



Kasson Elementary Middle School Handbook

2024-2025

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.

Principal's Message

Dear Parents, Caregivers, and Students,

First, let me officially welcome you to the 2024-2025 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

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 of 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, Air Pods/ Ear Buds, 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 visitor's 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.

FOR GRADES K GRADING SCALE	GRADING SCALE FOR GRADES 1-8
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

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

House Bill 2890 Student Discipline

Students in grades 6-12 can be excluded from the classroom due to behaviors that impede the learning of others. After 3 exclusions from the classroom in a month, students will face further consequences such as in school or out of school suspensions along with parent, teacher, and administrator conferences to find solutions to the disruptions.

https://www.wvlegislature.gov/bill_status/bills_text.cfm?billdoc=hb2890%20sub.htm&yr=2023&esstype=RS&i=2890

environment, all foods that are part of fundraising, rewards, and celebrations must meet the requirements of [WVDE Policy 4321.1](#)
Click on this link to see our most recent assessment of the Wellness Policy – [Barbour County Schools Wellness Triennial Assessment 2024](#).

Offer vs Serve

Offer vs Serve (OVS) is a system to provide students with more autonomy and choice in their meal selections while reducing food waste. Under OVS, students are offered a variety of food components at mealtime, but are allowed to decline certain items they do not wish to consume, while still being provided a complete meal. Complete Meal Components: Each meal served in our school's nutrition program consist of food components: fruits, vegetables, grains, proteins, and milk. Student Choice: Students are encouraged to choose the foods they want to eat from the available components. Students must have three separate food items at breakfast and 3 of 5 food components at lunch.

Share Tables

All Barbour County Schools will be offering a share table. The purpose of the share table is to further reduce food waste and to reduce food insecurity for students. Student may place unopened food on the share table and may pick up food from the table as needed. The share table will follow the Barbour County Schools Guidelines for [Share Tables](#).

Nondiscrimination Statement:

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language) should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged

civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

- 1. mail:**
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
- 2. fax:**
(833) 256-1665 or (202) 690-7442; or
- 3. email:**
program.intake@usda.gov

This institution is an equal opportunity provider.

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 2:40- 3:10

3 Hour Early Dismissal

1st 7:50- 8:10

2nd 8:11- 8:31

3rd 8:32- 8:52

4th 8:55- 9:15

5th 9:16- 9:36

6th 9:37- 9:57

7th 10:00- 10:20

8th 10:21- 10:41

9th 10:42- 11:02

Elementary Lunch 10:30- 11:00 Recess 11:00- 11:30

Middle School Lunch 11:00- 11:30 Recess 11:30- 12:00

Dismissal 12:10

Arrival

Student drop-off for ALL students not riding a school bus is between 7:10- 7:40 on the side doors of the gymnasium. 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 3:10pm.** 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 for the year. 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 2023, §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. Soda will only be permitted in the lunchroom and there will be zero tolerance for energy drinks throughout the school day.

Kasson Elementary Middle School Personnel

Dr. Felicia Fordyce	Principal
Mrs. Misty Castle	Secretary
Mrs. Sabrina Holbert	Community in Schools LPN/ Aide PreK
Mrs. Cindy Freeman	K
Ms. Crystal Sanders	1 st
Ms. Hatti Phillips	2 nd
Mrs. Crystal Gray	3 rd
Mrs. Jessica Sanetrik	4 th
Ms. Debra Cline	ELA, Art
Ms. Letha Uzenski	5 th Grade Math, Social Studies
Mrs. Olivia Bolyard	Science
Mrs. Kaitlyn Collins	Aide
Mrs. Alycianna Simons	Aide- PreK
Mrs. Myranda McDaniel	K- Aide
Ms. Stephanie Bailey	1 st Grade Aide
Ms. Kristy Gum	2 nd Grade Aide
Mr. Wilson Turner	Special Education
Mr. Christian Heater	Special Education
Mrs. Ryan Kelley	Speech
Mr. Matthew Bright	Spanish
Mr. Edward Poling	Music
Mr. Roger Kelley	Physical Education
Ms. Mary Shaver	Custodian
Mr. Joseph Maxson	Custodian
Mrs. Sheila Wilson	Cook
Ms. Violet Shaver	Cook

SCHOOL CALENDAR		2024-2025 SCHOOL YEAR										For Barbour County Schools										Using Equivalent Time Option: YES			WVEIS: 0002														
Month	Monday	Tuesday	Wednesday	Thursday	Friday	Monday	Tuesday	Wednesday	Thursday	Friday	Monday	Tuesday	Wednesday	Thursday	Friday	Monday	Tuesday	Wednesday	Thursday	Friday	Monday	Tuesday	Wednesday	Thursday	Friday	Monday	Tuesday	Wednesday	Thursday	Friday	Monday	Tuesday	Wednesday	Thursday	Friday	Instructional Days	Compensatory/Makeup Days	Total Employment Days	
1st	PM	P	FS	PL							OS	H																									16	4	20
2nd																																					20	0	20
3rd																																					20	0	20
4th	PL	E																																			17	3	20
5th																																					15	5	20
6th																																					19	1	20
7th																																					20	0	20
8th																																					20	0	20
9th																																					19	1	20
10th																																					14	6	20
Important Dates		Faculty Senate		FS	6	Prof. Learning		PL(H)	5	School Holidays					Non-Instructional Days - Recap					Out-of-Calendar (Non-paid) Days					Totals	180	20	200											
08/12/2024	First Day Employment Term	08/13/2024	1st Meeting	08/14/2024	Full Day (1.0)	West Virginia Code 18A-5-2					CD	0	Curriculum Development					O	14	Out-of-Calendar Days																			
08/14/2024	First Day Instructional Term	10/14/2024	2nd Meeting	10/14/2024	Full Day (1.0)	September 02, Labor Day					P	2	Prep. for Opening/Closing Schools																										
08/15/2024	First Student Instruction	12/20/2024	3rd Meeting	11/04/2024	Full Day (1.0)	November 05, Election Day					TP	1	Teacher-Pupil-Parent Conference																										
12/20/2024	Last Day First Semester	02/17/2025	4th Meeting	02/17/2025	Full Day (1.0)	November 11, Veterans Day					OS	6	Outside School Environment																										
05/29/2025	Last Day Instructional Term	04/21/2025	5th Meeting	04/21/2025	Full Day (1.0)	November 28, Thanksgiving Day					E	1	Primary/General Election																										
06/05/2025	Last Day Employment Term	05/30/2025	6th Meeting			December 25, Christmas Day					H	7	Holidays																										
10/04/2024	Last Day Second Month					January 01, New Years Day					PM	3	Professional Meeting																										
12/18/2024	82nd Instructional Day					January 20, Martin Luther King Jr.'s Birthday																																	
03/11/2025	130th Instructional Day					May 26, Memorial Day																																	
05/21/2025	175th Instructional Day																																						
Dates of Graduation																																							
School	Philip Barbour High School Complex	Graduation Date	05/24/2025	School		Graduation Date		School		Graduation Date		School		Graduation Date		School		Graduation Date		School		Graduation Date		School		Graduation Date		School		Graduation Date		School		Graduation Date		School		Graduation Date	
																				03/01/2024	Eddie Vincent																		
																				Date	Name of County Superintendent																		

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 and will be used as their hall pass. Please check the agenda nightly for assignment and messages. There are extra planners to be purchased for \$5 if one is lost.

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 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.

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. Students should not be dropped off to this event and should be under parent supervision at all times.

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!

Absence Notes Online (New)

You may submit online parent excuses using the link found on the Kasson webpage instead of sending in a paper note. Please remember- All doctor's notes must still be turned into the school. You may also scan or email misty.bolton@k12.wv.us your excuses.

School Store Online (New)

All items for sale will have a credit card payment option including but not limited to game admissions, concessions, yearbooks, field trip payments, fundraiser payments, spirit wear, class pictures..etc. Links to purchase online will be posted on our Facebook page and on the paper ordering form. You may also go to the school and use the credit card machine in the office if you so choose.

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. It can be found at <https://sites.google.com/bc.wv.us/kasson-elementarymiddle-school/home>

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.

If you would like a paper copy to review please request on this form. Thank you!

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. *****