

Clendenin Elementary

Parent/Student Handbook

Cultivating Excellent Students



MISSION and VISION STATEMENTS

Mission:

Cultivating Excellent Students

Vision:

1. All students can achieve personal success by empowering them through student engagement.
2. Communities, parents, teachers, and students are all part of the educational team and must all contribute to prepare students for post-graduation success. (Family Involvement)
3. Our school is a safe and nurturing community where we value student individuality and personal growth by encouraging respectfulness and compassion as part of developing relationships. (Social and Emotional Development)

CLENDENIN ELEMENTARY STAFF

<u>STAFF NAME</u>	<u>ROLE</u>	<u>EMAIL ADDRESS</u>
Angel Gurski	Principal	agurski@mail.kana.k12.wv.us
Sherri Shaffer	Secretary	sshaffer@mail.kana.k12.wv.us
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Elizabeth Webb	Nurse	ewebb@mail.kana.k12.wv.us
Royce Bradley	Speech Therapist	royce@linguacare.com
Cathy Clendenin	Pre-K Teacher	cclendenin@mail.kana.k12.wv.us
Krissy Johnson	Pre-K Teacher Assistant	kdjohnson@mail.kana.k12.wv.us
Suzanne Hall	Pre-K Teacher	snhall@mail.kana.k12.wv.us
Debby Arbogast	Pre-K Teacher Assistant	darbogast@mail.kana.k12.wv.us
Kara Payne	Kindergarten Teacher	kpayne@mail.kana.k12.wv.us
Melissa Young	Kindergarten Teacher Assistant	mlyoung@mail.kana.k12.wv.us
Amanda Whitlock	Kindergarten Teacher	awhitlock@mail.kana.k12.wv.us

Valerie Ross	Kindergarten Teacher Assistant	vrross@mail.kana.k12.wv.us
Krystal Carper	1 st Grade Teacher	kcarper@mail.kana.k12.wv.us
Lori Monk	1 st Grade Teacher Assistant	lmonk@mail.kana.k12.wv.us
Whitney Loudon	1 st Grade Teacher	wloudon@mail.kana.k12.wv.us
Cathy Elmore	1st Grade Teacher Assistant	celmore@mail.kana.k12.wv.us
Marci Whitehair	2 nd Grade Teacher	mwhitehair@mail.kana.k12.wv.us
Angela Coe	2 nd Grade Teacher	apwarner@mail.kana.k12.wv.us
Ami Palmer	3 rd Grade Teacher	apalmer@mail.kana.k12.wv.us
Lynette Lucas	3 rd Grade Teacher	llucas@mail.kana.k12.wv.us
Lori Cutlip	4 th Grade Teacher	llcutlip@mail.kana.k12.wv.us
Chris Atkins	4 th Grade Teacher	catkins@mail.kana.k12.wv.us
Gregory Johnson	4th Grade Teacher	gdjohnson@mail.kana.k12.wv.us
Donna Shamblin	5th Grade Teacher	dshamblin@mail.kana.k12.wv.us
Sara Workman	5th Grade Teacher	sbworkman@mail.kana.k12.wv.us
Michelle Callen	Title I Basic Skills Teacher	mcallen@mail.kana.k12.wv.us

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Melissa Huffman	Resource Teacher	mdhuffman@mail.kana.k12.wv.us
Sharyl Pike	Physical Education Teacher	spike@mail.kana.k12.wv.us
Josh Humphreys	Music Teacher	jhumphreys@mail.kana.k12.wv.us
Hillary Lancaster	Library Teacher	hlancaster@mail.kana.k12.wv.us
Vacant	Art Teacher	
Brandy Mullins	Head Cook	bdmullins@mail.kana.k12.wv.us
Sheila Murdock	Cook	smurdock@mail.kana.k12.wv.us
Clarissa Keaton	Cook	ckeaton@mail.kana.k12.wv.us
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Rex Olive	Custodian	rolive@mail.kana.k12.wv.us
Tim Murdock	Custodian	tmurdock@mail.kana.k12.wv.us
Matt Jarvis	Custodian	dmjarvis@mail.kana.k12.wv.us

TIME OF ARRIVAL

Student Arrival 6:45-7:15am

Students should be in their classrooms ready to begin at 7:20

Tardy Bell Rings / Instruction Begins at 7:20am

CLEDENIN ELEMENTARY CENTER DAILY SCHEDULE* (Subject to Change)

6:45	Student Arrival and Breakfast in the Classroom
7:20	Tardy Bell/Morning Announcements
10:20-10:50	2nd & 3rd Grade Lunch
10:55-11:25	K & 1st Grade Lunch
11:30-12:00	4th & 5th Grade Lunch
1:50pm	Dismissal for Bus Students
2:00-2:10pm	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.

CURRICULUM INFORMATION

The elementary curriculum provides students with a strong foundation in the fundamentals of reading, writing, mathematics, and 21st Century learning skills. Students also receive instruction in the areas of science, social studies, art, music, physical education, and health. As early as kindergarten, students are involved in career awareness activities. Technology is integrated into instruction and the work students do throughout the day. Elementary students are also engaged in character education and multicultural activities throughout the school year. Elementary schools will use My Math as the math program and MyView/Savvas Literacy Program for reading. Student progress is monitored throughout the year by using assessments such as DIBELS, Success Maker and benchmark tests. Small-group intervention and enrichment is provided to students based on these results. Clendenin Elementary also receives services from Title I funds. Title I programs are designed to improve teaching and learning for low achieving students in high poverty schools so they can

meet 12 challenging academic content and performance standards. Funds are allocated based on the percentage of students at poverty level. Staff development workshops and conferences are held throughout the year to train teachers in effective, research-based teaching methods and strategies. Many teachers are also involved in writing grants that help bring new programs to their schools.

COUNSELING AND GUIDANCE

Our school counselor is available for small group counseling, individual counseling, and guidance lessons. Please call the school if the counselor can be of help to you. (304) 965-5501.

CONFERENCE

Parent-Teacher conferences promote good understanding between home and school. Kanawha County Parent-Teacher Conferences are scheduled during the 2nd semester. 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, PTO 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.

PROGRESS REPORTS

Mid-term progress reports are available through Schoology for parents at all times. Grade report cards will be issued at the end of each nine-week grading period.

ROBOTICS PROGRAM FOR GRADES 3, 4, AND 5

The Robotics program at Clendenin Elementary works to expose students to mechatronic and software system applications that are the basis behind many 21st century technology professions that we see around us today. By encouraging students to take control with the program's student-centered philosophy, they are able to drive the engineering design process. Through its problem-based learning models, the courses set up dynamic learning experiences that keep the students engaged throughout the entire class. The courses are complemented by 2 cooperative competition platforms (the VEX IQ Challenge, and the VEX Robotic Competitions) that work as formative assessment tools and help them determine next action steps that will drive the groups 22 creative process. Competitions accomplish this, while also encouraging the development of student teamwork, cooperation, communication, and problem-solving skills. The program's ability to sustain student success will ensure our students will leave Clendenin Elementary having gained translatable skills that will enable them to adapt quickly to an increasingly technologically advanced workforce.

ARCHERY PROGRAM

The Clendenin Archery Program promotes instruction in international-style target archery, to improve educational performance and participation in the shooting sports among students in 4th and 5th grades. Through the program, students learn focus, self-control, discipline, patience, and the life lessons required to be successful in the classroom and in life.

SPECIAL EDUCATION

Clendenin Elementary provides programs for identified students with disabilities, regardless of the severity of their disability, gifted students from first through fifth grade. CES procedures are consistent with federal and state law including formal procedures for searching and screening students who are eligible for exceptional education services. These procedures include due process guidelines that are followed in all cases where the parents/adult students do not agree with their child's program or placement. The Procedural Safeguards are available on the KCS website under the Exceptional Students Department. Each identified student will have an IEP meeting at least one time a school year to determine the appropriate services. A re-evaluation is conducted every three years to determine continued eligibility for special education services. Through KCS, Clendenin Elementary is provided with special education process specialists, school psychologists, Speech Language Pathologists, Occupational Therapists, Physical Therapists, and Itinerant support personnel certified in Autism, TBI, HI, VI, and Preschool to meet the needs of the students. The Kanawha County Board of Education has adopted Regulations for the Education of Students with Exceptionalities, WV Policy 2419 effective September, 2017 for the implementation of state and federal regulations for students with disabilities. Please contact the following offices for additional questions or information:

Preschool Special Needs, Developmental Delays (ages 3-5) 304-348-1353

Preschool Communication Disorders (ages 3-5) 304-720-5810 or 304-766-0355

All others please call the Special Education Office 304-348-7740. Fax number: 304-348-6671

PARENT COMMUNITY RESOURCE CENTER (PCRC)

The Parent Community Resource Center (PCRC) of Kanawha County Schools is staffed by a team of parents and educators. The purpose of the PCRC is to assist all parents and school staff of children preschool through grade 12. The mission of the PCRC is "working together to build relationships between families, educators, and the community for greater student achievement". The address is 157 2nd Avenue, South

Charleston, WV. The PCRC provides information, assistance, training, and referrals to parents and educators which will empower parents and educators to make informed decisions regarding the education of children. The PCRC also provides general information to the community about Kanawha County Schools and connects families and educators with community resources and services. Individual assistance is available to parents for SAT, IEP, 504, transitioning from WV Birth to Three into the KCS school system, and any other type of meeting at a parent's request. Informed, effective parents and educators working together for students present a powerful, positive team. The PCRC has a library of materials which focus on child/family issues, general education and specific disability information. The PCRC offers training on such topics as Understanding Special Education (U.S.E. course), which is a 3 ½ hour session that explains educational rights and responsibilities during each phase of the special education process and helps families learn how to work in partnership with school personnel. Other workshops include: Home Tips (Help, Organize, Manage, Enjoy homework time), Cybersafety: Texting/Sexting; Living With 10 to 15 Year Olds; Behavior Management Techniques; How to Help Your Child with Homework; and Parenting Children and Teens with ADHD. The PCRC team is available to present these trainings in schools or other community locations. Sessions are free and open to all. Training is available during daytime and evening hours. For more information or if you would like a brochure contact the PCRC at 348-7715 or email perc@mail.kana.k12.wv.us for assistance. Business Hours: Monday -Friday 8:00 am - 4:00pm. Also available after 4:00pm by appointment. Kanawha County Schools Parent and Family Engagement Policy 2021 - 2022

DISMISSAL PROCEDURES

Parents who pick up children on a regular basis **MUST** wait in the car line. Please do not park and walk up to the building because this creates 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 1:20 p.m. Students cannot be signed out after 1:30pm 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.

****We require that on ANY occasion, and for ANY reason, when a child has a dismissal change (riding a different bus, car pick up instead of bus, bus instead of car pick up, change in pick up person in car line, attending 3rd base or not attending 3rd base) the child MUST bring a note signed and dated by the parent/guardian. If an emergency occurs and you must call (this should only occur in the case of an emergency), you will be asked to give your confidential password in order to be permitted to make the change. Please only share your confidential password with individuals that you list on the Critical Student Information Form as Emergency**

Contacts (Persons who may assume responsibility of your child if you cannot be reached).

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. Pupils may not ride buses other than the bus to which they are assigned. It is required that if you need to change your child's transportation from the normal routine, you send a note that lists the exact address where the student is going. The parent/guardian must sign and date the note which will be given to the office by the student's teacher and must be signed by administration before the bus driver will allow the student on the bus.

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 the driver and/or bus monitor on duty.
 - The use of profane and/or immoral language, tobacco, and alcohol are prohibited.
 - 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.
 - 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.

All Clendenin Elementary rules and policies must be followed while on any KCS property including the school bus. Upon a rule infraction, the bus operator will complete a Broken Rule Report that will be sent to the principal. Three or more infractions can lead to suspension from KCS transportation services. Please note that ALL students must complete HOW TO BE A STAR PLAYER ON THE SCHOOL BUS form in order to ride the school bus even if KCS Buses are not how they get to school and back. Clendenin Elementary uses KCS buses to transport students for field

trips.

If you need assistance with bus information call the Elkview bus garage at (304) 348-1991.

To look up your child's bus number and times buses run go to the following website:

<http://edulog.kana.k12.wv.us/liveweb/webquery/>

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.
- 25.01.2.11^a Violation- Denial of transportation privileges pending restitution and conference with parent or custodial guardian.
- 25.01.2.22^a 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 Critical Student Information form 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 will ask for the confidential password that was listed on the Critical Student Information form.

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 or placed 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/guardian is required. The note must specify the change and be approved by the principal. End of day phone calls requesting dismissal changes are **strongly discouraged**.

****The transportation office requires an adult to be present at the bus stop with students in preschool through 2nd grade. Please ensure you are on time to pick your**

child up from the bus stop. Students that do not have an adult to get them off the bus will be taken back to the school to wait for a parent/guardian to pick them up. After 3 infractions, the student will be denied bus privileges and the parent/guardian will need to pick the child up in the car line. Buses load Clendenin Elementary School at 1:50 and leave the school at 2:00. Car riders dismiss at 2:00.

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. The monthly school lunch menu can be found on the Kanawha County School webpage.

Outside establishment food is not permitted. Soft drinks, candy, glass containers, and aluminum cans are not permitted. Lunch and snacks brought from home must be nutritious. Milk may be purchased by students bringing a cold lunch.

PTO, LSIC, and Volunteers Needed

If you are interested in becoming a member of the Clendenin Elementary School Parent Teacher Organization (PTO), the Clendenin Elementary School Local School Improvement Council (LSIC), or volunteering at our school, please complete the Parent Volunteer form in your first day packet. Your interest and involvement are vital and appreciated.

Each class will need a homeroom parent. The homeroom parent works with the PTO President to plan class celebrations. We hold classroom celebrations two times per year: October and February.

Please join [Clendenin Elementary School PTO on Facebook](#). School Information is updated continuously.

BIRTHDAYS

It is our policy that flowers, balloons, cake, cup cakes, cookies, candy are not to be delivered or distributed to Clendenin Elementary 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 Clendenin Elementary School. We

encourage parents and guardians to participate in our PTO and LSIC. 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 in mind the confidentiality of other students. Teacher's desks, plan books, etc. may have materials that are personal to the students in their classes. Due to confidentiality, parents are not allowed to grade papers, record grades, etc.
4. School staff will ask for the confidential password.

PHYSICAL EDUCATION

All students are required by law to have Physical Education. Children are required to wear tennis shoes for Physical Education class. Students that do not bring tennis shoes for PE, will receive a zero for the day. ****If you need help with supplying tennis shoes for your child/children, please contact the school at 304-965-5501.**

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 the 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 are considered unsafe, and therefore, are not allowed to be worn by elementary students.**

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 radio, TV, or Parentlink 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 radio, TV, or Parentlink 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. The Critical Student Information form on file in the school office lists whom to contact in case of an emergency. PLEASE COMPLETE THE CRITICAL STUDENT INFORMATION 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.

SCHOOL MESSENGER

Kanawha County Schools uses a system called School Messenger to alert parents of emergencies, early dismissals, etc. The system is an automated system that calls the phone number that parents/guardians list on the Critical Student Information form. Please listen to the message in its entirety, as administrators send out vital important information that every parent/guardian needs to know. If you miss the call, check your parent portal of Schoology or the Clendenin Elementary Facebook page and the information will also be there.

SCHOOLGY KCS

Parents/Guardians will be given an access code the first week of school to join the parent portal of Schoology. The web address is <https://kanawha.schoology.com/home> Please check your student's grades and/or messages often. This is also a way to send a message to your student's teacher if you have any questions.

CLENDENIN ELEMENTARY PTO FACEBOOK PAGE

Please join the Clendenin Elementary PTO Facebook page. All information regarding CES is updated on this Facebook as well as the parent portal of Schoology. Parents are offered multiple avenues to be involved with your student's educational experience at Clendenin Elementary School.

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/people listed on the Critical Student Information form. It is critical that the Critical Student Information form be up to date.

ILLNESS

For the protection of your child and others, 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/diarrhea within the past 12 hours
- Severe sore throat and/or frequent cough
- Undiagnosed rash or skin lesions
- Redness or drainage from eyes
- Seizure within the past 3 hours
- Live lice (must be treated before returning)

LICE

Students with infestations of live lice will be sent home and must be treated before returning to the classroom. One of the most common problems in 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.

ATTENDANCE POLICY

In keeping with Clendenin Elementary's philosophy of what's best for students, 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 (by 7:20 am) and remain in school the full instructional day (until 1:50 pm).** 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 Clendenin Elementary.

Attendance will be entered each morning. You can expect an automated phone call if your child is not present (by 7:20 am). Keep in mind that tardies and early dismissals

remove your child from the classroom causing him/her to miss valuable instruction, which in turn affects his/her opportunity to learn content and master skills.

Kanawha County Schools Attendance Policy

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

If the child accumulates five (5) unexcused absences the parents/guardians will receive a written notice that they must contact the school (304) 965-5501, within 5 days of receipt of 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 ten (10) unexcused absences the Assistant Attendance Director shall file a truancy petition/complaint with a county magistrate.

With these statewide West Virginia Department of Education policies, it is very important for parents/guardians to ensure that the student has consistent school attendance. When an absence is necessary, parent/guardian is required to promptly submit any applicable doctor excuse within three (3) days of the day absent.

Keep in mind that any student arriving at Clendenin Elementary after 10:30 a.m. is considered absent one half day which accumulates to 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 the second truancy offense.

TARDIES

Students are to be in the classroom and prepared to begin class work by 7:20 am. Tardy students disrupt the entire classroom. If your child is tardy, you must report to the school with your child and sign him/her in. **DUE TO SAFETY CONCERNS, PLEASE DO NOT DROP YOUR CHILD OFF IN FRONT OF THE BUILDING, WITHOUT COMING IN TO SIGN HIM/HER IN.** Staff is located in the parking lot during morning arrival. If there is not a staff member outside, then the student must be accompanied by an adult to be signed in.

- Students that have been approved for OUT OF AREA will be required to adhere to all attendance and behavior policies in order to continue to attend the OUT OF AREA school.
- Tardiness due to medical or dental appointments must have a written excuse from the doctor's office.

STUDENT ABSENCES

When a student is absent, parents/guardians are asked to send in a physician's excuse within three (3) days upon returning to school. Physician notes may also be faxed to (304) 348-1125.

1. Physician's verification is received to support the extended time period. 19.03.3
2. 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. Absence-Not being physically present in the school facility for any reason.
3. Excused absence –Shall mean absences from school or individual classes due to:
 - . School approved curricular or co-curricular activities.
 - a. Failure of the school bus to run or other hazardous conditions.
 - b. Illness or injury of the student requiring physician's verification.
 - c. 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 within three (3) days of the absence.
 - d. Illness or injury within the family if verified by physician's note..
 - e. Calamity, such as fire in the home, flood, family emergency, or hazardous condition shall be approved by the school principal.
 - f. 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.
 - g. Leaves of education value adhering to these stipulations: (1) Prior approval of school administrator. (2) Prior submission and approval of educational plans detailing objectives and activities. (3) Leave not to exceed ten (10) days. (4) Verification of implementation of the educational plan upon student's return. . (5) Leave to extend more than ten (10) days requires County Board of Education approval.
 - h. Legal obligation with verification.
 - i. Observance of religious holidays with verification.
 - j. Contagious parasite conditions, such as lice, shall be excused absences not to exceed two (2) days per incident.

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, parents/guardians will be required to enter the school and sign the student out from the office. Office staff will alert the student's teacher and the teacher will send the student to the office to be signed out. Classroom instruction begins at 7:20 am and concludes at 1:50 pm.

MEDICATIONS

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, an 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.
- **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

Parents/Guardians will be contacted to pick up student for the following:

- Student has a temperature of 100 degrees or more
- Student has vomited or has diarrhea
- Student has eyes that are red, itching, and have drainage
- Student has an infected draining wound
- Student has a rash that may be contagious
- Student has active live head lice

On the Critical Student Information form, it is imperative to ensure the correct contact information is listed. If we are given incorrect information or the information isn't updated when changes occur, then we will have no way of contacting parent/guardian in an emergency and a referral will be made to the Assistant Attendance Director. Parents/Guardians must list names of persons who can assume responsibility for the student if the parent/guardian cannot be reached. It is the parent/guardian's responsibility to make arrangements for the student to be picked up within a reasonable amount of time (within 1 hour) of the call from the school.

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 Jeanne Ann Hersher, 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.

- Displays acceptable behavior as outlined in our discipline code
- Maintains acceptable classroom work habits

- Accepts responsibility (homework, preparation for tests and quizzes, returning library books on time, etc.)
- Exhibits self-control in and out of the classroom (such as in the lunchroom, on the playground, during breaks, on the bus, or walking to and from school)
- 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, & Health

A - Excellent (90-100%)

B - Above Average (80-89%)

C - Average (70-69%)

D - Below Average (60-69%)

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 at the 3rd nine week midterm time (February). Notices are to be signed by a parent/guardian and returned to school. A Student Assistant Team meeting will be held in the spring where the team, including the parent/guardian, decides if the student will be retained for the following school year.

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, students 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 than the above suggested time, you may want to conference with your child's teacher.

OPPORTUNITY TO MAKE UP WORK AND EVALUATIONS

All students are expected to make up work missed due to absences. Upon receiving makeup work from the teacher, students must submit the work within three days of the absence in order to be graded. 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

Students will bring home a folder (prek-1st) and agendas (2nd-5th). Please check and sign the folder/agenda daily to stay informed of student grades/homework/school information.

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.

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

Schoolgy is available for communication between staff and families. Families will be assigned an access code for the site within the first week of school.

STUDENT CODE OF CONDUCT

- Students at Clendenin Elementary shall behave in a manner that promotes a school environment that is nurturing, orderly, safe and conducive to learning and personal social development.
- Students will help create an atmosphere free from bullying, intimidation and harassment.
- Students will demonstrate honesty and trustworthiness.
- Students will treat others with respect, deal peacefully with anger, use good manners and be considerate of the feelings of others.
- Students will demonstrate responsibility, use self-control and be self-disciplined.
- Students will demonstrate fairness, abide by the rules, and will not take advantage of others.
- Students will demonstrate compassion and caring.
- Students will demonstrate good citizenship by obeying laws and rules, respecting authority, and by cooperating with others

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

POSITIVE BEHAVIOR INCENTIVE SYSTEM

Clendenin Elementary recognizes the need for students, teachers, administrators, and other school personnel to have a nurturing, orderly, safe, and stimulating educational environment. The purpose of these regulations is to provide the school with a policy of student conduct that will ensure an orderly and safe environment that is conducive to learning. These regulations also require that we respond promptly and consistently to incidents of harassment, intimidation, bullying, substance abuse and/or violence or other Student Code of Conduct violations in a manner that effectively deters future incidents and affirms respect for individuals. Any form of harassment, intimidation, bullying, substance abuse, violence, or other policy violation is unacceptable. Clendenin Elementary will implement KICKBOARD this school year as a way to promote and document social and emotional development. Students are taught self-management skills and rewarded for their progress. Students will earn incentives for making good, responsible, respectful decisions. The platform allows parents/guardians to see their student's progress, message school personnel, and be an integral part of the process of teaching proper behavior.

VIOLATIONS OF THE STUDENT CODE OF CONDUCT

*Discipline code and description	1 st Offense	2 nd Offense	3 rd Offense	4 th Offense

*Level 1 Cheating Deceit Failure to Serve Detention Inappropriate Behavior Inappropriate Language Disruptive/ Disrespectful Conduct Possession of Inappropriate Personal Property	Teacher complete Report for Broken Rule Teacher call home Teacher/ Student conference	Teacher complete Report for Broken Rule Teacher call home Teacher/ Student conference Refer student to Principal Admin/ Student conference 1 day of Lunch Detention	Teacher complete Report for Broken Rule Refer student to Principal Admin call home Admin/ Student conference 2 days of Lunch Detention	Teacher complete Report for Broken Rule Refer student to Principal Admin call home Admin/ Student conference 3 days of Lunch Detention
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<p>*Level 2</p> <p>Leaving School/Classroom Without Permission Habitual Violation of School Rules and Policies Profane Language/ Obscene Gesture/ Indecent Act Toward an Employee or a Student Physical Fight without Injury Insubordination Possession of imitation Weapon</p> <p>*Level 2 (continued)</p> <p>Possession of knife not meeting Dangerous Weapon Definition (WV code ?61-7-2) Technology Misuse Gang Related Activity</p>	<p>Teacher complete Report for Broken Rule</p> <p>Refer student to Principal</p> <p>Admin call home</p> <p>Admin/ Student conference</p> <p>1st Offense</p> <p>5 days of Lunch Detention</p>	<p>Teacher complete Report for Broken Rule</p> <p>Refer student to Principal</p> <p>Admin call home</p> <p>Admin/ Student conference</p> <p>2nd Offense</p> <p>3 days of ISS (In School Suspension)</p>	<p>Teacher complete Report for Broken Rule</p> <p>Refer student to Principal</p> <p>Admin call home</p> <p>Admin/ Student conference</p> <p>3rd Offense</p> <p>1 day of OSS (Out of School Suspension)</p>	<p>Teacher complete Report for Broken Rule</p> <p>Refer student to Principal</p> <p>Admin call home</p> <p>Admin/ Student conference</p> <p>4th Offense</p> <p>3 days of OSS (Out of School Suspension)</p>
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*Level 3 Battery Against a Student Harassment/Bullying/Intimidation Verbal Assault Against a Student Verbal Assault Against a School Employee Threat of Injury Against an Employee or a Student False Fire Alarm Defacing School Property/Vandalism Fraud/Forgery Possession/Use of Substance Containing Tobacco and/or Nicotine/Vape Imitation Drugs: Possession, Use, Distribution or Sale Sexual Abuse	Teacher complete Report for Broken Rule Refer student to Principal Admin call home Admin/ Student conference 3 days of ISS (In School Suspension)	Teacher complete Report for Broken Rule Refer student to Principal Admin call home Admin/ Student conference 3 days of OSS (Out of School Suspension)	Teacher complete Report for Broken Rule Refer student to Principal Admin call home Admin/ Student conference 5 days of OSS (Out of School Suspension)	Teacher complete Report for Broken Rule Refer student to Principal Admin call home Admin/ Student conference 10 days of OSS (Out of School Suspension)
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*Level 4				
Battery Against a School Employee Possession and/or Use of Dangerous Weapon	Teacher complete Report for Broken Rule	Teacher complete Report for Broken Rule	Teacher complete Report for Broken Rule	Teacher complete Report for Broken Rule
*Level 4 (continued)	1st Offense	2nd Offense	3rd Offense	4th Offense
Illegal Substance Related Behavior: Sale of Narcotic Use/Possession of Illicit Drugs Illegal Substance Use/Possession of Alcohol	Refer student to Principal Admin call home Admin/ Student conference Principal Discretion	Refer student to Principal Admin call home Admin/ Student conference Principal Discretion	Refer student to Principal Admin call home Admin/ Student conference Principal Discretion	Refer student to Principal Admin call home Admin/ Student conference Principal Discretion

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 weapons also include 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, pipes, fake bombs, or any size knives.

Technology

Students are required to abide by the technology policy and guidelines stated in Clendenin Elementary's Student Handbook. Any violation is unethical and may result in the loss of 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.

CLENDENIN ELEMENTARY 2022-2023

SCHOOL-PARENT COMPACT

Clendenin Elementary and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA) (participating children), agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards.

This school-parent compact is in effect during the 2022-2023 school year.

REQUIRED SCHOOL-PARENT COMPACT PROVISIONS

School Responsibilities

Clendenin Elementary School will:

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables our students to meet the State's student academic achievement standards by regular data reports sent home through Schoology and on paper.
2. Hold parent-teacher conferences (at least annually in elementary schools) during which this compact will be discussed as it relates to the individual child's achievement. Specifically, those conferences will be held via telephone, Schoology, or in person during Student Assistant Meetings and Parent/Teacher conferences which will be held on February 14, 2023
3. Provide parents with frequent reports on their children's progress. Specifically, the school will provide report cards every 9 weeks and daily access to Schoology.
4. Provide parents reasonable access to staff. Specifically, staff will be available for consultation with parents via telephone, Schoology, or in person between 2:15-2:45.
5. Provide parents opportunities to volunteer and participate in their child's education through PTO, LSIC, and Title 1 family events planned throughout the school year.

Parent Responsibilities

We, as parents, will support our children's learning in the following ways:

1. Log onto Schoology to monitor student's grades.
2. Monitoring attendance.
3. Making sure that homework is completed.
4. Monitoring amount of television their children watch.
5. Volunteering in my child's classroom.
6. Participating, as appropriate, in decisions relating to my children's education.
7. Promoting positive use of my child's extracurricular time.
8. Staying informed about my child's education and communicating with the school by promptly reading all notices from the school or the school district either received by my child, through Schoology, or by mail and responding as appropriate.
9. Serving, to the extent possible, on policy advisory groups, such as being the Title I, Part A parent representative on the school's School Improvement Team, the Title I Policy Advisory Committee, the District wide Policy Advisory Council, the State's Committee of Practitioners, the School Support Team or other school advisory or policy groups.

Student Responsibilities

We, as students, will share the responsibility to improve our academic achievement and achieve the State's high standards. Specifically, we will:

1. Do my homework every day and ask for help when I need to.
2. Read at least 30 minutes every day outside of school time.
3. Give to my parents or the adult who is responsible for my welfare all notices and information received by me from my school every day.
4. Maintain appropriate care of my iPad and display good digital citizenship.
5. Participate and work hard in class every day.
6. Respect adults and my peers.

Clendenin Elementary School will also:

Involve parents in the planning, review, and improvement of the school's parental involvement policy, in an organized, ongoing, and timely way.

Involve parents in the joint development of any schoolwide program plan, in an organized, ongoing, and timely way.

Hold an annual meeting to inform parents of the school's participation in Title I, Part A programs, and to explain the Title I, Part A requirements, and the right of parents to be involved in Title I, Part A programs. The school will convene the meeting at a convenient time to parents, and will offer a flexible number of additional parental involvement meetings, such as in the morning or evening, so that as many parents as possible are able to attend. The school will invite to this meeting all parents of children participating in Title I, Part A programs (participating students), and will encourage them to attend.

Provide information to parents of participating students in an understandable and uniform format, including alternative formats upon the request of parents with disabilities, and, to the extent practicable, in a language that parents can understand.

Provide to parents of participating children information in a timely manner about Title I, Part A programs that includes a description and explanation of the school's curriculum, the forms of academic assessment used to measure children's progress, and the proficiency levels students are expected to meet.

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

Provide to each parent an individual student report about the performance of their child on the State assessment in at least math, language arts and reading.

Provide each parent timely notice when their child has been assigned or has been taught for four (4) or more consecutive weeks by a teacher who is not highly qualified within the meaning of the term in section 200.56 of the Title I Final Regulations.

School Representative: Angel R. Gurski

Date: August 2022

Please complete and return to your child's teacher

Student's Name _____

Student's Teacher _____

I have read (or had read to me) Clendenin Elementary'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 as well as the School-Parent Compact.

_____	_____
Parent Signature & Phone Number	Date

_____	_____
Student Signature, Grade, & Teacher	Date

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