

Vision Statement: GROWTH FOR ALL

Mission Statement: PROVIDING CHILDREN SUCCESS

PRINCIPAL'S MESSAGE

Dear FES Students and Parents:

On behalf of the faculty and staff of Franklin Elementary School, I would like to welcome you to the 2016-2017 school year. It is our mission to provide success for the students in our school. In order for that to happen, it is extremely important that there is a cooperative effort between the school, students, and parents.

This handbook has been prepared to inform our students and parents of the procedures and expectations of FES. I would like to stress how important it is for parents and students to read through this handbook together. **When finished, there is a page in the back of the book for the student and parent to sign and return to the homeroom teacher.**

I want to thank you in advance for taking the time to familiarize yourselves with the procedures and expectations of our school. It is our desire to provide a safe, nurturing and instructionally sound environment that supports the success of all students.

Sincerely,

Sandra Simmons, Principal

Please Note – Funding for this handbook was provided by Title I funds

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Daily Schedule 2016-2017

Students Arrive/Assemble in Multi-Purpose Room/Breakfast
7:20-7:45

Students Dismissed From Multi-Purpose Room to Classrooms and Bell Ringer Activities
7:45

Warning Bell
8:00

Homeroom / Opening Activities
8:00 - 8:15

1st Period
8:15-9:00

2nd Period
9:00-9:45

3rd Period
9:45-10:30

4th Period
10:30-11:15

10:45 – 11:15
Lunch PK, K

11:20-11:50
Recess Grades 4 – 5 – 6
Lunch Grades 1 – 2 – 3

11:50 – 12:20
Lunch Grades 4-5-6
Recess Grades 1 – 2 – 3

5th Period
12:15 – 12:45

6th Period
12:45 – 1:30

7th Period
1:30 – 2:15

8th Period
2:15 – 3:00

3:00 First Bell Dismissal
3:05 Parent Pick-up
3:10 Walker Bell
3:15 Last Bell Dismissal

Note: Parents please do not pick your child up until the 3:05 Parent Pick-up bell, unless there is a doctor's appointment or emergency.

**Faculty and Staff
Franklin Elementary School**

Sandra Simmons	Principal		
Carol Clay	Head Teacher/Interventionist		
Pat Alt	Secretary		
Holly See	County Nurse		
Jamie Rice	Counselor		
Stephanie Hull	Parent Coordinator		
Amber Kimble	Nurse/Aide	Elizabeth Mitchell	Title I
Jennifer Willis	Preschool	Amy Rexrode	Title I
TBA	Preschool	Robrietta Lambert	Physical Ed
Corrie Wagoner	Preschool	Wesley Alexander	Music/Chorus
		Darla Young	Band/Music
Melissa Weaver	Kindergarten	Wilma Pitsenbarger	Spec. Ed./ Interventionist
Debra H. Glover	Kindergarten	Rebecca Schlaegel	BD/Autism/LD
Katie Neptune	First Grade	Shirley Nagle	Spec. Ed/Interventionist
Donita Kimble	First Grade	Colleen Smith	Spec. Ed./Interventionist
Marlene Simmons	Second Grade	Cassie Boner	Interventionist
Kim George	Second Grade	Beth Sites	Gifted
Crystal Ceely	Third Grade	Linda Teter	Speech Therapist
Heidi Kimble	Third Grade	Rita Hevener	Title V Library
Jennifer Cook	Fourth Grade	Carolyn Propst	Title V
Shanna Eye	Fourth Grade	Jane Simon	Title V
Mike Vargo	Fifth Grade	Amanda Raines	Custodian
Emmy Champ	Fifth Grade	Judith Warner	Custodian
Becky Rightsell	Sixth Grade	Kathy Lockard	Cafeteria Manager
Heidi Davis	Sixth Grade	Heather Copley	Cook
Jill Liggett	Resource Aide	Nancy Barkley	½ Cook
Mary Sawyers	Autism Aide	Robin Rexrode	½ Cook
Beth Kimble	Autism Mentor/Aide	Betty Propst	Foster Grandparent
Dolly Rexrode	Autism Mentor/Aide		
Anita Warner	Preschool Aid		
Nancy Bowers	Preschool Aide		
TBA	Preschool Aide		
Kenna Champ	Kindergarten Aide		
Kitty Sponaugle	Kindergarten Aide		
Lynette Hull	Hearing Impaired		

WELCOME TO FRANKLIN ELEMENTARY SCHOOL 2016-2017 SCHOOL YEAR

You are now a member of one of the best elementary schools in West Virginia. Take pride in it. It is your home for seven hours a day for this year. Here are a few ways you can use your school time to the best advantage, which will help you prepare for the middle school/high school and future years:

1. Attend school regularly. Attendance is a key to good grades.
2. Arrive at school on time and arrive at all classes on time. Tardiness leads to many other problems.
3. Regularly and carefully prepare assignments.
4. Protect school property and equipment. Help students stamp out vandalism. Respect your school!
5. Support school activities as far as your time, interests, and funds will permit.
6. Respect the rights and privileges of others.
7. Accept the responsibilities that come with citizenship at Franklin Elementary School.
8. Be a good sport – let your school spirit show through good sportsmanship at all events. Sportsmanship is the main theme of the West Virginia Secondary School Activities Commission and the main theme of the Pendleton County Elementary Athletic Policy.
9. Be a lady or gentleman at all times.
10. Adhere to all discipline measures at all times.
11. Academically strive to do your best in all content standards.
12. Academically strive to do your best on all state mandated tests (WV General Summative Assessment).

Absences, Attendance Policy, Returning From Illness and Make-up Work

West Virginia State law is very explicit on student absences. Normally, students may not be absent from school except for personal illness, death in the family, or extreme hardship. **A note from home is needed when a child returns to school after an absence. A note from a physician is needed when an absence exceeds three consecutive days. Absences without a note remain unexcused.** Parents should phone the school office if a child is going to be absent for an extended period of time. Arrangements can be made for homework to be sent home, and in some cases homebound instruction. **On returning to school, if a child's activities are to be restricted, a note from the family doctor stating the dates of restriction will be required.** It is the student's responsibility following an absence; to make the necessary arrangements with teachers for make- up work. This is modified somewhat for lower elementary students. Students who are suspected of being absent without a valid reason, will be referred to the county attendance officer. All F.E.S. students are governed by the Pendleton County School Board Attendance Policy. **A copy of this policy can also be found on the Pendleton County Schools website at www.pendletoncountyschools.com.**

Arriving to school after 8:00 AM is considered tardy to school.

It is important to note that students are not expected to attend school when they are ill. Generally, a student who has been running a fever and/or vomiting should not return to school until 24 hours after the fever has broken or vomiting has stopped.

Academics

Franklin Elementary School believes the number one reason schools exist is for students to achieve academically. Students must strive to master all West Virginia Content Standards and further strive to achieve mastery on the West Virginia General Summative Assessment.

Academic Awards

Franklin Elementary School students will be honored and recognized at the end of each grading period for academic achievement. This recognition takes place in assemblies or, at times, within the classroom. Parents are welcome and encouraged to attend the assemblies.

Assemblies

Throughout the school year, various assemblies are held. The cafeteria is the usual location for assemblies. Students' behavior should be refined and courteous. Each student is personally responsible for the impression made by the school as a whole.

Students are to go to the assemblies with their class, sit with their class, and return directly to their classroom when the assembly is over.

Athletic Program/Athletic Eligibility

Franklin Elementary School participates in the Pendleton County Elementary School Basketball Program. This program includes girls basketball, boys basketball, and cheerleading, for grades 4 - 6. Each student participating will be given a copy of the county and school rules, regulations, eligibility requirements, etc. governing participation in this program. Students must maintain a "C" average and have a current physical examination on file to participate. All coaches/volunteers will be selected by the Principal and approved by the County Board of Education. Sportsmanship and proper conduct by students, parents and coaches are major expectations of this program. **Any sportsmanship violation could result in a parent or student being banned from this program. Students receiving an in-school or out-of-school suspension are not eligible to participate in any after school event the day of the suspension.**

Bus Transportation

Franklin Elementary School students are registered to ride a specific bus to and from school. Students will be allowed to ride another bus if the desired bus has room. **Two notes are required:** one for the school and one for the new bus driver. Students who are to walk home or ride home with someone other than a parent must have prior written approval and permission. In such cases, parents are asked to send notes to the school with the child, informing the school of your desire as early as possible.

Bus Conduct

Students are to stand at a safe distance until the bus has come to a complete stop. After loading, students are to be seated, face the front, and talk in moderate tones while riding the bus. Students are to remain seated until the bus has come to a complete stop. Upon unloading, students are to leave the bus stop area immediately. Students are expected to follow county rules while at bus stop areas. Cans, bottles, radios, or any other electronic games and devices are not allowed on the bus. **Failure to abide by bus rules may result in suspension from the bus, or other disciplinary measures.**

Cafeteria Conduct

Students are to obey all school rules while in the cafeteria. Students are to talk quietly and adhere to all rules of proper etiquette.

Talk Light – The purpose of the light is to monitor the noise level in the cafeteria. Students are to watch the talk light when it is turned on. A yellow light lets students know that they need to check their voice levels. If the talk light turns red, students may not talk until it turns green (usually within two minutes). When the bell rings to end a lunch shift, students are to immediately get quiet. Students will then be dismissed by class. Continued talking during quiet time could result in minor disciplinary action.

Class Lists

Students are assigned to classes each year by a process involving the careful consideration of various factors. The lists are developed by seeking to ensure that equal numbers of high, average, and low academic students are placed in each class. Also, factors such as behavioral issues and social issues are considered. It is our desire to develop the lists in a manner which allows **all** the students an opportunity for the best possible educational experience. **Because of the nature of the development of lists, parental requests are discouraged. If, however, there is an extenuating circumstance that the school needs to be aware of, in regards to placement of a student, the request would need to be in writing, stating the concern and forwarded to the Principal by April 1. There is no guarantee that a parent request can or will be met.**

Clinic/Nurse

A school nurse will be available throughout the day. If, however, the nurse is not available, the principal, secretary, or other staff members will do everything possible to assist the student. If a student is seriously injured or ill, parents will be notified. If parents cannot be reached, the school will attempt to contact the student's emergency number on the students' profile form.

Colors Day

Fridays are designated as School Colors Day. Students and staff are encouraged to wear blue and gold to show their school spirit, especially during elementary basketball season. Show your school spirit. Wear FES colors!

Complaints: Parents and Students

Any parent or student of Franklin Elementary School who has a valid complaint concerning the operation of Franklin Elementary School should **first contact the teacher involved**. If the matter cannot be resolved, the principal should be consulted. If a satisfactory conclusion cannot be reached, a citizen's grievance may be filed, per the school board policy.

Computer Use/Technology Lab

All students are required to sign Pendleton County's Acceptable Use Policy before using the Internet. This document will be kept on file at the school. The use of the internet at school is a privilege, not a right, and inappropriate or unauthorized use, or safety violations, could result in revocation or suspension of that privilege.

Dances

These are **optional** social events for students. The right to have these events is earned through good and positive behavior. Some dances are coordinated through the physical education program and held during school hours. Other dances, held after school, are attended only by 5th and 6th grade students and scheduled only by the Principal and school officials. An entrance fee may be charged.

Debts

Students owing debts of any nature, from the previous school year, should take care of that debt the first week of school.

Delays/Cancellations of School/Early Dismissal

In the case of school delays or cancellations, parents should receive notification by way of the school messenger, providing phone numbers are current. Notification can also be received by the following media:

**WSVA / WELD / WQWV radio
WHSV TV 3 / WSLS TV 10 / WDBJ TV 7**

When school is delayed for 2 hours, the school is not unlocked until 9:20 a.m. To ensure that proper supervision is available, please do not drop off students before 9:20.

Discipline

Exclusions

A student may be excluded from a class due to continually disrupting the class and causing other students to miss the opportunity to learn. In such cases, the principal is to be notified of the need for exclusion and the student placed in a supervised location. Failure to cooperate or improve the behavior may lead to other disciplinary measures.

Exclusions count as (2) discipline points.

Time-Out at Lunch Tables and Picnic Tables on Playground

These assignments are for minor violations and are assigned by an administrator or teacher.

Lunch Detention in Detention Room

An administrator or a teacher may assign students violating certain rules and Standards of Conduct (level 1 violations) to lunch detention in the detention Room. The lunch detention rules are as follows:

1. Students are to report to a designated Lunch Detention Room during their lunch shift.
2. There will be a Lunch Detention Supervisor with the students.
3. Students will work on schoolwork and/ or a Behavior Intervention Packet.
4. There is to be no talking during Lunch Detention.
5. If a student reports tardy to Lunch Detention or is sent out for misbehavior, he/she will be subject to some form of suspension.

Lunch detentions count as (1) discipline point.

Detention (After School)

An administrator may assign students violating certain rules and Standards of Conduct to Detention Hall after school. Parents will be notified prior to the Detention Hall assignment and must give their permission. Students must attend Detention Hall on dates assigned unless an administrator has granted prior approval. Students with an excused absence on the day of the assigned detention are expected to serve the next Detention Hall day. The Detention Hall rules are as follows:

1. Students will be assigned to a designated room from 3:20 to 4:00 on designated afternoons.
2. There will be a Detention Supervisor with the students.
3. Students must bring class work to work on during the full Detention Hall. **Students are not allowed to sleep in Detention.**
4. If a student is sent out of Detention for misbehavior, or if a student fails to report for Detention Hall, the student will be subject to some form of suspension.
5. When Detention is over, students are to go to their lockers and leave with their parents.
6. Students absent on the day of Detention are expected to make-up the assignment the next scheduled Detention .
7. Students absent on the day of Detention must bring a note from a parent or guardian stating the reason for the absence. Failure to provide a valid excuse will result in suspension.
8. A parent or guardian will pick up students after Detention.

An after school detention counts as (2) discipline points.

Suspension – ISS (In school suspension)

Violations of the student standards of conduct may result in the serious penalty of In-school suspension for a specified length of time. If the student misses any class work during an ISS assignment, the student must be allowed to make up all work missed. **However, it is the student’s responsibility to arrange make-up work with the teacher(s).**

ISS – Student Responsibilities

1. The Principal will assign students to In-school Suspension for certain infractions of school rules and regulations.
2. The student’s classroom teachers will be notified of the assignment to ISS.
3. The student will be responsible for bringing his/her instructional materials to the ISS room.
4. Students in ISS will have lunch separate from the other students.
5. Students absent on the day assigned to ISS will serve the day they return to school from an absence.
6. Students completing academic assignments before the ISS assignment is complete will be given additional assignments by the ISS supervisor. These will be behavioral modification assignments.
7. Students assigned to ISS will be counted present for each of their regularly assigned classes.
8. Infractions of these policies may result in the assignment of additional time in ISS or out of school suspension.

An in-school suspension counts as (5) discipline points for full day and (3) discipline points for ½ day.

Suspension – OSS (Out of school suspension)

Violations of the student standards of conduct may result in the serious penalty of suspension from school for a specified length of time. During the time of suspension, a student is denied the privilege of representing Franklin Elementary School in any activity; furthermore, he/she will not be allowed on the school grounds, or permitted to attend any school function during the time of suspension. Students are allowed to make up all work missed during a suspension. However, it is the responsibility of the student to contact all the teachers concerning arrangements for make-up work.

Out-of-school suspensions count (10) discipline points for each day.

Discipline Office Referrals

Discipline office referrals can result in recess detention, sitting at lunch detention table at lunch or other supervised area, sitting at picnic tables during recess, detention after school, in-school suspension, or out-of-school suspension. Each discipline referral is explored on an individual basis.

The Principal will make the final determination, in regards to consequences involving office referrals.

NOTE: Students may be sent to the Lunch Detention Room by teachers, without the consultation of the Principal, three times for minor discipline situations per month. The fourth (4th) minor discipline situation must result in a referral to the office.

Discipline Office Referral Form

Franklin Elementary School students referred to the office for possible major or minor discipline violations must be referred using the WVDE Policy 4373 form.

Dress and Appearance

Cleanliness and neatness are essential components to a positive school environment. It is important that positive impressions be formed as a result of student appearance and attire. Students will be expected to keep themselves well-groomed and neatly dressed at all times. Students should remember that they represent their school to the community. All attire should be modest and appropriate for students. Any mode of dress that interferes with the operation of the school or classroom, creates a safety hazard, or has any type of obscene writing or picture on it is strictly prohibited. Failure to abide by the following Student Appearance and Attire Rules may constitute a cause for Disciplinary action.

- All students will be fully clothed, clean, and well groomed.
- All students will wear appropriate footwear/no bare feet / no flip flops outside at recess.
- There will be no bare backs or midriffs showing.
- Appropriate tops, with a minimum of one-inch shoulder straps must be worn.
- Hats will not be worn inside the building. These articles are to be removed the moment the student enters the building.
- Students will not be permitted to wear pants below the waistline.
- Clothing advertising alcoholic beverages or tobacco or displaying inappropriate words, designs, or comments cannot be worn. Inappropriate words about discipline or academics cannot be worn.
- Jeans with large frayed holes or any other attire that has large holes in them are not allowed.
- Any shirts that have been cut off at the bottom, sides, arms, or armpits are not allowed.
- Skirts, dresses, and shorts must be within six inches of the knee. Bermuda shorts, walking shorts, and hemmed or cuffed jeans that meet the six inch rule are approved for year-round wear.
- All students are expected to exhibit proper personal hygiene while at school.

Dress Policy Violation

A student found to be in violation of the student dress policy will be referred to the principal. If possible, the student will be assisted in changing the article of inappropriate dress and/or the parent will be notified to bring a change of clothing. A second dress policy violation could result in a more serious disciplinary measure.

Dropping Off Students, Picking- Up Students, and Parking at FES

If you are dropping your child off in the mornings, please follow the parent loop and drop off at the stop sign in front of the drop-off entrance. For safety purposes, we encourage you to have your child sit on the right side/passenger side of the car and exit from there onto the sidewalk. We discourage getting out of your vehicle to walk your child to school. If you must do so, there is visitor parking.

The school is unlocked at 7:20 AM. In order to ensure that your child is at school on time and that the school has proper supervision in place, please be at the drop-off between 7:20 and 7:45.

If you are picking your child up in the evening, follow the same procedure as the morning. Students being picked up are dismissed at 3:05 PM and will be escorted to the vehicle by an on-duty teacher. Students who are walking from school will be dismissed at 3:10. A staff member will walk the students across South Branch Street. In order for your child to get his/her maximum instructional time, and prevent disruptions in the classroom, please refrain from picking your child up until 3:05. If, however, your child has a doctor's appointment or other necessary appointment, please park in the visitor parking area and come to the visitor entrance to check them out.

Note: If you need to make end-of-day changes for your child, please notify the school prior to 2:00 PM.

Early Pickup of Students

In order to ensure that all students have the opportunity to receive uninterrupted instruction throughout the day, **parents are asked to refrain from picking students up before 3:00**. It is understandable that there will be times that a student must leave school before the end of the regular school day for doctor's appointments or other urgent family business. **Parents should make a sincere effort not to schedule appointments for their children during school.** However, when this is not possible, students will have to present a note written and signed by their parent, explaining why the student should be excused early. The parent should personally pick the child up from school by reporting to the school office. **No child will be permitted to leave school with anyone other than the parent unless prior arrangements have been made between the parent and the school office.**

Emergency Information

Each student is required to complete an Annual Emergency/Medical Form. Changes in this information during the school year are to be reported to the school as soon as possible.

Evaluation and Grading of Students

FES students, grades 1-6, will be graded in accordance with the WV Board of Education Uniform Grading Policy. A copy of this policy may be obtained through the school's office or the school board office. The grading scale for all grades is as follows: 93-100 A 85-92 B 75-84 C 65-74 D 0-64 F
Music, Physical Education, Health and Art grades are as follows: O (Outstanding) S (Satisfactory) U (Unsatisfactory)

Field Trips

Participation in field trips is contingent on responsible behavior. Students who have continually displayed inappropriate behavior at school may not be permitted to participate in field trips unless the parent chooses to accompany the student by providing the parents own transportation.

Fire/Emergency Drills

Fire Drills and Emergency Code drills are held during the year to practice proper procedure, in the case of a fire or other emergency. When the alarm sounds, students should proceed to their designated areas, quickly and in an orderly fashion. Code red, yellow, blue, and green drills will be announced over the loudspeaker. Teachers will review with their classes the procedures for all drills.

Graduation/Recognition Ceremony (6th Graders)

A decision will be made in early May regarding this ceremony. The decision will be made by the Principal and 6th grade teachers. Parents and students will be notified in writing as to the specifics of this ceremony.

Homework

The term “homework” refers to an assignment to be prepared outside of class. The purposes of homework are to improve the learning processes, to aid in the mastery of skill, and to create and stimulate interest on the part of the pupil. **Homework assignments should take into consideration individual differences of pupils such as health, ability, conditions at home, and available educational resources.**

Robert Marzano states that homework and practice are staples of the K-12 classroom. Both homework and practice give students opportunities to deepen their understanding and proficiency with content they are learning.

The following guidelines shall be followed in assigning homework:

1. Work shall not require the use of reference materials not readily available
2. All work should be such that the pupil can complete assignments with little or no help
3. Homework should never be assigned as punishment
4. All work shall be collected and corrected according to teacher direction, the results recorded, and work and/or results given to the students
5. Teachers shall recognize that legitimate family responsibilities may prevent students from completing homework on time
6. It shall not be “busy” work. It should have a definite purpose to further achieve the goals, aims, and objectives of the pupil’s educational program
7. The information for any homework should be clear and specific so those students can complete the assignment

Student work that is assigned during school hours, and not completed, may be sent home with the pupil. This shall not be considered “homework” and should be clearly identified.

Early Childhood Grades K-4:

Homework shall not be a standard practice in primary grades. Children and parents may want to do some schoolwork at home, and they should be given this opportunity. **Thirty minutes per night shall be considered a maximum amount of work that may be given.**

Intermediate Grades 5-6:

A total of one to one and one-half total hours of work shall be considered the maximum for a given night. By county policy, each school shall develop a homework policy organized by the teachers and the principal to prevent the above maximum.

Students will have three (3) days to complete their work missed when they have been absent. Parents may pick-up their child’s work in the office by 3:30 p.m.

Homework Tips

Advantages of Homework

- √ Homework teaches students how to organize their time.
- √ Homework allows teachers to cover more material during the year.
- √ Homework prepares students for rigorous high school and college requirements
- √ Homework promotes creativity through extension and creative-oriented assignments.
- √ Homework teaches how to learn.
- √ Homework helps teachers recognize those students who need assistance.
- √ Homework satisfies parents who believe homework is an integral component of school.
- √ Homework encourages positive school-home communication and involves parents and other family members.
- √ Homework reinforces and supplements the content presented in class.
- √ Homework promotes responsibility, independence, and decision-making skills.
- √ Homework improves grades.

15 Guidelines to create a homework alliance with your child

- Stay involved with homework and monitor after school activities
- Provide options and choice in work space
- Establish a family routine of talking about the value of learning
- Plan a daily schedule
- Plan ahead
- Provide assistance
- Develop a system for returning homework to school
- Adapt assignments to maximize your child's strengths
- Do not change lesson objectives
- Help your child use strengths to demonstrate knowledge
- Do not do homework for your child
- Avoid excessive correction
- Remain task oriented
- Help your child gain independence

Honor Code

To provide a school environment of moral excellence, Franklin Elementary School has established the following honor code pledge:

ON MY HONOR, I WILL NOT CHEAT ON ANY SCHOOL WORK ASSIGNED THROUGH FRANKLIN ELEMENTARY SCHOOL

This pledge will be posted in every classroom. All teachers will discuss the honor code and pledge with the students.

Honor Roll

The purpose of the Honor Roll is to recognize students who have maintained outstanding scholastic achievement. Students in grades 1-6 will be designated as being on the "A" *Honor Roll* and the "A/B" *Honor Roll*.

Grades 1 – 6

To be on the **A Honor Roll**, a student must earn a **grade of A** in each applicable academic area (**English Language Arts, Science, Mathematics, Social Studies**) with no **grade lower than an S** in the developmental areas (**Art, Music, Physical Education, Band/Choir and Health**).

To be on the **A/B Honor Roll** student must earn an **A or B** in each applicable academic area (**English Language Arts, Science, Mathematics, Social Studies**) with no grade lower than an S in the developmental areas (**Art, Music, Physical Education, Band/Choir and Health**). An exception will be made in the academic areas, if the student has only one C, balanced by an A in another subject.

Interim Reports

All parents who have students enrolled in grades Kindergarten thru 6th shall receive an Interim Report four (4) times throughout the school year. These reports show the academic achievement of students midway through each quarter.

Local School Improvement Council (LSIC)

The state of West Virginia mandates by law that every school must establish and have functioning an LSIC. The LSIC is to encourage and facilitate the involvement of the school community in the operation of the local schools to improve educational quality. It is not the intent of the LSIC to restrict the ability of the county board of education in its efforts to effect county wide school improvements. The LSIC will meet once every nine weeks. The membership of the LSIC consists of the following:

1. Principal
2. Three (3) Teachers
3. Two (2) Service Personnel, one of whom is a bus driver of students from the school
4. Three (3) Parents
5. Two (2) At-Large Members

Lockers

Classroom cubbies are provided to students for storage of books and outerwear. Money and personal items of value should not be kept in cubbies. Students are not to change cubbies, unless permission is given by the classroom teacher. Cubbies are to be kept clean and neat and free from excess paper. A cluttered, messy cubby could result in a detention assignment.

Lost and Found

Articles found in school should be brought to the office. Lost articles can be claimed in the office. Parents are encouraged to check for missing items when they visit school.

Meals

Breakfast and Lunch are served daily at Franklin Elementary School. Parents who feel their child may qualify for free or reduced priced meals, should obtain an application form from the office, complete and return it to the school. All Lunch applications are subject to verification according to Federal Hot Lunch regulations. Meal prices are as follows:

- Student Breakfast - \$1.00 Adult Breakfast - \$4.00 Reduced Students Breakfast – No Cost
- Student Lunch - \$2.00 Adult Lunch - \$5.00 Reduced Students Lunch - \$.40

All Pendleton County Schools use a computerized billing system to handle payments for food service meals. The system issues a monthly invoice to each student and adult who eats in the school. Payment is required on a monthly basis. **Failure to pay may result in court action.** Payment can also be made on a daily basis, but parents are encouraged to use the billing system. Pendleton county School Board Policy on non-payment of lunch bills calls for the following action by the Principal:

- Telephone call to the parent.
- Certified letter to parent requesting payment and giving notice that legal action will be taken.

Medication

To comply with State School Law governing the administration of medication at school, the Pendleton County School System requires that all students who need medication during school hours do the following:

- Send medication to school only if it is medically indicated during school hours.
- The parent or legal guardian must sign the written consent form for any medication to be given.
- **The first dose of any medication must be given at home** due to the possibility of allergic response.
- The parent must send the medication to school in the properly labeled original container, or individual package – not in a baggie or unlabeled bottle. Medication that is not properly identified will not be given.
- Do not list more than one medication on the provided form. Use separate form for additional medications.
- If there is any question about the dosage of medication the child is to receive, it will not be given
- **Over-the-counter medications can be given at school with a parent consent form filled out and signed.**

- **Revision Results: With regard to non-prescription medication, the laws and policies regarding school nurses and their licensure were reviewed and it was determined that no law or policy specifies that only school nurses may administer non-prescription medications. Therefore, we have taken this responsibility from them in order to safeguard their nursing licenses. This new policy places the responsibility for administering non-prescription medication with the building administrator.**
- Policy on pregnant and lactating students: In the rare case where an elementary age student is pregnant and lactating, the cafeteria manager in accordance with the school's administrator and guidance counselor will provide snacks in accordance with Policy 4321.1.

Parent Conferences

Parents may make appointments for conferences with teachers and/or the principal by telephoning the school office at 358-2206. Parents are encouraged to do so whenever they have a concern or suggestion. In most cases, conferences with teachers will be scheduled after the instructional day ends at 3:20 PM.

Parent/Teacher Conferences

The county may schedule one or more parent/teacher conferences during the school year. Please check the Pendleton County Schools calendar for dates and times of these conferences.

Parent-Teacher Organization (PTO)

The PTO is the number one parent support group for Franklin Elementary School. The PTO is organized around a constitution and bylaws, which were adopted during the 2001-2002 school year. All parents are encouraged to join the PTO.

Physical Education

Physical Education is an important part of the school curriculum and is mandated by State Law. Therefore, all students shall take Physical Education unless they have a valid note from a physician. Students may be excused from Physical Education by a valid excuse one to three days from a parent. Students who need to be excused for more than three days will need a medical statement from their physician. **For safety purposes, gym shoes must be worn during Physical Education classes. In order to help protect the seal on the wooden floor and prevent the floor from becoming slick, the shoes used for gym are to be different from those shoes worn to school.** Students will not be permitted to participate in Physical Education class unless they are properly attired.

Playground Rules

All students will be allowed to go to the playground during recess. Due to safety issues regarding play, students must wear closed-toe shoes in order to participate in outdoor recess. **Flip flops and open toe sandals are not allowed on the playground.** All general standards of conduct and all levels of conduct from the State Student Code of Conduct are to be followed at all times. Teachers will be on the playground supervising students. Students may be seated at picnic tables the entire recess shift as a form of discipline or referred for further disciplinary action.

Records/Policies/Regulations

As a public institution, Franklin Elementary School is required to make available copies of all policies, regulations, etc. that relate to the direct operations of the school. Individuals may request copies of any such documents.

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. They are:

1. The right to inspect and review the student’s education records within 45 days of the day the District receives a request for access. Parents of eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect.
2. The parents of an exceptional student shall be afforded an opportunity to inspect and review all education records with respect to:
 - a. The identification, evaluation, and educational placement of the student; and
 - b. The provision of a free appropriate, public education to the student through the development and implementation of an IEP.
3. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask Pendleton County Schools to amend a record that they believe is inaccurate or misleading.
4. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests.

Responsible Students through Positive Behavior Support (PBS) Program

Franklin Elementary School has adopted provisions of the Positive Behavior Support Program. This program is recommended by the West Virginia Department of Education for elementary schools. The PBS Program has set standards and expectations, along with incentives and rewards for students meeting the expectations. Information regarding the incentives and rewards will be distributed to students/parents in August.

Rights and Responsibilities – Students and Teachers

Students and teachers alike have the same civil rights and responsibilities while in school as they would have anywhere. Section 18A-5-1 of West Virginia Law gives teachers (meaning all professional personnel) the authority of the parent during school. Every teacher, regardless of their teaching station, has the right and duty to correct a child for misconduct. Additional information of these topics may be obtained by contacting the school office.

SAT Team (Student Assistance Team)

Each school in West Virginia has been mandated to have a student assistance team. The Franklin Elementary School SAT Team will be composed of the Principal, a Special Education teacher, a Title I specialist, a regular education teacher, school counselor and the student’s teacher. The SAT Team will meet on specific students based on referrals for grades, discipline, attendance, or a special circumstance. Parents will be contacted and a conference arranged. SAT Team dates for 2016-2017 will be tentatively scheduled in the following months:

September 2016
December 2016
February 2017
April 2017

Special SAT Team meetings can be called at any time. The central purpose of the SAT Team is to help the student improve in an area in which he/she is having difficulty.

School Health Centers Provided by Pendleton Community Care

Pendleton County Schools teams with Pendleton Community Care (PCC) to provide primary medical care and behavioral health care to students and teachers in the school facilities. These services support the healthy mental, emotional, and physical development required for success in school.

Services: Most services provided at PCC's health centers can also be received at the school health centers. Services include:

- Periodic physical exams
- Immunizations
- Sports Physicals
- Sick visits
- Support for managing chronic health conditions like asthma and diabetes
- Education for fitness, healthy living, and positive social behavior
- Counseling for depression, anxiety, social problems, diet and weight control, smoking cessation, healthy life choices, sexuality, and drug and alcohol use.

Staff: Medical professionals from PCC provide the care on a posted schedule for each school. The professionals include: physicians / pediatrician, physician assistants and nurse practitioners, a nurse, a licensed professional counselor, and a health educator.

Registration: Any student may register to receive services in the school health centers. To register, parents sign a consent form each school year, authorizing their child's use of the services. Certain services require special consent.

Confidentiality: PCC respects the confidential nature of the patient-clinician relationship and accordingly follows policies and procedures to protect the patient's health information. Information from the school health centers is not included in the student's school file.

Charges: PCC's normal charges are billed to the responsible party for services provided at the school health centers. In addition, PCC submits your claim to insurance when applicable and as directed by the responsible party. No student will be denied services because of the inability to pay.

More information: Pendleton Community Care
PO Box 100
Franklin, WV 26807
304-358-2355

Sportsmanship

The West Virginia Secondary School Activities Commission (WVSSAC) has stated that sportsmanship is their number one priority. Franklin Elementary School had adopted sportsmanship, as its number one priority for its athletic program.

SPORTSMANSHIP—NUMBER. 1 PRIORITY -TOTAL TEAM EFFORT IS NEEDED

The Coach

- Always set a good example for participants and fans to follow, exemplifying the highest moral and ethical behavior.
- Instruct participants in proper sportsmanship responsibilities and demand that they make sportsmanship the No. 1 priority
- Respect judgment of contest officials, abide by rules of the event and display no behavior that could incite fans.
- Treat opposing coaches, participants and fans with respect. Shake hands with officials, opposing coach in public.

Student Participants

- Treat opponents with respect; shake hands prior to and after contests.
- Respect judgment of contest officials, abide by rules of the event and display no behavior that could incite fans.
- Cooperate with officials, coaches and fellow participants to conduct a fair contest.
- Accept seriously the responsibility and privilege of representing school and community; display positive public action at all times
- Live up to the high standard of sportsmanship established by the coach

Parents Other Fans

- Realize that a ticket is a privilege to observe a contest and support school activities, not a license to verbally assault others or be generally obnoxious.
- Respect decisions made by contest officials
- Be an exemplary role model by positively supporting teams in every manner possible, including content of cheers and signs
- Respect fans, coaches, and participants
- BE A FAN.....NOT A FANATIC

Spirit Groups

- Stimulate desired crowd response using only positive cheers, signs and praise without antagonizing or demeaning opponents.
- Treat opposing spirit groups and fans with respect
- Recognize outstanding performances on either side of the playing field or court
- Know the rules and strategies of the contest in order to cheer at proper times
- Maintain enthusiasm and composure, serving as a role model

Officials

- Accept role in an unassuming manner. Showboating and over officiating are not acceptable
- Maintain confidence and poise, controlling contest from start to finish
- Know rules thoroughly and abide by established Code of Ethics
- Publicly shake hands with coaches of both teams before contest
- Never exhibit emotions or argue with participants and coaches when enforcing rules.

School Administrators

- Develop a program for teaching and promoting the ideals and fundamentals of good sportsmanship within the school, the league, conference and state
- Provide appropriate supervisory personnel for each interscholastic event
- Support participants, coaches and fans who teach and display good sportsmanship
- Recognize exemplary behavior and actively discourage undesirable conduct by participants, coaches and fans
- Attend events whenever possible.

NATIONAL FEDERATION MISSION STATEMENT

The ideals of good sportsmanship, ethical behavior and integrity permeate our culture. The values of good citizenship and high behavioral standards apply equally to all activity disciplines. In perception and practice, good sportsmanship shall be defined as those qualities of behavior which are characterized by generosity and genuine concern for others. Further, awareness is expected of the impact of an individual's influence on the behavior of others. Good sportsmanship is viewed by the national Federation as a concrete measure of the understanding and commitment to fair play, ethical behavior and integrity.

Standards of Conduct

The following standards of conduct reflect a wide scope of statements, which all students should follow:

Bartering

Bartering is defined as trading, exchanging, swapping, buying and selling, etc. Students are not allowed to be involved in any form of bartering while on school grounds or during any school related event.

Cellular Phones

Students are not permitted to use or possess a cellular telephone or similar communication device in the school building or on school buses. (Such communication devices may be confiscated and held for later return to a parent or guardian).

Bullying:

Bullying can be described as intentional, repeated hurtful acts, words or other behaviors, such as name-calling or threatening. Bullying can really get a person into trouble. It can also hurt someone's feelings. Bullying in any form is strictly forbidden at Franklin Elementary School!

Chewing Gum

Students are not allowed to chew gum at school or on the school grounds. Exceptions are made during WV General Summative Assessments, at the discretion of the classroom teacher, and confined to the classroom.

Classroom Conduct

The classroom is the most important area in the school concerning learning. Any behavior in the classroom which could be interpreted as a disruption to the learning process, is totally prohibited. Examples of unacceptable classroom conduct would be unauthorized talking, being out of your seat without permission, disrespectfully addressing a teacher, making any type of noise that would cause a disturbance, etc.

Compliance with Directives

School officials have the responsibility to explain, observe, and enforce school laws and to make rules for governing these directives. Students shall at all times comply with directives, which are given in this regard by school personnel.

Dishonesty

Students are expected to be honest and truthful. They are to adhere to the Franklin Elementary School honor code. Additionally, respect for school and personal property is to be exhibited.

Gambling

No student shall participate in or entice other students to participate in any form of gambling while under the jurisdiction of the school. This includes dice, cards, etc.

Hallway Conduct

Franklin Elementary School students are expected to conduct themselves in a quiet, courteous manner at all times in the hallways. Any type of behavior that constitutes any form of disturbances is strictly prohibited. Some basic forms of good conduct that should be observed at all times while in the hallways are as follows:

1. Walk at all times – do not run.
2. Talk quietly at all times.
3. Allow room for other students to pass.
4. Students are never to be in the hallways during class time without permission from a teacher.
5. Obey all standards of conduct while in the hallways.

Look –a-like Drug Policy

No student shall possess, pretend to sell, pretend to distribute, or pretend to be under the influence of a look-a-like drug, alcoholic beverage, or tobacco on school premises or at a school function. Violation of this policy may result in suspension.

Male/Female Relationships

It is recognized and accepted that male-female relationships are a basic part of school social life. However, students are to refrain from any display of overt affection toward one another. Examples of overt affection would be hugging, kissing, or walking with arms around one another. This applies to all Franklin Elementary School extra-curricular and social events.

Personal Hygiene

All students are expected to exhibit proper personal hygiene while at school. Any student reported for a personal hygiene problem will be referred to the school nurse.

Pornographic or Obscene Materials

Students are not to have in their possession any material or publication which is considered obscene or disruptive to the educational process.

Radios/Digital Music Devices/Electronic Games

Items of this type are not to be brought to school. Their existence would be a disruption.

Respect for Teachers

Both students and teachers must realize that a state of mutual respect must exist throughout the school for there to be an effective learning atmosphere. However, students must realize that the authority of a teacher extends throughout the school. Students must completely obey and respect the authority of teachers. Disrespect, failure to properly address a teacher by Mr., Miss, Mrs., or Ms., or any other form of disrespect will not be allowed at Franklin Elementary School.

Skateboards

These items are strictly prohibited from being brought on Franklin Elementary School property at any time.

Skipping

Students who fail to attend school for an entire day or who fail to attend class for an entire class period are considered to be in violation of skipping. An absence or late arrival to school is excused with a note from a parent or legal guardian.

Sign-in Policy

If a student arrives late to school, he/she must follow these procedures:

1. Report to the main office. Parent is to sign the student's name and time of arrival in the sign-in book
2. The student is to get an admit slip from the office signed by the secretary or administrator
3. The student will then proceed directly to his/her class. He/she will give the admit slip to the teacher in that class. Late arrivals are not to be admitted to class unless they have an admit slip.

Sign-out Policy

A school administrator must give prior approval before any student may leave school. **Early dismissal notes may be brought to the office before the school day begins.** Parents must sign the student out on the sign-out sheet before leaving school. Parents are cordially asked to make dental or doctor appointments after school, or on Saturdays, in order to minimize the number of their son's/daughter's absences. If it is necessary for a student to be picked up for an appointment during school hours, only the parent(s) can pick up their child. Parents may authorize other responsible adults, preferably members of the immediate family or relatives, to pick up their child by contacting a school administrator by phone or a written note.

Tardiness

Arriving to school or class late are violations of tardiness. Tardiness leads to many other problems. Students may be assigned after school detention, behavior improvement program, loss of certain privileges, etc. for excessive tardiness.

Throwing Objects

The throwing of objects of any kind, at any time is prohibited. Throwing of objects could be interpreted as assault like behavior. Legal action could be taken as a result of this action.

Trespassing

Trespassing constitutes the infringing on school property without intent to do official business and/or without permission to be on the premises.

Truancy

Arriving to school after 8:00 AM is considered tardy to school. .

Vandalism

Vandalism is damage done deliberately to school property, which includes furnishings and buses and personal property. Students are not to commit acts of vandalism in which property is broken, defaced, or destroyed. Damages to school property can result in billing for damages.

Verbal Abuse and Vulgarity

Respect for adults and/or a student is expected. Students shall not use profanity or abusive language or gestures (including any offensive or derogatory references based on a person's disability, race, national origin, sex, age, ancestry, or marital status), which is insulting, disrespectful, threatening, or offensive to any individual

Violence/Fights

Violence includes any act of exerting physical force, which may cause injury or abuse to persons or property. It is prohibited for students to fight, threaten, or provoke violence by gestures or works or to inflict or cause violence in any manner while under school authority.

STUDENT CODE OF CONDUCT – Expected Behavior in Safe and Supportive Schools (POLICY 4373)

Purpose.

The West Virginia Board of Education recognizes the need for students, teachers, administrators, and other school personnel to have a nurturing and orderly, safe, and stimulating 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. These regulations require county boards of education to design and implement procedures to create and support continuous school climate/culture improvement processes within all schools that will ensure an orderly and safe environment that is conducive to learning. Public schools must create, encourage, and maintain a safe, drug-free, and fear-free school environment in the classroom, on the playground, and at school-sponsored activities.

State Student Code of Conduct – Levels of Violations

Level I: Minimally Disruptive Behaviors – disrupt the educational process and the orderly operations of the school but do not pose direct danger to self or others.

- **Cheating** - A student will not plagiarize or copy the work of others or break rules to gain advantage in a competitive situation. Interventions for this inappropriate behavior may include academic sanctions in addition to other discipline.
- **Deceit** – A student will not deliberately conceal or misrepresent the truth, deceive another or cause another to be deceived by false or misleading information.
- **Disruptive/Disrespectful Conduct** – A student will not exhibit behavior that violates classroom/school rules, results in the distraction and obstruction of the educational process or that is discourteous, impolite, bad mannered and/or rude. Behavior is considered disruptive and/or disrespectful if a teacher is prevented from starting an activity or lesson, or has to stop instruction to address the disruption.
- **Failure to serve Detention** – A student will not fail to serve an assigned detention of which students and/or guardians have been notified.
- **Falsifying Identity** – A student will not use another person’s identification or give false identification to any school official with the intent to deceive school personnel or falsely obtain money or property.
- **Inappropriate Appearance** – 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.
- **Inappropriate Displays of Affection** – Students will not engage in inappropriate displays of intimate affection, such as kissing or embracing.
- **Inappropriate Language** – A student will not orally, in writing, electronically, or with photographs or drawings, use profanity in general context (not directed toward any individual or group)
- **Possession of Inappropriate Personal Property** – A student will not possess personal property that is prohibited by the school rules or that is disruptive to teaching and learning.
- **Skipping Class** – In accordance with WVDE Policy 4114 – Attendance, a student will not fail to report to the school’s assigned class or activity without prior permission, knowledge or excuse by the school or parent/guardian.
- **Tardiness** – A student will not fail to be in his/her place of instruction at the assigned time without a valid excuse.
- **Vehicle Parking Violation** – A student will not engage in improper parking of a motor vehicle on school property.

Interventions and Consequences for Level 1 violations may include the following; Administrator/student conference or reprimand, administrator and teacher-parent/guardian conference, academic sanctions, counseling referrals, daily/weekly progress reports, behavioral contracts, change in student's class schedule, school service assignment, confiscation of inappropriate item, revocation of privileges, restitution/restoration, detention, denial of participation in class and/or school activities, immediate exclusion by teacher from classroom, voluntary weekend detention, in-school suspension, out-of-school suspension (maximum of 3 days), and law enforcement notification if warranted.

Level II: Disruptive and Potentially Harmful Behaviors – disrupt the educational process and/or pose potential harm or danger to self and/or others. The behavior is committed willfully but not in a manner that is intended maliciously to cause harm or danger to self and/or others.

- **Gang Activity** - A student will not, by use of violence, force, coercion, threat of violence, or gang activity, cause disruption or obstruction to the educational process. Gangs are defined as organized groups of students and/or adults who engage in activities that threaten the safety of the general populace, compromise the general community order, and/or interfere with the school district's education mission.
- **Insubordination** - A student will not ignore or refuse to comply with directions or instructions given by school authorities. Refusing to open a book, complete an assignment, work with another student, work in a group, take a test or do any other class- or school-related activity not listed herein, refusing to leave a hallway when requested by a school staff member, or running away from school staff when told to stop, all constitute insubordination/unruly conduct.
- **Habitual Violation of School Rules or Policies** – A student will not persistently, as defined by the county, refuse to obey the reasonable and proper orders or directions of school employees, school rules or policies.
- **Leaving School Without Permission** – A student will not leave the school building, campus of school activity for which the student is enrolled without permission from authorized school personnel.
- **Physical Fight Without Injury** A student will not engage in a physical altercation using blows in an attempt to harm or overpower another person or persons.
- **Possession of Imitation Weapon** – A student will not possess any object fashioned to imitate or look like a weapon.
- **Possession of Knife Not Meeting Dangerous Weapon Definition** – A student will not possess a knife or knife-like implement under 3 1/2 inches in length. A pocket knife with a blade 3 1/2 inches or less in length, a hunting or fishing knife designed for use as a tool or household implement shall not be included within the term “knife” as defined as a deadly weapon unless such knife is knowingly used or intended to be used to produce serious bodily harm.
- **Profane Language/Obscene Gesture/Indecent Act Toward An Employee or a Student** – A student will not direct profane language, obscene gestures or indecent acts towards a school employee or a fellow student. This inappropriate behavior includes but is not limited to, verbal, written, electronic and/or illustrative communications intended to offend and/or humiliate.
- **Technology Misuse** – a student will not violate the terms of WVBE Policy 2460, Safety and Acceptable Use of the Internet by Students and Educators.

Interventions and Consequences for Level 2 violations may include the following; Administrator/student conference or reprimand, administrator and teacher-parent/guardian conference, referral to support staff or counseling or other therapeutic services, 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, before and/or after-school detention, denial of participation in class and/or school activities, immediate exclusion by teacher from classroom, voluntary weekend detention, in-school suspension, out-of-school suspension (recommended maximum of 5 days), recommended placement in alternative education program, expulsion, and law enforcement notification as warranted.

Level III: Imminently Dangerous, Illegal and/or Aggressive Behaviors – are willfully committed and are known to be illegal and/or harmful to people and/or property.

- **Battery Against a Student** – A student will not unlawfully and intentionally injure another student.
 - **Defacing School Property/Vandalism** – A student will not willfully cause defacement of or damage to property of the school or others. Actions such as writing in school textbooks or library books, writing on desks or walls, carving into woodwork, desks, or tables, and spray painting surfaces are acts of defacement. Examples of damage to school property include, but are not limited to, ruining bulletin boards, intentionally clogging the plumbing system, breaking light bulbs or fixtures, and damaging school equipment to the point where repair is necessary.
 - **False Fire Alarm** – A student will not knowingly and willingly set off a fire alarm without cause.
 - **Fraud/Forgery** – A student will not deceive another or cause another to be deceived by false or misleading information or sign the name of another person in order to obtain anything of value or defraud authorities.
 - **Gambling** – A student will not engage in any game of chance or contest wherein money or other items of monetary value are awarded to the winner, except for those games and contests authorized as official school functions.
 - **Hazing** – A student will not haze or conspire to engage in the hazing of another person. Hazing means to cause any action or situation which recklessly or intentionally endangers the mental or physical health or safety of another person or persons to destroy or remove public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in, any activity or organization, including both co-curricular and extra-curricular activities.
 - **Improper of Negligent Operation of a Motor Vehicle** – A student will not intentionally or recklessly operate a motor vehicle, on the grounds of any educational facility, parking lot, or at any school sponsored activity, so as to endanger the safety, health or welfare of others.
 - **Larceny** – A student will not, without permission, take another person’s property or have another person’s property in his or her possession. Property valued at \$1,000 or more will increase the behavior to a Level 4 because it is considered a felony in accordance with West Virginia Code 61-3-13.
 - **Sexual Misconduct** – a student will not publicly and indecently expose themselves, display or transmit any drawing or photograph of a sexual nature, or commit an indecent act of a sexual nature on school property, on a school bus or at a school sponsored event.
 - **Threat of Injury/Assault Against an Employee or a student** – a student will not threaten (verbal or written) or attempt to injure another student, teacher, administrator or other school personnel. This includes assault on a school employee defined in West Virginia Code 61-1-15.
 - **Trespassing** – A student will not enter upon the premises of the county school system property, other than to the location to which the student is assigned, without authorization from proper school authorities.
 - **Harassment/Bullying/Intimidation** – a student will not bully/intimidate/harass another student. According to West Virginia Code 18-2C-2, harassment, intimidation or bullying means any intentional gesture, or any intentional electronic, written, verbal or physical act, communication, transmission or threat that:
 - ❖ A reasonable person under the circumstances should know will have the effect of harming a student, damaging a student’s property, placing a student in reasonable fear of harm to his or her person, and/or placing a student in reasonable fear of damage to his or her property.
 - ❖ Is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or emotionally abusive educational environment for a student; or
 - ❖ Disrupts or interferes with the orderly operation of the school.
- For a detailed description of sexual, racial, and religious/ethnic harassment go to Policy 4373 in the WVDE policies section.
- **Imitation Drug Possession, Use, distribution or Sale** – A student will not possess, use, distribute or sell any substance that is expressly represented or implied to be a controlled substance or simulate the effect and/or the appearance (color, shape, size and marking) of a controlled substance.

- **Inhalant Abuse** – a student will not deliberately inhale or sniff common products found in homes, schools and communities with the purpose of “getting high”. The action may be referred to as huffing, sniffing, dusting and/or bagging.
- **Possession/Use of substance Containing Tobacco and/or Nicotine** – a student will not unlawfully possess, use or be under the influence of any substance containing tobacco and/or nicotine products in any building/area under the control of a county school system, including all activities or events sponsored by the county school district.

Level 3 violations are criminal offenses and therefore warrant formal law enforcement intervention which may result in issuance of a criminal citation, ticket, or summons, filing a delinquency petition, referral to a probation officer or actual arrest. In collaboration with law enforcement, the school shall also implement intervention strategies and consequences which include, but is not limited to, those in level 1 and 2, as well as notification to Health and Human Resources.

Level IV: Safe Schools Act Behaviors – are consistent with those addressed in West Virginia Code 18A-5-1a(a) and (b). the following Level 4 behavior definitions are aligned with West Virginia 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 West Virginia code 18A-5-1a and paraphrased in Chapter 3, Sections 4 and 5 of this manual.**

- **Battery Against a School Employee** - A student will not commit a battery by unlawfully intentionally making physical contact of an insulting or provoking nature with the person of a school employee as outlined in WV Code 61-2-15(b).
- **Felony** - A student will not commit an act or engage in conduct that would constitute a felony under the laws of this state if committed by an adult. Such acts that would constitute a felony include, but are not limited to, arson, malicious wounding and unlawful wounding, bomb threat, sexual assault, terrorist act or false information about a terrorist act, hoax terrorist act, burglary, and grand larceny.
- **Illegal Substance Related Behaviors** - A student will not unlawfully possess, use, be under the influence of, distribute or sell any substance included in the Uniform Controlled substances Act as described in West Virginia Code 60A-1-101, et seq. or any paraphernalia intended for the manufacture, sale and/or use of illegal substances in any building/area under the control of a county school system, including all activities or events sponsored by the county school district. This includes violations of WVBE Policy 2422.8 – Medication Administration and instances of prescription drug abuse.
- **Possession and/or Use of a Dangerous Weapon** - A student will not possess a firearm or deadly weapon as defined in West Virginia Code 61-7-2, on any school bus, on school property or at any school-sponsored function as defined in West Virginia code 61-7-11a. As defined in West Virginia Code 61-7-2, a dangerous weapon means any device intended to cause injury or bodily harm, any device used in threatening manner that could cause injury or bodily harm, or any device that is primarily used for self-protection. Dangerous weapons include, but are not limited to blackjack, gravity knife, knife, knife-like implement, switchblade knife, nunchaku, metallic or false knuckles, pistol, or revolver. A dangerous weapon may also include the use of a legitimate tool, instrument, or equipment as a weapon including, but not limited to, pens, pencils, compasses, or combs, with the intent to harm another.

Support For Personalized Learning (SPL)

Support for Personalized Learning (SPL) is a statewide initiative that involves the flexible use of resources to provide relevant academic, social/emotional and/or behavioral support to enhance learning for all students. The framework consists of the following;

- **Core instruction** – All students receive instruction in the general standards aligned curriculum.
- **Targeted instruction** – Students not responding to Core instruction receive short term additional support either in the classroom or other appropriate setting.
- **Intensive instruction** – Students who are not responding to Core or Targeted instruction receive more intensive instruction, usually very small groups with students with similar skills and needs in an appropriate setting within the school.

Testing(State Mandated)

Franklin Elementary School is required to participate in the West Virginia General Summative Assessment at the end of the 2016-2017 school year. Prior to the tests, letters will be sent home regarding information on dates and times of testing, as well as tips to help students prepare for these important tests.

Textbooks

By accepting a textbook from a teacher, the student is also accepting full responsibility for its return at the end of the school term or a fee for the replacement of the book will be charged. There is no rental or purchase fee for textbooks at Franklin Elementary School. However, a student must take care of any fee for lost textbooks from the previous year before new textbooks can be issued.

Title I Program – School Wide

For the 2016-2017 school year, FES will implement a School wide Title 1 Program. School wide programs are based on research that indicates students are most successful when the entire school supports the education of all students.

Title 1 and Special Education staffs will be collaborating with the regular classroom teachers. Now instead of only one teacher in the classroom, there will be 2 or 3 instructional staff members working with students in the regular classroom.

The emphasis in grades K-2 will be oriented to reinforce instruction in reading, mathematics, and English language arts. Additional time and instruction will be provided for students in Grades 3 and 4 who are below mastery in these subjects.

A pull-out program will provide intensive assistance to any students who experience difficulty mastering the West Virginia Content Standards at their grade level.

Title IX

As required by Federal laws and regulations, the Pendleton County Board of Education does not discriminate on the basis of sex, race, color, religion, disability, age, or national origin in employment or in educational programs and activities. Inquires may be referred to Donald Bucher, Title IX Coordinator and Section 504 Coordinator, Pendleton County Board of Education, PO Box 888, Franklin, WV 26807. Phone 304-358-2207

Tobacco Policy

The use or possession of tobacco products by any person under eighteen (18) years of age is prohibited. The use of tobacco products in any part of a school building or school grounds used for instructional purposes, or accessible to students, while such school is used or occupied for school purposes is prohibited. Any person violating the provisions of this section may be punishable by a fine of not less than one (\$1) nor more than (\$5). (WVC 16-9A-4;SBP 4373)

Toys, Valuables, Money at School

These items normally have no use in school. **Students who insist on bringing them to school when not required as part of a school function will accept full responsibility for their care.** Trading or sale of personal possessions at school is forbidden. **School staff will not be responsible for locating missing items that fall under these descriptions.** Digital music devices, cell phones, and other electronic devices are not permitted.

Visitors

The county schools exist primarily to serve the needs of the students; therefore, personnel other than school staff, are expected to follow the guidelines included in all policies and to recognize that their presence in the school building is solely at the discretion of the building administrator. Visitors are welcome into the school with the expectation that their presence will contribute positively to the educational climate of the school. Visitors may view the full policy by going to pendletoncountyschools.com and clicking on section R.7 of the policy manual.

Volunteers and Chaperones

School volunteers and chaperones are citizens who have been approved by the school principal and whose names have been presented to the Board for approval. Volunteers differ from chaperones in that they are active at school sites on a regular basis. Chaperones serve as occasional, additional supervisors of students in off-campus activities and occasionally on-campus. Volunteer and Chaperone forms must be filled out and a background check conducted by the principal prior to approval. All policies and guidelines associated with Pendleton County Schools and Franklin Elementary School are to be followed when serving as a chaperone or volunteer. This includes the policy prohibiting the use of tobacco products.

Parents Right to Know Statement:

- (A) Qualifications – at the beginning of each school year, a local educational agency that receives funds under this part shall notify the parents of each student attending any school receiving funds under this part that the parents may request, and the agency will provide the parents on request (and in a timely manner), information regarding the professional qualifications of the student’s classroom teachers, including, at a minimum, the following:
- (i) Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
 - (ii) Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
 - (iii) The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
 - (iv) Whether the child is provided services by paraprofessionals and, if so, their qualifications.
- (B) Additional Information – in addition to the information that parents may request under subparagraph (A), a school that receives funds under this part shall provide to each individual parent –
- (i) information on the level of achievement of the parent’s child in each of the State academic assessments as required under this part; and
 - (ii) timely notice that the parent’s child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who is not highly qualified.
- (C) Format – The notice and information provided to parents under this paragraph shall be in an understandable and uniform format and, to the extent practicable, provided in a language that the parents can understand.
- (i) Privacy – Information collected under this section shall be collected and disseminated in a manner that protects the privacy of individuals.
 - (ii) Technical Assistance – The Secretary shall provide a State educational agency, at the State educational agency’s request, technical assistance in meeting the requirements of this section, including the provision of advice by experts in the development of high-quality academic assessments, the setting of State standards, the development of measures of adequate yearly progress that are valid and reliable, and other relevant areas.

Civil Rights Statement – USDA

The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the basis of race, color, national origin, age, disability, and sex.

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_.html, or any USDA office, or call (866) 632-9992 to request 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

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish).

USDA is an equal opportunity provider and employer.

Non-Discrimination Statement

As required by Federal laws and regulations, the Pendleton County Board of Education does not discriminate on the basis of sex, race, color, religion, disability, age and national origin in employment and in the administration of its education programs and activities. Inquiries may be directed to Title IX and Section 504 Coordinator, Pendleton County Board of Education, at the Board of Education Office, Phone: 358-7065; to the State Elimination of Sex Discrimination Project Coordinator, 558-7864; or to the U.S. Department of Education’s Director of the Office of Civil Rights, (215) 596-6795.

School Parental Involvement Policy

PART I. GENERAL EXPECTATIONS

The **Franklin Elementary School** agrees to implement the following statutory requirements:

Consistent with section 1118, the school will ensure that the required school level parental involvement policy meets the requirements of section 1118 of the ESEA, and includes, as a component, a school –parent compact consistent with section 1118(d) of the ESEA.

Schools will notify parents of the policy in an understandable and uniform format and, to the extent practicable, in a language the parents can understand. The policy will be made available to the local community and updated periodically to meet the changing needs of parents and the school.

In carrying out the Title I, Part A, parental involvement requirements, to the extent practicable, the school 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 section 1111 of the ESEA in an understandable and uniform format and including alternative formats upon request and, to the extent practicable, in language parents understand.

If the school-wide program plan for Title I, Part A, developed under section 1114(b) of the ESEA, is not satisfactory to the parents of participating children, the school will submit any parent comments with the plan when the school submits the plan to the local educational agency (school district).

The school will involve the parents of children served in Title I, Part A schools in decisions about the school will build its own and the parent’s capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the schools, parents, and the community to improve student academic achievement.

The school will provide parental involvement activities under section 1118 of the ESEA in the areas of improving student achievement, child development, child rearing and additional topics parents may request.

The school will be governed by the following statutory definition of parental involvement, and 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 an integral 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) the carrying out of other activities, such as those described in section 1118 of the ESEA.

PART II. DESCRIPTION OF HOW SCHOOLS WILL IMPLEMENT REQUIRED SCHOOL PARENTAL INVOLVMENT POLICY COMPONENTS

NOTE: The School Parental Involvement Policy shall include a description of how the school will implement or accomplish each of the following components. (Section 1118, ESEA.)

1. The **Franklin Elementary School** shall take the following actions to involve parents in the joint development and review of its school parental involvement policy under section 1118 of the ESEA.
Title I Planning Meeting---May
2. The **Franklin Elementary School** shall take the following actions to involve parents in the processing of planning, joint development of the program, review and improvement of programs under Title I Part A of the ESEA:
Title I Planning Meeting---May

3. The **Franklin Elementary School** shall hold an annual meeting to inform parents of the school's participation in Title I, Part A programs, and to explain the Title I, Part A requirements and the right of parents to be involved in Title I, Part A programs. The school will invite all parents of children participating in Title I, Part A programs to this meeting.

August "Open House Program"

4. The **Franklin Elementary School** shall provide parents of participating children information in a timely manner about title I, Part A programs that includes a description and explanation of the school's curriculum, the forms of academic assessment used to measure children's progress, and the proficiency levels students are expected to meet.

The first week of school "Student Handbooks"

5. The **Franklin Elementary School** shall, at the request of parents, provide opportunities for regular meetings for parents to formulate suggestions and to participate, as appropriate, in decisions about the education of their children. The school will respond to any such suggestions as soon as practicably possible

Performance of their child on the State assessment in at least math, language arts and reading by:

September Assessments are mailed home and can be discussed at Parent-Teacher Conferences

6. The **Franklin Elementary School** shall take the following actions to provide each parent timely notice when their child has been assigned or has been taught for four (4) or more consecutive weeks by a teacher who is not highly qualified within the meaning of the term in section 200.56 of the Title I Final regulations (67 Fed. Reg. 71710, December 2, 2002)

A notice is mailed from each school, directed by the LEA Personnel Director.

7. The **Franklin Elementary School** shall provide assistance to parents of children served by the school, as appropriate, in understating topics by undertaking the actions described below the state's academic content standards,

the state's student academic achievement standards,

the state and local academic assessments including alternate assessments,

the requirements of Title I, Part A

how to monitor their child's progress, and

how to work with educators:

October and April "Parent Nights"

8. The **Franklin Elementary School** shall provide materials and training to help parents work with their children in the areas of improving student achievement, (including literacy training and using technology) child development, child rearing and additional topics parents may request.

October and April "Parent's Nights"

9. The **Franklin Elementary School** shall, with the assistance of its parents, educate its teachers, pupil services personnel, principals and other staff in how to reach out to, communicate with and work with parents as equal partners in the value of and utility of contributions of parents, and in how to implement and coordinate parent programs and build ties between parents and schools, by:

October and May "Awareness of Poverty Impact on Families"

10. **The Franklin Elementary School** shall, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities with, Reading First, Early Reading First, Even Start, Home Instruction Programs for Preschool Youngsters, the parents as Teachers Program, public preschool, and other programs. The school will also conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children, by:

May and September: "Tadpole Meetings",

April: Preschool and Kindergarten Registration

September, October, December, January, March, May: Preschool-Kindergarten Cross Curriculum Meetings

11. The **Franklin Elementary School** shall take the following actions to ensure that information related to the school and parent-programs, meetings and other activities is sent to parents of participating children in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand. All communication formats will be critiqued by Title I staff and the school principal to ensure understandability.

PART III. DISCRETIONARY SCHOOL PARENTAL INVOLVEMENT POLICY COMPONENTS

NOTE: The School parental involvement Policy **may** include additional information and describe other discretionary activities that the school, in consultation with its parents, chooses to undertake to build parent's capacity for involvement in the school to support their children's academic achievement, such as the following discretionary activities listed under section 1118(e) of the ESEA:

- Involving parents in the development of training for teachers, principals, and other educators to improve the effectiveness of that training
- Providing necessary literacy training for parents from Title I, Part A funds, if the school district has exhausted all other reasonably available sources of funding for that training;
- Paying reasonable and necessary expenses associated with parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions
- Training parents to enhance the involvement of other parents
- Arranging school meetings at a variety of times, or conducting in-home conferences between teachers or other educators who work directly with participating children, arrange meetings with parents who are unable to attend conferences at school in order to maximize parental involvement and participation in their children's education;
- Adopting and implementing model approaches to improving parental involvement;
- Establishing a school parent advisory council to provide advice on all matters related to parental involvement in Title I, Part A programs;
- Developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities.

PART IV. ADOPTION

This School Parental Involvement Policy has been developed jointly with, and agreed on with, parents of children participating in Title I, Part A programs, as evidenced by parental signatures from family night participants, signatures returned from mailing campaign to put policy in parent's hands.

This policy was adopted by the Franklin Elementary School on September 20, 2006 and will be in effect for the period of School Year 2016-2017. The school will distribute this policy to all parents of participating Title I, Part A children on or before October 10, 2016.

Title I School/Parent Compact

Franklin Elementary believes that all children can learn. It is our job to help each child reach their full potential. In order to reach this goal children need their families and the school working together.

Parents are encouraged and invited to be involved in a multitude of ways including volunteering, attending parent/teacher conferences, homework help, supporting Responsible Students guidelines, attending PTO, assemblies, sporting events and parent workshops. Our policy shall include the following information as recommended by the Federal ESEA Act.

- Hold an annual meeting to inform parents about Title I Program
- Offer parenting and/or academic workshops at least twice yearly
- Involve parents in improving the Title I plan annually
- Communicate with parents through the Title I compact, conferences, handbook, PTO and LSIC meeting, and monthly communications
- Send results of state test scores and state report card for students in K-6

School Responsibility:

- Provide a high quality curriculum through the use of the state mandated Content Standards and Objectives. Implement best practices for instruction in order to meet academic achievement.
- Hold parent-teacher conferences at least twice a year.
- Provide parents with report cards every 9 week grading period, as well as Interim Reports.
- Provide time before and after school for parents to discuss their child's progress if unable to attend scheduled conferences.
- Parents may volunteer or be involved at school through a variety of ways

Parent Responsibility:

- Monitor Attendance
- Make sure homework is correct and completed to the best of their ability
- Monitor time spent watching television, playing video games and computer use at home.
- Promote positive behavior at home and school.
- Stay informed by reading and returning important papers.

Student Responsibility:

- Complete daily homework and ask for help if needed.
- Read for pleasure outside of school day.
- Take home all important notices and return them to school if needed.
- Follow the Positive Behavior Support expectations for all areas of our school

**NOTICE TO PARENTS
PARENTAL CONSENT TO ACCESS PUBLIC BENEFITS OR INSURANCE (E.G,
MEDICAID)**

This notice informs parents of the Individuals with Disabilities Education Act of 2004 (IDEA) regulations at 34 CRF §§tive March 18, 2013, regarding written notification and parent consent to access public benefits or insurance, such as Medicaid. Before the school district accesses the parent's or child's Medicaid or other publicly funded benefits for the first time to seek reimbursement for services provided to an eligible student, and annually thereafter, this written notice is provided to inform parents of the following:

- A one-time prior written parental consent will be requested to release personal information from a child's education records or information about the services that may be provided for the purpose of billing Medicaid or another specific agency for Individualized Education Program (IEP) services. If at any time billable services are revised, consent will be requested again.
- The consent form will state the student's personal education records and information that will be disclosed, the purpose of the disclosure (e.g. Medicaid billing) and the agency to which the records will be released. By consenting, parents state they understand and agree that their or their child's public benefits or insurance will be accessed to reimburse the cost of services.
- Parents cannot be required to sign up for or enroll in public benefits or insurance programs for their child to receive free appropriate public education, that is, IEP services.
- Parents are not required to pay out-of-pocket expense such as a deductible or co-pay amount resulting from filing a claim, but may pay the cost that otherwise would be paid by parents.
- Parents must be informed that their public benefits or insurance (e.g. Medicaid) will not be billed if it would:
 - result in the child's parents paying for services that would otherwise be covered and that are needed for the child outside of the time the child is in school;
 - result in an increase in premiums or discontinuation of public benefits or insurance; or
 - risk loss of eligibility for home and community-based waivers based on the total (aggregated) health-related expenditures for the child or the child's parents.
- Parents have the right to withdraw consent to disclose their child's personal information for billing purposes at any time.
- Parent's withdrawal of consent, or refusal to provide consent, to release their child's personal information for purposes of accessing their public benefits or insurance (e.g. for Medicaid billing) does not relieve the school district of its responsibility to ensure that all required IEP services are provided at no cost to parents.

Parent Signature Page

I have read and discussed the student handbook with my child and we understand the information contained in this book. My child and I further understand that we are responsible for adhering to all the policies and procedures listed in this handbook.

CHILD'S NAME: _____

**PARENT'S
SIGNATURE:** _____

DATE: _____

Parents please sign, date and return this form to your child's homeroom teacher.