

# West Taylor Elementary School



Parent and Student  
Handbook

# West Taylor Elementary School

200 Morrow Cross Road  
Flemington, West Virginia 26347

*2017-18 School Year*

Dear Parents,

I want to welcome our new and returning students to West Taylor Elementary School. I am enthusiastic about this coming school year and know that it will be filled with plenty of learning and fun.

This handbook contains essential information regarding WTES, our school rules, and important Taylor BOE policies. I hope you find this guide a helpful resource.

West Taylor is a wonderful school where students receive quality academic instruction in a safe, caring, and respectful environment. We desire the best for all students and look forward to partnering with parents and community members to help our students do their best.

Students, please come to school with a willingness to work hard, expecting to learn, and with a positive attitude. Parents, please encourage your children often, talk to them about school and their subjects, and support them as they grow academically throughout the year. I also encourage you to volunteer your time and abilities, visit often, and communicate regularly with your child's teacher.

Please feel free to contact me if you need anything. I can be reached at school during the day or through my e-mail at [j.j.fisher@k12.wv.us](mailto:j.j.fisher@k12.wv.us).

Together, we will shine and accomplish great things during the 2017-2018 school year at WTES.

*Jamison J. Fisher*  
*Principal*

# West Taylor Elementary School

## **MY SCHOOL PLEDGE**

(We will recite this pledge every day after we do the Pledge of Allegiance in our classroom.)

I pledge today to do my best in  
reading, math and all the rest.  
I promise to obey the rules in my class  
and in my school.  
I'll respect myself and others, too.  
I'll expect the best in all I do.  
I am here to learn all I can,  
to try my best and be all I am.

## **MY SCHOOL SONG**

By, Pamela and Lloyd W. Spring III

(We will sing this song every day after we do the Pledge of Allegiance in our classroom.)

Let's give a cheer for our great school, united now are we.  
Hand in hand we'll march together on to victory.  
Working hard to make the future bright as it can be,  
Always believing, we can achieve, West Taylor Elementary.

**STAFF**  
**West Taylor Elementary School**  
**2017-2018 School Year**

Principal	Jamison J. Fisher
Secretary	Connie Mayle
Preschool	Kendra Alexander
Kindergarten	Alison Duckworth
	Lynette Lemon
	Kathy Noble/Justine Brown
First	Debbie Custer
	Kay Mayfield/Kathy Noble
	Heather Purkey
Second	Mindi Miller
	Cari Moats
Third	Amber Kirkpatrick
	Sharon (Knight) Messenger
Fourth	Amy Halstead
	Angela McDaniel
Art	Ann Martin
Music	Amanda Bise
Physical Education	Jeffrey Audia
Library	Vicki Smallwood
Special Education	Danielle Barcus
	Angelique Birmingham
Speech	Betsy Preston
Guidance Counselor	Renee Mahon
Aides	Shelby Bolyard
	Donna Jamison
	Carla Lowe
	Beth Yocum
Nurse	Shannon Mayle
Cooks	Linda Stout
	Teresa Swisher
Custodians	Don Swisher
	Kari Pryor
Parent Coordinators	Cyndi Cayton
	MaryKay Scherzinger

## **CONTACT NUMBERS**

West Taylor Elementary School **Phone** 304-842-0490  
West Taylor Elementary School **Fax** 304-842-0492

## **TAYLOR COUNTY BOARD OF EDUCATION**

71 Utt Drive Grafton, West Virginia 26354 <http://www.taylorcountyboe.net>  
Phone 304-265-2497, Fax 304-265-2508

## **SCHOOL HOMEPAGE**

West Taylor Elementary School - <http://www.taylorcountyboe.net/wtes>  
West Virginia Department of Education <http://wvde.state.wv.us>

## **MISSION**

West Taylor Elementary School will provide a quality education which:  
-instills greatness in every child, teaching them to achieve to their fullest potential, so that they may be globally intelligent and are able to responsibly live, learn and thrive in our 21st Century World.

## **CORE BELIEFS**

We Believe...

1. Students come first by maximizing their full potential through high quality instruction;
2. Respect is essential among all stakeholders where education is a shared responsibility of the home, school and community;
3. A safe and secure environment is crucial
4. Student and staff attendance is paramount to educational success. (This 6th Core Belief was added in response to local, county, and state concerns with the link between school drop-out rates and elementary school absenteeism.)

## **MASCOT**



We are the West Taylor Elementary School Stars!

## **SCHOOL MOTTO**

“Together We Shine”

## **PARENT POLICY**

We believe that a good educational experience will offer a child the best chance for lifetime success. This is possible only if we work together as partners. This is an active, ongoing, child focused, three-way partnership, which includes the Staff, Parents and Students.

To meet our student goals, who are successful, independent learners and good citizens, please help us provide full instructional days. We need to have students arrive on time and leave at dismissal.

## SCHOOL STRUCTURE

West Taylor Elementary School is composed of Pre School, Kindergarten, First, Second, Third and Fourth Grades. Special Education services are available for students who are speech impaired, learning disabled and/or gifted. Teachers in physical education, music, art and library help stimulate the students' interest in these areas. Our school provides a guidance counselor to work with the students, teachers and parents.

## P.T.O

The goal of the Parent-Teacher Organization is to emphasize the welfare of the child in the home, school, community, and to create mutual understanding between parents and teachers. All parents and teachers are P.T.O. members. The meeting dates are:

- ☆ West Taylor Elementary School will meet the 1<sup>st</sup> Thursday of every month 6:30
- ☆ 1<sup>st</sup> Meeting will be Thursday, September 7<sup>th</sup>, 2017.

## DAILY CLASS SCHEDULE

The teachers will give each student a schedule of their classes by the end of August. Parents should keep this schedule in mind when doctor appointments must be made during the school hours. Lunch and recess times might be different per grade level due to scheduling conflicts.

## ATTENDANCE POLICY

During the first week of school, you received a brochure from Mrs. Jennifer McCarthy, the Attendance Director for the Taylor County Board of Education. Please read this brochure and follow the Attendance Policy.

Anytime your child is absent you must send in an excuse from home no later than 3 days after your child's return to school. These excuses are posted in WVEIS (West Virginia Educational Information System). The principal and attendance director monitor WVEIS weekly. All absences without a note (that includes the date of the absence, a parent signature and a valid reason) are entered in the state computer program as unexcused. If a student misses school for a family trip it will only be marked 'excused' if we receive a note ahead of time detailing how it will be an educational experience. Please see the section called Absence Make Up Work on the next page. A Note just stating that the student was out of town or out of state is not excused.

**Taylor County policy says we can only accept parent notes for 5 days per semester. Any note beyond the 5 is unexcused.**

Students will be considered tardy when they arrive after school starts or leave before dismissal. You are considered tardy at West Taylor Elementary School after 8:00 am. When you arrive late for school you must be brought to the office by your parents and sign in. These students will receive a tardy slip, which they will give to their teacher. Lost instructional time due to being tardy that accumulates will be considered the same as absences. **All the students that are tardy will be entered in the computer program called West Virginia Education Information System (WVEIS).**

If we send your child home sick, we still must have a written note from you for documentation in order to excuse that absence.

Our **Attendance/At Risk (Drop Out) 2017-18 Action Plan** can be found in the Appendix.

## **EXPECTED BEHAVIOR IN SAFE AND SUPPORTATIVE SCHOOLS**

West Virginia Board of Education Policy 4373, Expected Behavior in Safe and Supportive Schools provides the procedural guidance to assist county school systems in their efforts to create the climate/culture that supports development of the dispositions that are valued in our communities, state, nation and world. You can read the entire policy at <http://wvde.state.wv.us/policies/p4373-new.pdf> or ask the principal to see it at school. West Taylor Elementary School will follow this policy when addressing inappropriate behavior with the meaningful interventions and consequences as listed below in levels 1, 2, 3, and 4. See the appendix for the details.

### **SPRIGEO**

We recognize that creating a safe learning environment is a critical part of helping each child achieve academic success. This year we will introduce Sprigeo, a new online system that students can use to report bullying incidents and school safety threats. Sprigeo will give your child another medium for communicating with our school administration when bullying or school safety incidents occur. All information sent through the Sprigeo system goes directly to school administrators through a secure online connection. An app may be downloaded through Apple and Google Play.

### **ABSENCE MAKE UP WORK (Including Family Trips)**

It is our belief that students best learn in the classroom setting with their classmates here at West Taylor Elementary School. If a student must be absent then they should follow the policy outlined below.

For excused absences due to illness, injury, or family emergency of one or two schooldays, makeup work will be provided upon the child's return to school.

After two days of absence parents should call or email the school between 8:15 and 9:00 a.m. to leave a message requesting make up work be compiled. This work will be available for pick up after 3:00 p.m. of that day. Otherwise, students will receive their make-up work on their return to school. The number of days to complete and return makeup work will equal the number of days the student was absent from school.

If a student and family requests a leave from school for an educational trip of two or more days, there must be:

1. Prior submission of a West Taylor Elementary School Family Trip Plan Form.
2. A *Trip Journal* following a West Taylor Elementary School outline maintained and returned for verification upon the student's return to school.

(These items and instructions will be obtained at the West Taylor Elementary School office. Please call the secretary and the form will be sent home with your child.)

### **HOMEWORK POLICY**

Homework is an activity assigned by the teacher to be done by the student at home. It provides opportunities to reinforce learning, practice and develop skills and evaluate student progress. It is a necessary part of the student's learning experience. Homework extends and/or reinforces the lessons that the teacher is currently presenting in class.

Students and parents should expect a reasonable amount of homework. Homework should take a reasonable amount of time, according to the age and the instructional level of the child. When unusually long assignments are prescribed, sufficient time will be allowed to provide students with opportunities to schedule their time to complete the work. Parents are encouraged to ask for conferences with teachers should questions arise concerning homework.

Our homework program is called the **Star Works Program** and it involves students and parents in nightly activities. See the appendix for more details. This program begins on August 28, 2017 and will end depending on when award days are set.

If the student does not complete the **Star Works Program** then they will receive an OOPS! SLIP. This can be found in the Appendix. Parents will receive an OOPS! SLIP from the teacher in charge when a student does not take action responsibly. Each 9 weeks the students will be rewarded for acting responsibly.

## **FUND RAISING ACTIVITIES**

We would encourage all parents to participate in our fund raising activities, but participation is optional. The information will be sent home explaining each fundraiser so that you can decide as a family if you wish to participate.

## **BREAKFAST AND LUNCH INFORMATION**

The school provides an excellent breakfast and hot lunch program. The well-balanced, nutritious meals provided each day offer educational opportunities for the child and are, therefore, considered an important part of the day's activities.

## **USDA Nondiscrimination Statement**

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The U.S. Department of Agriculture (USDA) prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal and, where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or if all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at [program.intake@usda.gov](mailto:program.intake@usda.gov).

Individuals who are deaf, hard of hearing, or have speech disabilities and wish to file either an EEO or program complaint please contact USDA through the Federal Relay Service at (800) 877-8339 or (800) 845-6136 (in Spanish).



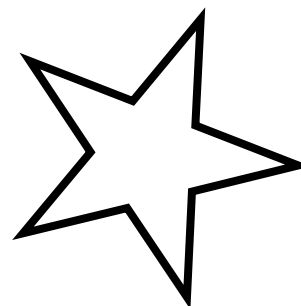
Persons with disabilities, who wish to file a program complaint, please see information above on how to contact us by mail directly or by email. If you require alternative means of communication for program information (e.g., Braille, large print, audiotape, etc.) please contact USDA's TARGET Center at (202) 720-2600 (voice and TDD).

USDA is an equal opportunity provider and employer.

Menus are sent home daily. They can always be found on line at <http://taylorcountyboe.net/page/department/child-nutrition/tc-school-menu> . Meal payment will be billed monthly and should be paid five days after receiving the monthly bill – [www.parentonline.net](http://www.parentonline.net) Parents may apply for free or reduced meals following county guidelines – [www.wvschoolmeals.net](http://www.wvschoolmeals.net)

## **DAILY BUILDING SCHEDULE**

<b>West Taylor Elementary School</b>	
7:15	Arrival of first bus
7:25-8:00	Breakfast
7:50	Students report to classrooms
<b>8:00</b>	<b>Tardy Bell</b>
8:05	Instructional Day begins
10:50 – 11:30	Lunch – PreK, K, 1 <sup>st</sup>
11:35– 12:15	Lunch – 2 <sup>nd</sup> , 3 <sup>rd</sup> , 4 <sup>th</sup>
2:50	Dismissal – Buses
2:55	Dismissal – Buses and Parent Pickup



Parents that are transporting students to WTES in the a.m. should have their child there by 7:50. If you are bringing your child to school and you want them to eat breakfast, then your child should be at WTES by 7:30 a.m. so that they have enough time to eat.

## **SCHOOL CLOSINGS DUE TO INCLEMENT WEATHER**

In case of inclement weather, ice, snow, etc., the official announcement for school closing may be heard on the local radio/TV stations. Please do not make unnecessary calls to the school or board office. Parents who are not usually home during the day should inform their children where to go in case of an early dismissal. Please write the information on the emergency procedure card. You can also receive the school closing information on the Internet through e-mail. Go to <http://wvde.state.wv.us> and click on school closings or <http://wvde.state.wv.us/closings/instructions.html> and follow the directions to sign up. Also, the Taylor County Board of Education will be using School Messenger to contact all families with official announcements. You will receive the message from School Messenger on your phone, so be sure your phone number is up to date with the school records.

## **PROGRESS REPORTS**

Progress reports are sent home with the students halfway through each nine-week grading period. They provide an opportunity for student improvement before report cards are issued. Parents are requested to sign them and have their child return the report to school.

## **GRADING SCALE - GRADES 2-12**

A = 93-100  
B = 85-92  
C = 75-84  
D = 65-74  
F = 0-64  
S = Satisfactory  
U = Unsatisfactory

The **Kindergarten** and **1<sup>st</sup> Grade** Report Card will not have a grade on it but it will show the mastery level of your child on each skill.

## **REPORT CARDS**

Report cards will be issued at the end of each nine weeks period. After reviewing your child's report card, sign the envelope and return it to your child's teacher. You may keep the report card.

## **TEXTBOOKS**

All textbooks and workbooks are issued without a charge to students for their use during the school year. Students who lose or damage textbooks, Guided Reading Books and/or library books will be charged a replacement or repair fee.

## **WITHDRAWALS AND TRANSFERS**

If your child must be withdrawn or transferred from school, please notify the office in writing a week prior to the withdrawal to provide an opportunity for completion of school records and a check of property accountability (textbooks, library books, etc.)

## **DROPPING OFF STUDENTS FROM 7:00 – 7:50**

As you enter the school grounds stay to the right and go to the back of the school. You will loop around the parking lot in the back of the school and pull up to a sign that says "STUDENT DROP OFF AND PICK UP." Please drop your child off by the sign. You will also see another sign that says "Welcome to West Taylor Elementary School Entrance" and it has an arrow that points to the door that is the entrance. As your child goes through the door they will be in the Commons or Breakfast Room. Adults will be on duty to watch your child. If you want to walk your child into the Commons, please park in the back parking lot and walk in the back entrance to the school. If you want to stay awhile, please sign in and wear a visitor's pass.

## **BUSES**

All students that arrive on a bus will enter the front entrance to the school and walk into the Commons or Breakfast room. All students that leave the school on a bus will exit using the front entrance of the building.

## **END OF THE DAY PICK UP – PARENT PICKUP - 2:55**

Your child's teacher should know that you are picking them up by sending a note to school or calling the school before 2:00 p.m. A blue slip will be prepared to show the staff member in charge of dismissal that you are picking him or her up. Parents need to go around to the back of the school and **park in the parking lot. DO NOT PARK IN THE ROAD FOR THE SAFETY OF OUR STUDENTS!** You will enter the back of the school where the sign says "Welcome to West Taylor Elementary School Entrance."

These doors will be unlocked at 2:45 so that you can enter and sit in the Commons at the table that matches your child's grade level. The teacher will bring your child to the Commons at 2:55. Parents cannot sign their child out until the teacher is at the table with the students. A teacher will be assigned to each grade level and take the blue slip from your child as you sign him or her out.

**There will be no exceptions for students staying longer because all personnel will be gone.**

## **STUDENT PICK UP OR DROP OFF**

(after 8:00 a.m. and before 2:45 p.m.)

For the safety of the students the back doors and all the doors to the school will be locked after 8:00 a.m. If you bring your child to school after 8:00 a.m. or you want to pick them up before 2:45 p.m. you must use the front entrance to the school and report to the office. If you come around 2:15 to 2:30 you can't park around the loop at the front entrance because of the buses lining up for dismissal.

## **COMMUNICATION**

A calendar will be sent home at the beginning of the month with all the activities for that month. It is also posted on the West Taylor Elementary Schools' Website. Memos will be sent home throughout the month to keep parents informed of school activities.

Each child will receive a **red folder** that will be used to carry information to school and home from school. In grades Preschool through 4, it is the child's responsibility to unpack the folder as soon as they come into their classroom in the morning and deliver parent and bus notes, homework, etc. to their teacher. The teacher will send home all school information in this **red folder** daily. It is the responsibility of the child and parent to check this folder daily at home.

## **CHARACTER EDUCATION / RESPONSIBLE STUDENT PROGRAM**

### **S.T.A.R. – STUDENTS TAKING ACTION RESPONSIBLY**

Our Mission is to involve all students and staff members working together to model and instill in our children the qualities we expect from humanity, self-discipline, manners, respect for themselves and others, common courtesy, responsibility and accountability.

It is designed to support the Six Pillars of Character Education:

- ☆ Respect
- ☆ Responsibility
- ☆ Citizenship
- ☆ Justice/Fairness
- ☆ Caring
- ☆ Trustworthiness

We will follow the Multicultural Policy through the Taylor County Board of Education, go to <http://www.neola.com/taylor-wv/> We will also follow the West Virginia Department of Education Policy 4373 at <http://wvde.state.wv.us/policies/p4373-new.pdf> called Expected Behavior in Safe and Supportive Schools.

Every week we will work on a theme through our Character Education Program called S.T.A.R.

## **STELLAR STARS**

Stellar Stars is the name of our Discipline Program for kindergarten, first, second, third and fourth grades. The students will follow the School Rules listed in the Appendix. Each time a rule is not followed the student will receive a check mark. If a student receives 3 or more check marks in one day they will lose their recess either that day or the next day. If a student receives 4 or more check marks in one day they will have lunch and recess detention with the principal. The parent will receive a letter that will be sent home stating the detention and reason. If a student receives 5 or more check marks in one day, the parents will be called and he or she will have after school detention from 3:00 – 4:00 plus lunch and recess detention.

Each nine weeks the students with an A in conduct (93%-100%) will be rewarded. Conduct grades will be calculated as follows: each nine weeks all students will begin with 100 points. Each time a student receives a check mark, it will count as one lost point.

Stellar Stars will follow the rules in the school, classroom, hallway, restroom, lunchroom, gym, library, computer lab, art and music room and indoor and outdoor recess. We will practice the 1<sup>st</sup> two weeks of school. The program will begin on August 28, 2017.

## **CONFERENCES**

### **Parent Nights in September**

<i>Grades</i>	<i>Date</i>	<i>Time</i>
Preschool and Kindergarten	August 31, 2017	6:00 p.m.
1 <sup>st</sup> and 2 <sup>nd</sup> grade	August 24, 2017	6:00 p.m.
3 <sup>rd</sup> and 4 <sup>th</sup> grade	August 22, 2017	6:00 p.m.

We will explain the Parent Policy, Star Works Program, Stellar Stars, plus much more. There will be 2 other conferences held during the year. One will occur in October and the other in January. The dates will be sent home closer to the conference and be posted on the monthly school calendar.

## **LIBRARY**

Students who check books from the library are expected to return them on or before the due date. They cannot check out more than 3 books at a time. Students with overdue books will not be allowed to check out another book until the first one is returned or paid for in full.

## **STUDENT DRESS**

We take pride in the appearance of our students. Dress reflects the quality of the school. We expect students to maintain the type of appearance that is not distracting to teachers or other students and does not disturb the orderly educational process of the school. An example of this would be half shirts, halter tops, halter or spaghetti strapped clothing, no undergarments may be showing, short skirts, short shorts, shirts advertising tobacco or liquor, shirts with any profanity, and underwear worn as outerwear are not appropriate attire for school. Any clothing that depicts “Gang” attire or worn in “Gang” attire manner, will not be tolerated and is not appropriate attire for school. Hats may be worn to and from school, but not inside the school. All bags and coats are to be stored in the locker. They are not to be worn or taken to the lunch room or other classes.

## **FIELD TRIPS / CHAPERONES**

All teachers that go on a field trip will send home a permission slip at least a week before the trip. Parents and/or guardians who wish to chaperone for school field trips must be approved by the Taylor County Board of Education. We will send home a note asking you to complete it if you wish to be a chaperone. Once you have been approved, we cannot guarantee that you will chaperone a trip. It depends on the number of field trips and the number of parents who wish to chaperone. If you are chosen to be a chaperone on a field trip you cannot take other members of your family with you on the trip. Any parent that is going on a field trip must ride the school bus and chaperone the students. No one is allowed to follow the bus or show up at the field trip's destination. This is for the safety of your child.

**PLEASE REMEMBER THAT YOU CANNOT GO ON A FIELD TRIP UNLESS YOUR NAME HAS BEEN APPROVED BY THE TAYLOR COUNTY BOARD OF EDUCATION.**

## **BUS TRANSPORTATION**

The Director of Transportation is responsible for all bus routes and assignments. Changes cannot be made without his approval. If you have a question relating to bus matters, please contact the Supervisor of Transportation for assistance, Todd Bolyard at 304-265-0518.

Any student who must ride a different bus home must give the bus driver a note from the parent that has been signed and dated by the principal or designated staff member.

**\*\* No changes in riding buses will be done over the phone by calling, texting. Any change must be before 2:00 P.M.** You can fax us a bus change note or parent pick up note, but please call to be sure that we received your fax.

The rights of students to ride on a public school bus are contingent upon good behavior and observance of bus safety rules that are posted on each bus. Parents shall provide supervision at the bus stop until the bus arrives. The bus rules for Taylor County Board of Education are listed on the back of your school calendar.

## **ADMINISTRATION OF MEDICINE**

Parents and/or guardians are advised to give medication at home on a schedule other than during school hours if possible. A form will be sent home at the beginning of the year that must be completed and signed by the doctor if the school is to give **non-prescription or prescription medication**.

**Under NO circumstances should medicine be sent to school with the student.** A parent or guardian should bring the medication to the school. If a student is found to bring the medication, the parent or guardian will be required to come in to verify the medication. This ensures that other students will not have access to the medicine and that no one has tampered with the medicine.

## **IMMUNIZATIONS**

West Virginia law states that every child entering a school in West Virginia must have a record showing that he/she has received the following immunizations:

- ☆ D.P.T.
- ☆ Polio
- ☆ MMR
- ☆ Rubella
- ☆ Tuberculin Testing

Your child may receive all of these immunizations free of charge at the Grafton-Taylor County Health Department, located at 718 West Main Street, Grafton, WV. The telephone number is 304-265-1288.

## **TECHNOLOGY – COMPUTERS**

All students must sign the Telecommunication Acceptable Use Policy that is sent home at the beginning of the year. This policy is provided to every student in grades Pre K–12 and is needed if the students are to access the Internet in the classroom either individually in a computer lab setting or by participating with a teacher in the classroom.

## **BALLOONS AND LARGE FLOWER ARRANGEMENTS**

Large arrangements delivered to school are to be picked up by the parents as they pose a safety hazard if taken on the school bus. Glass containers will not be sent with the students on the bus. No balloon arrangements will be taken home on the school bus.

## **SAFETY DRILLS**

Fire and safety drills at regular intervals are required by law and are an important safety precaution. It is essential that when the first signal is given, everyone obeys orders promptly and clears the building by the prescribed route as quickly as possible. The teacher in the classroom will give the student instructions on this procedure.

Each teacher has an Emergency Procedure Booklet and a book bag that contains all emergency information that they must carry with him or her for every fire drill and the Taylor County Board of Education has a Crisis Management Plan that can be obtained in the Principal's Office.

## **EMERGENCY PROCEDURE CARDS**

It is of the utmost importance that these cards are filed out, signed and returned to school immediately. This card provides us with your instructions in case of illness or injury. Other adults who are allowed to pick up your child should be listed on the back of the card.

Please discuss plans for an early release with your child. Write down where your child should go in case of an early dismissal.

Also, please list specific directions to your house and a minimum of 2 phone numbers so we can you during the day. Do not list a cell phone number unless you carry it with you and always have it on.

**Please contact the school of any changes during the year.**

## **ARTICLES PROHIBITED AT SCHOOL**

Problems arise each year because students bring articles that are hazardous to the safety of others or interfere in some way with school procedure. Such items include toys, cards, bean shooters, slingshots, hard balls, also including electronic devices such as cell phones, tablets, smartwatch, etc. These items, if brought to the school as playthings, are undesirable and will be confiscated and returned to the parent upon request. Parents are requested to help children understand the necessity for such regulations.

## **PHOTOGRAPHS / ARTWORK RELEASE FORM**

On many occasion during our school day, we have the opportunity to take pictures of students working, playing, and creating. It is our intent to convey to the community through photographs, newspaper

articles and television coverage the positive educational things happening at West Taylor Elementary School. Please complete the AUP form that your child's teacher sends home at the beginning of the year.

Parents and family members must remember that some of our students are not allowed to be photographed. If you are posting pictures on any Social Network (example Facebook) please check with the teacher before you post the pictures.

## **HOLIDAY PARTIES**

The teacher and homeroom parents organize all school parties. Parents may arrive at school 15 minutes before the party begins. Parties are held in the classrooms at Halloween, Christmas, and Valentine's Day. Please follow the nutrition guidelines for the types of food and drink that can be served. **Birthdays** are recognized in the classroom but a big celebration is not allowed due to the amount of time it would take away from instruction. Do not send private party invitations to school and pass them out to the students unless all students in the class are invited.

## **RECESS**

We have several outside play areas and our inside gym. **If your child is in the Big Toy play area, they must have closed toe, closed heel, flat shoes on because of the mulch.** We suggest that they do not wear flip-flops inside or outside because it is hard to run in them. All students can bring shoes to change into for recess. We encourage your child to wear tennis shoes.

## **PHYSICAL EDUCATION CLASSES**

All students are expected to wear appropriate dress on the days they have Physical Education Classes. Tennis shoes must be worn during the class for the safety of the child.

## **VISITORS**

If you come to the school during the day, please report to the office first and sign in. A photo Identification like a driver's license might be required. Once you have signed in you will receive a visitor's pass to wear throughout the building. If you need to talk to a teacher about your child, please set up a conference time before or after school or during their planning period.

## **CLOSED CAMPUS**

West Taylor Elementary School follows the West Virginia Department of Education's Policy on a Closed Campus. This means that no other students, small children or adults other than volunteers can be on the campus during school hours. If a school activity is held, no small children or school students can participate in the activity unless they attend West Taylor Elementary School. If parents come to volunteer, they cannot bring smaller children not in school or older students from other schools. This closed campus rule is for the safety of our students.

## **LUNCH SCHEDULE**

<b>TIME</b>	<b>GRADE</b>
10:50-11:20	Preschool
10:55-11:25	Kindergarten
11:00-11:30	First
11:35-12:05	Second
11:40-12:10	Third
11:45-12:15	Fourth

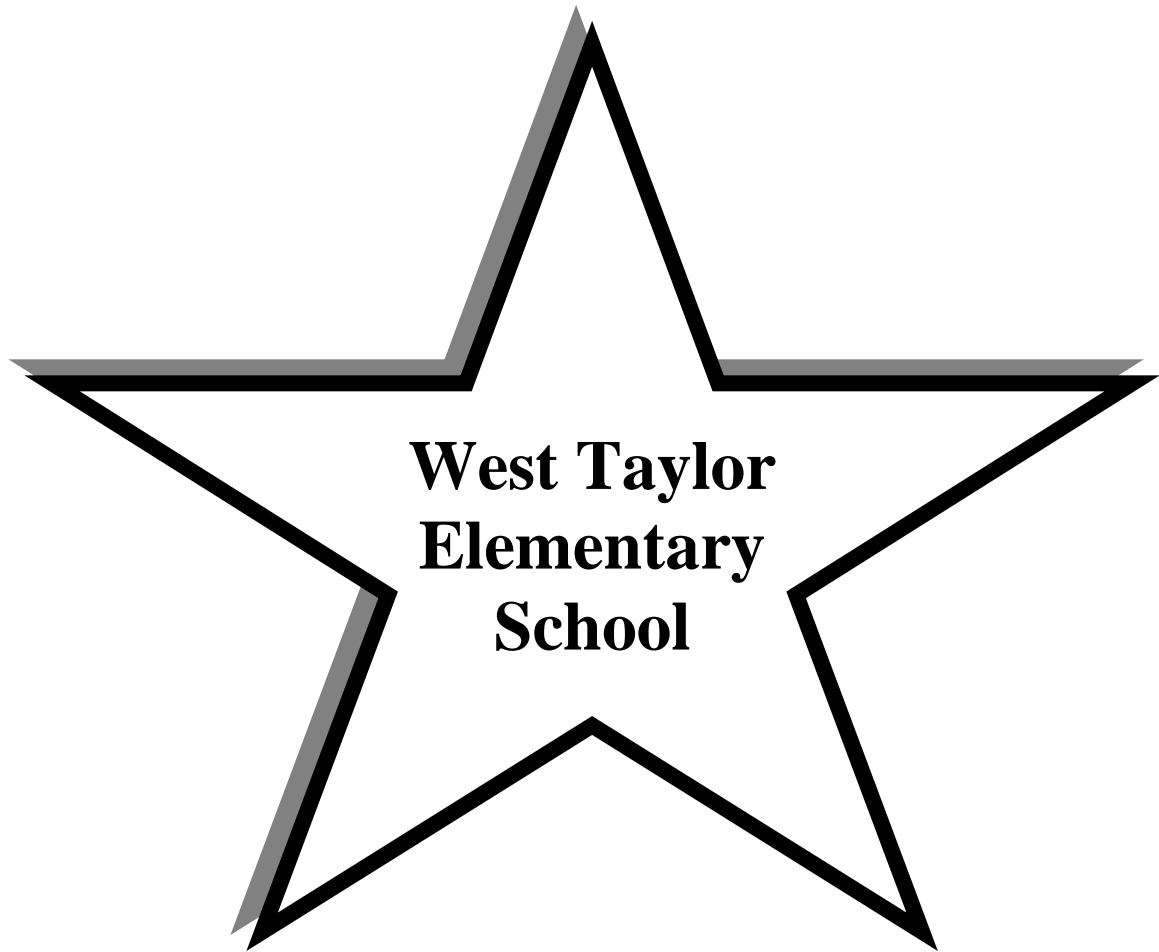
Parents, Grandparents, etc. – We don't mind if you come and eat lunch with us. Just give us at least one day of notice so we will have enough food. If you just want to come and sit with your child and not eat our hot lunch, please come anytime! We request no food from outside restaurants.

## **WATER MACHINE**

We will sell bottled water for \$1.25. Pepsi is the company that supplies the bottled water.



# APPENDIX



**Announcing: The STAR WORKS Program**

**Begins:** August 28, 2017



**Reward:** Each Nine Weeks

## **Rules and Requirements**

### **KINDERGARTEN AND 1<sup>st</sup> GRADE**

- ☆ Parents read to the child with a read-aloud book (books you have at home, library books, or a book from school)
- ☆ Other assignments may be placed in the folder

### **2<sup>nd</sup> GRADE**

- ☆ Read at least 20 minutes each night
- ☆ May read chapter books and will not finish a book each night (record the chapters read or the page numbers)
- ☆ Other assignments may be placed in the folder

### **3<sup>rd</sup> and 4<sup>th</sup> GRADE**

- ☆ Complete the work in the assignment books
- ☆ Read at least 20 minutes each night and complete required written response
- ☆ Record the books read on the **STAR WORKS** Reading Record Form

1. The **STAR WORKS** form will go back and forth to school daily in the **STAR WORKS** (homework) folder or assignment book.
2. The Parent Signature space must be signed daily. (This signature means that a parent read, reviewed and checked the child's homework for completion.)
3. Nightly reading and homework assignments (**STAR WORKS**) are also part of S.T.A.R., (Students Taking Action Responsibility). S.T.A.R. is our student responsibility program. This is required by the West Virginia Department of Education.
4. Students who fail to complete the assignments or the parent signature on the OOPS! Slip will be issued an OOPS! Slip.
5. A parent signature will be required on an OOPS! Slip and it needs to be sent back the next day to the teacher to verify that the parent has read it.
6. We will have an activity reward for the students each nine weeks. A student will have 3 chances each nine weeks. If they receive 4 or more OOPS! Slips in a nine weeks they will not receive the reward. Each nine weeks we will start over with zero OOPS! Slips.
7. If a student does not complete the assignment with the parent in the evening and an OOPS! Slip is given the student will still have to complete the assignment during an independent work time and/or recess.
8. If there is an unexpected school cancellation the student is still responsible for completing the Star Work's Program. Examples: snow day(s), high water day(s), etc.

# OOPS! SLIP

West Taylor Elementary School

## THE STAR WORKS PROGRAM

Student \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Teacher: \_\_\_\_\_

Grade: K 1<sup>st</sup> 2<sup>nd</sup> 3<sup>rd</sup> 4<sup>th</sup> **OOPS! SLIP** Issued by: \_\_\_\_\_

**NOTE to PARENTS:**

- *The Rules and Requirements can be found in the Parent / Student Handbook.*
- *Students are expected to come to school prepared to learn each day.*
- *Students are issued **OOPS! SLIPS** when they do not follow the responsible rules listed below*
- *Each 9-weeks students are rewarded for acting responsibly.*

This **OOPS! SLIP** was issued for the following reason:

- \_\_\_\_\_ 1. Did not complete all **Star Works** (homework) \_\_\_\_\_
- \_\_\_\_\_ 2. Was not prepared and ready for class to begin - 1) in seat,  
2) listening, 3) had pencil, paper and materials ready
- \_\_\_\_\_ 3. No signature on **Star Works** homework.
- \_\_\_\_\_ 4. Did not return all materials. \_\_\_\_\_
- \_\_\_\_\_ 5. No gym shoes \_\_\_\_\_
- \_\_\_\_\_ 6. Does not have a bus tag. (Preschool, K, 1<sup>st</sup>)


**NINE  
WEEKS**

1<sup>ST</sup> 2<sup>ND</sup> 3<sup>RD</sup> 4<sup>TH</sup>

<b>NUMBER OF OOPS! SLIPS</b>			
<b>1</b>	<b>2</b>	<b>3</b>	<b>4 or more</b>
A student has 3 chances each 9 weeks. If they receive 4 or more OOPS! Slips during the nine weeks they will not receive the reward.			

**PLEASE SIGN AND RETURN THIS TO YOUR CHILD'S TEACHER TOMORROW.**

I received and read the **OOPS! SLIP** above.

 Your signature is needed as proof that you received this communication from the teacher.

 Parent Signature: \_\_\_\_\_

# West Taylor Elementary School RULES

## SCHOOL

### STAR Students

- ☆ Are respectful to others
- ☆ Raises their hand and gets quiet when the adult in charge raises his/her hand
- ☆ Uses please and thank you
- ☆ Uses quiet voices and appropriate language
- ☆ Keeps hands and feet to self
- ☆ Walk to the buses when dismissed at the end of the day



## CLASSROOM

### STAR is Ready

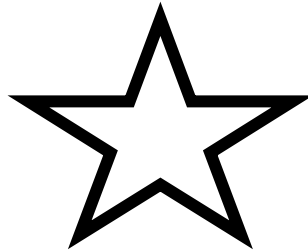
- ☆ Be on time
- ☆ Bring all classroom materials
- ☆ Listen and follow directions
- ☆ Be quiet and pay attention to STAR News

### STAR is Respectful

- ☆ Share and take turns
- ☆ Be kind to others
- ☆ Be respectful during STAR News and the pledges

### STAR is Responsible

- ☆ Complete class work on time
- ☆ Return completed STAR Work
- ☆ Take care of classroom materials



## HALLWAY

### STAR is Ready

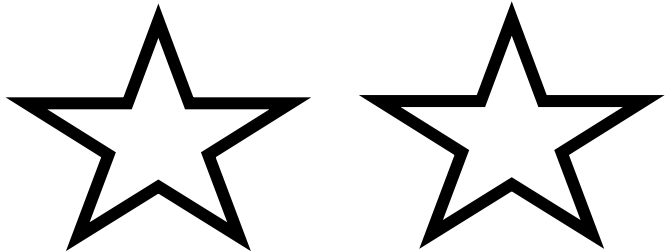
- ☆ Walk to the right at all times
- ☆ Watch where you are going

### STAR is Respectful

- ☆ No talking

### STAR is Responsible

- ☆ Keep hallways clean
- ☆ Stay off the blue edge tiles
- ☆ Students must enter/exit the office through the front door



## **LUNCH ROOM**

### **STAR is Ready**

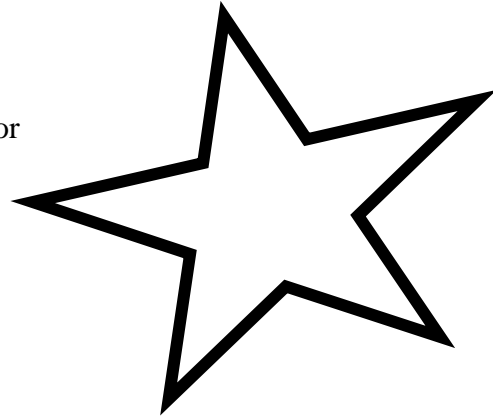
- ☆ Stay in line
- ☆ Hands and feet to yourself

### **STAR is Respectful**

- ☆ Use inside voice and talk only to your neighbor
- ☆ Use good manners
- ☆ Raise your hand for assistance
- ☆ Follow hand signals

### **STAR is Responsible**

- ☆ Clean up your space
- ☆ Empty your tray as directed
- ☆ Pick up paper and clean up spills
- ☆ Do not share food



## **RESTROOM**

### **STAR is Ready**

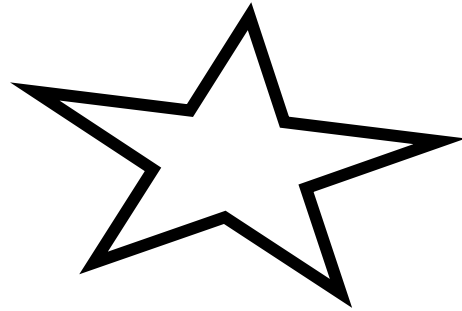
- ☆ Wash hands before leaving

### **STAR is Respectful**

- ☆ Wait your turn
- ☆ Keep hands and feet off the walls
- ☆ No vandalizing

### **STAR is Responsible**

- ☆ Flush the toilets
- ☆ Throw paper towels in the trashcan



## **PLAYGROUND**

### **STAR is Ready**

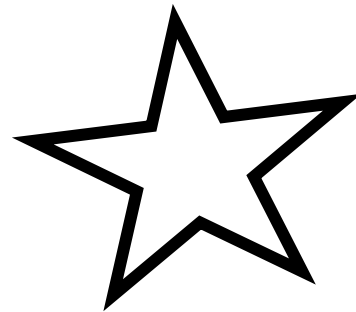
- ☆ Walk to the designated area
- ☆ Wear appropriate shoes for playing

### **STAR is Respectful**

- ☆ Use equipment properly
- ☆ Share equipment – take turns
- ☆ Follow adult directions

### **STAR is Responsible**

- ☆ Throw litter in the trash can
- ☆ Keep hands, feet, and objects to yourself
- ☆ No 'Tag' on the playground equipment
- ☆ On the slide – feet first, sitting position and one at a time
- ☆ Keep sticks, mulch and rocks on the ground
- ☆ Swing only on the swings, no running around the swings, stay clear of them



- ☆ Use the ramps when entering/exiting the mulched playground area
- ☆ Outdoor classroom is used for students doing work
- ☆ Students are not permitted in dugouts

## **GYMNASIUM / ASSEMBLIES**

### **STAR is Ready**

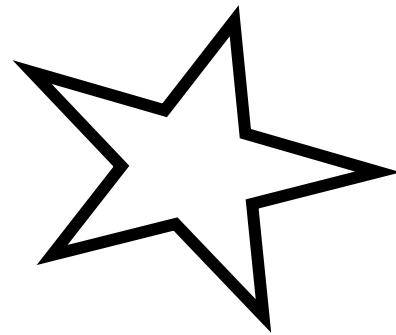
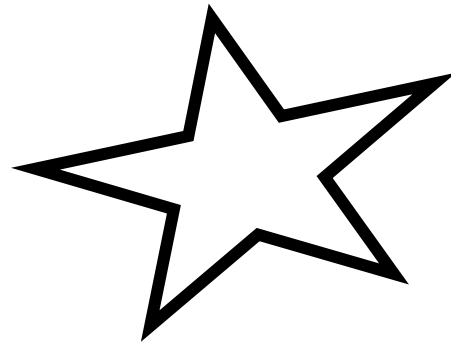
- ☆ Walk up center steps to designated area
- ☆ Stay in line quietly
- ☆ Wear appropriate shoes for activities

### **STAR is Respectful**

- ☆ Listen and follow instructions
- ☆ Use polite words

### **STAR is Responsible**

- ☆ Keep hands and feet to yourself
- ☆ Walk up center steps, not bleachers
- ☆ Do not stomp feet
- ☆ No food or drinks



## **COMPUTER LAB**

### **STAR is Ready**

- ☆ Walk to assigned computer
- ☆ Log on to appropriate program

### **STAR is Respectful**

- ☆ Take care of computers
- ☆ Do not vandalize computers

### **STAR is Responsible**

- ☆ No food or drink allowed
- ☆ Exit program and replace headphones on computer



# **Attendance/At Risk (Drop Out) 2017-2018 Action Plan**

## **West Taylor Elementary School**

### **Goal**

Implement the West Taylor Elementary School Attendance 2017-18 Action Plan and show a decrease in tardies and days absent.

### **Action Steps: Parent Training**

1. A statement will be placed in the Student Handbook that describes our Action Plan.
2. Parent Nights 2017 (orientation) will occur on August 22<sup>nd</sup>, 24<sup>th</sup>, 31<sup>st</sup>, 2017. The Principal will address the importance of school attendance and our school/county policies on attendance. The principal will present our statistics and goals at these sessions with each group of parents.

### **Action Steps: Student Incentives**

1. Monthly recognition of perfect attendance by the principal will occur in each classroom of students beginning in September.
2. Students will be recognized on a slide show shown in the Commons.
3. Bulletin Board recognition will celebrate these students in West Taylor's commons area.

### **Action Steps: Monitoring of Absences/Parent Accountability**

1. School Messenger will be used daily to call after 10:00 a.m. all students that are absent for that day. This information will be obtained from WVEIS. West Taylor's School secretary will be responsible for putting in the absences daily.
2. Students with 15 or more absences and/or excessive tardies in 2017-2018 will be monitored during the 2017-2018 school term by the principal.
3. Parent-Teacher Conferences, SAT and IEP meetings, as well as and other parent conferences will include a report on attendance with discussion on how to improve or commendations for those showing improvement.
4. Weekly meetings will be held with the Taylor County Board of Education Attendance Director and the principal to review attendance.
5. Memos will go home monthly to remind parents the importance of attending school, thanking them and reminding them the rules on days missed.

## EXPECTED BEHAVIOR IN SAFE AND SUPPORTIVE SCHOOLS (Policy 4373) Levels 1, 2, 3, and 4 are listed below.

**LEVEL 1: Minimally Disruptive Behaviors**--disrupt the educational process and the orderly operations of the school but do not pose direct danger to self or others. Misbehaviors can usually be handled by individual staff member.

**Procedures:**

1. Immediate intervention by the staff member who is supervising and who observes the misconduct.
2. If the staff member perceives the beginning of continual Level I misconduct, a proper and accurate record should be maintained in the classroom and parents notified by the teacher.

**Behaviors:**

- \*Cheating/ plagiarism
- \*Deceit/ lying
- \*Disruptive/ disrespectful conduct
- \*Failure to serve detention
- \*Falsifying identity
- \*Inappropriate appearance
- \*Inappropriate display of affection
- \*Inappropriate language
- \*Possession of inappropriate personal property
- \*Skipping class
- \*Tardiness
- \*Vehicle parking violation
- \*Other student misconduct similar to above examples may also serve as grounds for Level 1 disciplinary action

**Interventions/Consequences**

- \*Administrator/student conference or reprimand
- \*Administrator and teacher-parent/guardian conference
- \*Academic sanctions may be used to deny credit for work resulting from cheating; however, previously earned grades/credits may not be reduced.
- \*Counseling referrals and conference to support staff or agencies
- \*Daily/weekly progress reports
- \*Behavioral contracts
- \*Change in the student's class schedule
- \*School service assignment
- \*Confiscation of inappropriate item
- \*Revocation of privileges
- \*Restitution/restoration
- \*Detention (lunch, before and/or after school)
- \*Denial of participation in class and/or school activities
- \*Immediate exclusion by teacher from the classroom with a recommended duration of one period/subject of the school day for the first exclusion, (WV Code §18A-5-1)
- \*In-school suspension (ISS)
- \*Out-of-school suspension for Level I is used at the discretion of the school administrator (OSS)
- \*Law enforcement notification if warranted



**LEVEL 2: Disruptive & Potentially Harmful Behaviors**--disrupt the educational process and/or pose potential harm or danger to self and/or others.

Behavior is committed willfully but not in a manner that is intended maliciously to cause harm or danger to self and/or others. These behaviors require the intervention of personnel at the administrative level.

**Procedures:**

1. The student is referred to the Principal/ Assistant Principal for appropriate disciplinary action.
2. A proper record of the offense and disciplinary action is maintained.
3. The teacher is informed of the disciplinary action within two working days of the referral.

<b>Behaviors:</b>	<b>Interventions/Consequences</b>
<ul style="list-style-type: none"> <li>*Gang-related activity</li> <li>*Habitual violation of school rules or policies</li>   <li>*Insubordination</li> <li>*Leaving school without permission</li> <li>*Physical fight without injury</li> <li>*Possession of imitation weapon</li> <li>*Possession of knife not meeting dangerous weapon definition</li> <li>*Profane language/ obscene gesture/ indecent act toward... employee or a student</li> <li>*Technology misuse</li> <li>*Other possible student misconduct, similar to the above examples, may also serve as ground for Level 2 disciplinary action.</li> </ul>	<ul style="list-style-type: none"> <li>*Administrator/student conference or reprimand</li>   <li>*Administrator and teacher- parent/guardian conference</li> <li>*Referral to support staff or agencies for counseling or other therapeutic services</li> <li>*Daily/weekly progress reports</li> <li>*Behavioral contracts</li> <li>*Change in the student's class schedule</li> <li>*School service assignment</li> <li>*Confiscation of inappropriate item</li> <li>*Revocation of privileges (including use of technology)</li> <li>*Restitution/restoration</li> <li>*Before and/or after-school detention</li> <li>*Denial of participation in class and/or school activities</li> <li>*Immediate exclusion by teacher from the classroom</li> <li>*In-school suspension</li>   <li>*Out-of-school suspension</li> <li>*The principal and/or superintendent may recommend placement in an Alternative Education program</li>   <li>*Expulsion</li> <li>*Law enforcement notification if warranted</li> </ul>

**LEVEL 3: Imminently Dangerous, Illegal and/ or Aggressive Behaviors**--are willfully committed and are known to be illegal and/or harmful to people and/or property. The principal shall address these inappropriate behaviors in accordance with WV Code §18A-5-1a, subsections (b) through (h).

**Procedures:**

1. Within one working day of the referral, the administrator initiates disciplinary action by investigating the behavior and conferring with staff on the extent of the consequences.
2. The administrator meets with the student and confers with the parent about the student's misconduct and the resulting disciplinary action.
3. There may be restitution of property and damages.
4. A proper and accurate record of offenses and disciplinary action is maintained.
5. The teacher is informed of the disciplinary action within two working days.

<b>Behaviors:</b>	<b>Interventions/Consequences</b>
<ul style="list-style-type: none"> <li>*Battery against a student</li> <li>*Defacing school property/ vandalism</li> <li>*False fire alarm</li> <li>*Fraud/ forgery</li> <li>*Gambling</li> <li>*Hazing</li> <li>*Improper or negligent operation of a motor vehicle</li> <li>*Larceny</li> <li>*Sexual misconduct</li> <li>*Threat of injury/ assault against... employee or a student</li> <li>*Trespassing</li> <li>*Other possible student misconduct similar to the above examples may also serve as grounds for disciplinary action.</li> </ul> <p><i>(note: Level 3 is cont'd...)</i></p>	<ul style="list-style-type: none"> <li>*Level III behaviors are criminal offenses and therefore warrant formal law enforcement intervention which may result in issuance of criminal citation, ticket, or summons, filing a delinquency petition, referral to a probation officer, or actual arrest.</li> <li>*In collaboration with law enforcement, the school shall also implement intervention strategies and meaningful consequences that promote and support appropriate behavioral changes. May include:               <ul style="list-style-type: none"> <li>*Administrator/ student conference or reprimand</li> <li>*Administrator and teacher-parent/ guardian conference</li> <li>*Referral to support staff or agencies for counseling or other therapeutic services</li> <li>*Notification of appropriate Health and Human Resources</li> <li>*Daily/weekly progress reports</li> <li>*Behavioral contracts</li> <li>*Change in student's class schedule</li> <li>*School service assignment</li> <li>*Confiscation of appropriate item(s)</li> <li>*Revocation of privileges</li> <li>*Restitution/ restoration</li> <li>*Before and/or after-school detention</li> <li>*Denial of participation in class and/or activities</li> <li>*Immediate exclusion by teacher from classroom</li> <li>*In-school suspension</li> <li>*Out-of-school suspension for up to ten days</li> <li>*The principal and/or superintendent may recommend placement in Alternative Education program</li> <li>*Expulsion</li> </ul> </li> </ul>

*continued from previous page*

Behaviors:	Interventions/Consequences
<p><b>Harassment/ Bullying/ Intimidation--</b></p> <p><i>including:</i></p> <p><i>Cyber-bullying</i>  <i>Sexual harassment</i>  <i>Racial harassment</i>  <i>Religious/ ethnic harassment</i>  <i>Sexual violence</i>  <i>Racial violence</i>  <i>Religious/ ethnic violence</i></p>	<p>Upon receipt of a complaint of racial, sexual and/ or religious/ ethnic harassment or violence that has been substantiated through investigation, the appropriate school official shall take action appropriate to the status of the offender (student, staff, or public guest).</p>
<p><b>Imitation drugs: possession, use, distribution, or sale</b></p> <p><b>Inhalant abuse</b></p> <p><b>Possession/ use of substance containing tobacco and/or nicotine</b></p>	<p>The selection of appropriate interventions and consequences for substance abuse must be considered very carefully depending upon the severity of the behavior and potential safety concern for others in the school.</p>

**LEVEL 4: Safe School Act Behaviors**--are consistent with those addressed in WV Code §18A-5-1a (a) and (b).

The following Level 4 behaviors are aligned with WV Code §§61-6-17, 61-6-24, and 18A-5-1, and in the Gun-Free Schools Act of 1994.

These laws require that the principal, superintendent, and county board address Level 4 behaviors in a specific manner as outlined in WV Code §18A-5-1a.

**Procedures:**

1. An administrator verifies the offense, confers with the staff involved, and meets with the student immediately.
2. Parents are notified, if possible, and the student is removed from the school environment as soon as feasible.
3. When deemed appropriate, school officials would contact a law enforcement agency and assist in prosecuting the offender.

<b>Behaviors:</b>	<b>Interventions/Consequences</b>
*Battery against a school employee  *Felony  *Illegal substance related behaviors  *Possession and/or use of dangerous weapon	The law requires that the principal, superintendent, and county board address Level 4 behaviors in a specific manner as outlined in WV Code §18A-5-1a.

## **NOTES**