

NARROWS ELEMENTARY / MIDDLE SCHOOL



Student Handbook 2023 – 2024

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NATIONAL MOTTO

The statement ‘In God We Trust,’ the National Motto, enacted by Congress in 1956” shall be posted in a conspicuous place in each school for all students to read.

Adopted: June 28, 2002, c. 891

Legal Ref: Acts 2002, c. 891

CHARACTER COUNTS PILLARS & COLORS

Citizenship –	Purple
Caring –	Red
Respect –	Yellow
Fairness –	Orange
Responsibility –	Green
Trustworthiness –	Blue

NARROWS ELEMENTARY MIDDLE SCHOOL PLEDGE

As a Narrows Elementary/Middle School student, I will strive to show respect, caring, fairness, trustworthiness, responsibility, and citizenship. This will help me to become a successful student who will always work and play well together with others.

DIRECTORY
SCHOOL BOARD PERSONNEL

DIVISION SUPERINTENDENT
ASSISTANT SUPERINTENDENT FOR CURRICULUM
GIFTED EDUCATION COORDINATOR
SCHOOL HEALTH COORDINATOR
DIRECTOR OF STUDENT SERVICES
SCHOOL PSYCHOLOGIST
DIRECTOR OF SPECIAL SERVICES
VOCATIONAL SCHOOL PRINCIPAL/VOCATIONAL ED DIRECTOR
NETWORK ADMINISTRATOR

Dr. Terry Arbogast, II
Mrs. Lisa Mustain
Mrs. Paula Tibbs
Mrs. Jesse Glover
Dr. Mike Brown
Mrs. Shannon Douthat
Mrs. Jessica Morris
Mr. Kevin White
Mrs. Michelle Lucas

OFFICE STAFF

PRINCIPAL
ASSISTANT PRINCIPAL
SECRETARY
BOOKKEEPER

Mr. Christopher Gautier
Mr. Kevin Law
Mrs. Michelle Carter
Mrs. Christie Sowers

CLASSROOM TEACHERS

KINDERGARTEN

Mrs. Robin Haga, Mrs. Melinda Clemons, Mrs. Sarah Sutphin, TBA

FIRST GRADE

Mrs. Lauren Merrix, Ms. Chelsie Haggerty, Mrs. Lynette Lowe, Mrs. Chris Trent

SECOND GRADE

Mrs. Beth Anne Leake, Mrs. Carol Tawney, Mrs. Patricia Tibbs, Mrs. Tara Johnson

THIRD GRADE

Mrs. Karen Bucklen, Ms. Kelcie Lowe, Mrs. Caitlin Taylor

FOURTH GRADE

Mrs. Maria Maddy, Mrs. Michelle Robertson, Mrs. Krista Dascano

FIFTH GRADE

Mrs. Alexis Perdue, Mrs. Donna Ralph, Ms. Tara James

SIXTH GRADE

Mrs. Crystal Dunn, Mrs. Jennifer Shrewsbury, Mr. Lane Mann

SEVENTH GRADE

Mr. Jeff Bucklen, Mrs. Stephanie Mitchener, Mrs. Sarah McGlothlin

SUPPORT STAFF

BAND
GIFTED ART
GUIDANCE
ITINERANT GUIDANCE
LIBRARIAN
MUSIC
PHYS ED
PRE-SCHOOL
READING SPECIALIST
SPEC/ED
SPEC/ED
SPEC/ED
SPEC/ED
SPEECH
SCHOOL NURSE
SCHOOL NURSE
SCHOOL RESOURCE OFFICER
TECHNOLOGY SPECIALIST
TITLE I COORDINATOR
TITLE I
PALS

Evan Daniels
Lisa White
Amy Clark
Lindsey Howard
Lori Alvis
Jennie Farmer
McCreery Mann
Jennifer Thompson
Gary Crosier
Jodi Felts
Kim Nichols
Whitney Frazier
Tori Bowman
Ethan Lowe
Michele Thompson
Peggy Bronnenkant
Estelle Wade
Josh Taylor
Jackie Evans
Lisa James
Beth Ellis
Billie Jean Gautier

TEACHER ASSISTANTS

COMPUTER LABS
PHYSICAL EDUCATION
SCHOOL
SPECIAL ED
SPECIAL ED
SPECIAL ED
SPECIAL ED
SPECIAL ED
SPECIAL ED
SPECIAL ED
SPECIAL ED
SPECIAL ED
SPECIAL ED
SPECIAL ED
SPECIAL ED
SPECIAL ED
SPECIAL ED
SPECIAL ED
KINDERGARTEN

Angela Vaughan
Jeff Turner
Barbara Quesenberry/Cierra Sprouse
Doris Suttle
Shanda Green
Savannah Blankenship
Erin Tucker
Nancy Foote
Malinda Lowe
Penny Martin
Shirley Williams
Faith Martin
Amanda Brooks
Amber Skidmore
Sara Ferguson
Karen Buzzo
Carolyn Smith
B.J. Ludwig/Austie Miller

CAFETERIA STAFF

Julie Kennett – Cafeteria Manager
Regina St. Clair
Izma Hodge
Lauren Copeland
Gina Griggs
Wendy King

CUSTODIAL STAFF

Ricky Wilson
Billy McGraw
TBD

ACCIDENTS/ILLNESS/MEDICINE

When a child becomes ill at school, every effort will be made to notify the parents or the person designated as the emergency contact. Refer to the "Return to Learning" plan for changes related to COVID-19.

The school is permitted to give medicine to your child provided the School Board's policy is followed precisely. (Please note File:JHCD - Appendix B)

ASSEMBLIES/ACTIVITIES

Special assemblies will be held throughout the school year. Some of these may require a small fee due to the nature of the program. Parents are welcome to attend at the student's cost. Visitors may be restricted depending on the status of health and safety regulations.

CAFETERIA INFORMATION

Narrows Elementary/Middle School will serve lunch and breakfast each school day. In addition to traditional breakfast, Narrows Elementary/Middle School will serve a "grab and go" style breakfast each morning. In the event of bad weather and school starting an hour late, breakfast will be served; in the event of a two-hour late schedule, only the "grab and go" breakfast will be served. A menu will be sent home at the beginning of each month. For reasons of health, safety and capacity, visitors will not be allowed during lunch.

The prices for lunches, breakfast and milk are as follows:

	<u>DAILY</u>	<u>WEEKLY</u>	<u>MONTHLY (~20 days)</u>
STUDENT BREAKFAST	FREE	FREE	FREE
STUDENT LUNCH	FREE	FREE	FREE
STUDENT MILK	FREE	FREE	FREE
ADULT LUNCH	ala-carte pricing	----	----

STUDENTS ARE ENCOURAGED TO PLACE MONEY IN THEIR ACCOUNTS FOR A LA CARTE ITEMS.

This may be done in the office each morning between 8:10 - 8:30 by the students. If a parent chooses to place money in their child's account, please do so by 9:00 a.m. No lunches are to be brought in from local restaurants by students or parents; however, lunch boxes or bag lunches packed from home present no problems. **Soft drinks will NOT be allowed.**

CAFETERIA CHARGES – There will be no charges on ala carte items. Ala carte items include extra entrée items, snacks, drinks, and etc. If a negative balance occurs, the school will send a notice home with your child indicating the amount charged. PLEASE BE DILIGENT IN KEEPING FUNDS IN YOUR CHILD'S ACCOUNT. You may contact our bookkeeper, Christie Sowers, at any time to verify the balance in your child's lunch account. A \$25.00 service charge will be charged on all returned checks.

ICE CREAM

Ice cream is sold for \$1.00 and will be served on Friday. Ice cream will not be sold if our schedule is altered.

Outside Food and Drink

All outside food and drink must be premade and prepackaged. Due to allergies, homemade food is prohibited for special occasions, but store bought packaged food with listed ingredients is acceptable, with teacher approval.

EARLY RELEASE/DISMISSAL OF STUDENTS

As part of our continuing efforts to make Narrows Elementary/ Middle School a safe environment for our students, early release and dismissal of students must be orderly and specific.

As part of our mission statement, it is our desire to "...create a welcoming climate for students, parents, and employees." This environment can only be established if all of us work diligently to increase our security and safety. We can better accomplish this with your cooperation and understanding of our mission.

NORMAL SCHEDULE:

- **Students will not be released between 2:30 and 3:05.** If this conflicts with scheduled appointments, please send the office a note or contact the school by phone before noon. Students riding school buses will be released first at 3:00 p.m. Students who are dismissed for parent pick-up and students who walk home will be released at 3:05. Parents/Guardians should meet students outside.
- If your child rides a bus to school, then he/she must return home on a bus unless a written note indicates otherwise. Written notes must be turned into the office prior to the tardy bell. Faxed notes are discouraged since fax machines can malfunction.
- If your child is a walker, then he/she will remain a walker, unless residency changes. In the event this occurs, please contact Chris Gautier, Kevin Law, Michelle Carter or Christie Sowers. Walkers or bus riding arrangements may be handled through your child's homeroom teacher by the first day of school.
- **Emergency contact people must be identified during the week prior to school beginning. Students that enroll after the opening of school will have their emergency contacts identified upon completion of the registration process.**
- Emergencies that arise that would alter your child's release from school should be communicated to **Chris Gautier, Kevin Law, Michelle Carter or Christie Sowers.** **These are the only individuals authorized to handle your requests.**
- Children can only be released by Narrows Elementary/Middle School to parent/guardian or listed emergency contacts. Emergency contacts must have written permission from the parent/guardian dated for the day the child is to be released. A parent/guardian or designee must be visible by the bus driver for any student in grades PK – 4 to be dropped off.

DAILY SCHEDULE-NORMAL OPERATIONS

MORNING

- 7:45** SCHOOL OPENS FOR STUDENTS
- 7:45** BREAKFAST BEGINS
- 8:30** **CLASSES BEGIN - TARDY BELL RINGS**

AFTERNOON

- 3:00** 1ST BUSES LEAVE
- 3:05** EXCUSE WALKERS & THOSE RIDING IN CARS
- 3:30** ALL TEACHERS ARE DISMISSED EXCEPT BUS DUTY TEACHERS

FUND RAISING

Fund-raising refers to the raising of non-appropriated funds by students, parents, or others for the educational benefit of students and their schools. Elementary schools may not conduct any sales campaign, project, or other process which requires, encourages, or otherwise promotes the utilization of students in solicitation.

Virginia School Quality Profile

Virginia's School Quality Profiles provide information about student achievement, college and career readiness, program completion, school safety, teacher quality and other topics of interest to parents and the general public. Report cards are available for parents, schools, school divisions and for the commonwealth on our school website under Parent Resources. Giles County Schools report all schools are accredited for the 2022 school year.

<https://schoolquality.virginia.gov/schools/narrows-elementary-middle>

Right to Know

On December 10, 2015, the Every Student Succeeds Act (ESSA) was signed into law. Section 1112(e)(1)(A) states that as a parent of a student in [school name], receiving Title I funds, you have the right to know the professional qualifications of the classroom teachers instructing your child. Federal law requires the school division to provide you this information in a timely manner if you request it. Specifically, you have the right to request the following information about each of your child's classroom teachers:

- Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status because of special circumstances.
- Whether the teacher is teaching in the field of discipline of the certification or degree he/she received
- Whether paraprofessionals provide services to your child and, if so, their qualifications.

If you would like to receive any of this information, please contact Lisa Mustain, Director of Curriculum and Instruction, either by phone at 540-921-1421, ext 16 or in writing at Giles County Schools, 151 School Road, Pearisburg VA, 24134. 100% of Giles County Schools Title 1 personnel meet state qualification and licensing for the grade level and subject in which they provide instruction.

Opt Out Policy

On December 10, 2015, the Every Student Succeeds Act of 2015 (ESSA) was signed into law. Section 1112(e)(2) of ESSA states that parents of students in Title I schools have a right to know about state or division policies regarding student participation in any assessments mandated by ESSA, including any policy, procedure, or parental right to opt students out of such assessments. If you would like to receive information about this topic, please contact Lisa Mustain, Assistant Superintendent, either by phone at (540)921-1421, or in writing at 151 School Rd., Pearisburg VA, 24134.

All students enrolled in Virginia public schools are expected to take the applicable state tests. The Virginia Board of Education Regulations Establishing Standards for Accrediting Public Schools in Virginia state: "In kindergarten through eighth grade, where the administration of Virginia assessment program tests are required by the Board of Education, each student shall be expected to take the tests" and "each student in middle and secondary schools shall take all applicable end-of-course SOL tests following course instruction" (8VAC20-131-30).

The Virginia regulations do not provide for what is sometimes referred to as an "opt out policy" for students regarding the Virginia assessments. If parents refuse to have their student participate in one or more of the required Virginia assessments, they should be aware that their student's state assessment score report will reflect a score of "0" for any test that is refused.

GIFTED EDUCATION PROGRAMS
FOR GILES COUNTY PUBLIC SCHOOLS'
ELEMENTARY/MIDDLE SCHOOLS

The Young Scholars Program is sponsored by the Gifted Education Program and is for students in K-3 whose potential academic aptitudes require that they receive a differentiated educational program to further meet their needs. Nomination forms, teacher checklist (Kindergarten and Grades 1-3), and parent checklist are available from the guidance counselor and the Coordinator of Gifted Education. Completed forms should be forwarded to the Coordinator of Gifted Education for processing. Nominations-referrals are on- going, but in order to be processed by the end of the current school year they should be received no later than April 1 of the current year.

The Gifted Education Program is for students in grades 4-12, and is for students whose academic aptitudes require that they receive a differentiated educational program to further meet their needs. Nomination forms are available from the guidance counselor and Coordinator of Gifted Education. Completed forms should be forwarded to the Coordinator of Gifted Education for processing. Nominations/referrals are on-going, but in order to be processed by the end of the current school year they should be received no later than April 1 of the current year.

The Visual Arts Gifted Program is for students in grades K-7, and is for students whose visual arts aptitude requires that they receive a differentiated educational program to further meet their needs. In order to be considered for this program, students must complete a portfolio for their art work and be scheduled for an identification meeting with the Visual Arts Gifted Instructor. Information about nominations and portfolio requirements are available from the guidance counselor and the Visual Arts Gifted instructor. Referrals are ongoing and assessments are conducted in a timely manner throughout the school year.

GUIDANCE SERVICES

Narrows Elementary/Middle School has a full time Guidance Counselor and an Itinerant Guidance Counselor assigned to the school. The guidance counselors are here to assist students, teachers, and parents with instructional and developmental concerns.

The goals of the guidance program are:

To assist each student in:

- A. Developing a positive and realistic concept of self and others.
- B. Acquiring effective problem-solving, decision-making, and coping skills.
- C. Developing effective interpersonal skills.
- D. Becoming self-directive and responsible for his/her own behavior.
- E. Developing academic skills.
- F. Developing an understanding of, and an appreciation for the world of work.

HOMEWORK

If you anticipate your child being absent more than one day and wish to pick up his/her homework assignments, please call the office by **9:00 a.m.** in order for the teachers to get the request before their planning period. Or you may come by the school office after 3:05 p.m. to pick them up. Not all subjects require homework. Some require homework only occasionally. Each individual teacher will determine their homework requirements. Every effort is made to keep the time spent on homework by students within a reasonable range.

Parents can do their part to improve homework by providing their children with suitable study conditions. Set aside a time each day for homework; show interest, but let them do their own work. Impress upon your child that homework is to be completed and returned as assigned.

ITEMS TO LEAVE AT HOME
(SPECIFIC TO NARROWS ELEMENTARY MIDDLE)

In order to minimize disruptions and problems connected with them, the following items are not to be brought to school:
Possession of these items may result in Disciplinary action.

- All pets (including dogs) except by invitation of the teacher
- All toys except by invitation of the teacher
- Electronic devices (unless permitted by teacher and compliant with the “Acceptable Use” policy)
- Trading Cards (Sports, Pokemon, etc.)
- Chewing gum, food and drinks
- Rubber bands
- Hair spray or perfume
- Harmful objects – **possession of toy guns/knives will result in OSS**
- Skateboards
- Heelies

Bicycles - If you ride a bicycle to school, bicycles must be secured in the bicycle racks. The school is not responsible for any lost, stolen, or damaged bicycles.

PARKING

The Giles County Sheriff’s Department will have an officer working the school crossing from 8:00 a.m. until 8:30 a.m. and from 3:00 p.m. until 3:15 p.m. Student safety is our **FIRST PRIORITY** at Narrows Elementary Middle School. All children will be dropped off in the upper parking lot adjacent to Mary Street and Wolf Street and the officer will assist the children across the road.

At no time will parents park, pick up or drop children off in the parking lot at the main entrance to the school. The parking lot at the main entrance of the school is designated for handicap parking only. To access this parking lot, vehicles must be identified with a D.M.V. issued permit. Stopping in front of the school on Wolf Street to drop children off or pick children up is a traffic violation. This causes a safety problem and delays buses from meeting their schedules. Violators will be issued a citation by the Narrows Police Department.

P. T. A.

You are cordially invited to join your P.T.A. and attend the meetings. There will be four regular meetings during the school year, with activities of special interest at other times. Notices will be sent home by students.

PAYMENT OF SCHOOL FEES

All checks should be made payable to **Narrows Elementary/Middle School or N.E.M.S. unless otherwise instructed. A fee of \$25.00 will be charged for ALL returned checks.**

ATTENDANCE

Students are expected to regularly attend school, as described in the paragraph below. If an absence were to occur, the student should return to school with a note written and signed by the parent/guardian, doctor, court services, etc. indicating the reason for the absence.

Regular attendance is of prime importance in the educational process. All students are expected to attend school for all days of the established school calendar as approved annually by the Board of Education and in compliance with the Virginia School Attendance Law. When requested by the parent or guardian, students will be excused for observance of religious holidays.

Every parent, guardian, or other person having control or charge of any child who will have reached the fifth birthday on or before September 30 of any school year and who has not passed the eighteenth birthday shall send such child to a public school or otherwise provide the child with an education in accordance with state law unless the child is exempt from the state's compulsory attendance requirement. Further, in the case of any five-year-old child, the requirements of this policy may be alternatively satisfied by sending the child to any public educational pre-kindergarten program, including a Head Start program, or in a private, denominational, or parochial educational pre-kindergarten program.

Compulsory Attendance Procedures

Whenever a student fails to report to school on a regularly scheduled school day and no information has been received by school personnel that the student's parent is aware of and supports the absence, the school principal, principal's designee, attendance officer or other school personnel or volunteer notifies the parent by phone, email or other electronic means to obtain an explanation. School staff records the student's absence for each day as "excused" or "unexcused".

A. Upon Fifth Absence without Parental Awareness and Support

If (1) a student fails to report to school for a total of five scheduled school days for the first school year and (2) there is no indication that the student's parent is aware of and supports the absence; and (3) reasonable efforts to notify the parent of the absences have failed, then the Principal or his designee or the attendance officer shall make a reasonable effort to ensure that direct contact is made with the parent, either in person or through telephone conversation, to obtain an explanation for the pupil's absence and to explain to the parent the consequences of continued nonattendance. The school principal, principal's designee or the attendance officer, the pupil, and the pupil's parent shall jointly develop a plan to resolve the pupil's nonattendance. Such a plan shall include documentation of the reasons for the pupil's nonattendance.

B. Upon Sixth Absence without Parental Awareness and Support

If the pupil is absent an additional day after direct contact with the pupil's parent and the attendance officer has received no indication that the pupil's parent is aware of and supports the pupil's absence, the school principal, principal's designee or the attendance officer shall schedule a conference within ten school days, which must take place no later than the fifteenth school day after the sixth absence. At the conference, the pupil, his parent, and school personnel, shall meet to resolve issues related to the pupil's nonattendance. Other community service providers may also be included in the conference.

C. Upon Additional Absence without Parental Awareness and Support

Upon the next absence after the conference without indication to the attendance officer that the pupil's parent is aware of and supports the pupil's absence, the principal or principal's designee shall notify the attendance

officer or superintendent or superintendent's designee who shall enforce the compulsory attendance rules by either or both of the following: (i) filing a complaint with the juvenile and domestic relations court alleging the pupil is a child in need of supervision as defined in Va. Code §16.1-228 or (ii) instituting proceedings against the parent pursuant to Va. Code §§18.2-371 or §22.1-262. In filing a complaint against the student, the attendance officer shall provide written documentation of the efforts already undertaken to resolve the pupil's absence. If the student's parents have joint physical custody of the student and the school has notice of the custody arrangement, then both parents shall be notified at their last known address.

TARDINESS

Prompt arrival at school is expected of all students. Late arrival disrupts class and causes loss of instructional time. It is difficult for the child to make up for the work he/she misses when arriving late. **Please have your children at school no later than 8:20 each morning. Please note that the Tardy Bell rings at 8:30. Continued tardiness may result in disciplinary action or become a matter for the school resource officer and/or the court system.**

RELIGIOUS EDUCATION

All 3rd, 4th and 5th grade students are given the opportunity to participate in the Weekday Religious Education Program. This program is sponsored by the Giles County Council of Churches. Written parental permission must be granted before the child can participate. Permission forms will be sent home soon after school starts.

REPORT CARDS

Report cards for grades K through seven will be issued at the end of each **nine** weeks. Parent-Teacher Conferences will be held at least once during the school year. Reports to kindergarten parents will be made at the first Parent-Teacher Conference.

SAFETY REGULATIONS

I. IN THE BUILDING

- A. Walk at all times.
- B. No pushing and scuffling at any time.
- C. Keep all materials, feet included, out of the aisle in the rooms.
- D. No pets are allowed without permission from the principal.
- E. No chewing gum is allowed at school.

II. OUTSIDE GROUNDS

- A. No fighting or scuffling allowed.
- B. No throwing of anything except when supervised by the teacher.
- C. No balls or bats should be brought to school.
- D. Walk at all times, using sidewalks when possible.

III. GOING TO AND FROM SCHOOL

- A. Walk-Do not run or play on streets or highway.
- B. Do not throw rocks or objects.
- C. No scuffling or fighting.
- D. Do not accept rides from strangers.
- E. The bus driver is responsible for your safety while on the bus.
 - 1. Obey the bus driver.
 - 2. Stay in your seat.
 - 3. Do not throw objects or make excessive noise.
 - 4. Obey all posted rules.

******ANY VIOLATIONS OF THESE RULES COULD RESULT IN THE DISCIPLINARY ACTION AT SCHOOL OR ON THE BUS******

SAFETY

The school doors will open promptly at 7:45am each morning. If you have to transport your child to school, please unload him/her on Wolf or Mary Street. **DO NOT ENTER THE BUS LOADING ZONES.** We have buses arriving and leaving all the time prior to the opening and closing of school. Traffic congestion will be increased and the children's safety impaired with failure to follow these guidelines.

TELEPHONE CALLS - REGARDING STUDENT USAGE

The telephones in the office are for school business only. Students will not be called to the office to receive a telephone call except in case of an emergency; students will not be permitted to use the telephone except in the case of an emergency. Please impress these rules to your child/children.

We feel that students should be responsible for remembering books, homework, lunch money, etc., and will not be permitted to call parents to bring these items from home.

CELL PHONES

Students may have cell phones at school as long as they are left in their book bags and turned off throughout the instructional day.

This means off and out-of-sight from 7:45 am-3:15pm

NEMS is not responsible for lost, damaged, or stolen cell phones and/or electronics.

USE OF LIBRARY

The library is a place for reading pleasure as well as for study. The library is well equipped and the number of books increases yearly. Your child's teacher and the librarian will instruct your child on the specific procedures and regulations to be followed when using the library. When a library book is lost, a student must pay the purchased value of that book.

Students should develop a respect of the library by observing the following guidelines:

1. Move about the library quietly so that you do not disturb others.
2. Put all books and materials away before leaving.
3. Put chairs under the table.
4. Return books on time.
5. Pay fines promptly on overdue books.

VISITORS

Visitors are welcome to visit our schools. **However, they must report to the office when entering the building. Visitors must sign-in using their valid driver's license in the office and receive a visitor's badge, which must be worn while visiting the school. Anyone not wearing a badge will be approached and asked to return to the office. Parents will not be allowed to escort children to class. Parents who have scheduled conferences with teachers must report to the office. Feel free to call or visit us if any questions arise. Our phone number is 540-726-2391.**

VOLUNTEER PROGRAM

We encourage anyone who enjoys working with students and teachers to become involved in our volunteer program. Your support and assistance offers valuable assistance to our school. We consider volunteers as a very special resource and enjoy working with you. Anyone interested should talk with the building principal.

WITHDRAWALS

If it should be necessary to withdraw your child from school, the parent should notify the school. All records will be mailed when requested by the child's new school. All textbooks and library books must be returned before the transfer is made. No refund is made for weekly readers or insurance. Student Accident Insurance remains in force only if the new school carries the same insurance.

HEALTH INFORMATION

Screening Information

Good health is essential to effective learning and has long been recognized as a worthy goal of education. Because of the significance of optimum health for our school children, certain health screenings are provided by Giles County Public Schools.

Through the cooperative efforts of school nurses, speech and language pathologists, and other school personnel, the screening programs are conducted in accordance with procedures established by the State Department of Education for implementing School Laws 22.1-270 and 22.1-273. All applicable procedural safeguards shall be maintained during the screening process. Listed below are the various screening and the grade levels at which they are provided. These screenings will be conducted within 60 business days of enrollment to kindergarten and for all students new to Giles County Public Schools, regardless of grade level, that do not have documentation of a recent screening. Deficiencies discovered through this screening process will be referred to parents/guardians by letter, phone call, and /or home visit.

- Vision –Grades K, 3, 7, and 10
- Hearing-Grades K, 3, 7, and 10
- Speech, Voice, and Language –Kindergarten, as deemed appropriate
- Fine and Gross Motor Function - Kindergarten, as deemed appropriate

All students in Giles County Public Schools may be screened for height and weight, as recommended by the Virginia School Health Guidelines.

The Dental Aid Partners of the NRV in conjunction with the School Districts will be screening students in grades K-3. Parents will be notified if their child's has a condition potentially requiring dental care.

It is through this screening process that potential problems can be identified and addressed prior to any adverse effect on school performance.

Scoliosis Information Sheet for Parents of Students in Grades 5 through 10

According to the Code of Virginia 22.1-273.1 within the time periods specified in regulations promulgated by the Board of Education, each school board shall provide parent educational information on Scoliosis to parents of students in grades 5 through 10.

1. Scoliosis is a sideways (lateral) curving of the spine, generally associated with the rotation of the spine and rib cage.
2. Frequent signs are a prominent shoulder blade, uneven hip and shoulder levels, unequal distance between arms and body, clothes that do not "hang right", leaning to one side more than another, round shoulders or a humpback.
3. Kyphosis (round back) may occur in developing adolescents. It should be screened for and may need to be treated.
4. Eighty percent of scoliosis cases are idiopathic (cause unknown). Scoliosis tends to run in families and affects more girls than boys.
5. Scoliosis is identified by a physician's use of family history, physical exams and x-rays when checking for scoliosis. A simple test, called "forward bend test" a procedure to assess the possible presence of abnormal curvature in the spine. With this test the child is asked to bend over at the waist as if they are going to touch their toes. The examiner then views for asymmetry of the back, and shoulders or any spinal curvatures

6. Spinal curvature is best corrected when a young person's body is still growing, and can respond to one or a combination of treatments (exercise, body brace, surgery etc.). Potential treatments vary, based on history, physical exam, x-rays and other tests. Mild cases may not need treatment, but should be monitored.
7. Usually without pain in its early years, scoliosis can advance rapidly during the growing years. Curves that are moderate to severe will continue to advance in adulthood and can increase with each pregnancy. Left untreated, scoliosis can cause obvious physical deformity, pain, arthritic symptoms, and heart and lung complications and can limit activities.

Early detection of any curvature is very important. When scoliosis is detected early and treated appropriately, progressive deformity of the spine can be prevented. If you have concerns about your child's posture or spine development, contact your child's health care provider.

Automated External Defibrillators (AED)

Automated External Defibrillators, commonly known as AEDs, are devices that can diagnose cardiac arrhythmia and administer an electrical shock to help a person's heart re-establish its rhythm. AEDs are in place in all Elementary/Middle and High Schools.

Information about School Health Services

School Health Services provides many services including management of acute (short-term) and chronic (on-going) health care problems. bug bits, scratches, etc.) and illnesses. Examples of chronic problems include diabetes, asthma, and seizure disorders. Also, skilled nursing procedures (ordered by your child's health care provider) including breathing treatments, tube feeding, dressing changes, medication administration and blood glucose monitoring are also provided. Emergency services are also provided. This includes training and administration of EpiPen for allergic reactions, Glucagon for hypoglycemia and Insulin for hyperglycemia. A team of CPR/First Aid/ AED trained school personnel is available in each school for emergency situations. We also provide health education to students. If your child needs medications (including over-the-counter medications like Tylenol), treatments or procedures during the year, specific forms MUST be completed before any medication or treatment can be provided. Most medications and treatments require a doctor's order. School personnel cannot give any medications or treatments without the written permission of the parent/guardian. Hand notes or telephone permission is unacceptable. At the end of the school year, parents must pick up their child's medication from the school or it will be discarded. School clinics have the following topical medication available for students who need basic first aid: Aloe Vera (burns, bug bites, etc.), Calamine lotion or Hydrocortisone Cream (bug bites, poison ivy/oak, dermatitis, etc.), petroleum jelly such as Vaseline (chapped lips, dry skin, etc.), triple antibiotic ointment/ cream, wound wash (sterile saline or water), eye wash (sterile saline or water), moisturizing lotion (dry skin, etc.), and alcohol (piercing, tick bite etc.). Generic forms of the above may be substituted. All wounds are treated with gentle wound cleaning and band aid/bandage application. Ice is use for soft tissue injuries such as sprains, strains etc. School Personnel, as always, follow the First Aid Guidelines recommended by the Virginia Department of Education. If you do not want these medications available for your child, please submit your request in writing to the school nurse. If a child becomes sick or injured, he/she will be sent to the clinic. If after observation, the illness/injury appears to warrant contact of a parent/guardian/emergency contact, reasonable effort will be made to make contact. At this time, the student may need to be picked up from school. If sickness or a minor injury occurs near dismissal time, the child may be sent home on the bus. In an emergency, the school will call 911. Emergency information sheets are to be filled out each year. It is important that emergency sheets be updated throughout the year if changes are made in employment, telephone numbers, or alternate contacts. School nurses serve as a resource person to school personnel, students, and their families. Please contact them if you have concerns about your child's health.

Severe Allergy Information- Asthma

The 2000 legislation of House Bill 1010 addresses student possession and self-administration of inhaled asthma medications. Present school policy allows students with asthma to carry inhaled asthma medications with physician and

parent permission. However, the law mandates that each student with asthma who carries and inhaler have an “Asthma Health Care Action Plan and Authorization for Medication.” If your child has asthma and needs to carry an inhaler at school, please notify the school nurse. Parents can access the Asthma Action Plan on the school website.

Severe Allergy Information and Stocked EpiPens

Giles County Public Schools will provide at least two (2) does of auto-injectable epinephrine in every school. These EpiPens are for students who have not been diagnosed with a life-threatening allergy but who have a life-threatening reaction during the academic day. Policy does not extend to activities off school grounds (including transportation to and from school, field trips, etc.) or outside of the academic day (sporting events, extra-curricular activities, etc.). At least two staff members at every school are trained to administer the emergency medication in the event of a life-threatening allergic reaction. Parents of students who have been diagnosed with life-threatening allergies are still expected to provide their child’s prescribed medication to the school, along with health-related forms. It is the parent’s responsibility to provide emergency medications such as Benadryl and Epinephrine (EpiPen). Parents of students who should not be administered epinephrine because of a serious health condition need to notify the school nurse.

Head Lice

Head Lice (*Pediculus humanus capitis*) are small insects found on the head and live close to the scalp. Head lice are not known to spread disease. Head lice move by crawling; they cannot hop or fly. Head lice are spread by direct contact with the hair of an infested person. A student is confirmed to have head lice infestation when the school nurse or designee identifies live lice on the student’s head, and/or nits are found within ¼ inch of the base of the hair shafts (scalp). Screening, recommendations and communication will be managed in a discreet manner to maintain student’s confidentiality and privacy rights. The student will not return to class and the parent/guardian will be contacted to pick the student up from school. The student must receive treatment for head lice before returning to school. The student’s parent/guardian will receive a copy of the Head Lice Education Handout. Upon return to school, the student must report to the clinic and the nurse/designee will recheck the student to rule out continued head lice infestation.

NEMS DISCIPLINE SYSTEM **IN-SCHOOL SUPERVISION (ISS)**

In-School suspension (ISS) is available in Giles County Public School. Many students who previously would have received out-of-school suspension may now be assigned in-school supervision. The ISS program is a well-supervised, self-contained classroom. Students assigned to the program are **isolated from the normal daily operations of the school**. Students will not participate in pullout activities/classes and will be assigned to an alternate lunch schedule.

In-school supervision will not replace other means of disciplinary action. Rather, it is an additional option to be used at the discretion of the administration.

COVID-19 RELATED INFORMATION

Information shared in Giles County Public School’s “Return to Learning” plan may supersede any information contained within this document. Please refer to it for information regarding current instruction, safety, and guidelines. Once restrictions have been fully lifted by the Virginia Department of Health, the CDC, and the Virginia Department of Education, we will resume normal operations and all information within this handbook will apply.

STUDENT DRESS CODE
(Specific to Narrows Elementary/Middle School 2023-2024)

1. Shoes must be worn at all times in and around the building.
2. Flip-flops and other insecure footwear are not recommended.
3. Shorts, skirts, and dresses must be at least mid-thigh. (An easy way to measure length is to have arms straight and hanging to your side, while in this position your fingertips should touch the bottom of the garment.)
4. No tank tops, unless layered with a sleeved top.
5. Upper and lower garments should meet at all times.
6. Neither undergarments nor nightclothes are to be worn as outer garments.
7. Sheer or excessively tight garments are not acceptable.
8. Hats and other head coverings are not to be worn in the school building, (this includes hoods.)
9. Apparel that is considered lewd, suggestive, supportive of illegal substances, (including drugs, alcohol, and tobacco products) and of culturally/sexually offensive topics are not permitted.
10. Pants may not be worn with the waistband below the hips.
11. Metal accessories or anything that could harm persons or property will not be allowed.
12. Pants/shorts should not have advertising or wording across the back of the garment. (This does not apply to manufacturer's brand label.)
13. Excessive tears in pants or shorts that show undergarments will not be permitted.

*****Students may be referred for Dress Code disciplinary action at any time during the day.**

USE OF TECHNOLOGY

1. Acceptable Use. Access to the Division's computer system shall be (1) for the purposes of education or research and be consistent with the educational objectives of the Division or (2) for legitimate school business.
2. Privilege. The use of the Division's computer system is a privilege, not a right.
3. Unacceptable Use. Each user is responsible for his or her actions on the computer system. Prohibited conduct includes but is not limited to:
 - using the network for any illegal or unauthorized activity, including violation of copyright or contracts, or transmitting any material in violation of any federal, state, or local law.
 - sending, receiving, viewing or downloading illegal material via the computer system.
 - unauthorized downloading of software.
 - using the computer system for private financial or commercial purposes.
 - wastefully using resources, such as file space.
 - gaining unauthorized access to resources or entities.
 - posting material created by another without his or her consent.
 - submitting, posting, publishing or displaying any obscene, profane, threatening, illegal or other inappropriate material.
 - using the computer system while access privileges are suspended or revoked.
 - vandalizing the computer system, including destroying data by creating or spreading viruses or by other means.
 - intimidating, harassing, bullying, or coercing others.
 - threatening illegal or immoral acts.