

Vanceboro Farm Life Elementary School

2000 Farm Life Avenue, Vanceboro, NC 28586

Phone: (252) 244-3215 - Fax (252) 244-3219

<http://vanceborofarmlife.weebly.com>

Student / Parent Handbook



GO RAIDERS!

Principal: Jonathan "JT" Tribula

Assistant Principal: Sarah Willhite

2016-2017

August 2016

Dear Students, Parents, & Guardians:

On behalf of the Vanceboro Farm Life Elementary staff, I welcome each of you to the 2016-2017 school year. Our staff is committed to providing the best education available for every student. Our school will continue to focus on these five non-negotiable core values:

1. Maintain a safe and orderly school
2. Focus on effective teaching and high student learning
3. Maintain a positive school culture
4. Hold high expectations for all stakeholders
5. Consistency

As principal, I promise these core values will represent how we operate at Vanceboro Farm Life Elementary. We will hold tight convictions to these values to ensure that all students are safe, growing as learners, striving to do their best, and treating all students with equality.

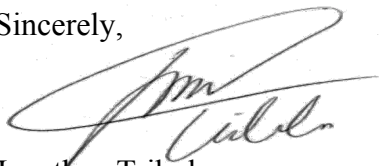
Our staff members are devoted to providing the best education available to each student. Regularly, our staff seeks out opportunities to grow as educators through various staff development activities, planning, and the use of new instructional strategies in the classroom.

To our students, we challenge each of you to take pride in your learning. We ask that each student comes to school every day eager to learn. At times, school will seem difficult, but our staff will help each of you to get through these tough times. However, for you to be successful, you must always do your best and never give up.

To our parents, we need you to be active in your child's learning. Every night, take time with your child to do homework or read a book. Please communicate with your child's teacher on a consistent basis. There will be times that you have questions or concerns about your child's learning. When this happens, please remain patient and speak to your child's teacher to find out the whole situation and seek out opportunities to help your child grow.

Please take time to read this student/parent handbook. Information inside should answer most general questions that you may have about the 2016-2017 school year. If at any time during the year a question arises, please call the school at (252) 244-3215. We look forward to another successful school year at Vanceboro Farm Life. Go Raiders!

Sincerely,

A handwritten signature in black ink, appearing to read 'Jonathan Tribula', written over a light blue horizontal line.

Jonathan Tribula

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DAILY SCHEDULE

No staff member will be on duty to supervise students prior to 7:20. Do not drop off your child prior to 7:20 am.

Any student dropped off between 7:20 and 7:40 can go to the cafeteria for breakfast or to the media center. Students will proceed to their classes at the 7:40 bell. Any student who is not in their classroom by 8:00 will be considered tardy. The student **must be accompanied by a parent** to the front office to receive a tardy pass. Teachers will collect all passes and record the student as tardy.

7:20 AM	Student Drop Off / Breakfast Begins
7:40 AM	Breakfast Ends / Students Report to Class
8:00 AM	Tardy Bell (must be in class by 8:00)
8:00 AM	Announcements / Pledge of Allegiance
3:00 PM	Dismissal

No child will be dismissed from school after 2:40.

If you would like for your child to ride a different bus or get dropped off at a different location, an alternate stop form must be completed and approved by the transportation department. This process can take up to two weeks or more for approval. Students can only have one alternate bus stop at a time.

Any change in transportation from carpool to bus or vice versa, must be approved by 2:00. Changes will not be made over the phone. Changes will only be made by note or fax and must have a date and parent/guardian signature on the note.

ARRIVAL

Students may not be dropped off prior to 7:20. Students arriving by carpool can go to breakfast at 7:20. If a student decides not to eat breakfast, the student can report to the media center and wait until 7:40. At 7:40, all students will be allowed to report to their classrooms. No student will be allowed to enter breakfast after 7:40. Students already in the cafeteria before 7:40 will be allowed to eat to 7:50 before being dismissed to class.

There are two options for student arrival by car. First, students can be dropped off beside the gym and walk towards the cafeteria or media center. At 7:20, a staff member will be present to receive students at the gym.

Secondly, if a parent decides to accompany their child to the building, the parent must park their car in the parking lot and walk with their child up to the building. The first two rows will remain open for all parents to park their cars. **There will be no parking in the visitor parking spaces in the morning. As well, no parking is allowed along the fence.** Spots will be available in the first two rows for parents to park their cars.

K-1 parents will be allowed to walk their child in the building through September 23, 2016. No child will be allowed in the building before 7:40, except for the cafeteria or media center. After September 23, all K-1 parents can walk their child to the building, but will not be allowed to enter the building.

2-5 parents will be allowed to walk their child in the building for the first week of school. No child will be allowed in the building before 7:40, except for the cafeteria or media center. After the first week of school, 2-5 parents can walk their child to the building, but will not be allowed to enter the building.

A kiss/hug zone is designated outside of each building for parents/guardians to drop off their child. Teacher assistants and other staff members will be on duty outside the building and in the hallways to ensure students arrive to class safely and on time. Vanceboro Farm Life staff has asked that parents remain out of the buildings in the mornings until 8:10. This will allow for all students to transition safe and smoothly to class at 7:40. This will also allow teachers to begin their administrative procedures and Reading 3D monitoring in the morning without any disruptions.

DISMISSAL

There are two options for picking up students by car. First, you can drive your car to the side of the gym in a single file line and wait for teachers to dismiss your child from the gym. **Please do not get out of your car while in the carpool line. If your child needs assistance getting into the car, please park in the parking lot and pick your child up at the gym.** School personnel will be there to assist all students from the gym to the car.

If cars are backed up on College Avenue waiting to pull up next to the gym, we ask parents to pull up side by side **only on College Avenue. Please enter the side road beside the gym in an alternating single file manner.** This will help keep Mill Road clear of stopped vehicles.

Secondly, if you decide to meet your child at the gym, please park in the first two rows of the staff parking lot. **Please only park in an assigned space, not along the fence or semi-circle driveway.** Walk up to the gym and speak to a staff member. Do not enter the gym or grab your child before they enter the gym. It is important for teachers to keep a count of every child. Once a child enters through the back of the gym, the child will be dismissed to the parent/guardian waiting outside by a staff member.

In the event of heavy rain, students may be dismissed from the front office. Please be patient with school staff as we work to dismiss your child in a safe and orderly manner.

If a student is being picked up by someone else besides the parent/guardian or anyone listed on the emergency card, you must notify the front office in writing with a signature and date. School personnel may ask anyone picking up a student for identification to ensure the child's safety.

Your cooperation with all dismissal procedures will result in a safe, smooth, and speedy dismissal.

ATTENDANCE

A student's attendance is a critical factor in determining the success a student has in school. Therefore, Craven County Schools believes that parents, students, and schools need to work together to have all students attend school at the highest rate possible. Students with excessive absences in a school year, including out-of-school suspension, can be retained in their current grade. All promotion and retention decisions will be made by the administration upon review of the student's records.

In addition, parents of students who accumulate more than 10 absences are subject to court action. Parents will be notified when children accrue 3, 6, and 10 absences. Please read the Craven County Schools' Policy manual regarding absences and the procedures we will follow to ensure that your child attends school.

When a student is absent, he/she should present a signed note to their teacher, signed by a parent or guardian, stating the reason for the absence on the date he/she returns to school. Absences will be deemed excused/unexcused based upon Craven County Board Policy.

- **Arriving Late** – Any student who is not in **their class at 8:00** will be counted tardy. The parent/guardian must accompany the child to the office to sign in.

- **Leaving Early** – A student must remain at school until 11:30 to be counted present. If a student needs to be checked out of school early, parents/guardians must sign the child out in the office. **No child will be dismissed from school after 2:40. School staff may ask anyone picking up a child, including parents/guardians and people listed on emergency cards, to produce a valid identification card.**

AWARDS & RECOGNITIONS

Every twelve week reporting term, Vanceboro Farm Life will recognize students with perfect attendance, honor roll, and principal’s list in grades 3-5; perfect attendance and citizenship awards in grades K-2.

- **Perfect Attendance** – 100% attendance and no tardies or early checkouts. This is a Craven County School Board Policy.
- **Principal’s List** – 90 or above average in all subject areas and conduct grades are satisfactory or above;
- **Honor Roll** – 80 or above average in all subject areas and conduct grades are satisfactory or above;
- **Citizenship Award** – Students in K-2 who have been outstanding students in academics and conduct, determined by individual teacher.

BOOKS/CLASSROOM MATERIALS

Textbooks, library books, and classroom materials are loaned to students. It is the responsibility of the student to take care of all such items. All books and classroom materials should be kept clean and free from any marks. Students will be assessed damage fees beyond normal use. If a student loses a book belonging to the school, he/she will be responsible for paying for that book before another one is issued. If the book is found, Vanceboro Farm Life will gladly refund the cost through June 30, 2017.

BUSES

Each student is assigned to a specific bus. The student is expected to ride that bus unless the proper paperwork is completed and permission to change buses is given by the principal or assistant principal. Students will only be allowed to ride the bus to which they are assigned. Parents cannot request that their child ride a bus home with a friend, because there are no seats available.

Riding the bus is a privilege that may be taken away. **The bus driver is in complete charge of the bus and its occupants at all times.** Students riding the bus must comply with the all directions of the driver.

Behavior of students may be monitored by a video and audio surveillance system while on the bus.

BUS RULES AND EXPECTATIONS

- **Board Promptly** – Be at your stop on time. Do not delay the buses. Drivers cannot wait for any student.
- **Store belongings properly** – Keep aisles free from books, book bags, hands, and feet. Balloons will not be allowed on the bus.
- **Be respectful and courteous** – Use an inside voice, no loud talking or inappropriate language/gestures to your classmates, driver, or passing motorist. No food, drink, or gum. Do not damage bus seats.
- **Stay in your assigned seat** – Only at your stop should you get out of your seat. Do not switch seats. Do not hang any part of your body or belongings outside the bus window.
- **All school rules apply on the bus and at the bus stop.**

Bus stops are not determined by the driver and therefore cannot be changed. If you have concerns about a bus stop, please contact the Craven County Transportation Department.

BUS CONSEQUENCES

- **1st offense** – Warning from bus driver
- **2nd offense** – Bus Driver/Administration contacts parent through phone, face-to-face, or note home.
- **3rd offense** –3-5 days suspension from bus
- **4th offense** –5-10 days suspension from bus
- **5th offense** – Suspension of bus riding privileges for the remainder of school year

Note: Administration can bypass all above consequences. Each referral will be investigated on an individual basis.

BULLYING

Craven County Schools has adopted a zero-tolerance policy for bullying in our schools. Students are taught to be friends at Vanceboro Farm Life and are encouraged to refrain from bullying behavior. We ask that all families help us in this endeavor to persuade all students from this type of behavior.

Teachers work with all students to recognize behavior that could be characterized as bullying. If a student witnesses or is a victim of bullying, then they may report this to their classroom teacher. All teachers who receive a report will first investigate to determine if this is an offense that needs to be handled by a school administrator.

We also have a system to anonymously report bullying. We maintain a bully box in the media center for students to drop off reports, and we have a bullying link that is located on the school's website or Craven County Schools' website.

CELEBRATIONS

Teachers will plan classroom celebrations that are aligned with the curriculum. Parents/guardians will be contacted by your child's teachers for specific celebrations. All food brought to the classroom must be bought through a grocery store or business that has a Craven County Health Department license. Balloons and other oversized objects are not allowed in the classroom or buses.

CUSTODY

If there are special arrangements for a child, the parents should provide a copy of custody papers to the office. Otherwise, the school is required to consider both parents to have equal access to the child.

DISCIPLINE

Behavior in our classrooms, hallways, cafeteria and playground is viewed as an integral part of child development. We, at Vanceboro Farm Life Elementary School, believe that a cooperative effort among student, parents/guardians, and teacher is necessary to develop a desired learning environment. Your assistance and understanding in helping us create this acceptable learning environment is imperative. All students will be expected to comply with our school-wide list of rules known as the Raider Rules.

RAIDER RULES:

- 1. KEEP A POSITIVE ATTITUDE**
- 2. WALK IN A STRAIGHT LINE ON THE RIGHT SIDE OF THE HALL**
- 3. KEEP HANDS BY YOUR SIDES**
- 4. SILENCE – NO TALKING WHILE IN THE HALLWAYS**
- 5. PRACTICE SELF-CONTROL IN ALL AREAS**

Self-discipline is the best behavior. However, consequences are in place for those students who choose not to follow school rules and procedures at Vanceboro Farm Life. Discipline is always handled first in the classroom through the teacher. Your child's teacher will develop a discipline plan for his/her classroom. The plan will be discussed with his/her class and a copy of the rules and consequences will be sent home so that you may discuss the plan with your child. In addition, the **Craven County Discipline Policy**, governing student discipline, will be distributed to students to deliver to parents/guardians.

- **CHILL OUT**

Students who have behavior issues in the classroom will be referred to the administration and the administration will then decide if placement in chill out is appropriate. The purpose of chill out is to reduce classroom disruptions, reduce out-of-school suspensions, and increase student learning for all students in attendance at Vanceboro Farm Life Elementary School. Students who do not comply with the rules and regulations of this program will be suspended out of school. The nature of the offense as well as the frequency of occurrence will determine whether students are assigned to the program or suspended out of school. All rules and regulations adopted by the Craven County Board of Education will be followed. Assignment to chill out and length of time is at the sole discretion of the administration.

- **OUT-OF-SCHOOL SUSPENSION**

Parents/Guardians will be notified by an administrator if a student is suspended out-of-school via telephone or conference and a copy of the referral will be sent home through the student.

Students are required to comply with all school and district code of conduct policies. Students who violate these policies may be suspended up to ten (10) days at the discretion of the administration.

DRESS CODE

Students are responsible for using sound judgment in dress, grooming and personal hygiene so that health and safety problems are not created and the educational process is not materially or substantially disrupted. The principal has the authority to regulate student dress especially if the dress is disruptive, obscene, offensive, or unsafe. Craven County School Policy states that the following guidelines must be followed for all students:

- No spaghetti strap tops or dresses, tube tops, exposed sports bras, inappropriate athletic clothing, or tank tops allowed. Straps on tops must be a minimum of 1.5 inches in width.
- Net shirts, bare midriffs, or see-through clothing are not acceptable.
- Skirts must be mid-thigh, and shorts must have an inseam of at least seven inches.
- Girls may wear leggings as long as their top reaches mid-thigh. Waist-length tops are not acceptable with leggings.
- Pants and shorts must be worn at the waist line. No underwear shall be revealed.
- Headgear, hats, do-rags, or sunglasses are not to be worn in the building except for medical or safety reasons.
- Clothing or jewelry with words or symbols that are obscene, alcohol or drug-related, offensive, inflammatory, or detrimental to the instructional process are not allowed.
- No gang-related clothing, accessories, or symbols as identified by local law enforcement agencies will be allowed.
- There shall be no jewelry affixed to a student's nose, tongue, lip, chin, cheek, or eyebrow.
- No bedroom slippers or sleepwear are to be worn unless permitted by the school principal.
- Closed-toed shoes are required for PE classes and strongly encouraged daily for safety
- Footwear deemed as inappropriate by the principal shall not be worn.

EMERGENCY CARDS

Two emergency cards are sent home on the first day of school and we request that the cards be completed and returned immediately. One card will remain in the main office and one in the nurse's office. This information is important so we may contact you if your child is injured or becomes sick at school. It is necessary that the school be notified immediately of ANY changes, especially any new telephone numbers or addresses.

FIELD TRIPS

Field trips are an integral part of the education of our students. Each grade level has a list of possible field trips for the year. Notices will be sent home regarding any trip with a permission slip and the cost of the trip. Teachers will arrange for the appropriate number of chaperones for each trip. All chaperones must be approved volunteers through the Craven County School's Human Resource Department.

HEAD LICE

Students will not be allowed to remain in school if there is any evidence of head lice in their hair. Periodic head checks for lice are done at school. School personnel will make every effort to check hair discreetly and free of embarrassment. However, the best way to keep lice out of school and students from feeling embarrassed is for parents to play an active role in keeping head lice from school. We ask parents to frequently check their child's hair and never send students to school if the presence of head lice exists.

If head lice are found in a student, siblings in other classes will also be checked. Parents will be called to immediately pick up their child. Students with head lice can return to school after treatment and evidence of head lice is gone. **Students sent home for head lice must be accompanied by a parent back to school for readmission. Students will be checked in the presence of the accompanying parent.**

HEALTH ASSESSMENT

All students entering Kindergarten must be in compliance with North Carolina Health Assessment requirements (G.S.130A-440). The health assessment shall be no more than twelve (12) months prior to the date of school entry. The parent, guardian, or responsible person shall have thirty (30) calendar days from the first day of attendance to present the required health assessment form for the child. Upon termination of 30 calendar days, the principal shall not permit the child to attend the school until the required health assessment form has been presented.

All students must be in compliance with North Carolina Immunization Laws (G.S. 130A-152) on the first day of enrollment in school. You can see these requirements by visiting this website: <http://www.nvic.org/Vaccine-Laws/state-vaccine-requirements/northcarolina.aspx>

HEALTH SCREENINGS

Vision screening will be routinely completed in 1st, 3rd and 5th grades during the fall. New students and other grades will be screened as time allows. A vision referral letter

will be sent to parents of students who fail two screenings. Financial assistance for eye exams and glasses may be available if needed. Please contact the school nurse for more information.

Hearing screening will be routinely completed in 1st and 3rd grades during the fall. Letters will be sent to the parents of students who fail two screenings. Dental screening is routinely completed in Kindergarten, 2nd and 5th grades by the public health dental hygienist. Referral letters will be sent home to parents.

Heights and weights will be routinely measured in 3rd grade during the spring. Letters will be sent to parents whose children are above the 85th percentile. Body mass index will be calculated on either of the following websites:

<http://www.blubberbusters.com>

<http://www.keepkidshealthy.com>

Please contact the school nurse, Ashley Lewis, at 244-3215 if you do not wish for your child to be included in any screening.

MEDICATIONS / STUDENT ILLNESS

We encourage administration of medication before and after school hours whenever possible. However, if your physician decides it is necessary for your child to receive medication during the school day, we must have an **Authorization for Medication Form** completed by both the doctor and the parent.

Children should be kept at home when the following symptoms are present: fever, diarrhea, nausea, vomiting, red watery eyes with drainage, severe headache, undiagnosed rash, and/or doctor's recommendation.

Whenever a student becomes ill at school, all efforts will be made to contact the parents. No injections will be given except in emergencies, such as severe allergy to insect stings. In these cases, an Emergency Plan must be signed by the physician and parent and on file at the school. The medication to be given must be sent to school in the original container in which it was purchased by the parent/guardian. No medication will be given by school personnel until the above requirements are met. This is to protect your child from injury. We take no responsibility for students who self-medicate.

PHYSICIAN'S AUTHORIZATION FORM must be on file in the school office before any medication can be given to a student at school. Physician Authorization Forms are available at the school.

The office staff will be the only ones allowed to keep or administer medicine of any kind. Students will be allowed to keep inhalers needed for asthmatic conditions if permission is granted by a physician.

NOTIFICATION SERVICES

Keeping you informed of important information is a top priority with Craven County Schools. This is why we have adopted a notification service, School Messenger, which will allow us to send a telephone or e-mail message to you providing important information about district or school events/emergencies. We anticipate using this system to notify you of school delays or cancellations due to inclement weather, as well as remind you about various events, including report card distribution, field trips, and other important information. In the event of an emergency at school, you can have peace of mind knowing that you will be informed immediately through the phone notification service.

The successful delivery of information is dependent upon accurate contact information for each student, so please make certain that we have your most current phone numbers. If this information changes during the year, please let us know immediately.

PARENT/TEACHER CONFERENCE

Parents are encouraged to consult regularly with their child's teacher in an effort to maintain a positive working relationship between the child, the home, and the school. Conference appointments with teachers must be arranged in advance with the teacher. Conferences are available after school except on Wednesdays. Parents requesting a conference should send a note or email to the teacher with dates that are possible to meet and a working telephone number. Teachers will contact the parent to confirm a meeting date and time. If you need to cancel a conference, please notify the front office about the cancellation. **Conferences will not be allowed during the instructional day or planning time without consent from the teacher.** Teachers use their planning time to collaborate, attend school meetings, and plan; therefore, teachers are not always available to meet for conferences during the day.

RETURNED CHECK POLICY

Craven County Schools utilizes a collection agency for returned checks. If funds are not in the bank account for checks made to the school, the checks are automatically sent to Check Redi, Inc. Checks made out to the school are deposited the same day, so please make sure that you have funds to cover any check. We will no longer be able to redeposit bad checks. If your check is returned, you will be responsible for paying all fees associated with the bad check.

TOYS, ELECTRONIC DEVICES, & OTHER DISTRACTING DEVICES

Students are not to bring electronics (iPods, MP3's, cell phones, video games, etc.), trading cards of any type, toys, or any other distracting objects to school. These items create distractions both in the classroom and on the school buses. **The school cannot be responsible for preventing their loss or theft.** Students and parents may not bring live animals to school for any reason. If students bring toy guns, they will be treated as if they are real. Other items deemed disruptive by teacher/staff may be confiscated. Parents will be responsible for picking up all confiscated items; items will not be released to the student. All items left at school after June 17, 2017 will be disposed of properly.

VISITORS

Everyone visiting Vanceboro Farm Life must use the front entrance to check in. Parents/Guardians will be allowed to eat lunch with their child anytime. Board Policy states that parent visits to the classroom shall be prearranged by both the principal and teacher. Our goal is to protect the daily instruction time and unplanned classroom visits can greatly disrupt student engagement, instruction, and safety of the school. If you would like to visit your child's classroom, you must contact the teacher first to schedule an appropriate time.

VOLUNTEERS

Vanceboro Farm Life Elementary School is very proud and appreciative of those who volunteer in our school. Volunteers provide an invaluable service to our students and school. If you would like to volunteer, please contact your child's teacher or the school volunteer coordinator. All volunteers must be approved through the Craven County School's Human Resource Department.

WITHDRAWAL FROM SCHOOL

All pupils who transfer from Vanceboro Farm Life Elementary School to another school are asked to stop by the office and properly withdrawal from school. This will enable the office to forward all proper records to the student's new school.

Vanceboro Farm Life Elementary School **2016-2017 Parental Involvement Policy**

Vanceboro Farm Life is a Title 1 school, which means our school receives federal funds to supplement every child's education. These funds are used to provide extra teachers, purchase instructional supplies, update school technology, and provide extra staff development opportunities for our teachers. Vanceboro Farm Life believes that all students can and will be successful through a partnership of families, school, community, and other support agencies. This partnership will include the following:

ANNUAL PUBLIC MEETINGS

Annual parent meetings are held in the fall and spring to keep parents informed of the Title I Program and to allow them to offer suggestions for improvement of the program. The fall meeting is held in conjunction with our curriculum meetings held for each grade level. This meeting was designed to provide parents with information about the Title I program at VFLE and inform them of their right to participate

In March, the spring meeting will give parents an opportunity to evaluate the current Title I plan and share suggestions for improvement in the upcoming year.

FLEXIBLE MEETINGS

Regular and scheduled parent meetings or conferences will be held throughout the school year to provide continued information, support, and resources for parents. Parents are welcomed to volunteer and/or attend any school activity.

INVOLVING PARENTS

The PTO executive board serves as the Parent Advisory council. They actively seek parent participation in such activities such as Book Fair, Field Day, Picture Day, Teacher Appreciation Week, and other schoolwide activities. All programs and activities for the PTO are brought before the executive board prior to any action. A parent representative serves on the school cabinet. He/She meets monthly with the cabinet and offers input regarding the parent perspective of our school family.

Progress reports are sent home every 6 weeks and report cards every 12 weeks in grades 3-5. Letters from the school are sent at the end of the first semester to parents of all students at risk of failing, at which time a parent conference is also requested.

TIMELY INFORMATION

Weekly folders are sent home with all students. Our webpage is updated regularly with new information including a schoolwide calendar listing school activities and important dates to remember. School Messenger messages are sent home periodically to keep all parents informed of upcoming activities and important dates.

REGULAR MEETINGS

Each teacher or administrator schedules parent/student conferences whenever deemed necessary by the school or when requested by the parents/guardians.

PARENT COMMENTS

A copy of this Title I Parental Involvement Policy is included in the Student Handbook. A copy is also online for continuous access by parents. At schoolwide meetings, comment cards will be made available for parents to leave plus/delta comments about the meeting. Parents are encouraged to always speak to a staff member, especially administration, when concerns arise by the school.

PARENT COMPACT

Parent compacts are reviewed yearly by staff and parents alike, and provided to each student for parents and students to sign. The agreement defines goals, expectations and shared responsibilities of VFLE, and parents as equal partners for student success. The compact is included in the Student handbook. A copy of the signed compact is kept on file in the teacher's classroom and is used when necessary to remind the student of their agreement and the expectations for their success.

PARENT ASSISTANCE

A parenting resource center is housed on the campus of VFLE. In the center are materials to assist parents with concerns such as helping their child with homework, bullying, etc. Teachers may suggest materials to the parents and assist them with checking out the resources. Summer materials are sent home with identified at-risk students to help them maintain skills that were learned throughout the school year. These materials may be offered during conferences with parents. The teacher gives a mini-training session to the parent or guardian showing them the skills where they should focus with the child.

MATERIALS AND TRAINING

Meetings are held periodically to help parents understand how they can help their child achieve their expectations. These meetings take the form of Reading Nights, Technology Night, Math Night, or Curriculum Nights. At these meetings, materials are provided to children to take home and continue to practice on their academic skills. Parents are encouraged to work with their children using these materials.

EDUCATION OF SCHOOL PERSONNEL

School personnel are informed of the actions of the parent committee through the minutes of the meetings. Minutes are e-mailed to all staff members of the actions of the parent advisory/PTO executive board.

In addition, school personnel participate in sessions to help them understand the value of parental involvement. They receive instruction in communication with parents, utilizing parents as equal partners, coordinating parent programs, and building ties within the community.

COORDINATING AND INTEGRATING

VFLE coordinates with a variety of organizations in order to accomplish the goals of the school. These agencies help us to foster a positive and healthy atmosphere for all of our students. Frequent communication occurs among the Craven County Health and Social Services Departments, Craven County Schools' Social Workers, and our staff. Local civic organizations, Christian Help Center, West Craven High School, and community churches support us through the use of volunteers, monetary donations, or assistance directly to our families.

INFORMATION

Parents remain informed of school events at all levels of the school. Classroom teachers communicate weekly with parents through their weekly progress reports. Letters sent to parents, updated school and teacher websites, and quarterly newsletters from the school provide parents with a calendar as well as information about the school as a whole.

OPPORTUNITIES FOR LEP AND SWD PARENTS

Special efforts are made to provide each parent the opportunity to participate. Whenever possible, fliers are provided in both English and Spanish. Bilingual staff members are able to be interpreters between the home and school.

Annual IEP meetings are held for each child identified with a disability. Meetings to discuss progress toward goals are held at a minimum of each semester and contact between the home and school is usually weekly.

PARENTAL ADVISORY COUNCIL

The PTO executive board serves as the Parent Advisory council for VFLE. They meet monthly in order to plan programs and activities that will involve both students and parents with our school. Their meetings are usually held on the third Thursday of the month. Check the school website for an updated meeting schedule.

School Breakfast and School Lunch, A Real Bargain in Nutrition & Academic Success!

NO PRICE INCREASE FOR SCHOOL BREAKFAST OR LUNCH FOR 2015-16 SCHOOL YEAR!

K-8 Price for lunch is **\$2.10**

K-12 Price for Breakfast is **\$1.25**

Reduced lunch price is **\$0.40**

Reduced breakfast price is **\$0.30**

A' la Carte prices are determined annually and will be posted in the cafeteria and on the Craven County Schools Website.

School Breakfast: Children of all ages do better when they start the day with a good breakfast. Research shows that students who eat breakfast are simply better prepared for life's daily challenges. Specifically, students have improved math and reading scores, reduced rate of school absences and tardiness, improved attentiveness and classroom behavior, and fewer visits to the nurse's station.

At breakfast students may select 3-4 menu items:

One Entrée such as (pancakes, sausage biscuit, French toast, cereal, PopTart, and other items)

(Most grains offered will be whole grain)

One Fruit or Juice

One milk

Students who eat lunch learn better!

Good nutrition is critical to student achievement. Lunch is not only essential to academic achievement; it is also part of a good education. School meals contain a variety of foods and offer students exposure to new foods. Students learn good nutrition habits that provide a basis for better health.

At lunch **Elementary** students may select 3 to 6 menu items from the following Meal Pattern;

One Entrée

One Bread

One Fruit

Two Vegetables

One Milk

All lunch meals must include a ½ CUP FRUIT or VEGETABLE CHOICE.

All non-students may select foods on the menu and pay our reasonable a la carte price for each item. Your student will continue to see even more whole grain breads this school year. We introduced whole grain lasagna and spaghetti noodles in addition to all hamburger and hot dog buns in 2012-13. We are moving towards 100% Whole Grain Products for school lunch for the 2015-16 school year.

Students with special dietary needs must have a Doctor Signed Diet Order completed each school year. Water during your student's meal time is available at all schools by a water fountain or dispensed by pitcher. Bottle water is available for purchase.

Menus, Diet Order Forms, and the Free and Reduce Meal Application for 2016-2017 will be available on the Craven County Schools Website – Child Nutrition Section.

No other competitive foods will be consumed, sold, or provided until after the last child has been served lunch (Craven County Schools Policy 1016.08).

Students/Customers may prepay for their meals/a la carte items through the cafeteria. \$250 is the maximum amount per check that will be taken in the Cafeteria/Child Nutrition Department. Monies will transfer with the Student to schools within the Craven County School System. Refunds have to be requested through the Child Nutrition Office.

NOTICE TO EMPLOYEES AND STUDENTS

Students have an equal opportunity to an education and can participate in activities without regard to race, color, national origin, gender, disability, parental or marital status, age, or religion.

The Craven County Board of Education believes that its employees and students should lead healthy, wholesome, and productive lives; lives that are free from illegal drugs and other substances. The Craven County Board of Education further believes that the use of illegal drugs and other substances has a detrimental effect on one's physical, emotional, social, and intellectual well-being. Therefore, the Craven County Board of Education prohibits, on all its properties, the unlawful possession, use, distribution, or manufacture of a controlled substance by a person employed by or enrolled in this school system.

Violations on any of Craven County Board of Education's Drug policies by its employees or students will result in punitive action.

This belief statement is issued by the Craven County Board of Education to comply with Subpart C, Section 86.200 and 86.201 of the Drug-Free Schools and Communities Act of 1986.

Referenced Policies: 710:1813 Drug-Free Workplace Environment, 913.02 Drugs and Alcohol, and 1013 Student Discipline: Code of Conduct-Section MS

Title IX Coordinator & Americans with Disabilities Act

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