



# **Kasson Elementary Middle School Handbook**

**2023-2024**

**SCHOOL ADDRESS: 19 Kasson Rd. Moatsville, WV 26405-8220**

**PHONE NUMBER: 304-457-1485**

**Facebook: Kasson Elementary/Middle School**

**<https://sites.google.com/bcww.us/kasson-elementarymiddle-school/home>**

**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.**



***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.

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Student's Name (signature if possible) Date

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Parent/Guardian Signature Date

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



## **Principal's Message**

Dear Parents, Caregivers, and Students,

First, let me officially welcome you to the 2023-2024 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. 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

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### **School Mission Statement**

Our mission is to provide high quality education to all learners in a safe, respectful, and inclusive environment that builds a foundation for life-long learning.

### **School Vision Statement**

Our vision is to build a strong foundation of knowledge, skill, attitude, and character of young learners to be successful in all paths in life.

### **School Belief Statement**

Kasson believes all students can be successful.

Kasson believes in a positive school culture that fosters relationships and respect for all.

Kasson believes students should feel welcome in a safe and clean environment.

Kasson believes to be successful; parents, students, and teachers must work together to ensure the student's needs are fully met.

### **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

### **Barbour County Schools Nondiscrimination Policy**

Barbour County does not discriminate on the basis of disability or handicap in admission or access to, or treatment or employment in, its programs and activities. Barbour County Schools will comply with Section 504 of the Rehabilitation Act of 1973 ("Section 504"), 29 U.S.C. 794, and its implementing regulations at 34 C.F.R. Part 104, Title II of the Americans with Disabilities Act of 1990 ("Title II"), 42 U.S.C 12131-12134, and its implementing regulations at 28 C.F.R. Part 35, or Title IX of the Education Amendments Act of 1972 in the operation of its schools and facilities. Questions regarding implementation of this policy or regarding 504, Title II, or Title IX should be directed to the Barbour County Superintendent:

For Students and Employees please contact: Superintendent Barbour County Schools, 45 School Street Philippi, WV 26416; Telephone (304) 457-3030

Link to Barbour County School's Policies:

<http://www.wvschools.com/barbourcountyschools/Policies.html>

### **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.

<http://www.wvschools.com/barbourcountyschools/files/Parent/chromebook.pdf>

### **Expected Behaviors In Safe and Supportive Schools**

The Barbour County Schools Board of Education supports and promotes academic, social and emotional learning in all settings. Schools must consistently and persistently work to improve student knowledge, skills and dispositions that convey our nations' core values. Dispositions are the values, commitments and ethics that influence one's behaviors toward others and affect learning, motivation and development. Dispositions are affected by beliefs and attitudes related to values such as caring, fairness, honesty, responsibility, and social justice. Ideally, the teaching and learning of these valued dispositions should be the shared responsibilities of every employee, student, parent and community member and these stakeholders should be engaged in supporting the development of these dispositions. Together we are accountable for what we want students to KNOW, how we want them to BEHAVE and what we want them to ACCOMPLISH.

<http://www.wvschools.com/barbourcountyschools/policy/8400.pdf>

### **Electronic Devices (See BCS Policy 8410)**

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 and returned to a parent or guardian. Second offense violation will result in no electronic privileges on school property.

**County Cell Phone Policy: Student Use of Cell Phones or Other Electronic Signaling Devices:** All Students may use a cell phone before or after school while on school property. High school students may also use a cell phone during lunchtime. During the instructional day (before starting time and after dismissal time) cell phones and electronic signaling devices must be in a locker, backpack (if backpacks are permitted at that school), or purse, hidden from view and turned off. Any cell phone or other electronic signaling device that is visible is considered in use and will be subject to confiscation by the school administration. Any cell phone or other signaling device that rings or vibrates at a prohibited time or location is considered in use and will be subject to confiscation by the school administration.

<http://www.wvschools.com/barbourcountyschools/policy/8410.pdf>

### **Closed Campus**

Students must stay on campus unless checked out by a parent or guardian on the emergency card. Visitors must check in at the front office with appropriate identification. A visitors lanyard must be worn in an area that can be seen and returned to the office once visit is over.

<http://www.wvschools.com/barbourcountyschools/policy/8240.pdf>

### **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.

<http://www.wvschools.com/barbourcountyschools/policy/8420.pdf>

### **Emergency Preparedness Policy**

This rule sets the expectation that all schools and all employees in the Barbour County School District will be prepared for and respond appropriately, to the extent possible, to emergency situations. The Board of Education recognizes that its responsibility for the safety of students extends to possible natural and man-made disasters and that such emergencies are best met by preparedness and planning.

<http://www.wvschools.com/barbourcountyschools/policy/8500.pdf>

### **Medication Administration**

Good health and safety are essential to student learning. The administration of medication to students during the school day should be discouraged unless absolutely necessary for the student's health. Administration of medication during the school day is essential to allow some students to attend school. This policy establishes the standards that must be followed when any medication is required to be administered during attendance at school or school related events and to provide for emergency medication administration, when necessary.

<http://www.wvschools.com/barbourcountyschools/policy/8710.pdf>

### **Fundraising**

The purpose of the student fund raising activities policy is to establish procedures as to how and when students may be involved in fund raising activities.

1.1 Barbour County Schools expects all fund raising activities to have prior approval by the Board of Education.

1.2 Barbour County Schools expects that all fund raising activities that shall involve students is developmentally appropriate, reasonable, and shall not interfere with learning during the instructional day.

<http://www.wvschools.com/barbourcountyschools/policy/8830.pdf>

### **Grading and Report Cards (See BCS Policy 7200)**

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

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

<http://www.wvschools.com/barbourcountyschools/policy/7200.pdf>

### **Honor Roll**

Students in grades 1<sup>st</sup> through 8<sup>th</sup> 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.



### Bell Schedule for Middle School

7:50- 8:30 1<sup>st</sup> Period/ Homeroom

8:31- 9:11 2<sup>nd</sup> Period

9:12- 9:52 3<sup>rd</sup> Period

Lockers

9:55- 10:35 4<sup>th</sup> period

10:36- 11:16 5<sup>th</sup> period

11:17- 11:57 6<sup>th</sup> period

Lockers

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

12:05- 12:35 7<sup>th</sup> & 8<sup>th</sup> go to lunch

12:35- 1:05 Middle School Recess

Lockers

1:08- 1:48 7<sup>th</sup> period

1:49- 2:29 8<sup>th</sup> period

2:30- 3:10 9<sup>th</sup> period

Lockers & Pack up

3:15 Dismissal

3:20 Busses & Parent Pick-Up

### Two Hour Delay Schedule

1<sup>st</sup> 9:50- 10:16

2<sup>nd</sup> 10:17- 10:43

3<sup>rd</sup> 10:44- 11:10

4<sup>th</sup> 11:11- 11:37

11:38- 12:08 Elementary Lunch

12:08- 12:38 Elementary Recess

5<sup>th</sup> 11:38- 12:18

12:18- 12:48 Middle School Lunch

12:48- 1:18 Middle School Recess

6<sup>th</sup> 1:20- 1:46

7<sup>th</sup> 1:47- 2:13

8<sup>th</sup> 2:14- 2:40

9<sup>th</sup> 2:40- 3:10

### **Arrival**

Student drop-off for ALL students not riding a school bus is between 7:10- 7:30 on the side doors of the gymnasium. Students can be dropped off at the front of the building between 7:30- 7:50. Elementary students will get breakfast and eat in their classrooms with middle school students staying in the cafeteria.

### **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.

### **Visitor policy**

The Board of Education strongly supports safety in the schools while realizing the benefit of approved visitors to the schools. The Board of Education also believes that parents and guardians should have reasonable access to their child's classrooms, subject to the procedures set forth below. The specific intent of this policy is to provide consistent procedures to be followed when parents or guardians of children wish to observe instruction in their child's classroom. These procedures are intended to balance a parent or guardian's reasonable access to the classroom with the rights of students and educators to enjoy a distraction-free learning environment. These procedures are further intended to protect the privacy of children and faculty members. All visitors are required to report to the school office upon entering the school. Visitors are not to stand in the hallways, visit classrooms or loiter on the campus without approval from the

### **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 five (5) 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 5 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.

#### **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.

### **Makeup Work Policy**

**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.

### **Dress and Appearance Expectations**

Attire cannot cause a disruption of the school day and educational process. The following guidelines are presented to all. \* Accommodations for religious requirements or medical conditions will be considered upon parental request.

- You may not wear hats, hoods, bandanas, scarves as headwear and/or sunglasses inside the school
- Students will wear footwear at all times
- Shorts, dresses, and skirts must be loose fitting and must fully cover the student's backside
- Halter-tops and spaghetti straps are not considered appropriate dress for school. Tanktops must be 1" wide across shoulder area ( or two finger widths)
- No mesh or "see-through" clothing
- No shirts/blouses that expose excessive chest areas or are midriff-baring (this would include a shirt being worn under another shirt that exposes excessive chest area) or have the sides cut out exposing the chest area
- Backless or strapless are prohibited
- No pajamas or slippers
- Clothing or accessories that promote violence or the use of illegal substances or that advertise beer/alcohol/tobacco/guns are prohibited
- Clothing or accessories that contain offensive language/material or inferences are prohibited
- No clothing or insignia deemed to be gang-related or considered to be an outward display of gang-associated behavior
- Pants or trousers that "sag" exposing any type of undergarment and is deemed indecent or vulgar, including athletic shorts are not allowed, undergarments must be covered at all times
- Items covering the face and/or eyes of any student, including a student's hair or excessive face makeup that disguises the student are prohibited.
- Students should be able to put their arms straight down their sides and have the hem of their shorts/skirts reach their fingertips.

### **Volunteers**

Community members wanting to volunteer within the school should reach out to the Principal or Secretary for a Volunteer Application. Applications will be reviewed for approval at the school level and at the board office level.

Volunteers are also required to attend a county training and provide proof of fingerprinting.

### **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.

### **Hallway Expectations**

Student should walk quickly and quietly on the right side on the hallway to their next class. Student should wait outside of a classroom until the teacher is present and ready for you. Teachers should be in the hallways monitoring between classes.

### **Water Bottle Policy**

Students are permitted to carry clear water bottles with them during class. Water only permitted.

**Kasson Elementary Middle School Personnel**

**Dr. Felicia Fordyce**  
**Mrs. Misty Castle**

**Principal**  
**Secretary**

**Cindy Freeman**  
**Crystal Sanders**  
**Jennifer Wolfe**  
**Crystal Gray**  
**Kathryn Rhinehart**  
**Jessica Sanetrik**  
**Hatti Phillips**

**PreK**  
**K**

**1<sup>st</sup>**

**2<sup>nd</sup>**

**3<sup>rd</sup>**

**4<sup>th</sup>**

**ELA, Art**

**K-6**

**Math, Social Studies**

**Science**

**Aide**

**Aide**

**Aide/ LPN**

**Special Education**

**Speech**

**Spanish**

**Music**

**Physical Education**

**Olivia Bolyard**  
**Mackenzie Moss**  
**Leslie Sandridge**  
**Stephanie Bailey**

**Ryan Kelley**  
**Matthew Bright**  
**Edward Poling**  
**Roger Kelley**

**Mary Shaver**

**Custodian**

**Custodian**

**Sheila Wilson**  
**Violet Shaver**

**Cook**

**Cook**



## 2023-2024 Barbour County Schools Event Calendar

July 2023						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August 2023						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September 2023						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October 2023						
Su	M	Tu	W	Th	F	Sa
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November 2023						
Su	M	Tu	W	Th	F	Sa
				1	2	3
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December 2023						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

July	
4	Independence day

August	
9	Registration for new students at schools, 9 - 2
10-11	Capturing Kids Hearts Training @ PBHS (profess)
14	Opening Session - Mr. Woolfer; Vector Trainings
15	Mandatory Professional Development; Faculty Sen
16	Prep for Opening of Schools
17	First Day of School for Students
24	First Day of School for PK Students

September	
1	Out of School Environment; No School - BC Fair
4	Labor Day. No School
19	Progress Reports Distributed

October	
9	Columbus Day; PD/FS; No school for students
19	End of 1st Nine Week Grading Period
26	Report Card Distribution

November	
6	Elementary School Parent/Teacher Conferences
7	Middle School Parent/Teacher Conferences
8	High School Parent/Teacher Conferences
10	Veterans Day. No School
13-17	American Education Week
20-24	Thanksgiving Holiday Break. No School
28	Progress Reports Distributed

December	
22	End of 2nd Nine Weeks and First Semester
22	Fac. Sen. Mtg; Staff Dev; No school for students
25-29	Winter Break. No School. Merry Christmas!
31	New Year's Eve

January 2024						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February 2024						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

March 2024						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2024						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2024						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2024						
Su	M	Tu	W	Th	F	Sa
						1
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

January	
1	New Year's Day Holiday. No School
4	Report Card Distribution
9	Elementary School Parent/Teacher Conferences
10	Middle School Parent/Teacher Conferences
11	High School Parent/Teacher Conferences
15	Martin Luther King, Jr.'s Birthday. No School

February	
1	Progress Reports Distributed
14	Valentines Day
16	Fac. Sen. Mtg; Staff Dev; No school for students
19	President's Day; No School
29	End of 3rd Nine Week Grading Period

March	
7	Report Card Distribution
17	St. Patrick's Day

April	
1-5	Out of Calendar Days. No School
8	Fac. Sen. Mtg; Staff Dev; No school for students
9	Progress Reports Distributed
22	Earth Day

May	
13-14	No School - OS Day/Election Day
17	GRADUATION DAY FOR SENIOR CLASS OF '24
23	End of 4th 9 week
24	End of Second Semester; Report Card Distributed
27	Memorial Day Holiday. No School
28	Planning/Prep Day for closure of schools; FS
29	Parent-Teacher Conferences (Makeup Day)

June	
3	Out of School Environment Days.
3	Last Day for 200-day employees
14	Flag Day
19	Juneteenth Day
20	WV Day Holiday

Calendar Templates by Vertex42.com - <https://www.vertex42.com/calendars/>

### 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.

### 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).

### 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.

### **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 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)
- h. Charged chromebook

**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.

#### **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. Eighth grade students will continue to have their 8<sup>th</sup> grade trip. Destination is dependent on Parent, Teacher, and Principal discussion and input. Please attend the 8<sup>th</sup> 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.

#### **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.

### **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.

### **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.

### **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, an implemented with flexibility to provide meaningful consultation with parents of participating children.

### **Parent Volunteer Opportunities**

Kasson currently has the following Parent Organizations: PTO, 8<sup>th</sup> 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

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\_\_\_\_\_student homeroom

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because of an appointment, illness, or other circumstance.

\_\_\_\_\_parent name  
\_\_\_\_\_parent signature  
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\_\_\_\_\_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

