

**SOUTH PRESTON
SCHOOL
2017-18
STUDENT HANDBOOK**



**South Preston School
Phone: 304 568-2292 Fax: 304 568-2372**

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South Preston School’s Core Beliefs:

- 1. We believe in providing a nurturing environment for children to learn.
We believe in community and parents as partners.**
- 2. We believe every child deserves a high quality education filled with high expectations.**

MISSION STATEMENT:

We are opening doors to future successes.

**SOUTH PRESTON SCHOOL
YELLOW JACKETS
James Hoyt, Principal
Craig Schmidl, Assistant Principal
Becky Hershman, Administrative Assistant**

Welcome to a new year at South Preston School. This handbook is for students and parents and contains items of importance about our school. We each need to do our best to be successful, and we can do so by working together to follow the rules, to listen to our faculty, and to be part of the team. Have a great year!

STUDENT CONDUCT

South Preston School follows the Preston County Schools and West Virginia Department of Education Code of Conduct.

WEST VIRGINIA CODE OF CONDUCT Policy 4373 Expected Behavior in Safe and Supportive Schools

The West Virginia Code of Conduct is found on the state website (<http://wvde.state.wv.us/policies/p4373-new.pdf>). You can also access the policy by going to <http://wvde.state.wv.us/> and going to “Board” and then clicking on “Policies.” Policy 4373 is listed there.

It can also be found on the Preston County Schools website:

<http://prestoncountyschools.com/>

Homebound Services

Educational services shall be provided to students who are confined to the home/hospital setting owing to injury or any other reason, as certified (in writing) by a licensed physician or other health care provider. The student’s confinement must have lasted or will last for a period of more than three consecutive weeks. The written statement must include:

- The specific reason the student must remain at home or in the hospital; and
- The criteria or conditions under which the student can return to school and the expected date of such return.

A written statement by a licensed physician or other licensed health care provided must be resubmitted every six months of a student’s temporary home/hospital instruction is prolonged. The Board may also request that the parent/guardian obtain a second opinion from a second health care provider at the expense of the Board. Home/hospital services may also be provided temporarily at the direction of the Superintendent for students who have not met the immunization requirements of WVC §16-3-4.

All such services must be provided through the Preston County Schools, Department of Special Education. All necessary forms may be obtained from the Department of Special Education.

The Director of Special Education shall verify all requests for home/hospital instruction and work with appropriate personnel to ensure the delivery of services. Home/hospital instruction is an individualized program. The hourly rate of pay shall be reviewed periodically by the Preston County Board of Education. Mileage to and from the student’s home shall be paid at the current rate established by the Board.

Lunch Times

PK-2 10:30-11:00

6-8 11:12-11:42

3-5 11:52-12:22

Student Assistance Teams

Each Preston County school shall establish a student assistance team consisting of at least three persons, including a school administrator or designee, who shall serve as the chairperson, current teachers and other appropriate professional staff. The role of the SAT shall include but is not limited to the following:

- ❖ Review individual student needs that have persisted despite being addressed through instruction programs and intervention teams, or that have persisted in spite of other appropriate alternative actions.
- ❖ Considers referrals for multi-disciplinary evaluation.

- ❖ Invite parents to review recommendations made by the team in regard to the child's program and to provide feedback to the team about those recommendations.
- ❖ Become trained in referral procedures for multidisciplinary evaluations, Alternative Education placements, disciplinary procedures, and other school processes as appropriate for ensuring student progress and maintenance of a safe school environment.
- ❖ Collect and maintain data on the activities of the team, including the dates of meetings, the members in attendance, and the recommendations of the team, the dates of review meetings, and the results of its recommendations.

ILLEGAL ACTIVITIES

The following actions are all violations of state and federal laws and are **not** permitted on school property. Beyond this, these activities can be punishable by law and, if need be, will be addressed to the appropriate authorities.

- > **Fighting or Physical Assault**
- > **Possession of weapons**
- > **Substance abuse (drugs and alcohol)**
- > **Smoking or smokeless tobacco use**
- > **Unreasonable absenteeism**

Students and parents should be aware that these activities listed above will be handled by contacting the parents, superintendent, and/or legal authorities (i.e. police, attendance officer, etc.).

SUSPENSION

A student may be suspended from school if he/she is guilty of disorderly, indecent, or immoral conduct. Failure to obey school rules and regulations may fall in any of these categories. At the time of suspension, the principal will notify the superintendent of schools and the student's parents or guardian of the time and conditions of the suspension.

DETENTION

The school will conduct a lunch detention hall and after school detention to handle minor disciplinary problems. This detention plan will have incremental steps to handle the more serious disciplinary problems. These steps can include in-school suspension, after school suspension, and external suspension. Parents will be notified through phone calls, detention slips, and detention letters.

South Preston School Directory
Administration

James Hoit	Principal	Ms. Reese	Nurse
Craig Schmidl	Asst. Principal	Ms. McDaniels	Cook
Rebecca Hershman	Administrative Assistant	Ms. Likens	Cook
Mrs. Parks	Counselor	Ms. Bohon	Custodian
Ms. Hare	Cook/Custodian	Mr. Wolfe	Custodian

Middle School

<u>Teacher</u>	<u>Subject</u>		
		Mr. Cline	Science 7 & 8
Mr. Miller	History	Ms. Shaffer	Music/Band
Ms. Luzier	Language Arts	TBA	PE/Health
Ms. Funk	Math	Music/Band	Mr. Orban
Ms. Tanner	Multi-Subject 6		

Elementary School

Ms. McGinnis	Physical Education	Mrs. Zinn	1st Grade
Mr. Broadwater	Art K-8	Ms. Dalton	3rd Grade
Ms. Chambers	Pre-Kindergarten	Ms. Albright	4th Grade
Ms. Funk	Head-start	Ms. Thorne	4th Grade
Ms. Pifer	Kindergarten	Ms. White	5th Grade
Ms. Uphold	1st Grade	Ms. Rehe	5th Grade
Ms. Morris	2nd Grade	Ms. Duckworth	Kindergarten

Special Education

Ms. Roberts
Ms. Moury
Ms. Veltri
Ms. Marrese

Aides

Donna Plum **Anita Goff**
Jo King **Rita Murray**
Paula Shahan

South Preston School Bell Schedule 2017-18

Homeroom (Middle School): 7:15-7:40

1st Bell: Whole building 7:30 (Report to 1st period/classrooms)

Middle School for most of day

2nd Bell: 7:42-8:22 1st period

3rd Bell: 8:24-9:04 2nd period

4th bell: 9:06-9:46 3rd period

5th bell: 9:48-10:28 4th period

6th Bell: 10:30-11:10 5th period

7th Bell: 11:12-11:42 Lunch (6-8)

8th Bell: 11:44-12:24 6th period

9th Bell: 12:26-1:06 7th period

10th Bell: 1:08-1:48 8th period

11th Bell: 1:50-2:30

Whole school

12th Bell: 2:30 First Bus Dismissal

LOCKERS

School lockers are the property of the Board of Education and under the control of the school. These lockers are for students to store their possessions. Students are expected to keep lockers clean, neat, and free of any unnecessary marks or damage. Lockers should be locked at all times. South Preston School will provide locks for all student lockers. Students are not to share lockers with any other students. If administration has reasonable cause, lockers can be searched by administration or law enforcement.

TEXTBOOKS

The Preston County Board of Education provides the textbooks used by all students at South Preston. Students are expected to use reasonable care with these books. Parents will be held liable for the value of any damaged or lost textbooks.

PROMPTNESS

Students are expected to be to class on time. There will be a span of time allotted between classes for individual needs. However, students will need to be in class, seated, and ready to work at the appropriate time.

HALLWAY CONDUCT

For safety and efficiency reasons, students should keep to the right as they move through the halls during class changes. Use the up stairs to go to the second floor and the down stairs to come from the second floor. Never run in the building.

DRESS

In order to facilitate a positive place of learning as our school board indicates we are to do, we must create a school climate conducive to learning. A sensible dress code helps to develop a positive attitude toward learning by initiating neatness, a healthy and safe environment, helps prevent school disruptions, and improves discipline. Students are encouraged to dress and groom themselves neatly and in good taste. **State Board Policy 4373 forbids students dressing or grooming in a manner that disrupts the educational process or is detrimental to the health, safety or welfare of others.**

Students may 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 any drug, alcohol, or tobacco-related product that is prohibited in school buildings, on school grounds, in school leased or owned vehicles and at school affiliated functions. Micro-mini skirts, spandex clothing, pajamas, hats, halter tops, tank tops, jewelry or clothing that can be used as a weapon may not be worn.

Shorts must be finger-tip length for both boys and girls. Straps are to be at least three fingers wide. If a student comes to school inappropriately dressed, the school will attempt to find clothing (such as sweat pants) for that child. If not, parents/guardians might be contacted to bring appropriate clothing for their child.

GRADES AND HONORS

Students should remember that it is the type of work they do everyday that determines the grades they receive. On each assignment the grade scale will be the same. The grade the student receives is a method of evaluating the effort put forth in assignments. The grading scale is as follows.

A = 93% to 100%	Excellent effort
B = 85% to 92%	Above Average Effort
C = 75% to 84%	Acceptable Effort
D = 65% to 74%	Below Acceptable Effort
F = 0% to 64%	Unacceptable Effort
I = Incomplete	Work Has Not Been Finished

All averages should be calculated to three decimal places and rounded to two decimal places. All courses for which the student is enrolled will be used to find the grade point average. Honor rolls will be posted for those students who achieve a Grade Point Average of 3.00 or higher.

Reports of student progress are issued every grading period (9 weeks) on a single report card printed on the office computer. Parents are asked to review the progress reports with their children, and to consult with the teacher as often as possible. Evening parent-teacher conferences are scheduled at the end of the first grading period and during the second semester. Parents are welcome to come to the school by appointment to discuss student progress. Mid-term reports are sent home midway through each 9 week grading period. The parents of those students having grades of D or F, in any class, are notified midway through each grading period.

MEDICATION

A physician's written instructions and permission MUST accompany ANY medication a student must take during the school day. All medicine must be sent to school in the original bottle or container. Any medication not in this form will be considered an illegal drug. All medicine must be delivered to the office. No student shall have in his possession any form of medicine at school.

Any student who gives another student medicine will be suspended.

SCHOOL ATTENDANCE

Compulsory school laws apply to all students enrolled at South Preston, regardless of age. Regular attendance is crucial to learning. Each student who is absent from school must be recorded as absent. Every student who is absent is required to bring a note signed and dated by his/her parent/guardian, physician, or dentist stating the reason for the absence. Parents are permitted 5 parent excuses each semester. If a child is to be out for an extended period of time, requesting his/her make-up work is a wise decision. Students who are requesting educational leave must complete the form prior to the time away. Any educational leave of six or more days has to be approved by the Preston County Board of Education.

ARRIVAL

Students will be allowed into the school at 7:15 which is when we have teachers posted at the entrance. Parents are to drop their students off at the designated drop-off location. Parents are only permitted in the reception

area when walking students to the door.

LATE ARRIVAL

Students arriving late for school must be signed in by the parent/guardian. A classroom pass will be issued to any child arriving late. The child will also be listed as either “excused tardy” or “unexcused tardy.”

LEAVING EARLY

Once arriving at school, students are not allowed to leave school grounds without permission. This includes the roads and wooded areas behind the school.

Any time you are going to leave school early you must bring a note from home and have it approved in the office. A pass slip will be issued for each scheduled teacher to sign. This slip must be signed and returned before the student leaves the building.

Parents are to sign their child out on the sign-out sheet located in the office. Because of the traffic in the parking area and the presence of buses, **parents/guardians will not be permitted to sign out their children between 2:00 and 2:35. This is a safety issue and is being implemented to keep traffic in the loading area to a minimum. Children are required to be in classes for a specific amount of time. If a student leaves early, he/she is possibly not achieving that total.**

BUS PASSES

Bus passes are no longer permitted unless emergency as per new policy. Please contact Tony Harris at 304 329-2524 with any questions/concerns.

VISITORS

Anyone who is not a regular staff member, a member of the Board of Education, or central staff, or student of the school will be termed a "Visitor."

- ❖ All visitors must enter through the main entrance and sign-in at the main office. Visitor sign-in procedures include a credential exchange. The credential exchange requires all visitors to sign-in, possibly to produce photograph ID, and be authorized by an authorized school staff member before building access is permitted. **All visitors are to have visitor badges!**
- ❖ Visitors are expected to be appropriately dressed, unimpaired by drugs or alcohol and to display respect for activities in progress at the school.
- ❖ Visitors shall not compromise the integrity of student confidentiality policies. Visitors must recognize that information regarding any confidential school matters overheard is not expected to leave the school.
- ❖ Parents and legal guardians of students, school volunteers, LSIC, and business Partners-in-Education team members may be invited to participate in events or to partake in lunch with students at the school. Other visitors may be invited by special permission of the principal or designee. All visitors are expected to abide by the general rules of the school as defined by the building administrator.
- ❖ Classroom visits must be approved in advance by the principal or designee and classroom teacher.
- ❖ Teachers are not expected to take class time to discuss individual matters with visitors. Any interruptions, challenges to the teacher, or any form of disruption will jeopardize any future visitation rights.
- ❖ Visitors are not permitted to remove students from the classrooms or other school activities, without the direct permission of the legal guardian of the student and/or the building administrator accompanying the visitor during this time.
- ❖ Visitors participating in school events are expected to conduct themselves as guests of the school and will comply with all policies of the Preston County Board of Education and the State of West Virginia. Guests are to avoid disruption of any other activities ongoing at the school. Visitors may be denied future access or limited access to the school during school hours or school activities if their conduct is such that the building administrator feels it is disruptive to the school's educational program.
- ❖ Salespersons or other non-educational personnel are not allowed to disrupt class time activities. Visitors of this nature should expect to make their contacts either before school or after school, but not during school hours.
- ❖ Building principals shall have the authority to sign a complaint charging criminal trespass when deemed necessary.

---Preston County Policy R 10-8-1

EMERGENCY SCHOOL CLOSING

In case of severe weather the local radio stations WKMM, WFSP, WAJR, WVAQ, WKKW, WDTV, and WBOY-TV will carry any information on school closings. Listen to these stations and do not call the school or principal. **Parentlink will also call those parents who have up-to-date phone numbers.**

ILLNESS OR INJURY

A student who is too ill to remain in class is to report to the office and ask to use the phone. A pass slip will be issued and all scheduled teachers must sign before the student leaves. Medication may not be given to students by anyone in school.

SCHOOL TELEPHONE

The phone number for South Preston is 304 568-2292. Telephone calls can be made to the office between the hours of 7:30 a.m. and 3:00 p.m. The office is not open on weekends or holidays. **Students will not be called to the phone except in extreme emergencies. Only messages of an urgent nature will be delivered to students. The school phone is a business phone. Therefore, students may only use it in emergencies. Teachers are also not permitted to respond to phone calls during class time. Parents/guardians may leave messages for them to return the call.**

FIRE DRILLS

Fire drills are required by state law and will be conducted periodically. Instructions are posted in all rooms giving directions for evacuation. Students are to report to each area quietly and remain with their teacher.

CODE REDS

Code red drills will also be conducted on a regular basis. During a Code Red, any parent in the building will have to remain in a classroom and no admittance will be allowed to the building for the duration of the drill.

STUDENT SERVICES AND ACTIVITIES

Certain activities and services are offered for the benefit of the student body. These services should be used to help improve the school and the students within it.

HELPING ORGANIZATIONS

Counselor Services

Every adult in the building is here to help students with their problems. If students need help with a special problem, feel free to simply ask. Counselors have specialized training geared to help them understand the many problems and pressures students face. With the help of counseling services, your stay can be more pleasant.

Games/Dances/Other Events

All students who attend an event must pay the admission fee. Once you enter the building, you cannot leave and re-enter. All those attending must be properly dressed. There must be at least three faculty members serving as chaperones. The group sponsoring the activity is responsible for clean-up of the gym or other areas. Proper lighting must be used at all times. Any student who violates the regulations governing the school or who indulges in unbecoming behavior shall be ejected from the event.

SCHOOL REPRESENTATION

All students who represent our school in an event or activity are reminded of the following policies.

- 1. Remember that you represent the school, your parents, the community, and yourself.**
- 2. The highest standards of good manners and sportsmanship are required.**
- 3. Champions never boast in victory or sulk in defeat.**
- 4. Do the best in whatever you do.**
- 5. Visiting students in our school are to be treated as our guests.**

CELL PHONES

- ❖ The school will not be responsible for lost, stolen or damaged electronic signaling devices;
- ❖ Electronic signaling devices are to be power-off mode at the start of the school day. Electronic signaling devices are to be in power-off mode while in transit on school buses;
- ❖ Electronic signaling devices may not be left on in vibrating mode during the school day or while in transit on school buses;
- ❖ Use of electronic signaling devices at any time during the school day will result in the following actions by school administrators:
 - **1st offense – the student will surrender the cell phone or other electronic device to the teacher who will give it to the principal. The student may request the principal return the device to him/her at the end of the school day.**
 - **2nd offense - the student will surrender the cell phone or other electronic device to the teacher who will give it to the principal. The parent/guardian may request the principal return the device to him/her coming to the principal's office for a conference.**
 - **3rd offense –When students are observed by teachers violating the provisions of this policy for a third time, they shall surrender the device to the teacher who will give the device to the principal. The principal shall provide the student with a receipt for the device and s/he shall notify the parent/guardian that the device has been surrendered. The parent/guardian may retrieve the device by presenting the receipt to the principal. The parent/guardian will be informed at this time that the device must be left at home for the remainder of the school term.**
 - **A subsequent offense will result in the confiscation of the device and other penalties the school administrators deem appropriate.**
- ❖ Students will be permitted to possess and use electronic signaling devices during the school day in response to a health related emergency when a licensed physician has indicated in writing that the signaling device is essential for the health of the student and the student has received prior permission from the school principal or designee to possess and use electronic signaling devices in response to health related emergencies;
- ❖ The use of electronic cameras, camera telephone, or video equipment in private areas, such as bathrooms, locker rooms, dressing areas, classrooms and offices is prohibited. Violations shall be considered as a Level IV Offense under the Student Code of Conduct (A student will not commit an act or engage in conduct that would constitute a felony under the laws of this state if committed by an adult). The use of such devices to violate other provisions of the Student Code of Conduct shall be punishable in accordance with the prescribed penalties for such offenses;
- ❖ Electronic devices are subject to search if there is a reasonable suspicion that the contents of such electronic device would provide evidence of a violation of school rules or state law;
- ❖ Sexting or the act of sending sexually explicit messages or photographs electronically, in a manner that is connected to the operation of the schools is prohibited. Violations shall be considered based upon Policy 4373.

Parent/Guardian Involvement

Owing to the potential inconvenience and hardships that may result from the short-term or long-term confiscation of electronic devices under this policy, it is important that parents communicate and reinforce with their children the consequences of violations of this policy.

Parents should continue to call the school for any emergency situation. School officials will contact your son/daughter. If a student needs to use a telephone, s/he is advised to come to the Principal's Office and ask permission to use the office phone.

DISCIPLINE

West Virginia School Law (State Code 18-6) declares that school personnel shall stand in the place of the parent from the time students arrive at school until they leave. The following form is a sample of the school's discipline procedure for handling discipline referrals to the office. Classroom teachers will identify class expectations and handle classroom disorders within reason. However, when an action continues or is severe to the point of requiring the attention of the principal, the teacher will complete the proper form and submit it to the office for appropriate action. Due process is always respected. Nevertheless, the rights of other students to learn and function in a *SAFE* and effective environment must not be ignored. When a teacher feels within reason that he/she has approached the problem in fairness to all parties involved, yet the condition persists, the referral is made for school level action.

Students must recognize the authority of the teacher and understand the need to cooperate within all phases of the classroom. Conflicts may be resolved most often through conferences in defining the problem and discussing solutions. The counselor or principal will always assist the students in working out conflicts to avoid more significant consequences. Our Peer Mediation Program is an effective method to resolve conflicts between students when requested. Parents are encouraged to become involved early in the student's year and keep abreast of classroom performances both academically and conduct wise. The warnings and efforts made by the teacher must be taken seriously to avoid more serious consequences. Classroom control is vital for learning to take place. We do not want to emphasize negative behaviors, however, disrespect and failure to adhere to classroom/school rules will not be tolerated. Students are required to demonstrate good conduct at all times. Any time a student is suspended from school, he/she will not be permitted to attend any school activities. (dances, ball games, parties, carnivals, etc.)

Each student is encouraged to be responsible for his or her actions, respect the property and rights of others, be courteous to everyone, and report any incident, threat or problem to their teacher or to the office. Fighting, regardless of the cause, will not be tolerated as it usually results in suspension. If you are having a problem with another student, rather than fighting -- see the counselor first and request peer mediation. Retaliation and self-defense are not the same; the school will not sanction physical assaults. **Be part of the solution, not part of the problem.**

Any questions should be addressed to the classroom teacher first and then to the principal. Each student is unique and expected to understand the rules of the classrooms and school in order to be an effective citizen of South Preston School.

IN-CLASS DISCIPLINE

Each teacher has specific classroom rules that are expected to be known, understood and followed. In the event inappropriate classroom behavior exists, the teacher may administer some relevant consequence to the offense. This may include but not be limited to the following: isolated seating, restitution for damage, office referral.

In addition to in-class corrections and lunch-time restrictions, teachers may exclude a student from class for the remainder of the period, request a parent conference, or request the assignment of detention.

TITLE IX

The Preston County Board of Education does not discriminate on the basis of sex, race, color, religion, handicapping condition, marital status, or national origin in employment or in its educational programs and activities. Inquiries to Federal Programs Coordinator or Ange Varner, Special Education, Director of Preston County Schools, Box 566, Kingwood, W.V. 26537 – 304-329-0580; or to the Department of Education, Director of the Office for Civil Rights.

Name: _____
 Grade: _____
 Staff member: _____

HAND DELIVERED TO STUDENT

**Expected Behaviors in Safe and Supportive Schools
 Discipline Referral Form
 South Preston School**
 WV Board of Education Policy 4373
 Preston County Board of Education
 Student Code of Conduct

Date: _____ Time: _____
 Homeroom: _____
 Location: _____

Level 1	Level 2	Level 3	Level 4
	<input type="checkbox"/> Out of Area	<input type="checkbox"/> Battery-Student	<input type="checkbox"/> Illegal Substances
<input type="checkbox"/> Cheating	<input type="checkbox"/> Insubordination	<input type="checkbox"/> False Fire alarm	<input type="checkbox"/> Weapons
<input type="checkbox"/> Disruptive/ Disrespectful Conduct	<input type="checkbox"/> Habitual Rule Violation	<input type="checkbox"/> Fraud/Forgery	<input type="checkbox"/> Battery-Employee
<input type="checkbox"/> Dress Code Violation	<input type="checkbox"/> Intimidating	<input type="checkbox"/> Vandalism	<input type="checkbox"/> Felony
<input type="checkbox"/> Public Display of Affection	<input type="checkbox"/> Profanity- General	<input type="checkbox"/> Inhalant Abuse	
<input type="checkbox"/> Profane Language	<input type="checkbox"/> Physical Fight w/o Injury	<input type="checkbox"/> Hazing	
<input type="checkbox"/> Inappropriate Item	<input type="checkbox"/> Imitation Weapon	<input type="checkbox"/> Larceny	
<input type="checkbox"/> Skipping	<input type="checkbox"/> Technology Misuse	<input type="checkbox"/> Imitation Drugs	
<input type="checkbox"/> Horseplay	<input type="checkbox"/> Obscene Gesture/Indecent Act toward and Employee or Student	<input type="checkbox"/> Threat of Injury/Assault against an employee or student	
		<input type="checkbox"/> Sexual Misconduct	
<input type="checkbox"/> Other	<input type="checkbox"/> Tobacco Violations	<input type="checkbox"/> Harrassment	

Discipline Referral Agreement

I PROMISE TO TAKE THIS DOCUMENT TO MY PARENT/GUARDIAN.

Student Signature _____

Parent Signature _____

Level 1-4 <input type="checkbox"/> Student/Teacher Conference <input type="checkbox"/> Phone Call to Parent <input type="checkbox"/> Team/Student Conference <input type="checkbox"/> Team/Parent Conference <input type="checkbox"/> Confiscation of inappropriate item <input type="checkbox"/> Referral To Guidance <input type="checkbox"/> Lunch Detention <input type="checkbox"/> After School Detention <input type="checkbox"/> Internal/External Suspension	Administrative Notes:	Teachers Comments:
Comments _____ _____ _____ _____		

SCHOOL LUNCH

1. All students are expected to follow the lunchroom rules posted in the cafeteria. Students are to enter the cafeteria in single file. **Anyone caught breaking the line will go to the end of the line for one week.** When going through the line, give the person checking names your ID number.
2. A teacher will be supervising lunch areas. Students are expected to follow noon-time rules.
3. Menus will be posted by the month. (Subject to change.)
4. Clean up the area around you and scrape your plate when you are finished eating.
5. Never leave dishes, paper or food on the table or floor. Clean up your trays and stack them on the area provided. **IF YOU SPILL SOMETHING, CLEAN IT UP.**
6. Be sure you leave all food and drinks from the lunch program in the cafeteria. If you desire to purchase a second lunch, you must go through the line again and have the ID checker enter your name again.
7. Courtesy will be expected at all times. This includes entering the cafeteria, going through the line, sitting at the tables and throughout the lunch time. **Courtesy to the cooks is expected by every student.**
8. Normal talking is permitted in the cafeteria. Students should keep the overall noise level down.
9. Dismissal from lunch is by grade level after the bell rings.
10. Students are to ask permission, sign out, and take a hall pass if asking to go to the rest room or office.

The U.S Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish).

Persons with disabilities who wish to file a program complaint, please see information above on how to contact us by mail directly or by email. If you require alternative means of communication for program information (e.g., Braille, large print, audiotape, etc.) please contact USDA's TARGET Center at (202) 720-2600 (voice and TDD).

USDA is an equal opportunity provider and employer.

SOCIAL RELATIONSHIPS

The school understands the patterns of growth and development of this age student as well as the social needs of peer approval and relationships. Because this is a time of rapid growth, particularly physical more so than emotionally, the school adopts a **"hands off"** policy to eliminate the opportunity for undue influences. There is to be no physical contact -- whether made in affection or anger. Such a policy instills the values of respect and human worth in each student. Everything has its time and place and school is not the place and this is not the time for such activities.

ATTITUDE

When anyone from the staff speaks to you regarding an infraction of any of the regulations, your attitude at that exact moment is extremely important. Listen and then calmly present your position. This type of an attitude will help you. If you are sent to the principal's office for any serious situation, be careful about your attitude. It may make a difference in the consequences. All staff members are to be addressed as Mr., Mrs., Miss or Ms. Education is our business.

ASSEMBLIES

Assemblies are a regularly scheduled part of the curriculum and as such are designed to be educational as well as entertaining. Regardless of the type of program, courtesy demands that the student body be respectful and appreciative. In live entertainment, the performers are very conscious of their audience. Talking, whispering, whistling, stomping of the feet and booing are discourteous acts. Yelling is appropriate only at pep rally assemblies.

1. Proceed to the assembly area quietly and promptly find your seat. Each grade will be assigned a section of bleachers.

2. When the announcer asks for your attention, give it to him or her immediately.
3. Be courteous to the performers and to your neighbors.
4. Applaud in keeping with the occasion. Applause should be general and courteous.
5. Do not leave the assembly until you are dismissed.
6. Your conduct will determine the number of assemblies that will be held and if you will attend. Any inappropriate assemblies will result in restriction to any future programs.
7. When entering the gym you are to fill the top rows first.

CLASS EXCHANGE

In order to facilitate orderly movement from one area of study to another, students should make a special effort to exchange quietly. Exchange should occur at the end of each class period. Students will be permitted a few minutes to arrive at their next class. Tardiness will be handled by the classroom teacher. (Three tardies may result in detention being issued.) Established door way routes are to be used during class exchange for safety precautions. **Traffic should stay to the right to share the space.**

TRAFFIC FLOW

An established traffic flow is enforced between classes when crowded spaces contribute to the necessity for safety. Use proper up and down stairways and in/out doors. Do not crowd, push or run in the hallways or on the steps. Steps are to be taken one at a time.

ILLNESS OR INJURY

A person who is too ill to remain in class is to report to the secretary who will call their parents. A pass slip will be issued and all teachers will need to sign the slip before the student leaves. Any medication should be kept in the school's office until the student leaves for home. Students may come to the office when medication is to be taken. Be sure all medicine is properly sealed and has your name on it. If you are injured at school, be sure an accident form is filed. The school cannot dispense aspirin. If you wish to have a bottle kept for your use, please leave it in the office with a note from your parents and doctor describing when it can be administered.

CLOSED CAMPUS

Students will not be permitted to go off campus. When parents come to school to get you, they must sign you out through the office prior to leaving. A closed campus is maintained throughout the school day from the time you first arrive in the morning until going home in the evening. Any student leaving campus, regardless of the time of day, other than normal dismissal time, must sign out or have a pass from the office.

IN-SCHOOL PASSES

Any student leaving a classroom must have a pass issued by the teacher or their **hall pass**. The hall passes will be issued for trips to the restrooms, lockers, and other student requested releases. Teachers may release students by a note or pass slip to go to the office when leaving for the day. **Any student in the hallway or elsewhere without a hall pass will be sent back to his/her classroom. Teachers will maintain a sign-in/sign-out sheet.**

ARTICLES PROHIBITED IN SCHOOL

Students are not to bring articles to school which are hazards to the safety of others or interfere in some way with the school's operation. Such items are undesirable and will be impounded. Pocket knives, matches, popping caps, lighters, products that mimic tobacco or tobacco containers, fire-crackers, squirt guns, pets, fire-arms, alcohol, tobacco products and illegal drugs are prohibited. The school will not be responsible for any problems created by the presence of such items.

STUDENT RECORDS

Student records may only be viewed by authorized personnel. Parents and students may view the records in accordance with the rules issued by the county and by the state.

Dress Code

The following dress code has been established based on education, health and safety concerns. Any form of student appearance that is considered contrary to good hygiene or which is distracting, disruptive, or detrimental to the purpose or conduct of the school will not be permitted. These guidelines are not intended to cover every situation, but to provide some basic framework. The decision of the school will be final.

1. No skin visible at the waist
2. Shoulder straps minimum 2 inches wide
3. Clothing which is considered revealing is not permitted (low-cut tops, holes, cut-outs)
4. No head apparel (unless previously approved for religious or medical reasons)
5. Shorts/skirts must be longer than fingertips
6. No see-through material!
7. Accessories such as chains, studded items, and sunglasses are not permitted.
8. Clothing or accessories must not contain vulgar, offensive, sexual, or libelous messages or images. Alcohol, tobacco, and illegal drug messages or images are prohibited
9. No sleepwear
10. No stretch, or similarly tight pants are permitted, unless appropriate shorts/skirts are worn over them
11. Pants should not have any holes from the waist to the tips of the fingers
12. Parents/Guardians will be called if we cannot correct the violation here at the school

Arrival/Departure Times and Guidelines/Visitors

In an effort to keep the school running efficiently and effectively, rules have been implemented to assist with this goal.

ARRIVAL

Students will be allowed into the school at 7:15 which is when we have teachers posted at the entrance. Parents are to drop their students off at the designated drop-off location. Parents are only permitted in the reception area when walking students to the door.

LATE ARRIVAL

Students arriving late for school must be signed in by the parent/guardian. A classroom pass will be issued to any child arriving late. The child will also be listed as either “excused tardy” or “unexcused tardy.”

LEAVING EARLY

Once arriving at school, students are not allowed to leave school grounds without permission. This includes the roads and wooded areas behind the school. **Any time you are going to leave school early you must bring a note from home and have it approved in the office. A pass slip will be issued for each scheduled teacher to sign. This slip must be signed and returned before the student leaves the building.**

Parents are to sign their child out on the sign-out sheet located in the office. Because of the traffic in the parking area and the presence of buses, **parents/guardians will not be permitted to sign out their children between 2:00 and 2:35. This is a safety issue and is being implemented to keep traffic in the loading area to a minimum. Also, children are required to be in classes for a specific amount of time. If a student leaves early, he/she is possibly not achieving that total.**

VISITORS

All visitors must sign in at the office before they are allowed into the school. All visitors will be assigned badges to wear while in the building.

South Preston School Injury Action Plan for No Nurse Days
 (note: Nurse Judy Reese is at other schools on Fridays. She alternates between
 Fellowsville Elementary and Rowlesburg Schools)

Goals	Who?	How?	When?	Resources
To have a plan in place for days when Nurse Reese is not present and a child suffers an injury. The guidelines are also followed as stated when Nurse Reese is present.	All teachers, administration, office staff, aides	<ol style="list-style-type: none"> 1. Teachers will contact the office when sending a child to the nurse's station every time. 2. Teachers will report any injuries to Ms. Becky Hershman or designee and ensure that the child sees one of them on days wherein the nurse is not present. 3. <u>Ms. Hershman or designee will contact the parent/guardian if injury is such that a parent should be notified. If in doubt, parent/guardian will be notified.</u> 4. Ms. Hershman or or designee will follow up with teacher as to actions taken. 	<p>2016-2017 school year</p> <p>Plan will be revisited yearly or as needed based on staffing</p>	<p>Call log; emergency contact sheets (in office)</p>
To ensure that all faculty and staff is aware of plan	All staff	<ol style="list-style-type: none"> 1. Teachers will post this plan in plan books and substitute folders. 2. A copy will be posted in the office and nurses's station. 3. Staff will all receive copies. 4. A copy will be appended to the student handbook. 	<p>2017-18 school year</p> <p>Plan will be revisited yearly or as needed based on staffing</p>	<p>Plan books; substitute folders; laminated copies</p>

Note: Due to Privacy Laws, information about any other student(s) cannot be shared with

parents/guardians.

Preston County School's Calendar	2017-2018
First Day for Staff	August 10, 2017
First Day for Students 1-12	August 14, 2017
First day for Pre-K and Kindergarten	August 16, 2017
No School – Labor Day	September 4, 2017
2 Hour Early Out	September 28, 2017
No School – Buckwheat Festival	September 29, 2017
2 Hour Early Out – Faculty Senate Meetings	October 13, 2017
No School for Students – Teacher Staff	October 16, 2017
Development Day	
No School – Veteran's Day	November 10, 2017
No School – Thanksgiving Week	November 20-24, 2017
2 Hour Early Out – Faculty Senate Meetings	December 21, 2017
No School	December 22, 2017
No School – Christmas	December 25-29, 2017
No School – New Year's Day	January 1, 2018
No School – Martin Luther King Jr. Day	January 15, 2018
2 Hour Early Out – Faculty Senate Meetings	February 23, 2018
No School for Students – Teacher Staff	February 28, 2018
Development Day	
No School	March 30, 2018
No School	April 2, 2018
2 Hour Early Out – Faculty Senate Meetings	April 16, 2018
No School – Election Day	May 8, 2018
Possible Last Day of School	May 21, 2018
Possible Make-Up Days	May 22 – 25, 2018
PHS Graduation	May 25, 2018
No School – Memorial Day	May 28, 2018
Possible Make-Up Days	May 20 – June 29, 2018

