

**Philippi Elementary School
Parent Handbook
2024-2025**



Welcome to Philippi Elementary School

We are excited to share in your student's educational journey and are looking forward to a successful year at Philippi Elementary School.

Mission Statement

Philippi Elementary School Creates and Nurtures Life Long Learners!

Core Beliefs

- ❖ We believe that providing an accessible, clean safe environment will maximize student's learning potential.
- ❖ We believe our school embraces a positive school culture and promote academic, professional and personal integrity.
- ❖ We believe the education of our students is a partnership among all stakeholders requiring open communication.

Goals

1. The year 2030, proficiency rates of all students in the area of English Language Arts will meet or exceed 67.19% and proficiency rates in Math will meet or exceed 69.14%
2. Measures of student success will meet or succeed the following thresholds:
 1. 90% of students will achieve a 90% attendance rate for the school year
 2. Zero out-of-school suspensions for Level 1 and Level 2 behaviors will be reflected in WVEIS.

Principal Mrs. Buffy Lough

blough@k12.wv.us

304-457-4229 ext 1201

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Secretary Ms. Cyndi Mayle

clmayle@k12.wv.us

304-457-4229

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School Nurse Ms. Megan Jenkins

304-457-4229

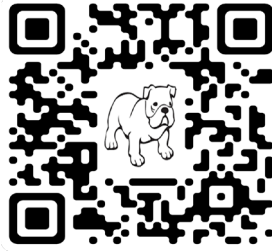
304-457-1262

Welcome

<p style="text-align: center;"><u>HALLWAY</u></p> <ul style="list-style-type: none"> ▪ Walk to the right side of the hall at all times ▪ Face Forward ▪ Hands at your side and to yourself ▪ No talking ▪ Stay with your classmates in a single line 	<p style="text-align: center;"><u>CAFETERIA</u></p> <ul style="list-style-type: none"> ▪ Stay in line ▪ Hands at your side and to yourself ▪ Use an inside voice and talk only to your neighbors ▪ No talking with your mouth full ▪ No throwing food or exchanging food ▪ Clean up your space
<p style="text-align: center;"><u>RESTROOM</u></p> <ul style="list-style-type: none"> ▪ No horseplay ▪ Keep your hands and feet off the walls ▪ Use toilet paper ▪ Always FLUSH the toilets/urinals ▪ Wash your hands with Soap and Water ▪ Throw paper towels in the trash ▪ Do not play in the restrooms or make messes! This is not a play area! 	<p style="text-align: center;"><u>ASSEMBLIES</u></p> <ul style="list-style-type: none"> ▪ Enter quietly with your class/grade ▪ Sit on your bottom ▪ Give your attention to the speaker ▪ Keep your hands and feet to yourself ▪ Talk only at the appropriate times
<p style="text-align: center;"><u>BUS RULES</u></p> <ul style="list-style-type: none"> ▪ I will ALWAYS follow the Drivers Instructions ▪ I will respect the Bus Drivers rules as the person in charge of my safety and all expectations; I will respect other students' space and their property ▪ I will stay properly seated in my designated seat at all times. Absolutely NO MOVING of STANDING on the bus at no time! ▪ I will talk quietly with my seatmates and act respectfully and responsibly; I will not yell or scream or use improper language ▪ I will always keep my hands and feet to myself and inside the bus ▪ I will not throw anything inside the bus or throw objects out the window ▪ I will not consume food or beverages on the bus ▪ I will keep my area clean and free of all trash 	

School and Bus Rules

Barbour County School's Plans, Policies and Procedures



Please Scan the Above QR Code to Access School Policies

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

**PHILIPPI ELEMENTARY'S SCHOOL DAY WILL BEGIN AT 7:50 A.M.
ALL STUDENTS ARRIVING AFTER 7:50 WILL BE CONSIDERED TARDY**

School Arrival Procedures

- ❖ The front parking lot will be closed to traffic from 7:20 a.m.-7:40 a.m.
- ❖ 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 between 7:20-7:40 a.m.

School Dismissal Procedures

- ❖ **STUDENTS WILL NOT BE DISMISSED BETWEEN 2:30-3:00 P.M.** If your student needs to leave school early they must be picked up prior to 2:30.
- ❖ The front parking lot will be closed to traffic from 2:30 p.m.-3:40 p.m.
- ❖ Pick-Up time is from 3:05-3:20 p.m. Parent pick up students will exit the building through the back door of the school.

Barbour County School Policies and Student Arrival/Departure Procedures

Parents and Guardians,

The daily operations that occur at Philippi Elementary is a very involved process. To make the day run smoother and ensure the students know their dismissal routine before the end of the day, please send your child's bus note to school in their communication folder.

- 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 student will be permitted to ride a different bus or get off at a different stop unless the bus driver receives an approved bus note.
- Students will not be permitted to go to parent pick up without a note from a parent or guardian.
- All bus notes must be written by a parent or guardian.
- We do not and will not accept bus notes over the phone.
- Bus notes should be sent to school with your child in their maroon communication folder and turned into the teacher.
- All bus notes should be on a full sheet of paper and include your student's first name, last name and classroom 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.

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 of legal guardian.
4. Go to parent pick up when the child normally rides a bus.
5. Walk home.

Bus and Parent Pick-Up Notes

Philippi Elementary School Attendance Program

Studies show that chronic absences create “educational gaps,” which hinder student success. Likewise, arriving to school late and leaving early disrupts classes, routines and instruction. So, Philippi Elementary school will provide a weekly incentive to all students who show up to school on time and attend school weekly without leaving early. We love our students and are dedicated to creating and nurturing lifelong learners.

- First, if your student and their classroom peers arrive to school on time and have no one is tardy they will be eligible to place a potato head piece on their “*No Tardy Tator*”. When their classroom *Tator* is full the entire class will receive an incentive.
- Next, when a classroom has 100% attendance for the day the entire class will receive a treat from the principal.
- Lastly, all students attendance will be charted on a daily attendance tracking form. Throughout the year students will be able to earn brag tags, various prizes and quarterly awards to include glow stick dance parties and character lunches.

Philippi Elementary School Behavior Program

Many kids struggle with behavior in school and when school’s react with only with punishment, students don’t learn the skills they need to improve. That’s where positive behavioral interventions and supports (PBIS) comes in. PBIS is a proactive approach schools use to improve school safety and promote positive behavior. The goal at Philippi Elementary school is prevention, not punishment. Research recognizes that students can only meet behavior expectations if they know what the expectations are. Students in collaboration with their teachers will create a Social Contract for their classroom. Together, everyone will learn what is considered an appropriate behavior and use common language to talk about it.

- Students will be eligible to participate in 2 behavioral rewards. These will include a combination of field trips and activities at school.
- To be eligible for the behavioral reward students must have 3 or less bus/ office referrals for the 9 weeks.

Attendance and Behavior Program

Emergency Procedure 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.

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, and 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 education improvement of our children. Your involvement and support in this program will 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. However, helping at the school for a classroom party will not require the background check or fingerprinting.

General Information

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. Homework also builds a connection between school and home.

1. Practicing 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 to 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 excuse, 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). 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. Homework must be presented by the student at the beginning of the class for which it is required.

Homework

All students in Barbour County will receive free breakfast and free lunch during the 2024-2025 school year. Barbour County Schools offer these meals through participation in the Federal Child Nutrition Program and the Community Eligibility Provision (CEP).

Good Nutrition and learning go hand in hand! The Child Nutrition Department is made up of a team of food and nutrition professionals that are dedicated to students' health, well-being, and their ability to learn. We support learning by promoting healthy habits for lifelong nutrition and fitness practices.

Meals, foods, and beverages sold or served at schools meet state and federal requirements which are based on the USDA Dietary Guidelines. We provide students with access to a variety of affordable and appealing foods that meet the health and nutritional needs of students.

Wellness Policy

Philippi Elementary School promotes nutrition education and physical activity through implementation of Barbour County Schools Wellness Policy – **Policy 4200**. Our Wellness Committee is incorporated within our Local Improvement Council (LIC). Part of our commitment to providing a healthy 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:

mail:

U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410

fax:

(833) 256-1665 or (202) 690-7442

email:

program.intake@usda.gov

This institution is an equal opportunity provider.

Child Nutrition

July 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			

August 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

September 2024						
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22	23	24	25	26	27	28
29	30					

October 2024						
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2024						
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2024						
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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, 9:00-2:00
12	Opening Session - Mr. Vincent
13	Professional Development
14	Prep for Opening of Schools; Faculty Senate Mtgs
15	First Day of School for K-12
22	First Day of School for Pre-K Students
30	OS; Barbour County Fair Day - No School

September	
2	Labor Day - No School, Holiday
18	Progress Reports Distributed

October	
14	Columbus Day, No School for Students; PD/FS
18	End of 1st Nine Week Grading Period
25	Report Cards Distributed
28	Elementary School Parent/Teacher Conferences
29	Middle School Parent/Teacher Conferences
31	High School Parent/Teacher Conferences

November	
4	No School for Students; Prof Development/FS
5	No School - Election Day
11	Veterans Day - No School - Holiday
22	Progress Reports Distributed
25-29	Thanksgiving Break

December	
19	End of the 2nd Nine Week Grading Period
20	Early Dismissal, Faculty Senate
23	Professional Meetings, Staff Report
23-31	Winter Break, No School for Students

January 2025						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
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19	20	21	22	23	24	25
26	27	28	29	30	31	

February 2025						
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16	17	18	19	20	21	22
23	24	25	26	27	28	

March 2025						
Su	M	Tu	W	Th	F	Sa
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23	24	25	26	27	28	29
30	31					

April 2025						
Su	M	Tu	W	Th	F	Sa
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20	21	22	23	24	25	26
27	28	29	30			

May 2025						
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24	25	26	27	28	29	30
31						

June 2025						
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

January	
1-3	Winter Break, No School for Students
3	Professional Development - Staff Report
7	Report Cards Distributed
14	Elementary School Parent/Teacher Conferences
15	Middle School Parent/Teacher Conferences
16	High School Parent/Teacher Conferences
20	Martin Luther King Jr. Day, Holiday - No School

February	
2	Groundhog Day
3	Progress Reports Distributed
12	Lincoln's Birthday
14	Valentines Day
17	President's Day, No School for Students; PD/FS
28	End of 3rd Nine Week Grading Period

March	
7	Report Card Distribution
9	Daylight Saving
17	St. Patrick's Day
31	No School - Spring Break

April	
14	No School - Spring Break
11	Progress Reports Distributed
18	No School - OS Day
21	No School for Students - PD/FS
22	Earth Day

May	
11	Mother's Day
24	Graduation Day for Senior Class of '25
26	Memorial Day, Holiday - No School
29	Last Day of School; Report Cards Distributed
30	Closing Classrooms/Faculty Senate Meetings

June	
2	P/T Conference (Makeup Day); Last Day for Staff
19	Juneteenth Day
20	West Virginia Day
	No School for Students and Staff
	No School for Students Only

School Calendar 2024-2025