

# Hodgesville Elementary



Family Handbook  
2015 - 2016

## **Hodgesville Elementary School Facts**

Address: 918 Teter Road  
Buckhannon, WV 26201

Phone Number: 472-3212

Fax Number: 472-3932

Enrollment: 143

School Mascot: Husky

School Colors: Green and White

## **Faculty and Staff 2015 - 2016**

**Principal: Janet L. Phillips**

**Secretary: Elaine Pugh**

**Nurse: Diane Godwin, Christina Nestor**

**Counselor: Suzanne Bohman**

**Kindergarten: Jenny Struble**

**Kindergarten Aide: Wilma Small**

**First Grade: Leandra Morlan**

**Second Grade: Jackie Crites**

**Third Grade: Tahsha Carpenter**

**Fourth Grade: Brittany Brown**

**Fifth Grade: Kelley Caynor**

**Title 1: Jacqueline Strawder**

**Special Ed: Johnna Turner**

**Itinerant Special Ed: Frances Ross**

**Art: Brianna Saddler**

**Music: Charity Manspeaker**

**PE: Jason Piacente**

**Speech Pathologist: TBD**

**SAT Team Leader: Janet Phillips**

**Cafeteria Manager: TBD**

**Cook-Half Time: Barbara Lee**

**Custodian: Ron Taylor**



## **PRINCIPALS' MESSAGE**

Dear Parents/Guardians and Students:

Welcome to the 2015 - 2016 school year at Hodgesville Elementary School. The faculty and staff join me in saying we're excited to have you as part of our school family.

I am excited to begin my third year as principal. I love this community and consider it my second "home." My goal is for our school to provide a warm and caring environment for our students that enables them to learn and grow to the best of their ability.

This handbook was created to help with your understanding of the procedures of our school. The pages of the handbook are filled with important information regarding school, county and State policy and procedures. We believe that open and clear communication between school and home is important to the success of our students.

We welcome your participation and support during the school year and encourage you to become active in the PTO and other volunteer activities. Working together, we will be able to reach our collective and individual goals of seeing our students become true 21<sup>st</sup> Century learners.

Sincerely,

Janet L. Phillips, NBCT  
Principal  
Hodgesville Elementary School

## Hodgesville Elementary School Vision and Mission Statement

We at Hodgesville Elementary School are dedicated to providing all students with knowledge to become college and career ready in an environment which emphasizes respect, caring, and the motivation to reach their greatest potential.

It is our desire to:

- Provide a warm, caring environment emphasizing the development of the individual child's social, emotional, physical, and academic growth.
- To teach all children so they may achieve their highest academic potential, to build a foundation to become college and career ready, and to become a successful citizen.
  - To allow all children to experience success and to develop a high self-esteem.
  - To encourage and recognize parent and community involvement in the school.

### **Abuse / Neglect**

West Virginia State Law **requires** teachers and administrators to report **suspected** cases of child abuse or neglect. The law protects them against liability for referring such cases in good faith. DHHR workers investigating complaints legally cannot be denied access to your child at school. It is not school policy to inform a parent that DHHR has had contact with their child.

### **Attendance**

Hodgesville Elementary operates under the Upshur County Schools Attendance Policy that is distributed each school year. Regular attendance at school for students is directly related to their success and attitude about school. Therefore, it is very important for them to attend school every day. State laws and policies regarding attendance are very structured and strict. For every day that your child is absent from school, the parents **must** provide a written note within **2** days of the absence, or the day will remain an unexcused absence. When a child accumulates 3 unexcused absences, a letter from the Attendance Director will be sent and after 5 unexcused absences a letter from the Attendance Director will be sent requiring a face-to-face meeting with the principal. (WV Code 18-8-4) This meeting must occur within 10 days of the written notice.

**Parents should contact the school by phone and send a note every time their child is absent or tardy or they will be considered unexcused.** The student is considered unexcused until a written excuse is received. When children have doctor or dentist appointments please obtain an excuse to be turned into the office. County policy states the excuses **MUST** be turned in within two days. Other reasons for excused absences include illness, death in family, or a family emergency.

If your child arrives at school after 8:00 a.m. they are considered tardy. **You must sign your child in at the office** and notify the secretary if your child will be eating hot lunch. Students arriving after or leaving before 11:40 will be counted absent for a full day. Students arriving after 9:55 or leaving before 1:23 will be counted absent for one-half day.

**EXCUSED ABSENCES** consist of illness of the student, death in the immediate family, or a family emergency. After three (3) consecutive days of absences, a doctor's excuse is required at school. \*\*\*When a child accumulates 3 unexcused absences, a letter from the Attendance Director will be sent and after 5 unexcused absences a letter from the Attendance Director will be sent requiring a face-to-face meeting with the principal. The legal guardian /parent may have a legal notice served compelling them to Magistrate Court if their child continues to have additional unexcused absences (beyond 10) or if they fail to attend the scheduled conference. Contact with the principal allows for families to meet and formulate a plan to improve the student's attendance. A parent may only excuse five (5) absences per semester or ten (10) days per year as per county and state policies. These excuses must be in writing. Please refer to State Attendance Policy 4110 for further information or clarification.

### **TARDINESS/EARLY DEPARTURE**

Tardiness shall be defined as being late for school, arriving after 8:00, without missing a half day of school. Early departure is defined as leaving school early without missing a half-day of school. Students arriving after or leaving before 11:40 will be counted absent for a full day. Students arriving after 9:55 or leaving before 1:23 will be counted absent for one-half day.

Upon the third occurrence of unexcused tardiness and/or early departure, the principal will issue a notice requesting a meeting. If these unexcused times from school continue, a referral to the school SAT team will be made. Students arriving late **must be signed into school by a parent or guardian.** The parent needs to let the secretary know if a hot lunch is needed for their child.

**Being late for school hurts a child's learning. A student who is 10 minutes late every day will miss 30 hours of instruction during the year.**

From time to time, we understand that there may be a need to pick your child up from school prior to dismissal. We respect and appreciate the need to do this, but request that these instances be kept to a minimum so as not to interrupt learning. Whenever possible, please schedule appointments after school. We can only teach your children if they are consistently in school. In addition, releasing children midway through a class disrupts the learning process for other students. **School is dismissed at 3:15.**

*Your child's success in school depends on having a solid educational background – one that can only be gained through regular school attendance.*

### **Charity**

We encourage our students to become caring, concerned citizens for those who may be in need. We collect pop can tabs for the Ronald McDonald House in Morgantown. You may send these to the school office at any time. We sponsor charity drives throughout the year to assist the Humane Society, Parish House, etc. Watch for information regarding these events in your weekly communications from the office.

## Conferences

Two parent teacher conferences are scheduled during the school year. Parents will be reminded of the dates via the calendar and newsletter with directions for scheduling. We appreciate that we have so many caring parents who would like to know how their child is progressing in the classroom. We ask that anyone who desires a conference with one of our staff members to please contact the teacher via a note, e-mail, or phone call to the school office to schedule a time that is convenient. Remember teachers cannot leave their classrooms during instructional time to meet with parents.

## Discipline

Our school implements the Love and Logic Approach to maintaining discipline. *Love and Logic® is a method of working with students which was developed by educational expert Jim Fay, child psychiatrist Foster W. Cline, M.D. and Charles Fay, Ph.D. Love and Logic has many tools for educators, principals and districts that promote healthy parent/teacher and teacher/student relationships and positive school wide discipline. (From [www.loveandlogic.com](http://www.loveandlogic.com))*

Rules for Hodgesville Elementary School are few. I believe that all children are different. Situations in this school will be dealt with as they arise with the focus on enabling the child to grow and learn from his or her actions.

Guidelines for student behavior:

1. You may engage in any behavior that does not create a problem for you or anyone else in the world.
2. If you find yourself with a problem, you may solve it by any means that does not cause a problem for anyone else in the world.
3. You may engage in any behavior that does not jeopardize the safety or learning of yourself or others. Unkind words and actions will not be tolerated.

In ensuring that the above guidelines are adhered to, I will operate with the following principles as my guide:

1. I will react without anger or haste to problem situations.
2. I will provide consequences that are not punitive but that allow the child to experience the results of a poor choice, enabling him or her to make better choices in the future.
3. I will proceed in all situations with the best interest of the child foremost in my mind – academic, social, and emotional well-being will be fostered.
4. I will guide students toward personal responsibility and the decision-making skills they will need to function in the real world.
5. I will arrange consequences for problem situations in a way that the child will not be humiliated or demeaned.
6. Equal is not always fair. Consequences will be designed to fit the problems of individual students, and they may be different even when problems appear to be the same.
7. I will make every effort to ensure that, in each situation, the students involved understand why they are involved in consequences.
8. If I at any time act or react in a way that a child truly feels is unjust, that student only needs to say to me, "I'm not sure that's fair." I will arrange a private conference during which the student can express to me why he or she feels my actions were not fair. This may or may not change my course of action. I am always open to calm, rational discussion of any matter.

Adapted from Love and Logic  
Conference, July 2011

Consequences for irresponsible behavior will be handled on an individual basis.

## **WV State Policy 4373 EXPECTED BEHAVIOR IN SAFE AND SUPPORTIVE SCHOOLS (PREVIOUSLY KNOWN AS STUDENT CODE OF CONDUCT)**

All Upshur County Schools follow Policy 4373 Expected Behavior in Safe and Supportive Schools that took effect July 1, 2012. This new state law was fully adopted by Upshur County, which is now our Policy 4011. This is an extensive policy that can be accessed on the West Virginia Department of Education website ([wvde.state.wv.us](http://wvde.state.wv.us)) and on [upshurcountyschools.com](http://upshurcountyschools.com). There are 6 chapters within this policy that address expected student behavior, students' right and responsibilities, inappropriate behavior and meaningful interventions and consequences, procedures for addressing allegations of inappropriate behavior and procedures for taking action on substantiated inappropriate behavior. This policy classifies inappropriate student behavior in four levels. All Level I violations are now addressed by the classroom teacher. These behaviors include cheating, disruptive behavior, inappropriate language and disrespectful behavior. Level II-IV behaviors are addressed by the principal. Upshur County teachers will document consequences in the WVEIS data base, which is part of their permanent record.

Expectations for students behavior is a joint responsibility of the school and individual home. Your support of the need to teach our children respect and responsibility for self, others and community is appreciated. It is important that you and your child understand the consequences to inappropriate behaviors and how the school will handle each situation. Your understanding and support will allow us to better address each situation, and the consequences for rule infractions are clearly stated and understood by you and your child. If you are interested in viewing the new policy, please contact the school office or access online.

All students and employees in West Virginia public schools shall behave in a manner that promotes a school environment that is nurturing, orderly, safe and conducive to learning and personal-social development.

### **ALL STUDENTS SHALL:**

- Help create an atmosphere free from bullying, intimidation and harassment.
- Demonstrate honesty and trustworthiness.
- Treat others with respect, deal peacefully with anger, use good manners and be considerate of the feelings of others.
- Demonstrate responsibility, use self-control and be self-disciplined.
- Demonstrate fairness, play by the rules and do not take advantage of others.
- Demonstrate compassion and caring.
- Demonstrate good citizenship by obeying laws and rules, respect authority, and cooperating with others.

Our staff is grateful for all of the parents and visitors who frequent our school, but please be aware that **instruction and/or discipline will be handled by our staff**. If a child needs assistance with a lunch item, is struggling with behavior, etc. we ask that you allow our staff to conduct the assistance as needed. Any situation that occurs, such as someone knocking on a door, etc. will be handled by a school staff member.

## **BULLYING BEHAVIORS**

All Hodgesville Elementary School students are expected to treat one another with kindness and respect. Teasing, name calling, taunting, physical contact of an aggressive nature, spreading rumors, gossiping or intentional isolation will not be tolerated. We have a zero tolerance for bullying and consequences are prompt and consistent. Students are expected to report any incidents of bullying to the nearest adult at the time the bullying is happening. Reporting the incident at the time it happens is of utmost importance so the incident can be investigated properly. This is NOT to be considered tattling....it is "telling", and staff needs to be aware so we can stop these behaviors. Every child has the right to attend school in a safe and bully-free environment. Choose your behaviors wisely and treat everyone with respect at all times.

W.Va. Code 18-2C-2 (effective June 30, 2011) Bullying behaviors expressly prohibit the harassment, intimidation, or bullying of any student on a school bus or at a school bus stop.

Each student and staff member will receive a copy of the Upshur County Harassment and Violence policies. Please read them carefully and report any known instances of bullying and harassment to the school principal.

## **CHARACTER EDUCATION**

Character education is the process of learning common attitudes, beliefs and behaviors that are important for people to have as responsible citizens. Good character education can provide ground rules for life for young people and adults, and it stresses the importance of helping children learn and practice behaviors that reflect universal ethical values. Each month we will be focusing on a character trait and a color to reinforce that trait. Monthly, individual classrooms will identify students who are displaying the trait and that child will receive a certificate, have their picture taken, and be displayed on the bulletin board in the front hallway.

September	Respect
October	Fairness
November	Trustworthiness
December	Caring
January	Honesty
February	Responsibility
March	Citizenship
April	Self-Discipline
May	Perseverance

## **Computer Use**

Students will be using computers. You and your child will need to sign an acceptable use policy giving permission to use the Internet. When using computers, students will be expected to follow the rules and procedures given by their teacher. Not following the rules will result in loss of privileges on the computers.

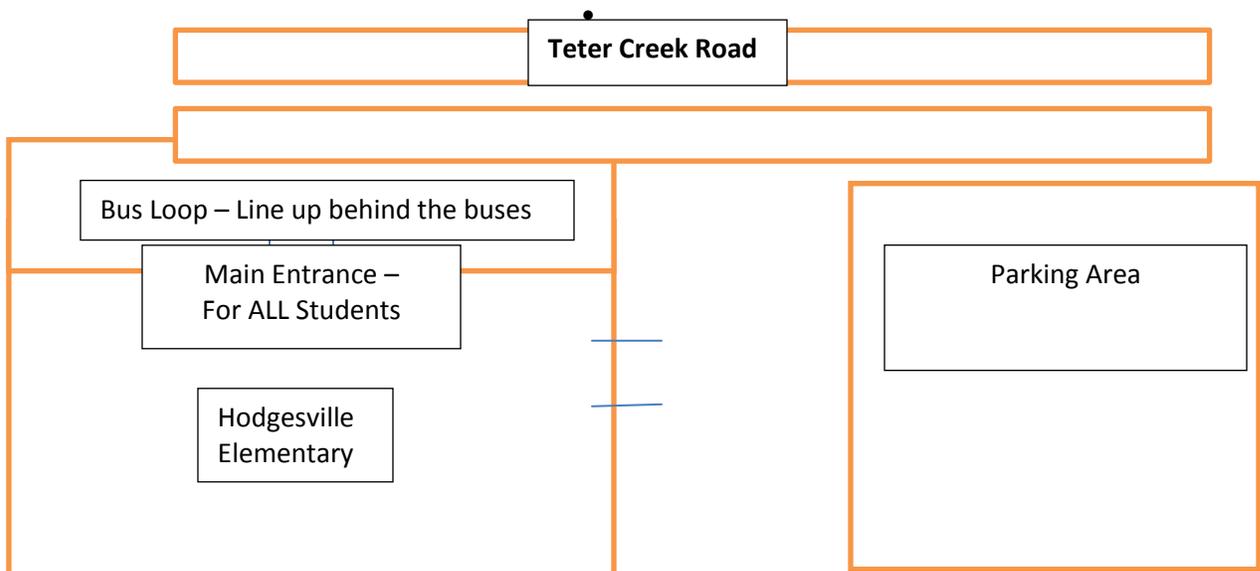
# Daily Procedures

## Morning Arrival

Students brought to school by a parent will enter the building through the doors at the front of the building. A staff member is available at this door from **7:15 a.m.** until 8:00 a.m. Supervision is not provided for students prior to this time.

- Parents are asked to pull into the designated unloading/loading zone and allow their child to exit the car on the right hand side at the school door. To ensure safety of your child, please do not have them leave the car before reaching the entrance.
- Please remain in the line of traffic to exit the parking lot. The staff member on duty will ensure your child enters the building safely.
- To avoid a traffic delay, we request that you not park or exit your car in the drop off area. If you wish to bring your child into the building please park in the visitor parking spaces in the parking lot. Upon entering the building, report to the office and a staff member will assist you. We request parents not accompany their children to the gym, classroom, cafeteria, or lockers.
- If you arrive after 8:00 a.m. please accompany your child into the building. Please leave your car in the parking area and walk to the main entrance. Upon entering the building, report directly to the office with your child. Your child will then be asked to report to the gym / classroom independently.
- The parking lot / unloading zone can get very crowded with cars waiting to drop off students; your cooperation in moving through the area in a courteous, prompt, and safe way is needed.

### AM Procedure



**All** students must immediately report to the gym or cafeteria for a hot breakfast where they will be seated in class lines. At 7:45 a.m. students will be dismissed by classes

### **Dismissal to Classrooms**

Students are dismissed from the gym at 7:45 a.m. All parents in the building at this time need to be in the office and out of the hallway. This will allow our students to move safely and our teachers to begin instruction promptly.

### **Lunch**

You are welcome to take the opportunity to visit your child at lunch time and to share quality one-on-one time. Our cafeteria manager needs to know you are eating hot lunch prior to 9:00 a.m. – unless otherwise specified in the school newsletter.

We have designated a classroom for visitors so you and your child can engage in conversation. When you visit for lunch, report to the office to pay the fee and to receive your lunch pass. Proceed to the cafeteria to meet your child. Please do not wait in the hallway or outside classroom doors. Only parents and their own child(ren) will go the designated classroom in order to allow personal interactions.

As a reminder, students are not allowed to share food from either hot or cold lunches. Parents are asked to follow this rule as well.

### **Recess**

Recess is a busy time for our staff and students. On “outside recess” days you are welcome to stay with your child, after you have registered with the office. Due to the number of children being supervised, parents and their own child(ren) are to enjoy one another’s company at the picnic pavilion. Tables are provided so you may visit and enjoy the thirty minute break. The only designated area for visitors is the pavilion. All other students are to remain on the playground in the established play areas. This ensures visitors do not interfere with the supervisory responsibilities of the teachers.

When students are asked to line up, the visitor is asked to promptly report to the office to return the badge. To avoid congestion in the hallway, visitors need to exit through the double doors at the front of the building.

During inclement weather, when we are required to have an “inside recess,” visitors are to choose another day that allows for “outside recess”. The number of students in the gym makes it difficult to have additional bodies present.

### **Evening Dismissal**

Our school wants parents to feel welcome, but at the same time not to be inconvenienced by entering the school each evening to sign out your child. To increase the safety of our students and to assist parents with a timely evening dismissal we will be continuing the “meet me at the door” approach.

Parents will receive an “end-of-the day dismissal form.” It is requested this be returned to school the second day so we can prepare a list of students to meet their parents at the door.

A daily “pick-up” list will be created with a list of students who are normally picked up by a parent/adult on a daily basis.

Your child may be placed on the “pick-up” list on a daily basis as needed. In order to have your child’s name added to the list for a specific day either:

1. Send a note to school requesting your child’s name be added for that day.

2. Call the school office (304) 472-3212 by 2:45 p.m. and request your child's name be added for that day.

Parents arriving at our school to transport their children home will need to enter the front bus loop **and line up behind the bus.** Please do not pass the bus in the front loop. Wait behind the bus until it exits.

The first vehicle to arrive will pull around to the entrance doors at the side of the building and wait at the designated unloading/loading zone. This will begin the evening dismissal line. As you arrive please pull into the line of traffic and continue it into the bus loop at the front of the building. TWO cars can wait safely at the end doors ahead of the bus --- please remember not to pass the bus to get into these positions!!!

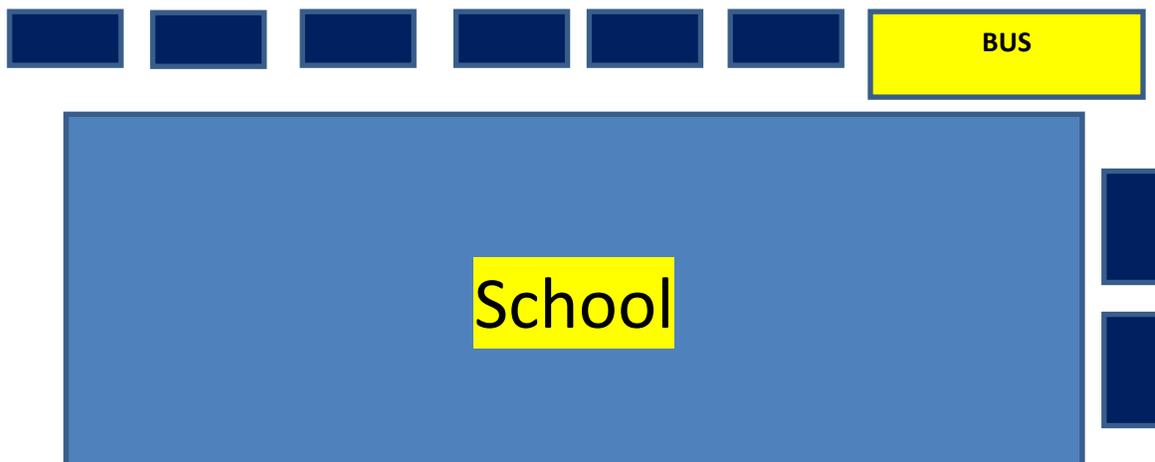
At 3:15 p.m., the office staff will read the list of names from the daily "pick-up" list. See above for the procedure to have your child's name added to the list.

Students will leave their classroom and make a line in the hallway next to the fifth grade classroom. The staff member on dismissal duty will be at the door and call each child as their parent pulls into the loading zone. You will be handed a clipboard to sign indicating you have taken responsibility.

Once your children are loaded into your vehicle, you need to continue around the parking area to Teter Creek Road to exit.

If you need to pick up your child prior to 3:00 p.m. or after 3:30 p.m., please park in the parking lot and enter the building. Please report to the office where your child will be paged. Students will come to the office to meet parents in order to leave the building. **Please do not plan to pick up your child from 3:00 p.m. – 3:30 p.m. as this disrupts instruction in the classroom and creates confusion as we are trying to safely dismiss our students.**

Parents and students need to exit the school property once signed out. While our outdoor facility is a great play area for children and a wonderful walking trail for parents, it is not available for use until 4:00 p.m. after all students have left the building – either with parents or on the buses. This will allow our students and staff to safely utilize the outdoor area the entire day.



## Dismissals

- **Unscheduled Early Dismissals**----If Upshur County Schools must dismiss early it will be broadcast on the local radio and TV stations on the Upshur County website (<http://www.upshurcountyschools.com>) and on the West Virginia Department of Education website (<http://wvde.state.wv.us>). Try to refrain from calling the school or Board Office as these lines need to be kept open for emergency communication.

It is important for every family to have a plan for children in case of early dismissals. Please be sure your child is aware of the plan as they will not be permitted to call home. Be sure to complete and return the emergency card information sent home in the beginning of the year so we can remind your child of the plan as needed.

**Note:** Any scheduled early dismissals will be noted on the monthly calendar and in the newsletters

- **School Delays**----When school is delayed students should not arrive at the school earlier than the announced opening time. If school is delayed one hour, students should not arrive prior to 8:15 a.m. **On a two hour delay, students should not arrive prior to 9:15 a.m.**
- **Breakfast (cereal and milk) will be served on two hour school delays.**

**Parent Link** is an automated calling system that allows the county to communicate weather related closings directly to you. Please make sure that the school has a current telephone number of the primary parent/guardian so you can be reached and promptly informed.

## Dress Code

According to the Upshur County Faculty/Student Dress and Grooming Policy (Section II.21), the following are prohibited:

- Clothing that shows any part of the stomach
- Shorts or skirts that do not reach the tip of the index finger when standing
- Spaghetti straps unless worn with a button up shirt
- Open back shirts
- See through mesh or fish net clothing unless worn over appropriate clothing
- Hats, bandanas, sunglasses
- Clothing depicting violence, guns, blood, knives, or skulls except the Buccaneer
- Clothing that promotes gang membership, sex, alcohol, drugs, tobacco, obscenities, or profane language
- Spike jewelry or chains
- Baggy clothing considered to be a safety hazard or that exposes undergarments
- Wheeled skate shoes. Shoes may be worn; wheels must be left at home.

## **Consequences:**

- Cover, remove, or turn item inside out
- If inappropriate dress continues a parent meeting will be held.

Students need to dress appropriately for physical education class. This includes tennis shoes and clothing that allows for unrestricted movement (shorts, sweatpants, jeans).

## **Electronics**

Students will be allowed to bring electronic devices to school for use during AM bus, indoor PM bus and in classrooms as directed by the teacher. When using electronic items, students must be reading, playing a game, or listening to music appropriate for school. Students are only allowed to use their own device and must not share the item. Volume is to be kept at a level only heard by the owner of the device. When directed, students are to place their device into their book bags and it is to be left in their locker at all other times. For safety of all students, students are asked to put away the devices while walking in the hallway or boarding buses. Also, students are asked to put devices on the windowsill when carrying their lunch tray in the cafeteria.

A form will be included in the beginning of the year folder giving your child permission to use their device at school. ***If your child brings an item to school and a form has not been signed by you, this may result in future privileges being revoked.***

**The school does NOT accept any responsibility for broken, lost, or stolen electronic devices.**  
**The devices are the responsibility of the student at ALL times.**

## **Emergency Plan**

Staff and students will regularly participate in mock emergency situations (i.e. fire drills). In the event of a real emergency, parents will be given information from a designated person. If an emergency situation would require an off-site evacuation of our students, buses will transport the students to the Hodgesville Community Building. Once students are safe, dismissal of students to parents or other persons designated on the emergency procedure card would begin.

## **Field Trips**

Throughout the school year, students will have the opportunity to visit various performances and places of interest. Permission slips will be sent home prior to the event and must be returned by the due date stated on the form in order for your child to participate. It is the responsibility of each student to return the permission slip as phone calls will not be made requesting permission to attend.

## **Grading**

Students in grades 3-5 receive quarterly reports with letter grades. These grades follow the Upshur County Schools grading scale:

93-100	A
85-92	B
75-84	C
65-74	D
Below 64	F

Students in grades K-2 receive progress report cards based on level of skill mastery.

## **Health Screenings**

Vision, hearing, dental and speech screenings are provided by Upshur County Schools on a scheduled basis. Vision and hearing screenings on an individual basis may be completed on request by the parent.

### **Homework Policy**

Homework is designed to practice a skill that a child is to learn. It is important for homework to be completed daily and to help the student master a skill. These expectations are carefully explained to the students and are repeated several times throughout the year.

**MAKE UP WORK FROM ABSENCES** will be provided with proper notice. Absences of 1 to 2 days may be made up when a child returns to school. For absences of 3 or more days, please call the office and request homework assignments so that the work may be prepared to be sent home. Teachers need advance notice to collect work. Assignments may be picked up in the office until 3:45 p.m., when school officially closes. Students will be given a reasonable amount of time to complete make up assignments (State Policy requires one day for each day a child is absent). After that, the grade for the work may be cut to a zero (0) if no work is turned in.

### **Illness**

Children with fever, vomiting, diarrhea, undiagnosed rashes, etc. need to be kept at home until they are healthy enough to return to school. Standard procedure is for the child to be fever free without medications for 24 hours. In the event your child needs to miss school for these reasons, please phone the school to let us know your child will be absent. Upon their return to school send a note of explanation within two days of their return.

In the event your child becomes ill at school you will be notified by the office of the situation. Make arrangements as quickly as possible for your child to be taken home.

### **Instructional Hours**

Instructional hours are from 8:00 a.m. until 3:15 p.m. each day. Supervision will **not** be provided for students who arrive before 7:15 a.m. or who remain after the last bus - 4:00 p.m. Students are considered tardy if they arrive to school after 8:00.

### **Insurance**

Accident, health and dental insurance will be offered to the students of Upshur County Schools. If you choose to purchase insurance, please read the brochure carefully and return it directly to the company, not to school.

### **Itinerant Class Schedule**

#### ***Physical Education (Jason Piacente)***

**K – M, T, Th**

**1<sup>st</sup> – M, T, F**

**2<sup>nd</sup> – M, T, W**

**3<sup>rd</sup> – W, Th, F**

**4<sup>th</sup> – M, T, Th**

**5<sup>th</sup> – W, Th, F**

\*\*\*\*\*please make sure your child wears tennis shoes and appropriate clothing on these days

#### ***Art (Brianna Saddler)***

**K – F**

**1<sup>st</sup> – Th**

**2<sup>nd</sup> – Th**

**3<sup>rd</sup> – M**

**4<sup>th</sup> – F**

**5<sup>th</sup> – M**

### ***Music (Charity Manspeaker)***

**K – W**

**1<sup>st</sup> – W**

**2<sup>nd</sup> – F**

**3<sup>rd</sup> – T**

**4<sup>th</sup> – W**

**5<sup>th</sup> – T**

**Chorus (4<sup>th</sup> & 5<sup>th</sup>) - T**

### **Library**

Beginning in September, students will be permitted to visit the school library two days per week. Books need to be returned the following week. Students may keep books longer, but need to bring them to school on the due date in order to renew them.

A permission to use the library form is included in the back-to-school folder.

### **Lice Policy**

In the interest of all students and to ensure compliance with the guidelines provided by the National Association of School Nurses and the West Virginia Council of School Nurses, Upshur County will implement this policy for the control of head lice. Information regarding head lice and the treatment of head lice will be sent annually to parents of all students in Upshur County at the beginning of the school year and posted on the Upshur County Schools website.

When a student exhibits symptoms of head lice, that student will be checked for head lice by the principal or principal's designee. When live head lice are found, the student's parents will be notified and the student sent home, if at all possible. At this time, the parent will receive a letter with instructions for the treatment of head lice. The school nurse must be notified at least by the next school day when head lice are found. If the results of a head lice check are questionable, the principal will contact the school nurse for confirmation.

All students in the classroom of a student who has live head lice will be checked by the school nurse, principal and/or principal's designee. Also, a letter informing the parents that lice have been found in their child's class will be sent home.

When treatment is completed, the parent must accompany the child to school for examination by the principal/principal's designee or school nurse. A Proof of Treatment document must be completed and signed by the parent stating that treatment has been completed. In order for a student to return to school, that student's hair must be lice free. If the student is found to have head lice, the student will be sent home with the parent. There will be a follow-up check in eight to ten days done by the principal, principal's designee, or school nurse.

All forms and letters required by this policy shall be supplied by Upshur County Schools. No substitute forms will be accepted.

Approved by the Board 9/2/97, Revised 4/21/09

## **Lockers**

Each student is assigned a locker to use during the school year for their coats and book bags. We ask students not to decorate their lockers with stickers, mirrors, etc. in order to maintain clean attractive lockers for all to use. Encourage your child to clean out their locker on a regular basis.

Students will go to their locker upon exiting the bus and place coats, book bags, etc. Classroom teachers will designate other times for children to access lockers.

## **LSIC—Local School Improvement Council and Crisis Response Planning Team**

LSIC is composed of staff members, parents, community members, and business partners. This group meets once per quarter to discuss school improvement issues.

The Crisis Response Planning Team will review the school's crisis response plan and discuss safety topics that can be implemented to improve the safety of the school setting.

If you would be interested in becoming a member please complete the form in the news folder.

## **Meal Program**

Breakfast is served daily including on a two hour delays. Students will have two options for breakfast --- a hot breakfast from 7:15 a.m. – 8:00 a.m. or a "Grab and Go" breakfast in the classroom after 9:00 a.m.

You are always welcome to come and eat lunch with your children. Please see the section in Daily Procedures.

All elementary students will receive a free lunch this year.

If your child has an unpaid bill from previous years, it must be paid in full. Students cannot participate in graduation ceremonies at BUHS if there are any outstanding lunch bills.

Special dietary needs can be met by our food service personnel. If your child has a special need, submit instructions from your doctor along with a completed dietary form, available in the office.

## **Upshur County Schools 2015 - 2016 meal prices for elementary students are:**

**Adult /Guest      3.50**

## **Medications**

All medication, physician ordered and over-the-counter, must have a permission form completed for each medication. Forms may be obtained in the school office. All medication is to be kept in a locked location identified by each school. Schools may not purchase medicine to give to students. \*\*Medication given three times per day does not need to be given at school; it needs to be given before school, after school, and at bed time. If your child must bring medication to school, the following requirements must be met:

### **PRESCRIPTION MEDICATIONS:**

- Must be clearly identified as to the name and type of medication
- Must be in the original container

- Must be personally delivered by the parent
- Must carry a prescription label with the child's name, drug identity, dosage instructions, doctor's name and prescription date
- The prescription must be current
- A permission form, dated and signed by the physician and parent, must accompany the medication, giving the child's name, dosage amounts, specific dosage times and other instructions if necessary.

#### NON-PRESCRIPTION MEDICATIONS:

- Must be in the original container (cough medicine bottle, Tylenol bottle, etc) – no baggies!!
- Must be clearly identified as to the name and type of medication and dosage instructions
- A permission form signed and dated by the parent giving the child's name, medication name, dosage instructions, specific dosage time and other necessary instructions must accompany the medication.

The student will help take the responsibility for taking the medicine at the prescribed time. Medication cannot be kept from one year to the next so it should be picked up at the end of the school year.

Please remember that no over-the-counter medications or ointments may be given at school unless it is sent in by the parent and an over-the-counter medication form signed.

#### **Newsletters / School Information**

Children receive a weekly school newsletter each Thursday. As many of the informational papers and reminders as possible will be sent home with the children on Thursdays. In this way, parents can be aware of school events and changes in the regular routine and know when to expect the information.

In addition, teachers send letters to announce special events in their classrooms and to keep parents informed about Title I student/parent activities. It is important that you check your child's backpack and folders DAILY.

Information about school activities can also be found on the website. -----

<http://hes.upshurschools.com/>

**Livegrades** is a web-based program that allows parents to review their child's progress in class, view class assignments and monthly classroom events. Our school page will include a calendar of events, useful internet links, and links to all forms and newsletters. Parents will be provided with their own access code to view their child's specific academic folder. Information posted about your child is confidential and CANNOT be viewed by others. Training for parent's use of Engrade will be arranged every school year. Please watch newsletters and flyers for upcoming trainings or ask the principal about getting your access information.

**Remind 101** is a text messaging and e-mail system that allows reminders to be sent to your cell phone and/or e-mail about school activities. If you would like to sign up for this service, please see the information enclosed in the back-to-school folder.

Mrs. Phillips would like you to join  
Parents!



To receive messages via text, text  
@hesusky to 81010. You can opt-  
out of messages at anytime by  
replying, 'unsubscribe @hesusky'.

Trouble using 81010? Try texting  
@hesusky to (304) 937-0057  
instead.



\*Standard text message rates apply.

Or to receive messages via email, send  
an email to  
hesusky@mail.remind.com. To  
unsubscribe, reply with 'unsubscribe' in  
the subject line.



**WHAT IS REMIND AND WHY IS IT SAFE?**

Remind is a free, safe, and simple messaging tool that helps teachers share important updates and reminders with students & parents. Subscribe by text, email or using the Remind app. All personal information is kept private. Teachers will never see your phone number, nor will you see theirs.  
Visit [remind.com](http://remind.com) to learn more.

**Students with Divorced Parents** It is of utmost importance for divorced parents to share school communication in order for the student to have the support of both parents. Most of our communication is available on our school website:

<http://hes.upshurschools.com/>

In addition, you may sign up for our email listserv to receive weekly newsletters and other important information in your email. If you would like to have your email added, please contact the school with your email address. You may also email the principal at:

[jlphilli@k12.wv.us](mailto:jlphilli@k12.wv.us) and request you be added to the listserv.

A third method of gaining information is to use Remind 101. See above directions to sign up.

It is the responsibility of the guardian parent to provide copies of progress reports, grade cards, and personal communication regarding the child. Our office staff will gladly make copies of these papers for you to share. If you need a copy, stop by the office and we will make it for you to share.

**Nutrition Policy**

WVDE Policy 4321 limits the types of foods that may be served to our students. Any food served at any time in our school must be prepackaged or prepared in an approved food preparation facility. Foods must meet the following guidelines:

The WVDE website has a nutrition calculator available at: <http://wvde.state.wv.us>

If you have any questions about an item, please ask the principal.

Unfortunately, if foods not meeting the guidelines are brought to school, we will not be allowed to provide them to the students.

## **Parent Volunteers**

Parents, grandparents and community members are always welcome to volunteer at school. Volunteers are encouraged to read to classes or individual students, practice skills, help with the library, class parties and provide support in the work room. We appreciate our volunteers!

We have a variety of needs and we encourage you to call the school to get actively involved. Anyone who volunteers will be asked to check in at the office and report only to the teacher they are helping that day or to the workroom. When their time is completed, they need to sign out at the office. *We cannot allow volunteers in the building without a specific area / job to help with.* Volunteers are discouraged from coming to school during the instructional day without a specific volunteer purpose. All those interested in being a volunteer in the school **MUST** complete volunteer training that is held at the beginning of each school year where policies and expectations are explained. If you are unable to attend the scheduled training, individual training will be arranged.

Volunteers must sign in and present a picture I.D. and will then receive a pass to enter the building. When your volunteer duties are over, please sign out, and your photo I.D. will be returned to you. (Per Closed Campus Policy)

When you attend an activity or program at school, you will be asked to sign in and get a visitors tag. Please help us keep our children safe and follow all policy expectations.

## **Party Invitations**

To avoid hurt feelings and problems between students, we ask that if invitations to parties, sleepovers, etc. are handed out at school they are given to all the children in the classroom. We realize it is not always possible to invite all classmates to an activity. For those activities, invitations need to be presented away from the school setting. This helps students avoid feeling neglected or slighted when they are not invited to an activity and allows students to focus their attention on learning.

## **Phone Calls**

Students will not be permitted to call home. For example, calling to request forgotten items, to make plans to go home with a friend or to tell parents about activity times will not be allowed. If there is a situation that the staff feels a parent needs to be aware of, a phone call will be made on behalf of the child by an adult.

## **Phone Extensions**

When you call our school you will be given the choice to dial:

- 1 – Mrs. Phillips - Principal
- 2 – Ms. Pugh – Secretary
- 3 – Cafeteria staff

If you need to speak with another staff member you may dial the following extensions during the message:

- 2710 – Brittany Brown – 4<sup>th</sup> grade
- 2712 – Johnna Turner, Fran Ross – Special Education
- 2713 – Speech Therapist
- 2947 – Suzanne Bohman – Counselor
- 2715- Tahsha Carpenter – 3<sup>rd</sup> grade
- 2716 – Leandra Morlan – 1<sup>st</sup> grade
- 2717 – Jenny Struble, Wilma Small – Kindergarten
- 2718 – Jackie Crites – 2<sup>nd</sup> grade
- 2719 – Jason Piacente – PE teacher
- 2723 – Jacque Strawder – TI teacher
- 2721 – Breanna Saddler - Art; Charity Manspeaker – Music
- 2724 – Kelley Caynor – 5<sup>th</sup> grade

### **PTO---Parent Teacher Organization**

PTO is an organization comprised of parents and school staff. The members work to provide students with learning opportunities throughout the school year. Parents are encouraged to participate and help with making our school the best it can be. Fundraisers are held with all proceeds from PTO benefiting the school. All fundraisers are optional. Meeting times and dates can be found in the school newsletter where you can also be kept up to date on the activities and goals of the PTO.

### **Recess Procedures**

Students will have outdoor recess any day that the temperature is at least 40 degrees with no precipitation. On these days be sure your child is dressed appropriately with coats, gloves, etc. Please put the child's name in the articles of clothing. Any unclaimed clothing will be sent to Good Will. Please see beginning section of handbook for information about parents visiting at recess.

### **Release of Students**

Please see the section on Dismissal for specific details.

Students will be dismissed from the office; **NOT** from the classroom. Authorized adults who want to pick up a student **MUST** report to the office, present a photo id, and sign the student out. Teachers will not release a student without clearance from the office. **ANYONE WHO DOES NOT NORMALLY PICK UP A STUDENT MUST HAVE A **WRITTEN** REQUEST FROM THE PARENT OR GUARDIAN GRANTING PERMISSION FOR THE SCHOOL TO RELEASE THE STUDENT TO THEM AND PRESENT A PICTURE ID TO THE OFFICE STAFF.** This person must sign the student out in the office. Students leaving the school campus for any reason must sign out in the office. Students returning to school or arriving late should also sign in on the sheet provided in the office.

**Please do not plan to pick up your child from 3:00 – 3:30 p.m. as this disrupts instruction in the classroom.**

### **Required Forms / Registration Forms**

Please return all required forms to school within the first week:

1. Emergency Procedure Card—please update as changes occur (especially phone numbers for the Parent Link call system)
2. Permission to Photograph/Video Forms/ post to website or shared with newspaper
3. Asbestos Notification Form
4. Acceptable Use Policy (for internet and computer use) which includes the permission to video / photograph. The forms signed this year will be in effect until your child leaves Upshur County Schools.
5. Library permission form
6. Parent Involvement Policy
7. Family Handbook
8. Title I Parent Compact

All student registration requires current and complete immunization (shot) records and birth certificate (Certificate of Live Birth) to enroll student. **If shot records are incomplete, your child cannot start school.** Any other pertinent information (testing, evaluation or any medical conditions) would be beneficial to appropriately place your child.

### **Responsible Student Program (RSP)**

The mission of the RSP is to provide a safe, disciplined environment where students are focused on learning and where discipline problems diminish. The intent of RSP is to teach desired behaviors that will promote lifelong learning, success in future endeavors and good citizenship. RSP advocates orderly conduct inside and outside the classrooms, as well as preparation for class and accountability. It recognizes students who act as models and provides guidance to those who are developing desired behaviors. This year we are implementing school-wide activities that will teach life skills, manners and build character.

### **School Planning Committees**

The following committees which are required by school law include, but are not limited to: Faculty Senate, Curriculum Team, and Local School Improvement Council. Parent support groups include: PTO, Parent Volunteer Programs, Title I Parent Involvement, Title I Parent Advisory Committee and Read Aloud.

### **Snacks**

The WVDE Healthy Students Policy 4321 and the School Lunch Program prohibit students from eating snacks prior to lunch time. We encourage our students to take part in one of the breakfast programs to avoid becoming hungry prior to lunch

Individual teachers will provide information concerning snacks in the classroom during the afternoon.

Our school is proud to be a part of a federally funded program to provide snacks to students after school. Students who ride buses home from school will participate in "Healthy Huskies" in which they will walk the track or participate in structured indoor exercise programs. After participating in this activity, a free snack will be provided.

### **Student Support Services**

***Student Assistance Team (SAT)***—The Student Assistance Team may be composed of the principal, the counselor, the classroom teacher, and parents. The team meets to address concerns of the teachers or parents regarding academics, behavior, attendance, and social issues. Parents will be notified in writing of the meeting date and are encouraged to attend. The team will discuss the concern and provide recommendations to positively assist the child. A follow-up meeting will be scheduled to evaluate current progress and determine any additional services or modifications needed.

***Title I Program***----Title I is a federally funded program providing assistance to kindergarten through third grade students in reading and math. Funding for this program is based on the number of students who qualify for free and reduced meals. Your child does not have to receive free or reduced lunch to receive services from the Title I program.

***Special Education***---Our special education teacher assists students who have been identified as having special needs through the evaluation process and has a current Individualized Education Plan (IEP).

***Health Screening***---The school health nurse provides vision, hearing, and dental screenings to students. If you feel your child needs evaluated at any time, please contact the school. The

school nurse will conduct lice screenings as needed. If you find your child has lice, please contact the school so other children can be screened.

**Counseling**---A school counselor visits our school Monday and Friday mornings and all day on Wednesday. Classroom guidance and individual counseling sessions are provided

**Speech Services**— The speech therapist evaluates students on a referral basis. She works with all students determined to be eligible for speech-language services. Some intervention may be provided in the classroom to encourage speech and language development for those students with mild delays. Please contact the speech therapist if you have any questions or concerns.

### **Transportation**

All students transported by buses will follow the approved rules:

- Observe the same behavior as in the classroom
- Be courteous, use NO profane language
- Do not eat or drink on the bus
- Keep the bus clean
- Cooperate with the driver
- Do not smoke
- Do not be destructive
- Stay in the seat
- Keep head, hands, and feet to yourself, inside the bus
- Bus driver is authorized to assign seats

Students are expected to exhibit appropriate behavior on the bus. Any student misconduct on the bus shall be addressed on an individual basis. Parents are responsible for transporting any student attending school out of district. Students may not ride another bus except the one they are assigned unless they have a note signed by the parent and the principal's designee.

If your child needs to ride another bus, a note requesting this must be sent to the office. **Plans involving a child going to another child's home require a note from both parents requesting this change.** The student riding a different bus will be given a bus note. Students may not call home to make these arrangements.

WV State Law requires that PreK-3<sup>rd</sup> grade students MUST be met at their bus stop by an adult or they will not be allowed to exit the bus.

ANYONE WHO PASSES A BUS WHILE THEY ARE LOADING OR UNLOADING WILL BE REPORTED. FINES ARE A MINIMUM OF \$350.00 AND POSSIBLE LOSS OF DRIVER'S LICENSE.....NO EXCEPTIONS! If the lights are red and flashing, do not pass. This includes when they are loading or unloading in front of the school.

\*\*Please keep in mind that during the last few weeks of school, there are fewer students to transport due to graduating students and other activities. Buses will run up to 5 min. or more early as they can make their runs quicker. Please adjust your morning schedule to make sure your child does not miss the morning bus.

### **Visitors to our school / Security Camera Phone**

We care about the safety of our students! We continue to use the "A" phone to monitor the security of our school. This security system assists school personnel in monitoring all visitors to our school. When coming to the school, please use the main entrance, located on the front of

the building in the bus loop. Please press the button and wait for staff to acknowledge you. You will be welcomed and asked to report to the office (which is now located in the first room to the right of the entryway.) When you enter the building, please go directly to the office and have your picture I.D. ready if you are volunteering, or picking your child up from school. Upshur County and State policy require that **ALL VISITORS** report to the office so that we may know who has access to our children. Please do not open the doors or hold open the doors for people coming in after you. Students are told NOT to open doors, even for their parents. Students will not be released to anyone who is not indicated on the Emergency Procedures Card.

We know from time to time that our students will forget items they need. We will be glad to assist you in dispensing forgotten items such as lunches, clothes, money, etc. So, please bring any item your child needs to the office and we will make sure they receive it. We appreciate your help with this so we can minimize classroom interruptions.

### **WITHDRAWAL OF STUDENTS**

If your child must withdraw from school, please notify the school in advance. It is most helpful if the school is informed of the date you anticipate the student is leaving and the location to which you will be moving. Please return any school materials and/or books and pay any outstanding debts to school prior to withdrawing from the school. School records will be sent when enrollment confirmation is received from the new school.

**We at Hodgesville Elementary want to make sure your child has a fantastic and safe year of learning. Please do not hesitate to call the office, 304- 472- 3212 – 1 for the principal, 2 for the secretary, and 3 for the cafeteria staff, if you have any questions or concerns that have not been addressed in this handbook.**

**Thank you for allowing our staff to provide your children with a quality education.**

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**Janet L. Phillips, Principal**

As required by federal laws and regulations, the Upshur County Board of Education (Hodgesville Elementary School) does not discriminate on the basis of sex, race, color, religion, handicapping condition, or national origin in employment or in its education program and activities. Inquiries may be referred to the Title IX Coordinator, Upshur County Board of Education, 102 Smithfield Street, Buckhannon, WV 26201, phone 304/472-5480; the Section 504 Coordinator, Upshur County Board of Education, 102 Smithfield Street, Buckhannon, WV 26201, phone 304/472-5480; to the State Elimination of Sex Discrimination Project Coordinator, phone 304-558-7867; or the U.S. Department of Education's Director of the Office of Civil Rights, phone 215/596-6795.

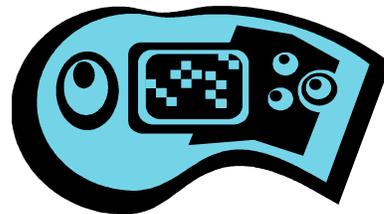
**This institution is an equal opportunity provider.**

Students will be allowed to bring electronic devices to school for use in morning and evening bus this year.

Please use your best judgment in making a decision regarding this matter. There are parents who readily agree to allow the devices to be brought to school and then there are parents who do not want to take any chances with these expensive items. This is a personal decision between you and your child and is not required by the school.

If your child brings electronic devices the following rules apply:

1. Electronic devices may be used in **the gym during morning bus and inside evening bus only**. They are not to be used, at recess or in the classrooms (*unless the classroom teacher makes arrangements for reading devices*).
2. The devices are to be used for appropriate games and activities only. The school access code for Internet will NOT be given to the students for Internet service.
3. **Students are responsible** for the safety of their device.
4. Parents must sign the form below agreeing for their child to bring the device to school and to agree the **school / teacher is not responsible** for the safety of the device.



If any of the above rules are not followed, the student will immediately (no second chances) lose the privilege of using their electronic games at school



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I am aware of the rules for using electronic devices in school and allow my child to use their device at school. I understand the possible safety concerns and have discussed the above rules with my child.

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Parent Signature

I agree to follow the rules for using my electronic device and to keep it safe at all times. I understand that if I do not follow the rules there are immediate consequences regarding its use. Also, if it is lost, stolen, or damaged it is my responsibility.

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Student Signature

# End of Day Dismissal Form

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**Student Name**

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**Grade**

**At the end of the school day, my child will typically (on the majority of days):**

\_\_\_\_\_ **Walk**

\_\_\_\_\_ **Ride Bus #** \_\_\_\_\_

\_\_\_\_\_ **Be picked up by a parent/assigned adult**

If this is your normal daily procedure we will provide you with a card to display in your window so the staff member on duty can quickly identify you. As your child enters your vehicle, a clipboard will be handed to you so you may sign out your child.

Thank you for your cooperation.



Parent/Guardian:

We ask that you review the Hodgesville Elementary Student Handbook with your child. Please complete the information below after your review.

My child, \_\_\_\_\_ and I have reviewed and understand the Student Handbook for the 2015-2016 school year.

Grade \_\_\_\_\_

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Parent/Guardian Signature

\*\*Please return this form to the school office.

Thank you!