

# Terra Alta / East Preston

## Student Handbook

### 2017-2018



Pre-K to 8<sup>th</sup> Grade  
Phone: 304-789-2344

## Mission Statement

Terra Alta/East Preston School will develop diverse lifelong learner who possess ambition, perseverance, responsibility and social adaptability as successful academic achievers.

## Core Beliefs

Terra Alta/East Preston believes that all students can make academic and social goals. We believe all students have a unique set of abilities, backgrounds, and needs that should be nurtured and appreciated.

- Our school colors are blue and gold, and our mascot is the eagle.
- This handbook provides school information and a summary of our policies for easy reference at home. Contact the school office if you have any questions.
- School website, county policies, and information can be found at: [prestoncountyschools.com](http://prestoncountyschools.com)
- State policies and information can be found at [wvde.state.wv.us](http://wvde.state.wv.us)
- This school has a strategic plan developed by the faculty and the LSIC. It is available for review by parents or the community. Please contact the office for more information.

## COMMUNICATION BETWEEN HOME AND SCHOOL OPPORTUNITIES

- Phone 304-789-2344
- Parents and teachers can communicate using Livegrades. Students will be bringing information home soon about the steps to log on and passwords for the program.
- Students in grades Pre-K -3 have a Communication Folder that is sent home daily and needs returned the next day, this is a great way to communicate with the school. Please check this nightly for messages.
- Students in grades 1-8 are required to use an assignment planner to help with organization, planning and communication about homework and class assignments. The first book is provided by the school. Replacement assignment planners are \$5.00
- Parent/Teacher Conferences may be requested at any time during the school year. Some may be arranged by the school. Mutual respect and cooperation are very valuable to the success of your child.

## PTO

The **PTO** is very active in the life of our school. They coordinate and support many activities for parents and students. If you are interested in helping – a little or a lot – we would be so grateful! Check out the Facebook page at TAEPTO for meeting times and upcoming events.

## **SCHOOL ROUTINES**

### **ARRIVAL**

Walkers or car riders should arrive at school before 7:30. If they eat breakfast, they should arrive at 7:00. Breakfast is over at 7:20.

### **TARDY**

Terra Alta/ East Preston School wants to emphasize the importance of each student being in the classroom for the entire period, as well as arriving on time to school every day. In our school, instructional time is viewed as a precious resource. Consequently we view chronic tardiness and absences as a serious problem.

Students should be inside the school by **7:30**. If a student comes into school after **7:30**, they must sign-in. Tardiness to school will be unexcused even if the parent/guardian signs them in. We shall no longer accept a signature at sign-in as an excused tardy. We will only accept a parent/guardian, doctor etc. note for excused tardy and absences. Oversleeping, missing the bus, car/traffic problems, etc. are all unexcused tardiness to school.

**Please refer to the Preston County Schools Handbook for more information on our Attendance Policy.**

### **ATTENDANCE**

**The required attendance reporting policy is as follows:**

3 Unexcused Days: School notifies the parent / guardian / request for conference

5 Unexcused Days: School notifies the parent / guardian / SAT Meeting / Referral to County

County Level: Request for CA-2 conference / Monitoring

Continued Violation: Court Involvement

The entire policy is located at the following website: [www.prestonboe.com](http://www.prestonboe.com)

## **Summary of PCS Attendance Policy 11-47**

- Students are required to attend school each day for the full instructional day.
- All absences are unexcused until a note of excuse is submitted that meets the policy guidelines for excused.
- A note of excuse must be submitted within one week of the absence. The note will contain the student's first and last name, ID number, date of absence(s), reason for absence(s), and parent / guardian signature.

- Early release will be made only for prearranged medical or dental appointments or other reasons that the principal or designee deems acceptable. Written documentation must accompany the request.
- A student may submit 5 notes written by a parent for illness in each semester. Any parent notes in excess of five per semester will be recorded as unexcused.
- The principal or designee shall notify a parent / guardian when a student accumulates 3 unexcused absences. A request for a meeting will also be made.
- The principal or designee shall notify a parent / guardian when a student accumulates 5 unexcused absences. A request for SAT/IEP meeting will be made.
- The principal or designee will refer a student to the County Coordinator of Attendance when a student has accumulated 5 unexcused absences.
- A student is considered excessively tardy when he/she is late for school three times in one semester.
- A student with an unexcused absence for any portion of the school day cannot participate in any extra-curricular, co-curricular, or curricular activity or practice the day of the unexcused absence.
- Students have the number of days absent + one to complete make-up work. The teacher may allow additional time depending on the circumstances, but the student must turn in all make-up work in the allotted time or no credit will be given for the work.
- It is the teacher's responsibility to provide make-up work. It is the student's responsibility to complete the make-up work within the given for the work.

**Please refer to the Preston County Schools Handbook for more information on our Attendance Policy.**

### **AFTER SCHOOL ACTIVITIES**

**ATHLETIC ELIGIBILITY:** To be eligible to play athletics or cheer on the school teams, a student must maintain a 2.0 grade point average in all classes. The student's eligibility will be determined by the GPA of the previous semester.

Athletes must also meet the state and county attendance requirements. Poor grades or inappropriate behavior may affect eligibility during the season. These criteria also apply to students participating in extra-curricular activities.

### **MEDICATIONS AT SCHOOL**

School personnel are not permitted to administer any medication (prescription or over the counter) without a doctor's order. If your child requires medication, we must have it in the original container along with an order signed by the doctor. The medications must be left at the office or with the nurse for dispensing. **Students are not permitted to carry any medications with them during the day.**

## **NURSE**

The school nurse is responsible for the maintenance of health records, routine health checks, parent contact concerning health problems, care of minor injuries, and assistance in health teaching and vision screening. Please be sure to contact the nurse if your child has any unusual health problems.

## **ILLNESS OR INJURY**

In case of illness or injury, a child will be cared for temporarily by the school nurse or a member of the school staff. School personnel will render first aid treatment only. If emergency medical treatment is necessary, the parents will be contacted. If parents are not available, the child will be taken to the emergency room at the hospital by ambulance if possible or necessary. Emergency contact information must be kept current. Please notify the office of any changes.

## **SCREENINGS**

General health screening may be conducted at various times throughout the school year. They may include, but are not limited to, screening for hearing or vision problems and head lice.

## **FOOD SERVICES**

Students will be able to receive free breakfast and lunch this year regardless of income, thanks to the Community Eligibility Provision Grant.

- Breakfast starts at 7:00 and is over at 7:20.
- Lunches are served in thirty (30) minute periods.
- Extra milk is \$0.35 (Cash only – no charging)

## **SAFETY DRILLS**

Our school will practice evacuation procedures so staff and students know how to exit the building quickly in a quiet and orderly manner. Exit plans are posted inside the door of each classroom and an emergency preparedness plan is available in the school office.

Our school will also practice lock-down procedures so staff and students know how to take cover in the event of a dangerous intruder.

## **STUDENT INFORMATION**

The school maintains current contact information for each student in the event of illness or emergencies. Please notify the office of any changes.

## **STUDENT CODE OF CONDUCT**

All students at Terra Alta-East Preston School shall behave in a manner that promotes a school environment that is nurturing, orderly, safe, and conducive to learning and personal-social development.

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

- Students will demonstrate honesty and trustworthiness.
- Students will treat others with respect, deal peacefully with anger, use good manners, and be considerate of the feelings of others.
- Students will demonstrate responsibility, use self-control and be self-disciplined.
- Students will demonstrate fairness, play by the rules, and will not take advantage of others.
- Students will demonstrate compassion and caring.
- Students will demonstrate good citizenship by obeying laws and rules, respecting authority, and by cooperating with others.

## **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.

## **POSITIVE BEHAVIOR SUPPORT**

Our school teaches and reinforces responsible behaviors that are important to living and working in the 21<sup>st</sup> century. Simple summaries of the code of conduct include:

- Be safe.
- Be respectful
- Be responsible.
- Treat others the way you want to be treated.
- Try your best.

Students are recognized and rewarded for these positive behaviors. Special activities occur regularly as planned by grade level divisions. Students will be able to participate if their work is completed and their behavior has been cooperative. Middle School Students have the responsibility of recording daily assignments in planner.

Students who do not follow the Student Code of Conduct or who have not completed work will have consequences. More serious infractions may involve noon-time, after school or Saturday detention. Major misconduct may involve in-school or out of school suspension, according to county policy. Student behavior may also affect extracurricular opportunities such as games, dances or field trips.

## **BUSES**

For the consideration of all bus riders, students will:

- Be caring.
- Be responsible by using the assigned bus and bus stop.
- Be respectful by following directions, talking quietly, and keeping it clean.
- Be safe by remaining seated, facing the front, and not distracting the driver.
- No eating or drinking on the bus.

## **IMPORTANT NOTICE: BUS NOTES**

Bus passes will only be issued in emergency situations. **PASSES WILL NOT BE ISSUED** for appointments, sleepovers, parties or any other non-emergency reasons. Students who normally do not ride a bus will not be permitted a bus pass to ride school buses. Bus pass privileges will be revoked for any student who becomes or creates a discipline problem.

**\*The Bus Assignment Form can be found on the county website.**

If a parent or guardian **must** pick up their child before the dismissal time, the adult needs to report to the office, sign out the student, and wait for them to be called to the office. Students leaving before 12:45 will be charged with a ½ day absence. Parents **should not** be entering the school between 2:00 – 2:20 to pick up students.

## **DRESS CODE**

Clothing must cover midsection of the body leaving no exposed skin. All undergarments should be covered as well. You are allowed to wear basketball shirts, but you must wear a t-shirt underneath.

NOT PERMITTED:

- No “mini- skirts” or short shorts (Not shorter than 3 inches above knee).
- No “muscle shirts”, “spaghetti straps”, or low cut tops. (Three finger width)
- No hats or bandanas
- No jewelry or clothing that can be used as a weapon
- No clothing with profanity or visual messages regarding sex or sexual innuendoes
- No clothing that promotes drugs, alcohol, tobacco or gang activity

Students who are inappropriately dressed will be asked to remove, change, or cover what is inappropriate.

### **UNAUTHORIZED ARTICLES**

Common sense and consideration is the best guide in determining whether to bring personal items to school. The school is not responsible for unauthorized items. If the student causes a disruption, the item will be confiscated and placed in a safe location.

INVITATIONS: Please do not send birthday or party invitations to school for distribution unless everyone in the class is invited.

### **LOST AND FOUND**

Due to the number of items turned in to lost and found each day, we urge all children to have outer items labeled with their name. This would assist in prompt return. Each month, unclaimed items will be given to a charitable organization.

### **GRADING POLICY**

Grades are used to communicate learning progress to the student and their parent/guardian.

K-3: Percentage grades will not be used at this level, however novice, partial mastery, mastery, distinguish will be used based on standards being taught.

Grades 4-8: Some work will be graded on a rubric (such as creative writing, essays or projects). Some work will be graded on percentage scale:

A	93 – 100%	Excellent
B	85 - 92	Above Average
C	75 – 84	Average
D	65 – 74	Below Average
F	0 - 64	Failure

### **HOMEWORK**

Homework can provide important practice to reinforce classroom learning, automaticity, and opportunities for independent study, research, and creative thinking. Parents can help their children by arranging a quiet comfortable place for the students to work and by seeing that assignments are completed.

### **HONOR ROLL**

The honor roll is a special recognition for academic achievement of students. It is based upon the total grade average for the preceding grading period. The minimum grade point average required, based upon all subjects graded, is 3.0 for the regular honor roll and 3.5 for the principal's honor roll.



## **TEXTBOOKS**

Textbooks and workbooks are provided through Preston County Schools. Each child will be given the adopted texts to use in and/or out of the classroom. If a textbook is lost, misused or damaged beyond reasonable wear, the student shall be charged for the replacement cost.

## **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. Students are not to share lockers with any other students. If administration has reasonable cause, lockers can be searched by administration or law enforcement.

## **ELECTRONIC DEVICES / CELL PHONES**

**The school will not be responsible for lost, stolen or damaged electronic signaling devices.**

**Use of electronic signaling devices during instructional 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.

The use of electronic cameras, camera telephone, or video equipment 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.

The use of digital devices as part of the classroom curriculum is termed by a teacher or administrator.

## **RECESS POLICIES**

Elementary students may be given recess each full school day. Decisions to have outside recess will depend on the weather. Always dress your child for outside recess. Appropriate shoes for running and playing are important. Sandals or heels are unsafe. Students may have supervised free time on days when bad weather prevents outside recess. Quiet games, talking with friends, videos, etc. are usually allowed by teachers in charge. Only students with medical excuses will be allowed to remain in the building during scheduled outside breaks. .

## **VOLUNTEERS**

Terra Alta/East Preston School considers parent volunteers to be a very special resource. Parents are encouraged to help in classrooms, programs, and extra-curricular activities. Please contact the school if you have time or skills that you can donate to make our school a better place for students to learn and grow.

## **VISITORS**

Because we care about the safety and education of our students, the building is locked and secure except for supervised arrival and dismissal times. Please report directly to the school office to sign-in and receive a "Visitors Pass".

## **CIVIL RIGHTS**

Preston County Schools operates as an equal opportunity institution and will not discriminate on the basis of race, national origin, religion, gender, marital or family status, age or disabling condition in its activities, programs, or employment practices.

Student rights are guaranteed. Student rights and responsibilities are outlined in policies available on the county website or from the school office. Students, parents, and employees have grievance rights if any laws or policies are violated. Forms are available in the office and the Preston County Board of Education.

**After reading the student handbook, please sign below and return the signed slip to the school within the first two weeks of school.**

I HAVE READ THE TERRA ALTA/EAST PRESTON  
STUDENT HANDBOOK 2017-2018.

DATE: \_\_\_\_\_

PARENT SIGNATURE: \_\_\_\_\_

STUDENT NAME: \_\_\_\_\_

Grade \_\_\_\_\_

Homeroom Teacher \_\_\_\_\_



