

**Sistersville Elementary School Student and Parent Handbook
2011-2012**

Visit us on the Web at www.sistersvilleelementaryschool.org

This handbook belongs to:

Student's Name: _____

Homerom Teacher: _____

Teacher's Voice Mail: 652-2601 Dial: _____



**Sistersville Elementary School
Student / Parent Handbook
2011-2012**

INTRODUCTION

We have combined this Student Assignment Planner and our Student//Parent Handbook to help our students stay organized, to help our students and parents find information quickly, and to promote character education. The pages that follow will help you understand the policies and expectations in place at Sistersville Elementary School. We welcome any suggestions you have for improving this book. Please read these pages carefully so that you are well informed about such important issues as the school's and county's attendance policies, grading policies, school rules and disciplinary procedures, and other important issues.

WELCOME TO SISTERSVILLE ELEMENTARY SCHOOL

“Home of The Squires!”

Those of us who work and learn at Sistersville Elementary School are proud of our school, our students and staff members, our community, and our long-standing tradition of success as we strive for excellence. Whether you are a new student, returning student, a parent, or staff member, **you** have an important part to play in helping S.E.S. continue our tradition of excellence in teaching and learning.

As a student, it is your responsibility to know and follow the rules of the school that have been written and are enforced to allow you to learn in a safe, comfortable, supportive school. You will also need to come to school on time regularly with a positive attitude about learning. Always do your best work.

As a parent of an S.E.S. student, we encourage you to become actively involved in your child's learning program and our school. Frequently talk with your child about his or her school work and clearly explain your expectations for his or her behavior and work habits while at school. You have a key role in ensuring your child's success in school. We encourage you to review your child's papers daily, join our Parent / Teacher / Student Organization (PTSO), and attend special school functions scheduled throughout the year.

The members of the staff at Sistersville Elementary School are committed to providing the best in quality teaching and support services. This commitment is a part of the culture at Sistersville Elementary School where all children can learn, master basic skills for success, develop a love for life-long learning, and practice the habits of good citizenship.

We are happy you are with us and wish you the best in this new school year. By working together we will achieve great things.

OUR MISSION

The mission of Sistersville Elementary School is to insure that all students achieve mastery of the West Virginia Content Standards through a student-centered approach to teaching, assessment, and learning.

THE SCHOOL DAY

Students will be engaged in school activities from 8:00 a.m. until dismissal at 3:12 p.m. each day. Students arriving after 8:00 a.m. will be considered tardy. Our school breakfast program operates from 7:30 a.m. until 8:00 a.m. Classes are in session until daily dismissal at 3:12 p.m.

If you choose to drive your child to school, please **do NOT** bring him or her before 7:30 a.m. because teachers are not available to supervise students until that time. To avoid congestion with school bus traffic, students driven to school by parents or guardians should be dropped off in the rear of the school and enter through the cafeteria entrance. **Students should never be dropped off at the front door between 7:30 and 8:00 a.m.**

COMPULSORY STUDENT ATTENDANCE

Tyler County Schools Attendance Policy **JF** is a “zero tolerance” policy regarding school attendance violations. It states, “*The County Attendance Director and principals shall be expected to carry out the maximum penalties allowed by state law against any parents who fail to require their children to attend school.*”

A complete copy of Tyler County Schools Attendance Policy **JF** will be provided to each student and parents/guardians during the first week of school. Parents are strongly encouraged to carefully read this policy brochure immediately for more detailed information about reasons for excused and unexcused absences, written excuses from parents/guardians, excuses from physicians, and consequences of violating West Virginia attendance laws and the Attendance Policy for Tyler County Schools.

EXCUSES

For any absence to be excused, students must present a written excuse to their homeroom teacher within three (3) school days of returning from an absence for any reason. If no excuse is received within three (3) school days, the absence(s) will be recorded as unexcused. When a parent or guardian is called to the school because of illness or injury of a student, the parent’s or guardian’s signature in the school sign-out log will serve as written verification of the absence. An additional excuse will not be necessary.

When writing excuses, parents and guardians are asked to supply the child’s name, date(s) of absence from school, and the specific reason(s) the child was absent. Remember that a student can only be excused for five (5) days per semester with excuses from his or her parents or guardians.

***Anytime a student sees a health care professional, it is important and beneficial to remember to obtain an excuse from the physician, dentist, etc., and send that excuse to school within three (3) days of the child’s absence.

SISTERSVILLE ELEMENTARY SCHOOL ATTENDANCE POLICY ARRIVING LATE / LEAVING EARLY

Students arriving after 8:00 a.m. and prior to 9:15 a.m. will be considered tardy. Students who are tardy will need to present a written excuse when they arrive, be signed in by a parent or guardian, and will have the opportunity to purchase a hot lunch before reporting to their

classrooms. Referral to the Attendance Director will occur when a child frequently arrives to school late, frequently signs out early, or a child is frequently absent.

ABSENCE FOR LEAVES OF EDUCATIONAL VALUE

Absences for leaves of educational value will only be excused when requirements 7a-f of Tyler County Schools Policy **JF** have been followed. A written request for a leave of educational value **MUST** be presented to the principal no later than ten (10) calendar days **PRIOR** to the first day of the leave. The request will be presented to the School Attendance Committee for consideration and action. Members of the School Attendance Committee will be responsible for listing the objectives to be accomplished during the leave and will determine how completion of those objectives will be verified upon the student's return to school.

STUDENTS' RIGHTS AND RESPONSIBILITIES

School officials have the right and responsibility to adopt rules and regulations for the purpose of maintaining order and discipline and for creating a positive learning environment. Failure to comply with school rules and regulations will result in disciplinary action.

Student rights and responsibilities are detailed in the "*Student Handbook - Rights and Responsibilities*," published by the West Virginia Department of Education. The *Handbook* is available in the school library.

SCHOOL BUS RULES AND EXPECTATIONS

A list of rules to be observed when riding a Tyler County school bus will be sent home with each **student during the first week of school. Please note; however that students are NOT permitted to have radios, CD or MP3 Players and headsets on the school bus and at school.**

CRISIS AND EMERGENCY MANAGEMENT

Sistersville Elementary School has developed an Emergency and Crisis Management Plan that is reviewed and updated annually. The plan explains specific procedures developed to ensure a safe environment for students and staff members. A copy of this plan is available in the school office and may be viewed at the school upon request.

WEAPONS AND / OR EXPLOSIVE DEVICES

A student shall not supply, possess, handle, use, threaten to use, or transmit any weapon or other tool or instrument capable of inflicting bodily injury. Weapons, tools, or instruments include, but are not limited to, loaded or unloaded firearms or look-alike firearms; any knife, razor, martial arts device, or defensive device (such as pepper spray or mace), bullets, ammunition of any type, fireworks, smoke bombs, stink bombs, or any type of homemade bomb. Any student who violates this policy shall be suspended for ten (10) days and recommended to the Superintendent for expulsion.

SEARCH AND SEIZURE

School officials must balance each student's individual right to privacy with the obligation to provide a safe environment for students and staff members. Therefore, school officials may conduct property searches without a search warrant if reasons exist to believe the search will uncover evidence that laws or school policies are being violated. Although lockers and desks are assigned to students, they remain the property of the Board of Education; therefore desks and lockers, and the contents therein, may be searched if school officials have reason to believe they contain items that are illegal or items that are being used for illegal purposes. Personal searches may also be conducted in the presence of an adult witness if reasonable suspicion exists that laws or policies are being violated.

If school officials determine a major problem exists with students possessing, using, and / or selling illegal drugs on school property, canine searches may also be conducted throughout the school.

Schools may use magnetometers, or metal detectors, to search students and their personal effects for weapons prior to entering school buildings or property.

COMMUNICATION/ELECTRONIC DEVICES

In order to maintain an appropriate and effective school environment, communication/electronic devices shall not interfere with the daily educational process.

For the purpose of this policy, communication/electronic devices are defined as cell phones, pagers, cameras, camera phones, flashing devices or any other device powered by electricity/battery that has the potential to cause distractions from and/or interruptions to the daily education process and safe transportation of students.

The use/and or display of communication/electronic devices will be prohibited during the school day. This applies to students riding school buses at any time. These communication/electronic devices may be used with the prior approval of the school principal when their intended use relates to an educational or medical purpose, or with the approval of the school bus operator to arrange parental pickup times, if an unanticipated change in schedule occurs in route.

A violation of the Communication/Electronic Devices Policy will result in confiscation by the principal or bus operator, and possible suspension from school, or from the bus, depending upon where the offense occurred.

CYBERBULLYING

Cyberbullying in schools is relatively new, paralleling the proliferation of electronic communication devices. Just like traditional bullying, cyberbullying can continue off campus. Courts generally agree that school districts are within their legal rights to intervene in cyberbullying, even if initiated off campus, if those incidents result in a substantial disruption of the education environment. Bullying and cyberbullying can persist at any time of the day or week and be broadcast to a much larger audience.

Students must follow three basic rules:

1. Any student who uses a school-provided communication device (including a computer) or computer network (a) with the intent to intimidate, harass, or coerce another person, or (b) to use vulgar, obscene, profane, lewd or lascivious language to communicate such harassment, or (c) to threaten an illegal or immoral act shall be subject to school disciplinary procedures.
2. Any student who uses a personal communication device on school grounds or at a school related function (a) with the intent to intimidate, harass, or coerce another person, or (b) to use vulgar, obscene, profane, lewd, or lascivious language to communicate such harassment, or (c) to threaten an illegal or immoral act shall be subject to school disciplinary procedures.
3. In any instance in which cyberbullying creates a climate of fear and/or causes a substantial disruption of the work of the school or impinges on the rights of other students, the person committing the act shall be subject to school disciplinary proceedings.

Any violation of these regulations shall result in the loss of computer-system privileges and may also result in appropriate disciplinary action, as determined by Board policy, or possible prosecution through the judicial system.

DISCRIMINATION PROHIBITED

As required by federal laws and regulations, the Tyler 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 may be referred in writing to Duane A. Dober, Title IX Coordinator, or Melinda J. Walton, Section 504 Coordinator, Tyler County Schools, P.O. Box 25, Middlebourne, WV 26149, or by calling (304) 758-2145, or by writing the West Virginia Department of Education Director of the Office for Civil Rights.

DISCIPLINE POLICY

In an effective school, good discipline and learning go hand-in-hand, and all staff members promote good conduct by students at all times everywhere in the school. According to the *West Virginia Safe Schools Act* and the *West Virginia Student Code of Conduct*, it is the right and responsibility of each staff member to enforce classroom and school-wide rules, procedures, and consequences that consistently and fairly govern behavior and promote effective teaching and learning. In addition, it is each staff member's responsibility to periodically review discipline procedures, and to regularly inform all students of the rules, consequences and behavior expectations." Copies of the *West Virginia Safe Schools Act* and the *West Virginia Student Code of Conduct* are available at the school upon request by students, parents, or guardians.

The Principal at Sistersville Elementary School is ultimately responsible for the discipline plan of the school. This includes the establishment and regular review of school rules, procedures, and policies governing behavior in all areas of the school at all

times. Rules and consequences have been established within the boundaries of state and local statutes and policies.

Parents will be notified by telephone and / or in writing by the Principal when a student repeatedly violates school, classroom, or lunchroom rules. Inappropriate behaviors will be dealt with fairly, consistently, and in a timely manner to maintain a safe, orderly atmosphere conducive to teaching and learning according to the guidelines of West Virginia Board of Education Policy 4373, "***Student Code of Conduct.***"

SISTERSVILLE ELEMENTARY SCHOOL RULES

SCHOOL-WIDE RULES:

1. Walk everywhere you go.
2. Be kind to fellow students and adults.
3. Be a success. Always do your best work.
4. Use good manners
5. Chewing gum is not permitted anywhere on school property.

CLASSROOM RULES:

Because classroom rules and expectations must allow for children's developmental levels and teachers' individual teaching and classroom management styles, classroom rules will be developed by each teacher. A copy of the classroom rules will be sent home with each child at the start of each school year to be signed by the student's parents or guardian, and returned to the student's homeroom teacher. However, all teachers at each grade level will develop common classroom rules to minimize confusion for students at that grade level.

BREAKFAST AND LUNCHROOM RULES:

1. Stop talking and listen when given a signal to listen.
2. Raise your hand when you need something.
3. Do not play with food.
4. Keep your hands and feet to yourself.
5. Walk everywhere you go.

OUTSIDE RECESS RULES:

1. Only Nerf balls are allowed on the playground. Only basketballs are allowed on the basketball court.
2. Take turns with the equipment.
3. Pushing and shoving are not allowed. Follow all rules for safe play.
4. Stay away from cars.

STUDENT CODE OF CONDUCT VIOLATIONS/RESPONSES

The information that follows is a synopsis of State Board of Education Policy 4373. It is in no way meant to be considered all-inclusive. Additional information, definitions, and explanations can be found at **www.wvde.state.wv.us**.

SCOPE

This rule sets the requirements for the conduct of students in West Virginia schools in order to assure a nurturing, orderly, safe, drug-free, violence-and harassment-free learning environment that supports academic achievement and personal social development.

PROCESSES

1. Each homeroom teacher will review the student code of conduct with all of their assigned students within the first three days of school each school year.
2. One school-wide multi-cultural theme assembly will be held during the spring of each school year. This will be the culminating activity that ties together the multitude of day to day classroom exposures/experiences that foster attitudes of understanding and acceptance of all individuals, within all students. In addition, the multi-culturally related content standards that drive the developmental guidance curriculum will be highlighted with all students.

REPORTING PROCEDURES

Any student who feels his or her rights have been violated should report the incident to any adult staff member in the building. This information will be relayed to the Principal.

THE WEST VIRGINIA STUDENT CODE OF CONDUCT

All students enrolled in West Virginia public school shall behave in a manner that promotes a school environment that is nurturing, orderly, safe and conducive to learning and personal-social development.

1. Students will help create an atmosphere free from bullying, intimidation and harassment.
2. Students will demonstrate honesty and trustworthiness.
3. Students will treat others with respect, deal peacefully with anger, use good manners and be considerate of the feelings of others.
4. Students will demonstrate responsibility, use self-control and be self-disciplined.
5. Students will demonstrate fairness, play by the rules, and will not take advantage of others.
6. Students will demonstrate compassion and caring.
7. Students will demonstrate good citizenship by obeying laws and rules, respecting authority, and by cooperating with others.

APPLICATION

These regulations apply to all students attending public school in West Virginia during any education-sponsored event, whether in a classroom, elsewhere on school premises, on a school bus or other vehicle used for a school related event, or at a school sponsored activity or event, whether or not it is held on school premises, in a building or other property used or operated by a county board of education.

VIOLATIONS OF THE STUDENT CODE OF CONDUCT:

This policy classifies student violations of the Student Code of Conduct in four levels. County policies may reclassify specific violations as Level I, II, or III.

LEVEL I VIOLATIONS:

1. Anti-Social Conduct
2. Cheating/Academic Misconduct
3. Disorderly Conduct
4. Improper Operation of a Motor Vehicle
5. Inappropriate Displays of Affection
6. Inappropriate Dress and Grooming
7. Technology Abuse
8. Leaving School Without Permission
9. Possession of Inappropriate Personal Property
10. Tardiness
11. Technology Abuse
12. Tobacco
13. Trespassing
14. Truancy

SCHOOL RESPONSES TO LEVEL I VIOLATIONS:

Any of the following intervention strategies and disciplinary actions may be used as appropriate in response to Level I violations:

- A. Administrator/student conference or reprimand
- B. Administrator and teacher-parent guardian conference
- C. Referrals and conference to support staff or outside agencies
- D. Referral to a tobacco cessation program
- E. Daily/weekly progress reports
- F. Behavioral contacts
- G. Change in the student's class schedule
- H. School service assignment
- I. Confiscation of inappropriate item
- J. Restitution/restoration
- K. Detention
- L. Denial of participation in class and/or school activities
- M. Immediate exclusion by teacher from one class period of the school day
- N. In-school suspension
- O. Out-of-school suspension for up to three days
- P. Law enforcement notification
- Q. Loss of computer privileges for technology abuse, or
- R. Loss of privilege to drive to school

LEVEL II VIOLATIONS:

1. Bullying/Harassment/Intimidation
2. Failure to Serve Assigned Detention
3. False Identification

4. Forgery
5. Fraud
6. Gambling
7. Gang Activity
8. Insubordination/Unruly Conduct
9. Loitering
10. Theft or Possession of Stolen Property

SCHOOL RESPONSES TO LEVEL II VIOLATIONS:

1. Any Level I response
2. Out-of-school suspension for up to ten (10) days

LEVEL III VIOLATIONS:

1. Alcohol
2. Defacing School Property
3. Disobeying a Teacher in a Willful Manner
4. Hazing
5. Improper or Negligent Operation of a Motor Vehicle
6. Marijuana (Simple Possession)
7. Physical Altercation
8. Profane Language
9. Theft
10. Threat of Injury or Injury
11. Violation of School Rules or Policies

SCHOOL RESPONSES TO LEVEL III VIOLATIONS:

1. Any Level I or Level II responses
2. A principal may suspend a student from school, or transportation to or from the school on any school bus, if the student, in the determination of the principal, after an informal hearing pursuant to WV Code 18A-5-1(d), has committed any Level III violation.
3. If a student has been suspended pursuant to WV Code 18A-5-1a (b) or (c), the principal may request that the superintendent recommend to the county board that the student be expelled following the provisions in subsections (b) through (l) of WV Code 18A-5-1a.
4. Agency notification, such as the West Virginia Department of Health and Human Resources.

LEVEL IV VIOLATIONS:

1. Battery on a school employee.
2. Felony
3. Possession of a Controlled Substance (the amount involved constitutes a felony)
4. Possession of a Firearm or Deadly Weapon
5. Sale of a Narcotic Drug

SCHOOL RESPONSES TO LEVEL IV VIOLATIONS:

Level VI Violations are those violations that require the mandatory suspension of the student by the principal from school, or from transportation to or from the school on any school bus, after an informal hearing pursuant to subsection (d) of WV Code 18A-5-1a.

1. Pursuant to WV Code 18A-5-1a (b), if a student has been suspended for committing an act or engaging in conduct that would constitute a felony under the laws of the state if committed by an adult; or unlawfully possessing a controlled substance governed by the Uniform Controlled Substances Act as described in WV Code 60A-1-101 et seq., on the premises of an educational facility, at a school-sponsored function, or on a school bus, the principal may request that the Superintendent recommend to the county board that the student be expelled.
2. If a student has been suspended for battery on a school employee, possession of a firearm or deadly weapon, or sale of a narcotic drug pursuant to WV Code 18A-5-1a, the principal shall, within twenty-four hours, request that the county superintendent recommends to the county board that the student be expelled
3. Upon such request of the superintendent by a principal, the county superintendent shall recommend to the county board that the student be expelled.
4. Upon such recommendation to the county board by the superintendent, the county board shall conduct a hearing in accordance with WV Code 18A-5-1a subsections (e), (f), and (g), to determine if the student committed the alleged violation. If the county board finds that the student did commit the alleged violation, the county board shall expel the student.
5. Students may be expelled pursuant to WV Code 18A-5-1a for a period not to exceed one school year, provided that a county superintendent may lessen the mandatory one-year-period of expulsion if the circumstances of the pupil's case demonstrably warrant such a reduction following the guidelines provided in WV Code 18A-5-1a (i).
6. A county board of education that expels a student, may attempt to establish the student as a "dangerous student" as defined in WV Code 18A-5-1a, at a hearing to determine the expulsion of the student. In a notice to the parent/guardian, the county board shall state clearly whether the board will attempt to establish the student as a "dangerous student" and will include any evidence to support its claim in this notice of the hearing date and time.
7. WV Code 18A-5-1a defines a "dangerous student" as a student who is substantially likely to cause serious bodily injury to himself, herself, or another individual within that student's educational environment, which may include any alternative education environment as WV 126CSR20, West Virginia Board of Education Policy 2418, Alternative Education Programs for Disruptive Students, as evidenced by a pattern or series of violent behavior exhibited by the student and documented in writing by the school, with the documentation provided to the student and parent or guardian at the time of any offense.

8. A county board that expels a student, and finds that the student is a dangerous student, may refuse to provide alternative education pursuant to the conditions outlined in WV Code 18A-5-1a but must re-evaluate this decision at least every three months.
9. With regard to students with disabilities, nothing in this policy may be construed to be in conflict with the federal provisions of the Individuals with Disabilities Education Act (IDEA) Amendments of 1997 (Public Law 105-17), or with WV 126CSR16, West Virginia Board of Education Policy 2419, Regulations for the Education of Exceptional Students.

STUDENT CONDUCT ON BUSES

Tyler County students have a right to be transported to and from school in a safe and efficient manner by means of a public school bus. School officials have responsibility for students' safety and welfare from the time they board the bus or arrive at school until they are returned to their designated bus stop. Every student's right to ride a school bus, however, also requires him or her to observe and follow all bus rules.

Students will receive a copy of the bus rules from the bus operator. The bus operator will review those rules with students annually during the first week of school.

Bus operators will enforce the rules fairly and consistently. Violations shall be reported to the Transportation Director and, if warranted, the student will be suspended from the bus for a specified period of time. Reinstatement shall be granted when an understanding of acceptable behavior has been reached by the student. A conference with the student's parent(s) or guardian(s) may be required to restore bus riding privileges.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Federal laws are specific about what and how educational records and information may be collected, maintained, and disclosed. In summary those rights are:

1. Both parents may inspect their child's educational records unless denied by a valid court order.
2. Parents may seek to amend records for just cause upon written request.
3. Consent for disclosure of information (other than directory information) must be obtained unless records are disclosed to school officials, law enforcement or social service agencies, or officials from the state or federal departments of education.
4. Directory information may be disclosed without consent unless parents deny disclosure of directory information in writing according to Tyler County Policy **JAD**.

Complaints alleging violations of FERPA regulations may be filed with the WVDE or the USDE.

PROTECTION OF LEARNING TIME

The following guidelines will be followed to minimize interruptions and maximize time for learning:

1. Announcements will be made during homeroom and at the end of the school day.
2. Students will be removed from classes only under urgent circumstances.

3. Access to student lockers is restricted to homeroom, lunch time, and at the end of the day.
4. Conferences with parents or guardians will be scheduled during planning periods, before or after school, and by prior appointment only.
5. Messages from the office will be delivered at the beginning of an instructional period or placed in teachers' mailboxes.
6. Classrooms will be managed to assure no student will interfere with the teacher's right to teach or students' right to learn.
7. Students involved in activities on and around the campus are to be supervised to assure their safety and prevent disruptions to teaching and learning.
8. All parents, visitors, and vendors are met in the office to insure security and limit interruptions.
9. Learning time will not be sacrificed to prepare homework or makeup work for absent students.
10. The protection of learning time is the responsibility of all support and professional personnel at Sistersville Elementary School.

BOARD OF EDUCATION STUDENT DRESS CODE POLICY

Tyler County Board of Education policy **JK** permits students to dress as they choose unless the student's personal appearance disrupts the educational process, infringes on the rights of others, endangers the health or safety of the student or others, or violates federal, state, or local laws. Policy **JK** also prohibits clothing that:

1. Displays obscene, lewd, or vulgar comments or designs;
2. Conveys messages directed toward or intended to harass, threaten, intimidate, or demean an individual or group;
3. Advertises alcohol, tobacco products, or illegal drugs;
4. Displays any insignia used as a means of gang identity;
5. Displays any word, message, or design that could reasonably be interpreted to have a sexual connotation.

SISTERSVILLE ELEMENTARY SCHOOL STUDENT DRESS CODE

Students at Sistersville Elementary School will be expected to meet regulations in addition to those in the Board of Education Student Dress Code Policy **JK**. These additional

regulations are designed to improve student safety and eliminate distractions from learning.

1. Tennis shoes (sneakers) must be worn when participating in physical education classes.
2. Mesh shirts and blouses and/or see-through shirts and blouses can only be worn over another shirt that is not mesh or see-through.
3. Tank tops are NOT permitted.
4. To determine the acceptable length of shorts, students should stand, arms at their side, fingertips extended. If the shorts are long enough to touch the students fingertips in this position, they may be worn to school.

NOTE: Students who wear clothing considered by school officials to be inappropriate for school will be asked to change clothes before returning to classes.

PARENTS AND VISITORS

Members of our staff and administration are proud to welcome parents and visitors into our school regularly because learning is our main objective at Sistersville Elementary School. However, to insure the safety of our students and staff members, and in order to maintain an orderly climate for teaching and learning to occur, we ask all parents and visitors to follow specific guidelines as described in Tyler County Board of Education Policy **KK-R**. All parents and visitors are required to report to the school office to make known the purpose of their visit. When permission to visit teachers or instructional sessions has been granted by the Principal, an Administrative Assistant, or the secretary, the parent or visitor will be given a name tag to indicate his or her presence in the building is known and authorized. Upon completion of his or her visit, parents and visitors will be asked to stop by the office to inform the Principal, Administrative Assistant, or secretary he or she is leaving. Parents or visitors should then surrender their name tags and promptly leave the school campus.

Any staff member who is aware of an unauthorized parent or visitor on the campus should accompany the individual to the office to be authorized.

USE OF FREE TEXTBOOKS

Tyler County Board of Education policy **IZ** allows for the use of necessary textbooks and supplemental materials that have been Board approved at no cost to the student; however, if any of the textbooks are damaged, lost, or destroyed by a student, the student shall be responsible for paying the replacement costs for new materials or books.

DRUGS, ALCOHOL, AND TOBACCO

Tyler County Schools' policy prohibits the possession, use, or distribution of any illicit or illegal drugs at school or at any school-related activity. State law also mandates that no person under the age of 21 may possess or consume alcoholic beverages. State law further says that no person under the age of 18 may have tobacco products in his or her possession. Any person under the age of 18 who uses tobacco in school buildings or on school grounds while school is in session or during school functions shall be guilty of a misdemeanor.

A student charged with a violation involving drugs, alcohol, or tobacco shall be suspended from school, may be subject to expulsion by the Board of Education, and may be subjected to criminal proceedings. Due process rights shall be guaranteed.

Written causes or charges which result in suspension shall be given to the student's parent or guardian. Conferences will be scheduled during each suspension to assist parents and students in finding assistance and support for students involved with drugs, alcohol, or tobacco products.

HONOR ROLL POLICY, GRADES 4-5

Any student in grades 4-5 earning a 3.2 to 3.79 Grade Point Average (G.P.A.) in all graded subjects will be listed on the Honor Roll. Any student earning a 3.8 to 3.99 G.P.A. will be recognized as having "High Honors". Students earning a 4.0 G.P.A. will

receive the Principal's Award for Academic Achievement. If any student, regardless of G.P.A., receives a grade of 74 or below in any graded subject, or an unsatisfactory ("U" or "F") in a non-graded subject, that student is ineligible for the Honor Roll.

GRADING SCALE

West Virginia Board of Education Policy 2515, "Uniform Grading Scale," establishes the following grading scale throughout West Virginia:

93- 100 = A
85- 92 = B
75- 84 = C
65- 74 = D
0- 64 = F

HOMEWORK POLICY

Homework assigned at Sistersville Elementary School should have a definite purpose, be assigned in accordance with the goals, aims, and beliefs as written in the school's Mission Statement, and follow the requirements of Tyler County Board of Education Policy **IKB-R**.

MAKE-UP WORK

Students returning from an absence will have three (3) days to make up work for the first day absent and one (1) additional day for each additional day of absence. In the event of an extended absence for illness or other reasons, parents and guardians should contact the principal to make special arrangements for school work. Proper instruction must be supplied by the teacher prior to the student attempting to complete make-up work. Each student will be responsible for obtaining any missed work or assignments from his or her teachers and completing the work within the above timelines. Proper instruction, materials, and time to complete make-up work will be supplied upon the student's return to school and class.

RESPONSE TO INTERVENTION IMPROVING ACHIEVEMENT FOR ALL STUDENTS

What is RTI?

RTI is a multi-step process that emphasizes how students respond to instruction and provides support to those struggling to learn. In the early grades, the primary goal of RTI is to intervene early and prevent students from falling behind in reading, writing and mathematics. For older students, RTI offers support, or intervention, in reading, writing and mathematics to help them cope with the demands of content learning. The RTI process includes problem solving teams at the school level who examine student performance data and make recommendations for improving student achievement.

What does RTI look like in West Virginia schools?

Universal screening means that all students are checked to determine which students are above, at or below grade level standards in reading, writing, and mathematics. Students who fall below grade level are provided additional instructional support or intervention. Their progress toward individually determined goals is monitored carefully through a

progress monitoring process. Progress monitoring data is examined frequently to see how students are responding to the intervention so important instructional decisions can be made by teachers, other school staff and parents.

The RTI process includes the delivery of *high-quality research-based instruction* . A three-tier model of instruction provides differing levels of support.

* **Tier 1** is for ALL students and includes high quality curriculum and instruction in the general classroom. Tier 1 is provided by general education teachers across all levels, kindergarten through grade 12.

* **Tier 2** is provided to students who need more support than they are receiving from the general curriculum and instruction. In Tier 2 students are provided additional instruction using scientific, research-based interventions focused on the specific targeted skills that need to improve. Tier 2 may be provided by general educators, specialists or special educators.

* **Tier 3** is provided to students with the greatest needs. In Tier 3 the student is provided intense, individualized scientific, research-based intervention.

How Can Parents Be Involved in the RTI Process?

Parents are important members of any child's educational team! Being informed about your school's RTI process and procedures is the first step to becoming an informed, active parent participant in your child's education. Consider asking the following questions:

- What does the RTI model look like in our school? Who are the interventionists? When is intervention provided? How do you know my child needs intervention?
- Who are the members of our school's problem solving teams?
- Is information available about RTI, such as an RTI Handbook? What assessments are used for universal screening and progress monitoring? How often are children screened or monitored for progress?
- Will I receive regular reports about my child's progress? Who will provide these reports and when will I receive them?
- What interventions are used in reading, writing and mathematics?
- How will I know if my child needs Tier 2 or Tier 3 intervention?
- At what point in the RTI process will parents be informed of their rights under the IDEA 2004, including the right to request an evaluation for special education eligibility?

In addition to asking questions and receiving information from your child's school, the West Virginia Department of Education has a number of resources available at <http://wvde.state.wv.us/osp/RtIOSP.html>

What is the relationship between RTI and special education?

As a result of the *Individuals with Disabilities Education Improvement Act of 2004* (IDEA 2004), a process based on a student's response to scientific, research-based intervention is used in West Virginia in determining whether a student has a learning disability. For some students, the three levels of support provided within general education are not enough and special education services may be needed.

When students participate in the RTI process, parents are to be notified about the following:

** The state's policies regarding the amount and nature of student performance data that would be collected and the general education services provided (i.e., three-tier instruction model and progress monitoring data);*

** Strategies for increasing the student's rate of learning (i.e., research-based interventions); and,*

** The parent's right to request an evaluation at any time throughout the RTI process. If a referral is made, procedures for evaluating and determining eligibility are followed as with any referral to special education.*

STUDENT INSURANCE

School accident and dental insurance is available to all students. School insurance plans may only be purchased at the beginning of each school year by returning the application and payment directly to the insurance provider. **Insurance applications are not to be returned to school.** Parents and guardians should give due consideration to purchasing school insurance.

MENUS

The daily menu for our school lunch program is determined by our cooks and approved by the Food Service Director. The menu is included in the monthly newsletter and is also published in the local newspaper on Wednesdays. Every effort will be made to send home monthly menus for breakfast and lunch offerings.

This institution is an equal opportunity provider.

PARTIES and INVITATIONS

Teachers and Homeroom Parents work together to plan classroom parties for Christmas and Valentine's Day. Invitations to private parties are to be mailed or issued over the telephone at the student's home. **WE WILL NOT PASS OUT ANY INVITATIONS AT SCHOOL NOR WILL WE PROVIDE NAMES AND ADDRESSES.** We will not deliver any balloons, flowers, etc. to students during the school day. Please have those things sent directly to the student's home.

MEDICATION

No internal medication can be given to a student by school staff members without written permission from the student's parent, guardian, and a physician on file. Prescription medications will not be administered without proper authorization and documentation from a physician indicating the dosage and administration schedule as per WVDE Policy 2422.8.

Medications should be delivered to school only by a parent or guardian in the original container labeled with the child's name, the dosage required, the administration schedule, and proper authorizations and documentation. **Students should never be given medication to bring to school in their backpacks.** Parents and guardians of students who take prescription medication at school are asked contact the school secretary to obtain the proper form to be completed and signed by the physician and returned to school before prescription medications can be administered.

ILLNESS OR INJURY AT SCHOOL

If a student is injured or becomes ill at school, he or she is to tell the supervising teacher of his or her illness or injury. If necessary, we will try to contact the student's parent or guardian for information or transportation arrangements. Emergency contact information will be collected about each student early in the school year. **If emergency contact information changes at any time during the school year, parents are urged to notify the school secretary and the child's homeroom teacher. This is extremely important.**

EMERGENCY CLOSING OF SCHOOL

Schools may be closed or the starting time delayed because of bad weather, high water, or other unusual or unsafe conditions. If you are unsure of the status of classes, and you have not gotten a call from School Messenger, call 758-2112 for a recorded announcement about school operations. You may also get the most current information from home or work by logging onto the WV State Department of Education Web Site at <http://wvde.state.wv.us/> to view school closings and to subscribe to receive e-mail notices about the status of operations in Tyler County Schools.

Early dismissal from school may also occur from time to time in the best interest of students' safety. It is the parents' and / or guardian's responsibility to instruct their child what to do and where to go if school is dismissed early. It is important to understand that when an emergency causing the early release of students occurs, it is impossible for us to call every student's parent or guardian in time to inform them of the early dismissal.

SISTERSVILLE ELEMENTARY SCHOOL ON-LINE

Sistersville Elementary School supports a Web site on the Internet at www.sistersvilleelementaryschool.org This site can be a valuable source of information about our school including up-coming events and current menus for breakfast and lunch. The site also has areas for viewing students' writing activities, pictures of students and staff members receiving special recognition as well as pictures of special events that occur. We encourage you to visit the web site often to stay current on school affairs.

STUDENT USE OF TECHNOLOGY AND THE INTERNET

All students will have an opportunity at S.E.S. to use computers and access the Internet for the purposes of conducting research, participating in web-based learning activities, and to meet Content Standards of the curriculum. However, no student will be permitted to access the Internet without returning to the school an Acceptable Internet Use Policy signed by the student and the student's parent(s) or guardian(s). Student use of the Internet and other technology is governed by Tyler County Board of Education Policy **IAC/GBI**.

General guidelines include:

1. All students and staff may only access the Internet after completing proper training in responsible and safe use.
2. All students will be monitored when using the Internet.

3. Student information on web sites will be authorized by a parent or guardian and will not include personal information that will allow contacting a student outside the school environment.
4. Inappropriate use of the Internet will be cause for revoking the privilege to access the Internet and may result in disciplinary action as well.

The signed Acceptable Use Policy and Agreement will remain in effect until students enter the sixth grade unless parent permission is revoked in writing.

ANNUAL NOTICE – SCHOOL ASBESTOS PLAN

It is required annually to notify the public of an existing asbestos plan in force within all facilities throughout the Tyler County School System. This includes Sistersville Elementary School. SES functions under regulations set forth by the AHERA Act of 1988, and its mandated scrutiny by the certified inspector. A school-wide re-inspection report is written every three years after an extensive examination of the building. All schools, as well as the Board of Education offices, are in total compliance with all asbestos regulations.

CHEMICAL TREATMENT FOR INSECTS AND PESTS

Please be advised the Tyler County Board of Education contracts out pest and insect infestation treatment to a licensed pest control contractor. Building treatments occur during the summer months and when necessary during the school year. No pesticides are ever used when children are on school grounds.

If you wish to be informed of any chemical used to treat for pest infestation and/or any treatment during the school year, please contact your child's school. A pest control management notebook is kept at each school's office for public information disclosure.