

Kiptopeke/Occhohannock Elementary Handbook

2015-2016



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NORTHAMPTON COUNTY PUBLIC SCHOOLS

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Charles E. Lawrence
Division Superintendent

August 4, 2015

Dear Northampton County Public Schools Parents and Guardians:

I would like to take this opportunity to welcome you to the 2015-2016 school year. I am excited to be the Division Superintendent and I truly expect this year to be excellent. I am looking forward to working with students and parents as we partner together to ensure that all students receive an excellent education. In preparation of the upcoming school year, please take the time to review this handbook with your child/children. I have listed a few suggestions below.

- Please ensure that your child is at the designated bus stop five minutes before the bus arrives.
- Please ensure that your child adheres to the dress code.
- Please stay in touch with teachers and administrators during the school year regarding your child's progress.
- Please join your school's PTA and become a volunteer in the school to assist where needed.

In closing, I look forward to meeting you at various school events this year. Our open house is on September 03. Our buildings will be open from 12:00 until 7:30 pm please try to attend. I wish all students and parents much success in what I hope will be a wonderful school year.

Sincerely,



Charles E. Lawrence
Division Superintendent



INSPIRING LEARNERS FOR LIFE
THROUGH ACHIEVEMENT AND SUCCESS

Northampton County Public Schools

Machipongo, Virginia

Mission Statement

The purpose of the Northampton County Public Schools is to foster the well being, growth, and development of each child.

Students, staff members, parents, and volunteers are all valued participants in insuring success.

The Northampton County Public Schools are nurturing centers that stimulate lifelong learning.

All members of the community share in a cooperative partnership to meet the challenges of the future.

Philosophy Statement

Education should develop each individual's highest potential as a literate, thinking, and self-confident citizen in a global community. It should enable each person to earn a livelihood suited to individual needs and abilities.

Academic and physical skills, study habits, and freedom with responsibility in a democratic society should be taught at all grade levels.

Opportunities for development of creativity and cultural enrichment should support the development of self-discipline, critical thinking, and the ability to contribute to the environment.



KES Vision

For all students to become Responsible, Respectful, Lifelong Learners!

KES Mission

To develop a safe environment that encourages students to be creative, set goals, and make real world connections.

OES Vision

“StingRays” work to achieve success at OES

OES Mission

At OES, our mission is to inspire a love for learning and a desire for excellence for both teachers and students. Through partnerships with families and the community, we will work to achieve success at OES.

ELEMENTARY ATTENDANCE GUIDELINES K – 6

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Attendance/Absence/Tardy Policy

Northampton County Public Schools recognizes the relationship between positive student attendance and academic success. Absences, truancy and tardiness to school and to class result in a loss of opportunity to learn and to maximize your potential. Each school will develop incentives to encourage high rates of student attendance. We expect students to attend school regularly and to be on time for school.

Virginia law requires that all persons who have not reached their 18th birthday attend school in the city or county in which they reside. Compulsory school attendance is the responsibility of every parent, guardian, or other person in the Commonwealth having control or charge of any child. All children who will reach their fifth birthday, on or before September 30 of any school year, and who have not passed their eighteenth birthday, shall attend school. The school can be a public school, a private, denominational or parochial school or home school. In the case where a child is home schooled and taught by a tutor or teacher of qualifications prescribed by the Board of Education, the division's superintendent must give prior approval.

In an effort to improve student attendance at Northampton County Public Schools, students are to adhere to the following attendance policy for the 2011-2012 school year:

Kiptopeke Elementary School and Occohannock Elementary School:

ABSENCES:

- Students are expected to attend school daily.
- Parents must contact the school, 678-5151, by 9:00AM when their child is absent from school.
- The only excuses for absences that shall be acceptable are:
 - illness (after five [5] parental excuses, students will be required to obtain a note from the child's physician)
 - court appearance
 - death in the family
 - religious holiday
 - extenuating circumstances which are determined by the school administration

TARDIES:

- Parents must sign in students when they arrive late to school.
- Students are allowed one (1) excused tardy.
- The only excuses for tardies that shall be acceptable are:
 - illness (after three excuses, students will be required to obtain a note from the child's physician)
 - court appearance
 - death in the family
 - religious holiday
 - extenuating circumstances which are determined by the school administration

EARLY DISMISSALS:

- Parents must sign out students' dismissal time when they leave early from school.
 - Students are allowed three (3) excused early dismissals.
 - The only excuses for early dismissals that shall be acceptable are:
 - illness (dismissal issued by our school nurse)
 - court appearance
 - death in the family
 - religious holiday
 - extenuating circumstances which are determined by the school administration
- Students receiving five (5) unexcused absences, tardies, and/or early dismissals (or a combination of the above) will be referred to Northampton County Public School's truancy officer. Parents, students, the NCPS truancy officer, and a school administrator will meet to devise an attendance improvement plan. An official letter will be mailed to the child's parents and the truancy officer. The official letter will be filed in the student's permanent record.
- After ten (10) unexcused absences, tardies, and/or early dismissals (or a combination of the above), the student's name and attendance record will be referred to Northampton County Court System.

TRANSFERS/WITHDRAWALS

If your child needs to be transferred from Northampton County Public Schools or transferred within our school system, notification to the teacher and the administration is requested. This should be done in written form within a minimum of three (3) days prior to the transfer. Please note the last day of attendance and return all textbooks and/or library books your child may have before leaving.

HOMEBOUND INSTRUCTION

Homebound instruction will be made available to eligible students who are confined at home for periods of time that would prevent normal educational progress. Contact the school administrator for information and necessary forms.

SCHOOL OPENING/CLOSING TIMES

The elementary schools will open at 7:45 a.m. and close at 3:30 p.m. A student who arrives late must report to the office for a tardy slip and be signed in by a parent or guardian. Students are not tardy until 8:15 a.m. Late bus arrivals are excused and will not be counted in the official attendance register.

SCHOOL HOURS

School hours are from 8:15 a.m. until 3:30 p.m. each day. Please have your child at school no later than 8:15 a.m. each day. Children should **NOT** arrive earlier than 7:45 a.m. or remain later than 3:30 p.m. unless they are participating in a supervised activity. **SCHOOL DOORS WILL NOT OPEN UNTIL 7:45 a.m. EACH SCHOOL DAY.** Supervision **WILL NOT** be provided for students who arrive before school opens or remain after school closes. The above procedures are designed for the safety and well-being of your children.

VISITING THE SCHOOL

To insure a safe school and to preserve learning time and avoid disruptions to classes, visitors entering the building for any reason must report to the office and sign in to receive a visitor's pass before entering classrooms, cafeteria, gym, bathrooms and other areas where students are present. Those who have business with a teacher or staff member should call to schedule an appointment during a planning period or after 3:30 p.m. If your child forgets something, please drop it off at the office with the child's name and room number on it and we will be sure it is properly delivered.

STUDENT ARRIVAL OTHER THAN BUS

Students arriving late should report to the office before going to the classroom even when accompanied by a parent. **Students should not arrive before 7:45 a.m.**

NOTES FOR STAYING AFTER SCHOOL FOR SCHOOL SPONSORED ACTIVITIES

Students requesting permission to stay after school (not ride the bus home) must have a written note from a parent or guardian. Permission to stay will not be granted without this request.

STUDENTS WAITING FOR PARENTS

Students are not permitted to wait for their parents in front of the school. Parents must come to the office to sign out the student. The student will be called to the office.

STUDENT PICK-UP

The safety of our children is of top priority. Students are not allowed to leave school except for illness, doctor's appointments, or emergencies. If you plan to pick up your child for any of the above reasons, please send a note with your child on that day stating the time you will come for him/her. Phone calls requesting students to be waiting in the office prior to parent arrival will not be honored.

PARENTS MUST COME TO THE OFFICE WHEN PICKING UP A CHILD AND SIGN THE "SIGN OUT" SHEET. We encourage that appointments be made after school hours and that students not be released until after 3:30 p.m. Please follow the marked traffic pattern to avoid accidents.

CHECKS

Any check sent to the school must have the name of the school on it as the payee. Any exceptions to the requirement will be given to you by the school administration. **There will be a \$25 service charge on all returned checks.**

DIRECTORY INFORMATION

Personal identifiable information in a student's scholastic record may be classified as Directory Information. Data which may be Directory Information is as follows: name of student in attendance; mailing address; 911 address; date and place of birth; telephone and cell phone numbers; dates of attendance; participation in officially recognized activities and sports; height and weight; if member of athletic team; awards and honors received; and other similar information. Parents should notify the school in writing within 15 administrative working days concerning any parts of the above data not to be disclosed without prior consent.

CHANGE IN STUDENT INFORMATION

It is imperative that the school office be notified immediately of a change of address, home or office telephone number, or change of emergency information during the academic school year.

BLACKBOARD CONNECT

As you know, the school Division has a Global Calling system that allows us to contact parents in the event of school closings or early release. This is an effective and efficient way to keep you informed about your child's school situation. However, for this to work properly, it is extremely important that your child's contact information always be accurate. Therefore, you **must** keep the school informed of any changes in addresses or telephone numbers. Without this accurate, up to date information, we cannot assure that you can be contacted when special situations arise. Remember, please keep your child's contact information **updated**.

STANDARD DRESS CODE POLICY

Northampton County Public Schools expects all students to dress in a manner that does not interfere with the health and safety of themselves or others and that do not interfere with the educational process of the school. All students are expected to exemplify proper grooming standards that project an appropriate image for the student, the school and the division.

In keeping with Northampton County Public Schools' vision and mission, the school board, administration, and staff will continue to partner with students, families, and the community to create a safe and nurturing learning environment that empowers all students to meet high academic standards and demonstrate responsible citizenship. The new dress code is designed to provide more options for dress while encouraging students to dress for success, as will be expected of them when they enter the global economy.

While the policy outlines specific guidelines, additional items or garments that disrupt the learning environment or create safety concerns may be prohibited as they arise. This policy will be reviewed on a yearly basis and any items or garments in question may be restricted until that yearly review is conducted.

The division has established reasonable expectations concerning student dress. The following expectations are required of all students attending schools in Northampton County.

Students shall not wear the following items:

1. Clothing, pins, jewelry, accessories or items that display messages relating to or promoting:
 - A. the use of alcohol, drugs, or tobacco products
 - B. Illegal activities
 - C. Obscene, profane, derogatory, violent or sexually aggressive themes, designs, or pictures,
 - D. Evidence of membership or affiliation in any gang
2. Accessories that could pose a danger or be used as a weapon.
3. Muscle shirts, halter tops, fishnet tops, strapless dresses/shirts, spaghetti straps, or other clothing that is not appropriate because of slits, rips, or holes in the garment or that reveals the midriff or torso, also includes jeans with holes.
4. Low cut fronts, cutouts or garments that show cleavage.
5. Clothing that sags below the waistline.
6. Hoodies on their heads while in the school buildings.
7. School issued gym shorts are to be worn only during the student's designated gym period.
8. Skirts, shorts or skorts that are inappropriate in length as determined by the staff and building administrator. (The appropriate length for your dress, skirt, shorts, or skort is between the tip of your fingertip and 1 inch above the knee)

9. Items distracting and/or not appropriate for the classroom setting, including, but not limited to, nylon tights, leotards, biker pants, bathing suits, pajamas or underwear when worn as outer garments or clothing that exposes the underwear.
10. Leggings, jeggings, and tights unless worn beneath an appropriate outer garment. *(Leggings, jeggings and tights worn as pants are absolutely not allowed!)*
11. Inappropriate footwear, including, but not limited to, shower shoes, bedroom slippers, and unfastened shoes or shoes missing appropriate closures. *Flip flops are not allowed at the elementary level.*
12. Head coverings and accessories that are not related to or required by the student's bona fide religious practices. Examples include: do-rags, bandannas, and wave caps.
13. Items that are intended for outdoor use. Examples include, but are not limited to, sunglasses, hats, caps, and bandannas.
14. Heavy coats while in the school building. Heavy coats must be stored during the school day.
15. Glasses that are not needed for reading or sight.
16. Headphones/ear pieces, unless requested by the teacher for a class assignment.

Additional Dress Code Guidelines

- Additional clothing and footwear restrictions may, for safety reasons, be required in physical education classes, career and technical education classes, and lab situations.
- All students will be appropriately dressed while attending all school sponsored functions.
- Appropriate attire for school, field trips, and athletic events will be decided by the school administration.

Each school principal is to enforce the school division dress code.

The following are strictly prohibited:

- Decorations, mottoes, words or acronyms that convey crude, vulgar, profane, violent, gang-related, sexually explicit, demeaning or suggestive messages.
- Large and baggy clothes
- Holes in clothes
- Hats, scarves, curlers, bandanas, sweatbands (except for sports events) inside school buildings (exceptions are made for religious attire and health issues)
- Visible undergarments
- Bare midriffs, low-cut necklines (not more than three inches below collar bone), bare backs
- Leggings, bike shorts, swim suits, or pajamas all as outerwear
- Heavy coats- must be put on locker during the day
- Dog collars, tongue rings and studs, wallet chains, large hair picks, chains that connect one part of the body to another
- Heavy chains with or without medallions, spikes or any jewelry with inappropriate wording
- Headphones
- Blankets

Prohibited Belongings:

No indecent/inappropriate patches, writings, or drawings on purses, backpacks, book covers allowed. This includes advertising for drugs, alcoholic beverages, gang affiliation, or suggestive messages as determined by school staff. This also includes any items that disrupt class work or cause a disturbance.

FINANCIAL HARDSHIP

The Superintendent or Designee shall develop a procedure for parents to request financial assistance. Note: Clothing should always be purchased with the understanding that they can be returned if the clothing does not comply with the standard dress code.

References:

1) Virginia Code Sections:

§ 22.1-253. 13:7.D.3 and § 22.1-279.3 A.

§ 22.1-79 (Powers and Duties of School Boards); § 22.1-253. 13:7 (Standards of Quality, Standard 7, Policy Manual); and § 22.1-279.3 (Parental Responsibility and Involvement requirements)

EMERGENCY GUIDELINES

In case of inclement weather, please listen to the following radio/TV stations:

My 107 1520 AM and 107.5 FM
WESR 1330 AM or 103.3 FM
WVES 99.3 FM
WLTJ 95.7 FM
WTAR 850 AM
WAVY TV-10
WVES TV-13

WKEZ 94 FM
WSBY 960 AM
WKSX 96.1 FM
WNIS 790 AM
WWDE 101.3 FM (2WD)
WTKR TV-3

We encourage you to make arrangements with your child in case school is closed or dismissed early because of an emergency or inclement weather. School closings are announced on local television stations and radio stations. **PLEASE DO NOT CALL THE SCHOOL.**

ENTRANCE REQUIREMENTS

Virginia State law requires children to have a complete physical examination before entering school. All new students should have completed the following immunizations (or one dose of each vaccine with a plan from physician for completing the immunizations within 90 days):

- Three (3) D.P.T. - one dose after fourth birthday
- Three (3) Polio - one dose after fourth birthday
- Two (2) MMR (measles, mumps, and rubella) – one dose after first birthday, second dose before school entrance
- Three (3) Hepatitis B
- One (1) Varicella (chicken pox) – one dose after first birthday

Beginning with the 2010-2011 school year, four new immunization requirements and /or changes will be in place for students attending Virginia public schools.

A second dose of Varicella vaccine is required before entering kindergarten.

A second dose of Mumps vaccine is required before entering kindergarten.

Four (4) doses of Polio vaccine are required, with one (1) dose being administered after the 4th birthday, for all new children enrolling in our schools (kindergarten -12th grade). Four (4) doses of DTaP vaccine are required, with one (1) dose being administered after the 4th birthday, for all new children enrolling in our schools (kindergarten - 12th grade).

The physical examination and immunization record should be on form MCH 213D (State Department of Health).

Other requirements for entrance are:

- Official birth certificate
- 911 address
- Social security card (Section 22.1-2260 of the Code of Virginia requires all students enrolled in public schools to have a federal social security number. This amendment to the Code was made in 1987 as the result of requests from concerned parents for assistance in identification and location of missing children. In addition, the 1986 Federal Tax Reform Act requires tax payers to show the federal social security number for each dependent five or older who will be listed on tax returns. We appreciate your cooperation in supplying the schools with your child(ren)'s Social Security number.)

ADOPTED TEXTBOOKS

Reading/Language Arts	K-5 Benchmark Literacy Series
Mathematics	K-5 McGraw Hill
Science	K-1, 5-6 Houghton Mifflin; 2-3 McGraw-Hill
Social Studies	K-5 Houghton Mifflin
Health	McGraw-Hill
Handwriting	Zaner-Bloser
History 6	Houghton Mifflin Harcourt
Reading/Language Arts 6	Prentice Hall
Science 6	Houghton Mifflin
Math 6	McGraw Hill

ELEMENTARY CURRICULUM

The Standards of Learning are available for review in the Media Center or on-line at www.doe.virginia.gov. Course descriptions are available upon request.

REPORT CARDS / EVALUATION OF STUDENT PROGRESS

Kindergarten (for all subject areas)

- + = consistently demonstrating
- = needs more time and help to succeed
- ✓ = working toward mastery

First and Second Grades

- O = Outstanding
- G = Good
- S = Satisfactory
- N = Needs Help
- U = Unsatisfactory

Third through Sixth Grade

For Reading, Grammar, Mathematics, Social Studies, Science, Health, Electives

A	B	C	D	F
90 - 100	=	A		
80 - 89	=	B		
70 - 79	=	C		
60 - 69	=	D		
59 & below	=	F		

Overall Rubric Score for Writing

4	3	2	1
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Writing is graded with a rubric on the student's control in the areas of Composing, Written Expression, and Usage and Mechanics.

- 4 = *Student demonstrates consistent control*
- 3 = *Student demonstrates reasonable control*
- 2 = *Student demonstrates inconsistent control*
- 1 = *Student demonstrates no significant control*

For Music/Band, Physical Education, Art, Technology, Social and Work Behaviors/Handwriting (Grades 3-6)

Grading Scale

- O = Outstanding
- S = Satisfactory
- N = Needs Improvement
- U = Unsatisfactory
- P = Pass
- F = Fail

Behavior Scale

- O = Outstanding
- S = Satisfactory
- N = Needs Improvement
- U = Unsatisfactory

HONOR ROLL AND PRINCIPAL'S LIST

In grades 3-5, students who have earned a “3.0 (B)” average or higher are eligible for Honor Roll. Students who have earned all “A’s” are eligible for the Principal’s List.

In grade 6, students who have earned a 3.0 or above with no “incomplete” grade will be eligible for Honor Roll. Students who have earned a 3.5 or above with no “incomplete” grade will be eligible for the Principal’s List.

SERVICES FOR GIFTED STUDENTS

The Northampton County Public School division provides a flexible K-12 continuum for academically gifted students in the areas of Mathematics and/or Language Arts, which incorporates integration of a wide range of topics in Science and Social Studies.

GUIDANCE COUNSELORS

Each elementary school has one full-time guidance counselor. The counselor is responsible for providing a variety of counseling services to pupils including the Character Counts curriculum. Counselors work with students individually, in small groups, and in classroom settings. For specific information and/or a conference, please call the school office.

STUDENT WELLNESS POLICY

I. POLICY STATEMENT

The Northampton County School Board recognizes the link between student health and learning and desires to provide a comprehensive program promoting healthy eating and physical activity in division students.

II. Goals

The Northampton County School Board has established the following goals to promote student wellness.

A. NUTRITION EDUCATION

Nutrition education is offered in the school cafeteria as well as in the classroom, with coordination between the foodservice staff and other school personnel, including teachers. The school cafeteria has several posters displayed depicting the New Food Pyramid, calorie information and portion size.

The level of student participation in the school breakfast and school lunch programs is appropriate at the elementary level. The high school and middle school breakfast participation is much lower than desired, therefore new breakfast participation incentives are being developed for implementation.

Schools conduct nutrition education activities and promotions involving parents, students and the community. Each school has a Cafeteria Advisory Committee that has monthly meetings. The committee consists of the cafeteria manager, a school administrator, teachers, instructional assistants and a parent volunteer. The advisory committee works in unison with the food service operation and the school community to offer suggestions, ideas, and concerns.

B. NUTRITION GUIDELINES

State mandated nutrition guidelines have been selected and are adhered to by the Division. The objective of these guidelines is to promote student health and reduce childhood obesity.

Guidelines are in place for maximizing nutritional value by decreasing fat and added sugars and moderating portion size of each individual food or beverage offered within the school environment.

Foods and beverages included in a la carte sales in the food service program on school campuses will adhere to the Governor's Scorecard for calorie and nutrient guidelines. These guidelines will be based on nutrition goals, not profit motives.

Free food items will no longer be used as incentives for increasing school breakfast and/or school lunch participation. Other marketing tools will be used.

Nutritional standards for the school breakfast and school lunch programs which meet or exceed state and federal standards are in place.

Foods or beverages will not be used, especially those that do not meet the nutrition standards for foods and beverages sold individually, as rewards for academic performance or good behavior nor will food served through school meals be withheld as a means of punishment.

Beverages sold throughout the school shall be limited to water, flavored water without caloric or non-caloric sweeteners, 100 % fruit and vegetable juice and unflavored or flavored low fat or fat-free milk.

Only refrigerated vending machines will be accessible to students for their use after school and will contain fruits, yogurts, vegetables and other perishable food items. No other vending machine items will be made available to students at anytime throughout the school day.

Celebrations that involve food during the school day will be limited to no more than one event per class per month. Each activity should include no more than one food or beverage that does not meet the nutrition standards for foods and beverages sold individually. Parents providing these foods are strongly encouraged to follow this policy.

Organizations that sell/offer foods and beverages at school sponsored events outside the school day will be required to meet the nutrition standards of the Division.

C. OTHER SCHOOL BASED ACTIVITIES

A sufficient amount of time is allowed for students to eat meals in adequate lunchroom facilities.

All children who participate in subsidized food programs are able to obtain food in a non-stigmatizing manner. All four of our schools have computerized point-of-service sales lines, where there is no overt identification of a student's eligibility status.

Environmentally-friendly practices such as the use of seasonal foods, and non disposable tableware have been considered and implemented where appropriate.

Physical activities and/or nutrition services or programs designed to benefit staff health have been considered and, to the extent practical, implemented. Diet clubs, walking clubs, and aerobics are offered in schools to benefit staff.

The district/school will support parents' efforts to provide a healthy diet and daily physical activity for their children. The district/school will offer healthy eating seminars for parents, send home nutrition information (in the form of a newsletter), post nutrition tips on school websites, and provide nutrient analyses of school menus. The district/school will provide parents a list of foods that meet the district's snack standards and ideas for healthy celebrations/parties, rewards and fundraising activities.

D. PHYSICAL ACTIVITY

Students are given opportunities for daily physical activity during the school day through physical education (PE) classes, daily 30 minute recess periods for elementary school students, and/or the integration of physical activity into the academic curriculum where appropriate.

Students are given opportunities for physical activities through a range of before- and/ or after school programs including, but not limited to intramurals, interscholastic athletics and physical activity clubs.

Schools work with the community to create opportunities for students to participate in physical activities such as Northampton County Parks and Recreation and the Boys and Girls Club at OES.

Schools should encourage parents and guardians to support their children's participation in physical activity, to be physically active role models, and to include physical activity in family events.

Schools should provide training and facilities to enable staff to promote and model enjoyable, lifelong physical activity among students.

Teachers will be encouraged to integrate physical activity across the curricula throughout the school day. Movement can be made part of science, math, social studies and language arts.

Policies ensure State physical education classes have a student/teacher ratio similar to other classes.

Daily recess, in accordance with Virginia law must be provided and not used as punishment or as a reward. Consider planning a recess before lunch time since research indicates that physical activity prior to lunch can increase the nutrient intake, increase metabolism and reduce food waste.

Each student should have made available to them equipment that meets safety guidelines in order to participate adequately in a given capacity.

Information will be provided to families to help them incorporate physical activity into their student's lives.

E. OTHER SCHOOL BASED ACTIVITIES

After school programs will encourage physical activity and healthy habit formation.

Support for the health of all students will be demonstrated by hosting health clinics, health screenings, and helping eligible students enroll in dental programs, Medicaid and other state health insurance programs for children.

School organized wellness committees comprised of cafeteria staff member(s), teacher(s), administrator(s), parents and students will be put in place to plan, implement and improve nutrition and physical activity in the school environment. A member of this committee from each school will be asked to serve on the School Health Advisory Board. Additionally, a member of the Northampton County School Board will be asked to serve on this School Health Advisory Board.

A copy of the Wellness Policy must be in the student handbook in order to make parents and students aware of our policy and expectations.

III. IMPLEMENTATION

The Superintendent or an assigned designee will be responsible for overseeing the implementation of this policy and will develop procedures for evaluating the wellness policy, including indicators that will be used to measure its success.

PREVENTION EXPECTATIONS

- CLASSROOMS
- SCHOOL FIELD TRIPS
- PHYSICAL EDUCATION AND RECESS
- SPECIALS AND SPECIAL ACTIVITIES AT SCHOOL
- SCHOOL-SPONSORED AFTER SCHOOL ACTIVITIES
- SCHOOL BUS
- FOOD SERVICES
- CAFETERIA

Protecting a student from exposure to offending allergens is the most important way to prevent life-threatening anaphylaxis. Most anaphylactic reactions occur when a student is accidentally exposed to a substance to which he/she is allergic, such as foods, medicines, insects, and latex.

Schools can be a high-risk setting for students with severe food allergies due to such factors as a large number of students; increased exposure to food allergens; and possible cross contamination of tables, desks, and other surfaces. High risk areas and activities for the student with food allergies include: the cafeteria, food sharing, food in classrooms, hidden ingredients, instructional projects, bus transportation, fundraisers, bake sales, parties and holiday celebrations, field trips, and substitute teaching staff being unaware of the food allergic student.

Ingestion of the food allergen is the principal route of exposure; however it is possible for a student to react to tactile (touch) exposure or inhalation exposure. Reactions through contact can be serious when the allergen comes in contact with mucous membranes such as touching the eyes, nose, or mouth when the offending food is on the hands of a student with a food allergy. The amount of food needed to trigger a reaction depends on multiple variables. The level of sensitivity for each person with a food allergy may fluctuate over time. Not every ingestion exposure will result in anaphylaxis, though the potential always exists. Another variable is how the food is prepared. Raw egg is more allergenic than cooked egg. Roasted peanuts are more allergenic than boiled or fried. (Virtually all peanut products in the U.S. are roasted) In addition, the symptoms of a food allergy reaction are specific to each individual. Milk may cause hives in one person and anaphylaxis in another.

Success in managing food allergies depends on allergen avoidance techniques. Scrupulous interpretation of ingredient statements on every item with every purchase is vital to prevent accidental exposure. Unfortunately, this is difficult due to manufacturing processes and changes in those processes. Accidental exposure occurs due to cross contamination of equipment, omission of ingredients from the ingredient statement, substitution of ingredients, scientific and technical terminology (sodium caseinate for milk protein), nonspecific food terminology (natural ingredients), and disregarding precautionary allergen statements, such as “may contain”. Staff should be aware that manufacturers are not required to use advisory labeling to indicate allergen cross contamination. Parents/guardians should determine in advance whether a particular food is safe for a student each time it is to be used. School personnel should know, too, that the safety of any food item may change with no notice due to manufacturing changes.

Procedures shall be in place at school to address food allergy issues in the classrooms and gym; food services/cafeteria; for instructional projects; crafts; outdoor activity areas; school buses; and field trips during school activities.

Classrooms

Teachers must be familiar with the Individual Health Care Plan (IHCP) of students in their classes and respond to emergencies as per the emergency protocol for children with identified allergies. Close collaboration and cooperation between parents, nurses, administrators, teachers, and support staff is essential to protect the health and safety of students with identified allergies. Parents/guardians should be notified so they can determine in advance whether a particular food item is safe for a child with life threatening food allergies.

In elementary school classes which include students with food allergies, the principal and/or teacher will send a letter home to parents of every student in the class to ask that all parents avoid sending in food items or containers which contain allergens which may cause a reaction. The individual student with food allergies should not be identified in writing or verbally to parents or students. Examples of containers: egg cartons, peanut butter jars, candy wrappers for projects.

In the event of an allergic reaction where there is no known allergic history the school nurse or health clinic assistant will be called and will follow the emergency protocol. Emergency medical services will be called immediately.

The classroom should have easy communication with the school office and the school nurse. New teachers and substitutes should be familiarized with the operation of the communication device.

Information about students' food allergies will be kept in the classroom. Foods containing allergens specific to a child are not to be used for class projects; parties; holidays and celebrations; arts, crafts, and science experiments; cooking; or other purposes. The use of other healthy foods should be encouraged. The IHCP's of students in the classroom must be followed. Classroom teachers should be respectful of the privacy of all students. All students and their parents, teachers, assistants, and substitutes should be educated about the risk of food allergies. Non-food items will be used instead of candy/food when considering rewards. The IHCP of students in the group must be followed. Inclusion of all students in classroom rewards is essential. See "Ideas for non-food rewards".

Non-food treats are strongly recommended for birthday celebrations. Possible birthday and party celebration treats are listed on page 49. If a student brings a restricted food for snack time to the classroom, the teacher will ensure that there are proper procedures as identified in the IHCP to manage that snack. All students should be encouraged to eat healthy snacks, such as fruits and vegetables. Food containing allergens should not be consumed in classrooms of students with food allergies. A plan will be in place for the cleaning of snack tables before and after snacks when the snack is consumed outside the classroom.

If an event has been held in the classroom the night before, tables and desks should be cleaned in the morning following the cafeteria table cleaning procedures. When it is possible, events and after school activities should not be held in rooms where a child with a food allergy is a student. (See appendix E) Sharing or trading food is prohibited. Proper hand washing techniques by adults and students should be taught and reinforced before and after meals and snacks. **Hand sanitizer kills germs but does not get rid of allergens.** Classroom animals can be problematic on many levels. If an animal is present in the classroom, special attention must be paid to the ingredients in their food since many animal feeds contain peanuts.

School Field Trips

The school nurse will discuss with staff the safety considerations on field trips involving students with life threatening allergies. Field trips need to be chosen carefully and planned well in advance with parents of students with food allergies. No student should be excluded from a field trip due to risk of allergen exposure. Protocols for field trips will include timely notification by the teacher to the nurse at least a week in advance of the field trip.

Parents will be notified early in the planning process of field trips so they can make the staff aware of safety concerns. Cell phone reception, allergens, and the closest hospital should be considered when planning field trips. Medications including epinephrine auto-injector and a copy of the student's IHCP and FAAP must accompany the student. Parents may wish to consider individual doses of antihistamine if it is part of the FAAP and IHCP.

In planning a field trip, the teacher will remind all parents to exercise caution regarding what foods are packed for the trip so that students with specific food allergies will be safe. When possible, meals and snacks should not be eaten on the bus. Trip planners should try to locate a sheltered area where students can eat packed lunches in case of rain. The parent of the student with a food allergy or the staff member responsible for the student with a food allergy should be seated in close proximity to the student to ensure that no allergens are eaten near the student. If the class plans to stop for lunch at a restaurant, the needs of students with food allergies must be accommodated.

If the class must eat on the bus, the parent of the student with a food allergy or the staff member responsible for the student's safety should be sure that no allergens are near the student. Food will not be eaten on the bus if a student's IHCP specifies such a provision.

Parents of a student at risk for anaphylaxis should be invited to accompany their student on school trips, in addition to the chaperone. If there is not enough space for the parents to accompany their student on the bus provided, parents may elect to transport their own student and should plan in advance with the teacher or school administrator. In the absence of accompanying parents/guardian, the teacher responsible for the student must be trained and assigned the task of monitoring the student's welfare and for handling any emergency. A cell phone or other communication device must be available on the trip for emergency calls.

Hand wipes which do not contain allergens such as shea and lanolin should be available for use by students and staff after consuming food. **Hand sanitizer kills germs but does not get rid of allergens.** Teachers and chaperones should carefully monitor items students bring on the bus after a field trip to see that no allergen-producing item is included. (Examples: gift shop food products, pine cones, and nuts) If students handle allergens, they should be required to clean their hands before boarding the bus.

Physical Education and Recess

Teachers and staff responsible for physical education or recess should be trained by appropriate personnel to recognize and respond to exercise induced anaphylaxis, as well as anaphylaxis caused by other allergens. Staff in the gym, on the playground, and at

other sites used for recess should have a walkie-talkie, cell phone, or similar communication device for emergency communication. If for safety reasons medical alert identification needs to be removed during specific activities, the student should be reminded discreetly to replace this identification immediately after the activity is completed.

Specials and Special Activities at School

School counselors, media specialists, reading specialists, art and music teachers, and other staff members working with students individually, in small groups, and in classroom groups will meet the same expectations as those for the classroom teacher.

When special events, such as field days and school celebrations, are planned, the school staff will adhere to the classroom and school-sponsored activities expectations. Caution should be used in planning and conducting any fundraisers involving food. Some companies will ship food items directly to the customers. Particular consideration should be given to where food items will be stored and distributed and to inclusion of students with food allergies who may not be able to participate without concerns of handling allergens. The multi-disciplinary team may consider school fundraising efforts and the safety of students when designing students' IHCPs.

School-Sponsored After School Activities

After school activities sponsored by the school must be consistent with school policies and procedures regarding students with food allergies. Identify who is responsible for keeping the epinephrine auto-injector during school-sponsored after school activities, including sporting events. The parent/guardian should notify the teacher and school nurse in advance if the student with a severe food allergy is participating in an after school, school-sponsored activity, thus, providing time to be certain that the supervising teacher can be trained.

If for safety reasons medical alert identification needs to be removed during specific activities, the student should be reminded discreetly to replace this identification immediately after the activity is completed. Students also have the option of using their own stretch bands to cover the medical alert identification.

The coach or adult staff member in charge will be provided with the FAAP, IHCP, and 504 Plan (if applicable) of students with severe allergies. For students who have an epinephrine auto-injector at school, parents should notify the teacher/sponsor about the student's allergy when the student will be staying for any school sponsored after school activities. The clinic is closed after dismissal and the nurse/health clinic assistant is not in the building. It is strongly suggested that middle and high school students carry their own auto-injectors for quick access to epinephrine. For students to carry an epinephrine auto-injector, the physician will need to sign the bottom of form FA-2, allergy action plan, and the parent and student will need to sign forms FA-1 and FA-2/Permission to self administer and/or carry epinephrine. If a student is unable to administer his/her own epinephrine, a trained adult staff member will administer it. A functioning two-way

communication device will be made available to coordinators of before-and after-school activities.

If activities involving food (such as bake sales, cookie swaps, or fund raisers) are held on school grounds, consideration should be given to students with food allergies. Food should be tightly wrapped or sealed. The display table should be washed after use. (See appendix E) When feasible, school officials should attempt to house activities which involve food in the cafeteria in order to allow students with food allergies to benefit from the educational aspect of the activity. Attendees should be encouraged to wash their hands after consuming food.

Caution should be taken when food is used in carpeted areas, such as libraries or music rooms, which cannot be easily cleaned. When possible, the area should be vacuumed before student usage.

School Bus

Eating food is prohibited on school buses transporting students to and from school unless medically necessary. Bus drivers must not give students food or drink unless medically required. Only non-food rewards should be used with students. School bus drivers shall be trained by the school health coordinator/school nurses in risk reduction procedures, recognition of allergic reaction, and implementation of bus emergency plan procedures. Medication cannot be stored on the bus due to bus changes and temperature regulations of medicine. School bus drivers will be provided with FAAP of all students with severe allergies. All school buses will have a cell phone or other means of communication for emergency calls. If food is consumed on a school bus being used for a field trip or other activity, then the driver is responsible for wiping down all seats using proper decontamination procedures before the bus is placed in regular service. (See Appendix E) Transportations companies that have a contractual relationship with NCPS are extensions of a safe environment for students with food allergies.

Food Services

At the parent's request, a food service representative will be available to discuss: menus, a la carte items, recipes, food products and ingredients, food handling practices, cleaning and sanitation practices, and the responsibilities of the school cafeteria manager. All school food service staff will be trained in risk reduction procedures and cross contamination prevention. A list of all food allergic students and their photos (with their parent's permission) will be made available to all cafeteria staff serving students. A list of food ingredients will be updated regularly and published on the NCPS Food Services website. In schools serving a la carte desserts, allergy friendly alternatives will be made available for the student with food allergies. Schools will not serve peanuts, tree nuts, peanut butter, or other nut butter. In contractual relationships, kitchens and cafeterias are extensions of a safe environment for students with food allergies.

Cafeteria

Students with food allergies will be seated in the cafeteria according to the parents' preference expressed in the IHCP, FAAP, or 504 Plan. All students eating meals in the

cafeteria should be encouraged to wash their hands before and after eating so that no traces of allergens will be left on their hands. Non food items will be used instead of candy when considering rewards. The IHCPs of students in the group must be followed. Non food treats will be strongly encouraged for birthday celebrations. Possible alternatives for celebration treats are listed on page 49.

After each class finishes consuming food or meal service, all tables and benches where students with food allergies will sit will be thoroughly cleaned following the established table cleaning procedures prior to the students with food allergies entering the cafeteria. (See appendix E) School staff that monitors the cafeteria should be trained in risk reduction procedures and cross contamination risks.

Cafeteria monitors will be provided with a binder containing the FAAPs for all students with food allergies. If the IHCP includes a more comprehensive plan for the cafeteria, the cafeteria monitors should receive a copy of the IHCP in the binder. Cafeteria monitors will intervene quickly to help prevent unsafe practices among students such as trading food and bullying of students with food allergies. Functional two way radio devices are available for cafeteria monitors. **All elementary school students with any health concern such as food allergies, diabetes, or asthma should be sent to the restroom with a peer buddy.**

Adopted: June 6, 2007

HEALTH SERVICES

Health services are provided by full-time licensed nurses and health aides. The school nurse works under the direction of the health services coordinator and building administrators. There are clinics located in each school for the care of sick or injured students. School nurses provide the following screenings:

- Growth assessments (height and weight)
- Blood pressure
- Communicable disease
- Dental
- Scoliosis

Speech, language, motor development, hearing and vision are vital in ensuring school success. It is because of this that the Commonwealth of Virginia requires the following screenings to take place within 60 days of a student's initial enrollment in a public school:

1. Speech, language, hearing, and vision will be conducted on all newly enrolled students.
2. Motor screening will be completed on all newly enrolled students through grade three.

To complete this requirement Northampton County Schools will conduct speech, language, hearing, vision and motor development screenings during the first few months of school. In addition, vision and hearing screenings will be completed on all students within 60 days of enrollment. Vision only will be done on all 5th graders. These screenings will be completed by the speech pathologist, school nurse, health aide, physical education teachers and other appropriate school personnel. Parents/guardians will be notified of the screening results only if further evaluation is indicated.

Parents may request vision and/or hearing screening at any time. If teachers request a vision and/or hearing screening and the student is not in a screening year (grades 3, 5, 7, 10), written parental permission must be obtained.

MEDICATION

Note: If possible, parents are advised to give medication at home on a schedule other than during school hours. If it is necessary that a medication be given during school hours, the following regulations must be followed:

1. The school must be provided written orders from a health care provider detailing the name of the drug, dosage, and time interval medication is to be given.
2. The school must be provided with the signature of parent/guardian requesting that the school comply with the health care provider's order and to contact the health care provider if necessary.
3. Medication must be brought to school by the parent/guardian or other reliable adult in the original container with appropriate label intact. Secondary students may bring necessary medication to school, give to RN or designee at the beginning of the school day. Medication must be kept in the locked area of the clinic. If medication is not properly labeled, it will not be given.
4. The current date of the prescription must appear on the prescription bottle.
5. Only a maximum of one month's supply of prescribed medication will be kept on hand in the school clinic.

INSURANCE

Insurance is available to students. An accident policy covers accidents to and from school, as well as during school hours. This plan also offers the same coverage on a 24 hour, 12 month basis. Parents who wish to purchase this insurance should use the envelope provided and mail it directly to the company. The school or school system does not have insurance that covers accidents or injuries.

HOMEWORK POLICY

Recognizing that students work at different rates, the following time allocations shall serve as general guidelines for the school division.

Depending upon a student's age and/or grade, teachers are requested to use the following time guidelines when making assignments. Using a maximum of four nights each week, generally not imposed over weekends and holidays, time lines are as follows:

Grade	Minimum Assignment(s)	Maximum Assignment(s)
K	An occasional assignment	
1	-----	30 minutes
2	20 minutes	35 minutes
3	30 minutes	45 minutes
4	35 minutes	50 minutes
5	45 minutes	70 minutes
6	45 minutes	70 minutes

LOST AND FOUND

Parents are requested to label all items such as coats, hats, and any other items that may be lost or misplaced. Please encourage your child to inquire about lost items. Lost and found items will be kept in a secure place and parents are asked to periodically check the lost and found. An occasional check might prove helpful in retrieving lost articles of clothing. At the end of the semester, unclaimed items will be donated to a local charity.

LOST / DAMAGED LIBRARY BOOKS / TEXTBOOKS

Charges for lost/damaged library books:

1. If a book is less than five years old, the full price for the book is charged.
2. If a book is between five and ten years old, students are charged 50% of the price.
3. If a book is more than ten years old, students are charged \$3.00.
4. Students who still owe fines for lost or damaged books from a previous school year will not be allowed to check out books until fines are paid.
5. If a book is found and returned in good condition after it has been paid for, money will be refunded.

Collection of fines:

1. Fines charged for lost books follow the student throughout the twelfth grade and are to be paid prior to graduation. A statement regarding this is to be included in all student handbooks. Library media specialists send a printout each year to the next level.
2. Principals at each school will be responsible for sending a printout of delinquent fees each year to the next grade level.
3. Non-enrolled students and students participating in the Summer Reading Program will be charged the same fees as enrolled students. If the fee is not paid, the student will not be allowed to check out any more books.

Media Center Conduct

Students are to keep the media center clean and orderly. All materials should be placed in their proper places after use, trash should be deposited in trash receptacles, and chairs should be placed in order at tables when they are vacated. Articles should not be clipped from magazines or newspapers. No food or drink should be brought into the media center. Students should work quietly and be courteous at all times.

ACCELERATED READER

Accelerated Reader is a reading program that is used school-wide. It is available in every classroom, the computer lab, and the library. Students at all grade levels are encouraged to read selections from our Accelerated Reader List. These books can be found in our school library. After students read an Accelerated Reader book, they take a computerized comprehension test. Points are awarded for each test passed. Students earn certificates and rewards according to the number of points they earn 7:45 am – 3:30 pm when school is in session. Encourage your child to read!

ACCELERATED READER CODE OF CONDUCT

The purpose of the Accelerated Reader program is to encourage reading and improve reading comprehension skills. With this in mind, students are expected to follow the rules described below:

1. Students may only take tests on books they have read or that someone has read to them.
2. Students may only take tests one dot below their assigned reading level.
3. Students may not take a test on a book that has been made into a movie unless they have read the book.
4. Students may not use Cliff notes, classic comic books, videos, or abridged versions of the book to try to pass the test.
5. Students may not take tests for other students.
6. Students must not reveal their password to anyone other than a parent or teacher.
7. Students may not discuss Accelerated Reader questions or answers with other students.
8. Students should not do anything that would be considered cheating.

Students who choose to break the rules will face the following consequences:

- A. The test or tests involved in the cheating incident will receive a score of zero.
- B. Any student caught cheating may not be allowed to participate in the Accelerated Reader Program.
- C. There may also be additional penalties for cheating.
- D. All students have a duty to report any incidents of cheating or attempted cheating.

HOW PARENTS CAN HELP

Good discipline begins in the home. The parent is the first teacher of the child, and should develop in the child good behavior habits and proper attitudes toward school. A parent should:

1. Recognize that the teacher takes the place of the parent while the child is in school.
2. Teach the child respect for law, authority, the rights of others, and for private and public property.
3. Arrange for prompt and regular school attendance and comply with attendance rules and procedures.
4. Work with the school in carrying out recommendations made in the best interest of the child, including discipline.
5. Talk with the child about activities; show an interest in his report cards and progress.

Helpful hints that you might consider:

- See that your child gets proper rest each night.
- Stress the importance of good eating habits.
- Encourage your child to be enthusiastic about school work.
- Schedule sufficient time for home study and read as a family activity.
- Provide a suitable, quiet place to study at home, at a regularly scheduled time. Pencils, paper, pen, books, dictionary, ruler, etc. should be at hand.
- Establish family agreements that are kept regarding the use of the telephone and the television.
- Suggest a homework substitute when told there is no homework.
- Suggest reading as a continuous assignment for everyone, including magazines, newspapers, and books chosen for enjoyment.
- Suggest reviewing class notes, arithmetic processes, grammar usage, and spelling words.
- Suggest research on science or other long term projects that have been assigned.
- Praise the things a child does well.

Parental interest and support at home are important to the child and greatly appreciated by teachers.

CAFETERIA BEHAVIOR POLICY

Unacceptable behavior in the cafeteria will have consequences. Depending upon the severity of the offense, the consequences could be:

- Teacher / monitor intervention
- Report to a time-out area for five (5) minutes per offense
- Administrative intervention
- Removal from the cafeteria for a specified period of time

PARENT/TEACHER CONFERENCES

Parents are encouraged to stay well informed of their student's progress in school. Conferences with classroom teachers, support personnel, and the administration are encouraged. Please call the school secretary and make an appointment with the classroom teacher/guidance counselor when a conference is desired or send a note to the classroom teacher/guidance counselor.

PERSONAL PROPERTY

Cameras, electronic games, radios, CD players, tape players, beepers, cell phones, and all other electronic devices are not allowed at school. Not only do they disrupt instruction, but they are often lost or stolen. Weapons (toy or real) will result in suspension or expulsion from school.

Such items may be confiscated by the teacher and turned over to the school administration. Parents may be requested to pick up such items from the office. Please do not bring valuable jewelry or large sums of money to school.

PRESCHOOL PROGRAM

The Virginia Preschool Initiative Program is for four-year-old students. To be enrolled in the program, the child has to be four years old by September 30, 2011. The students in this program have been selected throughout the county based on need. They participate in a full day developmental program.

PROMOTION AND RETENTION

The following criteria will be used by grade level teams to make decisions regarding the promotion or retention of all students in grades K-5.

Grades K-5

1. **Kindergarten** promotion will be based on review of the following indicator of student performance:
 - A. **Satisfactory progress as evidenced by reading on grade level (Pre-Primer 1)**
2. **Promotion in grades 1 through 5 will be based on successful completion of a minimum of three (3) of the following four (4) criteria.**
 - **Satisfactory student progress in English as indicated on the student's report card.**
 - **Satisfactory student progress in mathematics as indicated on the student's report card.**

- **Passing the Standards of Learning test in English for grades 3 through 5 and making at least 10 months of growth in English as measured by the MAP assessment in grades 1 and 2.**
 - **Passing the Standards of Learning test in mathematics for Grades 3 through 5 and making at least 10 months growth as measured by the MAP assessment in grades 1 and 2.**
3. **Students must also adhere to the guidelines for attendance as stated in the School Board’s attendance (JED-R) regulation. Extenuating circumstances regarding attendance will be reviewed by the principal when considering promotion or retention. In addition, the principal may consider other factors regarding promotion or retention to include the following: special needs, overall academic performance, prior retentions, physical size, reading level, work habits, intellectual ability, parental support, age and school/ family history.**

An appeals process may be initiated by the parents of a student retained in **grades 2 through 5. This request must be made by no later than June 30th.**

All decisions regarding this appeal will be made following the student’s mandatory attendance **and successful completion of summer school.**

Final decisions to promote or retain students will be made by the principal.

4. A request for promotion with exception may be initiated by the principal to the Superintendent or designee for a student who does not meet the above criteria for promotion. This process will justify the student’s promotion to the next grade level and will require as part of its terms that the student attend the Northampton County Public Schools’ summer school program **and successful completion of summer school.**
5. Attendance at summer school shall be mandatory for all students being retained. A student **must not have more than one absence** during the summer school session. Attendance at summer school shall not result in automatic promotion to the next grade level, **but will be utilized as one criterion when considering promotion. However, students who are retained or who are being considered for promotion with exception will not be considered for moving to the next grade level if a parent refuses to send a child to mandatory summer school.**

Grades 6-8

The following criteria will be used in determining the promotion of all students in **grades 6-8**.

1. Promotion in grades 6, 7, and 8 will be based on the following indicators of student performance:
 - Passing scores in English/language arts, math, science, social studies and one elective course as reflected in report card grades. **(Required in grades 6, 7, & 8)**
 - **Passing all but one of the required SOL tests at grades 6 and 7.**
 - **Passing all but one of the required SOL tests at grade 8 or passing the Standards of Learning tests in English (RLR and writing) and Mathematics.**
2. **Students must also adhere to the guidelines for attendance as stated in the School Board's attendance (JED-R) regulation.**

Extenuating circumstances regarding attendance will be reviewed by the principal when considering promotion or retention. In addition, the principal may consider other factors regarding promotion or retention to include the following: special needs, overall academic performance, prior retentions, delayed/advanced physical development, maturity in emotional and social development, work and study habits, intellectual ability, parental support and chronological age in relation to the normal grade/age group.

3. An appeals process may be initiated by the parents of a student retained in grades 6, 7, or 8. **This request must be made by no later than June 30th.** All decisions regarding this appeal will be made following the student's mandatory attendance **and successful completion of summer school.**

Final decisions to promote or retain students will be made by the principal.

4. A request for promotion with exception may be initiated by the principal to the Superintendent or designee for a student who does not meet the above criteria for promotion. This process will justify the student's promotion to the next grade level and will require as part of its terms that the student attend the Northampton County Public Schools' summer school program **and successful completion of summer school.**
5. Attendance at summer school shall be mandatory for all students being retained. A student **must not have more than one absence** during the

summer school session. Attendance at summer school shall not result in automatic promotion to the next grade level, **but will be utilized as one criterion when considering promotion. However, students who are retained or who are being considered for promotion with exception will not be considered for moving to the next grade level if a parent refuses to send a child to mandatory summer school.**

TITLE I PARENTAL INVOLVEMENT POLICY

Title I is the largest federal assistance program which provides supplemental funds to school districts having a high concentration of students from poverty. The goal of Title I is to ensure that every child receives a high quality education. This education of today's students requires the purposeful nurturing of a shared partnership where the home and the school adopt one common goal. That goal is academic success for all children.

Parental involvement is a necessary and important component to the merging of this partnership. Northampton County recognizes the value of parental involvement and seeks to support and nurture this home-school collaboration. As a result, the following Title I Parental Involvement Policy is initiated.

Occohannock and Kiptopeke Elementary Schools will ensure that:

- Bi-annual meetings will be convened in the spring and fall of each year for all school wide Title I parents. The content of these meetings will consist of information pertaining to Title I requirements, explanation of program activities, use of Title I funds, review of the consolidated application, program design, program evaluation and other items presented as necessary and relevant.
- A comprehensive needs assessment will be conducted annually to measure the effectiveness of the parent involvement program and to aid in the designing of next year's program.
- Parents will be given a copy of the Division's and the school's current Parental Involvement Policy and will be given the opportunity to assist in the revision of this policy annually.
- Parents will be given the opportunity to volunteer to serve as members on the Title I Parental Involvement committee and may request and be granted within a reasonable time, the opportunity to have input about concerns that may arise.
- Parents will receive timely information about the schools curricula, student assessments, and proficiency levels students are expected to meet.

Family-School Compact

- Parents will annually receive the Family-School Compact outlining the responsibilities of students, parents, and teachers in an effort to maximize learning opportunities for all students.
- The Family-School Compact will be reviewed and revised annually as needed.

NO CHILD LEFT BEHIND LAW (NCLB)

The new NCLB Law provides parents the opportunity to work closely with their children's teachers. Parents may have many questions concerning the new law. The law requires all teachers to be highly qualified. In Virginia, teachers who have a teaching license and have passed the PRAXIS Test meet the requirements set by the NCLB Law. Parents may request information concerning their teacher's status as a highly qualified teacher. Parents may contact the Office of Human Resources at 757-678-5151 ext. 2013.

MCKINNEY-VENTO HOMELESS ASSISTANCE ACT

McKinney-Vento Homeless Assistance Act is Title X Part C of the No Child Left Behind Act of 2001. This legislation ensures that children and youth experiencing homelessness have full and equal access to an appropriate public education and that they experience success in school. It requires immediate enrollment or the option to remain in the same school even when a student experiencing homelessness no longer resides in the school's attendance zone.

Homeless children and youth are defined as those children who lack a fixed, regular and adequate nighttime residence, including those who share housing of other persons, live in motels, trailer parks, campgrounds, cars and substandard housing due to lack of alternative adequate housing. Unaccompanied youth, means youth not in the physical custody of a parent or guardian, such as runaways and youth denied housing by their families. The Northampton County Homeless liaison is Annette Gray (678-5151, ext. 2003, agray@ncpsk12.com).

SCHOOL BREAKFAST AND LUNCH

Nutritious, well-balanced meals are served daily in our school cafeterias. Milk is available on a daily basis. Breakfast is served until 8:15 am. No breakfast will be served on days with a delayed start.

Prices are as follows:

PK-6 Meal Prices

Lunch	\$1.90
Reduced Lunch	.40
Breakfast	1.10
Reduced Breakfast	.30
Milk	.50

Adult Meal Prices

Lunch	3.05
Breakfast	2.05
Milk	.50

Milk prices subject to change. Applications for free/reduced lunch and breakfast prices may be obtained in your school's administrative offices. Checks for all meals should be made out to the school.

SCHOOL PICTURES

Individual and classroom pictures will be taken and sold in the fall and spring of each school term. Additional information concerning dates and costs will be furnished by your school administration.

In addition, videotapes and snapshots may be taken throughout the year for use in school publications and displays and public relations presentations such as web pages and broadcasts and newspapers. If you do not wish your child's picture to be used in such a manner, please inform the building administrators in writing immediately.

TELEPHONE USE

Students will be allowed to use the phone only in the event of emergency or unusual circumstances. Parents are requested to limit requests for the delivery of reminders or messages to students to those of an emergency nature.

RECESS/PHYSICAL EDUCATION GUIDELINES

Physical Education is an integral part of the instructional program. All children will be required to participate unless a doctor's certificate is presented. If on a particular day, your child cannot participate, please send a note to your child's teacher.

In an effort to provide a safe and productive environment for all involved, the following guidelines for physical education class have been established:

- Students should wear properly fitted clothing.
- Students should wear properly fitted shoes. Preferably this would be sneakers of some type. However, dress shoes are acceptable. Students may bring shoes to change into on

PE days. FLIP FLOPS, CLOGS, SANDALS, JELLY SHOES, AND BOOTS ARE NOT ALLOWED IN PE CLASS OR AT RECESS.

- All clothing and footwear should be worn as to not restrict movement.
- Jewelry should not be worn to physical education class.
- All money should be left in the classroom . . . not brought to the gym.
- Special care should be taken for eyeglasses.
- Students with “special” medical conditions should take precautions when necessary.
- A doctor’s note is needed to excuse a student for two (2) or more classes.
- Students are responsible for personal items.

Please remember these guidelines allow your child to fully participate in an active and fun environment and keep your child’s safety and interest in mind. Your cooperation in this matter is greatly appreciated.

TRAFFIC SAFETY

Please help us to prevent the risk of serious injury by carefully adhering to all rules of traffic safety:

1. **ALL** students arriving by cars should be dropped off and picked up in the loop around the parking lot. Please do not put your child into a hazardous situation by dropping him/her off in an unauthorized area. This rule is only intended to prevent serious injury and to ensure the **safety of all students**.
2. When picking up a child, always pull to the curb and have the child leave and enter the vehicle on the side of the curb. Do not stop in the middle of the driveway to pick up or drop off a child. He/she may be injured by walking into the path of another vehicle.
3. Do not stop to pick up a child until you have driven to the far end of the pick-up area directly behind the car ahead of you. Please maintain one lane of traffic in the school driveway. This allows others access to the pick-up area, and will not cause a backup of vehicles. Do not park in the car rider loop.
4. Do not enter or park in the bus loading zones.
5. Children are not permitted to cross the driveway unless accompanied by an adult. Students always have the right of way.
6. Please do not park cars in the fire zones at any time because it may hamper the arrival of emergency vehicles if they are needed.

MOMENT OF SILENCE

During a recent legislative session, the Code of Virginia was amended to require a minute at the opening of each school day. The law took effect July 1, 2000. The General Assembly recognized that in today’s hectic society many of our citizens are not able to experience a moment of quiet reflection before plunging headlong into the day’s activities. Accordingly, the new statute states the following:

In order that the right of every pupil to the free exercise of religion be guaranteed within the schools and that the freedom of each individual pupil may be subject to the least possible pressure from the Commonwealth either to engage in, or to refrain from, religious observation on school grounds, the school board of each school division shall establish the daily observance of one minute of silence in each classroom of the division.

During such one minute period of silence, the teacher responsible for each classroom shall take care that all pupils remain seated and silent and make no distracting display to the end that each pupil may, in the exercise of his or her individual choice, meditate, pray, or engage in any other silent activity which does not interfere with, distract or impede other pupils in the like exercise of individual choice. Code of Virginia 22.1-203

DISCIPLINE

Each staff member accepts responsibility for the maintenance of discipline in our school. A student's behavior should conform to acceptable standards of conduct as established by the Northampton County Public Schools Code of Behavior. Participation in school sponsored functions and activities such as field day, field trips, and celebrations are an earned privilege and can be denied due to excessive discipline referrals. In addition a student may be assigned to in-school suspension as addressed in the Code of Behavior.

EDUCATIONAL FIELD TRIPS

Properly supervised and planned educational field trips are an important part of the instructional program. A signed permission form from a parent or guardian is required for all trips. A telephone message will not be accepted. **Participation on field trips are an educational opportunity and an extension of the class.** Parent/guardian supervision may be required based upon student behavior.

BUILDING SECURITY

For the safety of the students and staff, all visitors must sign in and wear a Visitor's Pass while in the building. All exterior doors except main office doors are kept locked during the day and regular walk throughs are conducted by custodial and administrative staff. Security measures such as lock downs and emergency drills take place throughout the school year.

SMOKING POLICY

Smoking is prohibited at all times and under all circumstances in all school areas (vehicles, building and grounds) as provided for by federal, state, and local law.

FAMILY LIFE EDUCATION

Family Life Education will be included as part of the instructional program in Northampton County Public Schools for students in PK – 12. The program will be taught by the regular classroom teacher, the elementary guidance counselor, the physical education teacher, and the school nurse.

The students in grade 4 will learn about how puberty affects the body. The boys and girls will learn about their bodies. In grade 5, the lessons will teach the boys and girls about puberty changes in the opposite sex and will cover a review of their own. The students in grade 6 will learn about how puberty affects the body. The boys will learn about their body and the girls about their body. Students in grade 6 will become knowledgeable about sexually transmitted diseases and HIV/AIDS.

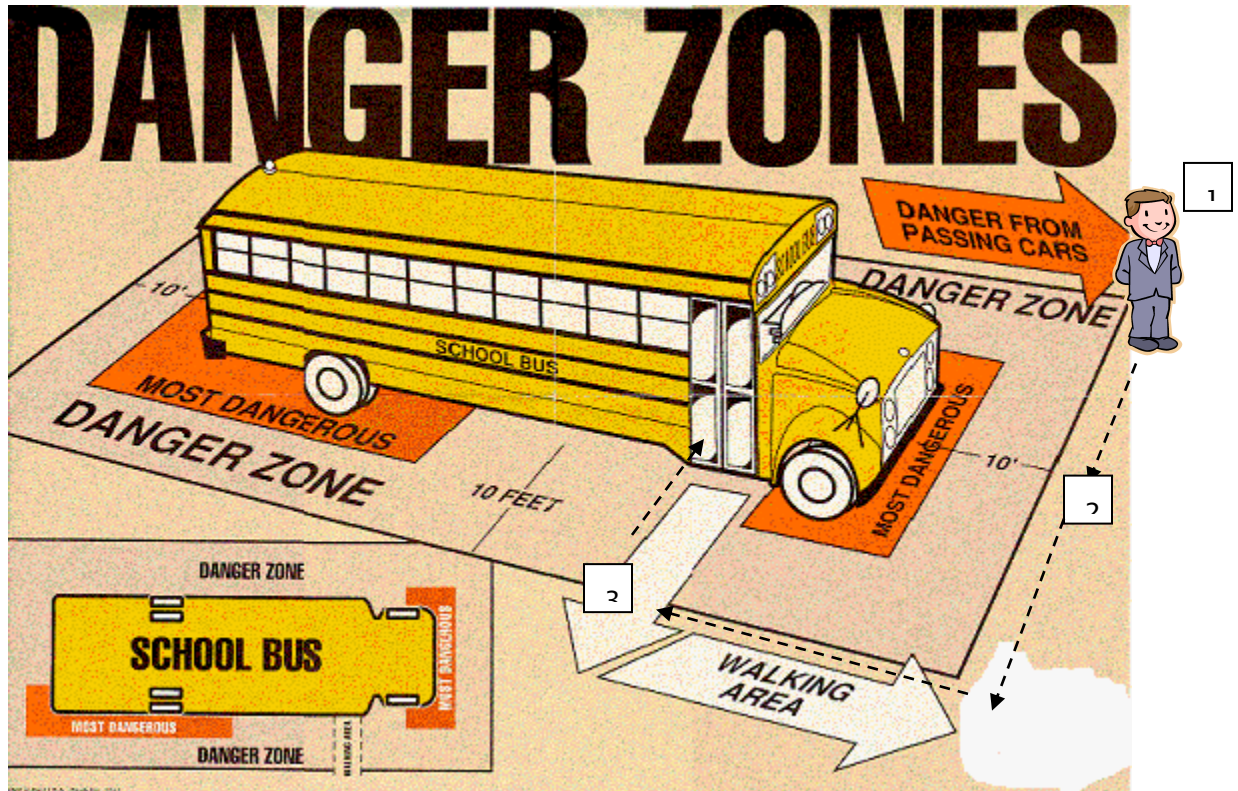
All PK – 12 students will learn about child abuse. School programs will teach children how to handle adults who become abusers and how to speak to a trusted adult if abuse has occurred. Materials and objectives to be used with the program are available for parental viewing by contacting the school administration. Parents are encouraged to contact the school if they have questions concerning the program.

Parents or guardians who wish to remove their child/children from the family life instruction may do so by writing a letter addressed to the school's principal by the end of the first week of school. Once notification is received, the student will be removed from instruction during the current academic year only. Parents must notify the school each year if they intend to opt students out of the program. Students opting out of the program will remain actively engaged in instruction in other academic areas. If a parent opts a child out of the Family Life Education Program, they should let the child know they have been opted out of the program, explain why, and provide the family life information at home.

BUS STOPS

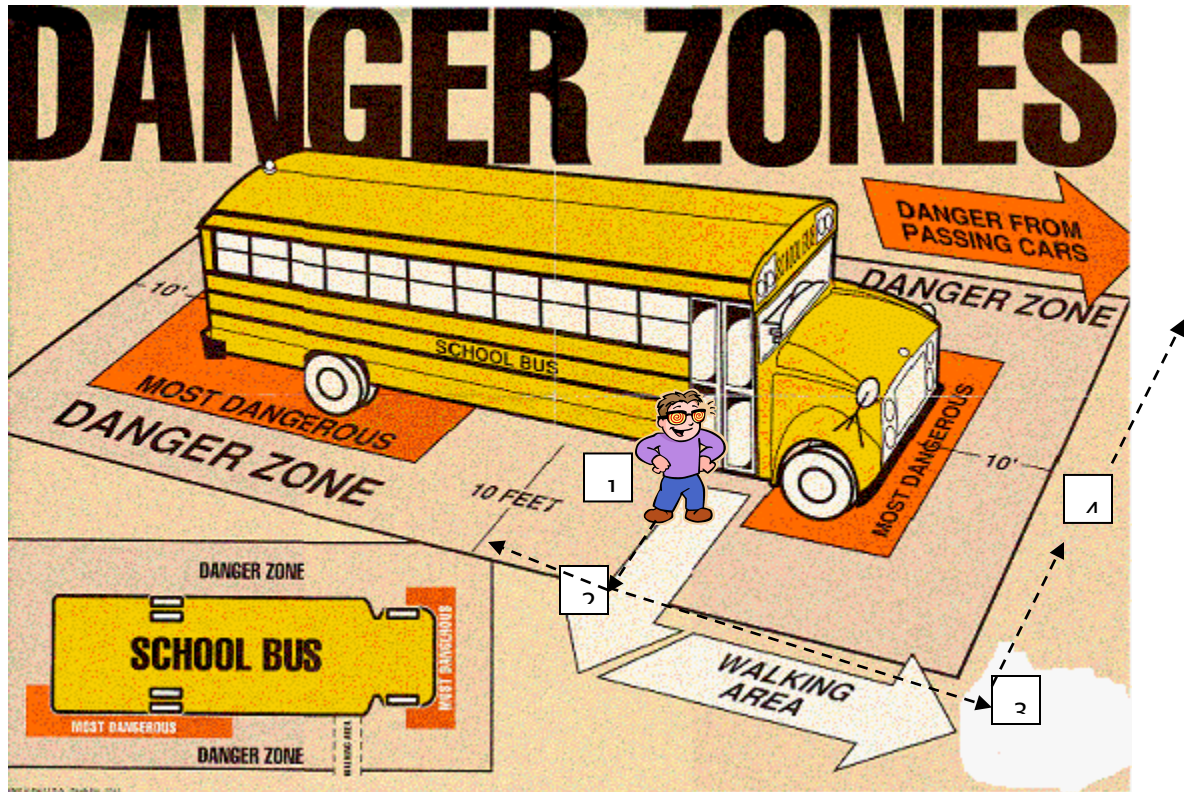
Students will be transported from their designated drop point (home or a sitter) to school and returned to the designated drop point (home or sitter) in the afternoon. Any change in transportation shall be the responsibility of the parent. Bus changes over the phone will not be made.

BUS LOADING AND UNLOADING PROCEDURES



Proper Loading Procedure

1. Students must wait on the opposite side of the road until the driver checks the traffic in both directions, and when it is safe, signals for them to cross.
2. Once the driver has given the signal to cross, all students must cross the road to a point approximately ten (10) feet in front of the bus, and well to the right of the bus, before turning to approach the bus to load.
3. Students must walk towards the bus door but out of the path of the bus. They must always walk well to the right of the bus. The driver must be able to keep each student in plain view at all times. Once the students reach the door, they may load.



Proper Unloading Procedure

1. Students get off the bus and walk 4 or 5 paces away from the bus before turning right or left.
2. Once the students reach this point they may turn right or left.
3. If they turn left with the intention of crossing the road, they must walk to a point approximately 10 feet in front of and to the right of the bus. Once they reach this point, they are to wait for the driver's signal to cross. The driver is to check the traffic in both directions and once the way is clean, give the signal to cross with his or her hand.
4. Students are to walk directly across the road as quickly as possible to avoid unnecessary delay.

In the previous two drawings, please make note of the areas listed as Danger Zone and Most Dangerous. It is the driver's responsibility to keep all students out of these areas at all times. In six of the last eight years, there have been students killed in the State of Virginia by their own bus. Each student was within one of these zones.

In some cases the student would drop an item which would come to rest under the bus. The student would go under the bus after the item just as the bus was starting to leave the bus stop. Some other accidents were due to slippery conditions causing the student to slide under the bus as it was leaving the bus stop.

In each case, if the students had been following proper loading or unloading procedures, a life would have been saved. It is our responsibility to train all students, kindergarten through the third grade, in the proper loading and unloading procedures. The following pages will explain bus safety rules that each child should follow. Please instruct your students to follow these rules.

BUS SAFETY RULES

We are pleased that we are able to provide transportation for your child/children to and from school throughout the school year. We have made every effort to provide a safe and enjoyable trip for each student riding our buses, however, our success depends on how well students understand and follow the bus safety rules. You can help us succeed by reviewing the following bus safety rules with your child(ren):

Prior to arrival of the bus:

1. Leave home early enough to arrive at your bus stop on time.
2. Wait for the bus in a safe place well off the highway.
3. Enter your bus in an orderly manner and take your seat.
4. Follow the instructions of your bus driver.

Bus Safety Rules:

1. Observe the same conduct as required in the classroom
2. Be courteous to your bus driver and fellow passengers.
3. Do not use profane language.
4. Do not eat or drink on the bus.
5. Keep the bus clean; no litter on the bus.
6. Keep aisles clear at all times.
7. Always cooperate with your bus driver.
8. Do not smoke or play with matches or a lighter.
9. DO not bring balloons or glass containers on the bus.
10. Do not be destructive.
11. Stay in your seat.
12. Keep hands, head, and feet inside the bus always.
13. **The Bus Driver is authorized to assign seats and maintain order.**

When leaving the bus:

1. Be sure all draw strings on clothing, coats, and book bags are tied or secured.
2. Be alert to traffic when leaving the bus.
3. Observe the proper loading and unloading procedures.

If you are the parent of a child entering Pre-Kindergarten this year, or if you have a child(ren) in the first or second grade, you are requested to accompany your child(ren) to and from the bus stop daily.

After reading the above and reviewing it with your child(ren) you are asked to sign the contract at the end of the handbook. By signing the contract you agree to support the BUS SAFETY RULES as outlined above and agree with the disciplinary measures taken by school officials to ensure proper conduct on the school bus.

Internet Safety

This year Northampton County Public Schools will implement an Internet Safety curriculum called I-Safe, which is written and produced by I-Safe. I-SAFE Inc. is the worldwide leader in Internet safety education. Founded in 1998 and endorsed by the U.S. Congress, I-SAFE is a non-profit foundation dedicated to protecting the online experiences of youth everywhere. I-SAFE incorporates classroom curriculum with dynamic community outreach to empower students, teachers, parents, law enforcement, and concerned adults to make the Internet a safer place. This curriculum will help make your child's internet experience a safer one by teaching him or her the proper usage of the internet in the areas of Personal Safety, Cyber Community Issues, Predator Identification, Cyber Security, Intellectual Property, and Effective Outreach. The lessons are age appropriate and will help your child be more aware of how to use the internet safely and properly. If you have questions you may call Dan Harris, Technology Resource Teacher at the School Board office at 678-5151 ext. 2021.

Northampton County Public Schools Network Acceptable Use and Responsibility Policy Agreement Regulation

All use of the Northampton County Public School District's (District) network and computer systems shall be consistent with the School Board's goal of promoting educational excellence by facilitating resource sharing, innovation and communication. The term computer system includes hardware, software, data, communication lines, connecting devices, printers, servers, workstation computers, laptops, the Internet and any other technology equipment or usage.

Computer System Use-Terms and Conditions:

1. Acceptable Use. Access to the District' network and computer system shall be (1) for the purposes of education or research and be consistent with the educational objectives of the District or (2) for legitimate school business.

2. Privilege. The use of the District's network and computer system is a privilege, not a right.

3. Prohibited Conduct/Use. Each user is responsible for his or her actions and conduct on the District network, computer system, technology equipment and the Internet.

Prohibited Conduct and Use includes:

- using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any federal, state or local law.
- sending, receiving, viewing, or downloading illegal, inappropriate, or unauthorized websites or material.
- unauthorized download of software.
- using web-proxies, or taking any action that deliberately or intentionally circumvents the District Internet content filter.
- unauthorized access to any unauthorized Internet Sites, network files, network drives, or any other part of the school districts' network.
- downloading copyrighted material for unauthorized use.
- using the network and computer system for private financial or commercial gain or advertising.
- gaining unauthorized access to resources or entities.
- posting material created by another without his or her consent.
- submitting, posting, publishing or displaying any obscene, profane, threatening, illegal or other inappropriate material.
- using the computer system while access privileges are suspended or revoked.
- vandalizing the computer system including:
 - destroying data by creating or spreading viruses or by any other means
 - placing foreign objects in hardware system
 - opening a computer system or any other unauthorized manipulation of any network, computer system or any technology equipment.
- unauthorized use of district phone system
- Users shall not forge, intercept or interfere with electronic mail messages.
- Users shall not access e-mail account(s) other than their own.
- E-Mail users will use District e-mail services only for the purposes established by this school district and only for the purposes of school related work.

4. Internet Safety. Northampton County Public Schools will implement an Internet Safety Curriculum called I-Safe starting with the 2007-2008 school year and continuing indefinitely. This will incorporate education in the proper use of the Internet in the areas of Personal Safety, Cyber Community Issues, Predator Identification, Cyber Security, Intellectual Property and Effective Outreach.

- Users shall participate in the Internet Safety curriculum (I-Safe).
- Users shall not post personal contact information, including names, home, school or work addresses, telephone numbers or photographs of/about themselves or others.

5. Computer Etiquette. Each user is expected to abide by generally accepted rules of etiquette, including the following:

- Be polite and considerate.
- Use appropriate language. The use of obscene, lewd, profane, threatening or disrespectful language is prohibited.
- Users shall not send or receive e-mail chain letters, unauthorized files or any other inappropriate, non-school related and unsolicited email or email attachments.
- Users shall not use the computer system to disrupt others, such as sound volume, excessive messaging, or any other action that can disrupt another computer user or draw another user off task.
- Users shall not read, modify or delete data owned by others.

6. Liability. The School Board makes no warranties for the computer system it provides. The School Board shall not be responsible for any damages to the user from use of the computer system, including loss of data, non-delivery or missed delivery of information, or service interruptions. The School District denies any responsibility for the accuracy or quality of information obtained through any computer system. The user agrees to indemnify the School Board for any losses, costs or damages incurred by the School Board relating to or arising out of any violation of these procedures.

7. Security. Computer system security is a high priority for the School District. If any user identifies a security problem, the user shall notify the building principal or administrator immediately. All users shall keep their passwords confidential and shall follow this policy.

8. Charges/Fees. The School District assumes no responsibility for any unauthorized charges or fees as a result of using the computer system or email services, including Internet purchases, subscriptions or any other cost related services obtained while using District technology equipment.

9. Electronic Mail. The School District's electronic mail system is owned and controlled by the School District. The School District may provide electronic mail to aid students and staff in fulfilling their duties and as an education tool. Electronic mail is not private. The electronic mail of staff or students may be monitored or accessed by the School District should an occasion arise that warrants this action. Unauthorized access to an electronic mail account by any student or employee is prohibited. Users shall be held personally liable for the content of any electronic message they create, send or forward, whether solicited or unsolicited.

10. Enforcement. An Internet content filter is in place on the School District's network. Using web-proxies or taking any action that deliberately or intentionally circumvents the District Internet content filter shall be deemed a willful and direct violation of this Acceptable Use Policy.

Any violation of these regulations shall result in loss of computer system privileges and may also result in appropriate disciplinary action as determined by School Board policy, or legal action.

Student Disciplinary action may include one or more of the following:

- Short term suspension up to but not more than 10 days from school
- Referral to the Superintendent for disciplinary action by the School Board
- Legal action when deemed necessary and appropriate by the Code of Virginia

Employee Disciplinary action may include one or more of the following:

- Letter of reprimand from the Principal or Supervisor
- Referral to the Superintendent for a face-to-face meeting followed by a letter of reprimand
- Recommendation by the Superintendent to the School Board to place the employee on Leave without Pay for a period of time
- Termination of Employment form Northampton County Public School Division
- Legal and criminal action when deemed necessary and appropriate by the Code of Virginia

Adopted: October 2005, Revised August 1, 2007

Legal Refs: 18 U.S.C. §§ 1460, 2256. 47 U.S.C. § 254.

Code of Virginia, 1950, as amended, §§ 18.2-372, 18.2-374.1:1, 18.2-390, 22.1-70.2 and 22.1-78. Cross Refs: JFC Student Conduct JFC-R Standards of Student Conduct.

PARENT OR GUARDIAN NETWORK RESPONSIBILITY AGREEMENT

As a parent or guardian of this student I have read the Terms and Conditions of Northampton County Public Schools Network Acceptable Use and Responsibility Agreement for network services. I understand that this access is designed for educational controversial materials. However, I also recognize it is impossible for Northampton County Public Schools to restrict access to all controversial materials, and I will not hold them responsible for materials available on the network.

Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give my permission to issue an account in my name for my child's use and certify that the information contained on this form is correct.

ANNUAL NOTIFICATION TO STUDENTS/PARENTS REGARDING DIRECTORY INFORMATION

Northampton County Public Schools hereby notifies parents and eligible students what information, Northampton County School Division has designated as directory information, the right to refuse to let the division designate any or all of such information as directory information and the period of time to refuse, in writing the directory information designation in accordance with FERPA.

This information is provided to military recruiters on request unless parents or eligible student notifies Northampton County Schools that the information is not to be disclosed without their prior written consent.

Directory information includes, but is not limited to, the following data:

1. name of student in attendance or no longer in attendance;
2. address;
3. date and place of birth;
4. birth certificate serial number;
5. telephone listing;
6. dates of attendance;
7. participation in officially recognized activities and sports;
8. height and weight, if member of athletic team;
9. awards and honors received;
10. photographs;
11. video surveillance tape (images; and
12. other similar information

ANNUAL NOTIFICATION TO STUDENTS/PARENTS REGARDING ADMINISTRATION OF SURVEYS AND QUESTIONNAIRES

I. Instructional Materials and Surveys

A. Inspection of Instructional Materials

All instructional materials, including teacher's manuals, films, tapes, or other supplementary material which will be used as part of the educational curriculum for a student or which will be used in connection with any survey, analysis, or evaluation as part of any federally funded program shall be available for inspection by the parents or guardians of the student in accordance with Board policy.

B. Participation in Surveys and Evaluations

No students shall be required, as part of any federally funded program, to submit to a survey, analysis, or evaluation that reveals information concerning:

- (1) Political affiliations or beliefs of the student or the student's parent,
- (2) Mental or psychological problems of the student or the student's family,
- (3) Sex behavior or attitudes,
- (4) Illegal, anti-social, self-incriminating, or demeaning behavior,
- (5) Critical appraisals or other individuals with whom respondents have close family relationships,
- (6) Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers,
- (7) Religious practices, affiliations, or beliefs of the student or student's parent, or
- (8) Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program), without the prior consent of the student (if the student is an adult or emancipated minor), or in the case of an un-emancipated minor, without the prior written consent of the parent.

NORTHAMPTON COUNTY PUBLIC SCHOOLS

Parent Agreement Form 2015-2016

Student's Name:	School:
Student's Phone Number:	Teacher/Homeroom:
Student's Address:	

1. I have read and understand the contents of the *Code of Behavior* and agree to follow it and will support school officials in maintaining a safe and orderly school.
2. I have read and understand the contents of the *Student Handbook* and agree to follow it and will support school officials in maintaining a safe and orderly school.
3. I have read and understand the contents of the *Network Acceptable Use and Responsibility Policy Agreement* and agree to follow it and will support school officials in maintaining a safe and orderly school.
4. I have read and understand the *Bus Safety Rules* and agree to follow it and will support school officials in maintaining a safe and orderly school bus.
5. I have read and understand the *Family Life Statement* and agree to its contents.

Student's Signature

Date

Parent's Signature

Date

★ **PLEASE RETURN THIS PAGE TO YOUR CHILD'S TEACHER** ★