



**Kasson Elementary Middle School Handbook
2022-2023**

**Kasson is
Energetic about learning and
Motivated to work in a
Safe, secure, and successful environment!**

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Principal's Message

Dear Parents, Caregivers, and Students,

First, let me officially welcome you to the 2022-2023 school year! This year is going to be a great one with lots of learning and laughter. We made tremendous progress last year towards closing achievements gaps which will continue to grow smaller as we strive to meet mastery of state standards.

As always, we are looking for parent volunteers. I look forward to working with all of you! Please read over the handbook. These policies and procedures will ensure a quality education in a safe, secure environment.

Dr. Felicia D. Fordyce, Principal

SCHOOL ADDRESS: 19 Kasson Rd. Moatsville, WV 26405-8220
PHONE NUMBER: 304-457-1485

Facebook: Kasson Elementary/Middle School
Remind APP: @KEMS

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.

School Pledge

**I pledge today to do my best
In reading, math, and all the rest.**

**I promise to obey the rules
In my class and in my school.
I'll respect myself and others, too.**

**I'll expect the best in all I do.
I am here to learn all I can
To try my best and be all I am.**

Kasson Elementary Middle School Personnel

Dr. Felicia Fordyce	Principal
Mrs. Misty Castle	Secretary
Cheryl Hawkins	PreK
Cindy Freeman	K
Crystal Sanders	1st
Jennifer Wolfe	2nd
Crystal Gray	3rd
Kathryn Rhinehart	4th
Jessica Sanetrik	ELA, Art
Hatti Phillips	K-6
	Math, Social Studies
	Science
Lauren Corder	Aide
Leslie Sandridge	Aide
Mackenzie Moss	Aide
Stephanie Bailey	Aide/ LPN
Mariah Murphy	Special Education
	Special Education
Ryan Kelley	Speech
Matthew Bright	Spanish
Eddy Poling	Music
	Physical Education
Mary Shaver	Custodian
Samantha Streets	Custodian
Sheila Wilson	Cook
Violet Shaver	Cook

Typical Daily Schedule

7:15- 7:40 am Students arrive/ student drop-off. Students eating breakfast will need to be dropped off by 7:30 am. Breakfast ends at 7:40 am.

7:40- 3:10 Uninterrupted Instruction

Elementary Lunch followed by 30 minutes of recess.

PreK 10:45- 11:15

K: 10:55- 11:25

1st: 11:00- 11:30

2nd: 11:05- 11:35

3rd: 11:10- 11:40

4th: 11:15- 11:45

Middle School Lunch followed by 30 minutes of recess.

12:00- 12:30 5th & 6th grade lunch

12:05- 12:35 7th & 8th grade lunch

3:20 pm. Dismissal for Buses and Parent Pick-Up

Bell Schedule for Middle School

7:50- 8:30 1st Period/ Homeroom

8:31- 9:11 2nd Period

9:12- 9:52 3rd Period

Lockers

9:55- 10:35 4th period

10:36- 11:16 5th period

11:17- 11:57 6th period

Lockers

12:00- 12:30 5th and 6th go to lunch. 7th and 8th report back to 6th

12:05- 12:35 7th & 8th go to lunch

12:35- 1:05 Middle School Recess

Lockers

1:08- 1:48 7th period

1:49- 2:29 8th period

2:30- 3:10 9th period

Lockers & Pack up

3:15 Dismissal

3:20 Busses & Parent Pick-Up

Two Hour Delay Schedule

1st 9:50- 10:16
2nd 10:17- 10:43
3rd 10:44- 11:10
4th 11:11- 11:37
11:38- 12:08 Elementary Lunch
12:08- 12:38 Elementary Recess
5th 11:38- 12:18
12:18- 12:48 Middle School Lunch
12:48- 1:18 Middle School Recess
6th 1:20- 1:46
7th 1:47- 2:13
8th 2:14- 2:40
9th 2:41- 3:10

Please visit our Facebook page or Webpage for up-to-date athletic schedules!

2022- 2023 School Year Calendar

ANNUAL CALENDAR - 2022-2023 COUNTY SCHOOLS

For **Barbour** County Schools

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Using Equivalent Time Option: WEBB:

Month	Monday	Tuesday	Wednesday	Thursday	Friday	Monday	Tuesday	Wednesday	Thursday	Friday	Monday	Tuesday	Wednesday	Thursday	Friday	Monday	Tuesday	Wednesday	Thursday	Friday	Instructional Days	Compensated Not Taught Days	Total Employment Days	
First	F 8/17	Pa 8/18	Pa 8/19	Pa 8/20	Pa 8/21	Pa 8/22	Pa 8/23	Pa 8/24	Pa 8/25	Pa 8/26	Pa 8/27	Pa 8/28	Pa 8/29	Pa 8/30	Pa 8/31	Pa 9/1	Pa 9/2	Pa 9/3	Pa 9/4	Pa 9/5	Pa 9/6	Pa 9/7	Pa 9/8	Pa 9/9
Second	8/8	8/9	8/10	8/11	8/12	8/13	8/14	8/15	8/16	8/17	8/18	8/19	8/20	8/21	8/22	8/23	8/24	8/25	8/26	8/27	8/28	8/29	8/30	8/31
Third	9/6	9/7	9/8	9/9	9/10	9/11	9/12	9/13	9/14	9/15	9/16	9/17	9/18	9/19	9/20	9/21	9/22	9/23	9/24	9/25	9/26	9/27	9/28	9/29
Fourth	10/3	10/4	10/5	10/6	10/7	10/8	10/9	10/10	10/11	10/12	10/13	10/14	10/15	10/16	10/17	10/18	10/19	10/20	10/21	10/22	10/23	10/24	10/25	10/26
Fifth	10/27	10/28	10/29	10/30	10/31	11/1	11/2	11/3	11/4	11/5	11/6	11/7	11/8	11/9	11/10	11/11	11/12	11/13	11/14	11/15	11/16	11/17	11/18	11/19
Sixth	11/20	11/21	11/22	11/23	11/24	11/25	11/26	11/27	11/28	11/29	11/30	12/1	12/2	12/3	12/4	12/5	12/6	12/7	12/8	12/9	12/10	12/11	12/12	12/13
Seventh	12/14	12/15	12/16	12/17	12/18	12/19	12/20	12/21	12/22	12/23	12/24	12/25	12/26	12/27	12/28	12/29	12/30	12/31	1/1	1/2	1/3	1/4	1/5	1/6
Eighth	1/7	1/8	1/9	1/10	1/11	1/12	1/13	1/14	1/15	1/16	1/17	1/18	1/19	1/20	1/21	1/22	1/23	1/24	1/25	1/26	1/27	1/28	1/29	1/30
Ninth	1/31	2/1	2/2	2/3	2/4	2/5	2/6	2/7	2/8	2/9	2/10	2/11	2/12	2/13	2/14	2/15	2/16	2/17	2/18	2/19	2/20	2/21	2/22	2/23
Tenth	2/24	2/25	2/26	2/27	2/28	2/29	3/1	3/2	3/3	3/4	3/5	3/6	3/7	3/8	3/9	3/10	3/11	3/12	3/13	3/14	3/15	3/16	3/17	3/18
Totals																						180	20	200

APPROVED

Noninstructional Days - Recap	School Holidays Within Instructional Term	Professional Learning	Faculty Senate Meetings	First and Last Dates
CD 0 P 2 TP 1 OS 6 E 1 H 7 PM 3 PL 5 FS 6 Total Noninstructional Days 28	(West Virginia Code §18A-6-5) September 5, Veterans Day November 11, Thanksgiving Day December 25, Christmas Day January 2, New Years Day November 8, Election Day May 29, Memorial Day	04/14/2023 <input type="checkbox"/> Half day 02/17/2023 <input type="checkbox"/> Half day 10/14/2022 <input type="checkbox"/> Half day 12/22/2022 <input type="checkbox"/> Half day 08/16/2022 <input type="checkbox"/> Half day	08/16/2022 <input type="checkbox"/> 1st Meeting 10/14/2022 <input type="checkbox"/> 2nd Meeting 12/22/2022 <input type="checkbox"/> 3rd Meeting 02/17/2023 <input type="checkbox"/> 4th Meeting 04/14/2023 <input type="checkbox"/> 5th Meeting 05/05/2023 <input type="checkbox"/> 6th Meeting	08/17/2022 <input type="checkbox"/> First day employment term 08/16/2022 <input type="checkbox"/> First day instructional term 08/16/2022 <input type="checkbox"/> First day of student instruction 10/05/2022 <input type="checkbox"/> Last day of second month 12/22/2022 <input type="checkbox"/> Last day first semester 05/26/2023 <input type="checkbox"/> Last day instructional term 06/06/2023 <input type="checkbox"/> Last day employment term

Maximum number of out-of-calendar days possible is 40 in order that the 200 day employment term does not exceed 48 weeks. Out-of-calendar days must be used to make-up canceled instructional days. If non-instructional days are not adequate, however, since June 20th is a school holiday, it cannot be used for make-up if its use causes the total number of holidays to exceed seven.

Out-of-Calendar (Nonpaid) Days	Date	Name of County Superintendent
0		

WVDE 11-20-35 (Revised 1/17)

Arrival

Student drop-off for ALL students not riding a school bus is between 7:15- 7:40. Students will enter the school through gymnasium door to report directly to breakfast or the gymnasium.

Departure

Parent Pick-up will be at 3:15 at door #2 on the gym side of the building. Bus students will be dismissed beginning at 3:20 pm and will exit through the door #1 or door #8. Please do not park along the building. **Students will not be able to be signed out of the office from 2:45pm to 3:20pm.** If you have appointments and your child needs picked up early, please pick them up before 2:45pm. Again, in the case of emergencies, we will make exceptions

Bus Notes

Your child must have 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.

This is for your child's safety and to lessen confusion.

1. If your child will be picked up instead of riding their usual bus, they must have a note stating who will be picking them up and that person **MUST** be on your child's approved list of individuals who may pick them up (emergency card).
2. If your child will ride a bus instead of being picked up, we must have a note. Bus approval is contingent upon available space on the bus.
3. All bus notes must have the student's first and last name, bus they will be riding, the specific stop that student will be dropped off at **AND** the adult's name that will be responsible for that child, as well as a phone number where we can reach that person.

Tardy/Half Day Times

- Students arriving between 7:40am-9:40am will be counted tardy.
- Students arriving after 9:41am will be counted as being absent for a half day.
- Students arriving after 11:30am will be counted as a whole day absent.
- Students leaving before 11:30am will be counted as a whole day absent.
- Students leaving between 11:30am-1:20pm will be counted as being absent for half a day.
- Students leaving after 1:20pm will be counted as being tardy.

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

Students who participate in after school and extra-curricular school activities must be in school for at least half of the day in order to participate during the evening including practices and games. On time daily attendance is a very important part of your child's education. Valuable instructional time is lost when your child is late for school. Moreover, your child's late arrival disrupts the classroom and the other students' instructional time.

Leaving School Early

Students should attend school everyday for the entire day. Students miss valuable instructional time and their early release may disrupt the classroom and the other students' instructional time.

- If you know you will need to pick up your child early one day, please send a note so that the teacher is aware of the situation.
- Parents/guardians and other individuals listed on your child's emergency card are the only people who can sign your child out of school early. Please have proper identification available when requested by school office personnel. You will need to complete an early dismissal slip to ensure proper documentation into the attendance system.

Emergency Dismissal Plan

Each family is required to have an emergency plan. All students need to know where to go in the case of an early dismissal and/or emergency procedure. This plan can not include an incoming or outgoing phone call from the school. 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 and local media outlets (TV, radio, websites).

- Students will not be called out of class to come to the phone, but messages will be taken and delivered.

Electronic Devices (See BCS Policy 6800)

Students should not use technology devices such as cell phones, iPod's and/or iPad's for personal use during the school day. Students who are using any devices for personal use will have the device removed from their possession until a parent/guardian picks up the device.

Toys & Other Miscellaneous Items

The school is not responsible for items that are lost or broken at school. Students should keep all toys and items of value at home.

Textbooks and Workbooks

Students are expected to keep their books clean, free of marks and of good quality. If the textbooks are not returned in the same condition or comparable condition as they were issued, students will have to pay a fee for the damage to the textbook. Parents may be required to pay for lost or damaged books. The replacement cost for student planners is \$5.

Technology

Each student will have a Chromebook to use throughout the school year. It is expected to be charged and in working order each day before school. If issues arise, the homeroom teacher should be notified immediately. Students will be expected to complete assignments on their Chromebooks, complete iReady minutes as instructed, and regularly use their Office 365 accounts. There will be zero tolerance for inappropriate use of technology or mistreatment of Barbour County property.

Social Relationships

There will be no intentional physical (romantic) contact between students. This includes holding hands, arms around the waist, kissing and other contacts of this type. There will also be no switching of class sections during bus room,

assemblies, movies, or other in-school functions in order to sit with a specific person (e.g. boyfriend, girlfriend).

Lockers

Each student will have a locker assigned to them. All elementary students should report to their homeroom before using their lockers. Middle school students can report directly to their lockers to unpack and then to homeroom. Students should plan to return to their lockers before fourth period, before lunch, after lunch, and prior to dismissal. Students will not be permitted to go to lockers between periods or during class periods.

Planners

Students will be given agendas at the beginning of the year. The agenda must be with the student at all times. Please check the agenda nightly for assignment and messages.

Safe and Appropriate Attire

Clothing and appearance should not distract from the instructional program. Please use good judgment.

- Shoes must be worn at all times. Students should always wear safe and appropriate footwear.
- Students will need to wear sneakers/tennis shoes on physical education days.

The following are not appropriate and should be avoided:

- T-shirts that have logos, caricatures or advertise products that are illegal or off limits to minors, and/or may interfere with students doing their best work.
- Revealing clothing, bare midriff blouses, cut-offs, strapless or backless shirts are not acceptable due to being distracting or disruptive to the learning process.
- Students should be able to put their arms straight down their sides and have the hem of their shorts/skirts reach their fingertips.

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

Gym Floor/ PE Clothing

Street shoes are not to be worn on the gym floor. Students must have a change of shoes for indoor PE or recess. If students do not have shoes, they will not be allowed to participate, and points will be deducted from their overall grades. Please notify the school if you would need assistance with this.

Emergency Cards

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.** Our ability to help your child in a timely fashion is greatly hindered if this information is not correct. **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.**

Kasson Positive Behavior/ Incentive Support: Expected Dispositions

Be prepared for class:

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

- a. pen or sharpened pencil
- b. paper
- c. textbook
- d. homework
- e. subject area materials
- f. Red Binder & Agenda
- g. Daily Red Folder (elementary school)

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

- a. be seated in his/her assigned seat.
- b. have school supplies on the desktop.
- c. be quietly on task throughout the period/doing assigned class work.

Teacher dismissal:

Teachers will dismiss students after the bell sounds. Students are to remain seated until the teacher has dismissed them.

Orderliness in the lunch line: Students must remain orderly and in line while waiting to be admitted to the cafeteria.

Elementary Behavior Chart & Incentives

Students in grades PreK- 4 will have a behavior chart. Each student will start on green for the day. As the day progresses, they can stay on green meaning good, move up to blue meaning excellent, and purple meaning exceptional. They can also move down during the day. Yellow is one move down to caution, orange meaning the student needs to stop and think about their behaviors. This typically results in lunch detention or a loss of some recess time. A third clip down will result in an office referral.

Students must be passing all of their classes and have no OSS or ISS days to participate in behavior and academic incentive rewards!

Middle School Positive Behavior Supports & Incentives

To be eligible for reward activities, middle school students must be passing all of their classes and have no ISS or OSS days for the 9 weeks.

Attendance (See BCS Policy 8210)

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 needs to be given to the office with the student's first and last name, date of absence, reason for absence and the parent/guardian signature.

Students who participate in after school and extra-curricular school activities must be in school for at least half of the day in order to participate during the evening including practices and games.

On time daily attendance is a very important part of your child's education. Valuable instructional time is lost when your child is late for school. Moreover, your child's late arrival disrupts the classroom and the other students' instructional time.

The following are listings of **Excused 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, which **cannot** be scheduled outside the school day, when a physician or dentist verifies the absence in writing.
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; limit three (3) days for each occurrence except in extraordinary circumstances. "Family" defined as mother, father, brother, sister, sister-in-law, brother's children, sister's children, student's child, or any person living in the household.
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.

Educational Leave

If you will be requesting educational leave for your child, and the leave will equal more than six (6) days for the school year, the request must be approved by the Barbour County Board of Education before the trip. (It could take between two to four weeks to get the request on the board agenda.) The form to request Educational Leave can be found on the Barbour County website. If the request is less than 6 days, the Principal will need to approve the leave before the leave takes place. The students' attendance record and grades will be reviewed before the decision is made to approve or not to approve educational leave requests.

Grading and Report Cards (See BCS Policy 7200)

Grades are based on the student's individual progress and performance.

FOR GRADES K-2 GRADING SCALE	GRADING SCALE FOR GRADES 3-8
M=Mastery-Meets grade level expectations	A-90-100
PM=Partial Mastery-Inconsistent performance of skills	B-80-89
N=Novice-Little or no understanding of skills taught	C-70-79
X=Not presently assessed	D-60-69
*Modified curriculum/instruction	F-59 and below

Honor Roll

Students in grades 3rd through 8th may achieve honor roll status for each grading period, according to the following guidelines: 4.00 – Principals’ Honor Roll, 3.50 to 3.99 – “A” Honor Roll, 3.00 to 3.49 – “B” Honor Roll.

Makeup Work

When a student is absent, it is his or her responsibility to get the makeup work from the teacher(s). A student will be given the same number of school days to complete the makeup work as he/she was absent (*example: one day absence = one day to complete makeup work, two days absence = two days to complete makeup work, etc.*) Makeup work will be sent home by the school upon request if a student has been absent for more than one day.

Participation in Athletics

Eligibility for interscholastic athletics is in accordance with the West Virginia Secondary School Activities Commission (WVSSAC) guidelines. Student-athletes need to be at least a sixth grade student. The eligibility rule states that, in order to be eligible to participate, the student-athlete must have recorded a minimum 2.0 grade point average (GPA) for the previous semester or have maintained a 2.0 GPA at the midpoint of the current semester.

Students must be in attendance for at least a half of a day to participate in practice or compete. If a student is sent home for an illness, they will not be able to participate in practice or competition that evening.

WVSSAC policy will be adhered to regarding out-of-school suspension of student athletes. Student-athletes who receive out-of-school suspension will not be able to participate in athletic practice or competition until the next school day.

Parent- Teacher Communications

A positive, supportive relationship between the school and the home is very important.

- Parents are encouraged to schedule conferences with teachers when a need arises.
- Teachers will accept phone calls only during their planning periods.
- Teachers will provide an email address for contact information and REMIND APP instructions for parents to use.
- LiveGrades should be monitored by the parent. This format also allows for email communication.

NOTE: Parents can leave a message for the teacher and the teacher will return the call. Be sure to include the best time to reach you as part of your message.

- Teachers will not leave their classrooms or other duties at any time for unscheduled conferences.
- Parent-teacher conferences are an important part of improving academic performance of the child. Parent – teacher Conferences are scheduled as follows are scheduled twice a year by Barbour County Schools.
- Parents with a concern about a school related problem should first contact the teacher and/or principal at the school.

Field Trips

Each grade will have the opportunity to go on a field trip during the school year at the discretion of the teacher and principal. At this time, due to Covid-19, it is uncertain if parents can attend. We will keep you updated as more policies emerge.

Eighth grade students will continue to have their 8th grade trip. Destination is dependent on Parent, Teacher, and Principal discussion and input. Please attend the 8th grade meeting at the beginning of the school year for more information. Fundraising, destination options, and other important information will be shared.

Scheduling

At the end of each school year middle school students will be given a course elective sheet to help with next year's scheduling. The school functions on a 9 period schedule which will include 1 period of math, 2 periods of ELA, 1 period of science, 1 period of SS, 1 period split into 9 weeks of art, wellness, and music. Students can elect to take a variety of interest based classes which could include Band 5-8 grades, Choir, Lifetime Fitness, Weightlifting, Middle School Fitness, Art, Career Exploration, Life Skills, Creative Writing, Yearbook, Journalism, Intro to Agriculture, PLTW Career courses, Robotics, Design & Modeling...etc.

Seventh grade students can elect to take intro to Spanish, and Eighth graders can elect to take Spanish for high school credit. Eighth graders can also elect to take Algebra 1 for high school credit with the approval of the parent and teacher.

Safety Plan

The safety and well-being of our students and staff is a top priority at Kasson. 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.

Closed Campus (See BCS Policy 8240)

Teachers will be available to meet with you during their planning time or before or after school. Write a note in your child's assignment book or call the school to make an appointment. Appointments need to be made in advance. **Please remember that all visitors must enter through the front door and sign in. Visits start in the office!** We ask that you do not disturb the instructional program by entering classrooms and that you do not expect the teacher to leave the

classroom to talk to you during class time. Our main concern is to protect the safety and welfare of each child, while not interrupting their education. *Students are not permitted to leave school property from the time of arrival until departure at the end of the school day.* There will be no exceptions to this rule, unless the parent has signed out the student. The sign-out sheet is located and maintained in the front office.

Immunizations

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). Seventh graders are also required to show proof of updated vaccinations, physical, and oral exam.

Medications (See BCS Policy 8710)

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 Nurse's Office and will be dispensed by the school nurse, principal or principal's designee. Prescription medicines may be sent to school only for a week at a time. 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.

Pesticide Application Notification

Parents have the right to be notified when pesticides are used in the building.

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

It is the policy of Barbour County Schools that disability, racial, sexual, religious/ethnic harassment and violence will not be tolerated under any circumstances. We firmly believe that all persons are to be treated with respect and dignity. Harassment and violent incidents will be responded to in a manner that effectively deters future incidents. Disability, Racial, sexual, religious/ethnic harassment and violence refers to unwelcome and unwanted behavior related to disability, sex, race, religion, or ethnic groups that makes the recipient feel afraid, embarrassed, helpless, angry, or unsafe or upsets the recipient to the point that he/she cannot learn, cannot teach or be effective at school or at his/her job. Harassment and violence is prohibited between staff members, between staff members and students, between students, and from members of the public directed at students or staff, on school property or at school sponsored events. Some examples of harassment and violence may include but are not limited to: physical/mental disability, someone gay; ethnic or racial slurs; or threats, insults or assaults against someone due to their disability, sex, race,

religion, or ethnic group. For more information, reference Barbour County Schools Policy 2300. If a staff member or student feels that his/her emotional wellbeing, his/her sense of safety and security or sense of self-worth is being affected by such conduct, a complaint should be filed by contacting his/her school principal or by calling:

**Superintendent of Schools
Barbour County Schools
45 School Street
Philippi, WV 26416
304-457-3030**

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

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.

Safe and Supportive Schools (See BCS Policy 4373)

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.

Substance Abuse and Tobacco Control (See BCS Policy 6130)

Retention Policy (See BCS Policy 7400)

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.

Multi-Cultural Policy (See BCS Policy 7500)

Technology Acceptable Use Policy (See BCS Policy 7600)

Student Code of Conduct (See BCS Policy 8400)

Search and Seizure (see BCS Policy 8510)

No student shall be searched in an unreasonable manner without reasonable suspicion.

Communicable Disease Policy (See BCS Policy 8700)

FERPA and Procedures for the Collection, Maintenance & Disclosure of Student Data (See BCS Policy 8900)

The purpose of these procedures is to set forth the conditions governing the protection of privacy and the access of parents and students as it relates to the collection, maintenance, disclosure and destruction of education records by agencies and institutions under the general supervision of the Barbour County Board of Education.

Spectators Events Policy (See BCS Policy 9630)

This policy states the expectations for students, student athletes, teachers, coaches, parents, and community members behave in a manner that conducive to appropriate sportsmanship and conduct at all spectator events.

Federal Compliance NONDISCRIMINATION Statement

As required by federal laws and regulations, the Barbour County Board of Education does not discriminate on the basis of sex, race, color, religion, disability, or national origin in employment or in its educational programs and activities. Inquiries may be referred to Julie Bibey, Section 504/ADA Coordinator, Barbour County Board of Education, 45 School Street, Philippi, West Virginia 26416, telephone number (304) 457-3030; or to the U. S. Department of Education's Director of the office for Civil Rights.

Parents Right to Know

As a parent of a student enrolled in a school in Barbour County, 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:

- Whether the student's teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- Whether the student's teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and
- Whether the student's teacher is teaching in the field of discipline of the certification of the teacher.
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

If you would like to receive any of this information, please call Connie Mundy at 304-457-3030

Parent Involvement Policy 9100

Barbour County Schools will put into operation programs, activities, and procedures for the involvement of parents in all of its schools with Title 1. These programs, activities, and procedures will be planned, scheduled, and implemented with flexibility to provide meaningful consultation with parents of participating children.

Parent Volunteer Opportunities

Kasson currently has the following Parent Organizations: PTO, 8th grade Parents, and LSIC Team. Please watch for upcoming dates and paperwork to be a school volunteer!

_____ was absent on _____(date) all day/ only a.m./ only p.m.
because of an appointment, illness, or other circumstance.

_____parent name
_____parent signature
_____student ID #
_____student homeroom

_____ was absent on _____(date) all day/ only a.m./ only p.m.
because of an appointment, illness, or other circumstance.

_____parent name
_____parent signature
_____student ID #
_____student homeroom

_____ was absent on _____(date) all day/ only a.m./ only p.m.
because of an appointment, illness, or other circumstance.

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_____parent name
_____parent signature
_____student ID #
_____student homeroom

_____ was absent on _____(date) all day/ only a.m./ only p.m.
because of an appointment, illness, or other circumstance.

_____parent name
_____parent signature
_____student ID #
_____student homeroom

RETURN THIS FORM

***KASSON ELEMENTARY/MIDDLE SCHOOL STUDENT/PARENT
HANDBOOK VERIFICATION FORM***

Please sign and return this form after you have received and reviewed the Kasson Elementary/Middle School Handbook with your child.

Items in this handbook are subject to change throughout the school year and you will be notified of such changes. Changes can be viewed on the Barbour County Schools web site.

Student's Name (signature if possible) Date

Parent/Guardian Signature Date

*****Please return only this form to your child's teacher. *****
*****Please keep the handbook to reference. *****