

ST. MARYS ELEMENTARY SCHOOL

Student / Parent Handbook

2015-2016



LIL MOUNTAINEERS

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MESSAGE FROM MRS. HAUGHT, PRINCIPAL



On behalf of the faculty at St. Marys Elementary School, we are pleased to welcome you to our school. We extend an open invitation to parents and the community to become an active member of our community school. Pleasants County Schools takes pride in maintaining a tradition of excellence. The citizenry of Pleasants County have been supportive and committed to providing children with a high quality education. As principal of St. Marys Elementary School, I pledge my commitment to continue this tradition by focusing on the following goals:

- ❖ Improve student achievement in all curricula through high quality instruction and personalized learning;
- ❖ Promote a culture of high expectations; and
- ❖ Continue to foster the amazing culture and climate at St. Marys Elementary School through positive relationship building.

Striving to reach these goals must be a collaborative effort on the part of students, teachers, administrators, parents, board of education members and community. We must solicit everyone's cooperation, participation and support in these efforts. As your child's principal, I challenge everyone to focus on solutions, as to avoid the pitfall of becoming part of the problem. I challenge the faculty; to take ownership of our school, to foster a school climate that is nurturing and a culture that does not accept failure. I encourage our students to become actively involved in their education and to be a positive influence in their school community. I encourage parents to take an active role in their child's education both at home and school. Collectively we can accomplish great work and our students will forge a path for others to follow.

As principal, I assume the administrative and instructional supervisory responsibility for the planning, management, operation and evaluation of the total educational program of our school. In hopes of providing students and parents with an understanding of the framework in which our school operates, this orientation handbook is being provided for your reference. This document is very comprehensive in nature but may not address all of your questions or concerns. In the event that you have any unanswered questions, please do not hesitate to contact my office.

Respectfully,

Tammy T. Haught, Principal

*"The greater danger for most of us is not that our aim is too high and we miss it, but that it is too low and we reach it."
Michelangelo*

SCHOOL MISSION / GOALS / PHILOSOPHY STATEMENT

Mission Statement

St. Marys Elementary School where we unleash the potential of every student every day!

Mission

St. Marys Elementary School mission is to establish a foundation for student learning that will prepare them to become college and career ready as they advance through their academic career. We will accomplish our mission by embodying a continuous improvement model with a focus on student engagement, distributive leadership, collaborative teaming, implementation of best practice in the delivery of instruction, standards based instruction and assessments for learning.

Core Beliefs

- We believe leadership for all matters;
- We believe all students must be provided a safe, caring and nurturing environment conducive to learning;
- We believe all students must be actively engaged in a robust curriculum embedded with high expectations;
- We believe all students must be provided explicit and intentional instruction from highly effective educators; and
- We believe all students must be provided a variety of strategic resources to be successful.

Strategic Goals

- Goal 1** Improve student academic success in all courses of study through high quality instruction and personalized learning as measured by district and state accountability data.
- Goal 2** Provide an engaging classroom environment through a focused, integrated curriculum challenging all students to reach their potential as measured by district outcome data.
- Goal 3** Build leadership capacity throughout the school to promote and sustain continuous improvement for all as measured by district and state accountability data and performance inventories.
- Goal 4** Maintaining a culture free from physical, social and emotional harm through positive relationship building that supports student learning as measured by district and state outcome data.



THE HISTORY OF ST. MARYS ELEMENTARY SCHOOL



St. Marys Elementary Schools is the oldest continuously operating public school in West Virginia.

The school first opened in December of 1896 at a cost of \$11,705.00 on approximately a two-acre plot of land. Instruction began there in January of 1897 for its 176 students, and included just six classrooms and a basement. A bell tower, used to summon students to school was also part of the building. The facility was actually the second school built for the town. The first was a wooden building which was constructed in 1876, but was soon outgrown.

In those days a college education was not required for teachers, but they had to pass the state teachers' examination to be issued a teaching certificate. Textbooks were prescribed, but little attention was paid to the requirements of their use. The only legal obligation of teachers was to keep the school open twenty-two days each month and to report attendance.

The school was originally called St. Marys Public School, and with the 1899 addition of high school classes, it housed grades 1-13 until a separate high school was built in 1920.

By 1905, 330 students attended the school requiring the addition of more rooms by the following year.

In 1950, the building underwent major renovations and more rooms and a gymnasium / auditorium were constructed. In 1982 the cafeteria was added, and the land for the playground was purchased. The total area of property then increased to 4.5 acres.

After the construction of Washington District High School in 1920, St. Marys Public School became known as St. Marys Grade School, and it housed students in grades 1-6 until 1960. Sixth graders began attending the Park School that year and were joined by fifth graders in 1961, leaving only grades 1-4 at St. Marys Elementary.

Kindergarten students were moved into a newly constructed addition in 1975, and a pre-kindergarten class was added in 1995. A coal furnace (powered with natural gas) was still used.

In May of 1996, St. Marys Elementary School was honored as a 1996 West Virginia Blue Ribbon School, one of only ten schools selected for the award. It was also named as a West Virginia School of Excellence, which carried a monetary award of \$1000. At that time, St. Marys Elementary School was one of only five schools to hold both distinctions.

New furnaces were added in 2002. Central air conditioning replaced window units. The hallway's plaster ceilings were replaced with drop ceilings the following year, and a new roof was added to the high part of the facility. Major renovations occurred in 2005, which included all new electrical service, new lighting, new flooring, all new plumbing and an elevator. The restrooms were renovated and a sprinkler system was installed. The exterior brick was refinished. Three years later the school received new windows and exterior doors. The installation of all new high tech interior door locks was also completed.

As the oldest school facility in West Virginia, St. Marys Elementary School holds many memories of the past and stands ready and strong to prepare our students for the future. We are extremely proud of our school!

SCHOOL DAY

The school day begins at 8:00 a.m. and ends at 3:30 p.m. Students report to homeroom at 8:10 a.m. Students are to arrive no earlier than 7:45 a.m. and are to be dropped off at the main front doors. Parent pick-up and student walkers will be dismissed at 3:30. Parents will be required to sign their child out at a designated location in the school.

BELL SCHEDULE

7:45	Building Opens for Students / Morning Supervision Provided
8:00	Faculty Reports
8:10-8:40	Homeroom / Grab & Go Breakfast / Silent Reading Time
8:30	Tardy Bell Rings
10:40-11:10	1 st Lunch – Preschool / Kindergarten / 1 st Grade
11:40-12:10	2 nd Lunch – 2 nd / 3 rd / 4 th Grades
3:30	Dismissal – Walkers & Parent Pickup
3:37-3:50	Bus Dismissal

SCHOOL CALENDAR IMPORTANT DATES

September 07	Labor Day - No School
September 18	Early Release for Students (1:00 Dismissal)
October 05	Parent Teacher Conferences
October 16	Early Release for Students (Faculty Senate Meetings) 1:00 Dismissal
November 11	Veterans Day – No School
November 20	Early Release for Students (1:00 Dismissal)
November 23-27	Thanksgiving Break
December 23	Early Release for Students (Faculty Senate Meeting) 1:00 Dismissal
December 24-January 01	Christmas Break
January 15	Early Release for Students (1:00 Dismissal)
January 18	Martin Luther King Jr.'s Day – No School
February 19	Early Release for Students (1:00 Dismissal)
March 04	Early Release for Students (Faculty Senate Meetings) 1:00 Dismissal
March 21-24	Spring Break – No School (Subject to change)
March 25-28	Spring Break – No School (Protected Days)
April 22	Early Release for Students (1:00 Dismissal)
May 09	Early Release for Students (Faculty Senate Meetings) 1:00 Dismissal
May 10	Primary Election – No School
May 26	Last Day of School – Subject to change due to inclement weather

DOCUMENTS – APPENDIX SECTION

The following is a checklist of documents and information parents are asked to read and / or sign for your child. These forms are included in your child's back to school packet. Signed documents are to be returned to your child's homeroom teacher on or before August 20th. There may be additional required information that is not listed below, so please check your child's backpack daily.

1. 2014-2015 School Calendar	Information Purposes Only
2. Student Handbook Verification	Required
3. Student Demographic Data Verification / Emergency Card	Official Copy in Student Packet
4. Pleasants County Schools Transportation Consent Form	As Needed
5. Annual Notice of Directory Information	Opt Out Form
6. Walking Field Trips Permission Form	Required
7. Speakers Bureau Form	Optional
8. Medication Orders	As Needed
9. Chronic Health Condition Statement	As Needed
10. Volunteer Commitment / Agreement	Optional
11. Internet Acceptable Use Policy – Student / Parent Must Sign	Required

EMERGENCY INFORMATION

Parents are expected to complete and return a "student emergency card". In case of an emergency school personnel will rely on the information provided on this card to make contact with parents/guardians. Parents are reminded to provide the school secretary with any changes that may occur throughout the school year. In case of an emergency each student is required to have on file at the school office the following information:

- ✓ Parent(s) or guardian(s) name(s).
- ✓ Complete and up-to-date address.
- ✓ Home phone and parent(s) work phone.
- ✓ Emergency phone number of a friend or relative that will assume temporary care of the student if the parent cannot be reached.
- ✓ Physician's name and phone.
- ✓ Medical alert information.

CHANGE OF ADDRESS/TELEPHONE

It is very important that every student maintains an up-to-date address and telephone number record at the school office. Notify the school secretary immediately if you have a change of address or telephone number during the school year.

ADMISSION REQUIREMENTS - IMMUNIZATION AND CERTIFIED BIRTH CERTIFICATE

All children entering prekindergarten (Pre-K), kindergarten and a West Virginia public school for the first time must have immunizations and show proof upon enrollment as defined by W.Va. Code §16-3-4 and 64CSR95. Accordingly, all students entering Pleasants County Schools for the first time, will be required to have on file at the school, before attending: all state required immunizations and booster shots; as well as a certified birth certificate with raised seal, provided by the state department of vital statistics, in which the child was born. Only students entering school from out of state or country, or foster children will be given a grace period for obtaining these records.

W.Va. School Law Code §16-3-4 requires all children entering school for the first time in West Virginia to be immunized against diphtheria, polio, rubella, tetanus and whooping cough. All Pre-k students shall also meet requirements in West Virginia State Board of Education Policy 2525, West Virginia's Universal Access to a Quality Early Education System.

ILLNESS OR INJURY

In case of illness or injury the school nurse and/or a member of the school faculty will care for a student. School personnel will render first aid treatment only. If emergency medical treatment is necessary, an ambulance will be called and parents will be contacted in a timely manner. If parents are not available, the student will be taken to the emergency room at the nearest

hospital. Remember, an emergency telephone number of the parent, guardians or other designees must be on file at the school. In case where a student is injured at school and accident report will be completed.

VISITORS

The staff and administration are proud to welcome parents and visitors into our school. However, in order to maintain an orderly climate conducive for teaching and learning. We ask all parents and visitors to follow specific guidelines as described in Pleasants County Board of Education Policy 9.7 which states that all visitors to schools must verify who they are and their purpose of being in a school to the principal or his/her designee.

Parents and visitors are asked to check into the school office to make known the purpose of their visit. Permission to visit teachers during instructional periods has to be granted by the principal. Upon completion of the visit, parents and visitors are asked to stop at the office to inform the principal that he/she is leaving. Any staff member who is aware of an unauthorized parent or visitor in the school should accompany the individual to the office to be authorized.

Parking is at a premium at our school. Parents and visitors are advised to park on the playground side of the building at the beginning and end of the day to avoid interruptions to the flow of bus traffic. When parking, always leave a lane open so that other vehicles may exit. Do not open the gates to drive behind the school. This playground area is often occupied by students and doing so would create a significant safety issue.

DISCRIMINATION PROHIBITED

As required by federal laws and regulations, the Pleasants County Board of Education does not discriminate on the basis of sex, race, color, religion, handicapping condition, marital status, or national origin in employment or in its educational programs and activities. Inquiries may be referred to Title IX Coordinator or the Section 504 Coordinator, Pleasants County Board of Education, 202 Fairview Drive, St. Marys, WV 26170 or telephone number 304-684-2115, or the U.S. Department of Education's Director of the Office for Civil Rights.

SCHOOL-WIDE POSITIVE BEHAVIOR SUPPORT PROGRAM

Our School-Wide Positive Behavior Support Program outlines basic rules and expectations for student behavior in all areas of the school environment, including classrooms, hallways, restrooms, cafeteria, bus line, etc. As a faculty, we recognize that if we expect students to behave a certain way we must teach and model those expectations. Accordingly, students will be given the opportunity to learn and practice school rules and expectations. Likewise our school believes in student leadership and recognize the power in positive student role models and the impact they hold. As such, students will share in the teaching process with peers.

Students will be rewarded for appropriate behaviors with praise, special activities, Golden Tickets and visits to the SMES Mountaineer Mall to spend earned Mountaineer money. We are certain that this balanced system approach will result in our students exhibiting positive behaviors. Students who struggle who expectations will be provided opportunities for reteach.

In addition, there will be measureable consequences for students who repeatedly fail to meet expectations. Generally violation sheets will be issued to students for non-aggressive or non-confrontational behaviors. Students receiving a violation sheet will report to the Choices room for 15 minutes in lieu of recess. Three violation sheets within a three week period translate into one "Choices" slip. Students may also receive a Choices slip (bypassing violation sheet) for behaviors such as: verbal or physical aggression, disrespectfulness to staff/peers or visitors; repeated lesser offenses; bullying; etc. The second, third and fourth time a Choices slip is received by a student within the same grading period, they will be sent to the principal for a conference. The student will call home and report to their parent the reason he/she is in the office. A fifth Choices slip will result in one day of in-school suspension. A sixth slip will result in one day of out-of-school suspension. Prior to the students returning to school, the parent must conference with the classroom teacher and principal. All Choices slips will be discarded at the beginning of each grading period, as to allow students the opportunity to begin anew.

We are looking forward to a positively great year, and we appreciate your support of our behavior program.

SCHOOL RULES

The Pleasants County Board of Education has approved and adopted Policy 8000 which defines expectations and consequences for student behavior. The title of this document is the Manual for Expected Behavior in Safe and Supportive Schools (4373) and can be found at <http://www.pleasantcountyschools.com>.

As a faculty we believe every individual is entitled to safety, courtesy, and consideration in relationships with fellow students and school faculty. Mutual respect is required to ensure a safe and enjoyable school climate. There are only a few special areas, which require the application of very special rules. The following types of information is provided as a quick reminder of school, district and state policy:

Pleasants County Policy Prohibiting Harassment, Intimidation and Bullying

Bullying behavior by any student in Pleasants County Schools is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. "Bullying, including cyber-bullying," in accordance with WV Code 18-2C-2 is defined as any intentional written, verbal, or physical acts or threats, or any intentional electronic act, communication, transmission or threat that a reasonable person under the circumstances should know will have the effect of physically harming a student; damaging a student's property; placing a student in reasonable fear of harm to his/her person; or placing a student in reasonable fear of damage to his/her property; or 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. "An electronic act, communication, transmission or threat" includes, but is not limited, to one which is administered via telephone, wireless phone, computer, pager or any electronic or wireless device whatsoever, and includes but is not limited to transmission of any image or voice, email or text message using any such device. Such behaviors are prohibited on school grounds, at any school-sponsored activity, on school provided transportation, or at any official school bus stop. Students' off-campus misconduct that might reasonably be expected to cause disruption in the school may constitute a violation of this policy and cause the student to be subject to discipline at school. "Such off-campus misconduct would include, but is in no manner limited to, blogs and social media postings, and/or other electronic communications created for the purpose of inviting others to participate in disruptive, hateful, or otherwise prohibited misconduct towards a student, staff member, or other member of the school community.

Classroom Rules and Expectations

Expectations for behavior will be established by the classroom teacher as well as consequences for not meeting these expectations. These rules and consequences will be posted in each classroom visible for all students. These rules will be discussed and modeled with each class so there can be no misunderstanding of the teacher's expectations. Clear expectations will contribute to an orderly learning environment. Disciplinary infractions may result in a student losing certain privileges, detention, in-school suspension, out-of-school suspension, or in extreme cases, expulsion.

If a student receives "in-school suspension", a reasonable attempt will be made to notify the parents immediately. In-school suspension restricts the student from attending the regular classes. Students will continue classwork and be responsible for all assignments.

If a student receives "out-of-school suspension", a reasonable attempt will be made to notify the parents immediately. If a student's actions warrant out-of-school suspension, it may be necessary for the parents or guardian to pick the student up from school. Any student who has been suspended from school is barred from participating in or attending any school function. The student will be readmitted to school only after a satisfactory conference has been held with the parents and the principal.

Suspensions

Suspensions from school are given by the principal for the very worst infractions of school rules and policy. Parents must meet with the principal before a student can be reinstated in school. Suspensions are given only as a last resort. It signifies that the student's behavior has been disruptive and that the only reasonable way to deal with the situation is to remove the student from the school environment. If a student receives "out-of-school or in-school suspension", a reasonable attempt will be made to notify the parents immediately. In-school suspension restricts the student from attending the regular classes. If a student's actions warrant out-of-school suspension, it may be necessary for the parents or guardian to pick the student up from school.

Students will not be reinstated until the principal and the student's teacher are satisfied that the reason for misconduct has been effectively eliminated and a conference is held with the parent/guardian. During the suspension, the student must remain away from the campus at all times. Suspended students may not attend school activities or student functions after regular school hours.

Possession of Illegal Drugs, Weapons & Explosive Devices

Pleasants County Board of Education's Policy 8.2.4 stipulates that possession of illegal drugs, weapons and explosive materials or devices on school property is prohibited.

Search & Seizure

Pleasants County Board of Education Policy 8.2.4 states Students in Pleasants County Schools, their lockers and other personal effects may be searched anytime there are reasonable grounds for suspecting (reasonable suspicion) that the search will turn up evidence that a particular student has violated or is violating either the law or the rules of the school. The scope of such search shall be reasonably related to the objectives of the search and not excessively intrusive in light of the students age and sex and the nature of the suspected infraction. Searches may be conducted by school personnel and/or their designees and all searches should be witnessed by at least one person when practical. In the event that any evidence is discovered during a search which supports that a student has violated or is violating either the law or the rules of the school, the same shall be subject to seizure by the school administration and preserved in the custody of a designated administrator in a designated location, access to which shall be limited to the designated administrator, or shall be delivered to the appropriate law enforcement authorities when same indicates a violation of law.

Fighting

Fighting is strictly forbidden in the school or on school property. This includes evening extracurricular events. Breaking this rule will result in an immediate and automatic suspension from school and a conference with the student's parents. The principal will attempt to determine if one or the other student involved, was the aggressor. If an obvious one-sided fight cannot be determined, both students will be suspended.

Cheating

Cheating is a serious compromise of a student's integrity and will not be tolerated. Discipline for cheating will be determined through the classroom discipline policy. If any further measures need to be taken, it will be referred immediately to the principal. Any student having difficulty with any assignment should make the effort to discuss the problem with a teacher. Copying work or cheating will not prepare a student academically.

Exclusions from Annual Class Trips

Students will be eligible to participate in the annual grade level class trip if the following criteria are met (this information will be shared with every student at the beginning of the school year or upon late enrollment):

- The student has not been suspended from school. If the student has served an OSS (out-of-school suspension), the principal and responsible teacher(s) will review their discipline record jointly, and a determination will be made on their participation with the trip.
- The student shall not have been assigned ISS (in-school-suspension/time out) on more than 3 occasions. On the fourth, the principal and responsible teacher(s) may consider the student for eligibility after a joint review of the disciplinary record.
- The student shall not have missed more than ten (10) days of school. Exceptions can be made in cases of extreme illness, doctor's excuses or extenuating circumstances.

REWARDS & AWARDS

St. Marys Elementary School values the importance of catching students being successful. The expectation is very simple; students are expected to be in the right place – at the right time – doing the right thing! As a faculty we are committed to recognizing students for their positive behavior. Therefore, praise is given frequently and appropriately.

On the same token, we operate a reward system where students are awarded Mountaineer Dollars when they exhibit exceptional behavior. Classroom teachers determine their own rules as to how students can earn those dollars. Each month students are provided an opportunity to shop at the Mountaineer Mall and redeem their Mountaineer Dollars. Students are permitted to save their Mountaineer Dollars if they wish to purchase a more expensive item.

Classroom teachers provide periodic reward activities for students who consistently demonstrate positive behavior. Students who have not met expectations may not attend these activities and will be expected to complete unfinished class work or another activity.

PLEASANTS COUNTY BOARD OF EDUCATION POLICY ON ANTI-HARASSMENT AND VIOLENCE

General Statement

Racial, sexual, and religious/ethnic harassment is a form of discrimination which violates Title VII of the Civil Rights Act of 1964. This policy applies to any student, staff member, or member of the public during any school related activity or during any education sponsored event whether in a building or other property used or operated by the Pleasants County Board of Education or in any other facility being used by the Pleasants County Board of Education.

No student, staff member or member of the public, during any school related activity or during any education sponsored event, shall engage in sexual, racial or ethnic/religious harassment or violence. Persons found to have violated this prohibition shall be subject to disciplinary actions.

The Pleasants County Board of Education will act promptly and confidentially to investigate all harassment and violence complaints, formal or informal, verbal or written, and will take appropriate disciplinary action based upon the results of the investigation. Furthermore, Pleasants County Schools is committed to providing an educational setting that is safe, secure, and free from harassment and bullying for all of its students and school employees. This policy addresses instances of bullying and harassment which do not rise to the level of legally protected harassment under Federal law, but are, nonetheless, behaviors that may occur on school grounds, at school-sponsored events, on school buses, at school bus stops and through school computer networks and other electronic communication or transmission that will not be tolerated and must be appropriately identified, reported, investigated, and, when substantiated, be the subject of appropriate disciplinary action. An electronic act, communication, transmission or threat includes but is not limited to one which is administered via telephone, wireless phone, computer, pager or any electronic or wireless device whatsoever, and includes but is not limited to transmission of any image or voice, email or text message using any such device.

Definitions

Sexual Harassment: Sexual harassment consists of sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct or communication of a sexual nature when:

1. Submission to the conduct or communication is made a term or condition either explicitly or implicitly of obtaining or retaining employment, or of obtaining an education;
2. Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; and
3. Creating an intimidating, hostile or offensive educational environment.

Sexual harassment may include, but is not limited to:

1. Verbal or written harassment of a sexual nature or abuse;
2. Pressure for sexual activity;
3. Inappropriate or unwelcome sexually motivated patting, pinching or physical conduct;

4. Sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats and/or promises concerning an individual's employment or educational status;
5. Unwelcome behavior, verbal or written words or symbols, directed at an individual because of gender;
6. The use of authority to emphasize the sexuality of a student in a manner that prevents or impairs that student's full enjoyment of educational benefits, climate, or opportunities;
7. Unwelcome sexual flirtations, advances, or propositions from a member of the same or opposite sex;
8. Verbal abuse of a sexual nature, without regard to whether the verbal abuse specifically refers to sexual characteristics at whom the verbal abuse is directed;
9. Verbal or written comments about an individual's body;
10. Sexually degrading word(s) or actions used to intimidate, describe an individual or refer to some aspect of the individual's behavior, appearance, attitude, or conduct;
11. The display, use or dissemination of sexually suggestive gestures, objects, pictures, and/or jokes by any means, including, but not limited to, printed materials and materials displayed by electronic means, sex based on labeling or stereotyping with respect to mental, physical, or other abilities, talents, occupational or life goals, etc.;
12. Nonsexual conduct, including words or actions, directed toward a person because of their gender that tends to ridicule, criticize, discriminate, or otherwise makes it more difficult for that person to perform their job or achieve an education.

It is the responsibility of all students and employees to promote and to maintain an environment free from of all types of sexual harassment. Any sexual harassment, as defined, when perpetrated on any student, volunteer, third party or employee by any student, volunteer, third party or employee will be treated as sexual harassment under this policy.

Note: Sexual conduct/relationships with students by Pleasants County Schools employees or any other adult member of the Pleasants County Schools community is prohibited, and any teacher, administrator, coach, or other school authority who engages in sexual conduct with a student may also be guilty of the criminal charge of "sexual abuse or sexual assault as set forth in Article 8B, Chapter 61 of the West Virginia Code. The issue of consent may be irrelevant in regard to such criminal charge. In addition, under certain circumstances, sexual harassment may constitute child and/or sexual abuse under Chapter 49 of the West Virginia Code. In such situation, the Pleasants County Board of Education shall comply with the provision of law for reporting such abuse.

Racial Harassment: Racial harassment consists of physical, verbal, or written conduct relating to an individual's race when the conduct:

1. Has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment;
2. Has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance;
3. Otherwise adversely affects an individual's employment or academic opportunities;
4. Racial harassment includes racially degrading word(s) or actions used to intimidate, describe an individual or to refer to some aspect of the individual's behavior, appearance, attitude, or conduct;
5. The display, use, or dissemination of racially motivated gestures, objects, pictures, and/or jokes by any means, including, but not limited to, printed materials displayed by electronic means;
6. Race based labeling or stereotyping with respect to mental, physical, or other abilities, talents, occupational or life goals, etc.;
7. Unwelcome behavior, verbal or written words or symbols, directed at an individual because of race;
8. Conduct, including word(s) or actions, directed toward a person because of their race that tends to distract or otherwise make it more difficult to perform their job and/or achieve an education.

It is the responsibility of all students and employees to promote and to maintain an environment free of all types of racial harassment. Any racial harassment, as defined, when perpetrated on any student, volunteer, third party or employee by any student, volunteer, third party or employee will be treated as racial harassment under this policy.

Religious/Ethnic Harassment: Religious/ethnic harassment consists of physical, verbal or written conduct which is related to an individual's religion or ethnic background when the conduct:

1. Has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment;
2. Has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance;
3. Otherwise adversely affects an individual's employment or academic opportunities;

4. Religious/ethnic degrading word(s) or actions used to intimidate, describe an individual or refer to some aspect of the individual's behavior, appearance, attitude or conduct;
5. The display, use or dissemination of degrading religious/ethnic suggestive gestures, objects, pictures, and/or jokes by any means including, but not limited to, printed materials and materials displayed by electronic means;
6. Religious/ethnic based labeling or stereotyping with respect to mental, physical or other abilities, talents, occupational or life goals, etc.;
7. Conduct, including word(s) or actions, directed toward a person because of their religion or ethnicity that tends to distract or otherwise make it more difficult to perform their job and/or achieve an education.
8. It is the responsibility of all students and employees to promote and to maintain an environment free of all types of religious/ethnic harassment. Any religious/ethnic harassment, as defined, when perpetrated on any student, volunteer, third party or employee by any student, volunteer, third party or employee will be treated as religious/ethnic harassment under this policy.

Sexual Violence: Sexual violence is a physical act of aggression or force or the threat thereof which involves the touching another's intimate parts or forcing a person to touch any person's intimate parts. Intimate parts include the primary genital area, groin, inner thigh, buttocks, or breast, as well as the clothing covering these areas.

Sexual violence may include, but is not limited to:

1. Touching, patting, grabbing or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex;
2. Coercing, forcing or attempting to coerce or force the touching of anyone's intimate parts;
3. Coercing, forcing or attempting to coerce or force sexual intercourse or a sexual act on another;
4. Threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another; and
5. Threatening or forcing exposure of intimate apparel or body parts by removal of clothing.

Racial Violence: Racial violence is a physical act of aggression or assault upon another because of, or in a manner reasonably related to race.

Religious/Ethnic Violence: Religious/ethnic violence is a physical act of aggression or assault upon another because of, or in a manner reasonably related to religion or ethnicity.

Assault: Assault is defined as an act done with intent to cause fear in another of immediate bodily harm or death; or the threat to do bodily harm to another with present ability to carry out the threat.

Reprisal: The Pleasants County Board of Education will discipline, as appropriate, any individual who retaliates against any person who reports allegations of racial, sexual or religious/ethnic harassment or violence, or any person, who cooperates, testifies, assists, or participates in any racial, sexual or religious/ethnic harassment or violence investigation, proceeding or hearing. "Retaliation" includes, but is not limited to, any form of retaliation or intimidation, reprisal, coercion, provocation, or harassment. The Pleasants County Board of Education will also discipline, as appropriate, any person who falsely reports religious/ethnic, racial or sexual harassment.

Student-Employee Relationships Prohibited

Amorous relationships between employees of the Pleasants County Board of Education and students are prohibited, and staff members found to have violated this prohibition shall be subject to the penalties and disciplinary action defined herein.

Non-Harassment

The Pleasants County Board of Education recognizes that not every advance, conduct or interaction of a racial, sexual or religious/ethnic or violent nature constitutes harassment. Whether a particular act, conduct, interaction, or incident is a personal, consensual, welcome interaction or social relationship without discriminatory motivation or effect on employment or education status will be determined based upon consideration of all facts and surrounding circumstances.

The Pleasants County Board of Education recognizes that not all reports of allegations of sexual, racial, and/or religious/ethnic harassment will result in findings that such an incident has occurred. However, the Board encourages all persons who believe

that they are a victim of such harassment to come forward and affirms its policy that no adverse action will be taken upon the filing of a complaint under this policy, unless it is shown, through investigation, that the complaint is patently false.

Right to Alternative Complaint Procedures

These procedures do not deny the right of any individual to pursue other avenues of recourse which may include the filing of charges with the West Virginia Human Rights Commission, filing an employee grievance, filing a citizen's appeal, filing a Title IX grievance, filing charges with the Federal Equal Employment Opportunity Commission or initiating civil or criminal action under State and/or Federal law.

Sexual Harassment as Abuse

Under certain circumstances, sexual harassment may constitute child and/or sexual abuse under West Virginia Code. In such situations, Pleasants County Schools and its employees shall comply with the provisions of law for reporting such abuse.

Dissemination of the Policy

- This policy or a summary shall be conspicuously posted throughout each school or facility of the Pleasants County Board of Education in areas accessible to students and staff members.
- This document shall be available electronically on the Pleasants County Schools website and upon request, a copy will be distributed to any student, parent, faculty, or staff member requesting a paper copy. Key points of the policy will be produced in any student, staff, volunteer and parent handbooks and in any Pleasants County Board of Education publication that sets forth the comprehensive rules, procedures and standards of conduct for the school.
- The students and staff of the Pleasants County Board of Education shall be trained on these regulations and on means for effectively promoting the goals of this policy.
- This Pleasants County Board of Education policy shall be reviewed at least bi-annually to assure compliance with State and Federal law and with State Board of Education policy.
- Groups and persons utilizing school properties for curricular and extra-curricular activities must agree to comply with this policy prior to the use of any Pleasants County Schools facility. Failure to comply with this policy by a non-student group will result in the immediate forfeiture of the group's use of school properties.

Implementation and Education

The Board of Education shall develop a program designed to raise the awareness of the different types of harassment, how they manifests themselves, and the emotional, educational and legal consequences of the harassment. Multi-cultural education programs must be established to foster an attitude of understanding and acceptance of individuals from a variety of cultural, ethnic, racial and religious backgrounds.

The Board of Education shall present written and verbal information to all faculty, staff and students at least once annually. Dissemination of written and verbal information may be made by a designee(s) of the superintendent, as appropriate, and such presentation must be age-appropriate for students K-4, 5-8, and 9-12.

Additional Responsibilities of Pleasants County Schools

Training, to the extent state or federal funds are appropriated, will be provided to school employees and volunteers on the harassment, intimidation or bullying policy, who have direct contact with students and students will be educated using embedded goals across the curriculum as discussed in Chapter 1 of this policy.

BUS PASSES / CONDUCT

Riding a different bus after school requires the approval of the Transportation Director as to ensure that no bus will be overcrowded. Bus changes will not be accepted after 1:00 except for emergency situations. Approved students will receive a bus transfer slip for the bus driver.

For the safety of the Pre-K, Kindergarten, 1st and 2nd Grade students; the bus driver will not release those students at their designated and/or alternate bus stop without a parent, guardian or established responsible adult visibly present to receive the

child and take responsibility for their safety and well-being. Furthermore, K-2nd grade students will not be released to an older sibling unless that sibling is at least 14 years old and has been designated by the parent / guardian on the Transportation Consent Form.

In the event that the parent, guardian or established responsible adult is not visibly present at the bus stop, the school will be notified and the child will be returned to the school they attend. The principal or designee will contact the parent, guardian or established responsible adult and make arrangements for the child to be picked up at the school. Reoccurring incidents of this nature will result in a conference with the parents to determine a resolution.

The West Virginia code and regulations of the West Virginia Board of Education set forth, among others, the following regulations concerning pupils who are transported on school buses.

Responsibilities of Parents

Parents shall:

- Provide written guidance regarding any special care a student may need while riding the bus.
- Provide supervision at all bus stops until the bus arrives for both pickup and delivery.

Responsibilities of Students

Students shall:

- Walk on the left side of the road facing traffic.
- Wait on the bus at the designed stop in an orderly manner.
- Board the bus in an orderly manner.
- Follow the school bus operator's/aide's instructions at all times.
- Comply with Policy 4373.
- Be responsible for vandalism that occurs on a seat in which they ride.
- Not eat, drink, or place objects in their mouth that may cause a choking hazard while on the bus except for medically necessary foods or medications according to W. Va. §126CSR27 State Board Policy 2422.8, "Medication Administration" (hereinafter "Policy 2422.8").
- Change seats only with permission of the school bus operator when the bus is not in motion.
- Avoid unnecessary conversation with the school bus operator.
- Keep heads and arms inside bus windows at all times.
- Report any open exit or released hatch to the school bus operator immediately.
- Provide enrollment information to the school bus operator.

Students shall not:

- Ride in step well or forward of front row seats.
- Stand while bus is in motion, at any time a seat is available.
- Throw, or pass, any object of any nature into or from the bus through a door or window.
- Use profane or obscene language.
- Open emergency exits, except during emergencies, unless directed by the school bus operator.

CROSSING GUARD

An adult crossing guard employed by the city of St. Marys will assist students at the stoplight at the corner of Route 2 and Washington Street before and after school. Please stress with your child the importance of being careful when crossing all streets when walking to and from school.

STUDENT PLANNERS

Students in grades 1-4 will be provided a "Student Planner" at the beginning of the year. This planner is an excellent communication tool between home and school. Students are expected to have their planner with them on a daily basis. Likewise, they are expected to take them home every day so parents can be aware of any assignments. Parents are asked to

sign-off daily in the planner when they have checked to make sure their child's homework is complete. In addition, parents are encouraged to use this tool to communicate questions or concerns to their child's teacher. Student planners will also house the 2015-2016 Student Handbook, which will be found in the very front section. Students in preschool and kindergarten will receive a hardcopy.

STUDENT ATTENDANCE POLICY

Regular attendance is a vital factor in school success and is a responsibility shared by the school, the student and parents. In all cases of absence, whether excused or unexcused, it is the responsibility of the parent to send a signed note to the school the day of return explaining the reason for the absence. Please read WVDE Policy 4110 and Pleasants County Board of Education Policy 8-6 for the entire attendance policy.

State Board Policy 4110 and Pleasants County Board of Education Policy 8-6 clearly defines what is acceptable as excused and unexcused absences. State, county, and school procedures concerning attendance will be followed exactly. A copy of the Pleasants County Board of Education Policy 8-6 will be sent home with each student at the beginning of each year. Parents need to review this policy for changes and updates.

The fundamental right to attend public schools places upon students the accompanying responsibility to be faithful in attendance. In compliance with WV Codes 18-8-1 and 18-8-2 and West Virginia Board of Education Policy 2510, the following absences shall be considered excused absences:

1. Illness or injury of the student verified by parents or guardians not to exceed three (3) consecutive or five (5) total days per semester.
2. Illness or injury of the student exceeding limits in #1 verified by a physician as justifying school absence
3. Medical and/or dental appointments which cannot be scheduled outside the school day when the absence is verified in writing by the physician or dentist. Parents are encouraged to schedule appointments after school hours.
4. Illness or injury in family when student absence is verified as essential by a physician.
5. Calamity, such as fire in the home, flood, or family emergency, when verified.
6. Death in family. Limit of three (3) days for each occurrence except in extraordinary circumstances. "Family" is defined as mother, father, brother, sister, grandmother, grandfather, aunt, uncle, brother-in-law, sister-in-law, brother's children, sister's children, student's children, or any person living in the same household.
7. Leaves of educational value adhering to these stipulations:
 - Prior approval of school administrator
 - Prior submission and approval of educational plan with detailed objectives and activities
 - Leave not to exceed ten (10) days – verification of implementation of the educational plan upon student's return
 - Leave to extend more than ten (10) days requires approval of the Board of Education
8. School approved curricular or extracurricular activities.
9. Legal obligation with verification
10. Failure of bus to run or extremely hazardous road conditions
11. Observance of religious holidays
12. Handicapped students' absences should be addressed in accordance with West Virginia Board of Education Policy 2419, Regulations of Education of Exceptional Students
13. Participation in home/hospital instruction due to an illness/injury or other extraordinary circumstance that warrants home or hospital confinement.

Any absence not meeting the above guidelines shall be considered to be an unexcused absence.

If a parent requests that his/her child not attend a specific school-wide activity (i.e., Halloween activities), that student may be excused from school without being counted as absent, if all conditions are met and advanced notice is provided to the principal.

ARRIVING LATE / LEAVING EARLY

Students arriving to homeroom between 8:30 and 10:00 a.m. will be considered tardy and must be signed in at the office by a parent or an approved accompanying adult. Habitual tardiness will be cause for referral to the attendance director. Students arriving after 10:00 a.m. will be charged with one-half day absence.

Students leaving prior to 2:00 p.m. will be charged with a one-half day absence and must be signed out at the secretary's office by a parent or an approved accompanying adult. No student will be released to anyone other than the parent/guardian, unless specified on the student's emergency card. The principal has the discretion to make an exception but only when verified by the parent.

Parents who know in advance that they will be picking up their child early are asked to send a note so we can have them ready and waiting in the office area. Due to the classroom adjustments necessary to prepare a student for early release, students will be released at the time indicated on the note/phone call request and not before. Please do not make a habit of picking up your child before 3:30 p.m. unless it's of an emergent nature. When possible, please avoid scheduling doctor's appointments trips, vacations during the instructional day. West Virginia State Board of Education Policy 2510 requires minimal instructional minutes for every child. In order to provide you're child the best possible education they must be in attendance for a full instructional day.

MAKE-UP HOMEWORK REQUESTS

In all cases of absence, whether excused or unexcused, it is the student's responsibility to make up work that he/she has missed during the absence. Each student is responsible for obtaining all assignments from their teacher(s). Students who have been absent a day must submit missed homework and class work one day (plus one additional day) after returning to school. Students who are absent for 3 days, for example, have 3 days plus one extra day (total of 4 days) to submit their assignments. There may be no withholding of credit and/or grades unless the student, after given an opportunity to make up the work, fails to do so. A parent may request and pick up make-up work in advance for students who will miss an "extended" period of time.

CANCELLATION OF SCHOOL/EMERGENCY CLOSINGS

Cancellation of school takes place only during circumstances such as extreme weather, equipment failure, or public crisis. The school board and administrators are aware of the hardship, which can be caused by an abrupt cancellation. Therefore, school will not be canceled unless a significant safety risk has been created by unusual circumstances or weather related issues.

Every practical means is used to notify parents of a cancellation including a phone call, text message and/or e-mail through our automated notification system, School Messenger. In the unusual circumstance where school must be canceled during the school day, each student should know where to go if the parent will not be home. All school related activities / practices are canceled if school is not in session due to cancellation.

Parents should have a plan in place so their children will know what to do in case of emergency early closings of school. It is advisable to provide a written copy of this plan to your child's teacher. Keep them informed of changes.

ASSEMBLIES

Assemblies are planned periodically as special events to enrich the academic experience. There is often a significant investment in time and money in preparation for an assembly program. "Assembly behavior" requires special attention to etiquette and good citizenship. Students not conducting themselves according to "assembly behavior" will be removed from the assembly and may be denied the privilege of attending future assemblies. Participation: Students can be denied the privilege of attending assemblies as a disciplinary action based on classroom or school rule violations.

COVERING TEXTBOOKS

Textbooks are provided free of charge by local levy monies. Students will be issued specifically numbered books in each class. If a textbook is lost, misused, or damaged beyond reasonable wear, the parent shall be responsible for the replacement cost of the book. Textbooks that are not consumable (thrown away at year's end) are to be covered for their protection. Students are responsible for acquiring and maintaining this covering throughout the school year. Teachers will establish deadlines at the

beginning of the year in which these books are to be covered. If a child does not complete the covering of all textbooks within these reasonable timelines, an appropriate disciplinary consequence will be administered. Brown paper grocery bags are acceptable.

EMERGENCY DRILLS

Fire drills are conducted a minimum of ten times per year. Detailed escape plans are posted throughout the school environment. The school has a site-based crisis management plan in place and conducts drills throughout the school year.

BREAKFAST & LUNCH PROGRAM / CAFETERIA RULES

Our school is blessed to have a wonderful cafeteria staff who prepares very nutritious meals for our students. Once again, this school year, we will implement "Grab & Go Breakfast" for our students as a means to comply with the state child nutrition program guidelines as mandated in Senate Bill 359. However, on Mondays students will be offered a traditional breakfast in the cafeteria. Good behavior, proper eating habits and good manners will be maintained in the lunchroom. Our cooks take pride in the meals they prepare and in turn our respect and consideration is required. Cafeteria rules of conduct will be communicated to all students on the first day of school.

Prices for the Breakfast / Lunch Program are:

Child's Breakfast	\$1.00	(Reduced\$.30)
Child's Lunch	\$1.30	(Reduced\$.40)
Adult's Breakfast	\$3.50	
Adult's Lunch	\$4.25	

Milk is included in school meals. Additional milk may be purchased for lunch (25 cents). Milk money must be submitted to the office daily, so sending quarters for milk would be appreciated.

The payment system for our breakfast and lunch program is computerized, so bills will be mailed at the end of each month. Once again, a finger scan program will be used to record students eating breakfast and lunch.

Applications for free and reduced-price meals are being sent home with students. If appropriate, complete the form and return it. If your financial situation changes, applications can be obtained at any time during the year.

USDA DISCLOSURE

The U.S. Department of Agriculture (USDA) prohibits discrimination on the basis of race, color, national origin, sex, gender, age, or disability. To file a complaint of discrimination, write USDA Director, Office of Civil Rights, Room 326-W Whitten Building, 14th and Independence Avenue, Washington, DC 20250-1410 or call 202-720-5964. USDA is an equal opportunity provider.

SCHOOL-WIDE TITLE I PROGRAM

Our schools is very fortunate to have the support of a federally funded School-Wide Title 1 program. This program provides support for student's personalized learning. More specifically, this program provides targeted interventions to students who are demonstrating deficiencies in their learning.

GRADING POLICIES

State Policy 2515 establishes a uniformed grading scale for all county school system. The approved academic scale is:

A = Excellent

90-100

B = Above Average	80-89
C = Average	70-79
D = Below Average	60-69
F = Failure	0-59

Progress Reports are provided to students in grades 1-4 and will be sent home at the mid-point of each nine week grading period.

Report Card Reports are provided to parents every nine weeks.

Live Grades is an Internet computerized grading system which provide parents live access to their child's grades. Parents will be provided further information on how to access this website at the start of the school year.

LOST AND FOUND

Students who find lost articles are asked to take them to the office where they can be identified and claimed by the owner. Students should check regularly if they have something missing.

INTERNET USE POLICES

Students will from time to time be exposed to the Internet. ALL students who access the Internet MUST have a signed Aceptable Use Policy (AUP) on file at the school prior to use. Both the student and parent must sign this Acceptable Use Policy. Students are not to access web sites of questionable nature. If this occurs accidentally, the child is to immediately turn off their monitor, raise their hand, and notify their teacher. At no time is a student permitted to access the Internet without specific teacher permission and supervision. Violations of prescribed Internet use will result in temporary or permanent loss of privilege.

LIBRARY

SMES is fortunate to have a substantial collection of fiction and non-fiction books in the school library. Students have the opportunity to visit the school library once a week. Each student can check out one book. Books are due the following week. Students can renew a library book for an additional week. Failure to return the library book on time will result in the child being unable to check out books until the book is returned. Lost or damaged books will need to be replaced.

ACCELERATED READER (AR)

SMES is supporting our students as they "Learning to read and read to learn." One way we hope develop lifelong readers is through the Accelerated Reader (AR) program. Students in 1st -4th will have the opportunity to read or have read to him/her an AR book, take computerized quiz on the book, receive a score and points based on the number of questions he/she answered correctly and participate in an end of year activity. The points needed to participate in the end of year activity are:

1 st Grade = 40 points
2 nd Grade = 45 points
3 rd Grade = 55 points
4 th Grade = 60 points

In addition, 4th graders must earn 30 points by Christmas break. All students must have an overall average of 80%. Books are available in the classroom in the classroom, school, and public libraries. In addition, many of your child's books at home are AR books. You can use www.arbookfind.com to check any book.

MEDICATION

School personnel can administer medication to a student only when provided a written prescription from a doctor. In the appendix of this handbook you will find a Medication Order for West Virginia Public Schools. This form must be filled out and signed by a licensed prescriber and the parent/guardian for any prescribed medication to be given in the school setting. The school should be aware of any allergy, including allergies to food. Please read this form carefully. Likewise, if your child has a medical condition or illness that we should know about, please list it on his/her emergency card.

OUTSIDE AGENCIES RIGHT TO QUESTION STUDENTS

Parents / guardians need to be aware outside agencies such as the State Police, the County Sheriff's Department and the Department of Health and Human Resources (DHHR) are given legislative power to enter a public school for the purposes of questioning children. This may occur with or without prior parental knowledge. School personnel may or may not be permitted to sit in on the meeting. This is the prerogative of the outside agency. By law, the school cannot forbid this meeting from occurring, and is not required to notify the parents of its occurrence. The outside agency is required to notify the parents if such a meeting does take place.

PARENT INVOLVEMENT

Educational research strongly indicates that involvement by parents helps children to learn more effectively and be more successful at school. Parent involvement is a vital, integral part of the total school program, helping to ensure that all children can attain grade level proficiency in the basic and more advanced skill areas. Parents are encouraged to visit the school, schedule conferences with the child's teachers, assist their child at home, and ensure that their child is absent from school only when absolutely necessary. Cooperation between the home and school is the vital link that can help ensure that all students will meet the high expectations we have for them.

St. Marys Elementary School considers parent volunteers as a very special resource. Parents are encouraged to help in all classrooms, programs, and extracurricular activities. Please call the office if you have time or skills you can share to make our school a better place for students to learn and grow. In order to assist in any capacity (homeroom parent, library worker, chaperone...), a potential volunteer must be approved by the Pleasants County Board of Education. To be approved, fill out the front and back of a Volunteer Commitment / Agreement located in the appendix of this handbook and return it to our school secretary. The principal will sign it and submit it to the Board for approval at its next regularly scheduled board meeting. You will be notified when you have been approved. If there is a specific event that you would like to help with, please submit your application in time to be approved before that date. If this is the first year for you to volunteer, you must also submit proof of a time test. This will not be required after the first year.

PARENT TEACHER ORGANIZATION (PTO)

PTO meetings are usually scheduled on the 3rd Thursday of each month, October through May. Parents are strongly encouraged to attend.

INDIVIDUAL PARENT-TEACHER CONFERENCES / ANNUAL PARENT TEACHER CONFERENCE

Parents are encouraged and welcome to come to school to talk with their child's teachers; however, we ask that you telephone to arrange a mutually agreeable time for the conference to occur. Formal school wide parent-teacher conferences are scheduled for October 6th. A notice will be provided to parents with specifics regarding times and how to schedule a conference.

PERSONAL APPEARANCE

Parents are asked to take a good look at their child as he/she leaves for school. Student's clothing should be appropriate and clean. All students are required to wear shoes for health reasons. Shorts may be worn in warm weather if they are of an appropriate length. Halter-tops must be covered with a shirt or blouse. Fish net shirts must be worn with a shirt or blouse underneath of it. No hats are to be worn inside of the building by either boys or girls. For safety purposes, students wearing flip-flops will not be permitted to climb on playground equipment. Tennis shoes (sneakers) are to be worn during physical education class. Girls should bring shorts to wear under skirts or dresses on gym days. Parents of kindergarten, first, and second grade students, are asked to place your child's name on each clothing article (inside of the clothing), like raincoat, boots, heavy coats, etc.

RELEASE OF RECORDS

Pleasants County Board of Education Policy 8.4, Procedures for the Collection, Maintenance and Disclosure of Student Data and West Virginia State Board of Education Policy 4350 and federal law, the Family Educational Rights and Privacy Act of 1974 governs the requirements and provision set forth regarding the collection, maintenance, review and release of all educational

records. Decisions for release of student educational records will be based upon the principles of confidentiality and the student's right to privacy with the aforementioned policies and laws. District policy can be found at www.pleasantcountyschools.com.

STUDENT DIRECTORY INFORMATION

Pleasants County Board of Education Policy 8.4 - Procedures for the Collection, Maintenance and Disclosure of Student Data defines directory information and when such information can be provided to without prior parental consent and to whom.

"Directory information" includes a student's name, address, telephone listing, date, and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, exemplary student work, photographs/ videos (school/classroom activities, public performances, and sporting events), honors, and the most recent previous educational agency or institution attended and/or other school previously attended in the Pleasants County School District.

NON-CURRICULAR LITERATURE

All non-curricular literature, in any form, must have prior approval of the principal **before** being advertised, distributed, and/or displayed in school. Approved non-curricular literature will be placed in a conspicuously designated place within the secretarial area, by the principal. Distribution will occur upon student request.

SCHOOL INSURANCE

School Accident Insurance forms will be provided at the start of the beginning of the school year or upon enrollment for new students. Parents are to make checks payable to the company and mail the form in the envelope provided directly to the company

CARE OF FACILITY

We have a beautiful facility, which belongs to you and the other citizens of Pleasants County. It is each of our responsibilities to ensure that it is appreciated and cared for. Vandalism will not be tolerated and will be dealt with immediately and swiftly.

MATH FIELD DAY

Each spring, fourth grade students participate in the Pleasants County Math Field Day Competition. These students are given a basic math skill test. From this test, the top scorers are chosen for the Math Field Day Team that represents St. Marys Elementary School. Two alternates at each level are also chosen in the event that a member of the regular team is not able to participate in the county competition. It is an honor to be a member of this math team. District level winners advance to regional competition.

YOUNG WRITERS COMPETITION

Student writing is a critical component of our curriculum. Students are provided opportunities throughout the academic school year to develop and accelerate their writing skills. Annually, student compete in the Young Writers Contest which determines school and district level winners. District level winner's work is then submitted to compete at the state level.

ANNUAL AWARDS ASSEMBLY

At the conclusion of every school year, our school conducts an Annual Awards Assembly to recognize students. The following list includes some of the ways a student can be recognized at this assembly.

- Principals Award – Recognizes two students, one boy and one girl, for outstanding academic achievement, positive attitude and all around good student.

- Mr. and Ms. Mountaineer Award - Recognizes two students, one boy and one girl, for outstanding academic achievement, positive attitude and all around good student during their time at SMES.
- Presidential Academic Award – Recognizes all 4th grade students with a 3.5 GPA or higher and earned above mastery on the state accountability assessment.
- Six Year Perfect Attendance Award – Recognizes students for perfect attendance which includes any student who does not miss any school for their entire membership at St. Marys Elementary School starting in Preschool through 4th grade.
- Perfect Attendance Award – Recognizes students for perfect attendance which includes any student who does not miss any school for the entire school year. These students will be rewarded by having their name included in various special drawings.
- Faithful Attendance Award – Recognizes students for faithful attendance which includes any student who missed five or fewer days of school.
- Accelerated Reader Award – Recognizes top point earners in each homeroom, as well as, the top three highest in the school.
- 4th Grade Citizenship Award – Recognizes two students from each homeroom who have displayed outstanding citizenship.
- 4th Grade Spelling Bee Awards – Recognizes students who excelled in the 3rd & 4th grade spelling bee competition.

SUBSTITUTE TEACHERS

Every student will periodically be taught by a substitute teacher. Students are expected to be extra courteous to substitute teachers, who in essence, are guests in our building. Any misconduct in the classroom will be dealt with immediately.

TOYS

No student will bring toys to school. Each homeroom will have sufficient materials for inside recess.

COUNSELING

Counseling services are available to students in accordance with West Virginia State Board of Education Policy 2315 Comprehensive School Counseling Programs. Social skills and other character building instruction is provided throughout the school year from a certified school counselor as well as embedded in the school climate and culture.

VALUABLES

Students are cautioned not to bring large amounts of money or other possessions of monetary or sentimental value to school. Students, not the school, are responsible for the security of personal property.

ANNUAL NOTICE – SCHOOL ASBESTOS PLAN

It is required annually to notify the public of an existing asbestos plan in force within all facilities throughout the Pleasants County School System. This includes St. Marys Elementary School. Our school functions under regulations set forth by the AHERA Act of 1988, and its mandated scrutiny by the certified inspector. A school-wide re-inspection report is written every three years after an extensive examination of the building. All schools, as well as the Board of Education offices, are in total compliance with all asbestos regulations.

TELEPHONE USE

The school phone is to be used only for school business; however, students will be permitted to use the phone in emergency situations. Cell phones that are brought to school for legitimate reasons must be turned off and kept in student backpacks during school hours, which includes arrival and dismissal times. School personnel will not be responsible for the safety of student cell phones. (See Policy 4373 regarding “Communication / Electronic Devices”.)

