

NORTHERN SHORES
ELEMENTARY SCHOOL



Student Handbook
2022-2023

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Northern Shores Elementary School

6701 Respass Beach Road
Suffolk, VA 23435
(757) 923-4169

Dr. Andrea Wilkins

Principal

Leonardo Q. Barbosa, Jr.

Assistant Principal

Dear Valued Partner in Education,

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 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.

Sincerely,

Dr. Andrea Wilkins

Dr. Andrea Wilkins

Principal

School Vision

The vision of Northern Shores Elementary School is to launch a *lifetime of learners who are capable of competing and thinking critically* in a rapidly changing, complex, and technological world.

School Mission

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.

Belief Statements

We believe that...

- 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 people and cultures.
- Learning is enhanced by continuous educational opportunities.

Northern Shores Administrative Staff

- Principal, Dr. Andrea Wilkins
- Assistant Principal, Leonardo Barbosa
- Dean of Students, Dr. Valerie Taylor

Northern Shores Support Staff

- Instructional Design Coach, Roberta Branch
- Administrative Assistant, Shellie Whear
- Bookkeeper, Debbie Daubenspeck
- Receptionist, Taylor Hubbard-Blackmon
- School Nurse, Amanda Solmonoff
- School Counselor, Amy Manns
- School Counselor, Maria Eiring
- Cafeteria Manager, Angela Knight
- Head Custodian, Jesse Scott
- Safety Monitor, James “Dave” Smellie

School Information & Hours of Operation

- **School Phone Number:** 757-923-4169
- **Office Hours:** 8:30 a.m. -5:00 p.m.
- **School Instructional Staff Hours:** 8:50 a.m. - 4:20 p.m.
- **Student Hours:** 9:25 a.m. - 3:50 p.m.
- **Early Dismissal:** 1:15 p.m. **(Lunch served)**

School Colors: *BLUE & WHITE*

School Mascot: *SPLASH the DOLPHIN*



Absences and Tardiness

Students are required to bring a written excuse signed by a parent/guardian or physician explaining the absence(s) on the day the student returns to school. Documentation for an absence must be submitted the day the student returns from the absence(s). Excessive unexcused absences (5 or more

days) will result in a truancy meeting.

Below are reasons for “excused” absences, tardies, and early dismissals:

1. Sickness of student
2. Severe illness in the immediate family
3. Exposure to contagious disease
4. Death in the immediate family
5. Fire to place of residence, which requires the family to move
6. Other extenuating circumstances (Principal discretion)

Address/Telephone Changes

Please notify the school immediately if there is a change in your address, telephone number, or person to contact in an emergency. This information is important in case your child becomes ill or injured.

Arrivals and Departures

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, posted signage, and established traffic patterns for the safety of our school community.)

Our school day ends at 3:50 p.m. If a student requires early dismissal for an appointment and/or family emergency prior to 3:15 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 unexcused tardies and/or early dismissals may result in a truancy hearing.)

There will be four types of dismissal: every day pick-up, bus transportation, van riders, and on-site after school programs. If your child attends an after school program off-site, it is the responsibility of the parent to arrange transportation for pickup with the organization.

Students will not be removed from a bus once loaded for any reason, including parent pick-up. 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.

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.****

Awards Ceremony

When time in the schedule permits, students will receive the above awards at an awards ceremony. Dates for the ceremonies will be posted on the school website, School Messenger, and published on our school social media.

Before and After School Care

AlphaBest provides services in the building for before and/or after-school care and may be reached at (859) 240-1519. Parks and Recreation (Kids Zone) offers an after-school program on-site and may be reached at (757) 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. (Please note that the availability of private day care to transport students is the responsibility of that organization.)

Book Fees

Students may 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.

Child Custody

If you have legal custody of your child through a court order (or deed of separation), please see that the administration (principal/assistant principal) have a **current** copy of this document. Please do not assume that school employees know about custody issues. Please make sure that this information is also included on the school's Emergency Information Card.

Civility

We encourage positive communication and discourage disruptive, hostile, or aggressive communications or actions. We expect our staff to be treated with courtesy and respect by parents and other adults. Any behavior which disrupts the orderly operation of the school will result in removal from the premises, contacting law enforcement, and/or termination of a meeting, conference, or telephone conversation.

Clinic

The school nurse will conduct vision, hearing, and dental screenings throughout the year. The clinic is open every day during school hours; however, parents must make arrangements to pick up sick or injured children. **Emergency cards are due in the office and must be updated as needed.** Parents, or emergency contact persons, will be notified in case of an emergency. All medication must be brought in by a parent, and picked up at the end of the year by a parent. If the student becomes ill during the school day, the school nurse will assess him/her and determine the best course of action. Upon determining the need to go home, the nurse or designee will make the proper arrangements by contacting the student's parents. If the parent cannot be contacted, other person(s) on the student's emergency card will be contacted.

The school does not have the staff or facilities to care for children who are sick. In case of illness or accident, parents will be contacted to arrange transportation home. We need your telephone number at home and at work, and the number of a friend or relative if we are unable to get in touch with either parent.

1. MEDICAL TREATMENT: When a student becomes ill or injured, the parent/guardian will be contacted that day by the school nurse. School personnel may not diagnose, give medication, nor administer treatment beyond basic first aid. A note will be given to any child who visits the office with a complaint of injury or illness. The child will be instructed to bring the note home to the parent.

2. MEDICATION: School employees may not administer internal medicine to a student. If routine medication must be taken by a child during the school day, it must be given to the school nurse, or designated office personnel. In these cases a medication form must be completed by the physician and signed by the parent. **Do not** send medication to school with your child. Over the counter medication such as aspirin, cough syrups, etc. cannot be given at school. ALL medication must be properly labeled with the student's name on the bottle.

Communication

Cafeteria menus, newsletters, and other pertinent information will be sent home, and/or provided online, 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 Eflyers, social media platforms, and the School Messenger systems. Please ensure the main

office has updated contact information.

Conferences

To ensure 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: October 10, 2022 and February 15, 2023.

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, smartwatches, 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 in the main office. Loss of such items is the responsibility of the student.

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.

Dress Code

Please refer to the SPS Handbook and SPS Website for the student dress code policy. Students that violate the dress code policy will have an opportunity to change (the office will attempt to contact the parent for a change of clothes). If a parent is unreachable or unable to bring the student a change of clothes, the student will spend the day in ISS (OnTask).

Fire Lane & 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.

Home Access Center (HAC)

Suffolk Public Schools is offering a unique service to parents. Home Access Center allows parents to view their student(s) grades and attendance on-line. Grades that appear in HAC are drawn directly from the teacher's grade book and will provide an electronic progress report, available anytime. Parents who wish to sign up for Home Access should contact Shellie Whear, administrative assistant. It may take up to 72 hours to activate.

Money

The school accepts online payments. You can use a credit or debit card (VISA, Mastercard or American Express) on a secure online payment system. Parents will need their child's student ID number for payment. Payment options will be added as needed (e.g. field trips, lost/damaged library books, donations). Please visit the school's website for additional information. The ONLINE SCHOOL PAYMENT link is located under the "For Parents" tab.

Non-School Food Items

The district Wellness Policy prohibits both parents and school staff from bringing certain snacks and beverages such as cupcakes into the school for student classroom parties. All snacks offered to



students during the school day must be nutritionally sound. For specific nutritional standards, please refer to the SPS District Wellness Policy in the SPS Handbook and SPS Website.

Positive Behavior & Intervention Supports (PBIS)

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. Students demonstrate these skills, behaviors, and attitudes on a consistent basis by following the school-wide expectations to **be kind, safe, eager and respectful** at all times.

All school-wide expectations will be taught to students and shared with students and parents the first week of school.

Our school-wide expectations are displayed around the building and are detailed in the matrix below:

 Northern Shores Elementary 					
At NSES, we are...	All Settings	Hallways and Transitions	Recess	Cafeteria	Virtual Learning
<u>kiNd</u>	~ Use kind words and actions	~ Greet others with a smile ~ Keep hands and bodies off walls	~ Be fair ~ Include others ~ Share equipment	~ Clean up after yourself ~ Follow staff directions ~ Use quiet voices	~ Listen to others when on a video call
<u>Safe</u>	~ Keep hands, feet, and other objects to yourself	~ Keep hands and feet to yourself ~ Hold doors open for the classmate behind you ~ Go directly to your location	~ Use equipment correctly ~ Keep hands and feet to yourself	~ Clean up your area of any food or spills ~ Walk to and from your table	~ Only go to approved websites ~ Remember internet safety
<u>Eager</u>	~ Follow directions the first time given ~ Be prepared ~ Be on time	~ Walk with a purpose	~ Line up quickly when called	~ Get everything you need when you go through the line	~ Complete activities and assignments by their assigned due dates
<u>reSpectful</u>	~ Value other students' opinions and needs	~ Walk in a single, straight, and silent line	~ Play by the rules ~ Share the equipment	~ Eat only your own food	~ Be attentive ~ Be polite in emails and messages
Adult Expectations	~ Use positive common language	~ Be in assigned duty location on time	~ Monitor all areas	~ Arrive on time at beginning and end of lunch	~ Communicate often with parents and students ~ Return calls/emails within 24-48 business hours

PBIS Recognition

Students are recognized for their outstanding demonstration of following the PBIS Motto: Be Kind, Be Safe, Be Eager and Be Respectful. Throughout the school day, students have opportunities for recognition when they consistently demonstrate behaviors which follow the school-wide expectations. Students also have the opportunity to earn prizes and fun events. In addition, students can receive Positive Behavior Referrals for being

kind, safe, eager and respectful during the school day. When individuals receive a Positive Behavior Referral, they have the opportunity of being selected for the PBIS STUDENT of the MONTH.

Pets

Pets should not be brought into the school building or on school grounds 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 or posted online prior to picture day.

Riding the School Bus

Riding a school bus is a privilege. This privilege can be suspended or revoked by the dean, principal, assistant principal, supervisor of transportation, or the superintendent for any child who does not conduct himself/herself in an acceptable manner. Because of the potential for danger involved in this part of the school day, violators will be dealt with severely and quickly. All passengers are under the jurisdiction of the driver while on the bus. The driver is to manage student conduct and report behavior problems to the dean, principal or assistant principal. Should any child be reported to the dean, principal or assistant principal, disciplinary action will be taken. Failure to comply with the policy dealing with school bus operations may result in suspension or termination of the privilege to ride a school bus. **Should a student be suspended from a bus, it becomes the responsibility of the parent to provide transportation for the child to and from school.**

PARENTS ARE PROHIBITED FROM BOARDING A SCHOOL BUS. Please call school administration for information or to express a concern.

School-wide expectations extend to the bus and bus stop. Specific bus expectations will be taught to students and shared with students and parents the first week of school.

Three suspensions from the school bus in one calendar school year could cause your child to lose the privilege of riding the school bus for 30 days and thereafter for the remainder of the year.

Permission to Ride a Different Bus:

A note signed by the parent/guardian must be presented to the teacher first thing in the morning or turned in to the *office* before 12:00 p.m. An example of the details that are needed in a bus note are shown on the following page:

Please allow my child, **(Student's Name)**, to ride **(Bus Number/Route)** to/from **(Address Where You Want Child Dropped Off and/or picked up)** on **(Days and Dates)**. I may be contacted at the following **(Daytime Phone Number)**.

_____ (Parent Signature)

NO student is to ride a different bus without an approved pass from the school office.

If there is a permanent change in bus transportation, please allow up to 2 weeks for the change to be approved. An approval letter will be sent home with the student with a start date.

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, bullying prevention program, conflict mediation strategies, 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.

Social Media

- School Website: <https://nses.spsk12.net/>
- Twitter: @NSEDolphins
- Facebook: www.facebook.com/NSEDolphins

Special Recognition Activities

Students are recognized for both academic and behavioral successes and growth. Recognitions include (but are not limited to): Principal's List, Honor Roll, Perfect Attendance, PBIS Student of the Week, and Student of the Month. An annual awards assembly will be held at the end of the school year. All other nine weeks, the students will receive certificates/items of recognition.

Student Support Systems

Northern Shores Elementary uses the Virginia Tiered Systems of Support (VTSS). VTSS is a data-informed decision-making framework for establishing the academic, behavioral, and social-emotional needs needed for a school to be an effective learning environment for all students. The VTSS systemic approach allows divisions, schools and communities to provide multiple levels of support to students in a more effective and efficient, clearly defined process. Implementing the VTSS requires the use of evidence-based, system-wide practices with fidelity to provide a quick response to academic, behavioral, social and emotional needs. The practices are progress-monitored frequently to enable educators to make sound, data-based instructional decisions for students.

Students Who Walk to School

Some students walk to and from school daily. Parents who wish for their student to walk must complete PP-151 NOTICE OF DISCLAIMER FORM. Forms can be obtained from the front office. The principal will review all forms and give permission. If approved, the student will be given a special tag for their backpack to denote “walker”.

Visitors/Interruption-Free Instructional Time

All efforts will be made by the office to ensure that instructional time is uninterrupted. For the safety of our students and staff, the following procedures will be observed:

- A. Visitors are seen by appointment only unless the visitor is approved and scheduled to volunteer at that time.**
- B. All visitors and parents must indicate the purpose of their visit after ringing the bell at the main entrance. Visitors can only enter through the front/main door.**
- C. Parents and visitors will be required to report to the kiosk/office when entering the building.** Parents/Visitors must sign-in using the Raptor System and will need to show proper photo identification upon entering the school building. All visitors must wear a “Visitor’s” sticker to visit any area in the building. For security reasons, it is every staff member’s responsibility to ensure that visitors without stickers are directed to the office. Students will not be summoned to the office except in urgent situations.
 - Teachers will not be called to receive telephone calls unless it is an emergency. A message will be taken and placed in the teacher’s box.
- D. Parents or visitors that are not serving as a volunteer will not be permitted to visit classrooms.**

