

I would like to welcome you to the new school year at Philippi Elementary School. Please find included in these pages policies and practices that are in effect at our school. Also know that you can log on to <http://www.wvschools.com/barbourcountyschools/> to view Barbour County School's policies in full detail, or view hard copies at the school or the Board of Education office.

POLICIES

Please refer to the Barbour County School's website for complete policies.

7200 Student Grading System

Purpose. The purpose of the student grading system policy is to communicate student progress in meeting the West Virginia & Barbour County Schools' Content Standards and Objectives/College and Career Readiness Standards.

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

Kindergarten-2 nd Grade	Grades 3-4
90-100 AM=Above Mastery	A 90-100
80-89 M=Mastery (Meets grade level expectations)	B 80-89
65-79 PM=Partial Mastery (Inconsistent performance of skills)	C 70-79
0-64 N=Novice (Little or no understanding of skills taught)	D 60-69
X=Not presently assessed	F 59 and below
*Modified curriculum/instruction	

Report cards will be distributed at the completion of each nine weeks.

Parent Teacher conferences will be scheduled for the school year. A form will be sent home for parents to set up a conference time. If you feel you need to have a conference with your child's teacher at a time other than the scheduled conference times, please arrange this in advance by calling the school, or writing a note in your child's assignment book.

8100 Equal Education Opportunities

As required by federal laws and regulations, the Barbour County Board of Education does not discriminate on the basis of sex, sexual orientation, race, color, religion, disability, or national origin in employment or in its educational programs and activities. Inquiries may be referred to assigned Central Office Administrator, Title IX Coordinator and Section 504 Coordinator, Barbour County Board of Education, 45 School Street, Philippi, West Virginia 26416, phone number 457-3030 or to the Department of Education's Director of the Office for Civil Rights.

8210 Attendance

The Barbour County Board of Education recognizes that a direct relationship exists between daily school attendance and student academic performance, graduation and good work habits. The board believes that regular attendance establishes the opportunity to meet the individual needs of students in order to help them reach their potential. Since programs of study are planned and content standards of instruction are taught daily so that each day's work builds on work previously completed, all students are expected to attend school regularly and be on time for classes. A direct relationship exists between good attendance and student academic performance, graduation and good work habits in the marketplace. The board encourages schools to implement and maintain a climate conducive to learning, encourages student responsibility and self-discipline, and promotes the development of good work habits. The board believes that parental support and cooperation is necessary to achieve regular attendance.

Regular school attendance is extremely important for a student's continuous learning progress.

The following are listings of Excused Absences as expressed in West Virginia School Law 18-8-1.

A Doctor's 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 is essential.

A Parent Excuse for:

- 4) Illness of student verified by parent 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.
- 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" is defined as mother, father, brother, sister, sister-in-law, brother-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 on the Barbour County Schools website.
- 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 according to attendance code 18-8-4.

- 1) In the case of three (3) total unexcused absences of a student during the school year, the attendance director or assistant shall serve written notice to the parent, guardian or custodian of the student.
- 2) In the case of five (5) 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 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 (10) 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.

Written Excuses

It is the parent's responsibility to turn in ALL excuses relating to student absences within two (2) days after the student has returned to school. After the two (2) day limit, all absences will be recorded as unexcused. Parents are permitted to write up to five (5) excuses per semester. Doctor's excuses are not limited. If parent notes are not used in a semester, they do not carry over to the next semester.

Tardies

All students are to be in class by 7:40 in order to eat breakfast and get ready for the school day. Students will be counted as tardy from 7:50-9:45 and must present an excuse upon their arrival. Early departures from 1:15-3:05 will also be counted as tardy. Students leaving early must also present an excuse upon returning to school.

8240 Closed Campus

Barbour County Schools is committed to providing for the safety and wellbeing of our students and our employees. This policy outlines expectations for students and visitors to any facility in Barbour County. Visitors are expected to follow guidelines in this

policy and to recognize that their presence in the school building is solely at the discretion of the building administrator. In order to keep students in a supervised, safe and orderly environment, the board of education and superintendent established a closed campus at all Barbour County Schools.

8300 Students Rights

The Board of Education recognizes that students possess the right to an education and many of the rights of citizenship.

8400 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.

8410 Cell Phone Use in Schools or on Work Time

This policy regulates the use of cell phones and other electronic signaling devices in order to insure uninterrupted instruction, safety, decreased bullying, and reduction of theft. Students and 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.

8420 Bullying, Harassment, and Intimidation

The purpose of this policy is to: 2.1.1 Prevent all forms of bullying, harassment and intimidation toward students in order to protect the academic environment. 2.1.2 Assure that Barbour County Schools responds to incidents of bullying, harassment and intimidation in a manner that effectively deters similar future incidents and affirms respect for individuals. 2.1.3 Barbour County Schools finds that a safe and civil environment in school is necessary for students to learn and achieve high academic standards. Bullying, harassment or intimidation, like other disruptive or violent behavior, is, conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe, non-threatening environment. 2.2 Barbour County Schools shall collaborate with other state and local agencies in carrying out the purpose of this rule.

8500 Emergency Preparedness

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.

8710 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.

8810 Student Imaging

The Barbour County Board of Education recognizes the need to develop and maintain a comprehensive, efficient student record system. To that end, Barbour County Schools will annually secure a visual image of each student for the purpose of proper student identification and to ensure student safety. The visual image will be secured and maintained in the student's educational records. The Barbour County Board of Education also supports the notion that parents/guardians desire an annual school photograph(s)

of their child. Therefore, Barbour County Schools may provide parents/guardians the opportunity to purchase school pictures of their child.

8900 Procedures for the Collection, Maintenance and Disclosure of Student Data

The purpose of these procedures is to set forth the conditions governing the protection of privacy and 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.

9600 Visitors to the School

1.0 PURPOSE 1.1 The Board of Education strongly supports safety in the schools while realizing the benefit of approved visitors to the schools. 1.2 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. 1.3 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. 1.4 All visitors are required to report to the school office upon entering the school. 1.5 Visitors are not to stand in the hallways, visit classrooms or loiter on the campus without approval from the office.

9610 Volunteers in the School

Barbour County Board of Education promotes and encourages school volunteers in order to expand and enhance parental and community involvement with schools while ensuring the maintenance of an adequate and appropriate level of safety and security in each school.

Student Arrival and Departure Time

Students may not arrive at school before 7:20 a.m. Students that walk to school or are dropped off by parents will enter the school through the back door from 7:20-7:50 a.m. This requirement is part of the transportation plan to provide safe, efficient access to the school for bus drivers, staff and students. Walkers and students being picked up by parents will be dismissed at 3:05 p.m. Personnel will supervise these students until they have been picked up. Pick-up time is from 3:05-3:20. Parent pick up of students is also at the back of the building.

The front parking lot is closed to traffic when buses are present from 7:20 a.m. to 7:40 a.m. and from 3:00 p.m. to 3:40 p.m.

Although students may be dropped off until 7:50, it is imperative that students eating school breakfast be here by 7:40 to allow ample time to finish breakfast before instruction begins. Breakfast is served until 7:50.

Homework

Homework is a subject matter related activity assigned to be completed outside of the school day. The purpose of homework is to extend and reinforce learning and to develop the sense of self-discipline, personal responsibility, and independent thinking.

- 1) Practicing the basic math facts and reading should be an essential part of your child's daily routine.
- 2) All homework assignments are due the following day or upon the day of return in the event of school cancellation or a situation that has been explained in a written note to the teacher. In the event of personal illness or other legitimate excuses, students will have as many days to complete work as they were absent. (Example: if absent for 2 days, they have 2 more days after returning to complete the missed assignments). After that, failure to complete homework will result in a grade of zero. Discretion of the teacher should be used in the event of extended absences, physical injuries, or other circumstances to extend this time period if needed.
- 3) Each time a student receives a zero for a late homework assignment the parent or guardian will be informed through the assignment book. The assignment book should be signed by the parent and returned the next day to let the teacher know that the parent realizes that as assignment has not been completed.
- 4) Homework must be presented by the student at the beginning of the class for which it is required. Failure to have completed homework could result in a loss of recess time to complete the assignment.

Emergency Card

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 emergency information changes. If your child becomes ill during the school day, the school may release the student to individuals whose name is on the emergency card.

Bus Notes, Parent Pick Up Notes

For the protection of all students, a signed permission note by the parent or guardian must be sent or presented at the school office for any requests other than the usual transportation home. The principal or designee must approve all requests. No students are permitted to ride a different bus or get off at a different stop unless the bus driver receives an approved bus note. Also, students will not be permitted to go to parent pick up without a note from a parent or guardian. We do not accept bus notes over the phone. Bus notes must be written by a parent or guardian. Bus notes should be sent to school with your child and turned in to the teacher. If you have an emergency and need to change plans, please bring a bus note to the school and give it to the secretary. If you cannot hand deliver the note, then email the note to the secretary. Please send a note when your child is expected to do any of the following:

- 1) Ride a different bus.
- 2) Get off the bus at a different stop.
- 3) Be picked up by someone other than the parent or legal guardian.
- 4) Go to parent pick up when the child normally rides a bus.
- 5) Walk home.

The approved note must be presented to the bus driver before a student may ride or get off at a different stop. Bus notes and parent pick up notes must include your child's full name, teacher, destination, bus number, statement of permission, date and parent/guardian signature.

Student Pictures in Publications

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, please send a letter to the school including your child's name, teacher, statement that your child's picture should not be used by the media and sign and date the letter. Please address to the attention of the principal.

Parent Teacher Organization

Philippi Elementary has an active PTO that strives to work with the school to provide, not only meaningful dialogue between school and parents, but also programs that are important for the on-going educational improvement of our children. Your involvement and support in this program with help enrich our school experience.

School Volunteer Program

Philippi Elementary School's volunteers are a vital part of our instructional schedule and program. Volunteers work directly under the supervision of teachers and the principal in grades preschool through four. Volunteers must be interviewed and approved by the principal, complete training and authorize and release fingerprints and a background check.