



Junior Elementary Handbook

We Are Brilliant, Outstanding, Brave Children Able To Succeed.

PRINCIPAL'S MESSAGE

Dear Families,

I'm very excited to begin this year, and I hope that you are too. Last year was very successful for our students and school, and I'm hoping that this year will be even better.

Last school year our school scored in the top of the state for academics, behavior, and attendance. This was because of our families, students, and staff hard work. Our family and community supporters are excellent and contribute to our school's success. I encourage you to get involved in our many events and activities.

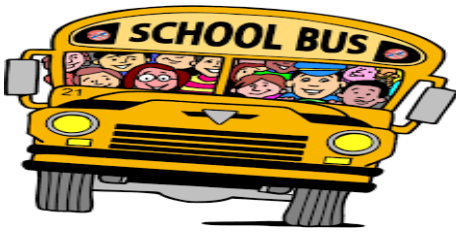
I look forward to working with all of you and your children. Please read over the handbook with your child. These policies ensure that we will be able to provide all students a quality education in a safe and positive environment.

Mrs. Ashley Workman

If parents need to fax documents to Junior Elementary, please fax them to the Board Office at 304-457-3559 and put "Attention Junior Elementary". Please call to verify that we received the fax.

SCHOOL ADDRESS: 49 West 1st St. Junior, WV 26275
PHONE NUMBER: 304-823-1200

Note: Should any policy within this handbook contradict or be in conflict with any Barbour County Board of Education Policy, Barbour County Policy shall be the ultimate authority in any action that may be taken. Log on to <http://www.wvschools.com/barbourcountyschools/> to view BCS policies in their entirety.



DID YOU KNOW!

* We have a beautiful outside campus for lunches when weather is appropriate. At this time we can't have family visitors in the school, but when this restriction is lifted we look forward to seeing you at lunch times.

*Join our facebook page under "Junior Elementary School Bobcats." We also have a facebook group for each classroom to keep you informed. We will provide you with a newsletter monthly.

*Your child will be given an agenda book for K-4th grades and a homework folder. Please check it nightly.

*Parent drop off will be at the front double doors from 7:30-7:50

*Parent pick up will be at the preschool door on the playground at 2:15.

*Parent pick up for K-4 will be at the double doors in the front. Sign the notebook and we will start calling your child to you at 2:30. We ask that you remain outside and social distanced. We will get your children to you safely and promptly.

*We have water bottle filling machines and water fountains. If your child wants to bring a small water bottle that will fit on their desk and can be stored in their cubby that would be great.

Daily Schedule

7:30-7:50 am **Students arrive/Student drop-off**
Students eating breakfast will need to be dropped off by 7:40 a.m.
Breakfast ends at 7:55 a.m.
8:00am

Uninterrupted Instruction

Lunch:

10:45-11:15 Pre-School

11:50-11:20 Kindergarten

11:05-11:35 1st

11:10-11:40 2nd

11:15-11:45 3rd

11:20-11:50 4th

2:40 pm **Dismissal for Bus**
2:30 **Parent-Pick Up**

2-Hour Delay Schedule

9:30-9:50 am **Students arrive/Breakfast served/Student drop-off**
10:00 **Uninterrupted Instruction**

Departure

Parent pick-up for preschool will be at 2:30 at the preschool outside door. Parent pick-up for K-4 will be at the office doors at 2:45-3:00. KidReach will be Monday-Thursday from 3-5.

Bus Notes

Does your child want to ride home with a friend or to grandma's house? Don't forget your note. Your child will need a written permission to depart the school in any manner other than the manner we have on file. Bus notes are collected by 8:30am by homeroom and are approved by the principal. Junior tries to stay away from all bus notes or parent pick up notes over the phone due to safety concerns. If you need to make a bus change or a parent pick up change after school has started, please email us or call us and give us identification information to assure us for your child's safety. This is for the safety of the students since it is difficult to verify who is calling and if they are allowed to make changes to a student's transportation home.

Emergency Dismissal Plan

Who can we call if we get released from school early without warning? Each family will be asked to have an emergency plan with contact information. All students need to know where to go in the case of an early dismissal and/or emergency procedure. Forms will be sent home at the beginning of the school year. In the case of a school wide emergency dismissal from school, parents will be notified through School Messenger, Facebook, and local media outlets (TV, radio, and websites). We will add you to our school messenger calling system. If you are not receiving calls, please notify us at school.

Electronic Devices (See BCS Policy 6800)

We don't allow cell phones in school, but your child will love that they receive their own iPad for all five years of school at Junior to use in class. Students should not use technology devices such as cell phones, iPod's and/or iPad's for personal use during the school day.

Textbooks and Workbooks

All students and families have done a great job taking care of our library books and textbooks here at Junior. We ask that you remind students to be respectful of our resources we send home so we can have them for many years to come without replacement fees

Safe and Appropriate Attire

At Junior we have not only polite and hardworking students, but we have handsome and pretty students. We appreciate your hard work you put in daily with their appearance and non-distracting clothing attire. Continue to practice appropriate clothing choices that do not distract instruction or advertise unhealthy habits.

Please note that these expectations apply to all activities sponsored at the school.

Meal Prices

Join your child for lunch and enjoy their wonderful school meal. All students will receive free breakfast and lunch. Ms. Dee Dee puts great pride into her meals and the students love them. Please check the menu sent home with your child to help plan lunches. Adults will need to pay for breakfast and lunch. Prices for adult meals can be obtained by calling the school office.

School Parties

A wonderful way to get involved with your child's classroom is during our parties.

Students at the elementary level participate in at least THREE parties during the course of the year. Watch our school reminders and calendars to plan ahead.

Emergency Cards

We know your contact information might change during the year. Don't forget to let us know so we can update our emergency information. The school is required to maintain an emergency information card for each student. This card is a vital link to parents in the event of an emergency involving a child's injury or illness. **It is VERY IMPORTANT that the information on the card be up to date and accurate. Please be sure that you complete a new card if your address or phone number changes. If your child becomes ill during the school day, the school may release that student to individuals whose names are on the emergency card.**

Junior Caught Being Good/Student of the Month

We love to recognize students for their great effort, manners, and other character traits. Students are always being selected and honored for these qualities with our Caught Being Good Wall and our Students of the Month award. These students are then given an award during awards day.

Junior: Expected Dispositions

How can you and your child get the most from our amazing staff?

✓ **Be prepared for class:**

Students need to have the proper materials for class every day. Those materials include:

- a. pen or sharpened pencil
- b. textbook
- c. homework
- d. subject area materials
- e. completed assignment book, folder, or homework tracker

✓ **Be ready at the start of class and remain on task throughout the class:** Students will...

a. Enjoy every minute of the day and stay engaged in quality instruction by respecting themselves, their friends, and their teacher. Classroom interruptions are always minimal because of our family support and our wonderful respectful students.

✓ **Respect of school property:**

Have you enjoyed our playground and campus after hours? Well please do so with your family. We only ask that students help us maintain our beautiful playground and show the same respect after school as they do in school. All school rules apply to keep them safe and our grounds beautiful.

Attendance (See BCS Policy 8210)

Did you know we celebrate your child's attendance every nine weeks and at the end of the year? We love to recognize students with perfect and faithful attendance. We understand there will be viruses and illness that strike and appreciate your doctor notes and parent notes the day your child returns to school. The number one thing all families can help with for student success is having their child at school daily and on time. Regular school attendance is extremely important for a student's continuous learning progress. The West Virginia Board Of Education believes that regular attendance is a requirement for delivery of formal education to our students. The basic intent of this attendance policy is to promote school attendance and meet the individual needs of the students to help reach their potential.

Any time that your child misses school, a note can be sent to the office with the student's first and last name, date of absence, reason for absence and the parent/guardian signature.

Tardy/Half Day Times Policy

Every Academic Minute we can get with your children will make the difference. Thank you for working with us in your busy schedule.

- Students arriving between 7:50am-9:50am will be counted tardy.
- Students arriving after 9:51am will be counted as being absent for a half day.
- Students arriving after 11:50am will be counted as a whole day absent.
- Students leaving before 11:50am will be counted as a whole day absent.
- Students leaving between 11:50am-1:50pm will be counted as being absent for half a day.
- Students leaving after 1:50pm will be counted as being tardy.

*The following italicized text are listings of **Excused and Unexcused Absences** as expressed in WEST VIRGINIA SCHOOL LAW 18-8-1.*

A Doctors excuse for:

- 1. Illness or injury of the student requiring a physician's verification.*
- 2. Medical and or dental appointments..*
- 3. Illness or injury in the family when the physician verifies student absence as essential.*

A Parent excuse for:

- 4. Illness of student verified by Parents or Guardian not to exceed three (3) consecutive or five (5) total days a semester. Verification by a physician will be required if the absences exceed three (3) consecutive days. (A written note is verification.)*
- 5. Calamity, such as fire in the home, flood, or family emergency, upon approval of the school principal.*
- 6. Death in the family.*
- 7. Leaves of educational value must be applied for and approved in advance by the principal. Forms are available in the office.*
- 8. School approved curricular or extra-curricular activities.*

9. *Legal obligation with verification.*
10. *Failure of the bus to run, or extremely hazardous conditions.*
11. *Observance of religious holidays.*

Unexcused Absences: *Any absence not meeting the above requirements shall be considered an unexcused absence.*

The changes in the attendance code as of 2015, §18-8-4 are:

1. *In the case of three total unexcused absences of a student during a school year, the attendance director or assistant shall serve written notice to the parent, guardian or custodian of the student that the attendance of the student at school is required and that if the student has five unexcused absences, a conference with the principal or other designated representative will be required.*

2. *In the case of five total unexcused absences, the attendance director or assistant shall serve written notice to the parent, guardian or custodian of the student that within five days of receipt of the notice the parent, guardian or custodian, accompanied by the student, shall report in person to the school the student attends for a conference with the principal or other designated representative of the school in order to discuss and correct the circumstances causing the unexcused absences of the student, including the adjustment of unexcused absences based upon such meeting.*

3. *In the case of ten total unexcused absences of a student during a school year, the attendance director or assistant shall make complaint against the parent, guardian or custodian before a magistrate of the county. If it appears from the complaint that there is probable cause to believe that an offense has been committed and that the accused has committed it, a summons or a warrant for the arrest of the accused shall issue to any officer authorized by law to serve the summons or to arrest persons charged with offenses against the state. More than one parent, guardian or custodian may be charged in a complaint. Initial service of a summons or warrant issued pursuant to the provisions of this section shall be attempted within ten calendar days of receipt of the summons or warrant and subsequent attempts at service shall continue until the summons or warrant is executed or until the end of the school term during which the complaint is made, whichever is later.*

Honor Roll

Students in 3rd and 4th grade are recognized every nine weeks and the end of the year for “A” and “B” honor roll. Ask your teacher how to receive this honor. We also recognize student effort, improvements, and grit at our nine week awards days.

Homework

Even though our teachers are superstars, we always need homework help at home. All homework will be written in the agenda books of 1st-4th grade and in the folders of preschool and kindergarten. Please go through it daily with your children. What a difference 10-15 minutes can make at home with your help. Homework is an important part of the total learning process. Homework will be assigned to practice and review skills that have already been taught in school. Additionally, homework trains students in good work habits, budgeting time, and promotes growth in responsibility. Homework might also include a special project that can be done outside of the school day with you as family.

Tutoring

Does your child need extra support after school? Tutoring is available Monday-Thursday at KidReach as well at school.

Safety Plan

The safety and well-being of our students and staff is a top priority at Junior. An Emergency Operation Plan is available at the school.

The following procedures will be followed:

- Evacuation drills will be practiced. These include, but are not limited to, fire drills, evacuation of the premises, and lockdown.
- A Parent Reunification Plan is on file and drills will be practiced with and without parents present. This plan is used to bring students and parents back together in a safe and orderly manner after an emergency.
- Secure Entry: In accordance with the Barbour County Safe Schools Policy, all visitors and volunteers are to report to the office. The procedure is posted and will be explained upon entering our school.

Immunizations

Did you know we offer the flu shot in the fall at school? This shot is optional, but there are other immunizations that you will need to provide us documentation for.

All children entering pre-kindergarten (Pre-K), kindergarten and a West Virginia public school for the first time must have immunizations and show proof upon enrollment as defined by WV Code 16-3-4. All Pre-k students shall also meet requirements in 126CSR28 West Virginia Board of Education Policy 2525, West Virginia's Universal Access to a Quality Early Education System. The immunization record shall be entered and reviewed annually into the West Virginia Education Information system (WVEIS). It is strongly recommended that students entering grades six and nine receive adolescent immunizations, as defined by the United States Department of Health and Human Services (USDHHS), Centers for Disease Control and Prevention (CDC) and WVDHHR State Health Officer. The immunization record for each student in grades six and nine shall be entered into the West Virginia Information System (WVEIS) in order to ensure that updated immunization information is readily available to health officials in the event of a communicable disease outbreak that presents an imminent danger to students or other members of the community.

Medications (See BCS Policy 8710)

We want to keep all students feeling good and performing at their best so please provide us with your doctor notes for all medicines needed at school. All medicines, (over-the-counter or prescription,) must be sent in the original container and be accompanied by a statement from the doctor authorizing the school to administer the medication and the dosage instructions. Only necessary medicines are to be brought to school. All medicines will be stored securely in the office and will be dispensed by the school nurse, principal or principal's designee. For over-the-counter medications, the state now requires that a doctor's prescription to the school be provided before administration of any type of medications. This includes cough drops, aspirins, and lotions.

Student Pictures in Publications

We love to publicize your child's successes. Student pictures will be submitted to local newspapers and possibly TV stations to recognize achievement or other activities that may occur at the school. If you **do not** want your child's likeness published from the school, you can fill out the appropriate form at open house or opening of school.

Racial, Sexual, Religious/Ethnic Harassment and Violence Policy (see BCS Policy 2300)

We appreciate the comradery that our students, staff, and families have with each other. The purpose of these regulations is to prevent racial, sexual or religious/ethnic harassment or violence, toward students and staff, to protect the academic environment, and to assure that our educational community responds to harassment and/or violence incidents when they occur in a manner that effectively deters future incidents and affirms respect for individuals. Attached are the procedures that ensure Barbour County Board of Education shall implement appropriate prevention and response programs, outlines investigatory and reporting procedures and delineates penalties for violations of this policy. To the extent possible, Barbour County Schools will collaborate with other state and local agencies in carrying out the purpose of this rule. It is the intent of the Barbour County Board of Education to ensure that the learning and working environments are free from any type of harassment or violence.

Bullying, Harassment and Intimidation Policy (See BCS Policy 2310)

Healthy peer relations is built strong along side our academics at JES.

The purpose of this policy is to prevent all forms of bullying, harassment, and intimidation toward students in order to protect the academic environment. This policy also assures that BCS will respond to incidents of bullying, harassment and intimidation in a manner that effectively deters similar future incidents and affirms respect for individuals. BCS finds that a safe and civil school environment is necessary for students to learn and achieve high academic standards.

Retention Policy (See BCS Policy 7400)

We all want to move each child to the next grade level. However, we want each child to have the skills needed to grow and be successful in that grade. Let us all work together to make these hard decisions, positive ones for our students. Promotion is the advancement of a student from one grade to another. It indicates that the student has the necessary skills to be successful at the next grade level. Retention is the maintaining of a student at a grade level of instruction. It indicates a student has not achieved minimal grade level requirements.

A child shall be considered for retention if the student is failing to make satisfactory progress based on grade level content and/or has failing grades in core subject areas. Students to be considered for retention will be referred to a Student Assistance Team (SAT) which will act as a support group to work with the teacher and parents to improve academic achievement. The student assistance team will recommend promotion or retention to the principal. Final authority for determining retention is the responsibility of the principal.

Technology Acceptable Use Policy (See BCS Policy 7600)

Each child will use their iPad daily along with other computers. We are so fortunate to have this technology and need to care for it carefully. If a child has an accident, we completely understand. Incidents of vandalism or misuse will require discipline action and/or replacement fees. The purpose of this policy is to accommodate technology that provides individuals with easy access to communication for the sake of convenience, it is important to regulate use during the work or school day in order to prevent disruptions to instruction and promote safety. Staff may bring cell phones to school; however, the purpose of this policy is to regulate their use so that such use does not interfere with instruction, safety, or work for which the individual has been hired.

Student Code of Conduct (See BCS Policy 8400)

With cooperative student behaviors, our school can reach limitless goals. Please sign the attached form for behavior incentive activities as well. WV Board of Education recognizes the need for students, teachers, administrators, and other school personnel to have a safe and supportive educational environment. The WV Board of Education believes further that public schools should undertake proactive, preventative approaches to ensure a positive school climate/culture that fosters

learning and personal-social development. These regulations require county boards of education to design and implement procedures to create and support continuous school climate/culture improvement processes within all schools that will ensure an orderly and safe environment that is conducive to learning.

