

METOMPKIN

ELEMENTARY SCHOOL

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**PARENT/STUDENT
HANDBOOK
2014-2015**

Principal's Message

Welcome to Metompkin Elementary School. The Metompkin faculty and staff are looking forward to an exemplary school year. We will focus on high expectations for our faculty, staff, students, and parents.

Student achievement is top priority at Metompkin Elementary. We follow a curriculum that is aligned with the Standards of Learning developed by the Virginia Department of Education. This school year we will continue to strive for excellence and meet the academic benchmarks established by our school division, state, and federal achievement mandates. Together, we will succeed!

Metompkin's instructional staff meets all federal requirements for "highly qualified" status. Our students are fortunate to be served by teachers that are not only qualified, but also dedicated, skilled, and compassionate toward children.

Our Parent-Student Handbook provides an overview of important information concerning the daily operation of our school. It is designed to give you a clear understanding of our school's guidelines and procedures. The handbook also provides information on extracurricular programs that have been scheduled to enhance parent involvement in our school.

We recognize the importance of sustaining a student's positive attitude toward learning. It is essential that strong home and school partnerships be established and maintained! We ask that you take an active role in your child's education. Please maintain on-going communication with teachers to support your child in his/her learning experiences. We invite you to visit the school campus, join the PTA, volunteer in the school, and participate in school-wide events.

Please take time to read the enclosed information carefully and share it with your child. Do not hesitate to call us to ask questions or request conferences. Our office hours are 8:00 AM- 4:30 PM.

We look forward to an excellent school year! We are Metompkin Strong!

Yours for the best education,
Mr. Shaun V. O'Shea

"Together Everyone Achieves More"

METOMPKIN ELEMENTARY FACULTY & STAFF

Shaun V. O'Shea, Principal
 Ann Maria Parks, Assistant Principal
 Edward Klawitter, Guidance Counselor
 Shana Matthews, Bookkeeper
 TBD, Secretary
 Janice Sloan, School Nurse
 Mike Rogers, Head Custodian

Faculty & Staff

Pre K	101 Heather Sabolick/ Ruth Dize		203 Jodi Cathey/ Etelvina Medina		
Kindergarten	001 Mary Catlin	002 Lauren Brittingham	003 Bobbi Wilson	004 Patricia Sims	005 Heather Hargis
Kindergarten Instructional Assistants	Carol VanClef	Clara Reese		Donna Parks	
First	102 Maureen McElwain	103 Miranda McGregor	104 Kara Perry	105 Whitney Turner	106 Brooke McIntosh
Second	201 Kelly Hale	202 Danielle King	204 Renee Ritchie	205 Katie Rosenwinkel	700 Milena Smith
Third	301 Alyssa Ruzicka	302 Sharon Rohde	303 Emily Bauer	304 Candi Conner	305 Edward Petruskevich
Fourth	401 Kayla Maschuck	402 Michelle Conklin	403 Pam Hart	404 Louis Bornes	
Fifth	501 Barb Rang	502 Corey McCluskey	503 Kasey Gillikin	504 Tyler Blaise	

Reading/Math	ESL		Specials
Reading Room Alicia Payne Reading Specialist	300 Zorylu Bonilla Teacher	300 Marissa Farmer Teacher	2814/Stage Dana Edwards- Music
400 Ruth Tankard Reading/Title I	300 Regan Cowling Teacher	300 Allison Tyler Teacher	704/Gym Humphrey Lukachik - P.E.
400 Karla Parks Math/Title I	300 Valerie Gibson Pre-K ESL		601/Media Center Jennifer Beach - Media
Diane Gladstone Instructional Specialist	705/SPEECH Rebecca Johnson Talented and Gifted (TAG)	705/SPEECH TBD	601/Media Center Jillian Stabler- Art

Special Education Faculty & Staff

200 Phyllis Smith Teacher	200 TBD Teacher		200 Penny Lewis Teacher
500 TBA Teacher	500 Linda Howard Instructional Assistant	200 Thelma Dickerson Instructional Assistant	200 Gwen Dorn Instructional Assistant
Independent Work Room Barbara Kellam Instructional Assistant			

METOMPKINS'S EDUCATIONAL PHILOSOPHY

The staff at Metompkin Elementary School is devoted to educating the whole child. We seek to develop each child intellectually, socially, emotionally, and physically. An atmosphere of patience, understanding, courtesy, and mutual respect lends itself to the maintenance of an orderly, secure environment conducive to learning.

We believe that social development is as important as academic success. Therefore, the development of positive social skills will foster good school citizens. This early foundation will serve to create productive well-rounded citizens for our democratic society. In all areas, we will strive to establish healthy attitudes toward learning by providing good role models and varied learning experiences.

We believe that open communication between the administration, faculty, staff, parents, and students is the key to an effective educational program. We will encourage the cooperation and seek the assistance of parents, community members, and social agencies in helping to address the needs of our students. In addition, our facility and talents are available to the community we serve.

OBJECTIVES:

To implement our philosophy, we will:

- ⊗ Develop through sequential instruction basic skills and intellectual processes using the Virginia Standards of Learning, as minimum guidelines.
- ⊗ Provide for individual needs and interests through the use of various teaching methods and learning experiences.
- ⊗ Develop healthy attitudes and feelings of self-worth.
- ⊗ Encourage students to enhance and protect the quality of the environment.
- ⊗ Develop an understanding of the importance of physical fitness and personal health.
- ⊗ Implement a school-wide discipline plan.
- ⊗ Model appropriate social behaviors for our students.
- ⊗ Recognize, address, and celebrate the diversity of our school community.
- ⊗ Seek opportunities to actively involve parents, community, and social agencies in the educational program at Metompkin Elementary

METOMPKIN'S MISSION STATEMENT

It is our responsibility to set high expectations for all students and to provide the environment, instruction, and support to ensure that all students are learning as measured by rigorous standards.



SHARED RESPONSIBILITIES FOR HIGH STUDENT ACADEMIC ACHIEVEMENT

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SCHOOL-PARENT COMPACT 2014-2015

Metompkin Elementary School staff, and the parents of the students participating in activities, services, and programs funded by Title I, Part A, of the Elementary and Secondary Education Act (ESEA) (participating children), agree that this compact outlines how the parents, the school staff, and students will share the responsibility for improved student academic achievement. In addition, the means by which the school and parents will build and develop a partnership that will help children achieve the state's high standards.

Principal & Teacher Responsibilities

Metompkin Elementary School will:

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the state's student academic achievement standards as follows:
 - Students in Pre-Kindergarten through Fifth grades are instructed in self-contained classes of mixed ability. During the daily language arts block students are immersed in literature, vocabulary development, spelling and phonics, writing, and comprehension skills.
 - Pre-Kindergarten through fifth grade students receive mathematics instruction daily.
 - Science and History/Social Science are taught in Kindergarten through Grade 5 and are often integrated into reading and mathematics instruction.
 - Metompkin Elementary School's curriculum is based on Virginia SOL guidelines. Enrichment is provided through art, music, library, and physical education, as well as special projects implemented by teachers, and the Talented and Gifted (TAG) program. Title I, Special Education and the PALS tutoring support students working below grade level. The English as a Second Language teachers and assistant provide services for limited English speaking students.
 - Through the advanced use of technology, daily instruction is enhanced. Successmaker is one instructional solution available for individualized support. Curriculum software and internet access are available in the academic lab and provide varied supplemental instruction aligned to the SOLs. The school has a part time Instructional Technology Resource Teacher to support teachers in their use of technology in the classrooms.
 - Assessments utilized for progress monitoring and diagnosis include PALS, quarterly Benchmark Assessments, SOL tests for Grades 3-5, teacher made tests, Developmental Spelling Inventory (Gr. 3-5), and PALS Quick Checks. The QRI (Qualitative Reading Inventory) and DRA (Developmental Reading Inventory) may be used as needed. Data is disaggregated to provide early intervention and to differentiate instruction.
 - The School Improvement Team includes all teachers, instructional assistants, support personnel, and parent representatives. The committee uses a needs assessment to determine areas for improvement plan and implement action steps for each area of focus, and reviews progress throughout the school year.
 - Metompkin Elementary School provides an effective quality curriculum through weekly grade level planning and by collaborating with Title I and Special Education staff. Art, music, library, physical education teachers' lesson plans supplement and reinforce science, social studies, and math content to the extent practicable. ESL Services are provided to enhance student understanding of English language and academic content. Inspiration Learning and United Streaming provide support for visual learners and second language learners. Inclusion of both Special Education Students and English Language Learners supports equal access to the curriculum, respect for differences, and Metompkin's commitment to provide the best education for all students.
2. Hold parent-teacher conferences during **which this compact will be discussed** as it relates to the individual child's achievement. Specifically, those conferences will be held:
 - Back to School Night
Teachers will provide an overview of the school's curriculum, the homework policy to promote home study habits, the take-home reading incentive program, classroom rules, and the school-wide discipline plan.
 - Two-hour early dismissal days are scheduled specifically for Parent/Teacher Conferences. Letters will be sent home with appointment times. Conferences will be documented in Parent Contact Log. Teachers meet with parents throughout the year concerning their child's academic progress as well as behavior. These meetings are held

at times convenient to both parent and teacher from before school, during planning times, and after school. At this time, teachers can reference objectives of the School-Parent Compact. Teachers also are flexible with scheduling appointments both before and after school to meet parents' work schedules. As more parents set up email accounts, teachers at MES have also implemented this contact with parents. Planners are used daily for communication between parent and teacher. Home visits could also be arranged by teachers and school personnel as needed.

- Metompkin Elementary School staff is available to discuss the School-Parent Compact at the parent's request.
3. Provide parents with frequent reports on their children's progress. Specifically, the school will provide reports as follows:
 - Interim reports are issued every 4 and ½ weeks. Report Cards are issued quarterly.
 - Student Planners are utilized daily for increased communication between home and school.
 - Weekly folders are sent home to parents each Monday to include student work and school announcements.
 - Teachers utilize a Parent Communication Log, which is submitted to the principals at the end of each month, providing documentation of open home/school communication.
 4. Provide parents reasonable access to staff. Specifically, staff will be available for consultation with parents as follows:
 - Two-hour early dismissal days are scheduled specifically for Parent/Teacher Conferences.
 - Parents may visit the classroom daily from 8:00 to 8:30. Visiting during instructional time is permitted, but advance notice to the teacher is requested. Exceptions may be made with administrative approval.
 - Parents may request a conference during a teacher's planning time, directly before or after school, or during parent visitation at PTA meetings. If a parent is unable to meet with a teacher during these times, arrangements for coverage will be made by a building administrator to ensure that teachers are accessible.
 5. Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities, as follows:
 - Parents will learn about volunteer opportunities at Open House and Back to School Night, as well as through the Metompkin school newsletter. Opportunities include working in classrooms with individuals or small groups reviewing material previously taught, serving as a room parent, sharing their professions during career month, volunteering at PTA sponsored events, joining the RSVP volunteer program, and chaperoning field trips.

Parent Responsibilities

It is our belief that student performance will improve as a result of our cooperative efforts to support this compact. This is a two-way partnership with a specific goal in mind. It is imperative that each person assumes his or her responsibility to assure that every student attains high standards and a quality education.

We, as parents, will support our children's learning in the following ways:

- Maintain regular communication with my child's teacher(s).
- Monitor my child's behavior and overall academic performance.
- Supervise homework completion and sign my child's planner daily.
- Promote positive use of my child's extracurricular time.
- Show respect and support for my child, the staff, and school.
- See that my child attends school regularly and is on time.

- Review all school rules and policies, which are found in the Parent/Student Handbook.
- Encourage my child to read at home and complete all assignments on time.
- Review homework assignments and sign the student agenda daily (Grades 2-5)
- Review school notices and student work in Monday folders and return folders to school the following day
- Participate in the “Take-Home” reading program (Grades K-3)
- Volunteer and provide support to my child's teacher.
- Help my child to resolve conflicts in positive, non-violent ways.
- Provide my child with necessary materials for school and home to complete assignments.
- Stay informed about my child's education and communicate with the school by promptly reading all notices from the school or the school district received either by my child or by mail and responding, as appropriate.
- Serve to the extent possible, on policy advisory groups, such the Title I Division Parent Advisory, the Principal's Advisory Committee, the Parent Teacher Association Executive Board, parent representative on the school's school improvement team, and the Title I Parent Involvement Policy Committee.

Student Responsibilities

We, as students, will share the responsibility to improve our academic achievement and achieve the State's high standards. Specifically, we will:

- Share with my parents what I have learned in school.
- Do my best work each day.
- Be responsible for my daily classroom and homework assignments.
- Accept responsibility for my schoolwork and my behavior.
- Show respect for fellow students and adults.
- Read at least 30 minutes every day outside of school time.
- Give to my parents or the adult who is responsible for my welfare all notices and information received by me from my school every day.
- Show respect for people and property.
- Solve problems in a nonviolent way (without physical or verbal harm to another or threat of fighting).
- Use appropriate and polite language.
- Know and follow all rules for the classroom, cafeteria, playground hallways, and buses.



GENERAL INFORMATION

Daily Schedule:

8:00 a.m.-8:25 a.m.-Breakfast, School Store, Homeroom Power Curriculum Review, Imagine Learning

8:25 a.m.-Morning Announcements

8:30 a.m.-Uninterrupted Instructional Day Begins

3:15 p.m.-Afternoon Announcements

3:20 p.m.-Dismissal

Student Leadership Opportunities

- Junior BETA Club (G 5)
- AAA Safety Patrols (G 4-5)
- Peer Mentoring Program (G K-5)
- Recycling Green Team (G

Student Emergency Card: A Student Emergency Card needs to be completed on Open House Day. If parents are unable to attend Open House, your child will bring the card home on the first day of school. Please return this card and other informational forms the next day. Please make sure your mailing address is correct. From time to time during the school year, we may be mailing information to you. Not having a correct mailing address disrupts this process. Ensure that you supply us with a P.O. Box number if you have one. In addition, supply us with your 911 address. This is the physical location of your residence. Please make sure you give phone numbers where we can reach you. In an emergency (sickness, injury), we need to be able to reach you the parent or guardian.

Student Attendance: All students are expected to be in attendance at school to take advantage of the daily opportunity to learn. Research indicates that academic performance and attendance are related. All students will be marked absent if they come to school after 12:00 p.m. Parents will be notified in writing when absences reach five (5), ten (10), and eleven (11) days. **Students absent for more than ten (10) days excused or unexcused in a school year may be considered for retention.** Absences due to illness or injury may be verified by parent/guardian, but not to exceed six (6) per year. Verification by a physician will be required if absences exceed six (6) days per year. If a student fails to report to school for a total of five (5) school days and the parent/guardian has not contacted the school principal, and there is no indication that the student's parent/guardian are aware of and support the absence, the principal/designee will refer the student to the Director of Student Services. The Director of Student Services will follow the Compulsory School Attendance Regulations. Homebound instruction will be provided to students who are ill or injured and will be absent for five (5) consecutive days or more. Documentation from the student's doctor is required before we can implement homebound services. You are encouraged to call the principal for a conference to discuss the circumstances and possible action to improve your child's attendance.

Tardiness: A student arriving at school after **8:25 a.m.** is considered tardy and must report to the school office to order lunch and to be removed from the absentee list. Tardiness will be closely monitored by the principal.

Early Dismissal: *Parents are urged to leave their child in school until the end of the school day. Picking up students early (Before 3:20 p.m.) causes students to miss important instructional content and interrupts the learning process for all students in the classroom.* Doctor or other appointments should be scheduled outside school hours and on school holidays whenever possible. Parents must sign their child out in the office before they can be dismissed.

Emergency Closing/Late Opening: The decision to dismiss early or open late is made by the division superintendent who informs the principal. The division's automated notification system, and/or local radio and TV stations are best sources of information concerning such matters. It is very important that your child understands what to do in the event of early closing should the parent not be at home. Emergency plans

should be made by the parent for inclement weather.

Hall Passes: Other than going to breakfast or the School Store (at the beginning of the school day), students are required to have a hall pass in their possession whenever they are outside of their classrooms, unless they are under the direct supervision of a faculty or staff member.

Visitors/Classroom Visits: Parents are welcome and encouraged to visit our school. Visitation must be restricted to the class in which your child is a member. Simply call your child's teacher in advance to schedule a time to visit. Please do not bring preschool age children when visiting a classroom. Parents must sign in at the office and secure a visitor's badge that must be worn when visiting classrooms. Visitors will not be permitted to loiter on school grounds and must wear a visitor's badge during the entire time they are on our campus. We ask that you not interrupt instruction during your visit and try to be as inconspicuous as possible. We encourage parent-teacher conferences. You may request a conference by sending a written note to the school by your child or by calling the school and leaving a telephone message. **Admission to classrooms and hallways is prohibited 2:30-3:30 p.m.**

Home/School Connections

USE OF THE STUDENT AGENDA (Grades 2-5)

The student agenda is a tool for students, teachers, and parents. It is a valuable tool, if used consistently; it will maintain a line of communication between the home and school. The agenda can be used to record homework assignments on a daily and long-range basis; help students be more organized and better planned; and communicate information, (i.e. notes and concerns) between the home and the school. The agenda should be read on a nightly basis and on weekends. Initials or signatures of parents nightly (Monday-Thursday) is required.

TEACHER – PARENT COMMUNICATOR FOLDER

Each Monday, your child will bring home a Parent-Teacher Communicator Folder containing important information for you. (Information may include graded papers, school notices, newsletters, menus, calendars, etc.). Please be sure to review the contents of the folder and see that your child returns it on Tuesday to the teacher. Should your child not bring this folder home, please notify his/her teacher.

METOMPKIN ELEMENTARY NEWSLETTER

Look for current events in the Metompkin Elementary School Newsletter. This home/school communication will be issued quarterly with report cards.

METOMPKIN ELEMENTARY WEBSITE

The Metompkin Elementary School website, www.mes.accomack.k12.va.us will be updated on a regular basis with information, student and parent resources, and upcoming events.

PARENT PORTAL ON POWERSCHOOL

Parents are encouraged to log onto PowerSchool to view student grades, attendance, and school announcements. Usernames and Passwords can be obtained through guidance.



FAMILY/COMMUNITY INVOLVEMENT

The Metompkin staff believes that family/community involvement improves educational achievement for all children. Volunteers are always welcome! Each teacher will make an effort to involve families and the community in the classroom. Families or community members who have free time during the day could be a great help to the school. There are many different jobs available for anyone who enjoys working with children, and would like to volunteer. Please call the school for more information and check our calendar of events in the back of this handbook.

We request that all visitors report to the office upon arriving at school. This procedure is required to protect our children and limit interruptions to the instructional environment.



Parent Teacher Association

The Metompkin Elementary faculty and staff believe that family/community involvement fosters educational achievement for all children. We are fortunate to have an active and supportive PTA. The organization benefits students, parents, and teachers. Our PTA is a vital part of the Metompkin team. Parents and teachers are encouraged to become PTA members. Look for PTA notices throughout the school year and PTA Reflections Contest Information during the first quarter of the school year. We look forward to working with you!

PTA Executive Board 2014-2015

Alan Hall, President
Sheiksha Jackson, Vice President
Jennifer Beach, Vice President
Shana Matthews, Treasurer
Leslie Escalante, Secretary
Jillian Stabler and Milena Smith, Teacher Liaisons

PTA MEETINGS & PROGRAMS 2014-2015

September	18 th	MES PTA Back to School Night 6:30 P.M.
October	6-10 th	Book Fair
	9 th	PTA Meeting & 4 th Grade Program 6:30 P.M.
	10 th	MES Goodies for Grandparents 9:30 A.M.
	23 rd	MES Reading FLY! Night 6:00 P.M.
November	14 th	MES PTA Family Night "Turkey Jam"
December	18 th	MES PTA & Winter Holiday Chorus Concert 6:30 P.M.
January	7 th	MES PTA & Math FLY! (Title I Family Math Night) 6:00 P.M. at Food Lion, Onley, VA
	16 th	MES PTA Winter Wonderland Family Night
February	6 th	MES Pastries for Parents 9:00 A.M.
	19 th	MES PTA & Grade 3 Program 6:30 P.M.
March	19 th	MES PTA & Grade 2 Program 6:30 P.M. (Nominations)
April	16 th	MES PTA & Grade 1 Program 6:30 P.M. (Elections)
May	4-8 th	MES PTA Celebrates Teacher Appreciation Week
June	5 th	MES Field Day

ACADEMIC POLICIES

CURRICULUM

The instructional program at Metompkin Elementary School reflects the philosophy, objectives, and evaluative procedures developed by Accomack County in accordance with the Virginia Standards of Quality and the Board of Education regulations. The curriculum design is based on the Virginia Standards of Learning at each grade level.

Grading System/Report Cards

Report cards are issued four times a year, at nine-week intervals. The grading keys are as follows:

Grades 1-2

G-Good 90-100

S-Satisfactory 80-89

N-Needs Improvement 70-79

U-Unsatisfactory 50-69

Grades 3-5

A-Excellent 90-100

B-Above Average 80-89

C-Average 70-79

D-Below Average 60-69

F-Failing 50-59

Pre Kindergarten and Kindergarten students also receive report cards four times a year. A checklist form of reporting is used to indicate mastery or deficiency of a skill.

Report cards will be issued each nine weeks. You will be notified in our monthly school calendar when report cards will be sent home. Parents of students in first-fifth grades can access student grades on-line throughout the school year. Please see the school secretary or guidance counselor to apply for access to the *Power School* grade book portal.

Interim Progress Reports are issued midway through each nine-week marking period. You will be notified in our monthly school menu/calendar when interims will be issued.

Homework Policy: Homework should be a part of the child's total school program. Metompkin teachers will adhere to the following guidelines regarding the assignment of homework.

Homework will:

- 1) Be purposeful,
- 2) Supplement or provide additional practice to reinforce and develop understanding,
- 3) Have been clearly explained, in both directions and process,
- 4) Not be excessive (adhere to County Policy which stipulates approximately ten minutes of homework for grade one, twenty minutes for grade two, thirty minutes for grade three, forty minutes for grade four, and fifty minutes for grade five, and
- 5) Not be punitive.

We encourage you to read with your child each evening and have your child talk to you about schoolwork. This will help your child gain fluency in reading as well as reviewing what is being taught in the classroom. It will also provide information to you about what your child is learning and provide an opportunity for you to reinforce the importance of the educational process.

Students in grades 2-5 receive an assignment planner. This resource is used daily to record homework assignments and for home/school communications between parents and teachers. Please review your child's assignment planner, sign it nightly, ask to see papers, and question your child about his or her class work and homework so that you may share in your child's progress. Some children forget to offer this information on their own.

Questions regarding homework or class work should be directed to the teacher. We encourage you to call the school or send a note to arrange a conference with your child's teacher whenever you wish to discuss your child's academic or social progress. Please keep in mind when requesting a conference; teachers must schedule conferences during times that do not interfere with their regular classroom responsibilities.

STUDENT TRANSPORTATION

Transportation by Car

Regular Car Riders:

Arrival- Students being transported to school by car should be dropped off at the sidewalk at the school's front entrance, if a monitor is on duty. Otherwise, students should be safely escorted to the school office by an adult family member. Please park your car in the parking lot. Students should not arrive before 7:30 a.m., as there is no adult on duty to supervise students arriving earlier. **Parking in the drop off circle is prohibited. Please line up single file to drop off students in the morning.**

Departure- To ensure the safety of our Metompkin students, dismissal procedures will be enforced. Parents/guardians who have been assigned a student identification number are to display their number sign on the front right dashboard by the car windshield at dismissal time. All other students must be signed out at the reception desk in the school foyer. For the safety and productive education of all students dismissal procedures will be enforced as follows:

- ⊗ The fire/dismissal lane will be open at 3:15 p.m. **Please do not leave your vehicle unattended.** If you need to come into the building, please leave your car in the parking lot.
- ⊗ Students who are picked up regularly by a parent will be released after the 3:15 p.m. announcements and called to the cafeteria. As the parent/guardian car arrives in the traffic circle/fire lane, a staff member will radio the student identification number to the cafeteria monitor and the child will be dismissed. Sign up for this service at Open House or see the school secretary.
- ⊗ If you have not applied for a dismissal number, you will need to sign for your child at the reception desk located in the school foyer and proceed to the cafeteria for student dismissal.
- ⊗ **When picking up your student, line your vehicle up single file in the pick up circle.**

Important Child Safety Notice... Admission to the hallways and classrooms is prohibited 2:30-3:30 p.m. Our teachers are completing lessons or reviewing the instructional day. In the event of an emergency, we will make a call to the classroom.

Transportation by Bus

Student Conduct: Riding a school bus is a privilege! To prevent serious accidents, the Accomack County School Board has approved a strict policy governing student conduct on school buses. This policy appears in the Accomack County Public Schools calendar. Your child's teacher will review the rules for appropriate bus conduct. Students who are referred to the office for misbehavior on the bus will be disciplined according to Accomack County Public School's policy. You may assist the school by discussing these rules with your child.

Flowers, Balloons, Glass Containers: These items cause serious distractions on the bus.

Therefore, students will not be permitted to take them on the bus.

Permission to Ride a Different Bus: A note, signed by the parent or primary caregiver must be presented to the teacher during homeroom period, giving details such as date, bus number, stop description, 911 address, and the name of the adult at that address that will have responsibility for the child. Teachers will then send the note to the school office where an official bus pass will be issued. Students without bus passes will not be permitted to ride a different bus. Bus drivers do not have the authority to change their scheduled routes or to make stops without the transportation supervisor's approval.

Due to our concern for the safety and well-being of your child, Metompkin Elementary School is prohibited from issuing bus passes over the phone.

STUDENT MANAGEMENT

GENERAL SCHOOL DIVISION STUDENT RULES:

(See Accomack County School Calendar/Handbook for specific details)

The following are not permitted:

- Fighting
- Guns (real or toys), B.B. shot or other ammunition
- Firecrackers, matches, cigarette lighters
- Knives (pocket or other), razor blades or other sharp edged item which may be determined harmful
- Any item that may be utilized or considered as a weapon
- Glass containers of any kind
- Hard balls (baseballs, golf balls, etc.)
- Any electronic equipment (cell phone, games, Mega pets, etc.)

GENERAL STUDENT RULES:

- Disrespectful behavior directed towards peers and/or adults (talking back, mocking, name calling, refusing to obey, rude, disruptive, defiant behavior)
- Any electronic communication device including beepers, cell phones, walkie-talkies, pagers, etc.
- Laser Pointers
- Leaving school grounds without permission
- Gum and soft drinks
- Clubs/secret societies not related to school
- Trespassing
- Severe bullying, teasing, inappropriate language or gestures, sexual harassment, shoving, and pushing
- Alcohol, drugs (over the counter or prescription), cigarettes, or related paraphernalia
- Disrupting the learning environment
- Solicitation
- Cheating on school work
- Engaging in gang activities
- Forging or using forged writing
- Threats against persons or property
- All toys, trading cards, and electronic equipment
- Items used for gambling (i.e. dice, cards, etc.)

SEVERE CLAUSE: Behavior that severely disrupts the instructional environment or violates established Accomack County Public School Policy will result in the student's immediate referral to the office with possible suspension. (Refer to the Accomack County Public Schools' Calendar for a listing and definition of severe violations.) Please call the school if you have any questions regarding the school-wide discipline plan at Metompkin.

METOMPKIN'S COMPREHENSIVE DISCIPLINE PLAN

To support the Accomack County Public Schools' Policies established to encourage a safe and orderly school environment conducive to student learning, the administration at Metompkin Elementary has implemented a school-wide discipline plan. The plan is based on the following basic ideas:

- ◆ The classroom teacher, the administration, and families must work together in the discipline process.
- ◆ Because the teacher cares about the safety and learning of students' behavior that: a) stops the teacher from teaching; b) stops another child from learning; and c) is not in the best interest of every student will not be tolerated.
- ◆ Teacher expectations for student behavior must be clearly communicated to students and their families. This is accomplished by posting class rules in the classroom, regularly reviewing these rules with the class, and sending a copy of the class discipline plan home to give families the opportunity to review, discuss, and reinforce expectations for good behavior.
- ◆ Consequences for students who choose not to follow the rules must be clearly stated to the students and their families and must be carried out consistently and fairly by the teacher. The consequences must be designed to draw the student's attention to the misbehavior with the intention of helping the student correct the misbehavior. The consequences will not be physically or psychologically harmful.
- ◆ Students who repeatedly are referred to the office for discipline issues will lose their privileges of participating in school trips, field day, boys' and girls' nights out, BETA and PTA Activity events, and other extra-curricular activities.
 - If total **number of discipline referrals exceeds 2 per quarter and/or 8 for the school year**, the student may lose privilege of participation in extracurricular events. The administration will determine if loss of privilege is appropriate on a case-by-case basis.
- ◆ Students who display appropriate cooperative behavior and citizenship will be recognized. Additionally, teachers at each grade level work together to plan special activities as group reinforcement and special recognition for students who maintain a positive attitude and demonstrate productive work habits for sustained periods of time.

In-School Suspension or Out-of-School Suspension is employed when all other consequences have been exhausted. In-School Suspension or Out-of-School Suspension is usually given for a period of one to three days. A family member will be expected to meet with the teacher and an administrator whenever In-School Suspension or Out-of-School Suspension is employed. Additionally, in cases where a student continues to exhibit inappropriate behavior, referral to the school's Child Study Team (CST) may be recommended to seek assistance in helping the student make better choices concerning classroom behavior.

SCHOOL RULES

HALL RULES

1. We keep our hands and feet to ourselves.
2. We keep our hands and feet off the walls.
3. We walk single file, two blocks from the walls.
4. We do not talk.
5. We proceed through the hallways with our teacher without disturbing others who are working.

RESTROOM RULES

1. We use the restroom facility with our class at a designated time, supervised by the teacher
2. We have a pass to use the restroom if using it individually for an emergency.
3. We keep our hands and feet to ourselves.
4. We clean up after ourselves.
5. We wash our hands.

ASSEMBLY RULES

1. We sit up tall with "Eagle Excellent Manners"
2. We keep our hands and feet to ourselves.
3. We show respect to the performers.
4. We look and listen.
5. We raise our hands to ask and answer questions.
6. We dismiss from assembly quietly.

BUS RULES

1. Wait for the bus at a safe place well away from the road. An adult should be present at the bus stop every day.
2. Be at your bus stop before the bus is scheduled to arrive.
3. Sit in your assigned seat.
4. Speak in a whisper so the driver will not be distracted.
5. Never throw things on the bus or out of the windows.
6. Keep the aisles clear at all times.
7. Keep your hands and feet to yourself.
8. Leave all toys, cards, electronics, etc. at home.
9. Keep the bus clean. Eating or littering is not permitted.
10. Raise your hand if you need the driver's attention.
11. Remain seated until the bus stops completely.
12. Follow all directions given to you by the bus driver.

***Refer to the ACPC School Calendar for additional information.**

Cafeteria Rules:

1. We walk in the cafeteria.
2. We sit at our assigned table.
3. We use an inside voice, talking quietly with those sitting next to you or directly across from us.
4. We keep our hands and feet to ourselves.
5. We eat first. We talk when finished eating or when permitted by the monitor.
6. We do not share, sell, or play with our food; nor do we eat other people's food.
7. We raise our hand for the assistance of the cafeteria monitors.
8. We remain seated until dismissed by the cafeteria monitors.
9. We follow all school rules

Failure to follow the above procedures will result in the following consequences:

1. Verbal Warning
2. Removal of student - he/she will be placed at a table where talking is prohibited. If the student fails to follow rules while in isolation, he/she will be sent directly to Principal/Assistant, Principal, or In-School Suspension Room for the remainder of the lunch period.
3. Future incidents in the lunchroom will result in a discipline referral to the office.
4. Major violations such as fighting, defiance of authority or the use of profanity will result in a discipline referral to the office.

BREAKFAST AND LUNCH

Monthly lunch menus will be sent home in the Monday folders. Menus are also read over the local radio stations each morning.

Meal Prices:

Breakfast

Students (Full Price)	\$0.80
(Reduced)	\$0.30
Adults	\$1.10
Milk	\$0.35

Lunch

Students (Full Price)	\$1.85
(Reduced)	\$0.40
Adults	\$2.75
Milk	\$0.35

NOTE TO PARENTS/GUARDIANS:

Please refrain from sending glass containers and/or carbonated beverages to school in your child's packed lunch. Glass containers and/or carbonated beverages are not permitted in the cafeteria.

RECESS BEHAVIOR GUIDELINES & EXPECTATIONS

During recess it is the responsibility of each student to conduct himself/herself in a manner conducive to a safe and relaxed atmosphere. All students are required to follow school rules. Listed below are guidelines to help ensure the safety of our students:

1. Rough play will not be tolerated at any time.
2. Participation in sports will not be permitted if physical contact is involved.
3. Students will not be allowed to re-enter the building during recess except in emergency situations. Students must use the restroom and get coats or jackets before leaving the building.
4. Once recess is over, students should line up quickly and quietly at the appropriate door.
5. Students will be referred to the office for Direct Referral offenses.

Olweus Anti-Bullying Program

“Bullying is when someone repeatedly and on purpose says or does mean or hurtful things to another person who has a hard time defending him or herself.”

Metompkin Elementary will continue to implement the Olweus Anti-Bullying Program this school year. This research-based program will provide an effective format of topics for weekly homeroom class meetings in grades Pre K -5. We are excited to incorporate proactive strategies that will help to enhance our focus of providing a safe learning environment for our students.





Accomack County Public Schools' Vision and Mission Statements

The vision of Accomack County Public Schools is to be a community of diverse learners where all members are valued, challenged, and expected to grow.

The mission of Accomack County Public Schools provide a safe, engaging, student-centered environment where all learners are challenged, encouraged, and supported to maximize growth and be prepared for further education, citizenship, and work.

Accomack County Public Schools' Goals

- Goal 1:** Accomack County will ensure students graduate with the knowledge and skills to be successful in further education and the work force.
- Goal 2:** Accomack County students will close gaps in achievement.
- Goal 3:** Accomack County will recruit, develop, and retain high quality teachers, administrators, and support staff.
- Goal 4:** Accomack County will institute a continuous improvement process to ensure effectiveness and competitive performance.
- Goal 5:** Accomack County will establish efficient, transparent systems for the allocation and alignment of resources to support the division's vision, mission, and goals.

ACCEPTABLE USE POLICY

Accomack County has adopted an Acceptable Use Policy for Electronic Communication Access. Each year students and parents are required to sign an agreement form before the student will be allowed electronic communication access. Violations of the Acceptable Use Policy are classified based on the severity of the violation.

MOMENT OF SILENCE

Code of Virginia, 22.1-203, was amended to require a minute of silence at the opening of each school day. Refer to regulations in the Division Calendar.

SCHOOL FACILITIES AND SAFETY

Accomack County School Board in compliance with 8 VAC 20-131-260 has adopted and implemented "Emergency Guidelines for Safe Schools." The guide outlines procedures for crisis, identification, and interventions with students who may present a potential threat, responses to events that impact the school, and manages critical incidents which do not involve threats that harm. Each individual school has written crisis management plans. The individual plan includes the protocol for dealing with crisis and critical incidents within their school environment. At the beginning of each year, all staff are oriented and trained to fulfill the designated roles, including drills. Emergency drills include Fire Drills, Lock-Down Drills, and Evacuation Drills. The students receive information on the plan and conduct drills with their teachers. The plans are available to the public and copies may be obtained at each school or at the Accomack County School Board Office.

POLICY FOR ADMINISTRATION OF MEDICATION IN ACCOMACK COUNTY SCHOOLS

(Revised 1/15/92)

Medication may be administered by the School Nurse, Health Aides, LPN, or designee during school hours provided the following conditions are met:

84497200. The medication is prescribed by a physician/dentist and a written order detailing the name of the drug, dosage, and time to be given is signed by the prescribing physician/dentist and kept on file in the school clinic.

84497201. A signature of the parent/guardian requesting that the school comply with the physician /dentist's order and granting permission to contact the physician/dentist if necessary.

84497202. The medication must be in the original container and be delivered directly to the school health clinic by the parent/guardian or another responsible adult. Secondary students may bring the necessary medication to the school and give it to the RN or designee at the beginning of the school day. If the medication is not properly labeled, it will not be given.

84497203. All medication must be kept in a locked medicine area of the clinic.

84497204. A running tally of the number of pills on hand will then be recorded on the medication sign out sheet as the medications are dispensed.

84497205. On receipt of medication, the Health Aide/RN/LPN and one other person are to count the amount of medication received, enter the number of pills on the medication consent form sign out a sheet, and both people sign.

84497206. Only a maximum of one month's supply of medication will be kept on hand in the school clinic.

84497207. The current date of the prescription must appear on the medication bottle.

84497208. The medication administered will be properly recorded by the RN, LPN, Health Aide, or designee and retained in the student's health record.

84497209. The physician's written order and the parental permission should be renewed annually or whenever deemed necessary.

84497210. Discontinued or unused medication must be picked up from the RN by parent/guardian by the end of each semester. If not claimed, the RN will destroy all the medication.

84497211. In absence of the RN, LPN, or Health Aide, school personnel designee will destroy the medication.

84497212. No over-the-counter preparations will be given unless prescribed by the physician as stated above.

84497213. The attached MEDICATION CONSENT FORM will be used. The form requests the information necessary for compliance and is provided for convenience. Identical information on another form may be acceptable at the discretion of the school nurse.

84497214. Copies will be sent to local physicians/dentists.

A copy of this policy will be incorporated into each school's handbook for parent's information.

**ACCOMACK COUNTY SCHOOLS
MEDICATION CONSENT FORM**

NOTE: If possible parents are advised to give medication at home and 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 as recommended by the State Department of Health.

84498208. The school must be provided written orders from a physician/dentist detailing the name of the drug, dosage, and time interval medication is to be given.

84498209. The school must be provided with the signature of parent/guardian requesting that the school comply with the physician's or dentist's order and to contact the physician/dentist if necessary.

84498210. Medication must be brought to the school by the parent/guardian or other reliable adult in the original container with the appropriate label intact. Secondary students may bring necessary medication to school; give to RN or designee at the beginning of school day. Medication must be kept in the locked area of the clinic. If medication is not properly labeled, it will not be given.

84498211. The current date of the prescription must appear on the prescription bottle.

84498212. Only a maximum of one month's supply of prescribed medication will be kept on hand in the school clinic.

6. *The following form requests the information necessary for compliance and is provided for convenience. Identical information on another form may be acceptable at the discretion of the school nurse.

*Please fill in and sign this form:

Name of student: _____

Diagnosis: _____

Date of Order: _____

Name of Medication: _____

Dose: _____

Duration of Order: _____

Physician/Dentist: _____

I request that the school give the above medication as ordered by the physician/dentist if necessary. *PUPIL'S NAME* _____ *HOMEROOM TEACHER*

MEDICATION: _____ DOSAGE ORDERED: _____

DATE	TIME	DOSE	SIGNATURE	# PILLS

ACCOMACK COUNTY PUBLIC SCHOOLS STUDENT DRESS AND GROOMING

The Accomack County School Board recognizes the right of students and their parents to exercise personal judgment in the selection of school clothing. The School Board also recognizes its duty to provide a safe school environment which is free of distractions and disruptions, and is conducive to learning. The School Board believes that neatly attired students who have pride in their appearance are more likely to display a positive attitude and demeanor; practice self-control; and, therefore, be more productive members of our society. In order to ensure that our students' education is conducted in an environment where safety risks, disruptions, and distractions are minimized, all students in the Accomack County Public School system will adhere to the following standards of dress.

Accomack County Public School 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 suggestive themes, designs, or pictures;
 - d. evidence of membership or affiliation in any gang. (Policy File: JFCE)
- 2) Accessories that could pose a danger or be used as a weapon.
- 3) Muscle shirts, halter tops, fishnet tops, strapless dresses/shirts, or other clothing that is not appropriate because of slits, rips, or holes in the garment or that reveals the midriff.
- 4) Clothing that sags below the waistline.
- 5) Shirts or blouses that fall below the student's hips that are not tucked in.
- 6) Skirts or shorts that are inappropriate in length as determined by the building administrator.
- 7) Items 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.
- 8) Inappropriate footwear including, but not limited to, shower shoes, flip flops with rubber bottoms, bedroom slippers, and unfastened shoes or shoes missing appropriate closures.
- 9) Head coverings and accessories that are not related to or required by the student's bona fide religious practices may not be worn to school. Examples include do-rags, wave caps.
- 10) Items that are intended for outdoor use cannot be worn inside. Examples include but are not limited to sunglasses, hats, caps and headbands.

Additional clothing 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 school functions. Appropriate dress 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.**

Acknowledgement of Policies Regulating Portable Telecommunication Devices

Elementary and Middle Schools

Definition: Cellular Telephones or Other Portable Telecommunication Devices means a device that emits audible signal, vibrates, displays a message or otherwise receives or communicates messages. Such devices may include, but not limited to portable pagers, cell phones, or similar devices.

Electronic Devices means a device that is not used for communication. Such devices may include, but not limited to hand held radios, Personal Digital Assistants (PDAs), iPod, MP3, electronic games, or any technology developed for similar purposes.

A. The possession and/or use of Cellular Telephones, Other Portable Telecommunication Devices, or Electronic Devices are **not** permitted by elementary and middle school students on school grounds, on buses, and at all school activities, including, but not limited to, field trips, conferences, and athletic events.

___/___ (Initial) 1st Offense: The cell phone/electronic device is confiscated and only returned to a parent/guardian at a time specified by the school. The student and parent will sign an Acknowledgement of Further Consequences statement, which will be filed in the student's discipline record.

___/___ (Initial) 2nd Offense: The cell phone/electronic device is confiscated and held until the last day of school or when the student withdraws from Accomack County Public Schools.

___/___ (Initial) Additional violations of these guidelines, after the second offense, will result in penalties for a second offense and disciplinary action.

___/___ (Initial) Failure to turn a device over to teachers and other school personnel when requested will lead to disciplinary action.

___/___ (Initial) In addition to penalties previously listed, school administrators may impose additional disciplinary actions for electronic device violations that cause a disruption, invade the privacy of others or negatively impact school operations.

**Accomack County Public Schools and/or school personnel assume no responsibility in any circumstance for loss, destruction, theft, or bills for Cellular Telephones, Other Portable Telecommunication Devices, or Electronic Devices.

I have read the above information and understand the consequences associated with additional violations of this policy.

METOMPKIN ELEMENTARY SCHOOL
CALENDAR OF EVENTS
2014-2015

September	18 th 25 th 26 th 27 th	MES PTA Back to School Night 6:30 P.M. MES ELL Family Night 6:00 P.M. MES Fall Picture Day ELL LEP Signing Day 9 A.M. - 3 P.M.
October	3 rd 9 th 6-10 th 10 th 23 th	Two Hour Early Dismissal- Parent Conferences MES PTA & Grade 4 Program 6:30 P.M. MES Book Fair MES Goodies for Grandparents 9:00 A.M. MES Reading FLY! (Title I Family Reading Night) 6:00 P.M.
November	4 th 7 th 10-14 th 12 th 14 th 20 th 21 st	Election Day – Staff Development Day Make up Picture Day MES Celebrates American Education Week MES Junior Beta Club Inductions 1:45 P.M. MES PTA Family Night – Turkey Jam MES ELL Family Night 6:00 P.M. MES Eagle Excellence Awards 1:45 P.M.
December	18 th	MES PTA & Winter Holiday Chorus Concert 6:30 P.M.
January	7 th 16 th	MES PTA & Math FLY! (Title I Family Math Night) 6:30 P.M. at Food Lion MES PTA Winter Wonderland Family Night
February	5 th 6 th 13 th 19 th	MES ELL Family Night 6:00 P.M. MES Pastries for Parents 9:00 A.M. MES Eagle Excellence Awards 1:45 P.M. MES PTA & Grade 3 Program 6:30 P.M.
March	3 rd 5 th 19 th	Two Hour Early Dismissal- Parent Conferences MES Science FLY! (MES Family Science Night) 6:00 P.M. MES PTA & Grade 2 Program 6:30 P.M.
April	9 th 16 th 23 rd 24 th 30 th	Teacher Workday – No School for Students MES PTA & Grade 1 Program 6:30 P.M. Spring Picture Day MES Eagle Excellence Awards 1:45 P.M. Kindergarten Graduation Pictures
May	4-8 th 27 th 28 th 29 th	MES Celebrates Teacher Appreciation Week MES Kindergarten Graduation 6:30 P.M. 5 th Grade DARE Day 5 th Grade Celebration/Dance 6:00 – 8:00 P.M.
June	1 st 2 nd 5 th 12 th	Pre-K Celebration 1:45 P.M. 5 th Grade Graduation 1:45 P.M. MES Field Day MES Eagle Excellence Awards 9:00 A.M.

NOTES

