

Elk Elementary Center

Student Handbook



MISSION STATEMENT

Educate. Empower. Contribute.

OUR VISION

It is Elk Elementary Center's vision to prepare our students to be successful leaders, responsible citizens, and lifelong learners through a variety of experiences.

ELK ELEMENTARY CENTER STAFF

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TIME OF ARRIVAL

Staff arrival 6:45am

Student arrival begins at 7:00am

Breakfast is served 7:00 and 7:30am (Please do not send breakfast/food from restaurants/outside food establishments)

Instruction begins at 7:30am

Elk ELEMENTARY CENTER DAILY SCHEDULE* (Subject to Change)

Arrival

7:00-7:30 Student Arrival and Breakfast in the Classroom

7:20 First Bell

7:30 Tardy Bell/Instruction Begins

Lunch (Please do not send or bring lunch/food from restaurants/outside food establishments)

Kindergarten Lunch	10:30-11:00
1 st Grade Lunch	11:45-12:15
2nd Grade Lunch	11:00-11:30
3rd Grade Lunch	11:30-12:00
4th Grade Lunch	10:45-11:15
5th Grade Lunch	12:00-12:30

Dismissal

2:00 pm	Dismissal for Bus Students
2:10pm	Dismissal for car riders

AUTHORITY OF TEACHERS

(West Virginia State Code 18A-5-1)

The teacher shall stand in the place of the parent or guardian in exercising authority over the school, and shall have control of all pupils enrolled in the school from the time they reach the school until they have returned to their respective homes, except that where transportation of pupils is provided, the driver in charge of the school bus or other mode of transportation shall exercise such authority and control over the children while they are in transit to and from the school.

COUNSELING AND GUIDANCE

Our school counselors are available for small group counseling, individual counseling, and guidance lessons. Please call the school if a counselor can be of help to you. (304) 348-7776.

CONFERENCE

Parent-Teacher conferences promote good understanding between home and school. Kanawha County Parent-Teacher Conferences are scheduled mid-year. Additional conferences may be scheduled by teacher or parent/guardian as needs arise.

Due to limited time availability and lack of privacy, morning arrival, afternoon dismissal, PTA and/or other school functions are not appropriate conference times. If you would like to discuss something with a teacher or an administrator, please make an appointment for a confidential conference.

DISMISSAL PROCEDURES

Parents who pick up children on a regular basis **MUST** have an assigned number displayed in the front window of their vehicle and **MUST** wait in the car line. Those who park and enter the building are creating an unsafe environment for our students as well as circumventing the policy (first come first serve process of waiting in line). Unless there is an emergency, we highly discourage signing students out after 1:30 p.m. Students cannot be signed out after 1:40pm due to safety concerns and our daily dismissal protocol. Please keep in mind that signing students out early causes them to miss important instructional minutes. Students who are picked up for emergency situations and/or appointments will be dismissed from the classroom after being signed out in the office by a parent/guardian.

NON-CUSTODIAL PARENT

When custody is granted to only one parent, grandparent, other relative or placed in foster care, please inform the school. A copy of the settlement or court order is needed for verification.

TRANSPORTATION REGULATIONS

Only registered students may ride the school bus. Students may not ride buses other than the bus to which they are assigned. We require that on any occasion, and for any reason, when a child needs to ride a different bus, that the child have a note signed and dated by the parent/guardian. The note must also be approved by the principal/assistant principal.

Orderly conduct on the bus is necessary and essential for the safety of all riders. Drivers have the authority to exclude children from the bus for violation of rules governing bus transportation. These policies have been established for the safety of students and your cooperation is needed. Below are bus transportation expectations:

- **Students shall be ready at the scheduled time. The bus cannot wait for students who are late/tardy.**
- **The bus operator is in charge of the bus and passengers. Passengers must obey the rules and bus operator and/or bus monitor promptly and respectfully.**
- **Students must observe the following.**
 - **Cooperation with and respect for any driver and/or bus monitor on duty.**
 - **Walk on the left side of road facing traffic. Never stand or play on roadway while waiting for the school bus.**
 - **Have shoes clean before entering the bus.**
 - **Avoid unnecessary conversations with the bus driver and/or bus monitor.**
 - **Except for ordinary conversation, observe classroom conduct to avoid distracting the bus driver.**
 - **The use of profane and/or immoral language, tobacco, and alcohol are prohibited.**
 - **If technology devices are permitted on the bus, students must observe all KCS and school rules regarding acceptable technology use.**
 - **Arms, heads, and objects must be kept inside the bus at all times.**
 - **Get on and off the bus and change seats only when the bus is not in motion and only with the permission of the bus driver and/or bus monitor.**
 - **Proceed safely, but alertly when getting on and off the bus or when crossing the roadway.**
 - **If emergency exits are not securely latched, notify the bus driver and/or bus monitor immediately.**
 - **No object of any nature shall be thrown or passed into or from the bus.**
 - **Passengers seated on the bus shall admit passengers boarding the bus to vacant spaces in the seat or seats that they occupy.**
 - **Hands, feet, objects, and ugly words are to be kept to self.**

Please note that students must fill out a form to ride the bus. All students are required to complete the form as they may need to travel on the bus for field trips. If you need assistance with bus information call the Elkview bus garage at (304) 348-1991.

SCHOOL BUS OFFENSES

25.01.1 Conduct detrimental to proper operation of bus -It shall be a violation of the code of conduct to engage in behavior which is detrimental to the operation of a bus including, but not limited to: creation of excessive noise, use of profane language; sticking arms, heads and objects out of the bus windows; changing seats or standing while the bus is in motion; failure to obey directives of school personnel; throwing objects; passing objects through windows; riding in step well or front row of seats, or use of emergency door in non-emergency situations. Maximum possible penalty: Denial of transportation privileges for the remainder of the school year.

25.01.2 Damage to bus -It shall be a violation of the code of conduct to damage or deface a school bus.

25.01.2.1 1st Violation- Denial of transportation privileges pending restitution and conference with parent or custodial guardian.

25.01.2.2 2nd Violation-Denial of transportation privileges for remainder of school; full restitution (Note: Parent or custodial guardian will be held liable for damage to school bus within the limits of the law.)

25.01.3 A student who has been identified as exceptional may not be denied bus transportation if transportation is included on such student's IEP or if the denial of educational services, i.e., no alternative means of transportation is available.

REMOVAL OF STUDENTS FROM SCHOOL PREMISES

Only custodial parents or guardians may pick up their children after school or remove children from school. Other persons, including non-custodial parents, must be written on the student's KCS Emergency Card and must also be authorized in writing by the custodial parent or guardian to pick up a student after school or to remove a student from school. School personnel or volunteers will ask for identification.

CHANGE IN AFTER SCHOOL ROUTINES-PERMISSION REQUIRED

The West Virginia State School Law states that the teacher should, at times, stand in place of the parent/guardian. It also holds that the teacher is responsible for the child from the time he/she arrives at school until he/she returns from school.

Therefore, it is essential that your child have a regular daily routine. This eliminates stress and confusion and ensures that your child is picked up on the correct school bus. In the event of an emergency that requires your child to deviate from his/her normal dismissal routine, a signed and dated note by the parent is required. The note must specifically specify the change and be approved by the principal. End of days phone calls requesting dismissal changes are strongly discouraged. Due to the fact that we cannot confirm identity over the telephone; we must have a signed note. Students being transported by car will be dismissed at approximately 2:10pm. No child will be dismissed to wait outside for a parent. Students may not wait after school to be picked up. All students must leave the building on time or attend Third Base.

SCHOOL MEALS

A meal program is provided by Kanawha County Schools. Cooks and teachers strive to help children learn to eat a well-balanced, nutritious breakfast and lunch, as well as practice good table manners. A monthly menu will be sent home at the beginning of each month. Please let us know ahead of time if you plan to eat lunch with your child. This allows our cook's time to prepare extra food for visitors. **Do not bring food into the school cafeteria/classroom for breakfast or lunch from outside food establishments. Soft drinks, candy, glass containers, and aluminum cans are not permitted. Lunches and snacks brought from home must be nutritious. Milk may be purchased by students bringing a cold lunch. Cook staff and assistants do not have time to heat up food - Please do not send food that needs to be heated.**

Non Discrimination Statement

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

apply to all programs and/or employment activities.) If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at US Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S. W., Washington, D.C. 2025-9410, by fax (202) 690-7442 or e-mail 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)856-6136 (Spanish). Persons with disabilities who wish to file a program complaint, please see information above on how to contact us by mail directly or by email. If you require alternative means of communication for program information (e.g., Braille, large print, audiotape, etc.) please contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). USDA is an equal opportunity provider and employer.

PTA, LSIC, and Volunteers Needed

If you are interested in becoming a member of the Elk Elementary Center Parent Teacher Association (PTA), the Elk Elementary Center Local School Improvement Council (LSIC), or volunteering at our school, please contact Ms. Lucas, Principal. Your interest and involvement are vital and appreciated.

BIRTHDAYS

It is our policy that flowers, balloons, cake, cup cakes, cookies, candy are not to be delivered or distributed to Elk Elementary Center Students. This prevents disrupting instruction as well as safety concerns on the bus and in the school. IN ADDITION, LATEX BALLOONS ARE NOT PERMITTED ON SCHOOL PREMISES.

Birthday invitations may be distributed within your child's classroom ONLY, if every child in the room receives an invitation. Delivering these invitations must be done at the teacher's discretion and should not interrupt instruction.

CLASSROOM VISITATION

Parents and guardians are always welcome at Elk Elementary Center. We encourage parents and guardians to participate in our volunteer program and PTA. Classroom visits are permitted at assigned dates/times (classroom parties, parent teacher conferences, etc.). Please help us maintain a SAFE SCHOOL by reporting to the office, signing our visitor's log and obtaining a visitor's badge to wear while you're in the building. By signing in we are able to monitor who is in the building for safety and for WV State Accreditation.

1. Teachers cannot conference with parents during class time, but are always happy to schedule conferences.
2. Pre-school children are not permitted to visit classrooms during regular class sessions.
3. While volunteering in a classroom, please keep student confidentiality in mind. Teacher's desks, plan books, etc. may have materials that are personal to the students in the classroom. Due to confidentiality, parents are not allowed to grade papers, record grades, etc.
4. School staff may ask for identification such as a Driver's license.

PHYSICAL EDUCATION

All students are required by law to have Physical Education. Children are required to wear tennis shoes for Physical Education class.

DRESS CODE

Taken from Kanawha County Board of Education Policy:

All students are expected to adhere to common practices of modesty, cleanliness, and neatness; to dress within the acceptable standards of the community and in such a manner to contribute to academic atmosphere, not detract from.

General:

Any clothing, accessories, symbols, jewelry, or other paraphernalia, which depicts or suggest association with a gang shall not be brought to school, worn at school, or in any way be presented at any school related event. Any clothing, jewelry, or accessories with decorations, patches, lettering, advertisements, etc., that may be considered obscene or offensive are not to be worn to school. This includes any clothing, jewelry, or accessories that may be used as weapons, which have drug emblems, contain obscenities, tobacco or alcoholic beverage references, which may be considered derogatory towards a race, culture or religion, or which may be considered sexual harassment.

Crop tops, tube tops and halter tops are unacceptable. Strapless dresses without jackets are unacceptable.

Transparent and/or see through material is considered unacceptable. Shirts or blouses must cover the entire torso, and chest at all times, even in movement.

Dresses, Skirts, and Shorts: The length of a skirt, dress or shorts must extend to at least the student's mid-thigh.

Pants—Form-fitting pants, such as spandex or bicycle pants, may only be worn with another layer of clothing which meets the dress code. Torn pants are considered inappropriate, i.e., intentionally torn or cut/slashed.

Students shall wear their trousers or overalls properly-the waist at the waist; no sagging.

Accessories: All students must wear shoes. Flip flops, slides and heelies are considered unsafe, and therefore, are not allowed in elementary schools. Hair should be kept neat, clean, and reasonably styled. Any type of head covering is unacceptable. Facial hair should be neat, clean, closely trimmed and not be a distraction to the learning environment. Chain or spike jewelry is unacceptable. Pierced body ornaments are restricted to the ear. Tattoos, which would violate this policy, worn as clothing, must be covered.

SHELTER IN PLACE/EMERGENCY EVACUATIONS

A minimum of two shelter in place drills are held each year. Students and staff will remain indoors during Shelter in Place and school doors will be locked. In the event of a true Shelter in Place, parents will be notified by Schoology and/or automated phone call.

FIRE DRILLS

A minimum of ten fire drills are held each year. These drills are an important safety precaution. We ask that all adults who are in the building at the time of a drill follow the safety rules and evacuate the building. ABSOLUTE SILENCE is required during a fire drill.

Lock Down Drills

A minimum of four lock down drills are held each year. These drills are an important safety precaution and students and staff will follow the ALICE protocol. In the event of a true Lock Down, parents will be notified by Schoology and/or automated phone call.

EMERGENCIES

In the event of an emergency, every attempt will be made to contact parents or guardians for a student requiring immediate medical attention. Emergency information on file

in the school office lists whom to contact in case of an emergency. School staff will follow the parent/guardian's directions as closely as possible. Please update emergency information regularly as situations change in your family.

PLEASE COMPLETE THE EMERGENCY FORM PROMPTLY- IT IS IMPORTANT THAT WE HAVE A NUMBER TO REACH YOU. IF THERE IS A CHANGE IN ADDRESS, TELEPHONE, OR EMPLOYMENT- NOTIFY US IMMEDIATELY SO THAT WE CAN UPDATE THE EMERGENCY CARD.

Automated Phone Messages- Kanawha County Schools uses a phone system to alert parents of emergencies, early dismissals, etc. This system calls the phone number that you have given the school. We MUST have a correct number on file for the system to reach you.

ACCIDENTS

If a serious injury occurs on school property or the school bus, parents or guardians will be notified and asked to pick up the child for their own observation and examination. In the event that the parent or guardian cannot be reached, the student will be discharged to the person named on the emergency records. It is critical that the emergency records be up to date.

ILLNESS

For the protection of your child and others, students who are too ill to participate in PE should stay home. If a student becomes ill during the school day, a parent or guardian will be contacted to come pick him/her up. **Your child should stay home if he/she has any of the following:**

Fever of 100 degrees or higher in the last 24 hours

Vomiting within the past 12 hours Severe sore throat and/or frequent cough

Undiagnosed rash or skin lesions Redness or drainage from eyes

Seizure with-in the past 3 hours Untreated head lice

LICE

One of the most common problems in any elementary school is head lice. Our primary concern in dealing with head lice is that they are easily transmitted from one student to another. Unless the infected student has all nits removed, the lice will most likely return. For this reason, we recommend that students do not share hats, jackets, etc.

Also, it is our county policy that a student be sent home for live head lice. The student must be treated and have no live lice before returning to school.

ATTENDANCE POLICY

In keeping with Elk Center's efforts to do the utmost for all of children, your cooperation and assistance in the matter of student attendance is stressed. All parents are urged to assist us in our goals of making sure that students arrive at school on time and remain in school the full instructional day. Of course, children cannot attend when they are ill, but there are few other reasons for absences. Your support and cooperation is greatly appreciated by the staff at Elk Center.

Attendance will be entered each morning. Keep in mind that tardies and early dismissals remove your child from the classroom causing him/her to miss instruction which in turn affects his/her opportunity to learn and master skills.

Attendance Policy Revisions

Three/Five/Ten Day Policy

Once the student has three (3) unexcused absences the parents/guardians shall receive notice that school attendance is required.

If the child accumulates five (5) unexcused absences the parents/guardians will receive notice that they are to report to the school with their child within 5 days of receipt of the notice, in order to conference with the Assistant Attendance Director, Principal or designee, to discuss and correct the circumstances causing the unexcused absences.

In the case of a child accumulating 10 or more unexcused absences the Assistant Attendance Director shall file a truancy petition/complaint with a county magistrate.

It is very important that students have consistent school attendance, and when an absence is necessary, that you promptly submit any applicable doctor excuses or parent notes (up to 10 days for the school year of parent notes of child home ill are accepted). Parent notes and doctor's excuses must be submitted within 3 days of the absence.

Keep in mind that any student arriving at Elk Elementary Center after 10:30 a.m. without a medical excuse is considered absent one half day, and that two each half days combined are then considered as a whole day absent in terms of reaching the 10 day mark for filing a magistrate complaint. Not only is it important for your child to be in school consistently but that they be on time as well.

WV Public School Law stipulates that a fine of \$50.00 to \$100.00 per day may result for the first truancy offense and jail time may result from second truancy offense.

TARDIES

Students are to be in the classroom and prepared to begin class work by 7:30am. Tardy students disrupt the entire classroom. If your child is tardy, you must report to the office with your child and sign him/her in. Your child will be issued a tardy slip which will allow entrance into the classroom.

Out-of-area students risk losing their privilege to attend the out of area school if absenteeism and/or tardies are an issue.

Tardiness due to medical or dental appointments must have a written excuse from the doctor's office.

STEPS TO FOLLOW WHEN YOUR CHILD IS ABSENT/TARDY

Parent/guardian must call the school to report the absence. The school number is 348-7776. When the child returns to school, he/she must bring a note from the doctor or bring a note from the parent stating the reason for the absence.

STUDENT ABSENCES

Parents are asked to notify the school by 8:00 am. when their child is absent. When the child returns to school he/she must bring a note stating the reason for being absent. If the school does not receive a phone call or note explaining why the child was absent, the absence will be recorded as unexcused.

Absence-Not being physically present in the school facility for any reason.

Excused absence –Shall mean absences from school or individual classes due to: 19.03.2.1 School approved curricular or co-curricular activities. 19.03.2.2 Failure of the school bus to run or other hazardous conditions. 19.03.2.3 Illness or injury of the student requiring physician's verification. 19.03.2.4 Medical and/or dental appointment which cannot be

scheduled outside the school day when the absence is verified in writing by the physician or dentist. 19.03.2.5 Illness of student verified by parent/guardian not to exceed ten (10) days per school year. 19.03.2.6 Illness or injury in family when student absence if verified as essential by physician. 19.03.2.7 Calamity, such as fire in the home, flood, family emergency, or hazardous condition shall be approved by the school principal. 19.03.2.8 Death in the family. Limit 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 child(ren), or any person living in the same household. 19.03.2.10 Legal obligation with verification. 19.03.2.11 Observance of religious holidays with verification. 19.03.2.12 Contagious parasite conditions, such as lice, shall be excused absences not to exceed two (2) days per incident. If student's absences exceed two days they will then be counted as unexcused unless physician's verification is received to support the extended time period. 19.03.3 Unexcused absences shall mean an absence from school or an individual class that is not excused pursuant to section 19.03.2 of this policy.

SPECIAL DISMISSAL Children learn best in an uninterrupted environment. An interruption can destroy the concentration of all students. To minimize disruptions, please schedule all appointments *after* the school day. If this cannot be done, please send a note to the teacher that morning informing the teacher of an appointment. Do not go to the classroom. You must report to the office, your child will be contacted for you. Classroom instruction continues until 2:00pm.

Below is a template that can be used to report student absences.

Dear Parent/Guardian:

It is Elk Elementary Center's policy that upon your child's return to school following an absence you submit applicable parent notes of child home ill or medical provider excuses.

I recommend, for your records, that you also keep a calendar for the school year listing any day your child is absent and the reason for the absence.

Up to five days absent with a "parent note of child home ill" are excused for the school year, however all absences with medical provider excuses are excused. If your child becomes ill at school and is sent home by the school nurse, those absences will be excused too.

Once your child gives their classroom teacher an excuse, it will be forwarded to our school Attendance Clerk. For your convenience, you can have medical excuses faxed to school at 304-965-1871. For "child home ill" notes, be sure to list your child's name, the date of absence (month, day & year - not day of the week), state that they were home ill, include your signature, and the date. I've included a "parent note" template you can easily use if needed.

Thank you,

My child, _____, was home ill on _____, 20__, please
excuse him/her. _____

Parent signature

date

My child, _____, was home ill on _____, 20__, please
excuse him/her. _____

Parent signature

date

MEDICATIONS IN SCHOOL

Kanawha County Schools Administration of Medication policy allows students to take medications at school only if it is absolutely necessary in order for the students to attend and learn. Please follow the regulations below when your child must take medications at school.

- Send the written order from the physician. The order should include dosage instructions and the time the medication must be given. Written permission from the parent must also be included.
- For medications that need to be given for longer than 21 days, and Administration of Medication form must be completed and signed by the physician and signed by the parent or guardian.
- The medication must be delivered to school in the original container. Prescription medication must be labeled clearly and accurately by the pharmacist or physician.
- Over the counter (nonprescription) medication must be delivered to school in the manufacturer's container and must be clearly labeled with the student's name.
- All medications must be accompanied by an order from the physician except for over the counter medication listed below. These medications must be accompanied by a note from the parent or guardian that gives permission to administer these medications and they must be delivered to the school in the original container. These medications will be administered according to the manufacturer's directions for up to three school days. After three days an order from the physician is required.

Ibuprofen such as Advil and Motrin; Acetaminophen such as Tylenol; Calamine lotion; Simple cough drops that contain only menthol or pectin

STUDENTS SICK AT SCHOOL

We will call you to pick up your child if there is an emergency or if:

- 1) Student has a temperature of 100 degrees or more
- 2) Student has vomited
- 3) Student has eyes that are red, itching, and have drainage
- 4) Student has an infected draining wound
- 5) Student has a rash that may be contagious

6) Student has head lice

On your child's emergency card, please list names of persons who can pick up your child in a reasonable amount of time if we have to call you.

TITLE IX

As required by federal laws and regulations, the Kanawha County Board of Education does not discriminate on the basis of sex, race, color, religion, disability, age or national origin in its employment practices or in the administration of any of its education programs and activities. Inquiries may be directed to the Title IX Coordinator, Kanawha County Board of Education, 200 Elizabeth Street, Charleston WV 25311-2119, phone 304-348-1379; to Elimination of Sex Discrimination Program Coordinator, 558-7864; or to the US Department of Education's Director of the Office of Civil Rights, (215) 656-8541.

SCHOOL PATROL

A vital part of our school program is the school safety patrol. Every fifth grade level student will have the opportunity to participate in the patrol program when he/she meets the criteria.

1. Displays acceptable behavior as outlined in our discipline code.
2. Maintains acceptable classroom work habits
3. Accepts responsibility (homework, preparation for tests and quizzes, returning library books on time, etc.)
4. Exhibits self-control in and out of the classroom (such as in the lunch room, on the playground, during breaks, on the bus, or walking to and from school)
5. Attends school faithfully in accordance with Kanawha County attendance policy.

STUDENT EVALUATION – REPORT CARDS

Kindergarten and First Grade Report Card Guidelines

Kindergarten and First Grade use the S (Satisfactory) and N (Needs Improvement) grading system in all subject areas, skills listed on the report card, and in Approaches to Learning Section. The mark in the final columns will be recorded on the permanent record card.

Second through Fifth Grade Report Card Guidelines

Letter grades will be used for: ELA, Mathematics, Social Studies, Science, or Health

A – Excellent (90-100%)

B – Above Average (80-89%)

C – Average (70-69%)

D – Below Average (60–69%)

E – Unsatisfactory (0-59%)

Personal and Social Growth areas will be reported as S (Satisfactory) or N (Needs improvement). Blank boxes in either section indicate the skill is not evaluated at this time.

Notice of Academic Difficulty

Possibility of Retention notices will be sent home during the 3rd and 4th nine weeks of school. Notices are to be signed by a parent/guardian and returned to school.

TEXTBOOK

The Kanawha County Board of Education furnishes textbooks for all public school pupils at no cost to the parent. Children are encouraged to take special care of their assigned books. All books are valuable and deserve good care. Parents will be charged for any textbooks their children lose or damage. Please help your child remember to return books to the school after each night they are taken home.

HOMEWORK POLICY

Homework is a necessary and integral part of the total educational process. The habit of homework is to be initiated early in the school experience. Homework should be assigned daily and be an extension of classroom instruction. You should expect homework every Monday through Thursday evening. We ask that parents provide a quiet time and place for students to study and arrange a regular scheduled “homework time.” The more you are able to provide this guidance, the more successful your child will become. We also ask that you sign your child’s homework planner or homework sheet nightly. Below are suggested time allotments for homework.

Kindergarten	15 minutes daily
1 st -3 rd	30 minutes daily
4 th -6 th	1 hour daily
7 th -9 th	1.5 hours daily
10 th -12 th	2 hours daily

In addition to their homework, student are expected to read for twenty (20) minutes each day. Some students will complete work faster; some will need longer time periods. If completing homework is taking longer that the above suggested time, you may want to conference with your child's teacher or the administration.

OPPORTUNITY TO MAKE UP WORK AND EVALUATION

All students are expected to make up work missed due to absences. For students in grades K-5, it is the teacher's responsibility to provide makeup work within two school days of the return of the student to school. Upon receiving makeup work from the teacher, students must submit the work within a time line designated by the teacher or school policy. Teachers are responsible for providing a minimum of one day for each day's absence for students to make up missed work assignments and/or assessments that are occasioned by excused or unexcused absences. Teachers may, in their discretion, require alternative work assignments and/or assessment procedures.

Failure to complete Make-Up Work and or Assessments within the guidelines established in section 19.09 of this policy will result in loss of credit for that work or assessment and could result in failing the class.

WHAT PARENTS CAN EXPECT

A daily folder or planner with assignments and /or homework assignments four nights a week (Monday through Thursday) that is related to classroom instruction. Twenty minutes of reading nightly.

RESPONSIBILITIES OF PARENTS

Arrange a time in your family's schedule to work on homework.

Arrange a quiet time and study area that includes proper lighting

Encourage your child to report progress to you on long term assignments

Contact your child's teacher if assignments are not coming home; or if the child says that they do not have homework

Make sure your child has their homework each day when leaving for school

Sign the daily folder or planner

RESPONSIBILITIES OF STUDENTS

I will respect myself, others, and property.

I will be on time and prepared.

I will listen and follow directions.

I will walk and talk quietly.

I will keep my hands, feet, objects and ugly words to self.

WEAPONS

According to the WV Code of Conduct, a student will not possess a firearm or deadly weapon on any school bus, education building, structure, facility, school-sponsored function, or in route to/from school. A "deadly weapon" means any device intended to cause injury or bodily harm, any device used in a threatening manner that could cause injury or bodily harm, or any device that is primarily used for self-protection. For the purpose of this policy, deadly weapon also includes any instrument which is designed to be used to produce serious bodily injury or death, or is readily adaptable to such use. Examples of such weapons include, but are not limited to, "gun," pellet gun, BB gun, razor, mace, chains, pipes, fake bombs, or any size knives.

Technology Policy Including Bring Your Own Device (BYOD)

Guidelines:

Students and parents/guardians participating in B.Y.O.D. must adhere to Elk Elementary Center's Guidelines, the Student Code of Conduct, Student Handbook, Acceptable Use Policy and all Board Policies, particularly Internet Acceptable Use.

Each teacher has the discretion to allow and regulate the use of personal devices in the classroom and on specific projects.

Approved devices must be on silent mode while on school campus, unless otherwise allowed by a teacher. Headphones may be used with teacher permission.

Devices may not be used to cheat on assignments, quizzes, or tests or for non-instructional purposes (such as making personal phone calls and text messaging).

Students may not use devices to record, transmit, or post photographic images or video of a person or persons on campus during school hours or during school activities, unless otherwise allowed by a teacher.

Devices may only be used to access computer files on internet sites which are relevant to the classroom curriculum.

Students and Parents/Guardians acknowledge that:

The school's network filters will be applied to a device's connection to the internet and any attempt to bypass the network filters is prohibited.

Elk Elementary Center is authorized to collect and examine any device that is

suspected of causing technology problems or the source of an attack or virus infection.

Students and parents should be aware that devices are subject to search by school administrators if the device is suspected of a violation of the student code of conduct, school, county, or state policies. If the device is locked or password protected the student will be required to unlock the device at the request of a school administrator.

Printing from personal devices will not be possible at school.

Personal devices must be charged prior to school and run on battery power while at school. Charging of devices will not be permitted at school.

Lost, Stolen, or Damaged Devices:

Each user is responsible for his/her own device and should use it responsibly and appropriately. Elk Elementary Center and Kanawha County Schools take no responsibility for stolen, lost, or damaged devices, including lost or corrupted data on those devices. While school employees will help students identify how to keep personal devices secure, students will have the final responsibility for securing their personal devices. Please check with your homeowner's policy regarding coverage of personal electronic devices, as many insurance policies can cover loss or damage.

Usage Charges:

Elk Elementary Center is not responsible for any possible device charges to your account that might be incurred during approved school-related use.

STUDENTS ASSISTANCE TEAM MEETINGS

Student Assistance Team Meetings (SAT), are held to discuss students who are experiencing difficulty with academic, attendance, social skills or other issues. The team consists of the SAT coordinator, the child's teacher or teachers, the principal, the counselor, the school psychologist, the social worker, the parent/guardian, and others as needed, such as the nurse or agencies with the student or family.

SCHOOLGY

Schoology is available for communication between staff and families. Families will be assigned a log-in and password to access this sight for viewing of grades.

Elk Center Community Education

Third Base: Operates after school until 5:50pm. Children participate in various events throughout the week: tutoring, homework time, swimming, table tennis, DDR, video games, snacks, and computers. For fees, please see contact information below.

Summer Camp Program: This program begins following the closing of school for summer vacation. Hours of operation are from 6:30am to 5:50pm. Field trips are taken weekly. For fees, please see contact information below. For more information, please call Kanawha County School's Community Education office at 304-766-0378.

I have read Elk Elementary Center's Handbook for the 2022-2023 School Year. In addition, I have reviewed the school's rules and policies with my child including the weapons and technology policies.

School Rules

I will respect myself, others, and property **I will be on time and prepared**

I will listen and follow directions **I will walk and talk quietly**

I will keep my hands, feet, objects and ugly words to self

Weapons According to the WV Code of Conduct, a student will not possess a firearm or deadly weapon on any school bus, education building, structure, facility, school-sponsored function, or in route to/from school. A “deadly weapon” means any device intended to cause injury or bodily harm, any device used in a threatening manner that could cause injury or bodily harm, or any device that is primarily used for self-protection. For the purposed of this policy, deadly weapon also includes any instrument which is designed to be used to produce serious bodily injury or death, or is readily adaptable to such use. Examples of such weapons include, but are not limited to “gun,” pellet gun, BB gun, razor, mace, chains, pipes, fake bombs, or any size knives.

Technology I understand and will abide by the technology policy and guidelines stated in Elk Elementary Center's Student Handbook. I further understand that any violation is unethical and may result in the loss of my network and/or device privileges as well as other disciplinary action. During the course of the school year, additional rules regarding the use of technology and personal technology devices may be added.

Parent Signature & Phone Number

Date

Student Signature, Grade, & Teacher

Date

COMPLETE AND RETURN THIS PAGE TO YOUR CHILD'S TEACHER.