

Bruceton School Student/Parent Handbook



**Caring, Sharing, Learning,
Realizing the Best in All!**

P.A.W.S. - Positive Attitudes Will Succeed

2018-2019

**Bruceton School Directory
PO Box 141
70 Morgantown Street
Bruceton Mills, WV 26525**

<http://www.brucetonschool.org>

**Bruceton School Phone: 304-379-2593
Bruceton School Fax: 304-379-4079**

Belinda Moss	Principal
Michelle Martin	Assistant Principal
Susan Moran	Secretary
	Secretary
Sophia Tichenor	Technology Integration
Tammy Savage	Nurse
Alexandra Downey	Counselor
Roxanne Smith	Cafeteria Manager

**Preston County Schools Directory
300 Preston Drive
Kingwood, WV 26537**

<http://preston-k12.wvnet.edu/boe/>

**Preston County Schools Phone: 304-329-0580
Preston County Schools Fax: 304-329-0720**

Stephen Wotring	Superintendent	Ext. 222
Brad Martin	Asst. Superintendent/Director of Technology	Ext. 225
Ange Varner	Asst. Superintendent/Director of Federal Programs	Ext. 223
Michelle Berry	Director of Curriculum	Ext. 226
Jana Miller	Director of Special Education	Ext. 220
Carol Riley	Attendance Coordinator	Ext. 236
Dylan Beitz	Child Nutrition Coordinator	Ext. 234
Tony Harris	Transportation Coordinator	Ext. 249
Darla Moyers	Lead Technology Integration Specialist	Ext. 250

**All Preston County Board of Education Policies are available on-line at
<http://preston-k12.wvnet.edu/boe/>**

Bruceton School Schedule	
7:20 - 7:30	Homeroom
7:30 - 8:11	1st period
8:13 - 8:54	2nd Period
8:56 - 9:37	3rd Period
9:39 - 10:20	4th Period
10:22 - 11:03	5th Period
11:05 - 11:46	6th Period
11:48 - 12:18	Middle School Lunch
12:20 - 1:01	7th Period
1:03 - 1:44	8th Period
1:46 - 2:27	9th Period
Lunches:	
PreK-2: 10:28 - 10:58, 3-5: 11:08 - 11:38, 6-8: 11:48 - 12:18	

2-Hour Delay Schedule	
9:20 - 9:30	Homeroom
9:30 - 9:58	1st Period
10:00 - 10:28	2nd Period
10:30 - 10:58	3rd Period
11:00 - 11:28	4th Period
11:30 - 11:58	5th Period
12:00 - 12:30	Middle School Lunch
12:32 - 1:00	6th Period
1:02 - 1:29	7th Period
1:31 - 1:58	8th Period
2:00 - 2:27	9th Period
Lunches:	
PreK-2: 10:40 - 11:10, 3-5: 11:20 - 11:50, 6-8: 12:00 - 12:30	

2-Hour Early Dismissal Schedule	
7:20 - 7:30	Homeroom
7:30 - 7:58	1st Period
8:00 - 8:28	2nd Period
8:30 - 8:58	3rd Period
9:00 - 9:28	4th Period
9:30 - 9:58	5th Period
10:00 - 10:28	6th Period
10:30 - 10:57	7th Period
10:59 - 11:26	8th Period
11:28 - 11:55	9th Period
11:57 - 12:27	Middle School Lunch
Lunches:	
PreK-2: 10:27 - 10:57, 3-5: 11:17 - 11:47, 6-8: 11:57 - 12:27	

Club Schedule	
7:20 - 7:30	Homeroom
7:30 - 8:04	1st Period
8:06 - 8:40	2nd Period
8:42 - 9:16	3rd Period
9:18 - 9:52	4th Period
9:54 - 10:28	5th Period
10:30 - 11:04	6th Period
11:06 - 11:40	7th Period
11:42 - 12:12	Middle School Lunch
12:14 - 12:48	8th Period
12:50-1:24	9th Period
1:27 - 2:27	Club Period
Lunches:	
PreK-2: 10:22 - 10:52, 3-5: 11:02 - 11:32, 6-8: 11:42 - 12:12	

Club Dates:
October 16
November 13
December 4
January 8
February 5
March 5
April 2

Arrival/Dismissal

Arrival to School

Students begin entering the building at 7:05 a.m. Elementary students planning to eat breakfast need to arrive prior to 7:15 a.m. Any student arriving after 7:30 a.m. is counted as tardy. Tardy students **MUST** enter through the main office and be signed-in by an adult.

Students arriving on a school bus should enter the school immediately upon arrival. Elementary students report to his/her assigned homeroom. Middle school students report to the cafeteria.

No drop-off students will enter the building through the main office area during normal drop-off time. (7:05 a.m. - 7:30 a.m.) All drop-off students will enter the doors into the breezeway, located between the gym and band room. To get to the drop-off area, vehicles enter on the upper side of the staff parking lot. Proceed to drive along the side of the building beside of the PreK classrooms. Continue driving forward until you see the road cones, indicating you need to stop. Room must be left for teachers to enter the lower staff parking lot. At 7:05, continue around the building, past the tennis courts, into the drop-off area. Staff is available to assist younger students as they exit the vehicles. As always, we ask that no adults get out of the vehicles so the line can keep moving. Once students are out of the cars, continue driving around the school, past the playground, car washes, and garage then exit onto the main street. No one is permitted on the bus lot or down the alley behind the bank during drop-off times.

Dismissal from school

Students riding buses will report to the bus lot and immediately load buses.

The same procedure used for morning drop-off is used for afternoon pick-up of students. Please have your parent pick-up card displayed in your front windshield. Again, we ask that no parents get out of the vehicles.

Students walking home will wait on the sidewalk outside the main office until the buses leave the parking lot before being dismissed to walk home. These students are not permitted to walk along/between the buses prior to an adult dismissing them.

Elementary students, grades PreK-5, are dismissed at 2:25. Middle school students, grades 6-8, are dismissed at 2:27.

Academics

Cheating

Cheating is any form of academic dishonesty. It includes but is not limited to, copying another student's work, using any form of assistance during an exam or assignment that is not approved by the teacher, and plagiarizing (using an external source of information without proper documentation or presenting information as a student's work that is copied from an external source).

Cheating is a violation of both the school and county discipline policy.

Grading Scale

90-100	A	Excellent
80-89	B	Above Average
70-79	C	Average
60-69	D	Below Average
0-59	F	Failure

Homework

The administration and staff of Bruceton School believe that homework is essential to student learning. Homework helps to establish positive study habits, develops initiative, and allows for the development of time management skills in students.

Purposes for Homework:

- a. Provide practice for the reinforcement of learned skills.
- b. Provide review of previously learned concepts.
- c. Provide preparation for future learning and assessment.
- d. Provide extended learning and/or long-term learning.

Bulldog Elite Program for Middle School Students

Bulldog Elite cards are offered to all students in grades 6-8 who earned a 3.8 GPA or higher each grading period (allows for 1 "B").

Students earning cards get the following perks during the following grading period:

- free admission to all home basketball games
- free admission to school dances (\$5 discount for formal due to catering expenses)
- can be first in the hot lunch line each day

Due to no activities being available during Summer break, students earning cards the fourth grading period are given a treat bag. In order to receive any of the perks, students must be able to present their card. Students are responsible for keeping up with the card. No replacements will be issued.

****8th grade students who maintain Bulldog Elite status all four grading periods will have their names added to the Bulldog Elite plaques by the trophy case.**

Report Cards

Report Cards are issued at the end of each 9-week grading period. Final report cards for the year are presented to each student on the last day of school. Parents/students can check grades at any time by logging into their LiveGrades account.

Athletics

Athletics Eligibility

Interested students in grades 6, 7, or 8 must meet the eligibility requirements of the West Virginia Secondary Schools Activities Commission (WVSSAC) in order to participate on a school sanctioned athletic team. The WVSSAC requires that a student maintain a 2.0 GPA in order to participate on a sports team. Eligibility for Fall activities is calculated using grades from the second semester of the previous school year. Eligibility for Spring activities is calculated using grades earned the first semester of the current school year. If a student's GPA falls below the requirement during the course of the season/activity, the student will be declared ineligible and will be dismissed from the activity in which the student is a participant.

Attendance

We believe the most important factor for a student's academic success is regular school attendance. Most subjects are taught in sequence requiring the understanding of each concept in the order of presentation. Persistent absenteeism (truancy) creates a genuine hardship for the student and seriously hinders the student's academic growth.

Attendance Calculations

In order to be counted present for a full school day, students must be in the building for 74% of the day. Students present for 50% -73% of the day will be counted as present for 1/2 day.

Reasons for Excused Absence from School

Bruceton School allows the following excused absence reasons as defined by Preston County Schools Policy 11-12-9.

1. Medical and or dental appointment which cannot be scheduled outside the school day when the absence is verified in writing by the physician or dentist.
2. Illness of the student verified by parent/guardian not to exceed three consecutive or five total days per semester. Verification by a physician will be required if absences exceed three consecutive days. In the event of a major outbreak of a particular illness such as the flu occurring within the school population the Superintendent may exercise his/her emergency powers and issue a county-wide waiver of the required physician's verification of absences extending beyond three days.
3. Illness or injury in the family when student absence is verified as essential by a physician.
4. Illness of the infant child of an enrolled student who is the child's primary caretaker not to exceed five days per semester. Verification must be from a physician, student's parent/guardian, or student 18 years of age or older.
5. Calamity, such as fire in the home, flood, or family emergency upon approval by the school principal.
6. Death in the family-limit three days for each occurrence except in extraordinary circumstances. "Family" is defined as mother, father, brother, sister, grandmother, grandfather, aunt, uncle, brother-in-law, brother's children , sister-in-law, sister's children, student's children, or any person living in the same household.
7. Leaves of educational value for family educational trips, 4-H educational activities, serving as a page, etc. Parents must complete an educational leave form request to the principal 10 days prior to the leave. The leave may not exceed five days, and there must be verification of implementation of the education plan upon the student's return. A leave that extends more than five days requires approval from the principal and the county Board of Education.

8. School approved extracurricular activities.
9. Legal obligation with verification.
10. Failure of bus to run or extremely hazardous conditions. The county transportation office will verify that the bus did not run.
11. Observance of religious holidays.
12. Handicapped students' absences should be addressed in accordance with SBP 2419, Regulation for the Education of Students with Exceptionalities.

Absences occurring for reasons not provided in policy will be unexcused, including out-of-school suspensions.

In order to participate in any after school activity, students must be counted present for the school day. This includes sporting events, sporting practices, school dances, etc.

Homebound Instruction

A student with an illness or injury verified by a health care provider that requires absence from school beyond three weeks may be provided home/hospital instruction pursuant to Preston County Board of Education Policy 3-30. A written statement by a licensed physician or other licensed health care provider must be provided. That statement should include the specific reason the student must remain home or in the hospital, along with the criteria or conditions under which the student can return to school and an expected date of return. A written statement by a licensed physician or other licensed health care provider must be resubmitted every two months for temporary home/hospital instruction to continue.

Make-Up Work

Students not in attendance for regular classroom instruction for any reason shall be provided the opportunity to make up any missed class work. Students will be assigned make-up work upon returning to school. The student shall be allowed the number of days absent plus one day to complete the missed assignments. Teachers may grant an extension to a student if the request is based upon justifiable reasons. Failure to complete the work assigned by the teacher will result in the student receiving a zero as the grade for the assignments.

Daily Operations

Hours of Operation

Office Hours:	7:00 a.m. - 4:00 p.m.
Instructional Hours:	7:30 a.m. - 2:27 p.m.
Playground Hours:	4:00 p.m. until dusk with adult supervision
Walking Track Hours:	Open until dusk with adult supervision

Acceptable Use Policy

Students are required to follow local school, county, and state guidelines for acceptable use of technology during the time of their school enrollment. The Acceptable Use Policy form is signed by both, students and parents. The form stays on file at the school. Failure to sign the form by September 1st will result in the student's account being disabled. Violations of the AUP will result in disciplinary action in accordance with county guidelines.

After School Activities

A student may not stay after school for any reason without written permission by a parent/guardian. A student may never stay after school to "hang out." Each student staying after school for a valid reason, must be supervised by an approved adult in a designated area. Additionally, a student may never leave the school campus while waiting for a bus or parent/guardian to pick them up.

Assemblies

Assemblies and special programs are planned periodically to provide motivational speakers, enrichment activities, and cultural experiences for students. Students are expected to demonstrate appropriate conduct during these programs. Students observe the following guidelines during an assembly/ special program:

1. Students travel to the assembly/program location in a quiet, respectful manner.
2. Students enter the location quietly and be seated promptly where directed.
3. Students behave politely and respectfully toward the speaker/guest.
4. Following the assembly/program, students return to class in a quiet and respectful manner.

Change of Address

It is important that every student maintain a current address and phone contact in the school office. Parents/guardians should update the school secretary anytime there are changes. We need both physical and mailing addresses on file.

Field Trips

A curricular field trip is an extension of classroom learning. It provides an opportunity for students to receive instruction in required core standards that compliments classroom instruction. Students are expected to attend all curricular field trips. Parents/guardians will receive notification of planned trips for students.

Lost and Found

Students are reminded to periodically check the items on the lost and found rack. Unclaimed items are periodically donated to Goodwill throughout the year. Please notify your child's homeroom teacher if he/she has a missing item. It is suggested that coats, jackets, lunchboxes etc. be marked with the student's name.

Nutrition Program

Breakfast and lunch are served daily in the school cafeteria. All students are eligible for breakfast and lunch at no cost. Menus are prepared and posted on the school website.

Visitors

All visitors (parents/guardians/others) must enter the building through the main office located off the upper parking lot. Please bring identification upon entering the building.

Students may not bring friends to school as visitors for the day. Former students may not visit during instructional hours. They may visit during non-instructional hours only if given permission by administration.

Web Page

Visit Bruceton School's web page at <http://preston-k12.wvnet.edu/bruceton/>. The page contains current information, such as the school calendar of events, breakfast and lunch menus, recent school activities, announcements and classroom information. Parents/guardians and students have access to LiveGrades, where grades and classroom announcements can be viewed. Parents/guardians and students can also use LiveGrades to send messages to classroom teachers. To get parent/guardian account information, contact your child's teacher or the technology integration specialist at the school.

Discipline

Authority of School Personnel

The teacher shall stand in place of the parent/guardian in exercising authority over the school and control of all students enrolled in the school from the time they arrive at school until they have left the school grounds. The bus driver in charge of the school bus shall exercise authority and control over the students while they are in transit to and from the school.

Level 1 Offenses	Interventions and Consequences
Cheating, Deceit, Disruptive/ Disrespectful Conduct, Failure to Serve Detention, Falsifying identity, Inappropriate Appearance, Inappropriate Display of Affection, Inappropriate Language, Possession of Inappropriate Personal Property, Skipping Class, Tardiness	Administrator/student conference or reprimand, Administrator and teacher-parent/guardian conference, academic sanctions, counseling referrals, daily/ weekly progress reports, behavioral contracts, change in student's schedule, school service assignment, confiscation of inappropriate items, revocation of privileges restitution/restoration, detention, denial of participation in class and/or school activities, exclusion from the classroom, weekend detention, in-school suspension.
Level 2 Offenses	Interventions and Consequences
Gang related activity, Habitual Violation of School Rules and Policies, Insubordination, Leaving School Without Permission, Physical Fight without Injury, Possession of Imitation Weapon, Possession of Knife not meeting Dangerous Weapon Definition (WV Code 61-7-2), Profane Language/Obscene Gesture/Indecent Act toward an employee or student, Technology Misuse.	Administrator/student conference or reprimand, Administrator and teacher-parent/guardian conference, Referral to support staff, counseling referrals, daily/ weekly progress reports, behavioral contracts, change ins student's schedule, school service assignment, confiscation of inappropriate items, revocation of privileges. restitution/restoration, detention, denial of participation in class and/or school activities, exclusion from the classroom, weekend detention, in-school suspension, out-of-school suspension, Placement in Alternative Education Program, expulsion.

Level 3 Offenses	Intervention and Consequences
<p>Battery against a student, Defacing School Property/Vandalism, False Fire Alarm, Fraud/forgery, Gambling, Hazing, Larceny, Sexual Misconduct, Threat of Injury or Assault against an employee or student, trespassing, possession, use, distribution or sale, Inhalant Abuse, Possession/Use of a Substance Containing Tobacco and/or Nicotine.</p>	<p>Administrator/student conference or reprimand, Administrator and teacher-parent/guardian conference, Referral to support staff, counseling referrals, Notification to Health and Human Services, daily/weekly progress reports, behavioral contracts, change in student's schedule, school service assignment, confiscation of inappropriate items, revocation of privileges. restitution/restoration, detention, denial of participation in class and/or school activities, exclusion from the classroom, weekend detention, in-school suspension, out-of-school suspension, Placement in Alternative Education Program, expulsion.</p>

- Level 3 behaviors are criminal offenses and therefore warrant formal law enforcement intervention which may result in issuance of a criminal citation, ticket, or summons, filing a delinquency petition, referral to a probation officer or arrest.**

Level 4 Offenses	Interventions and Consequences
<p>Battery against a school employee Felony, Illegal Substance Related Behaviors, Possession and/or Use of Dangerous Weapon</p>	<p>Out-of-School Suspension, Expulsion, Law Enforcement Intervention (as in Level 3)</p>

Dress Code

Students are expected to dress appropriately for school and for all school-related/sponsored activities.

1. Shorts/skirts must reach the tip of the index finger when a student is standing with arms straight down at the sides.
2. Tops should not show undergarments. Spaghetti straps and sleeveless shirts that are cut out under the arms are not permitted.
3. Clothing that is overly revealing in any way may not be worn, this may include yoga pants and other extremely tight fitting clothing. See-through clothing is not appropriate.
4. Hats, bandanas, sun glasses, etc. may not be worn indoors. Hoods on sweatshirts are considered hats.
5. Clothing that depicts violence, obscenities, gang membership, terrorism, sexual suggestions, alcohol, drugs, tobacco, or profane language is not acceptable.
6. Chains in excess of 12 inches and spiked jewelry are not acceptable.
7. Excessively baggy clothing or clothing that hangs so loosely that undergarment is exposed is unacceptable.
8. Jeans that have holes above the knees may not be worn unless leggings, etc. are worn under them.
9. Any clothing that distracts from the educational process may be deemed inappropriate.

Administration will make the final determination if there is any question about the inappropriateness of student apparel. Students will be provided alternate clothing if it is available in the clothing closet. Otherwise, parents will be called to bring in clothing.

Cell Phones and other Electronic Devices

All cell phones and electronic devices are to be turned off and put away while inside Bruceton School. If cell phones and other electronic devices are visible and/or heard they will be confiscated and given to the administrator and disciplinary measures will be applied. Parents/Guardians should refrain from calling or texting students during the school day. Students should not have cell phones out while being transported to or from school on school buses.

Students are not permitted to photograph or video record any other individual for any reason other than instances where it is necessary for an educational activity approved by an adult. No photographs or videos of any other individual are allowed to be transferred at any time for any reason other than instances where it is necessary for an educational activity approved by an adult.

Backpacks, Cinch bags, Purses, etc.

Duffle bags, backpacks, cinch sacks, purses and other similar bags are not to be used other than to transport needed materials to and from school. These items are to be stored in the student's locker during the school day. Small purses are permitted as long as they fit and remain in the binder/trapper keeper.

School Support Organizations/Services

Academic Boosters

The Bruceton School Academic Booster organization is highly involved in the improvement of our school. Meetings are held on the second Tuesday of each month. Parents are urged to become part of this organization and to attend the monthly meetings.

Band/Choir Boosters

The Bruceton School Band/Choir Boosters is comprised of parents of students in grades 5-8 who are part of the band/choir program at Bruceton School. Meetings are held monthly. All band/choir parents are encouraged to participate. Please contact the band/choir director for more information.

Local School Improvement Council

The Local School Improvement Council is mandated by WVDE Policy. This council consists of three parent representatives, three teachers, two service personnel representatives, one business representative, one community representative, and one student. The purpose of the council is to provide input in regard to local school policies and regulations. The membership of this group is published each school year. The group welcomes parent and community input. Meeting dates and times are posted on the school website. All meetings are open to the public. The Local School Improvement Council presents the Bruceton School Strategic Plan to the Preston County Board of Education each year for approval. The LSIC makes recommendations for program changes at the local school level to the county and state boards of education.

Parent Volunteers

Bruceton School considers parent volunteers to be one of the school's most valuable resources. Parents are encouraged to help with classroom activities, programs, and curricular trips throughout the year. Parents should contact the teacher if interested in serving as a volunteer.

Partners in Education

Bruceton School is in partnership with Clear Mountain Bank, Digital Connections, Inc., The Mill Stone and The Insurance Centers to better serve the needs of students, staff, and parents.

Student Support Services/Activities

Guidance services

A guidance counselor is on staff Monday, Tuesday, Thursday, and Friday of each week. The counselor assists students with educational planning, career preparation, testing information, special classes, and general assistance with school, home, and social concerns.

Medication at School

If a student needs to take a daily medication during school hours, a medication release must be completed and signed before any medication may be dispersed to a student. NO medication of any type can be given to a student unless a standing order is in place with the school nurse. In order for medication to be dispersed, the following requirements must be met:

1. An adult must bring the medication in the original container.
2. The container must have a label with the student's name, drug identity, dosage instructions, doctor's name and prescription date.
3. The medication be accompanied by a note giving the student's name, dosage amount, specific dosage times, and other instructions as necessary. The note must be signed and dated by a doctor.
4. Must contain no more than one month of medication at a time.
5. Must be distributed only by designated school personnel.

Nurse

The school nurse is located in the office complex. When a student is ill or injured at school the following procedure is used:

1. In a non-emergency, the student reports to the classroom teacher and then to the school nurse.
2. In an emergency, the student reports to the nearest adult/administrator/nurse as quickly as possible.

In either case, emergency or non-emergency, the school nurse or administrator will determine the proper course of action, notify the parent/guardian as needed, and monitor the student as needed.

STUDENTS ARE NOT TO CALL PARENTS ON THEIR CELL PHONES WITHOUT REPORTING TO THE SCHOOL NURSE OR ADMINISTRATION. THE NURSE WILL DETERMINE IF THE STUDENT NEEDS TO LEAVE THE BUILDING AND WILL NOTIFY PARENTS AS NEEDED.

Student Assistance Team (SAT)

The Student Assistance Team is mandated by BOE Policy 3-12. This team consists of grade level staff members who meet regularly to provide assistance to any student who demonstrates difficulty in the areas of academics, attendance, conduct, hearing, vision, social/emotional, etc. The SAT recommends and implements interventions within the regular educational program and/or refers students for multi-disciplinary evaluation when necessary.

Bruceton School Dance Policy

1. Dances are restricted to current Bruceton School students in grades 6-8.
2. Students attending school dances are to conduct themselves in a manner suitable for a school event. Displays of affection that are not appropriate for public will not be tolerated. Students choosing to behave inappropriately will be excluded for future dances at the discretion of the sponsor.
3. All chaperones (staff, parents, etc.) have authority over all students attending the event. Students must willingly comply with the requests of those individuals.
4. In order to attend school dances each student must meet the following criteria: student must attend school the day of the dance, students cannot have any external or internal suspensions during the period beginning with the day after the last dance leading to the current dance.
5. All students must remain in the building at the close of the event. Parents/Guardians must pick up students at the door. This is to ensure supervision and safety of all students.

School dances are sponsored by staff and are chaperoned by staff and/or parents.

Bruceton School Student/Parent Handbook Verification

My child has informed me that Bruceton School's Student/Parent Handbook has been reviewed with him/her during homeroom. He/she understands the information included and we are in agreement that all policies will be followed throughout the school year.

I am aware that an electronic version is available on the school website for student/parent review.

Parent/Guardian Signature

Date

Student Signature

Date

I am acknowledging that I have reviewed the information in Bruceton School's Student/Parent Handbook with the above student who is a member of my homeroom class.

Signature of Homeroom Teacher

Date