

Parent & Student Handbook - WPS

West Preston School

Attend today! Achieve tomorrow!



Family Handbook 2018-2019

Note: Please sign, date and return the signature page. Keep the rest of the booklet for your reference. You can also find an electronic copy on the school's webpage:

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

Parent & Student Handbook - WPS

MESSAGE FROM THE PRINCIPAL

Students, Parents, and Family Members,

Welcome back to another exciting year at West Preston School! I am truly honored to be part of the exceptional team at West Preston, and I can't wait to get to know each and every one of our talented students. On behalf of the faculty and staff of WPS, I would like to welcome you to the 2018- 2019 school year.

This handbook is filled with important information, and I hope you find it useful. I encourage parents and students to read the handbook together, talk about the information, and feel free to call us or visit the school if you have any questions or concerns about our policies. It is important that we all start the year on the same page so our school can be an inviting and safe place for all students to learn and explore new things.

One of the most important aspects of a high quality education is collaboration. Our students deserve a cooperative team of teachers, administrators, community members, and parents to help them achieve success. By working together and giving a strong example of teamwork and dedication, we demonstrate to our children that their learning is of the utmost importance. Whatever we do as teachers to guide, shape, and motivate children can only supplement the commitment, interest, and instruction you provide at home. We thank you for your hard work and ask that you never underestimate the important role you play in the success of your child.

We are all looking forward to working with you and your students this school year, and I can't wait to begin my time as the principal of West Preston School! Go Panthers!

Sincerely,

A handwritten signature in blue ink that reads "Katie McDonald". The signature is written in a cursive style with a large initial "K" and "M".

Katie McDonald, Principal

MISSION STATEMENT

West Preston School's Mission is to facilitate the development of student skills and attitudes to become motivated learners.

CORE BELIEFS

We believe that every child can learn. We believe that student attendance affects achievement. Parents and teachers should be partners in a child's education.

Parent & Student Handbook - WPS

TABLE OF CONTENTS

Admissions	4
After School Activities	4
Alcohol, Drugs, and Tobacco	4
Arrival and Dismissal	4
Assemblies	5
Attendance	5
Bus Rules and Regulations	6
Behavior and Discipline	7
Bullying	8
Cancellation or Delay of School	9
Cell phones	9
Change of Address	10
Classroom Parties/ Events	10
Dress Code	10
Educational Leave	11
Food Services	11
Grading/ Grade Scale	11
Homework	12
Hours	12
Lice	12
Local School Committees	12
Lockers	12
Lost and Found	13
Lunch	13
Medications	13
PBIS Program	13
Personal Property	13
Public Displays of Affection	14
Suspected Abuse or Neglect	14
Teacher Requests	14
Visitors	14
Volunteers and Chaperones	14
Preston County Schools Attendance Policy	16
Parent Notice: Right to Review Teacher Qualifications	17

Parent & Student Handbook - WPS

ADMISSIONS (KINDERGARTEN AND UPPER GRADES)

New kindergarten students must be five (5) years old on or before September 1 of the school year in which they are enrolling. Students whose birthdays fall between September 2 and September 15 may be given early entrance testing at the parent's request. Requests must be made to the assistant superintendent of Preston County Schools. Pre-registration takes place in February/March. In order to register parents must have the following:

- **Official birth certificate** from the Bureau of Vital Statistics of the state in which the child was born, to verify ages.
- **Immunization records**
- Student's **social security card** must also be presented for verification. Also, visit your physician and have them perform a **well-child checkup** with vision, dental and hearing screening. All these must be presented at enrollment.

Newly enrolling students who are transferring from another school should provide the mailing address, telephone, and fax number of the school from which they are transferring. Parents should present the certified birth certificate, immunization records, and social security card upon enrollment.

AFTER SCHOOL ACTIVITIES

West Preston School provides various after school programs. Permission slips are REQUIRED for any students staying after school for any activities. Various activities will be taking place and will be communicated to you at the appropriate time. Parents **must** provide transportation for students participating in any after school program. **If a student will be traveling home with another student, a permission slip is needed from both parents.** The note **must** be given to the appropriate homeroom teacher on the morning of the activity day.

ALCOHOL, DRUGS, AND TOBACCO

West Preston School is proud to be a drug free school, as state policy requires. A student must never possess, sell, give, use, or be under the influence of banned substances in the school, at a school activity, and/or on a school bus. These substances include alcohol, drugs, tobacco, legal substances disguised or promoted as a legal drug, any other controlled substance, or a drug apparatus. Failure to follow this policy may result in immediate suspension of the student and the reporting of the student to the appropriate law enforcement agency.

ARRIVAL AND DISMISSAL

No vehicles may enter the bus loop between 6:30 AM - 7:20 AM and 2:00 PM – 3:00 PM

Arrival

All students should arrive at West Preston School no later than 7:20 A.M. Parents and other adults delivering students should do so at the designated Kiss-N-Drop location. The Kiss and Drop will be open from 6:45 – 7:20 AM. Adults should stay in their vehicles and allow their students to exit the car and enter the building on their own. Drivers should then proceed carefully out of the parking lot. **Supervisory personnel are not present to supervise students until 6:45 A.M. Please do not drop students off at school prior to 6:45 A.M.**

Students arriving to the school after 7:20 will be marked as tardy. Students arriving after 8:55 A.M. will be charged with ½ day absence.

Dismissal

The school day ends at 2:28 PM. Students leaving the building before 1:00 P.M. will be charged with ½ day absence. Parents wishing to pick up their child must do so at the Kiss-N-Drop side of the K-2 section and wait in their vehicles for students to be dismissed from the classrooms.

Parent & Student Handbook - WPS

Parents/Guardians are to make arrangements with students prior to school concerning the means of departure. Please do not call the school during the day to change students' means of departure. **A note must be written to the teacher if any change from the normal departure occurs.** This includes afterschool programs such as FETCH or After School Explorers.

NO STUDENTS WILL BE DISMISSED FROM THE OFFICE AFTER 2pm.

ASSEMBLIES

Assemblies are planned periodically as special events on the school calendar. Students given the privilege of attending assemblies are expected to show especially good manners and appropriate citizenship and behavior during the programs. They must enter quietly, sit in their designated section and remain quiet throughout the assembly unless otherwise directed. After the assembly, students should sit quietly, listen for instructions on exiting, and then leave in an orderly fashion. Students not behaving appropriately may have their assembly privileges taken away. These same rules apply to parents attending assemblies.

ATTENDANCE – Attend Today, Achieve Tomorrow - *See Attached Summary of PCS Attendance Policy

Regular attendance is essential to a student's success in school. Most subjects are taught in sequence, requiring the understanding of each concept in the order of presentation. Persistent absenteeism creates a genuine hardship for a student and is regarded as a very serious problem. Please plan for your child to stay in school all day from 7:30 – 2:30.

West Preston School operates under the Preston County Schools Attendance Policy that is distributed each school year. Regular attendance at school for students is directly related to their success and attitude about school. Therefore, it is very important for them to attend school **every day**. State laws and policies regarding attendance are very structured and strict.

Students who accumulated (3) unexcused absences will be referred to the school attendance team. This referral will result in a parent meeting to discuss the absences, and potential solutions and supports for the student and guardians.

Students accumulating (5) unexcused absences will be referred to the Preston County Schools Attendance Coordinator. When a child accumulates 5 unexcused absences, a letter from the Attendance Director will be sent requiring a face-to-face meeting with the principal. (WV Code 18-8-4) This meeting must occur within 10 days of the written notice. The legal guardian /parent may be served with legal notice, compelling them to appear in Magistrate Court if their child continues to have additional unexcused absences (beyond 5) or if they fail to attend the scheduled conference. Contact with the principal allows for families to meet and formulate a plan to improve the student's attendance.

Parents should contact the school by phone and send a note every time their child is absent or tardy or they will be considered unexcused. The student is considered unexcused until a written excuse is received. When children have doctor or dentist appointments, please obtain an excuse to be turned into the office. County policy states the excuses **MUST** be turned in within two days.

If your child arrives at school after 7:20 A.M, he/she is considered tardy. You must sign your child in at the office and notify the secretary if your child will be eating hot lunch. Students arriving after 1:00 PM will be counted absent for a half day. Students arriving after 8:55 or leaving before 1:00 will be counted absent for one-half day.

Please refer to State Attendance Policy 4110 for further information or clarification. Verification by a health care provider and/or Principal will be required if absences exceed five (5) consecutive days and/or ten (10) total days per school year.

Excused Absence or Early Departure: Absences or early departures from school may be excused for these reasons*:

Parent & Student Handbook - WPS

- **Illness or injury of the student.** This includes medical, dental, and/or other health appointments which cannot be scheduled outside the school day. After three (3) consecutive days of absences, a doctor's excuse is required at school.
- **Illness or injury in family** when student absence is verified as essential by a health care provider.
- **Calamity**, such as fire in the home, flood, or family emergency if verified by the Principal.
- **Death in the family**, maximum of three (3) days for each occurrence, except in extraordinary circumstances. Family includes: mother, father, brother, sister, grandmother, grandfather, child, spouse, mother-in-law, father-in-law, brother-in-law, sister-in-law, uncle, aunt, nephew, niece, and cousin.
- **Leaves of educational value:** Parent must fill out county forms and gain approval of school administrator. Leave must not exceed 5 days. A leave that extends more than 5 days requires County Board of Education approval prior to the leave. Students must make up class work for the days missed.
- **Legal obligation** with verification from attorney, judge, magistrate, or other juvenile authority.
- **Observance of religious holidays.**
An unexcused absence may be changed if a proper statement is submitted within the time limit.

*** A parent may only excuse students for illness five (5) absences per semester or ten (10) days per year as per county and state policies.**

Make-Up Work

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 policy time-line.

Early Release

A student may be released from school during the school day when in the custody of a parent or guardian or with the consent of the Principal or designee if the parent has provided written consent for prearranged medical or dental appointments or other reasons listed above (Excused Absences) or that the principal deems acceptable. **Early release will not be allowed after 2:00pm.**

Home/Hospital 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 3-40.

BUS RULES AND REGULATIONS

The WPS behavioral expectations extend beyond the classroom to the buses. Students are to display appropriate, respectful behavior at all times. The bus drivers have the authority to initiate discipline referrals, the same as instructional staff. Failure to follow bus rules may result in loss of bus privileges. School administrators will investigate referrals and determine the consequences based on the circumstances. Furthermore, Preston County Schools transportation policy states that if a student receives three written discipline referrals, he/she may be suspended from the bus for the remainder of the school year. Please see the excerpt from WVDE Policy 4336, Sec. 7:

7.1.4. If a student has been recommended for discipline three times in one year by the school bus operator, a conference to discuss the student's disruptive behavior patterns shall be conducted. During the conference, the parent/guardian shall be present with the school bus operator and the principal/designee. If the inappropriate behavior persists, the student's rights to transportation services may be suspended for the remainder of the year, to the extent feasible.

Bus Rules

Parent & Student Handbook - WPS

1. Students may not transport animals on the bus.
2. Inside the bus, students **shall**:
 - Go immediately to their seat and courteously share seats with others boarding the bus;
 - Sit in assigned seats;
 - Be held responsible for any vandalism that occurs to the seat in which they ride. (If damage is found, report it promptly to the bus operator.)
 - Change seats only with bus operator's permission, and when bus is not in motion;
 - Get on and off bus only when it is completely stopped;
 - Cooperate with any aide or monitor on bus;
 - Cooperate with the bus operator to keep bus clean. Eating and drinking on the bus are prohibited, except when medically necessary;
 - Observe classroom conduct, except for ordinary conversation, to enable the bus operator to give attention to safe driving;
 - Keep your feet and legs out of the aisle
 - Avoid unnecessary conversation with bus operator;
 - Keep head and hands inside bus windows at all times;
 - Report any open exit or released latch to the bus operator immediately;
 - Provide enrollment information to the bus operator as requested.
3. Inside the bus students **shall not**: (Including but not limited to)
 - Threaten, abuse, or otherwise intimidate or attempt to intimidate a school employee or student;
 - Willfully disobey a school employee;
 - Use profane or abusive language directed at a school employee or student;
 - Possess or use tobacco;
 - Possess a dangerous weapon;
 - Possess, use, distribute, or sell a controlled substance;
 - Commit assault and/or battery on a school employee;
 - Create a fire hazard;
 - Interfere with the safe operation of the bus;
 - Vandalize the bus;
 - Assault (fight) another student;
 - Ride in step well or forward of front row of seats;
 - Stand while bus is in motion, at any time a seat is available;
 - Throw or pass any object of any nature on, into, or from the bus;
 - Open emergency exits, except during emergencies, unless directed by the bus operator;
 - Commit any other violations of school rules and regulations as described in Board Policy R 12-3-2.

Bus Passes

Preston County Schools has developed a new policy relating to 'bus passes'. If a parent/guardian wants their student(s) to ride a bus other than the one assigned, a form must be completed and sent to the bus garage.

NOTE: The form, which is fillable online, is attached at the end of this handbook.

BEHAVIOR AND DISCIPLINE

At West Preston School we celebrate our students and encourage their character growth through our Positive Behavior Intervention and Support system for minimizing disciplinary issues. See **PBIS Program**.

Discipline

Minor misconduct is addressed by the classroom teachers. Once a student has exceeded a teacher's management system, the student will be referred to school administration.

All consequences for infractions of the behavioral code are in accordance with the recommendations detailed in the WVDE Policy 4373, EXPECTED BEHAVIOR IN SAFE AND SUPPORTIVE SCHOOLS (effective July 1, 2012), adopted by all Preston County Schools. This is an extensive policy that can be accessed on the West Virginia Department of Education website (wvde.state.wv.us) and on the PCS website.

Parent & Student Handbook - WPS

There are 6 chapters within this policy that address expected student behavior, students' right and responsibilities, inappropriate behavior and meaningful interventions and consequences, procedures for addressing allegations of inappropriate behavior and procedures for taking action on substantiated inappropriate behavior. This policy classifies inappropriate student behavior in four levels.

Level I violations will be addressed by the classroom teacher. These behaviors include cheating, disruptive behavior, inappropriate language and disrespectful behavior.

Level II-IV behaviors are addressed by the principal. West Preston teachers and administrators will document behaviors and consequences in the WVEIS database, which becomes part of their permanent record.

Code of Conduct

All students enrolled in West 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 & 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.
- ❖ Students will demonstrate all behaviors as outlined in Expected Behaviors in Safe and Supportive Schools as outlined in SBP 4373. <http://wvde.state.wv.us/policies/p4373-new.pdf>

Students who behave in a manner that does not promote a nurturing, orderly and safe environment conducive to learning or who violate the terms of this policy will be subject to the disciplinary actions as outlined in SBP 4373 - Student Code of Conduct, which can be found on the web at: <http://wvde.state.wv.us/policies/p4373-new.pdf>

Our staff is grateful for all of the parents and visitors who frequent our school, but please be aware that instruction and/or discipline will be handled by our staff, according to the criteria in our code of conduct.

Expectations for student behavior are the joint responsibility of the school and parents/ guardians. We appreciate your support in teaching all of our students respect and responsibility for self, others and our community. Your understanding and support will allow us to better address each situation, in order to maintain a safe, learner-centered environment at West Preston. If you are interested in viewing the policy, please contact the school office or access it online.

Potential Consequences

Potential consequences for student misconduct include but are not limited to parent/ administrator conference, lunch detention, after school detention, in-school-suspension, reverse suspension (parents spending the day with their child at school), out-of-school suspension, up to recommendation for expulsion. In addition to these consequences, students may be referred for a reteach lesson to help support them in improving. The administrator will ultimately decide appropriate consequences based on the circumstances and severity of the misconduct.

BULLYING

All West Preston School students are expected to treat one another with kindness and respect. Teasing, name calling, taunting, physical contact of an aggressive nature, spreading rumors, gossiping or intentional isolation will not be tolerated. We have a zero tolerance for bullying and consequences are prompt and consistent. Students are expected to report any incidents of bullying to the nearest adult at the time the bullying is happening. Reporting the incident at the time it happens is of utmost importance so the incident can be

Parent & Student Handbook - WPS

investigated properly. This is NOT to be considered tattling...it is “responsible telling”, and staff needs to be aware so we can stop these behaviors. Every child has the right to attend school in a safe and bully-free environment. Students should make positive choices and treat everyone with respect at all times. Additionally, W.Va. Code 18-2C-2 (effective June 30, 2011) expressly prohibits the harassment, intimidation, or bullying of any student on a school bus or at a school bus stop.

Cyber Bullying (definition from StopBullying.Gov)

Regardless of when or where bullying has taken place, bullying of any student or staff member at West Preston School will not be tolerated. If it affects the learning environment and well-being of any student in our school or community, the behavior will be addressed according to federal, state, and local policy.

Cyberbullying is bullying that takes place over digital devices like cell phones, computers, and tablets. Cyberbullying can occur through SMS, Text, and apps, or online in social media, forums, or gaming where people can view, participate in, or share content. Cyberbullying includes sending, posting, or sharing negative, harmful, false, or mean content about someone else. It can include sharing personal or private information about someone else causing embarrassment or humiliation. Some cyberbullying crosses the line into unlawful or criminal behavior.

The most common places where cyberbullying occurs are:

- Social Media, such as Facebook, Instagram, Snapchat, and Twitter
- SMS (Short Message Service) also known as Text Message sent through devices
- Instant Message (via devices, email provider services, apps, and social media messaging features)
- Email

CANCELLATION or DELAY OF SCHOOL

Cancellation and/or delay of school takes place only during extraordinary circumstances such as extreme weather, equipment failure, or public crisis. The school board and administrators are aware of the hardship which can be caused by an abrupt cancellation. Therefore, school will not be cancelled unless a significant safety risk has been created by unusual circumstances. **Each parent is asked to submit a plan for the placement of their child in case school is to be unexpectedly dismissed early.** Every practical means is used to notify parents of an impending cancellation, including radio, TV, Facebook, text messaging, automated phone calls by the School Messenger System, etc... Our main form of communication is an automated phone message system called School Messenger. If you are not receiving these School Messenger calls, contact the school.

CELL PHONES

Cell phones are a major problem on school campuses across the country. Ringing cell phones are disruptive during class time. Camera phones and text messaging are used to cheat on quizzes and tests. Phones may be stolen, loaned to other students or may be lost or broken and may exacerbate crisis situations. The use of cell phones at school is detrimental to the academic climate because it takes valuable time away from instruction and creates disciplinary problems.

- The school will not be responsible for lost, stolen or damaged electronic signaling devices
- Electronic signaling devices are to be in the power-off mode at the start of the school day. Elementary students should keep them in their book bag. In grades 6-8, devices may be used in designated areas during morning and evening bus room and then must be in the power off mode at the end of the bus room period. This is a privilege for middle school students (6-8). Devices may be turned on again only at the end of the school day.
- Electronic signaling devices are to be in power-off mode while in transit on school buses unless you are given permission by the driver.

Parent & Student Handbook - WPS

- Electronic signaling devices may not be left on in vibrating mode during the school day or while in transit on school buses
- 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
- 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 is prohibited and could result in the involvement of law enforcement.

Parents should continue to call the school to notify about an emergency situation. School officials will contact your student. If a student needs to use a telephone, she/he is advised to come to the main office and ask permission to use the office phone.

Violation of cell phone policy will result in the following consequences:

- **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 retrieve the phone from the principal.
- **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 notify the parent/guardian that the device has been surrendered. **The parent/guardian may retrieve the device by meeting with 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 further consequences as determined by the principal.

CHANGE OF ADDRESS

For emergency and administrative purposes, every student must maintain an **up-to-date address and phone record at the school office**. It is critical that you notify the school immediately if a change of address or telephone number occurs throughout the school year.

CLASSROOM PARTIES/ EVENTS

Homemade or home baked foods are not allowed to be distributed to students within the classroom or applicable classroom setting. Acceptable foods for distribution are those items that were prepared in a commercial and/or licensed kitchen, and most importantly, are packaged with a label clearly listing the contents and ingredients of the food item. With the continued rise in severe and often life-threatening food allergies, this policy is designed to provide consistency and minimize allergy risks in all classrooms district-wide, while maintaining a safe and positive learning environment for all students. This policy does not apply to a student's personal lunch. **All items being brought to school to be shared should be approved in advance by the classroom teacher.**

If your child has a birthday and you would like to bring in treat, consider stickers, pencils, activity books, etc... instead of food items. Bottled water, is always an acceptable treat!

****NO flower deliveries or birthday balloons will be accepted at West Preston School for students.***

DRESS CODE

Any form of student appearance that is distracting or disruptive or detrimental to the learning environment and the effective operation of the school will not be permitted. Staff members will first attempt to help the student correct the violation. If it is not corrected, the issue will be reported to the principal for determination of next steps. The school's discipline policy will apply to insubordination displayed through dress code violations.

Parent & Student Handbook - WPS

The school administrator will make the final determination concerning what the appropriateness of student appearance and whether or not it distracts from the learning environment.

When considering appropriate attire for your student(s), please refer to the following guidelines:

- No halter tops or clothes showing the midriff. Shirts must completely cover stomach and back areas.
- Shorts and skirts should fall below the child's longest finger when arms are extended straight down at his/her side.
- Holes in jeans, shorts etc. must follow the 8 inch rule
- The faculty recommends that girls in skirts or dresses wear shorts or leggings under the skirt for modesty on the playground and physical education purposes.
- Straps on shirts/tops must be a minimum of two inches wide at the narrowest point.
- Shirts/tops must fit snugly below the arm pit area to avoid any immodest dress.
- Sheer shirts are permitted as long as what is worn under the shirt meets the dress code guidelines
- No visible underclothes including bra straps
- No low cut shirts revealing cleavage
- Skin hugging pants (i.e. leggings, yoga pants) are permitted as long as they are accompanied with a top that is long enough to properly cover one's lap as well as one's posterior
- Pajamas are not permitted to be worn to school unless it is part of a class activity.
- Flip flops, sandals, and high heels are not recommended due to safety hazards. Parents/guardians permitting children to wear this type of footwear to school are doing so with the knowledge that it is against the advice of school personnel; parents/guardians accept full responsibility for accidents that may occur as a result of this type of footwear.

The following items are always prohibited:

- Clothing that shows offensive, profane, or suggestive slogans or pictures are not permitted. Clothing which promotes the use of alcohol, drugs, tobacco, or violence are not permitted.
- Wearing of hoods is not permitted inside the school buildings.
- Shoes with wheels or skates are not permitted.
- Head gear or sunglasses are not permitted indoors (unless previously approved for religious or medical purposes)
- No jewelry or clothing is to be worn which could be dangerous or used as a weapon. Example: Choke chains, chains hanging from the waist, arm bands with sharp points, etc.

EDUCATIONAL LEAVE - See Attendance (page 4).

FOOD SERVICES

Lunches are served in staggered, ½ hour sessions from 10:07 AM-12:22 PM. Breakfast is served from 6:45 AM- 7:15 AM. Great news for you and your children! We are pleased to inform you that West Preston School will continue to participate in the National School Lunch and School Breakfast Programs called the Community Eligibility Provision (CEP). This means your child is eligible to receive a healthy breakfast and lunch at school at no charge to your household each day of the 2018-2019 school year. All students will be able to participate in these meal programs without having to pay a fee or submit a meal application. **EVERY CHILD EATS FOR FREE!!!**

Also, see **Classroom Parties/Events**

GRADING/ GRADE SCALE

Grades K-4 will use standards based grading system. In standards based grading, students are measured by their mastery of specific content standards or skills. The grading system marks students as:

- N for Novice (Consistent Progress towards mastery has not been made)
- PM for Partial Mastery (Progress is being made but the skill is not yet mastered)

Parent & Student Handbook - WPS

- M for Mastery (Skill has been mastered)

The following grade scale is in effect at West Preston School for grades 4-8:

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

HOMEWORK

Homework is important. It is an extension of the learning that takes place in school. Homework can provide practice that reinforces classroom learning and can provide 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.

HOURS

Office Hours: 7:00 A.M. – 4:00 P.M.

School Hours: 7:15 A.M. – 2:25 P.M.

Lunch Times:

Grades PK, K, and 1	10:07-10:37 AM
Grades 4 and 5	10:42-11:12 AM
Grades 2 and 3	11:17-11:47 AM
Grades 6, 7, and 8	11:52- 12:22 PM

Playground Hours: With adult supervision, children may use the school grounds and play area until dusk.

LICE

If lice are found in a child's hair, the child's parent will be notified to take the child home for treatment. Once treated, the child must be rechecked in the nurse's office before he/she will be allowed to return to the classroom. If lice is found, parents will be notified of the potential exposure.

LOCAL SCHOOL COMMITTEES:

Academic Boosters Committee

This group is comprised of parents, teachers and school administrators. Similar to a Parent Teacher Association, the group meets regularly to discuss and implement programs that would benefit the school. Meetings will be announced via School Messenger phone calls, and all stakeholders are welcome to attend!

LSIC – LOCAL SCHOOL IMPROVEMENT COUNCIL

This group is composed of parents, teachers, service personnel, community business representatives, community members and students when possible. The purpose of the council is to provide input into the school's policies and regulations. The group looks for ways to improve the school. The group welcomes parent input and concerns.

LOCKERS

Students in grades 5-8 are given lockers as available and necessary. Students are not permitted to share lockers in grades 6-8. In grades 6-8, students will be assigned a locker on the first day of school. School authorities retain the right to conduct reasonable inspections of school lockers and desks at any time. School officials who conduct reasonable searches of desks and lockers do not need search warrants. There will be a responsible adult witness in the case of any action of search and seizure taken by school personnel. Police have the responsibility to enforce laws in order to protect all citizens. Police can enter school if they suspect a crime has been committed. They may enter if they have a warrant for an arrest or search, or if their assistance has been requested by school officials.

Parent & Student Handbook - WPS

LOST AND FOUND

A large number of items are placed in the lost and found box each day and never claimed. Because of this, all children should have clothing, backpacks, lunch boxes, and materials **labeled with their names**. This would ensure prompt return. Lost items should be reported promptly to assist return. Periodically, unclaimed items will be given to the needy.

LUNCH – See Food Service. Lunch Schedule listed on page 9.

MEDICATIONS

Prescription medications are medicines that require a written prescription from a health care practitioner. Non-prescription medications are medicines that you can buy without a written prescription. Non-prescription medications are sometimes called “over-the-counter” medicines.

If your child must have any type of medications at school, you and your physician must complete the authorization for medication form. This form may be obtained from the school nurse or downloaded from the school’s website. This form must be returned to the school prior to the dispensing of any medication.

ALL medications, prescription and over the counter medicines, must meet the following requirements:

- Must be current and in the original container
- Must be accompanied by a completed medication authorization form.
- Must carry a label with the child’s name, drug identity, dosage instructions, doctor’s name, and prescription date.
- Will be stored by the nurse and distributed by school personnel.

All medication must be brought in by the parent. Medicine should never be sent with the child.

PBIS PROGRAM Positive Behavior Intervention and Support Program

PBIS is a school-wide program that focuses on the following expectations: Panthers are Ready, Respectful and Responsible. School wide expectations have been established and are posted within every area of our school, including classrooms, hallways, restrooms, and all other common areas.

Punch Cards

When students are seen demonstrating school expectations or good behavior, we celebrate the positive by giving the students a stamp or hole punch on their positive behavior “Punch Card.” The student is responsible for turning in completed “Punch Cards” to their teacher. One “Punch Card” equals one coupon. Students can use their coupons to select incentives from their teacher’s reward menu.

Quarterly Incentives:

Attendance at the quarterly incentive is based on student behavior as measured by teacher’s classroom management plans (like Class Dojo, card system, etc.) and student office referrals and write ups. Specific program requirements and rewards will be sent home by classroom teachers at the beginning of the school year.

******Please note: All students who have not exceeded the conduct point limit for each grading quarter can attend the quarterly reward event.**

******Please note: Teachers will save all completed “Punch Cards” to return to the child to use for extra incentives during the quarterly reward event.**

PERSONAL PROPERTY

We must provide a safe learning environment for all students. Students who are distracted by lost, stolen or traded items lose valuable learning time. Students are not to bring their personal belongings to school without

Parent & Student Handbook - WPS

permission from the teacher. No radios, tape players, iPods, MP3 players, CD players, video games, or toys (including fidget spinners or cubes) will be permitted in the school unless previously authorized by the principal under special circumstances. In addition, baseballs, softballs, and wood and metal bats are never allowed at school. If brought to school, these items will be confiscated. Parents may make arrangements with their child's teacher or administration to pick up these items. Any other item brought to school that interferes with the learning process will also be confiscated. The school will not be responsible for lost or broken items. Thank you for helping us limit distractions at our school.

PUBLIC DISPLAYS OF AFFECTION

Students will not engage in inappropriate displays of intimate affection, such as holding hands, kissing, embracing, etc.... A student will not exhibit behavior that violates classroom/school rules, results in distraction and obstruction of the educational process or that is discourteous, impolite, bad mannered and/or rude.

SUSPECTED ABUSE OR NEGLECT

West Virginia State Law requires teachers and administrators to report suspected cases of child abuse or neglect. The law protects them against liability for referring such cases in good faith. DHHR workers investigating complaints legally cannot be denied access to your child at school. It is not school policy to inform a parent that DHHR has had contact with their child.

TEACHER REQUESTS

Classroom lists for the next school year are made prior to the upcoming school year. Parents may not request a certain teacher. Students are broken into equal classrooms with consideration given to student needs. Care is also taken to separate children who don't work well together. Teachers and administrators work cooperatively to devise the class groups that will be beneficial to all students.

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, produce photograph ID, and be authorized by an authorized school staff member before building access is permitted. 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 must not be shared.

Visitors are not permitted to remove students from the classrooms, other school activities or emergency evacuations, without the direct permission of the legal guardian of the student and/or the building administrator accompanying the visitor during this time.

VOLUNTEERS AND CHAPERONES

West Preston encourages all community and family members to be involved and engaged in our school community. We have many committees and organizations for family involvement. West Preston School considers its parent volunteer group to be a very special resource. Parents are encouraged to volunteer to help in classrooms, during programs, and with extracurricular activities. A volunteer application will be sent home for those interested in getting involved. Your involvement in our school, and your partnerships with our staff is vital to your child's academic success. You WILL make a difference—not just in the life of your own child, but in the lives of others!

School volunteers are active at school sites on a regular basis assisting with various supportive activities that are approved and supervised by the school principal and his/her professional staff. They must complete a Volunteer application and be approved.

Parent & Student Handbook - WPS

Chaperones are those persons who have been recruited and approved by the school principal and whose names have been presented to the Board for approval to act as occasional, additional supervisors of students engaged in off-campus activities and, on occasion, on-campus activities. They, like school volunteers, are always under the direction of the principal and the professional staff. Parents can also be involved by attending Academic Boosters and LSIC meetings and by volunteering in classrooms and at school events.

Parent & Student Handbook - WPS

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 listed above under Excused Absences (p. 3) 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 policy time-line.
- Request for Proof of Enrollment can be picked up in the principal's office.
- Leaves of educational value: Parent must fill out county forms and gain approval of school administrator. Leave must not exceed 5 days. A leave that extends more than 5 days requires County Board of Education approval prior to the leave.
- The required attendance reporting policy is as follows:

3 Unexcused Days: Attendance Director and School notifies the parent/guardian conference

5 Unexcused Days: School notifies 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: www.prestonboe.com (under BOE Info)

Please sign and return the attached form...

The single most important factor in academic achievement in school is regular school attendance.

Parent & Student Handbook - WPS

NOTICE TO PARENTS: Right to Review Teacher Qualifications

To: **ALL PARENTS**

From: West Preston School

Date: August 2018

As a parent of a student at West Preston School, you have the right to know the professional qualifications of the classroom teachers who instruct your child. Federal law allows you to ask for certain information about your child's classroom teachers and requires us to give you this information in a timely manner if you ask for it. Specifically, you have the right to ask for the following information about each of your child's classroom teachers:

- ☐ You may ask whether West Virginia Department of Education has licensed or qualified the teacher for the grades and subjects he or she teaches.
- ☐ You may ask whether West Virginia Department of Education has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances.
- ☐ You may ask about the teacher's college major; whether the teacher has any advanced degrees and, if so, the subject of the degrees.
- ☐ You may ask whether any teachers' aides or similar paraprofessionals provide services to your child and, if they do, their qualifications.

If you would like to receive any of this information, please call West Preston School at 304-864-3835 or email Ms. McDonald Kathleen.mcdonald@k12.wv.us or Mrs. Dreisbach Jeanne.dreisbach@k12.wv.us

Parent & Student Handbook - WPS

Parent/ Student Handbook Signature Page

I am returning this page to acknowledge that I received the West Preston School Parent/Student Handbook and have reviewed it with my student(s) and understand the processes and expectations for West Preston School students.

I also acknowledge I have been provided a copy of the Summary of Preston County School's Attendance Policy and understand the importance of ensuring that my child attends school regularly.

I know I can read the full attendance policy online at www.prestonboe.com (under BOE Info).

Student(s) Name(s) and Grade(s) – You may list all of your children here.

Name	Grade
_____	_____
_____	_____
_____	_____
_____	_____

Guardian: Please Print and then **Sign** Your Name Here:

Date: _____

Phone # _____ Email _____

Please sign this page and send it back with your student to give to their homeroom teachers. Please keep the Parent/Student Handbook for your reference.