

# **NORTHERN SHORES ELEMENTARY SCHOOL**



## **Student Handbook 2019-2020**

**Northern Shores Elementary School  
6701 Respass Beach Road  
Suffolk, Virginia 23435**

September 3, 2019

Dear Parent/Guardian:

Welcome to a new school year at Northern Shores Elementary School! The faculty and staff have been working diligently to prepare for another superb school year. We are sure you and your child share our excitement about the many learning opportunities and experiences that lay ahead.

One of our goals is to see that parents and guardians of students feel at home at Northern Shores. All parents and guardians are encouraged to take an active role in their child's educational process; as we work together, to help ensure the success of all students. We are glad to have you with us this year, and we want to assure you that we will do our best to help your child experience; academic, social, and emotional growth. With your help and cooperation, this promises to be another excellent school year.

The information contained in this handbook is intended to help keep our parent community informed about the general operations of our school. We encourage each of you to review the information carefully, and discuss the contents with your child. Check our school's website for upcoming events and announcements. The Northern Shores faculty believes that open communication is one key to the success of our students and our school.

Please feel free to contact your child's teacher, the office staff, or the administration with any questions or concerns you may have throughout the school year.

Northern Shores Faculty and Staff

## NORTHERN SHORES ELEMENTARY SCHOOL

### **OFFICE STAFF:**

Lori O. White	Principal
Dr. Andrea Wilkins	Assistant Principal
Shellie Whear	Secretary
Debbie Daubenspeck	Bookkeeper

**SCHOOL PHONE NUMBER:** 923-4169

**SCHOOL OFFICE HOURS:** 8:30 a.m.-5:00 p.m.

**SCHOOL INSTRUCTIONAL STAFF HOURS:** 8:50 a.m.-4:20 p.m.

**SCHOOL STUDENT HOURS:** 9:25 a.m.-3:50 p.m. (Arrival 9:00 a.m.)

**SCHOOL COLORS:** *BLUE AND WHITE*

**SCHOOL MASCOT:** *SPLASH the DOLPHIN*



# **NORTHERN SHORES ELEMENTARY SCHOOL BELIEFS AND VISION STATEMENT**

## **Northern Shores Elementary School Faculty and Staff Beliefs**

- Parents, students, educational staff, and community collaboratively work to achieve the mission of Northern Shores Elementary School.
- Positive relationships and mutual respect among students and staff enhance self-esteem.
- A safe, supportive, comfortable, and challenging environment promotes student learning.
- Instruction which incorporates all learning styles increases understanding.
- A higher level of learning is achieved through an interrelated curriculum.
- A variety of instructional approaches provides the concrete foundation necessary for abstract thinking, problem solving, and learning.
- Continuous technological advancement is essential to compete in our increasingly complex and culturally diverse global society.
- Challenging cooperative learning activities develop positive social skills.
- High expectations increase students' achievements.
- Students learn best when they are actively involved in developmentally appropriate activities (physical and academic).
- Cultural diversity promotes an understanding of different peoples and cultures.
- Learning is enhanced by continuous educational opportunities.

## **Northern Shores Elementary School Vision Statement**

The mission of Northern Shores Elementary School is to provide all students with challenging opportunities and experiences that will enable them to succeed; academically, socially, physically, and emotionally. Administrators, teachers, staff, parents, and the community share the responsibility to build a safe, nurturing, and continuous learning environment that encourages students to achieve their maximum potential.

## SELECTED POLICIES AND PROCEDURES

### ACCELERATED READER PROGRAM

Northern Shores actively participates in the Accelerated Reader Program. The goal of this supplemental program is to enhance reading comprehension. This program allows students to grow as independent readers. The students, in conjunction with teachers, set individual goals and choose books that are in their independent reading zone. Students then earn comprehension scores in conjunction with incentive points as progress is made and reading levels increase. Quarterly incentives are offered to help motivate students in reaching their independent reading goals. The major focus of our AR program is not simply the quantity of books read, but also in building the desire to read, comprehension skills, and quality of reading.

### ARRIVAL AND DEPARTURE

Our school day begins at 9:25 a.m. Students *should not* arrive prior to 9:00 a.m. Students arriving after 9:25 a.m. will be considered tardy and should be accompanied by a parent or guardian to the office to sign in and receive a “tardy slip” for admittance to class.

Student drop-off lines are operational in the front of the building from 9:00 a.m. to 9:25 a.m. In the mornings, all vehicles should enter the parking lot with **right hand turns only from Respass Beach Road**. Once in the parking lot, vehicles should immediately turn right following the established traffic pattern.

Promptly at 9:25 a.m. staff will return to the building to begin their instructional day with students. At that time, students will need to be escorted to the main entrance and obtain a tardy slip. Do **not** allow your child to exit the vehicle and enter the building without proper adult supervision. (Visitors are asked to adhere to the crossing guard’s direction and traffic patterns for the safety of all students.)

Our school day ends at 3:50 p.m. If a student requires early dismissal for an appointment and/or family emergency **prior to 3:30 p.m.**, he/she must be signed out from the front office. An early dismissal form will be required as part of the student’s attendance record. **(Multiple instances of early dismissals may result in a truancy hearing.)**

**Beginning at 3:30 p.m.**, students will be signed out in the cafeteria, and all parent pick-up students will be called to the cafeteria prior to bus call at 3:50 p.m. Once parents have entered the cafeteria, they should remain seated in the cafeteria until their child arrives.

Once we begin calling buses at 3:50 p.m., students will not be called for parent-pick up until all buses have been dismissed. **\*\*For this reason, it is imperative that parents inform teachers of their intentions to pick up their students prior to 12:00 p.m. on that date.\*\***

Due to the large volume of parent pick-ups each day, parents/guardians will be asked to sit at assigned tables in the cafeteria while waiting for students to be called for dismissal. This allows staff to more easily monitor student traffic and for students to more easily locate their parents/guardians.

If someone other than the parent or guardian is to pick your child up from school, ***a signed note by the parent is required*** and should be sent that morning to the teacher. ***Alternate arrangements will not be completed over the telephone.*** All students will ride their assigned bus unless the school receives written documentation from the parent stating otherwise. ***All bus changes must be received in writing in the office by 12:00 noon each day.***

**\*\*ALL persons signing out students from school must present a proper photo ID.\*\***

### **BEFORE AND AFTER SCHOOL CARE**

The YMCA provides services in the building for before and/or after-school care and may be reached at 934-9622. Parks and Recreation (Kids Zone) offers an after-school program on-site and may be reached at 514-7249.

The following day care providers currently transport students to and from Northern Shores Elementary: Antioch Daycare, Foundation Learning Center, Kindercare, La Petite, Lil' Rascals Daycare, Little Grove Baptist Church, New Berean Baptist Church, Savior Martial Arts, Virginia Martial Arts, and YMCA Portsmouth.

### **BOOK FEES**

Students will be issued textbooks for the year at no charge. Students are responsible for lost and/or damaged books and will be assessed a fee accordingly. These charges also apply to library books.

### **CLINIC AND ILLNESS**

Our school is very fortunate to have the services of a full-time nurse. The clinic is open during school hours; however, parents must make arrangements to pick up sick or injured children ***within 1 hour*** of being notified. Parents should also be reminded that according to the Center for Disease Control, a fever is defined as 100 degrees Fahrenheit. Fever should be gone for 24 hours, without the child having taken fever reducing medicine, before returning to school.

In the case of illness or accident, it is necessary that the school have some means of contacting parents or guardians by telephone. Please make sure your contact information remains current. Accurate contact information is essential in helping school personnel maintain student safety.

The taking of medication during school hours is discouraged. Whenever possible, medication should be scheduled before or after school hours. We recognize that this is not always possible.

If routine medication is to be administered at school, a medication form must be completed by the physician and signed by the parent. **No medication will be given unless it is in the original container. An updated doctor's order is required for any medication to be administered at school, to include OTC (over-the-counter) medications.** Anything with an active ingredient list on the packaging, which includes cough drops, is considered a medication and needs to be accompanied by a physician's order. **Medications must be brought to the school clinic by an adult. At no time should students bring medications, over the counter or prescribed, to school.**

### **COMMUNICATION**

Cafeteria menus, newsletters, and other pertinent information will be sent home as required to keep you informed of important school events, dates, and other activities. In addition, school-wide information will be disseminated via the Northern Shores Elementary School website, Peachjar e-flyers, and the School Messenger systems.

### **CONFERENCES**

**To assure student supervision and minimize instructional distractions, we ask that parents contact teachers to schedule individual conferences before or after school hours or during the teacher's planning period.** Parents are encouraged to contact teachers throughout the year when a conference is necessary. To avoid conflict with faculty and group meetings, we ask that you make an

appointment with your child's teacher. Please note that there are two scheduled Parent/Teacher Conference days: November 15, 2019 and February 18, 2019.

### **DISCIPLINE**

Students attending Northern Shores Elementary School are **expected to conduct themselves in an orderly, courteous, dignified, and respectful manner**. In an effort to maintain an orderly atmosphere, **the teacher's authority extends to all students**, whether or not the teacher has the student in his or her class. When self-control falters and self-discipline fails, disciplinary action must be imposed to protect the rights of others and to ensure uninterrupted instruction by teachers.

Disruptive student behavior is subject to disciplinary action by the teacher or building administrators. The action may take the form of: reprimand, notification of parents, conduct notice, conference, time-out, discipline referral, restriction of privileges, in school suspension (ISS), short-term out of school suspension (five days or less), long-term out of school suspension (ten days or more), and expulsion from school.

A discipline referral will be sent to a building administrator, when the teacher feels that the student's improper behavior cannot be corrected through the teacher's classroom management practices. After consultation with the student and the teacher (if needed), the administrator will determine the course of action required to provide a safe and secure school. Any disciplinary action taken by the building administrator will be accompanied by a written explanation of the nature of the incident. Please review the **SUFFOLK PUBLIC SCHOOLS' STUDENT CODE OF CONDUCT** with your child. Law enforcement officials may be involved when instances of major violations occur. If such a situation should arise, the parent/legal guardian(s) will be contacted.

**Students are not permitted to bring toys, games, electronic devices, trading cards, cell phones, smart watches, or any other two-way communication devices to school.** If any of these items are brought to school, they will be confiscated until the parent can pick them up. Loss of such items is the responsibility of the student. Students are strongly encouraged to bring only the amount of money required to cover the cost of lunch or special activities to school. It is difficult to recover money when it is either lost or stolen.

### **DISCIPLINE AND SCHOOL JURISDICTION**

The authority of the school over the conduct of students extends to the following locations:

1. On the school grounds before, during, and after school hours.
2. On the school grounds as either a spectator or a participant and any other time when the school is being used by a school group.
3. Off the school grounds at any school-related activity, function, or event as a participant or a spectator.
4. During the time spent at bus stops waiting for the bus and on school bus transportation.

### **FIRE LANE AND HANDICAP PARKING**

The fire lane directly in front of the main entrance is to be kept clear of vehicles at all times. **Visitors are not permitted to park vehicles in this area for any reason.** The No Parking signs and Handicap Parking signs should not be ignored. Violators are subject to being ticketed by the Suffolk Police Department.

### **HOMEWORK**

Teachers will follow the Suffolk Public Schools' homework policy. Teachers will consider the age, grade, pacing, and level of difficulty of assignments in determining the amount of homework given as students work at differing paces. In addition to teacher assigned homework, Northern Shores Elementary School encourages all families to spend time reading with and to their children. This not only helps students to develop a love of reading but also creates opportunities for familial relationships to flourish.

### **PARENT- TEACHER ASSOCIATION**

Parents are encouraged to join the Parent-Teacher Association (PTA) and attend Parent-Teacher Association Meetings. Please contact our PTA President at [nses.pta@gmail.com](mailto:nses.pta@gmail.com) if you are interested in being an active member of the PTA. We also strongly encourage parents to subscribe to the PTA's Facebook page and website for meeting dates and times and regular updates.

### **PARTNERS-IN-EDUCATION**

Northern Shores Elementary proudly recognizes the following Partners-In-Education: Believers Church, Bennett's Creek Pharmacy, Golden Corral, McDonald's Harborview, Chick-fil-A, Smile Orthodontics, Suffolk Cultural Arts Center, Suffolk Fire Department (Station 5), the Navy, and the Coast Guard. Each partner works with the school to enhance academic, instructional, and community programs. If a business is interested in partnering with our school, they may contact our business partner liaison, Dr. Tiffany Duck, at [tiffanyduck@spsk12.net](mailto:tiffanyduck@spsk12.net).

### **PETS**

Pets should not be brought into the school building at any time.

### **PHONE CALLS**

Phone calls to students will not be forwarded to classrooms. A message will be taken and delivered to the student. Phone calls to teachers will only be forwarded during the teacher's planning time or **before 9:00 a.m. and after 3:50 p.m.** Phone messages will be taken and placed in teacher mailboxes. Teachers will return phone calls; as soon as possible, within 48 hours.

### **PICTURES**

School pictures are taken twice a year- early fall and early spring. Reminder dates and instructions for ordering school pictures will be announced and notices will be sent home prior to picture day.

### **SAFE SCHOOLS**

Northern Shores implements the following initiatives to ensure safe schools: a crisis management plan, a school safety committee that meets monthly, annual safety audits, employee identification badges, student code of conduct, school safety patrols, character education, conflict mediation program, scheduled safety drills, CPR and First Aid Training for staff, video cameras on school buses and premises, and collaboration with Suffolk Police Department and other law enforcement agencies. Parents who are interested in being a member of the school safety committee are asked to contact our principal.

### **VISITING OUR SCHOOL**

We encourage our parents to visit the school frequently. **All visitors are required to check in and out of the building showing a valid picture ID. Parents/Guardians are asked to schedule visits with your child's teacher.** *Unannounced visits* can be disruptive to the classroom routine and negatively impact the day's instruction; therefore, they are not allowed. A visitor's pass will be given

to each guest when he/she signs in at the office. For safety purposes, all exterior doors, except the main entrance, will remain locked at all times.

### **VOLUNTEER PROGRAM**

Volunteers are always appreciated. We ask that all volunteers report to the office and sign the Volunteer Log Book before going to the classroom. If you are interested in serving as a parent volunteer, you must complete the Suffolk Public Schools Volunteer Application via Volunteer Connect. This link can be accessed on the Suffolk Public Schools Website.

### **WELLNESS**

Special celebrations may not take the place of school lunch. Any special celebrations must be coordinated with Food & Nutrition Services or be conducted after the last lunch period. All special celebrations must first be approved by the building principal. Only pre-packaged snacks which meet the nutritional requirements will be allowed when snacks are solicited.

***The district Wellness Policy prohibits bringing snacks and beverages such as pizza and cupcakes into the school for student classroom parties.***