

Midland Trail Diamonds

2015-2016

Midland Trail Elementary
200 Ferry Street
Diamond, WV 25015
Telephone: 304-949-1823



National Blue Ribbon School
West Virginia Blue Ribbon School
West Virginia School of Excellence

Mission Statement

“Moving Towards Excellence at Midland Trail”

MIDLAND TRAIL ELEMENTARY

WHERE STUDENTS COME FIRST

WE BELIEVE:

1. We believe our staff, families, and community make the critical difference in student success.
2. We believe students have a responsibility to actively participate in their own education.
3. We believe educators must participate in ongoing professional development to enhance student achievement.



MISSION STATEMENT



Midland Trail Elementary students are moving towards excellence with the help of staff, family, and community.

“Moving Towards Excellence at Midland Trail”

Midland Trail Elementary School

200 Ferry Street
Belle, West Virginia 25015
Telephone: 304-949-1823

STAFF

(All staff is Highly Qualified at Midland Trail Elementary.)

Principal.....	Grant Davis
Secretary.....	Crystal Ramsey
Kindergarten.....	Kristen Stamper
Kindergarten	Mindy Caruthers
Kindergarten Aide.....	Lou-Anne Brenwald
First Grade.....	Tina Workman
First Grade.....	Kim Davis
Second Grade.....	Teresa Stanley
Second Grade.....	Stacey Thaxton
Third Grade.....	Amy Miller
Third Grade.....	Angie Patton
Fourth Grade.....	Kelly Mathews
Fourth/Fifth Grade.....	Angie Millican
Fifth Grade.....	Heather Taylor
IMC/ Library.....	Katie Kidd
Physical Education.....	Deborah Bailey
Special Education.....	Sara Reese
Special Education.....	Cayte Vigilante
Autism Mentors.....	Pam Webb
	Angie Workman
Interventionist Reading.....	Denise Thompson
Interventionist Math.....	Michelle Mincer
	Ashley Keeney
Preschool.....	Lora Kirk
Preschool Aide.....	Connie Bradley
Art.....	Sharon Fuerst
Music.....	Tyler Cobb
	Richard Kindell
Counselor.....	Allison Ellis
School Nurse.....	Amy Stierwalt
Social Worker.....	Stephanie Woods
Cooks.....	Lora Young
	Tonyia Richards
Custodians.....	Mary Ballard
	Sandy Cooper

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Kindergarten through 5th.....7:40 a.m. - 2:05 p.m.

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STUDENTS
SHOULD NOT ARRIVE BEFORE 7:15 a.m.

All students report to the cafeteria
until the bell rings at 7:40 a.m.

Breakfast will be served between
7:15 and 7:40 a.m.

School begins at 7:40 a.m.

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TARDINESS

Tardiness results in a loss of learning time for the student that is tardy and an interruption in the learning of other students. Students with repeated tardies will be referred to the school social worker. A student is tardy if she/he is not in the classroom by 7:40 a.m. Students who are tardy should report directly to the office **with an adult**. Parents must walk your child in and sign them in. Leaving school early will be considered the same as tardiness. Please refer to the Tardy Policy.

ATTENDANCE POLICY

When a child is absent, parents are expected to phone the school by 8:30 a.m. If a phone call is not possible, a written excuse will be required upon the child's return to school. If a child is absent without a phone call or does not present a written excuse, the parents will be contacted by the school.

Students are required to complete and return make-up assignments promptly. For example, if a student is absent for two days, he/she will have two days after his/her return to school to return all make-up work. Assignments returned after the allotted time will not be accepted.

ATTENDANCE REWARDS

All classrooms will be rewarded as they spell the words "Perfect Attendance." One letter is earned each day that the class has everyone present. At the end of the first semester, and again at the end of the year, students who have had perfect attendance will be rewarded. After 10 tardies, students will not receive the end of year reward.

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SCHOOL VISITS

All visitors **must** report to the main office and sign our Visitor's Log. No one is to go to classrooms for any reason without permission from the office. This is for the safety of your children and this policy must be followed by everyone. Midland Trail has and uses video surveillance both in and outside the school.

EMERGENCY TELEPHONE NUMBERS

It is essential that the school have a telephone number where parents or guardians may be reached during the school day in case of an emergency. School facilities do not enable us to care for sick children longer than the time necessary to notify parents. If your number changes, please call and let us know the new one.

REPORTING HOME AFTER SCHOOL

Please remind your child to go directly home after school. This will prevent anxious moments for parents and school personnel trying to locate a missing child.

TRANSPORTATION REGULATIONS

As a safety precaution, parents bringing their children are to load and unload in front of the school. ***Please do not block arriving staff.*** Only registered students may ride the school bus. These students may not ride buses other than the ones to which they are regularly assigned. Good conduct on the bus is necessary and essential for the safety of all riders. Drivers have the authority to recommend excluding children from the bus for violation of rules governing bus transportation. These policies have been established for the safety of your child and your cooperation is needed. (See Policies and Procedures Handbook for details.)

We require that on any occasion when the child is permitted by you to go any place except directly home, he/she must have a note signed by the parent and approved by the principal.

PERMISSION POLICY - If your child is supposed to go to a different location after school, or will be picked up by someone else, it is necessary to send a note signed by the parent. This note must be signed and approved by the principal before permission is given. *Arrangements for students to go any place other than home must be made by the parent prior to students coming to school. To minimize interruptions during the school day, phone messages will not be given to students during school hours except in emergency cases.*

Before any child leaves the building during school hours, it must be cleared in the

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office and you must sign your child out. The secretary will be glad to help you. No student will be permitted to leave the building during or after school hours with anyone other than parents or guardian unless prior arrangements are made with the principal. **If signing out your child early please do so before 1:50.** This is for your child's safety around the buses and moving cars.

SCHOOL MEALS

If the children are to perform to the best of their ability, it is important that they have a good breakfast and lunch, preferably hot meals.

Midland Trail Elementary will be part of the Community Eligibility Options program and all students will receive free breakfast and lunch. If you have any questions about the program please, call 348-6660.

MEAL PRICES

ADULT MEALS:

Breakfast - \$3.25

Lunch - \$4.25

CASH ONLY:

Milk - \$.45

A la carte meal service for students and/or adults at lunch is prohibited. Meals must be priced and served as units.

Food items (sandwiches, breads or any other menu item) may not be priced and sold separately. Only fluid milk, may be sold as a la carte for lunch.

BIRTHDAY LUNCHEON - The *last Wednesday* of each month is set aside to honor those children who had a birthday during the month. Children who celebrate birthdays during the month of July will celebrate with the August birthdays, and students who have birthdays in June will celebrate with the May birthdays. Parents are welcome to have Birthday Lunch with their child. The cost for adult lunch is \$4.25. **Please call to Reserve a spot by the Friday Prior.**

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PHYSICAL EDUCATION

Students are required by state law to have physical education. If your child cannot participate for any reason (long or short term), a doctor's slip should be sent to the school on the day that the child will not be participating. Students must wear tennis shoes that tie or have Velcro straps that come across the foot and remain tied or fastened at all times, this is for your child's safety. Not wearing the proper shoes 6 or more times can result in a non-satisfactory rating.

SCHOOL DRESS AND GROOMING

Please use good judgment in dressing your child for school. Girls will need to wear shorts under dresses for physical activity. Shorts are permitted in warm weather, but should extend to at least mid-thigh. No short shorts or biker shorts, no halter tops, tank tops, cut-off shirts, shirts with holes in them, or any shirts that expose the midriff are allowed. No clothing with obscene words or tobacco, alcohol, or drug related language or pictures will be permitted. In winter please dress your child appropriately to go outside at break (weather permitting). Children are not to wear flip flops on their feet at school for reasons of safety and health. Shoes need a strap around the back. Any clothing which interferes with the instructional process or calls undue attention to disrupt instruction will not be permitted. Hats are not to be worn in the school building by anyone at any time.

Mark your child's name on all clothing, coats, sweaters, etc. that might be removed at school. It will enable your child to find clothes that are misplaced or lost. If your child is missing an article of clothing, please check with the office.

HEAD LICE

There is no immunity from head lice. It takes a cooperative effort between the home and school to reduce the spread of head lice. Head lice problems arise among school children due to close contact with each other. According to School Board Policy, once a louse has been detected, a student may not remain in school. The parent will be notified to take the child home. We can provide the parent with written instructions to assist with proper treatment. Upon returning to school, the child will be rechecked before being admitted to class. If lice still remain in the hair, the child will be sent home for additional treatment. *Please notify the school if you discover your child has lice.*

At home parents can help by regularly inspecting all family members and by reminding them not to use any borrowed combs or brushes and not to wear other people's hats or clothes. If your child's hair is long, keeping it in braids or a ponytail can help protect against getting head lice. Also, the use of hair spray and mousse containing alcohol is another way to deter the spread of head lice.

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Student behavior

KANAWHA COUNTY BOARD OF EDUCATION POLICY

Student Behavior

Series: J25

Reference: W.Va. Code §18A-5-1 et seq.; 126 CSR 96; Title IX of the Educational Amendments of 1972; West Virginia Board of Education Policy 4373

Issued: 04.20.1989

Revised: 06.17.2004; 04.21.2005; 06.16.2011; 05.17.2012

Revision Number:

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25.01. Scope. -- This rule sets the requirements for the conduct of students in Kanawha County Schools in order to assure a nurturing, orderly, safe, drugfree, violence- and harassment-free learning environment that supports student academic achievement and personal-social development. This Policy replaces the Student Behavior Policy adopted on June 16, 2011, and Board Policy Series C53 “Bullying, Harassment and Intimidation,” adopted on June 27, 2002.

25.02. Authority. -- W.Va. Constitution, Article XII, §2, and W.Va. Code §§16-9A-4, 16-9A-9, 17A-1-1, 18-2-5, 18-2-5a, 18-2-7b, 18-2-9, 18-2C-1 et seq., 18-2-33, 18-51, 18-5-13, 18-16-1, 18A-1-1, 18A-5-1, 18A-5-1a, 60A-1-101, 61-2-15, 61-7-2, 617-11a, 60A-7-11a; and West Virginia Board of Education Policy 4373.

25.03. Purpose. The Kanawha County Board of Education recognizes the need for students, teachers, administrators, and other school personnel to have a nurturing, orderly, safe, and stimulating educational environment. The purpose of these regulations is to provide Kanawha County Schools with a policy of student conduct that will ensure an orderly and safe environment that is conducive to learning. These regulations also require that Kanawha County Schools respond promptly and consistently to incidents of harassment, intimidation, bullying, substance abuse and/or violence or other Student Code of Conduct violations in a manner that effectively deters future incidents and affirms respect for individuals. Any form of harassment, intimidation, bullying, substance abuse, violence, or other policy violation is unacceptable in Kanawha County Schools.

25.04. Student Code of Conduct.

25.04.1. All students enrolled in Kanawha County Schools shall behave in a manner that promotes a school environment that is nurturing, orderly, safe and conducive to learning and personal-social development.

25.04.2. Students will help create an atmosphere free from bullying, intimidation and harassment.

25.04.3. Students will demonstrate honesty and trustworthiness.

25.04.4. Students will treat others with respect, deal peacefully with anger, use good manners and be considerate of the feelings of others.

25.04.5. Students will demonstrate responsibility, use self-control and be self-

25.05.2. Students who do not behave in a manner that promotes a nurturing, orderly, safe environment conducive to learning will be subject to the Levels

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of Response to Violations as outlined in Section 25.07 hereof.

25.05.3. This policy does not supersede any rights granted to special education students by Federal or State law or other West Virginia Board of Education policy.

25.06. Planning. To ensure understanding of the student code of conduct policy, Kanawha County Schools will develop and implement training at each grade level K-5, 6-8, and 9-12.

25.06.1. Discussions in classrooms and at grade level large group meetings will be held at the beginning of the school year to raise the awareness of the different types of Student of Conduct violations and how they are manifested, their devastating emotional and educational consequences, and their potential consequences.

25.06.2. Each student will sign an acknowledgement verifying participation in the Code of Conduct training.

25.06.3. New students enrolled in the county will be provided with the Code of Conduct information as part of the school's orientation. A copy of the policy will be sent home with each new student.

25.06.4. At the beginning of the school year the county's Code of Conduct will be printed in booklet form and distributed to homes in the county's newspapers and schools will send a copy home with each student.

25.06.5. Parents of students in grades K-5 and parents of students who are entering middle school or high school for the first time will be asked to sign an acknowledgement verifying receipt of the county's Code of Conduct. The acknowledgements will be returned to school and kept in the administrative office (either principal's, assistant principal's, or counselor's).

25.06.6. Multicultural educational programs will be developed and implemented for staff, faculty, and students in grades K-12 to foster an attitude of understanding and acceptance of all individuals.

25.07. Violations of the Student Code of Conduct.

25.07.1. This policy classifies student violations of the Student Code of Conduct in four levels. W.Va. Code requires that the principal suspend a student who commits a violation classified as a Level IV in this policy. Level III and IV violations are to be referred directly to the appropriate administrator because of the serious and/or unlawful nature of the misconduct. All violations of this policy shall be reported to the principal of the school or his or her designee (assistant principal). Upon receipt of the student discipline report and after such investigation and due process as may be required under the circumstances, the principal or his or her designee will determine the level of violation and the school's response. The principal or designee shall promptly enter the required disciplinary data into the West Virginia Education Information System (WVEIS) in order to file the required information with the West Virginia Department of Education of all substantiated reports of all violations of the Student Code of Conduct

25.07.1.1. Level I Violations – Minimally Disruptive Behaviors – disrupt the educational process and the orderly operations of the school but do not pose a direct danger to self or others.

25.07.1.1.1. Cell Phones and other electronic communication devices. The use of cell phone, pagers, "beepers", PDAs or similar electronic communication devices are not permitted during school from the beginning of the first instructional period through the end of the last instructional period. This includes between class periods, as well as on school-sponsored trips and "behind-the-wheel" driver education classes. "Using" refers to, not only the making and/or receiving of calls, but also using the device for any other purpose. Subject to appropriate school regulation, electronic communication devices may be used during lunch time. During the instructional day, electronic communication devices may be used, with

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administrative permission, for emergencies only. The use of electronic communication devices while on school buses is strictly prohibited unless an emergency situation arises and students have permission from the bus driver. Electronic communication devices may be used if such devices are not capable of being used to communicate with any other device.

This prohibition is not intended to prohibit students from using electronic communication devices for curricular purposes under the direction and supervision of a teacher. 25.07.1.1.1.1. Electronic communication devices are to remain turned off during the times that students are not permitted to use the phones.

25.07.1.1.1.2. Electronic communication devices will not be used to take photographs or videos during the school day. Also, electronic communication devices will not be used to take photographs or videos of any type in the restrooms, locker rooms or other private areas at any time, or at any other time that causes a disruption at school.

25.07.1.1.1.3. Each school shall establish reasonable rules for the use of electronic communication devices by students participating in extracurricular activities and athletics. Such rules shall be provided to the students at the beginning of the school year.

25.07.1.1.1.4. Kanawha County Schools shall not be responsible for lost, damaged or stolen cell phones or other electronic communication devices.

25.07.1.1.1.5. Any use of electronic devices during the instructional school day, in violation of this policy, without permission of a teacher for curricular purposes or the administrative staff shall be considered a disciplinary violation. In addition to the penalties otherwise imposed by this policy the following penalties apply to electronic communication device misuse.

25.07.1.1.1.5.1. The first electronic device infraction shall result in the confiscation of the device. Once the device is confiscated it will only be returned to a parent or guardian after a conference.

25.07.1.1.1.5.2. The second infraction shall result in confiscation of the device, a parent or guardian conference, and termination of the right to carry an electronic communication device for the rest of the school year.

25.07.1.1.1.5.3. Any third or subsequent violation of this policy may also, at the principal's discretion, result in additional disciplinary action for habitual or willful disobedience of school rules in accordance with the provisions of this policy.

25.07.1.1.1.5.4. Any student who uses a cell phone, other technological or electronic device for any illegal purpose or to violate any Kanawha County Schools policy will be prohibited from having an electronic communication device at school. 25.07.1.1.2. Cheating/Academic Misconduct. A student will not plagiarize or copy

the work of others or break rules to gain advantage in a competitive situation. A student will not cheat, gain unauthorized access to, or tamper with educational materials, including, without limitation, cheating through the use of a technological or electronic device. The response to violations under this section may include academic sanctions in addition to other discipline. The academic sanctions may be used to deny credit for the work resulting from cheating; however, previously earned grades or credits may not be reduced.

25.07.1.1.3. Deceit. A student will not deliberately conceal or misrepresent the truth, deceive another or cause another to be deceived by false or misleading statements.

25.07.1.1.4. Disruptive/Disrespectful Conduct. A student will not exhibit behavior that violates classroom/school rules, results in distraction and obstruction of the educational process or that is discourteous, impolite, bad mannered and/or rude. Behavior is considered disruptive and/or disrespectful if a teacher is prevented from starting an activity or lesson, or has to stop

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instruction to address the disruption.

25.07.1.1.5. Failure to Serve Detention. A student will not fail to serve an assigned detention of which students and/or parents/guardian have been notified.

Any third or subsequent failure to serve a detention may also, at the principal's discretion, result in additional disciplinary action for habitual or willful disobedience of school rules in accordance with the provisions of this policy.

25.07.1.1.6. Falsifying Identity. A student will not use another person's identification or give false identification to any school official with intent to deceive school personnel or falsely obtain money or property.

25.07.1.1.7. Inappropriate Appearance. A student will not dress or groom in a manner that disrupts the educational process or is detrimental to the health, safety or welfare of others. A student will not dress in a manner that is distracting or indecent, to the extent that it interferes with the teaching and learning process, including wearing any apparel that displays or promotes behavior and/or items prohibited by this policy. See Kanawha County Board of Education Policy Series J36, "Student Dress Policy."

25.07.1.1.8. Inappropriate Displays of Affection. Students will not engage in inappropriate displays of affection, such as kissing or embraces of an intimate nature.

25.07.1.1.9. Inappropriate Language. A student will not orally, in writing, electronically, or with photographs or drawings, use profanity in general context (not directed toward any individual or group).

25.07.1.1.10. Possession of Inappropriate Personal Property. A student will not possess personal property that is prohibited by school rules or that is disruptive to teaching and learning.

25.07.1.1.11. Skipping Classes. In accordance with WVBE Policy 4110 - Attendance, a student will not fail to report to the school's assigned class or activity without prior permission, knowledge or excuse by the school or by the parent/guardian. West Virginia Code §18A-5-1 (d) prohibits the use of suspension solely for not attending class.

25.07.1.1.12. Tardiness. A student will not fail to be in his/her place of instruction at the assigned time without a valid excuse. West Virginia Code §18A-5-1 (d) prohibits the use of suspension solely for not attending class.

25.07.1.1.13. Vehicle Parking Violation. A student will not engage in improper parking of a motor vehicle on school property.

25.07.1.2. School Responses to Level I Violations.

25.07.1.2.1. School administrators and staff may use appropriate intervention strategies including, but not limited to, staff and student/parent conferences, auxiliary staff intervention and counseling programs, student programs for conflict resolution and peer mediation, and programs for anger management and violence prevention.

25.07.1.2.2. Any of the following intervention strategies and disciplinary actions may be used as appropriate in response to the violation:

25.07.1.2.2.1. Interventions: 25.07.1.2.2.1.1. Administrator/student conference or reprimand

25.07.1.2.2.1.2. Administrator and teacher-parent/guardian conference

25.07.1.2.2.1.3. Referrals and conference to support staff or agencies for counseling or other therapeutic services

25.07.1.2.2.1.4. Daily/weekly progress reports

25.07.1.2.2.1.5. Behavioral contracts. Behavior contracts must be developed for the particular student, identifying the offending conduct and specifically addressing the desired outcome.

25.07.1.2.2.1.6. Change in the student's class schedule

25.07.1.2.2.1.7. School service assignment

25.07.1.2.2.2. Disciplinary Actions:

25.07.1.2.2.2.1. Confiscation of inappropriate item

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25.07.1.2.2.2.2. Revocation of privileges

25.07.1.2.2.2.3. Restitution/restoration

25.07.1.2.2.2.4. Before and/or after-school detention. Periods of detention shall not exceed 30 minutes per school day for elementary students or 60 minutes per school day for secondary students. If a student is to be detained beyond the normal school day, the parent or parents or custodial guardian shall be notified in advance. Students shall not be required to miss bus transportation. Detention shall not be imposed in a manner that deprives a student of lunch.

25.07.1.2.2.2.5. Denial of participation in class and/or school activities, such as field trips, prom, graduation ceremonies, etc.

25.07.1.2.2.2.6. Immediate exclusion by teacher from the classroom with a recommended duration of one period/subject of the school day for the first exclusion (see West Virginia Code §18A-5-1)

25.07.1.2.2.2.7. Voluntary Weekend detention or Saturday school, in lieu of out-of-school suspension

25.07.1.2.2.2.8. In-school suspension. In the event a student is given in-school suspension, such student shall not be permitted to participate in extracurricular activities, including, without limitation, athletic events, on any day which the student is assigned in-school suspension. This also includes weekends if the in-school suspension continues from Friday to Monday.

25.07.1.2.2.2.9. Out-of-school suspension for a maximum of three days.

25.07.1.2.2.2.10. Law enforcement notification

25.07.1.3. Level II Violations. Disruptive and Potentially Harmful Behaviors – disrupt the educational process and/or pose potential harm or danger to self or others. The behavior is committed willfully but not in a manner that is intended maliciously to cause harm or danger to self and/or others.

25.07.1.3.1. Gang Related Activity. A student will not, by use of violence, force, coercion, threat of violence or gang activity, cause disruption or obstruction to the educational process. Gangs are defined as organized groups of students and/or adults who engage in activities that threaten the safety of the general populace, compromise the general community order, and/or interfere with the school district’s educational mission. Gang activity includes:

- Wearing or displaying any clothing, jewelry, colors, or insignia that intentionally identifies the student as a member of a gang, or otherwise symbolizes support of a gang.
- Using any word, phrase, written symbol or gesture that intentionally identifies a student as a member of gang, or otherwise symbolizes support of a gang.
- Gathering of two or more persons for purposes of engaging in activities or discussions promoting gangs.
- Recruiting student(s) for gangs.

25.07.1.3.2. Habitual Violation of School Rules or Policies. A student will not habitually violate school rules or policies. As used herein, habitual violation means three or more violations of school rules or policies within the same school year, which have resulted in the student being suspended for ten or more days cumulatively, and which have been documented to the student and the parent/guardian.

25.07.1.3.3. Insubordination. A student will not ignore or refuse to comply with directions or instructions given by school authorities. Refusing to open a book, complete an assignment, work with another student, work in a group, take a test or do any other class- or school-related activity not listed herein, refusing to leave a hallway when requested by a school staff member, or running away from school staff when told to stop, all constitute insubordination/unruly conduct.

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25.07.1.3.4. Leaving School Without Permission. A student will not leave the school building, campus of school activity for which the student is enrolled without permission from authorized school personnel.

25.07.1.3.5. Physical Fight without Injury. A student will not engage in a physical altercation using blows in an attempt to harm or overpower another person or persons.

25.07.1.3.6. Possession of Imitation Weapon. A student will not possess any object fashioned to imitate or look like a weapon, or any item which by virtue of its shape or design gives the appearance of any deadly weapon (e.g., fake or toy knives or guns, fake bombs, fireworks fuse, explosive devices, detonators, etc.).

25.07.1.3.7. Possession of Knife not meeting Dangerous Weapon Definition. A student will not possess a knife or knife-like implement under 3½ inches in length. West Virginia Code §61-7-2 clarifies that a pocket knife with a blade 3½ inches or less in length, a hunting or fishing knife carried for sports or other recreational uses, or a knife designed for use as a tool or household implement shall not be included within the term "knife" as defined as a deadly weapon unless such knife is knowingly used or intended to be used to produce serious bodily injury or death.

25.07.1.3.8. Profane Language/Obscene Gesture/Indecent Act Toward an Employee or Student. A student will not direct profane language, obscene gestures or indecent acts towards a school employee or a fellow student. This inappropriate behavior includes but is not limited to, verbal, written, electronic and/or illustrative communications intended to offend and/or humiliate.

25.07.1.3.9. Technology Misuse. A student will not violate the terms of WVBE Policy 2460, Safety and Acceptable Use of the Internet by Students and Educators or Kanawha County Schools Administrative Regulation J33A "Student Telecommunications Network Access."

25.07.1.4. School Responses to Level II Violations.

25.07.1.4.1. Intervention strategies may include, but are not limited to, the following intervention strategies and disciplinary actions:

25.07.1.4.1.1. Interventions:

25.07.1.4.1.1.1. Administrator/student conference or reprimand

25.07.1.4.1.1.2. Administrator and teacher-parent/guardian conference

25.07.1.4.1.1.3. Referrals and conference to support staff or agencies for counseling or other therapeutic services

25.07.1.4.1.1.4. Daily/weekly progress reports

25.07.1.4.1.1.5. Behavioral contracts. Behavior contracts must be developed for the particular student, identifying the offending conduct and specifically addressing the desired outcome.

25.07.1.4.1.1.6. Change in the student's class schedule

25.07.1.4.1.1.7. School service assignment

25.07.1.4.1.2. Disciplinary Actions:

25.07.1.4.1.2.1. Confiscation of inappropriate item

25.07.1.4.1.2.2. Revocation of Privileges

25.07.1.4.1.2.3. Restitution/restoration
25.07.1.4.1.2.4. Before and/or after-school detention. Periods of detention shall

not exceed 30 minutes per school day for elementary students or 60 minutes per school day for secondary students. If a student is to be detained beyond the normal school day, the parent or parents or custodial guardian shall be notified in advance. Students shall not be required to miss bus transportation. Detention shall not be imposed in a manner that deprives a student of lunch.

25.07.1.4.1.2.5. Denial of participation in class and/or school activities, such as field trips, prom, graduation ceremonies, etc.

25.07.1.4.1.2.6. Immediate exclusion by teacher from the classroom with a

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recommended duration of one period/subject of the school day for the first exclusion (see West Virginia Code §18A-5-1)

25.07.1.4.1.2.7. Voluntary weekend detention or Saturday school, in lieu of out-of-school suspension

25.07.1.4.1.2.8. In-school suspension. In the event a student is given in-school suspension, such student shall not be permitted to participate in extracurricular activities, including, without limitation, athletic events, on any day which the student is assigned in-school suspension. This also includes weekends if the in-school suspension continues from Friday to Monday.

25.07.1.4.1.2.9. Out-of-School Suspension with a recommended maximum of five (5) days.

25.07.1.4.1.2.10. Recommended placement in an Alternative Education program.

25.07.1.4.1.2.11. Expulsion.

25.07.1.4.1.2.12. Law enforcement notification.

25.07.1.5. Level III Violations. Imminently Dangerous, Illegal and/or Aggressive Behaviors – are willfully committed and are known to be illegal and/or harmful to people or property. Violations in the Level III category shall be reported immediately to the principal of the school in which the student is enrolled. The principal will address the violation following the procedures outlined in W.Va. Code §18A-5-1a, subsections (b) through (h).

25.07.1.5.1. Battery against a Student. A student will not unlawfully and intentionally injure another student.

25.07.1.5.2. Defacing school property/Vandalism. A student will not willfully cause defacement of or damage to property of the school or others. Actions such as writing in school textbooks or library books, writing on desks or walls, carving into woodwork, desks, or tables, and spray painting surfaces are acts of defacement. Examples of damage to school property include, but are not limited to, ruining bulletin boards, intentionally clogging the plumbing system, breaking light bulbs or fixtures, and damaging school equipment to the point where repair is necessary.

25.07.1.5.3. False Fire Alarm. A student will not knowingly and willingly set off a fire alarm without cause.

25.07.1.5.4. Fraud/Forgery. A student will not deceive another or cause another to be deceived by false or misleading information or sign the name of another person in order to obtain anything of value or defraud authorities.

25.07.1.5.5. Gambling. A student will not engage in any game of chance or contest wherein money or other items of monetary value are awarded to the winner, except for those games and contests authorized as official school functions.

25.07.1.5.6. Hazing. A student will not haze or conspire to engage in the hazing of another person. “Hazing” means to cause any action or situation which recklessly or intentionally endangers the mental or physical health or safety of another person or persons to destroy or remove public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in, any activity or organization, including both co-curricular and extra-curricular activities.

25.07.1.5.7. Improper or Negligent Operation of a Motor Vehicle. A student will not intentionally or recklessly operate a motor vehicle, on the grounds of any educational facility, parking lot, or at any school-sponsored activity, so as to endanger the safety, health or welfare of others.

25.07.1.5.8. Larceny. A student will not, without permission, take another person’s property nor have another person’s property in his or her possession.

Property valued at \$1,000 or more will increase this behavior to a Level 4

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GUM, CANDY, AND TOYS

Due to problems created among classmates and for our custodial staff, students are not permitted to bring candy or gum to eat/chew in the school. **Radios, skateboards, roller blades, heelys, cell phones and toys are also not permitted at school.** If taken, an adult must pick them up from the school.

EVACUATION PLAN

A school emergency evacuation plan has been enacted should an area emergency ever occur. ***Parents should not come to the school*** in the event of such an emergency, since the additional traffic might interfere with the evacuation plan itself. Parents will be made aware of the evacuation location through local radio broadcasts.

FIRE DRILLS

A minimum of 10 fire drills is held each year—randomly—.

SPOT

Sit up - Pay attention - Open your mind - Track the speaker

SPOT is a school-wide plan to encourage students to focus on the teacher/speaker and give full attention to the message. When our students are able to focus their attention properly, more learning will occur.

STUDENT ASSISTANCE TEAM

S.A.T. - School Assistance Team. This team can involve the principal, the counselor, a teacher from each curriculum area (primary & intermediate), and possibly the social worker and/or health nurse. The team discusses and makes recommendations for retentions, absenteeism, tardiness, special resources needed, and special testing that may be needed.

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FIELD TRIPS

Our students represent our school when they are taken on a field trip, therefore school rules must be followed and students are expected to show respect for teachers, fellow students, personnel and public property. Any student who fails to comply will not be allowed to go on future field trips. These rules and procedures will also apply to any activities held at the school during time outside of the instructional day. Parents must sign permission slips for pupils to go on all field trips

TRANSFERS

Please notify the school in advance if you plan to move. This will help make your transfer to the new school as smooth as possible.

PARTIES

The distribution of invitations to parties held at home is permitted with these guidelines: one unsealed invitation per child, in the class they attend only. This policy is the result of the experience that many times all children in a room do not receive invitations and are therefore disappointed. Birthday parties for pupils or teachers are not permitted in the classroom.

Homeroom parents will organize two classroom parties during the school year. Volunteers are needed for these parties. Refreshments for all classrooms will be planned at Homeroom Parents' meetings; these treats must meet all Federal, State and County guidelines. All classrooms will be served the same thing. **No extra treats will be accepted on party day.** *Please plan to attend homeroom parent meetings.*

No school-aged visitors from any other school will be permitted to attend parties or activities held during the school day. Those students should be attending their own school during that time.

Deliveries

Delivery of flowers or other gifts will not be made to students during the school day. Any deliveries will be kept in the office until the end of the day and given to the student as they exit the building. Please note that students riding the bus are not permitted to have glass, balloons or any other objects that might distract the bus driver.

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I have read this handbook and discussed it with
my child.



Please sign and return this page only to school.

Parent: _____

Child: _____

Date: _____

If you have any questions please call the school.
304-949-1823

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