

Eastwood Elementary School

HANDBOOK

Revised October 2016

ABUSE, OR SUSPECTED ABUSE

All personnel working with children are required by law to report for investigation any reports of suspected abuse. If any individual alerts the principal of possible abuse; such as neglect, hitting, emotional abuse, psychological abuse, or sexual abuse, the principal and the school personnel reporting the abuse are required to report it to the authorities for investigation.

ACCELERATION

Monongalia County Schools believe that students should be provided academic instruction that best meets their level of achievement and performance. Acceleration opportunities will be made available to all students who meet qualifying criteria.

ADMISSIONS (KINDERGARTEN AND UPPER LEVEL)

New kindergarten students must be five years old on or before September 1 of the school year in which they are enrolling. Early entrance testing is available at parent's request through the county office. Registration takes place in the spring. Ages must be verified by an official birth certificate from the Bureau of Vital Statistics of the state in which the child was born and immunization records must be complete and presented before enrollment. The following guidelines will be followed when new students enter Monongalia County Schools:

- All parents of new students are required to fill out a "TB Risk Assessment Form" when completing new admission papers.
- If any questions are marked yes on the "TB Risk Assessment Form", the student is required to have a TB screening prior to starting school.
- New students from outside the United States, who come from countries that are endemic of TB, are required to have TB screening prior to starting school.
- If not from an endemic country and they have not marked yes to any other questions on the assessment form, they are not required to have a TB screening.
- If the new enterer is required to have TB screening prior to starting school a COPY of the TB Assessment Form is to be given to the parent with directions to make an appointment with the Mon County Health Dept. (304-598-5198) or their family physician.

AFTER SCHOOL ACTIVITIES

Permission slips are REQUIRED for students staying after school for activities and practices. If a student will be going home with someone other than their parents, a permission note is needed. If a student is going home with another student, both the sending and receiving parents need to send in a note. This note must be given to the appropriate homeroom teacher on the morning of the activity day.

ALCOHOL, DRUGS, AND TOBACCO

Eastwood Elementary School is proud to be a drug free school, as state policy requires. To help students avoid drugs, Eastwood Elementary School supports a drug free position. Thus, a student must not possess, sell, give, use, or be under the influence of any of the following items at school, school activities, or on buses: alcohol, drugs, tobacco, a legal substance disguised or promoted as a legal drug, any other controlled substance, or drug apparatus. Failure to follow this policy may result in immediate suspension of the student and the reporting of the student to the appropriate law enforcement agencies.

ARRIVAL AND DISMISSAL

Parents and other adults delivering or picking up students must report to the school office. They must also sign the students in/out in the office. Students should not arrive at school before 7:50 a.m. Students arriving after 8:15 a.m. will be marked tardy. Students arriving after 10:00 a.m. will be marked absent for ½ day and will require a written excuse from parents to the school. Students leaving school before 1:20 p.m. will be marked absent for ½ day and will require a written excuse from parents to the school. Regular dismissal will begin at 2:50 p.m.

ASSEMBLIES

Assemblies are planned periodically as special events on the school calendar. Some typical assemblies involve athletics, cultural presentations, and professional speakers. These programs require a significant investment in time and money. Students given the privilege of attending assemblies are expected to show especially good manners and appropriate citizenship behavior during the programs. They must enter quietly, immediately take their seats, and not talk to each other during the assembly. After the assembly, students should remain quiet, listen for instructions on leaving, and then leave in an orderly fashion. Students not behaving appropriately may have their assembly privileges taken away.

ATTENDANCE

Regular attendance is essential to a student's success in school. Most subjects are taught in sequence, requiring the understanding of each concept in the order of its presentation. Persistent absenteeism creates a genuine hardship for a student and is regarded as a very serious problem. To aid the student in making up work missed by an absence, homework may be picked up after 12:00 pm on the day of the absence. Appropriate and acceptable excuses for a school absence include 1) personal illness, 2) family illness, 3) death in the family, 4) medical/dental appointments, 5) failure of the bus to run/hazardous weather conditions, 6) preapproved educational leave, and 7) religious holidays. Whenever possible, medical/dental appointments should be made after 3:00 p.m.

Eastwood Elementary School follows and supports the Monongalia County School's attendance policy. Some key points from this policy are as follows:

- If your child is absent, a parent or guardian is expected to call the school (304-284-8226) to report the absence no later than one (1) hour after the beginning of the school day.

- When a student returns to school after an absence, a parent or guardian is required to furnish a written statement regarding the reason for the absence within (2) days.
- Any absences not verified by a parent/guardian note or a physician's note will be considered unexcused.
- After three unexcused absences, the parents will receive a letter from the school explaining the attendance policy.
- After five unexcused absences, the parents are required to meet with principal or assistance principal. Parents will receive a letter explaining the attendance policy and providing them with the date and time of the conference.
- After ten unexcused absences, the student will be reported as truant. The county's attendance director will file truancy charges in Monongalia County Magistrate Court.

Requests for educational leave for family travel must be approved by the principal or assistant principal in advance. Please refer to the "Educational Release Policy" in this handbook.

AWARDS

Students receive special recognition at the school through a variety of awards programs. These awards are intended to promote and recognize academic skills, athletic achievement, and various aspects of good citizenship. Teachers and parents are expected to promote these awards with praise and encouragement because students work hard to achieve them. Therefore, awards are incentives toward further effort and achievement by the students.

BAND/STRINGS

Eastwood Elementary School has a strings program for fourth and fifth graders that meets weekly. Band will be offered to fifth grade students.

LOCKDOWNS AND OTHER EMERGENCIES

Parents should feel confident concerning all possible emergency situations at the school. A written plan exists to cover responses to a variety of crises. This action plan has been reviewed and filed with the state and local police. Procedures for the notification of these authorities are in place. Both evacuation and lock-down plans are in place depending on the type of emergency.

Administrators and teachers welcome inquiries about any aspects of the school's emergency preparedness.

BOOK BAGS / BACK PACKS

Book bags, backpacks, and backpack purses are to be used for transporting school materials back and forth to school. Once in school, they should be placed in the lockers/cubbies.

BUS CONDUCT

The following rules have been established in order to insure the safety of all students who ride buses:

| | | |
|----------------|--|-------------------------------------------------------------------------------------------|
| Be Respectful | | Keep your hands and feet to yourself Use inside, quiet voices Be nice to each other |
| Be Responsible | | Keep toys, school supplies, food, and drinks in backpacks Clean up litter |
| Be Safe | | Stay seated until the bus stops at your stop Keep your hands inside the window |

Infractions of any of the above rules will be brought to the attention of parents and may result in disciplinary action by the school. Continued abuse of bus privileges will result in the denial of transportation to the student.

BUS ROUTES AND OPERATING POLICIES

Bus routes and stops are planned and established by the County Director of Transportation. Safety, economy, efficiency, and distribution of resources are taken into consideration when determining bus routes and policies. Parents who wish to make requests for changes in bus stops should contact the director of transportation at 304-983-8204. Students and parents are encouraged to notify the school immediately of any safety hazards that they have observed during bus operations.

The school's primary concern is the safety of the children. Remember, if a student is going home with another student, both the sending and receiving parents need to send notes to the homeroom teachers on the morning of the event. Emergency phone calls will be accepted.

BUSINESS-EDUCATION PARTNERSHIPS

A partnership is a cooperative effort between a school and business to improve or enhance our school. Working together, school and business representatives look for ways to improve student learning. Our current Partners in Education are: Black Bears Baseball Team, Bowles Rice Attorneys at Law, City of Morgantown, Cottrell's Country Store, Flowers and Beasley Embroidery, First Exchange Bank, Jackson & Kelly Attorneys at Law, Insurance Centers, Lowe's, Morgantown Printing & Binding, Outback Steakhouse, Suncrest Kiwanis, University Motors, and Wesbanco.

CALENDAR FOR THE SCHOOL YEAR

A school calendar is printed and sent home with each student at the beginning of the school year. In addition to this, a calendar of school events is printed monthly.

CANCELLATION OF SCHOOL

Cancellation of school takes place only during extraordinary circumstances such as extreme weather, equipment failure, or public crisis. The school board and administrators are aware of the hardship that can be caused by an abrupt cancellation. Therefore, school will not be canceled unless a significant safety risk has been created by unusual circumstances. Every practical means is used to notify parents of an impending cancellation, including radio, T.V., newspapers, and School Messenger phone calls.

Each parent is asked to submit a plan for the placement of their child in case school is canceled during the school day. In the unusual circumstance when school must be canceled during the school day, elementary school teachers will attempt to notify those parents who have not submitted a plan for the satisfactory transportation and supervision of children. Because this is not a secure or sound means of child placement, parents are strongly encouraged to submit a plan during the first week of school.

If it becomes necessary to close school due to an emergency, an announcement is made through the School Messenger system to all students' homes. Closing information is also available on Monongalia County Schools' website, boe.mono.k12.wv.us. You can also register for an email alert from the State Dept. of Ed. at <http://wvde.state.wv.us/closings/county/all>.

CELL PHONES

If students bring cell phones to school, the phones must remain off and kept in lockers. **Please keep in mind that our lockers do not lock.** If a student does not comply with keeping their phone off and in their locker, our general policy will be to remove the phone from the student, place it in a safe location, and ask the parents to pick the phone up at school.

CHANGE OF ADDRESS OR TELEPHONE NUMBER

For emergency and administrative reasons, every student must maintain an up-to-date address and phone record at the school office. Notify the school immediately if a change of address or telephone number occurs during the school year.

COLORS AND MASCOT

The Eastwood Elementary School mascot is the Black Bear, and the school colors are Skydive Blue and Tree Frog Green. Every Wednesday is School Spirit Day and students are encouraged to identify with these symbols as a representation of school pride, unity, and spirit.

COMMUNICATIONS (NEWSLETTER)

A newsletter containing items of interest to students and parents will be distributed near the beginning of each month of the school year. Access Eastwood Elementary's web site at <http://ees.mono.k12.wv.us/>. Our principal also utilizes the School Messenger phone call system to send recorded reminders of events to all families.

CONFERENCES

Parent-teacher conferences occur at various times during the school year. Some may be with one parent by appointment, and other conferences may be open to all parents. Conference time used in an orderly, productive manner can be very valuable to the student's overall educational progress. Some parents are hesitant about participating in conferences; however, the teachers want to encourage all parents to take advantage of conferencing. The teachers believe they can do a much better job with students if they can understand the parent's point of view and share their experiences with the parent. If a parent has a special concern, (s)he should immediately telephone the teacher at the school. Parent conferences can be arranged at any time during the school year

COMPUTER USAGE

Before using computers at Eastwood Elementary School, the student must submit to his homeroom teacher a copy of the Acceptable Use Plan signed by him/herself and his/her parent or guardian. This form will be filed in the school office and a copy forwarded to the System Administrator.

When this form is completed and received by the school, the student may use computers with teacher supervision. (S)he may use the computers for school approved/school related activities. The Internet provider uses filtering software to prevent access to objectionable sites. Random computer checks are often made during the day to determine which Internet sites have been visited. No personal disks or CDs are to be installed by any student in a school computer. Failure to obey the Acceptable Use Policy will result in suspension from all computer use in the school for a specific period of time. Repeated violations may result in other disciplinary action as well.

COUNSELORS

Eastwood Elementary School has a full-time and a part-time professional counselor. They are available to assist students with questions regarding career choices, social problems, and crisis situations. Students are encouraged to make use of the counselors by making an appointment. They may schedule appointments using the slips and envelopes provided by the counselor.

CRISIS SERVICES

Students are periodically advised of the crisis services that are available through the school. These services are coordinated by the school's professional counselors and are intended to assist students who find themselves overwhelmed by any type of personal crisis. Although confidentiality is guaranteed to the student, every effort is made to assist students in working out their problems with the support of their families. The school is required by law to report any possible abuse situation to the appropriate authorities.

DISCIPLINE POLICY

Eastwood's teachers use logical consequences when students behave inappropriately. Inappropriate behavior is any behavior that does not show respect for self, others, or school property. Such behavior may result in a conference with a teacher, a team of teachers, principal, or other school staff member(s). For severe infractions, parent(s) or legal guardians will be notified. Disciplinary action may take the form of exclusion from the classroom/time out, a conference with the classroom teacher, a conference with a team of teachers, parental conference, detention, suspension (internal or external), or expulsion. Formal due process gives the student a right to a hearing before the County Board of Education when he or (s)he is recommended for expulsion. Parents will be notified in writing in advance of the hearing so that they can be present and, if they wish, defend the student. At their own cost, parents may hire an attorney to accompany them, and they may also bring witnesses. If the student or his/her parents are dissatisfied with the Board's decision, they may appeal to the State Superintendent of Schools or take the complaint to court. (WVBOE Handbook for Student Rights and Responsibilities)

DISCRIMINATION

Based on federal laws, the Monongalia County Board of Education and Eastwood Elementary School do not discriminate on the basis of sex, race, color, religion, disability, age, or national origin in employment or in education programs and activities. Further, the Board prohibits retaliation, interference, coercion, or intimidation on the basis of a disability in employment or in its education programs and activities. If you believe you have been discriminated against, you may contact the school principal or the Monongalia County Board of Education at 13 South High Street, Morgantown, or by telephone at (304) 291-9210.

Any person suspecting they have been discriminated against on the basis of a disability may contact the local school principal or the Director of Special Education/Related Services, Monongalia County Schools, 13 South High Street, Morgantown, WV, 26505, or by telephone at (304) 291-9210, extension 543.

DRESS CODE

Students at Eastwood Elementary are required to follow Monongalia County Schools' policy regarded appropriate appearance.

Policy 4373- A student will not dress or groom in a manner that disrupts the educational process or is detrimental to the health, safety or welfare of others. A student will not dress in a manner that is distracting or indecent, to the extent that it interferes with the teaching and learning process, including wearing any apparel that displays or promotes behavior and/or items prohibited by this policy.

The following are Monongalia County Schools' guidelines that will be used to help administration and faculty enforce the Inappropriate Appearance Policy:

- Cannot wear clothing that exposes the mid part of the body
- Cannot wear shorts and mini-skirts that do not reach the mid-thigh portion of the leg
- Cannot wear clothing that exposes large areas of the back and/or front such as: fishnet, see-through mesh, cut-out places, spaghetti straps or halters, unless worn with a buttoned-up shirt
- Cannot wear hats, bandannas, sunglasses or hoodies with the hood up
- Cannot wear clothing depicting and/or referencing violence, blood, knives, guns, gang membership, terrorism, sex, alcohol, drugs, tobacco, obscenities or profane language
- Cannot wear spiked jewelry or chains that could be used as weapons
- Cannot wear baggy clothing considered to be a safety hazard or exposes undergarments or mid sections
- Cannot wear shoes that present a tripping hazard
- Cannot wear tight clothing (pants, leggings, yoga pants, tights, etc.) without an accompanying over garment that extends to the mid-thigh.
- Any new "fads" in clothing or anything not specifically covered in the above guidelines, which is considered inappropriate dress shall be dealt with at the discretion of an administrator/designee

EDUCATIONAL LEAVE

Family vacations are not excused absences. However, students may be absent for preapproved "educational leave" (ten days a year total) which may include vacations if 1) educational value is evident, 2) prior notice is given by the parents, and 3) the appropriate form is completed and submitted to the school. Forms are available in the school office.

EDUCATIONAL VISION, MISSION, AND GOALS OF EASTWOOD ELEMENTARY SCHOOL

Our vision is *"Growing Healthy Kids in a Healthy World."* Our mission is *"The staff of Eastwood Elementary School will work with parents and community to help all students succeed by focusing on improving academic skills and promoting wellness physically, socially, and emotionally."*

The educational goals of Eastwood Elementary School are:

1. Through work in the four content areas, students will make gains toward achieving their individual academic goals in reading and math.
2. Reinforce Safe and Support Schools, through our Responsive Classroom program. We will continue to support staff in the implementation of Responsive Classroom to model guiding principles and support a positive school culture.
3. We will develop leadership by increasing our awareness of sustainability, inspiring Environmental Education, and supporting the use of our School as an Instructional Tool.

EQUIPMENT USAGE

Our school contains a variety of educational, safety, and maintenance equipment. Students should not use or handle equipment unless they have been specifically authorized to do so. When school equipment is damaged through negligence or unauthorized use, the person at fault is held financially responsible.

EXPECTED BEHAVIOR IN SAFE AND SUPPORTIVE SCHOOLS

The West Virginia Board of Education recognizes the need for students, teachers, administrators, and other school personnel to have a safe and supportive educational environment. The West Virginia Board of Education believes further that public schools should undertake proactive, preventive approaches to ensure a positive school climate/culture that fosters learning and personal-social development.

Students in West Virginia have basic rights and responsibilities similar to those enjoyed by other citizens. These include the right to the equal protection of the laws and the right to the privileges and immunities of United States citizenship. Enjoyment of these rights is governed by due process of law.

School officials have control over student safety, welfare, and behavior from the time a student boards the school bus or arrives at school until the student returns home or to their designated bus stop. To meet this responsibility, school officials have the right and responsibility to adopt rules and regulations for the purpose of maintaining order and discipline and creating a positive learning environment. It is a student's responsibility to follow school rules and regulations and to cooperate with school authorities who enforce these rules and regulations.

The state policy on “Expected Behavior in Safe and Supportive Schools”, Policy 4373, can be found at <http://wvde.state.wv.us/policies/>.

EXPECTED BEHAVIOR PLAN

Eastwood Elementary School has developed its own “Expected Behavior Plan” to work in conjunction with the Responsive Classroom approach. These philosophies provide prevention and intervention strategies eliminating the need for traditional disciplinary methods. Our belief is that by teaching appropriate behavior and clearly defined expectations we will enable all students to become more socially and academically successful. Common language and expectations will be used school wide. Lots of praise and recognition will be used as rewards for appropriate behavior rather than tangible rewards. Please note that Monongalia County nutrition policy strongly discourages the use of edible rewards.

Our plan outlines expected behavior, a plan for teaching the expected behaviors, celebrations for appropriate behavior, and levels of consequences for behavior infractions. The goal of our plan is to prevent misbehavior by teaching appropriate behavior.

Eastwood’s EBP pledge is:

The “Eastwood Way” is to:

- Be respectful
- Be responsible
- Be safe

Eastwood black bears always do the right thing, even when nobody’s watching.

That’s the Eastwood Way!

Using the pledge as a framework, we have developed behavior expectations for the common areas of the school. Teachers will use the components of the pledge, along with the Responsive Classroom process to develop classroom behavior expectation.

FEES

Eastwood Elementary School has no mandatory fees. However, Eastwood Elementary School provides a variety of activities, field trips, and materials to students. Because of the school's preference for providing a superior education rather than merely a basic education for its students, occasionally there may be requests for financial assistance from the parents.

FIELD TRIPS

Field trips within the Monongalia County area and to nearby points of interest are scheduled by various classroom teachers throughout the school year. These trips are designed to supplement different aspects of the classroom curriculum and to introduce students to the resources of the community. Parents will receive notices of field trips well in advance of the scheduled trip date and will be asked to sign field trip permission forms. A standard form will be sent at the beginning of the school year to cover all trips. Sometimes a small donation may be requested from each student to help defray costs. Fundraiser sales are used to offset the transportation costs. Parents are encouraged to attend field trip outings with their children, as space is available. (Also See: Fees)

FIRE DRILLS

West Virginia State Fire Marshal's office requires that fire drills be conducted during the school year. The first essential rule in the event of a fire is to have the children leave the building in an orderly manner. To accomplish this, it is necessary to practice safe evacuation. Fire drills are conducted a minimum of ten times per school year. Detailed exit plans are posted inside the door of each classroom. A detailed emergency preparedness plan is available in the school office.

FIGHTING

Fighting is strictly forbidden in the school or on campus. Eastwood Elementary School has a hands-off policy that means, literally, that students may not place their hands on another student. Hence, they may not poke, push, hit, grab, choke, or in any other way place their hands on another student.

FLUORIDE RINSE

Your child in grades 1-5 may participate in the fluoride rinse program. A parental permission form must be signed and returned to the school before your child can participate. Permission forms will be in effect all year unless a letter canceling permission is sent to the principal. We encourage students to participate in this health activity.

FOOD AND DRINKS

Healthy food and drinks are allowed or not allowed at the discretion of the classroom teacher. The presence of healthy food and drink in the classroom can be very disruptive, so the teacher must carefully examine each specific situation to make an appropriate decision. Any food and drink permitted must abide by the county nutrition guidelines and have an ingredients label. Homemade items are not allowed.

FOOD SERVICES

Lunches are served in ½ hour sessions between 10:45 a.m. and 12:30 p.m. Breakfast is served from 7:50-8:15. A basic menu is prepared each day by professional cooks. Students are not allowed to remove food or drinks from the cafeteria area. The cost of student lunches is \$1.95. Student breakfasts are \$1.10 full price. Extra milk is \$.25 a carton and is cash only. Adult prices are \$3.00 for breakfast and \$4.25 for lunch. Parents are encouraged to apply for free lunch anytime during the school year. Applications for FREE meals are based on income and family size. Applications are accepted online at www.wvschoolmeals.net. Please do not hesitate to apply because doing so helps the school as well as your family. Applications must be submitted every year for continued eligibility. If you are unable to go online to complete the application, please contact our assistant principal for a paper application.

GRADING SCALE

Eastwood Elementary provides progress reports for preschool and kindergarten students. Report cards are issued every trimester for grades K-5. Report card and midterm dates are listed on the Monongalia County Schools' 2016-2017 calendar.

GRIEVANCE PROCEDURES

As citizens, students have certain rights that are guaranteed. These rights are outlined in a book available to all parents and students in the Eastwood Elementary School office. If citizens believe any laws or policies concerning them are broken, they may file a grievance. Forms for filing grievances are available in the Eastwood Elementary School Office and at the Monongalia County Board of Education.

HANDS OFF POLICY

Eastwood Elementary School has a hands-off policy whether the touching is by consent or not. This applies to displays of affection as well as to acts of intimidation.

HARASSMENT

The school, school activities, and buses must be free of racial, religious, ethnic and sexual harassment, bullying, intimidation, extortion, and violence. This means that students must not use spoken words, written words, gestures, pictures, or behaviors which contain racial insults, religious insults, ethnic insults, sexual messages, bullying, intimidation, extortion, violent attacks, or threats. Eastwood Elementary School has a "hands-off" policy whether the touching is by consent or not. The student being harassed is responsible for telling the person bothering him/her to "stop" and then to immediately report the inappropriate behavior to a member of the school staff. This type of behavior is very serious. State and Federal laws make harassment illegal, whether it involves different sex or same sex situations. A copy of the county's policy on harassment is available on-line or in the school office.

HIGHLY QUALIFIED STAFF

Parents have the right to request information about the qualifications of their child's teacher(s). Parents may request this information from the school principal through a written request.

HOMEBOUND INSTRUCTION

Homebound instruction is available, upon application, to students who are confined to home because of an illness or injury that will last beyond two weeks. Parents should contact an Eastwood administrator with questions about homebound instruction.

HOME-SCHOOL COMPACT

At the beginning of each school year, parents and students are asked to sign Eastwood's "Home-School Compact." This document signifies the parents' and students' commitment to education. Signing this document is voluntary, and it is not legally binding.

HOMEWORK

Homework is an extension of the learning that takes place in school. Homework can provide practice and drill that reinforce classroom learning and can provide opportunities for independent study, research, and creative thinking. Parents can help their children by arranging a quiet comfortable place for the students to work and by seeing that assignments are completed. After an absence, a student will have to complete missed work and often this will be done as homework. If parents have

questions about homework content or length, they may contact the specific teacher assigning the work. If you want to pick up homework on the day of an absence, please call before noon so it can be organized for after school pick up.

HOURS

Office hours: 7:30 am to 3:15 pm

School hours: 7:50 am to 3:00 pm

Instructional Time: 8:15 am to 2:50 pm

Breakfast Served: 7:50 am to 8:15 am

Lunch Served: 10:45 am to 12:45 pm

Dismissal Begins: 2:50

With adult supervision, children may use the school grounds and play area until dusk. Adults using the grounds must also leave at dusk.

ILLNESS OR INJURY

In case of illness or injury the school nurse or a member of the school staff will care for a child temporarily. School personnel will render first aid treatment only. If emergency medical treatment is necessary, the parents will be contacted. If parents are not available, the child will be taken to the emergency room at the hospital by ambulance if possible or necessary. Remember, an emergency telephone number of the student's family doctor must be on file at the school.

IMMUNIZATIONS AND VACCINATIONS

State Law requires that every child who is admitted to public school must have written medical proof of a successful vaccination for diphtheria, tetanus, whooping cough and polio; a rubella vaccination. See TB policy on page 1.

INSURANCE

Parents are given the opportunity to insure their children against accidents at school for a nominal fee through direct service from a contracted insurance company. Applications will be sent home, and parents should make checks payable to the insurance company if they choose to enroll. Return forms and money to the school. Insurance will be effective upon receipt at school. Applications are available any time during the school year.

LASER POINTERS

Laser pointers are not allowed at school or on buses because they can cause serious eye damage. Any laser pointers found in a student's possession will be confiscated, and disciplinary action will be taken against the student.

LEAVING CAMPUS

Students are not allowed to leave the school campus during school hours for any reason without the knowledge and consent of the principal or designee. Permission to leave the school grounds will be considered upon written or verbal request from the student's parent or guardian. Students who are picked up at school for appointments, etc., are only allowed to leave school property with a parent or guardian unless the

school is notified that someone else is picking him/her up. Adults escorting students from school must fill out the sign-out sheet in the office.

LICE CHECKS

Students may be checked periodically by homeroom teachers, nurse or other staff member for head lice. If eggs or lice are found in a child's hair, the child's parent will be notified and the proper treatment will be recommended. The child must be rechecked at the office upon returning to the classroom.

LITTER POLICY

Our school campus is one of the most attractive in Monongalia County. Please help us keep it clean! We provide and maintain trash receptacles, recycling bins, and several of our classes hold all campus clean-up days on a regular basis. Visitors, staff, and students are asked to please put litter in the proper receptacles.

LOCAL SCHOOL IMPROVEMENT COUNCIL (LSIC)

This group is composed of three parent representatives, three teachers, two service personnel, a community businessperson(s), and a citizen. The purpose of the council is to provide input into the school's policies and regulations. The membership will be published each year. The group welcomes parent input and concerns. Meetings are published in the school's newsletter and are open to the public.

LOITERING

Students should leave the school and school grounds promptly after classes or activities are dismissed. If there is an after-school activity, make arrangements for your child to be under adult supervision off school campus or at the after-school care facility. The school's primary concern is for your child's safety.

No unnecessary "hanging around" before school, between classes, and after school is allowed. Non-students are not permitted on campus at any time unless they have been registered as official guests in the main office.

LOST AND FOUND

A large number of items are placed in the lost and found locker/box each year and never claimed. Because of this, all children should have clothing, backpacks, and materials labeled with their names. This would ensure prompt return. Lost items should be reported promptly to assist return. Periodically, unclaimed items will be given to the needy. (See: Valuables)

MAKE-UP WORK

After an absence, students have the number of days of the length of an absence to complete all make-up work. (For example, a student who is absent two days will have two days to complete missed assignments.) Work not completed in this length of time may be counted as late. Requests for work to be sent home should be made by noon.

MENUS

The daily menu for the lunch program is determined by our county food service program

and prepared by our cooks, who work hard to provide nutritious and tasty food for the school. The menu is posted each month on the main school bulletin board and in the cafeteria. It is also published on Monongalia County Schools' website at boe.mono.k12.wv.us.

MUSIC AND/OR ART

All children at our school are enrolled in music and/or art classes to meet state requirements. These programs provide opportunities for children to develop skills, talents, and enjoyment of the cultural arts. Studies have shown that fine art classes help students to be more organized, to be creative problem solvers, and to help with critical thinking skills.

NEWS/PHOTO RELEASE

Each year, Eastwood Elementary School strives to increase the amount of news and photos released to the media. Teachers, parents, and students are encouraged to bring written school-related news, with or without photos, to the office for release to the media. All such material must be approved by the office before release. A media release form will be sent home with the field trip form. Also, permission to use names and photos on the Internet must be given on the Acceptable Use Policy (AUP) form.

NURSE

The school nurse's office is located in the Eastwood Elementary School office area. The nurse is responsible for the maintenance of health records, routine health checks, parental contact concerning health problems, care of minor injuries, and assistance in health teaching, and vision screenings. Please be sure to contact the nurse if your child has any unusual health problems.

Also please call the school nurse or principal if your child is absent from school due to a communicable disease. Precautions may need to be taken to protect other children.

OFF-LIMIT AREAS

Our school is maintained and operated for the benefit of our students. However, common sense and safety considerations dictate the designation of a few off-limit areas where students are not allowed. These areas include the storage areas, teachers' workrooms, and kitchen preparation area. Students are expected to cooperate and refrain from playing in or visiting these areas.

PARENT INVOLVEMENT POLICY

See pages 22-25.

PARENTS RETRIEVING STUDENTS FROM SCHOOL

All parents and other adults picking children up from school prior to the end of the school day for a scheduled appointment should come to the office to have students paged. **They should never go directly to a classroom or wait in a hallway.** In this way, the school can insure the safety of all children in the school. When allowing another adult to pick up the child at school, the parent must send a signed permission statement on the morning of the event, including the name of the person picking the child up. The custodial parent may determine who will and will not pick the child up at

school. For this reason, it is very important that emergency and other records be kept up-to-date. Parents picking students up at the end of the school day shall wait in their vehicles in the student pick up loop. Students will be assigned a number to correspond to a number card the pick-up person has with them. Those without a pick-up number must sign out in the office.

PARENT VOLUNTEERS

Eastwood Elementary School considers its parent volunteers to be a very special resource. Parents are encouraged to help in all classrooms, programs, and extracurricular activities. Please call the office if you have time or skills you can donate to make our school a better place for students to learn and grow. All volunteers must sign in at the office and wear a volunteer badge or name tag.

Monongalia County Schools is committed to providing a safe learning environment for our students working with volunteers. Therefore, Monongalia County Schools has several requirements for all parent volunteers. All parent volunteers must:

- Fill out a Monongalia County Schools Confidentiality/CPS Reporting Agreement for Volunteers,
- Fill out a Monongalia County Schools Volunteer Application, and
- Complete the Parent Volunteer Training.

PETS

Generally, pets are not allowed at school, although teachers may grant permission for pets to be brought to school as part of a special display or activity. However, under no circumstances are potentially dangerous pets to be brought to school. Pets may not be transported by school buses.

PHYSICAL EDUCATION

Eastwood Elementary School believes that physical education is an important part of the educational experience. Physical education helps develop and maintain a healthy body, a sense of physical well being, good mental health, positive attitudes, leadership, sportsmanship, and congeniality. Physical education classes are provided for all students as required by state laws. For their safety, students are discouraged from wearing flip-flops on days that they attend physical education classes.

PICTURES

Individual student pictures are usually taken in the autumn and spring of the school year. Spring pictures include a class picture.

PLAYGROUND SUPERVISION

School staff will supervise the playground during recess. Adults are on the playground during regularly scheduled breaks. Students are required to be considerate of others on the playground and to play safely. The playground is not supervised after school, and students are expected to leave the playground at dismissal for their own safety.

PROMOTIONS AND RETENTION

Promotions and retentions are based on an evaluation of academic, physical, social and emotional growth. Retention is usually considered as a more positive alternative during kindergarten and first grade. A parent can assume his child will be promoted unless the alternative of retention has been discussed during the school year.

Parents will be involved in any retention decision.

The primary reasons for considering retention are:

1. Indifference or lack of effort on the part of a capable student
2. Physical or social immaturity
3. Frequent or long absences
4. Academic developmental delay

RECESS POLICIES

Weather permitting, elementary students are given outdoor recess each day. Decisions to have outside recess during cold weather depend on the temperature and the wind chill factor. Shorter outside recess times are scheduled on very cold days. Always dress your child for outside recess. Students will have supervised free time in the classroom on days when bad weather prevents outside recess. Quiet games, talking with friends, videos, playing music, etc., are usually allowed by the teacher in charge. All students with medical excuses will be allowed to remain in the building during scheduled outside breaks.

REPORT CARDS

Report cards are issued to K-5 students at the end of each trimester. Please carefully review your child's progress and contact the school if you have questions regarding grades.

RESPONSIVE CLASSROOM

The staff of Eastwood Elementary is working on the implementation of the Responsive Classroom approach to classroom management. This approach consists of practical strategies for bringing together social and academic learning throughout the school day. Components of this program include morning meetings, rules creation, logical consequences, guided discovery, collaborative problem-solving, and working with families.

SCHOOL PSYCHOLOGIST

A staff psychologist visits the school to do educational assessments. The psychologist is available as an educational counselor to address a student's academic concerns and also to provide the teaching staff with different kinds of instructional and evaluation tools. The psychologist is also available to parents who have special educational concerns about their children.

SCHOOL SUPPLIES

Each teacher will furnish his or her students with a list of the school supplies to be used if you wish to donate. These supplies are modestly priced and easy to obtain. A basic list contains the following items: pencils, ruled paper, crayons, scissors, and washable glue. (Also See: Fees)

SCREENING

General health screening may be conducted at various times throughout the school year. Screening may include areas such as hearing, speech, or vision. Head lice screenings may also occur during the school year.

SPEECH THERAPIST

A speech therapist serves Eastwood Elementary. Students who are referred by their teachers can work with the therapist regularly. If a parent feels his/her child may need help in the area of speech or language development, (s)he should contact his child's teacher to see about obtaining an evaluation from the therapist.

STUDENT INTERNS, TUTORS, AND PARTICIPANTS

Eastwood Elementary School is fortunate to have the benefit of student interns, tutors, and participants as part of the school. All teachers are asked to welcome and assist these future teachers, nurses, and social workers during their training here. Student interns, tutors, and participants are asked to sign in and out each day and to promote the policies and regulations of the school.

STUDENT ASSISTANCE TEAM (SAT)

The SAT is available to an individual student when (s)he demonstrates advanced or poor academic performance and/or engages in disruptive behavior, and/or needs social services. This team will recommend and implement instructional/behavioral intervention strategies within the regular education program and/or refer for multi-disciplinary evaluation. Parents will be notified of SAT meetings.

STUDENT RECORDS CONFIDENTIALITY

Directory information may be released. Directory information includes the student's name, parents'/legal guardians' names, other family members' names, address, telephone number, date and place of birth, major activities and sports, weights and heights of athletic teams, dates of attendance, awards received, and other similar information. This information may be collected annually.

Records or files of student information will not be released from (given out by) the school system without written consent of the parent, with the exception of records being transferred from one local school to another or to other school systems in which the student seeks or intends to enroll. Upon request (and for cost) parents may receive a copy of the record transferred.

Parents have the right to inspect and review, upon written request, any and all official records, files, and data directly related to their children. This includes all material which is incorporated into each student's cumulative records folder: (a) identifying data, (b) academic work completed, (c) level of achievement, (d) test data including psychological, interest, achievement and aptitude information, (e) attendance and verified reports of serious or recurrent behavior patterns. Parents need to contact the local principal to review the records. Copies of records may be obtained by parents at cost of reproduction by the school. Parents have a right to a hearing to correct or remove from school files any data that they believe is inaccurate, misleading or inappropriate.

Eastwood Elementary School presumes that either parent of the student has authority to inspect and review the education records of the student unless the agency or

institution has been provided with evidence that a legally binding instrument or a state law or court order exists governing such matters, including divorce, separation, or custody which provides to the contrary.

SUSPENSIONS

Suspensions from school are given by the principal for the worst infractions of school rules and policy. If a student is suspended, one or both parents are required to meet with the principal before a student may return to school. Suspensions are given only as a last resort. They signify that the student's behavior has been so disruptive that the only reasonable way to deal with the situation is to remove the student from the school environment. Reinstatement will not be granted until a conference with the student's parents fully assures the principal and the student's teacher that the reason for misconduct has been effectively eliminated.

TARDINESS

Prompt arrival at school is expected of all students. Late arrival disrupts class and causes loss of instruction time. Any child who arrives at school after 8:15 am is considered tardy.

TELEPHONE

The office telephone is a business phone and is not to be used by students except in an emergency. Students are NOT allowed to use the phone to make personal arrangements, such as requesting permission to go to another child's home after school, transport of forgotten homework, or delivery of misplaced musical instruments.

TEXTBOOKS, WORKBOOKS, AND LIBRARY BOOKS

Textbooks, workbooks, and library books are provided through Monongalia County Schools. If a book is lost, misused, or damaged beyond reasonable wear, the student will replace the book or be charged for the replacement cost.

TOBACCO

Tobacco is **strictly forbidden at school by anyone**. All West Virginia schools and grounds are smoke-free and tobacco-free. Any student who uses tobacco in school buildings or on school grounds, while school is in session or during school functions, will be guilty of a misdemeanor. Further, state policy also prohibits the possession or use of tobacco products in school buildings and on school grounds. Violations of this policy may result in penalties based on the Student Code of Conduct or county tobacco policies and personnel policies. Adults may not use tobacco on school grounds. Violators will be asked to refrain. (WV Code 16-9A-4, WV State BOE Policy 2472.5, A Policy 4373 and Monongalia County Policy 11-35.)

UNAUTHORIZED ARTICLES

Common sense and consideration are the best guides in determining whether or not to bring personal possessions to school. In general, students should not bring toys, music players, cell phones, electronic devices, or unusual items to school unless they are intended for a specific purpose in a specific classroom. If your child must carry a cell phone, they are required to keep it in their locker. When students bring unauthorized

articles to school, our general policy will be to remove the article from the student, place it in a safe location, and ask the parents to pick the article up at school.

VALUABLES

Valuables are any item that would cause concern if lost or stolen. The school administrators and staff cannot be responsible for valuables that students bring to school. Students should leave all valuables at home. If special circumstances make it necessary for a student to bring substantial cash or other important possessions to school, these items can be safeguarded by registering them and leaving them at the main office or with the teacher. Valuables should not be kept in students' lockers. Our lockers do NOT lock.

VANDALISM

Our school and school equipment is public property. Willfully damaging or destroying this property is cause for immediate suspension and possible expulsion. The school requires that damage caused by vandalism be paid for before a student is allowed to return to class. If a student accidentally causes damage, he should report it to his teacher immediately, so that the damage is not mistaken for vandalism.

VISITORS

Parents are welcomed and encouraged to visit the school. All visitors are required to report to the school office and sign in upon entering the building. All visitors must provide a valid driver's license or state issued ID, which will be scanned using the Raptor System. No visitors are allowed to enter the halls of the school without a visitor's pass/badge.

VIOLENCE

Violence is defined as any mean look, act, word, or sign that hurts another person's feelings, body, or property.

WEAPONS

State law requires school principals to report possession of weapons as defined by WV Code §61-7-2 to the State Superintendent of Schools and local law enforcement officials. A student may be expelled from school for up to one year for possessing a weapon. All knives are defined as weapons, and knives with blades greater than 3 ½" are considered dangerous weapons. **Students are prohibited from having knives at school.**

WITHDRAWALS

Teachers and staff will summarize the student's progress and prepare the student's file for forwarding to his next school of enrollment. Transfer of records has to take place between schools. Parents cannot deliver school records.

PARENT INVOLVEMENT POLICY
EASTWOOD ELEMENTARY SCHOOL
2016-2017

Part 1: General Expectations:

Eastwood Elementary agrees to implement the following statutory requirements:

* Monongalia County Schools will work with Eastwood Elementary to ensure that the required school-level parental involvement policies meet the requirements ESEA. This includes a home/school compact.

* Eastwood Elementary will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under ESEA in an understandable and uniform format and, including alternative formats upon request, and, to the extent practicable, in a language parents understand.

* Eastwood Elementary will be governed by the following definition of parental involvement from the law, and expects that schools will carry out programs, activities, and procedures in accordance with this definition:

Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring-

- (a) that parents play in important role in assisting their child's learning;
- (b) that parents are encouraged to be actively involved in their child's education at school;
- (c) that parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child;
- (d) that the activities described in this policy, are carried out.

* Monongalia County Schools will inform parents and parental organizations of the purpose and existence of the Parent Educator Resource Center (PERC) by sending flyers home to parents in schools, advertising in the local newspaper, presenting public service announcements on television and radio, collaborating with Head Start, Early Head Start, Preschool, Title I, and community agencies.

Part II: Eastwood Elementary will implement required Parental Involvement Policy components as described in the section below,

* To involve parents in the joint development of its parental involvement plan under ESEA, Eastwood Elementary will:

o seek parent representation at school functions, as well as on each school's planning teams; such as Local School Improvement Council (LSIC), Strategic Planning Team, and the PTO.

* To involve parents in the process of school review and improvement under ESEA, Eastwood Elementary will:

o inform parents of the goals, objectives, and activities and services, as described in each school's Five-Year Strategic Plan.

o maximize the opportunity for parents to participate by offering a flexible number of meetings and activities at a variety of times.

o ensure the Home/School Compact, required in Title I funded schools, is reviewed and discussed with parents as it relates to the individual child's achievement.

* Monongalia County Schools will provide necessary assistance and support to Eastwood Elementary as they plan and implement effective parent involvement by:

o ensuring that parent involvement policies and compacts are distributed to parents of all children.

o recommending effective parent involvement literature, materials, and/or programs.

o training teachers to effectively work with parents.

o training Parent Involvement Coordinators from each Title I school on strategies to increase parent involvement in their respective schools.

* Monongalia County Schools and Eastwood Elementary will coordinate and integrate parental involvement strategies with Title I, Head Start, Early Head Start, Even Start and Preschool by:

o implementing a Preschool Transition Plan in each school.

o Co-sponsoring workshops and encouraging attendance and/or participation in activities that serve the needs of all groups.

o providing materials, home visits, and training (such as literacy training to assist parents in working with their children and training to help parents work to improve their children's achievement).

* Eastwood Elementary will promote the school's and parents' capacity to form a strong partnership and work toward high achievement in each school by;

o encouraging and assisting parents and teachers to work together toward common goals.

o assisting parents in understanding the West Virginia College and Career Readiness Standards and student academic achievement standards.

o providing parents with frequent reports on their child's academic progress, including Engrade, West Virginia General Summative Assessment results, and formative assessment benchmarking and progress monitoring reports for grades K-5.

o providing materials and training (such as, literacy training to assist parents in working with their children, training to assist parents with parenting skills and child development, and training to help parents work to improve their children's achievement).

- o encouraging coordination of parent involvement activities with Preschool, Head Start, Early Head Start, Extended Day programs and PERC by sharing information, co-sponsoring workshops, and encouraging attendance and/or participation in activities that serve the needs of all groups.
- o develop partnerships with community based organizations and businesses that sponsor programs, workshops and training, and enable parent participation in schools through adjusted work schedules.
- o ensuring, to the extent possible, that information related to school and parent programs, meetings, and other activities is sent to the homes of participating children in the language used in such homes.
- o providing training for teachers, principals, and other educators on ways to improve parent involvement services and how to reach out, communicate with, and work with parents as equal partners.
- o training parent leaders/Parent Involvement Coordinators in order to enhance the parent involvement programs.
- o assuring that schools offer meetings at a variety of times to maximize the opportunity for parents to participate in school-related activities.

* Eastwood Elementary will promote communication through parent-teacher-student conferences, newsletters, progress reports, home visits, electronic communications, etc., to assist parents in:

- o developing an understanding of their role in monitoring their child's progress.
- o working with educators to improve the performance of their child.
- o receiving information as to how they can participate in decisions relating to the education of their child.

* Eastwood Elementary will ensure that the school's Parent Involvement Policy is available to each student, and that the policy includes a statement that "parents have the right to request information about the qualifications of their child's teacher(s)".

Eastwood Elementary's Parent Involvement Policy has been developed withour Local School Improvement Counsel, who serve as representatives of parents and Eastwood staff.

Monongalia County School's Parent Involvement Policy was reviewed, updated and approved through technical assistance from West Virginia Department of Education, and also by Monongalia County parent, teacher and administrative representatives at a Parent Involvement Coordinators' Meeting on May 17, 2016, and will be in effect for the 2016-2017 school year. The LEA will distribute this policy to all parents of children in Monongalia County Schools via posting on the MCS website and in the Quarter's Worth, a publication sent to the home of every student in Monongalia County Schools.

updated 10/13/16