

PARENT & STUDENT HANDBOOK 2021-2022



“Guiding Students of Today to Be the Scholars of Tomorrow.”

**Grandview Elementary School
959 Woodward Drive
Charleston, WV 25387
Phone: (304) 348-1928**

Principal: Sharon Brooks

Free Breakfast and Lunch for Pre-K – 5th Grade

HABITS OF SCHOLARS

Responsibility

Teamwork



Critical Thinking

Compassion

Perseverance

Our Vision is: Grandview Scholars are *Responsible* and *Compassionate* enough to fly in use *Critical Thinking* and *Perseverance* while stuck, and celebrate our *Teamwork* as we soar above.

2021-2022

Staff Directory

2021-2022

Staff Directory

Principal	Sharon Brooks	sbrooks@mail.kana.k12.wv.us
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Resource	Jennifer Musgrave	jmusgrave@mail.kana.k12.wv.us
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Title I Reading	Susan White	smwhite@mail.kana.k12.wv.us
Title I Basic Skills	Jamie Coche'	jcoche@mail.kana.k12.wv.us
Student Support	Hannah Moss	hmoss@mail.kana.k12.wv.us
Art Integration	April Noble	anoble@mail.kana.k12.wv.us

Librarian	Peace Bailey (Monday, Tuesday, Wednesday)	pbailey@mail.kana.k12.wv.us
P.E.	Aaron Fiddler Tuesday and Thursday (Friday, 1 st and 3 rd Nine Weeks)	afiddler@mail.kana.k12.wv.us
Music - Monday	Gail Kennedy	gkennedy@mail.kana.k12.wv.us
Music - Friday	Richard Kendall	rkendall@mail.kana.k12.wv.us
Art-Thursday	Angelina Ashley	aashley@mail.kana.k12.wv.us
Speech	Jeanette Love	jlove@mail.kana.k12.wv.us
Speech	Jeannie Akers	mplatt@mail.kana.k12.wv.us
Nurse	Teresa Ryan	tryan@mail.kana.k12.wv.us
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Transformation Specialist	Kelly Haynes	ehaynes@mail.kana.k12.wv.us
Social Worker	Genel Austin	gaustin@mail.kana.k12.wv.us
Elementary Superintendent	Mellow Lee	mdlee@mail.kana.k12.wv.us

PTO Leaders for 2021-2022 – we will visit this later

Parent Volunteer Group

The Grandview Elementary Parent Group serves as a support system for the school. This organization plans and presents programs of interest to parents, teachers, and leads the school in fund-raising projects to provide basic and enrichment materials and equipment for children at Grandview.

Contact any officer for information about events and activities. The Parent Group works in collaboration with LSIC to ensure excellence in education at Grandview. Please be a part of this important decision-making body. Our school's success depends on an active parent teacher organization!

Local School Improvement Council (LSIC)

The Local School Improvement Council is a decision-making body, mandated by state legislation that reviews the goals and activities of the school and may sanction special requests to the County and State for exceptions to State and County policies. It is the responsibility of this council to assure that there is input from representatives of the entire community for decisions on programs to improve the educational opportunities for Grandview Elementary School children. This council establishes goals each year to support school goals for achievement and safety. Activities are then developed and implemented with support of the PTO to benefit Grandview Elementary children and families.

Daily Schedule

7:10	Doors open; students get breakfast and head to the classroom
7:30	No one will be walking toward the door- students should be in the room ready to go
7:40	Crew Begins
1:45	No student will be able to sign-out, due to debriefing the day and getting ready to be dismissed to their designated area.
2:00	Dismissal

Please check your child's class schedule for Reading/Language Arts and Math times. If appointments must be made during the school day, please try to work around those times. Thank you for your cooperation. Your child should be dropped off before 7:30 in order to make sure he/she is in the room, unpacked and ready to work at 7:30.

Arrival Procedure

If your child arrives after 7:40, please accompany him/her to the front door to sign in. **Instruction begins at 7:45 am, which means your child should be unpacked, breakfast finished, and ready to start the day.** We will have a staff member at the cross walk from 7:15-7:40. If the staff member is not at the cross-walk, you **MUST** walk your child in the building for safety reasons. You may pull up in any lane to drop off. If you need to help your child out of the car, please park in the lower lot in a designated parking spot so that you do not hold up traffic. No student may be dropped off before 7:15 – our 7:15 bell can be heard in the parking lot.

Dismissal

Students being picked up will be dismissed at 2:15. You will have a car tag with your child's name on it that must be displayed at pick up. If you do not have the tag you will need to show ID. This is for added security. Do not pull onto any part of the parking lot before the bus pulls onto the lot.

Early Departure

Early Departure shall mean departure by a student before the appointed time for the closing of school (2:15). Students must make up work missed for leaving early. Out of area students may have their transfer status revoked if they are consistently tardy or absent, or become chronic behavior problems.

Changes in dismissal location

Permission notes are required when children are to go anywhere other than directly home. These notes must be given to the classroom teacher. If a child is going to another child's house, both children must bring a note. If changes in departure are necessary, a dated and signed note must be sent in the morning to the teacher. Persons picking up children from school must present a photo ID and be listed on the emergency card or have a car/bus tag and be over the age of 18. You may add a "secret" code on the emergency card for those occasional last minute pick-up changes. This is a way we can verify who is on the phone when making a transportation change.

After-School Child Care – Third Base

Students who need supervision after the regular school day may participate in an after-school program sponsored by Kanawha County Schools Community Education. The after-school program **WILL NOT BE OPEN** on the days that school is cancelled or dismissed early due to weather conditions.

Field Trips/Permission Slips

Field trips are scheduled to give students opportunities for learning experiences outside the school setting. It is not a requirement, but a privilege, for students to attend field trips. Therefore, everyone

must obey all safety and behavior procedures to expect to participate. Any time a student's behavior interferes with the education process for himself/herself or other students, the administration has the authority to exclude the student from any field trip and provide an appropriate education at the school. Each field trip requires the teacher to have with them the signed field trip permission slip form provided to the parent by the school. It is your child's responsibility to return the slip. Permission for field trips cannot be given over the telephone or on hand-written slips. If your child does not return the permission slip, he/she will remain at the school under appropriate supervision with educational materials available. We will not call parents on the day of the trip to get permission for children to go.

Legal / Custody Orders

Legal papers are required to be on file at the school when custody issues prevent certain adults from having access to students/ student records. Legal orders must be resubmitted when expired and also resubmitted at the beginning of every school year. Out of date orders will be discarded and will not be honored. Make sure your child's emergency card accurately reflects your legal order.

Winter Weather/Emergency Dismissal/Delay Information

If we have a 1-hour delay or a 2-hour delay, a light breakfast will be served.

1 hour delay - Doors will open at 8:15 a.m. – Classes begin at 8:45 a.m.

2-hour delay - Doors will open at 9:15 a.m. – Classes begin at 9:45 a.m.

The bus will pick up your child 1 hour (*for 1 hour delay*) or 2 hours (*for 2-hour delay*) later than the normal bus run.

Emergency School Dismissal

If school is dismissed early because of inclement weather or other emergencies, information about the closing will be communicated by radio, television, and a phone call through our parent link phone system. Every parent should discuss with their children where they should go if school is dismissed early and no one is at home. Please make sure your child knows of this pre-determined plan. Do not plan for you child to use the telephone as lines become very busy during early dismissal situations. Do not call the school during an early dismissal. The phone lines must be kept open for emergency incoming and outgoing calls. An emergency dismissal form for you to complete and return to school will be sent home on the first day of school. Please return to school immediately. Please send in any changes throughout the year. These forms will be kept on file and used any time there is an emergency dismissal.

Pre-School

For Applications: Please call 304-720-5819 or visit KCS website: <http://kcs.kana.k12.wv.us/kcs11/>

Home-School Partnership Communication

Success for students at Grandview Elementary is contingent on the Home-School Partnership. Teachers and parents share in the responsibility for children's education. Through open communications and a positive working relationship, we can have a successful school year. Methods of communication at Grandview Elementary include a Parent-Student Handbook, Schoology, Kickboard, weekly classroom newsletters, monthly menus and newsletters, homework sheets, folders, open house, PTO meetings, LSIC meetings, conferences, classroom visits, midterm and nine-week grade reports, possibility of retention notifications, Student Assistant Team meetings, Individual Education Plan meetings, discipline report forms, attendance letters, and many others. Teachers attempt to communicate frequently via notes, phone calls, email, and conferences. Please call the school whenever you have a concern so that we may address issues early on.

Attendance Policy

Attendance is vital to your child's success in school. We encourage parents to please make all appointments during after-school hours or on days when school is not in session. Your child is expected to bring a doctor's excuse or parent note for every absence, including being checked out early, since instruction does not end until the dismissal bell. Notes should include the date and reason for the absence. A maximum of 5 absences a year may be excused with a parent note. ALL other absences must have a doctor's excuse. The following are highlights of the KCS Attendance Policy (for the full policy:

<https://kcs.kana.k12.wv.us/common/pages/DisplayFile.aspx?itemId=25531536>)

- All excuses must be turned into the school office within 3 days of any absence
- 5 unexcused days absent - Legal notice mailed home
- 10 unexcused days absent - Truancy.

Illness

If your child has any of the following symptoms, please keep them home:

- Fever of 100 degrees or higher in the last 24 hours
- Vomiting, diarrhea, severe abdominal pain within the past 24 hours
- Undiagnosed rash or open skin lesions
- Untreated head lice
- Seizure within the past 3 hours
- Thick nasal discharge
- Frequent cough
- Severe sore throat
- Earache
- Redness or drainage from the eyes

Tardies to School

Punctuality to school and to class is of the utmost importance in the effective school. Indifferent attitude towards the practice of "getting there on time" generally carries over to the learning process. All students can learn, especially if they are in the classroom when instruction begins. Therefore, it is very important that students arrive to school on time. Being tardy not only affects your child, but it also disrupts the entire classroom. ***If a tardy pattern is established, a conference will be scheduled.***

Classroom/School Visitation

It is the policy of Grandview Elementary School to promote safety and order within the school to provide a learning environment. Our goal is to afford our staff reasonable opportunities to communicate with parents and/or guardians. In balancing these interests, the regulation of visitors is necessary. Therefore, the following procedures are necessary:

1. Any person visiting Grandview shall sign in at the office.
2. All visitors shall sign his or her name to the visitor's log.

Parents, we welcome you to have lunch with your child at school. Please notify the school secretary by 8:15 a.m. of the day you will attend. Cost is as follows:

Breakfast for adults	\$3.25	Lunch for adults	\$4.25	Extra milk or juice	\$.45
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Grading System and Reporting

You may check grades at any time using Schoology. The following scale will be used to determine grades:

Kindergarten – 1st grade

S - Satisfactory (approx. 70-100%) (equal to A, B, C)
equal to a D or E)

N – Needs improvement (69% & below,

Blank indicates skills not assessed at this time.

2nd – 5th grade

A (Excellent progress)	90-100%	B (Above Average Progress)	80-89%
C (Average Progress)	70-79%	D (Below Average Progress)	60-69%
E (Unsatisfactory Progress)	below 59%	Blank denotes a subject not assessed at this time.	

IMPORTANT NOTICE: Final report cards will be given out on the last day of school only. We do NOT mail report cards unless you send a self-addressed envelope to your child's teacher before the last day of school. Report cards not given out or mailed are kept in the school's office.

Homework Policy

Homework is a good opportunity for children to receive the extra practice and reinforcement necessary for mastery of a skill. Parents can provide invaluable help by providing a quiet study area with materials and by reviewing, not doing, children's homework. This will help parents increase awareness of skills children are learning in school. Observing children as they do homework will provide insight into their achievement levels and work habits. The following are time allotments for homework at each grade level recommended by Kanawha County Schools:

Grade K	15 minutes	Grade 1-3	30 minutes	Grades 4-5	1 hour
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Items to School

Students are only permitted to bring items from home that are necessary for schoolwork. Spinners, cubes, games (Nintendo, PSP, Gameboys, Switch, etc.), Ipods, MP3 Players, Trading (any kind) cards, balls, skateboards, scooters, heelys, dolls, stuffed animals, etc. are NOT permitted unless approval is given by the teacher for a reward day.

Parties/Gifts/Flowers

KCS allows two parties for students: Halloween and Valentine's Day. Although well-supervised younger siblings may attend with their parents, **other school age children and middle school or high school students may not attend any party, assembly, or field day.** Any high school community service activity must be cleared with Mrs. Sharon in advance. Birthday parties during school are not permitted. Birthday invitations may be given out in the classroom (by the teacher) only if **every** child in the room is invited. Flowers and balloons for students will not be accepted at the school. Please do not bring them to parties – the homeroom parents work very hard to assure that parties are equitable throughout the school. Please arrange for these to be delivered to the child's home.

Peanut-safe School

KCE is a peanut-safe school. We do not serve peanut products in our school. Peanut allergy reactions can be very serious, even life-threatening. If you send a peanut butter item to school with your child, please also send a note to the teacher informing her or him. Thank you for keeping us alerted and keeping students safe.

Lost and Found

The school maintains a lost and found department where articles may be claimed. It is advisable that parents mark their children's clothing for easy identification. Unclaimed items will be given to someone who needs them at the end of each nine weeks. School officials will not assume responsibility for lost articles or money.

Money sent to school

It is suggested that children bring only the amount of money necessary for any given day. Please send in a plastic ziplock bag or sealed envelope labeled with your child's name.

Library

The library provides several services, resources, and materials to students, parents, and faculty. The Library teacher aids students in selecting appropriate and interesting reading and resource materials. She teaches reading, library, reference, and research skills to each class during a scheduled class period each week.

1. Books may be exchanged during the regular book exchange period, and should be returned on time.
2. Parents are responsible for lost or damaged books, magazines, equipment, and materials.
3. Students should display appropriate library behavior such as quiet voices and proper care of resources.

Textbooks and Instructional Supplies

Children in Kanawha County Schools receive free textbooks and some instructional supplies. We need help from parents to urge students to care for books and materials properly. Many students must use each schoolbook over a six-year cycle, so it is important that books not be lost or damaged. Lost or damaged textbooks or materials must be replaced and paid for by the student's parents.

Updating School Records

For your child's well-being, it is very important that our school records be kept up-to-date. At any time, if there is a change in your address, telephone number, or any of the other information on the emergency card, we ask that parents and guardians contact the school as soon as possible. In order to safeguard children, they will not be released from school without written permission from the parent. Children will not be dismissed to leave with any person not identified on the emergency card.

Dress Code

Student dress should be comfortable and in good taste. Clothing advertising alcoholic beverages and tobacco products or containing inappropriate language or messages will not be permitted. No undergarments or private areas may be shown, midsection may not be shown, and nothing see through. It is important to put your child's name in their clothing (especially coats/jackets). KCS policy link: <https://kcs.kana.k12.wv.us/common/pages/DisplayFile.aspx?itemId=25531570>

Additionally, at Grandview Elementary students cannot be on the outside playground equipment or participate in PE unless they have on tennis shoes. Student's grades will be affected for not wearing appropriate shoes to participate in PE.

Students will Cell Phones

Grandview Elementary students may not have cell phones out during the day. They must be turned off and in the backpack during the day. KCS policy link: <https://kcs.kana.k12.wv.us/common/pages/DisplayFile.aspx?itemId=25531548>

Bullying Policy

Please encourage your child to report any issues to the teacher or counselor. The staff at GES will investigate and handle immediately. KCS Policy link: <https://kcs.kana.k12.wv.us/common/pages/DisplayFile.aspx?itemId=25531548>

Student Assistance Team

A student can be referred by the school or parents to the Student Assistance Team (SAT) for any of the following reasons:

- Does not seem to benefit from regular classroom instruction and may need a special program.
- Does not achieve at a level commensurate with his ability.

- Appears to be maladjusted emotionally and/or socially as seen in his individual and/or interpersonal behavior.
- Exhibits exceptional ability or talent and would benefit from a special program.

BUS

Kindergarten, 1ST, 2nd, and 3rd grade students **must** have an adult at the bus stop or the child will be brought back to the school.

The Kanawha County School Bus **Identification Safety Tag Program** is optional. This program is additional security. It provides the student and adult a bus tag. Both parties **MUST** have the tag in order for the child to get off the bus. If you are a parent at the stop without the tag- you can't have your kid without it. If you are interested in this program, please call the school and ask for the form. We will also post it under resources on schoology for download.

School Social Services

Parents, life is full of challenges for both children and adults. How we cope with those challenges can affect the amount of physical and emotional well-being we enjoy as an individual and as a family, daily. Everyone in life, regardless of who we are, experiences problems in their lives at one time or another. Even when seemingly only one person within the family is having problems, the other family members often feel the effects. Sometimes children and/or parents need new skills in order to learn coping techniques or to make needed positive changes in their lives. We encourage you to call the school social worker for referral assistance.

Medications

We are asking for your cooperation regarding giving medication at school. We ask that you comply with the following guidelines:

- A written order form for each medication must be completed by your child's physician and returned to school before school personnel will give medication. This must be updated each school year.
- Each medication must be sent to school in a properly labeled container from the pharmacy.
An adult must bring in to the office.
- Medicines that will be given for short periods of time (i.e. antibiotics) can be administered, if the physician will write an order on a prescription form or other signed document. All medications that are given for longer than three weeks must have a medication form signed by the physician. If possible, please encourage your physician to prescribe time-released medicine so medicine will not have to be administered at school.
- Send only a three-week supply of medication to school.
- Non-prescription medicines, such as aspirin and cough medicines, ointments, creams, or lotions **WILL NOT** be given without a note from the parent/guardian.

Lice

The Kanawha County Schools Policy on pediculosis states that students with infestations of live lice will be sent home and must be treated. Before returning to the classroom, the parent should bring the child to the nurse or principal (or designee) to be checked and approved to return to school. The home, pillows, stuffed animals, etc. must be cleaned to rid it of possible infestation. If a student is identified as being infested, that student's siblings, locker partners and close playmates should be checked. Confidentiality of infested students will be maintained at all times. It is the policy of Grandview Elementary that parents will be informed of a lice problem if more than 3 students in a class have been identified as having lice. After a child is sent home with a case of head lice, and the parent/guardian is informed of the treatment policy, a maximum of two excused absences will be allowed to complete the treatment process.

Parent Responsibilities:

- Arrange, if possible, for an infested student to be transported home
- Appropriately treat student with a pediculicide, remove nits, treat other infested family members and do all appropriate house cleaning to rid the house of possible head lice infestation.
- Check all children periodically for signs of head lice. Notify school if you determine that your child has head lice.

Behavior / Discipline

Grandview Elementary Staff regards discipline as a learning process by which the student is guided in the development of self-control and being accountable for his/her actions.

As a public school, it is our responsibility to provide a climate in which students can learn. Therefore, the continuous and persistent misbehavior of one or more students must not be allowed to exist to the detriment of the majority. We will share a pamphlet on our Positive Behavior Program. All CLES students have been read the Kanawha County Board of Education Policy, Student Behavior, which includes sections dealing with *weapons* and *bullying*.

The Weapon's Policy and the Bullying Policy will be reviewed in each class at Grandview Elementary during the first week of school, as well as being reviewed through Counselor lessons throughout the year. The school will keep a form on file, verified by each student's signature, that he/she is aware of this policy and the consequences of violating the policy. It will also be reviewed with new students at the time of enrollment.

KCS policy link: <https://kcs.kana.k12.wv.us/common/pages/DisplayFile.aspx?itemId=25531548>

All students at Grandview will:

- Attend school faithfully and punctually
- Complete his/her assignments on time and work to his/her full potential
- Behave in a manner that does not disrupt classroom learning or the operation of the school
- Obey teachers, principals and others in authority
- Refrain from verbal abuse, aggressive or threatening behavior toward fellow students, guests, teachers or other school staff
- Refrain from the possession or use of any weapons, illegal drugs, alcohol or tobacco products.
- Demonstrate respect for school property.

STUDENT RECORDS

The parent or legal guardian of a minor student is entitled to knowledge of and access to all educational, medical or similar school records maintained in their child's cumulative folder.

Release of student information or transfer of records may take place only with the written consent of the parent or legal guardian. Information regarding federal, state and local policies about student records is available from school administrators.

TEXTBOOKS/ INSTRUCTIONAL MATERIALS

Every elementary child in Kanawha County Schools is eligible for free textbooks. We feel that in helping to develop responsibility in children, we need to strongly encourage them to take good care of books and other materials. *If a book is lost or damaged, a child is required to pay for the book.*

TOBACCO CONTROL

No person shall distribute or use any tobacco product in any building or property owned or operated by the Kanawha County Board of Education. This applies to any private buildings or property including vehicles used for school activities when students and staff are present.

Water Bottles

Water bottles should be brought to school every day by every student. They should be taken home and washed weekly.

Parent/Educator Resource Center

The Parent/Educator Resource Center (PERC) provides families, educators and the community with information, training, and support to work in partnership for each child's educational success. Their office is located at the Edison Center in South Charleston. You may contact them at 348-7715 or e-mail them at perc@kcs.kana.k12.wv.us. They sponsor an ADHD support group, provide assistance and information regarding special education and have a lending library of books and videos.

Discrimination Prohibited and Title IX Guidelines

As required by federal law and regulations, the Kanawha County Boards of Education does not discriminate on the basis of sex, race, color, religion, disability, marital status, 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 Samantha Hill, Title IX Coordinator, Kanawha County Board of Education, 200 Elizabeth Street, Charleston, WV 25311-2119, phone 348-1379; to Jim Mullins, Section 504 Coordinator, Kanawha County Board of Education, 200 Elizabeth Street, Charleston, WV 25311-2119, phone 348-1366; to Elimination of Sex Discrimination Program Coordinator, 558-7864 or the U.S. Department of Education's Director of the Office of Civil Rights, (215)596-6795.

Notice of Non Discrimination Based on Disability

Kanawha County Schools does not tolerate acts of harassment, including harassment based on disability. Kanawha County Schools is committed to conducting a prompt investigation of allegations of harassment and encourages any individual who believes he or she has been subjected to harassment or a hostile environment based on disability to report these allegations to the District. Any individual may report allegations of harassment and/or discrimination based on disability to either: Sharon Brooks/Marisa Winfree or the 504 Coordinator of Kanawha County Schools at 304-348-7740. Any individual found to have engaged in harassment or other acts that create a hostile environment based on disability will be subject to prompt disciplinary action, which may include, if circumstances warrant, suspension, expulsion or termination. Kanawha County Schools encourages all students, parents, teachers, administrators and staff to work together to prevent harassment of any kind.