

Student Arrival and Departure Time: Students **may not** arrive at school before 7:22 a.m. Supervision is not provided until 7:22 a.m. for students whose parents bring them or those who walk to school. These students are to enter the school through the back music room door from 7:22 – 7:32 a.m. This requirement is part of the transportation plan to provide a safe, efficient access to the school for the 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 parents have picked them up. Pick-up time is from 3:05–3:20 p.m. Parent pickup of children is at the back door of the music room.

Please note that the front parking lot is closed when busses are present from 7:22 a.m. to 7:40 a.m. and from 3:00 p.m. to 3:30 p.m. This is to ensure the safety of our students.

Start Time-Tardies: **ALL** students are to be in class by 7:40 a.m. Every minute of instruction is vital. Disruption to the learning environment occurs when students arrive to class after it has started. Students will be counted as tardy from 7:55-9:45 and must present an excuse upon their arrival. Early departures from 1:15-3:05 pm will also be counted as tardy. Students leaving early must also present an excuse the following day.

Parent Visitation: Teachers will be glad to meet with you during their planning time or before or after school. Write a note in your child's assignment book or call the school to make an appointment. Appointments need to be made in advance. **Please remember that all visitors must enter through the front door and sign in. Visits start in the office!** We ask that you do not disturb the instructional program by entering classrooms and that you do not expect the teacher to leave the classroom to talk to you during class time. Our main concern is to protect the safety and welfare of each child, while not interrupting their education.

Students are not permitted to leave school property from the time of arrival until departure at the end of the school day. There will be no exceptions to this rule, unless the parent has signed out the student. This sign-out sheet is located and maintained in the front office.

Attendance: 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. 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. Upon receiving five total unexcused absences of a child during a school year, the principal and/or Attendance Director or Assistant shall serve written notice to the parent, guardian, or custodian of the child that the attendance of the child at school is required and that a receipt of the notice from the parent, accompanied by the child, shall report in person to the school for a conference with the Principal or designated person." This meeting is to discuss and correct the circumstances causing the inexcusable absences. If the parent does not comply and in the event of one more unexcused absence, the Attendance Director shall make a complaint against the parent to the prosecuting attorney. **Therefore, it is important that notes are sent in, either medical or parent, so the absences are not coded as unexcused.**

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. Doctors' excuses are not limited. If parent notes are not used in a semester, they do not carry over to the next semester. Example: if you write 6 parent notes in one semester, 1 will be counted unexcused.

Racial, Sexual, Religious/Ethnic Harassment and Violence Policy

It is the policy of Barbour County Schools that racial, sexual, religious, ethnic harassment and violence will not be tolerated under any circumstances. We firmly believe that all persons are to be treated with respect and dignity. Harassment and violent incidents will be responded to in a manner that effectively deters future incidents.

Racial, sexual, religious, ethnic harassment and violence refers to unwelcome and unwanted behavior that is related to sex, race, religion, or ethnic groups. This behavior makes the recipient feel afraid, embarrassed, helpless, angry or unsafe or upsets the recipient to the point that he or she cannot learn, cannot teach or be effective at school or at his or her job.

Harassment and violence is prohibited between staff members, between staff members and students, between students, and from members of the public directed at students or staff, on school property or at school sponsored events. Some examples of harassment and violence may include but are not limited to: unwelcome patting, pinching, or physical contact; obscene gesturing or calling someone gay; ethnic or racial slurs; or threats, insults, or assaults against someone due to their race, religion or ethnic group.

If a staff member or student feels that his or her emotional well-being, his or her sense of safety and security or sense of self worth is being affected by such conduct, a complaint should be filed by contacting his or her school principal or by calling:

Superintendent of Schools, Barbour County Schools, 105 South Railroad Street, Philippi, West Virginia 26416, (304) 457-3030

A complete copy of the West Virginia Board of Education Policy 2421 may be obtained from the Barbour County Board of Education by calling (304) 457-3030.

Philippi Elementary School’s Bullpup Positive Behavior Program

The Bullpup Program is designed to create an environment where responsibility for learning and behavior is defined, reinforced and internalized. This is done through the development of school and classroom rules, units of instruction to teach the rules, and rewards for following the rules. Teaching students to become more responsible has proven to assist students with: **better school performance, improved attendance, recognizing alternatives to violence, becoming good citizens, and developing skills necessary for the workplace.**

Students that demonstrate positive school behavior all week will be recognized at the end of the week by teachers. Each class will send one outstanding students to the office to receive a prize. Students that do NOT demonstrate positive behavior during the week will not be eligible to represent the class as student of the week..

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

FOR GRADES K-2 GRADING SCALE	GRADING SCALE FOR GRADES 3-5
M=Mastery-Meets grade level expectations	A-93-100
PM=Partial Mastery-Inconsistent performance of skills	B-85-92
N=Novice-Little or no understanding of skills taught	C-75-84
X=Not presently assessed	D-65-74
*Modified curriculum/instruction	F-64 and below

Report Cards: Report cards will be distributed every 9 weeks. See the calendar of events for specific dates.

Parent – Teacher Conferences: Two parent teacher conferences are scheduled for this school year. A form will be sent home for the parent to set up a conference time between 3:20-6:20PM. Conferences usually last about 10 – 15 minutes. It is helpful to prepare your questions ahead of time in order to keep the conference length to a minimum and to answer your concerns. 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. Phone calls and conferences must be made during the teacher’s planning time. (457-4229)

Deficiency Report: Halfway through a grading period (approximately 4 1/2 weeks), a notice of unsatisfactory or possible failure in a subject may be sent home. This notice is intended to make the parent and student aware of the problem so there is time to make the necessary improvement to attain a passing grade for that grading period.

Promotion/Retention Policy: 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.

(A full copy of this policy is available from the board of education or the school by request.)

Definition of Class work: Following directed teaching and guided practice, class work as a learning task is assigned during a specific class period that reinforces and checks the level of understanding of an identified concept or objective. Class work is due for grading at the end of the period or study time. After the checking for understanding has been accomplished, additional practice in the form of homework, as defined in 1-15, may be assigned.

Definition of 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 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.) 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 has received a zero for a late homework assignment the parent or guardian will be informed through the assignment book. This will be sent home with the student to let the parent or guardian know that their child has not completed homework assignment/s. The assignment book should be signed by the parent and returned the next day to let the teacher know that the parent realizes that the homework was not 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
5. **Students will not be permitted to call home for homework they forgot to bring to school.**

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 address or phone number changes. If your child becomes ill during the school day, the school may release that student to individuals whose name is on the emergency card.**

Withdrawal or Transfer of Students: If it becomes necessary for a student to withdraw from school, the parent or guardian should notify the school of this as soon as possible before the student's last day. All textbooks or library materials must be returned by the last day of the student's attendance.

Doctor/Dentist Appointments: Every effort should be made to schedule doctor, dentist, etc. appointments outside of school hours. In cases where this is impossible, as much school time should be conserved as possible.

Medications: All medicines, (over-the-counter or prescription,) must be sent in the **original container** and be accompanied by a **statement from the doctor** authorizing the school to administer the medication and the dosage instructions. Only necessary medicines are to be brought to school. All medicines will be stored securely in the Nurse's Office and will be dispensed by the school nurse, principal or principal's designee. Prescription medicines may be sent to school only for a week at a time. For over-the-counter medications, the state now requires that a doctor's prescription to the school be provided before administration of any type of medications. This includes cough drops, aspirins, lotions...

Two Hour Delay: In the event that a two hour delay is called, students may begin arriving exactly two hours later than usual. Buses will run exactly two hours later than normal. The doors will open at 9:20AM on a two hour delay.

Early School Closing/Dismissal: Emergency situations may demand that school be dismissed early. Parents should inform their son/daughter what they are to do if this should occur. Parents can receive word of early dismissals by watching the news. If we are on a two hour early dismissal, then we will begin to leave at 1:05. Unless we hear from you, students will go home in the same manner as usual (bus, parent pick up, walker).

Bus Notes, Parent Pick up Notes: For the protection of all students, a signed permission note by the parent or guardian must be sent by the parent 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 is 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 the parent. 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. Picked up by someone other than the parent or legal guardian.
4. Go to parent pick up when the child normally rides the bus.
5. Walk home.

The approved note must be presented to the bus driver before a student may ride or to get off at a different stop. Telephone calls to the school for a change of evening transportation for students will be taken on an **emergency basis and should be placed as early as possible.**

Bus notes and parent pick up notes must include the following information:

Child's full name, teacher, destination, bus number, statement of permission, date, and parent or guardian's signature.

Lost and Found: Please label all coats, hats, lunches and book bags. All lost and found items found should be turned in to the school office. If an item is lost, students should check at the office to see if it has been found. After one month all items that have not been claimed will be donated.

Breakfast and Lunch Price List: Breakfast is .70 full rate and .30 reduced rate; Lunch is .95 full rate and .40 reduced rate.

Free/Reduced Lunch Application Forms: Forms will be sent home with all students the first day of school. Free and Reduced Breakfast/Lunch is determined by information on the completed forms. Forms may be requested at the school office at any time.

Food Service: School breakfast and lunch will be billed once a month through a computerized (scanner) system. A monthly bill will be sent home for payment. Milk may be purchased during breakfast and lunch period. You may send milk money in a sealed envelope with your child's name on the front. Please check the menu sent home with your child to help plan your child's lunches.

Assemblies: Periodic assemblies are developed or sponsored by the school for the enrichment and extension of pupil learning.

Field Trips: Field trips are arranged by individual teachers or teaching teams and must have an educational value. Students must have a permission slip signed by his/her parent or legal guardian before being allowed to participate. Students must demonstrate good behavior and attendance prior to a field trip to be eligible to participate.

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 Association: Philippi Elementary School has an active PTO that strives to work with the school to provide, not only a meaningful dialogue between school and parents, but also programs that are important for the on-going educational improvement for our children. Your involvement and support in its programs will help enrich your school experience as well as your child's.

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 in grades preschool through five. Volunteers must be interviewed and approved by the principal, complete board training, and authorize and release fingerprints and a background check. All chaperones must be approved by the board when a field trip is considered for approval.

School Parties: Philippi Elementary School will participate in 3 parties per year. Volunteers will work with the principal to plan appropriate activities. Healthy snacks will be provided to students by PTO. Please do not send in food for parties.

Parent's Right to Know: Parents may request in writing to receive a copy of their child's teachers' certification areas. Please address this request to the attention of the Principal.

Make up Work: Upon returning to school, students must request make up work from the teacher (3-5). Teachers in grades PK-2 must provide the missed assignments. Students have the right to make up all work missed during their absence. All work must be completed and given to the teacher within a period of time equal to the number of days missed.

Asbestos Management Plan: A copy of the Barbour County Asbestos Management Plan for Barbour County Schools is on file at the board office and available for your inspection.

Pesticide Application Notification: Parents have the right to be notified when pesticides are used in the building. Simply sign and return the form each fall so that we are alerted to the fact that you wish to be notified when pesticides are in use.

Additional policies are available to you. Log on to <http://www.wvschools.com/barbourcountyschools/> to view Barbour County Schools' policies in full detail, or view hard copies at Philippi Elementary School or the Barbour County Board of Education.

- **Policy A-2.1 Racial, Sexual, Religious/Ethnic Harassment and Violence Policy**

The purpose of these regulations is to prevent racial, sexual or religious/ethnic harassment or violence, toward students and staff, to protect the academic environment, and to assure that our educational community responds to harassment and/or violence incidents when they occur in a manner that effectively deters future incidents and affirms respect for individuals. Attached are the procedures that ensure Barbour County Board of Education shall implement appropriate prevention and response programs, outlines investigatory and reporting procedures and delineates penalties for violations of this policy. To the extent possible, Barbour County Schools will collaborate with other state and local agencies in carrying out the purpose of this rule. It is the intent of the Barbour County Board of Education to ensure that the learning and working environments are free from any type of harassment or violence.

- **Policy G-29-2a Substance Abuse and Tobacco Control**

The purpose of this policy is to provide preventive and protective measures for addressing substance abuse and prohibiting the use or distribution of alcohol, tobacco and other drugs within school settings and activities. This policy is intended to promulgate a positive, pro-active approach to the control of alcohol, tobacco and other drugs.

- **Policy G-29.4 ;Policy J-16.1Cell Phone Policy**

The purpose of this policy is to accommodate technology that provides individuals with easy access to communication for the sake of convenience, it is important to regulate use during the work or school day in order to prevent disruptions to instruction and promote safety.

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.

- **Policy I-11 Uniform Grading**

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.

- 1.1 Barbour County Schools expects each student to perform to the best of his/her ability. Each staff member will develop and maintain a climate that encourages and supports rigorous academic achievement and high standards of behavior.
- 1.2 Barbour County Schools will provide all students with highly rigorous instructional programs, assignments, tests, projects, and other instructional activities designed to promote individual learning and measure individual student performance.

- **Policy 7600: Educational Purpose and Acceptable Use of Electronic Resources, Technologies and the Internet**

The purpose of this policy is to assist implementation of policies at the district and school levels to meet local, state, and federal statutes and regulations pertaining to safe and acceptable use of the internet, various digital resources and technologies, and compliance with E-rate guidelines, and reinforcement of copyright compliance.

- **Policy J-3.1 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.

- **Policy J-29 Immunization**

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.

- **Policy J-31 Medication**

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.

- **Policy J-39 Student Fees, Fines and Charges**

There shall be no fees or charges assessed against any student for participating in any part of the regular school program.

- **Policy J-40 FERPA**

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.

- **Policy I-13 Retention**

The decision to retain a child in a grade or a class is a serious decision that shall be made in consultation with the principal, teacher(s), counselor, and parent(s). Under no circumstances shall promotion or retention take place solely on the basis of a parent's request.

- **Policy I-15 Homework**

Homework is a reinforcement of a skill taught, not an introduction to a new lesson or a new concept.

- **Policy J-7 Student Withdrawal from School**

Students/parents of students who are transferring to another school should report such action to the principal of the school from which he/she is transferring. Forms for transfer of records are available at the school.

- **Policy K-2 Parent Involvement**

This District wide Parental Involvement Policy has been developed jointly with, and agreed on with, parents of children participating in Title I, Part A programs, as evidenced by BARBOUR COUNTY SCHOOLS' FIVE YEAR PLAN COMMITTEE.

- **Policy K-16 Appeals Procedures for Citizens**

The purpose of the appeal procedure is to provide a way for citizens to work with the Barbour County Board of Education and administrative officials in seeking solutions to problems. It is important for citizens to discuss their problems with the school principal or supervisor/director at the county office prior to filing a formal appeal under this procedure.

- **Safety Plan**

Philippi Elementary School has a safety plan in place. The plan includes an evacuation plan, lock down plan, and parent reunification plan. These plans are practiced and will be executed in the event of an emergency. In the event that we need to execute the parent reunification plan, parents need to line up at the door marked for reunification, fill out a form, show a photo identification, wait for the runner to bring your child to the exit gate, show photo identification again, wait for verification , and then exit the building.

- **Federal Compliance: Nondiscrimination Statement**

As required by federal laws and regulations, the Barbour County Board of Education does not discriminate on the basis of sex, race, color, religion, or disability or national origin in employment or in its educational programs and activities. Inquiries may be referred to Jeff Kittle, Title IX and Jana Miller, Section 504 ADA Coordinator, Barbour County Board of Education, 105 South Railroad Street, Philippi, WV 26416, telephone number 304-457-3030, or to the Department of Education's Director of the Office for Civil Rights.

- **Policy 4373: Safe and Supportive Schools**

WV Board of Education recognizes the need for students, teachers, administrators, and other school personnel to have a safe and supportive educational environment. The WV Board of Education believes further that public schools should undertake proactive, preventative approaches to ensure a positive school climate/culture that fosters learning and personal-social development. These regulations require county boards of education to design and implement procedures to create and support continuous school climate/culture improvement processes within all schools that will ensure an orderly and safe environment that is conducive to learning.

Please be advised that a supplemental section addressing Student Code of Conduct will forthcoming.