va.us
PreK4	Arlene Brown	abrown5@nps.k12.va.us
PreK4	Lafayette Robinson	lrobinson@nps.k12.va.us
PreK4	Shyla Wattley	swattley732@nps.k12.va.us
K	Amajin Roberts	aroberts982@nps.k12.va.us
K	Kayla Santiful	ksantiful479@nps.k12.va.us
K	Ebony Talley	Etalley908@nps.k12.va.us
1	Carolyn Harrell	cvharrell@nps.k12.va.us
1	Charlene Gaines	cgaines@nps.k12.va.us
1	Delmarene Barnes	dbarnes@nps.k12.va.us
2	Dorothy Smith	dsmith238@nps.k12.va.us
2	Christma Lee	clee2@nps.k12.va.us
3	Kevanta Tompkins	ktompkins574@nps.k12.va.us
3	Shantay Lomax	slomax079@nps.k12.va.us
3	Jaiden Brass	jbrass417@nps.k12.va.us
4	Javonne Tyndall	Jtyndall563@nps.k12.a.us
4	James Parker	jparker4@nps.k12.va.us
5	Lakesha Ford	lford231@nps.k12.va.us
5	Tanese Newton-Love	tnewlov689@nps.k12.va.us
	Patrica Burton	pburton782@nps.k12.va.us
Office Manager: Fiona Arrington		farrington@nps.k12.va.us
Data Specialist: Kiara Faulkner		kfaulkner401@nps.k12.va.us
Nurse: Renee Downs		rdowns@nps.k12.va.us
Cafeteria Manager: Charles Foote		cfoote791@nps.k12.va.us
Building Custodial Supervisor: Joseph Payton		jpayton@nps.k12.va.us
Principal: Dr. Dara Gill-Williams		dgill@nps.k12.va.us
Assistant Principal: Sabrina Ford		sford1@nps.k12.va.us

TITLE	NAMES	E-MAIL
Art	Valerie Weeks	vweeks844@nps.k12.va.us
Attendance Technician	TBA	
Behavior Specialist	Nikia Bassett	nbassett185@nps.k12.va.us
Cafeteria Manager	Charles Foote	cfoote791@nps.k12.va.us
Family Engagement Specialist	Shaneka Smith	ssmith286@nps.k12.va.us
Gifted	Helen Pryor	hpryor@nps.k12.va.us
Instructional Coach	Shamon Collins	scollins2@nps.k12.va.us
Instructional Tech. Resource Teacher (ITRT)	Kristen Butler	kbutler2@nps.k12.va.us
Math Specialist	Nely Ara-is	nara-is@nps.k12.va.us
Media	Karen Salaam	ksalaam596@nps.k12.va.us
Media TA	Monique Lucus	mlucas891@nps.k12.va.us
Music	Natasha Sargent	nsargent955@nps.k12.va.us
P.E.	Dominic Banks	dbanks@nps.k12.va.us
P.E. TA	Quinton Thompson	qthompson416@nps.k12.va.us
Reading Specialist	Ashley House	ahouse198@nps.k12.va.us
School Counselor	Derrica Canty	dcanty@nps.k12.va.us
Social Worker	Dorothy Bass	dbrass@nps.k12.va.us
Special Edu.	Kynneth Moses	kmoses@nps.k12.va.us
Special Edu.	Theatrus McCray	tmccray103@nps.k12.va.us
Special Edu.	Victoria White	vwhite1@nps.k12.va.us
Strings	Kael Thomas	kthomas1@nps.k12.va.us
Title I	Erica Sykes-Peele	Esykes066@nps.k12.va.us
Title I	R. St. Louis-Williams	rslwilliams@nps.k12.va.us



Chesterfield Academy Website

Visit Chesterfield Academy's website for student supply lists, the school calendar and current school news!

<https://www.npsk12.com/ches>



Chesterfield Academy's School Vision:

The vision of Chesterfield Academy is to provide the opportunity for students, faculty, staff, parents, and community to develop, through communication, a sense of ownership, spirit, and pride in the school.

Chesterfield Academy Motto:

Be Respectful, Be Responsible, Be Safe

Chesterfield Academy Mantra:

Cheetah...PRIDE!!!

Personal Responsibility In Daily Effort