

Kiptopeke/Occhohannock Elementary Handbook

2019-2020



Table of Contents

Message from the Superintendent.....	4
Mission Statement and Philosophy Statement.....	5
School Vision and Mission Statement.....	6
Attendance Guidelines.....	7-8
Transfers / Withdrawals.....	8
Homebound Instruction.....	8
School Opening / Closing Times.....	9
School Hours.....	9
Visiting the School.....	9
Student Arrival Other Than Bus.....	9
Notes for Staying After School for School Sponsored Activities.....	9
Students Waiting for Parents.....	9
Student Pickup.....	10
Checks.....	10
Directory Information.....	10
Change in Student Information.....	10
Blackboard Connect.....	10
Dress Code Policy.....	11-13
Emergency Guidelines.....	14
Entrance Requirements.....	15
Adopted Textbooks.....	16
Elementary Curriculum.....	16
Testing Transparency and Parent Opt Out.....	16
Grading Practices.....	17-19
Honor Roll and Principal's List.....	20
Services for Gifted Students.....	20
Guidance Counselors.....	20
Student Wellness Policy.....	21-24
Health Services.....	25
Lions Club Hearing and Vision Screenings.....	25
Medication.....	26
Insurance.....	26
Homework Guidelines.....	27
Lost and Found.....	27
Lost / Damaged Library Books / Textbooks.....	28
Accelerated Reader / Accelerated Reader Code of Conduct.....	29
How Parents Can Help.....	30
Cafeteria Behavior Policy.....	30
Parent Teacher Conferences.....	31
Personal Property.....	31
Preschool Program.....	31
Promotion Retention Guidelines.....	32-33
Title I Parental Involvement Policy.....	34

School Parent and Family Engagement Policy/Plan and Procedures	35-38
Every Student Succeeds Act (ESSA).....	39
McKinney-Vento Homeless Assistance Act.....	39
School Breakfast and Lunch	40
School Pictures	40
Telephone Use	40
Recess / Physical Education Guidelines	40-41
Traffic Safety	41
Moment of Silence	41
Discipline	42
Educational Field Trips	42
Building Security	42
Smoking Policy	42
Family Life Education	43
Bus Stops	44
Bus Loading and Unloading Procedures	44-45
Bus Safety Rules	46
Internet Safety	47
Network Acceptable Use Policy	48-51
Annual Notification to Students / Parents	52
Parent Agreement Form	53

NORTHAMPTON COUNTY PUBLIC SCHOOLS

**7207 Young Street
Machipongo, Virginia 23405**

Phone: 757-678-5151

www.ncpsk12.com

Fax: 757-678-7267

**Charles E. Lawrence
Division Superintendent**

August 19, 2019

Dear Northampton County Public Schools Parents and Guardians,

I would like to take this opportunity to welcome you to the 2019-2020 school year. I am excited to be starting my sixth year as 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.

I look forward to meeting you at various school events this year. I wish all students and parents much success in what I hope will be a wonderful school year.

Sincerely,



Charles E. Lawrence



**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 Respectful, Responsible, Lifelong Learners!

KES Mission

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

OES Vision

Our Stingray community will be great leaders and life-long learners.

OES Mission

Our mission to reach and teach all children attending OES by establishing positive relationships, delivering high-quality instruction, and maintaining high expectations so that the community we serve will enjoy the benefits of a well-educated population.

VALUES

Safety, responsibility, respect, honesty, empathy, cooperation, integrity, and perseverance.

ELEMENTARY ATTENDANCE GUIDELINES K – 6

JED-R

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 2019-2020 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 ensure 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 in lockers 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
WLTU 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

ADOPTED TEXTBOOKS

Reading/Language Arts	K-5 Houghton Mifflin – Virginia Into Reading
Mathematics	K-5 McGraw Hill
Science	K-1, 5-6 Houghton Mifflin; 2-3 McGraw-Hill
Social Studies	Grade 4 Houghton Mifflin
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.

TESTING TRANSPARENCY AND PARENT OPT OUT

Parents may request, and the division will provide (*in a timely manner*), information regarding any state or division policy regarding student participation in assessments. Parents have the right to opt their child out of any such assessments.

GRADING PRACTICES

A. ELEMENTARY GRADING GUIDELINES

1. The **Kindergarten** grading scale is:

- + Mastered the Skill
- Working Toward Mastery

2. The grading scale for **1st- 2nd** is:

- O Outstanding
- G Good
- S Satisfactory
- N Needs Improvement
- U Unsatisfactory

3. The grading scale being used at grades **3-4-5-6** is:

- | | | |
|---|--------|-------------------------|
| A | 90-100 | Outstanding Achievement |
| B | 80-89 | Commendable Achievement |
| C | 70-79 | Acceptable (Average) |
| D | 60-69 | Minimum Achievement |
| F | 0-59 | Unsatisfactory Progress |

4. The Writing rubric used for elementary students describes the student's command of the writing process. It is:

- 4 Student Demonstrates **Consistent** Control
- 3 Student Demonstrates **Reasonable** Control
- 2 Student Demonstrates **Inconsistent** Control
- 1 Student Demonstrates **Little or No** Control

5. Grades reported on the interim and report cards shall reflect the student's academic achievement and mastery of grade-level content-based standards.

6. Teachers shall not assign group grades when students are working in cooperative learning activities. Student grades shall be based on their individual achievement. All students shall be assigned roles in group projects and supplied a rubric that clearly communicates expectations aligned to each letter grade.

7. All assignments shall have a due date. Assignments submitted after the due date shall be evaluated based on the quality of the work and mastery of the

content. This late assignment will be penalized, **unless there are extenuating circumstances communicated and discussed with the teacher in advance.**

8. If a student is absent from school, for three or more days due to an illness, the student will be given 2-weeks to complete all missed or late work. If the student is not able to complete all missed assignments within this two-week window, a doctor's note will be needed to extend the opportunity to make up the work.
9. Students may receive an "I" for incomplete work due to an absence. Two weeks (*10 school days*) after the student returns, the "I" will convert to an "F" if the work has not been made up.
10. A minimum of **one** grade per week, per subject, on average, shall be documented in the teacher's gradebook at the elementary level.
11. A teacher may eliminate a grade from his/her gradebook as long as the minimum number of grades has been included in the gradebook.
12. A teacher shall when determining a student's grade, consider the body of evidence and may include his/her professional judgement when determining the student's final grades. Teachers are responsible for justifying their grades whenever the need arises.
13. Teachers shall return students' assessed work in a timely manner with the understanding that major projects and papers may require additional time to provide quality feedback. In such cases, the teacher will communicate with students and parents as to when these assignments will be graded and returned.

Returned work may be a Xeroxed copy of major assessments. The original copy of homework will always be returned to the student.
14. Teachers shall post student grades to *the electronic gradebook* weekly.
15. Teachers at the early elementary grades shall organize their gradebook weights according to the nature and complexity of their assignments, assessments, the grade level, and/or activity.
16. The following categories and weights shall be included in the teacher's gradebook at grades 3-6; category percentages can be redistributed if your gradebook does not include all categories listed below:

- a. Homework/Formative Assessments – 10%
- b. Classwork – 20%
- c. Quizzes/Projects – 30%
- d. Summative Assessments/Tests/Exams – 40%

17. Teachers in grades kindergarten through three shall maintain an early skills and knowledge achievement record in reading and mathematics for each student to monitor student progress and to promote successful achievement on the third grade SOL tests.

This record shall be included with the student's records if the student transfers to a new school.

18. Student attendance is expected at all extra- and co-curricular concerts, performances, and other similar activities. In the event, a student is not able to attend an after hour activity, the teacher may provide an alternative performance opportunity during the school day to evaluate the student's mastery of the skills/content outlined in the SOL standard.

19. Teachers shall telephone, email or send a note home to parents when students have failed to complete the required academic assignment. Students shall be extended the opportunity to complete the original assignment or provided an alternative assignment with a specified time limit for completion before the grade of a "0" (*zero*) is given.

20. Teachers may provide students who cheat on an assignment the opportunity to complete an alternative assignment before a grade of "0" (*zero*) is given.

The student may earn a grade no higher than a "C" on the alternative assignment given.

Violation of the Cheating/Plagiarism Code may result in disciplinary action. Consequences for violations may vary according to the severity of the violation and shall follow the progressive interventions and discipline as outlined in the Student Code of Conduct.

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

File: JHCF

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.

Goals

Based on review and consideration of evidence-based strategies and techniques, the NORTHAMPTON COUNTY School Board has established the following goals to promote student wellness.

Nutrition Promotion and Education

Students receive nutrition education that teaches the skills they need to adopt and maintain healthy eating behaviors.

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.

Students receive consistent nutrition messages from all aspects of the school program.

Division health education curriculum standards and guidelines address both nutrition and physical education.

Nutrition is integrated into the health education or core curricula (e.g., math, science, language arts).

Schools link nutrition education activities with the coordinated school health program.

Staff who provide nutrition education have appropriate training.

The level of student participation in the school breakfast and school lunch programs is appropriate.

Schools are enrolled as Team Nutrition Schools, and they conduct nutrition education activities and promotions that involve parents, students and the community.

Physical activity

The NORTHAMPTON COUNTY school division has a goal of making a program of physical fitness available to all students for at least 150 minutes per week on average during the regular school year. Such program may include any combination of physical education classes, extracurricular activities and other programs and physical activities. The division's goal for the implementation of its physical fitness program is to provide opportunities for all students to participate in the physical fitness program.

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

Students are given opportunities for physical activity 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 ways for students to walk, bike, rollerblade or skateboard safely to and from school.

Schools 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 provide training to enable staff to promote enjoyable, lifelong physical activity among students.

Other school-based activities

An adequate 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.

The availability of subsidized food programs is adequately publicized in ways designed to reach families eligible to participate in the programs.

Environmentally-friendly practices such as the use of locally grown and seasonal foods, school gardens and nondisposable 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.

Nutrition Standards and Guidelines

The superintendent is responsible for creating

- regulations to develop and implement standards for all foods and beverages provided, but not sold, to students on the school campus during the school day; and
- standards and nutrition guidelines for all foods and beverages sold to students on the school campus during the school day that promote student health and reduce childhood obesity and are consistent with the applicable standards and requirements in 7 C.F.R. §§ 210.10, 210.11 and 220.8.

Marketing on the school campus during the school day is permitted only for those foods and beverages that meet the nutrition standards under 7 C.F.R. § 210.11.

Implementation

The School Board encourages parents, students, representatives of the school food authority, teachers of physical education, school health professionals, school administrators and the general public to participate in the development, implementation and periodic review and update of this policy.

The Food Service Coordinator is responsible for overseeing the implementation of this policy and developing procedures for evaluating the policy, including indicators that will be used to measure its success.

Implementation procedures include measuring and making available to the public, at least once every three years, an assessment of the implementation of the policy, including the extent to which schools are in compliance with the policy, the extent to which this policy compares to model school wellness policies and a description of the progress made in attaining the goals of the policy. The results of the triennial assessment are considered in updating the policy.

The School Board retains the following records to document compliance with 7 C.F.R. § 210.31:

- the policy;
- documents demonstrating compliance with community involvement requirements, including requirements to make the policy and triennial assessments available to the public; and
- documentation of the triennial assessment of the policy.

Legal Refs: 42 U.S.C. § 1758b.

7 C.F.R. 210.3.

Code of Virginia, 1950, as amended, § 22.1-253.13:1.

Cross Refs:

EFB Free and Reduced Price Food Service

IGAE/IGAF Health Education/Physical Education

JL Fund Raising and Solicitation

JHCH School Meals and Snacks

KQ Commercial, Promotional and Corporate Sponsorships and Partnerships

©2/17 VSBA NORTHAMPTON COUNTY SCHOOLS

Food/Beverages

Students will not eat in nor carry food to unauthorized areas of school. Parents may bring food to their child only. Only authorized clear water bottles are allowed and are subject to search. (Unauthorized areas may include, but are not limited to hallways, commons area, entrance foyer, restrooms, and classrooms without the teacher's permission.)

Selling of Items at School

The selling of ANY ITEMS: food, tickets, paper, pencils, and, etc. on school property and/or school time by staff members or students for personal, family, or organizational profits is against school board policy.

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.

LIONS CLUB OF VIRGINIA – HEARING AND VISION SCREENINGS

Northampton County Schools has partnered with the Lions Club of Virginia to assist with hearing and vision screenings on students within our school. As part of the Student Health Program, we will be performing hearing and vision screenings on students in 3rd grade. Hearing and vision for Kindergarten students are done as part of their entrance physical so they will not be done as part of school screenings unless not completed at the time of their physical. Again, these are just screenings. You as the parent or guardian will be made aware of any possible abnormal findings by letter of referral. You are encouraged then to follow-up with your child's primary care physician. We also ask that a letter of their findings be returned to the school nurse to be placed in your child's school health record.

If you wish for your child NOT to participate in these screenings, you MUST put it in writing, addressed to the school nurse or principal by the end of the 1st week of school. At that time, your child's teacher will be made aware and your child will not participate on that day. If you have any questions, feel free to contact the school clinic within your child's school.

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 GUIDELINES

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, 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, 2019. 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

File IHA-R

Promotion/Retention/Intervention Policy

All major stakeholders will be involved in any discussion of the retention of a student in the current grade level. These stakeholders must include school principal or designee, guidance counselor, current and previous teachers, if applicable, and any other academic specialist that works with the student as well as the student's parents.

The final decision to retain a student will be made by the building administrator and will be based on the following criteria:

- other valid and reliable literacy and math assessments
- Light's Retention Scale completed with the parent/guardian
- Reading level provided by administration of a valid instrument by reading specialist
- SOL mastery as indicated by SOL checklist, benchmark tests, PALS, WIDA
- Review/completion of the NCPS form "Checklist of Factors Considered When Retention is Recommended"
- IEP Committee input

Early in the school year, students who experience academic difficulty will be identified and additional academic support will be provided. These interventions may include:

- Scheduling changes
- RTI focus
- Reading programs such as SOAR to Success, Read 180, Foundations, Wilson Reading, Breakthrough to Literacy, and other supplemental reading programs used by NCPS
- Math programs such as Touch Math, STAR Math, Hands on Equations, I Can Learn Math
- Specialized programs for ELL students such as Imagine Learning
- Consultation with the Instructional Consultative Team (ICT), the Student Assistance Team (SAT), Response to Intervention Team (RTI)
- Use of small group tutoring with volunteers/instructional assistants

Notification and communication with parents will be documented by the teacher as the student continues to participate in intervention supports. If a student fails to show improvement in reading/math, the teacher should notify school administration no later than the beginning of the third nine week grading period. Additional consultation with specialists, the use of a different intervention and continued parental contact is mandatory.

Should a student be retained, a student Intervention Plan will be developed for use the following school year.

Northampton County Public Schools

CHECKLIST OF FACTORS CONSIDERED WHEN RETENTION IS RECOMMENDED

Student Name: _____ School: _____
Date: _____ STI# _____

The team of individuals in the retention decision provided evidence on the following factors:

1. Previous and current assessments of academic skills and behaviors: Yes _____ / No _____
2. Previous intervention efforts and the effectiveness of those interventions: Yes _____ / No _____
3. Previous Retention if any: Yes _____ / No _____
4. Current supports and the duration and effectiveness of those supports: Yes _____ / No _____
5. Community resources: Yes _____ / No _____
6. The student's family context (e.g., frequent moves, divorce, poverty, abuse): Yes _____ / No _____
7. The extent or likelihood of parent involvement in school: Yes _____ / No _____
8. The student's after-school life and peer group: Yes _____ / No _____
9. Health Issues: Yes _____ / No _____
10. Risk behaviors: (e.g. frequent absences) Yes _____ / No _____

Approved March 17, 2010

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.



OES STINGRAYS



KES KIPPERS

SCHOOL PARENT AND FAMILY ENGAGEMENT

POLICY/PLAN AND PROCEDURES

KIPTOPEKE AND OCCOHANNOCK ELEMENTARY SCHOOLS

2019-2020

Kiptopeke and Occohannock Elementary Schools' Parent and Family Engagement Policy

PART I-SCHOOL PARENT AND FAMILY ENGAGEMENT POLICY REQUIRED COMPONENTS

A. Kiptopeke and Occohannock Elementary Schools will jointly develop in consultation with parents, community members, and school personnel, the schools' Parent and Family Engagement Policy. The policy will be distributed to parents of participating children and, to the extent practicable, provided in a language the parents can understand. The Parent and Family Engagement policy will be made available to the local community by including it on the schools' website.

B. During the first quarter of school, Kiptopeke and Occohannock will convene an Annual Title I Night, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation under Title I, Part A, and to explain the requirements of Title I, Part A, and the right of the parents to be involved.

During the first quarter of the school year, Kiptopeke and Occohannock Elementary Schools will hold their Annual Title I Night to inform parents of the requirements of Title I and the schools' participation as well as the parents' rights to be involved.

C. Offer flexible meeting times and provide, with funds provided under Title I, Part A, transportation, childcare, or home visits, as such services related to Parent and Family Engagement.

Meetings will be held in the evenings for parents when they get off work, as this is most flexible for parents to attend.

D. Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of the school plan under Section 1112, school wide under Section 1114, and the process of the school review and improvement under Section 1116.

At the beginning of the school year, Kiptopeke and Occohannock Elementary Schools will meet with parents and other stakeholders. During this meeting, parents will receive information about the schools' parent and family engagement plans and will be informed of their parental right to be involved in the planning and development of the plans through meetings, surveys and questionnaires. If the program plans are not satisfactory to parents, they may submit comments on the plans to the schools'

administrators. The plans will be sent home with students in the school handbook at the beginning of each school year and posted to the schools' website.

E. Provide parents of participating children—

1. Timely information about programs under Title I, Part A at the Annual Title I Night.
2. A description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet.
3. If requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practically possible.

The Kiptopeke and Occohannock Elementary Schools' Parent and Family Engagement Policy will also be discussed with parents during the Annual Title I Night at the beginning of the school year. The policy will be assessed each year based on the number of participants, the number of volunteers, and the responses to the parent questionnaires and/or surveys.

Parents will be involved in planning, reviewing and improving the policy through a yearly review. All parents will have the opportunity and will be encouraged to participate in this review.

F. If the Kiptopeke or Occohannock schoolwide program plan is not satisfactory to the parents of participating children, submit any parent comments on the plan when the school makes the plan available to the district.

Any comments/concerns can be emailed to the Director of Administrative Services, Melinda Phillips, at mphillips@ncps.k12.com or phone at 757-678-5151.

PART II- REQUIRED SHARED RESPONSIBILITIES FOR HIGH STUDENT ACADEMIC ACHIEVEMENT - SCHOOL COMPACT

As a component of the school-level Parent and Family Engagement policy, Kiptopeke and Occohannock shall jointly develop with its parents for all children served under this part, a School-Parent Compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement.

The school compact shall be reviewed with parents during the Annual Title I Night.

- Provide frequent reports to parents on their child's progress.
- Provide parents with reasonable access to staff, opportunities to volunteer and participate in their child's class and observation of classroom activities.
- Ensuring regular two-way, meaningful communication between family members and school staff, and, to the extent practicable, in a language that family members can understand.

Kiptopeke and Occohannock Elementary Schools will hold a Parent Engagement Committee Meeting to review and discuss any needed changes to the jointly developed School-Parent Compact. This compact will outline how the entire school staff, parents, and students will share the responsibility for improved student academic achievement. The compact will describe not only the schools' responsibility in providing high quality instruction and curriculum, but also the student and parent responsibilities for meeting and supporting the learning processes. The compact will address how parents have reasonable access to staff, receive frequent reports on their progress, and have the opportunity to volunteer and observe in the classroom.

BUILDING CAPACITY FOR PARENTS AND STAFF-REQUIREMENTS FOR ENGAGEMENT

To ensure effective involvement of parents and to support a partnership among the school, parents, and the community to improve student academic achievement, Kiptopeke and Occohannock Elementary Schools **must**:

1. Assist parents in understanding the challenging State academic standards, how to monitor a child's progress, and work with educators.
2. Provide materials and training to help parents to work with their children, such as literacy training and using technology (including education about the harms of copyright piracy).
3. Provide professional development to teachers, specialized instructional personnel, and other staff on the value of parent and their communities to increase academic achievement.
4. Coordinate and integrate parent engagement programs and activities with other Federal, State, and local programs, including public preschool programs, and conduct other activities, such as parent resource centers, that encourage and support parent engagement.
5. Ensure that information related to school and parent programs, meetings, and other activities is sent to the parents of participating children in a format and, to the extent practicable, in a language the parents can understand.

Kiptopeke and Occohannock Elementary Schools will offer parent workshops, seminars and book studies on an as needed basis. The schools will also continue to encourage parents to use online resources such as Reading Eggs, Imagine Learning English, Imagine Learning Math, and Achieve 3000. Both schools have also purchased brochures and other reading materials to assist parents in supporting their child's academic success. Ongoing partnerships will be maintained with the schools' local PTA, community business stakeholders, and preschool programs to provide optimal educational experiences for students.

Various professional development opportunities and professional learning communities will be extended to teachers and other instructional staff to increase student academic achievement. VTSS (Virginia Tiered Systems of Support) and PBIS (Positive Behavioral Interventions and Support) models will continue to be implemented at both elementary schools.

The following are allowable activities:

6. May involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of such training.
7. May involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of such training.
8. May provide necessary literacy training from funds received under Title I, Part A if the district has exhausted all other reasonably available sources of funding for such training.
9. May pay reasonable and necessary expenses associated with local Parent and Family Engagement activities, including transportation and childcare costs, to enable parents to participate in school-related meetings and training sessions.
10. May train parents to enhance the involvement of other parents.
11. May arrange school meetings at a variety of times, or conduct in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend such conferences at school, in order to maximize Parent and Family Engagement and participation.
12. May adopt and implement model approaches to improving Parent and Family Engagement.

13. May establish a district parent advisory council to provide advice on all matters related to Parent and Family Engagement in programs supported under Title I, Part A.
14. May develop appropriate roles for community-based organizations and businesses in Parent and Family Engagement activities.

Parent volunteers will be asked to work within the community to garner support for events such as Career Day, Book Fairs, Family Literacy, Math, or S.T.E.M. Nights, Parents as Educational Partners (PEP) Events, PTA Meetings, parent conferences, and various other parent events. Surveys will be sent out to parents to gather input regarding topics of need and to identify barriers to parent participation. Meetings designed to improve student achievement will be held in the evenings for parents when they get off work, as this is most flexible for parents to attend.

PART III-ACCESSIBILITY REQUIREMENTS


In carrying out the parent and family engagement requirements of Title I, Part A, local educational agencies and schools, to the extent practicable, shall provide opportunities for the informed participation of parents and family members (including parents and family members who have limited English proficiency, parents and family members with disabilities, and parents and family members of migratory children), including providing information and school reports required under section 1111 in a format and, to the extent practicable, in a language such parents understand.


An Interpreter will be available to assist with non-English speaking parents and/or parents with disabilities to encourage parental involvement in academia. Family and community persons will be made aware of the training sessions through resources such as newsletters, use of the school sign, media, and the school website.

PART IV-ADOPTION

This Kiptopeke and Occohannock Elementary Schools' Parent and Family Engagement Policy has been developed jointly with, and agreed upon with, parents of children participating in Title I program, as evidenced by meeting minutes.

The Parent and Family Engagement Policy was developed/revised by Kiptopeke and Occohannock Elementary Schools and will be in effect for the 2019-2020 school year. The schools will distribute these Parent and Family Engagement Policies in the Elementary Student Handbook to all parents of participating Title I children and make it available to the community on each school's website.


Signature of Title I Authorized Representative


Date

EVERY STUDENT SUCCEEDS ACT (ESSA)

The Every Student Succeeds Act (ESSA), which reauthorized the nation's longstanding Elementary and Secondary Education Act (ESEA), requires states to set Annual Measurable Objectives for increasing student achievement to ensure that all children have an opportunity to obtain a high-quality education.

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 Melinda Phillips (678-5151, ext. 2013, mphillips@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	\$2.10
Reduced Lunch	.40
Breakfast	1.25
Reduced Breakfast	.30
Milk	.50

Adult Meal Prices

Lunch	3.25
Breakfast	2.25
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 Conduct. 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 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.

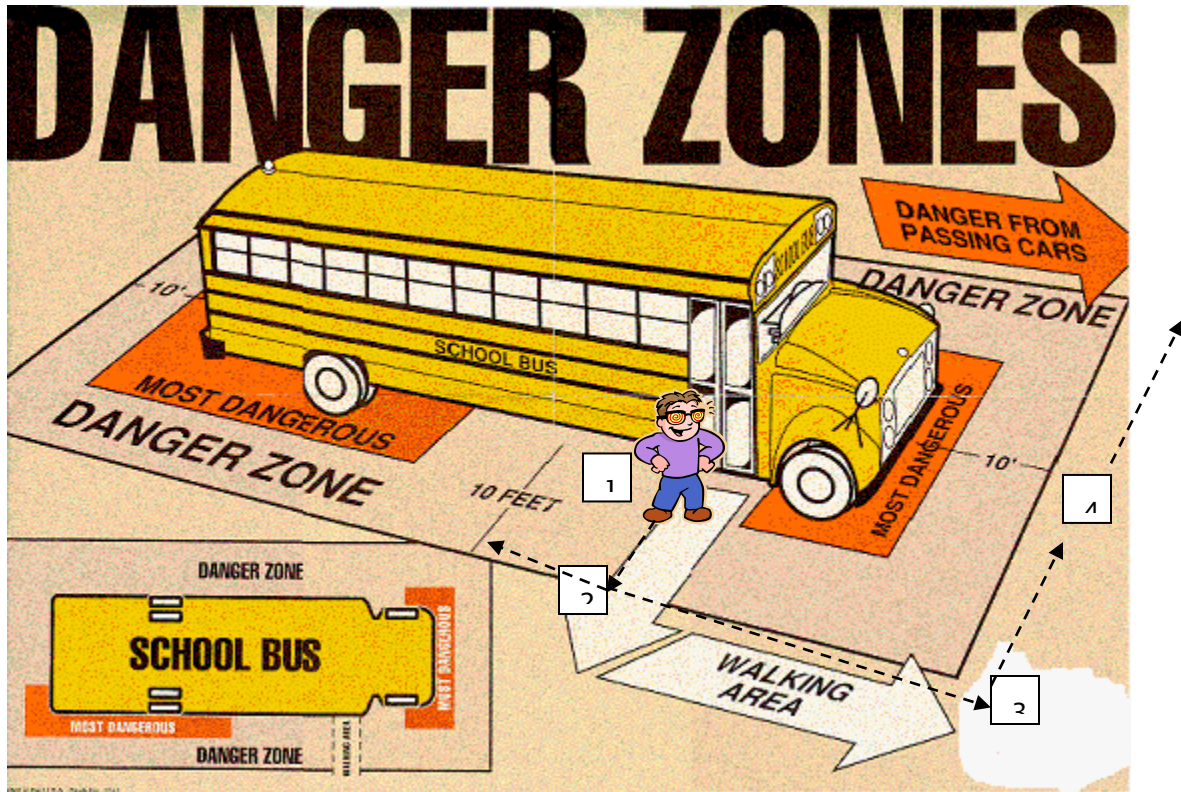
FAMILY LIFE EDUCATION

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.



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 Diane Powers, Director of Technology at the School Board office at 678-5151 ext. 2021.

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

File: IIBEA-R/GAB-R

All use of the Northampton County School Division's computer system 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, but is not limited to, hardware, software, data, communication lines and devices, terminals, display devices, printers, CD, DVD and other media devices, tape or flash drives, storage devices, servers, mainframe and personal computers, tablets, laptops, telephones, cameras, projectors, multimedia devices, workstations, the internet and other electronic services and any other internal or external network. This includes any device that may be connected to or used to connect to the school division's network or electronically stored division material.

Computer System Use-Terms and Conditions:

1. **Acceptable Use.** Access to the division's computer system shall be (1) for the purposes of education or research and be consistent with the educational objectives of the division or (2) for legitimate school business.
2. **Privilege.** The use of the division's computer system is a privilege, not a right.
3. **Unacceptable Use.** Each user is responsible for his or her actions on the computer system. Prohibited conduct includes but is not limited to:
 - using the network for any illegal or unauthorized activity, including violation of copyright or contracts, or transmitting any material in violation of any federal, state, or local law.
 - sending, receiving, viewing or downloading illegal material via the computer system.
 - unauthorized downloading of software.
 - using the computer system for private financial or commercial purposes.
 - wastefully using resources, such as file space.
 - 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 other means.
 - intimidating, harassing, bullying, or coercing others.
 - threatening illegal or immoral acts.

4. **Network Etiquette.** Each user is expected to abide by generally accepted rules of etiquette, including the following:
 - be polite.
 - users shall not forge, intercept or interfere with electronic mail messages.
 - use appropriate language. The use of obscene, lewd, profane, lascivious, threatening or disrespectful language is prohibited.
 - users shall not post personal information other than directory information as defined in Policy JO Student Records about themselves or others.
 - users shall respect the computer system's resource limits.
 - users shall not post chain letters or download large files.
 - users shall not use the computer system to disrupt others.
 - users shall not modify or delete data owned by others.

5. **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 division is not responsible for the accuracy or quality of information obtained through the 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.

6. **Security.** Computer system security is a high priority for the school division. If any user identifies a security problem, the user shall notify the building principal or system administrator immediately. All users shall keep their passwords confidential and shall follow computer virus protection procedures.

7. **Vandalism.** Intentional destruction of or interference with any part of the computer system through creating or downloading computer viruses or by any other means is prohibited.

8. **Charges.** The school division assumes no responsibility for any unauthorized charges or fees as a result of using the computer system, including telephone, data, or long-distance charges.

- 9. **Electronic Mail.** The school division’s electronic mail system is owned and controlled by the school division. The school division may provide electronic mail to aid students and staff in fulfilling their duties and as an education tool. Electronic mail is not private. Students’ electronic mail will be monitored. The electronic mail of staff may be monitored and accessed by the school division. All electronic mail may be archived. Unauthorized access to an electronic mail account by any student or employee is prohibited. Users may be held responsible and personally liable for the content of any electronic message they create or that is created under their account or password. Downloading any file attached to an electronic message is prohibited unless the user is certain of that message’s authenticity and the nature of the file.

- 10. **Enforcement.** Software will be installed on the division’s computers having internet access to filter or block internet access through such computers to child pornography and obscenity. The online activities of users may also be monitored manually. **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.**

Adopted:

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: GCPD Professional Staff Discipline
IIBEA/GAB Acceptable Computer System Use
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 2019-2020

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 Conduct** 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.
6. I have read and understand the **Lions Club Hearing and Vision Screenings Statement** and agree to its contents.

Student's Signature

Date

Parent's Signature

Date

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