

2023-2024
Cedar Grove Elementary
Student/Parent Handbook



Debbie Mougues, Principal
200 John Street
Cedar Grove, WV 25139
(304) 949-1642 (phone)
(304) 595-2187 (fax)

Principal's Message...

Dear Cedar Grove Elementary Families,

I hope this letter finds you well and filled with excitement as we gear up for another fantastic school year at Cedar Grove Elementary. It is with immense joy and anticipation that I welcome you back to our vibrant learning community!

As your elementary school principal, I am truly honored to have the privilege of leading such an extraordinary group of students, parents, and staff. Cedar Grove Elementary is not just a school; it's a family, a place where young minds flourish, friendships are formed, and dreams take root.

Our dedicated team of educators has been hard at work preparing for this upcoming academic year. We have thoughtfully designed a curriculum that not only meets educational standards but also fosters a love for learning. We are committed to providing a safe, nurturing, and inclusive environment where each child can thrive academically, socially, and emotionally.

I encourage you to actively engage in your child's educational journey by attending school events, parent-teacher conferences, and volunteering opportunities. Your partnership is vital to your child's success, and we are here to support you every step of the way.

At Cedar Grove Elementary, we believe that every child is unique and has the potential to achieve greatness. Our goal is to empower each student to explore their talents, develop critical skills, and become responsible citizens of our community and the world.

This year, we look forward to exciting adventures, new discoveries, and memorable experiences. Please know that my door is always open, and I welcome your feedback, questions, and ideas. Together, we can make this school year the best one yet!

As we embark on this educational journey together, let us remember that every day is a chance to learn, grow, and make a positive impact. I am truly excited about the possibilities that lie ahead and am grateful for the opportunity to be a part of your child's educational journey.

Here's to a successful, joyful, and enriching school year.

Warmest regards,

Deborah Mougaes, Principal

2023-2024 Staff Directory

Staff	Name	Email
Principal	Deborah Mougaes	Dmougaes@mail.kana.k12.wv.us
Secretary	Shawn Hudnall	chudnall@mail.kana.k12.wv.us
Counselor	Kevin Lilley	Klilley@mail.kana.k12.wv.us
Social Worker	Christa Kenney	cjkenney@mail.kana.k12.wv.us
Nurse	Ciara Floyd	cfloyd@mail.kana.k12.wv.us
Head Cook	Sara Humphreys	shumphreys@mail.kana.k12.wv.us
Cook	Susan Boswell	sboswell@mail.kana.k12.wv.us
Cook	Brittaney Pomeroy	bpomerov@mail.kana.k12.wv.us
Head Custodian	Robbie Kiser	rlkiser@mail.kana.k12.wv.us
Custodian	Melissa Confere	mconfere@mail.kana.k12.wv.us
Custodian	Randall Acord	racord@mail.kana.k12.wv.us
Preschool	Nikki White	anwhite@mail.kana.k12.wv.us
Preschool Aide	Pam Wilkinson	pwilkinson@mail.kana.k12.wv.us
Preschool Parent Assistant	Tammy Rucker	tammyrucker@mail.kana.k12.wv.us
Kindergarten Teacher	Amanda Easter	aeaster@mail.kana.k12.wv.us
Kindergarten Aide	Jennifer Dotson	jdotson@mail.kana.k12.wv.us
First	Stephanie Lewis	sclewis@mail.kana.k12.wv.us
First	Vacant	Vacant
Second	Taylor Adkins	tdadkins@mail.kana.k12.wv.us
Third	Tracy Phillips	tnhudnall@mail.kana.k12.wv.us
Fourth	Jessica McLaughlin	jcullop@mail.kana.k12.wv.us
Fifth	Emily Daniels	efletcher@mail.kana.k12.wv.us
Fifth	Brooke Deviney	blthomas@mail.kana.k12.wv.us
Special Education Resource	Summer McDonald	smcdonald@mail.kana.k12.wv.us
Academic Coach	Melissa Slate	mslate@mail.kana.k12.wv.us
Title I Reading	Stacie Wolfe	swolfe@mail.kana.k12.wv.us
Title I Math	Jessica Bell	jcunningham@mail.kana.k12.wv.us
Librarian/Robotics Coach	Tracy Moss	tlmoss@mail.kana.k12.wv.us
Art	Kayla Taylor	kataylor@mail.kana.k12.wv.us
Music	Olivia Pyles	ohughes@mail.kana.k12.wv.us
Physical Education	Pat Atkins	ipatkins@mail.kana.k12.wv.us
Speech	Bailey Rogers	brogers@k12.wv.us

School Psychologist	Lacey Daughtery	lfdaughtery@mail.kana.k12.wv.us
Special Ed Specialist	Kelley Melvin	kmelvin@mail.kana.k12.wv.us

School Calendar for 2023-2024

Dates:	Events:
August 17 th	Open House at CGE
August 18 th	First Day of School
August 31 st	Birthday Lunch for August
September 4 th	Labor Day- Schools Closed
September 7 th	Lockdown Drill #1
September 13 th	SAT Meetings
September 15 th	Fun Friday
September 21 st	Fall Photos
September 22 nd	Midterm Reports
September 25 th	Shelter in Place Drill #1
September 28 th	Birthday Lunch for September
October 5 th	Lockdown Drill #2
October 9 th	Parent Teacher Conferences-No School for Students
October 10 th	PL Day-Faculty Senate-No School for Students
October 16 th	SAT Meetings
October 20 th	End of 1 st 9 weeks
October 23 rd	Beginning of 2 nd 9 weeks
October 26 th	Birthday Lunch for October
October 27 th	Report Cards
October 31 st	Take a Break Tuesday- Afternoon Halloween Party
November 6 th	SAT meetings
November 7 th	Election Day
November 9 th	Veteran's Day Assembly
November 10 th	Veteran's Day- No School
November 17 th	Fun Friday
November 20-22	Out of School Calendar Days-Schools Closed
November 23 rd	Thanksgiving Day
November 24 th	OSE Days- Schools Closed
November 30 th	Birthday Lunch for November
December 1 st	Midterm Reports
December 11 th	SAT Meetings
December 14 th	Birthday Lunch For December
December 19 th	Take a Break Tuesday
December 20 th	PL Day/Faculty Senate- No school for students
December 21-22	Out of Calendar Days-Schools Closed

December 25 th	Christmas Holiday- Schools Closed
December 26-29	Out of Calendar Days- Schools Closed
January 1	New Years Holiday Observed- Schools Closed
January 2	Out of Calendar Day- Schools Closed
January 3	School Reopens
January 12	End of First Semester/Fun Friday
January 15 th	Martin Luther King Holiday-Schools Closed
January 16 th	PL Day -No School for students
January 16 th	3 rd 9 weeks /2 nd Semester Begins
January 17 th	Classes begin for 3 rd 9 weeks
January 22 nd	SAT meetings
January 25 th	Birthday Lunch for January
January 27 th	County Wide Spelling Bee
February 8 th	Lockdown Drill #3
February 12 th	SAT Meetings
February 13 th	Take a Break Tuesday
February 14 th	Valentine's Day/Valentine's Day Party
February 16 th	Midterm Reports
February 19 th	PL Day/Faculty Senate-No School for students
February 29 th	Shelter in Place #2/Birthday Lunch for Feb.
March 4 th -8 th	Dr. Suess Week
March 11 th	SAT meetings
March 13 th	Spring Photos
March 15 th	Fun Friday
March 21 st	Birthday Lunch for March
March 22 nd	End of 3 rd 9 weeks
March 25 th -28 th	Spring Break- School Closed
March 29 th	OSE Day- Schools Closed
April 1 st	PL Day/Faculty Senate-No School for Students
April 2 nd	Students return to school/4 th 9 weeks begin
April 10 th	Cap and Gown Photos for PreK, K, and 5 th Graders
April 15 th	SAT Meetings/STEP UP DAY-5 th Grade to Dupont
April 16 th	Take a Break Tuesday
April 18 th	Birthday Lunch for April
April 22 nd -26 th	GSA Testing for Grades 3 rd , 4 th , and 5 th Grades
April 29 th -May 3 rd	Teacher Appreciation Week
May 10 th	Family Field Day/PTO Fun Day
May 13 th	SAT Meetings
May 14 th	Election Day-Schools Closed
May 16 th -May 17 th	5 th Grade Field Trip
May 21 st	5 th Grade Graduation at RHS
May 23 rd	Birthday Lunch for May, June, July.
May 24 th	Fun Friday

May 27 th	Memorial Day-No School
May 30 th	Last Day of School for Students
May 31 st	OSE Day- Schools and Offices Closed

***Note: Dates and events, including the last day for students are subject to change.



Kanawha County Schools Year At-A-Glance

Traditional Year 2023-2024

AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
18: First Day of School! BACK TO SCHOOL	4: Labor Day <i>No school for students</i>	9: Parent-Teacher Conferences <i>No school for students</i> 10: Professional Learning Day/ Faculty Senate <i>No school for students</i>	10: Veterans Day <i>No school for students</i> 20-24: Thanksgiving Break <i>No school for students</i>	20-31: Winter Break <i>No school for students</i>
JANUARY	FEBRUARY	MARCH	APRIL	MAY
1-2: Winter Break (continued) <i>No school for students</i> 3: Schools reopen 15: MLK Jr. Holiday <i>No school for students</i> 16: Professional Learning Day/ Faculty Senate <i>No school for students</i>	19: Professional Learning Day/ Faculty Senate <i>No school for students</i>	25-29: Spring Break <i>No school for students</i>	1: Professional Learning Day/ Faculty Senate <i>No school for students</i>	14: Election Day <i>No school for students</i> 27: Memorial Day <i>No school for students</i> 30: Last Day of School!
FIRST NINE WEEKS: AUGUST 18 - OCTOBER 20	SECOND NINE WEEKS: OCTOBER 23 - JANUARY 12	THIRD NINE WEEKS: JANUARY 16 - MARCH 22	FOURTH NINE WEEKS: APRIL 1 - MAY 30	

KCS OFFICES WILL BE CLOSED THE FOLLOWING DAYS:

September 4, November 10, November 23-24, December 25, January 1, January 15, March 29, May 14, May 27

MISSION AND BELIEFS

Kanawha County Schools Mission Statement

The mission of Kanawha County Schools is to provide a world-class education that ensures success for every student in the 21st century.

Kanawha County Schools Belief Statements

We believe:

1. All students can achieve.
2. Quality teaching is the key to student success.
3. Schools, parents and the community must be partners in learning.
4. Schools must be safe and caring places.
5. All teachers must be teachers of college & career ready skills.
6. Students and teachers must be prepared for lifelong learning in a global society.

7. Effective leadership skills are essential for creating college & career ready schools.

Cedar Grove Elementary Mission Statement:

Learning is the way to a brighter future.

Cedar Grove Elementary Vision Statement:

Cedar Grove Elementary is committed to creating a school where students can become independent, respectful and highly successful.

Cedar Grove Elementary Belief Statements

1. All students can learn and succeed with support by teachers, parents and community.
2. A welcoming, nurturing and safe environment is essential for student success.
3. Students must take pride and ownership in their learning.
4. Schools must be accepting of all students and provide second chances for learning.

ATTENDANCE

Daily Schedule

7:15 a.m.	Student Arrival/Elementary Entrance Doors Opened
7:15 a.m.-7:42am	Breakfast
7:42 a.m.	Students Dismissed to Classroom from Cafeteria
7:45 a.m.	Tardy Bell Rings/Instructional Day Begins
10:45-11:15 a.m.	Preschool, Kindergarten, 1 st and 2 nd Grades
11:30-12:00 p.m.	Third, Fourth, & Fifth Grade Lunch
2:15pm	Student Dismissal/End of Instructional Day

Morning Arrival Procedures

Morning supervision begins at 7:15 a.m. and is essential to ensure student safety. Therefore, at 7:15 a.m. students may enter the building at the elementary entrance Door 2. Students then report to the cafeteria where they are properly supervised and breakfast will be eaten. Breakfast is served daily from 7:15-7:45 a.m. In order to have adequate time to eat school breakfast, students are encouraged to arrive between 7:15-7:40 a.m. Students who arrive late are encouraged to proceed to the cafeteria to receive a grab n' go breakfast bag. To ensure the safety of our children, students arriving after the 7:45 a.m. tardy bell must be accompanied by a parent/guardian to the office entrance door to sign a child in and receive a tardy slip prior to entering a classroom.

Afternoon Dismissal Procedures

All students are dismissed at 2:15p.m. Grades PreK, K, 1, and 2nd exit the building from the elementary school entrance. Students in grades 3-5 exit at Door #2, regardless of whether the student is walking home or riding a school. Students riding home with a parent/guardian may meet their child at the elementary exit, Door #1. Parents do not cross the crosswalk because students and teachers will be crossing in front of them at the crosswalk. Parents wait in front of the crosswalk until a supervising adult brings the students who are walking to the front of the crosswalk. At that time, students may walk to their parents cars. Parents are to wait until all the school buses have departed until those in cars can pull through. Parents/Guardians cannot pass cars on the left of the driver.

After School Arrangements

Students must present a handwritten note to the classroom teacher from a parent/guardian indicating that a child has permission to go home with another student via school bus, walking or riding with a parent. No student will be allowed to go home with another student without prior written permission from a parent/guardian. Ensure that your child understands where they are to go after school before leaving for school in the morning. **In an effort to keep telephone lines clear for emergency purposes, calls to the school for dismissal changes are honored**

only in an emergency. Dismissal Changes have to be called in by the parent/guardian no later than 1:30pm to ensure that students are dismissed in the correct manner.

Attendance Policy (KCS Policy J19)

A direct relationship exists between daily school attendance and student performance. Therefore, all students are expected to attend school regularly and be on time for class. Cedar Grove Elementary follows the Kanawha County Schools attendance policy. A written KCS policy is provided in its entirety to each student at the beginning of the school year. Parents are highly encouraged to schedule doctor appointments outside of the school day in respect of instructional time. In order to be considered as an excused absence, a student must return to school from an absence with a parent or doctor signed note containing the date(s) and the reason for the absence. Basically and according to the KCS attendance policy, an absence is considered excused for the following reasons: 1) failure of the bus to run for hazardous conditions; 2) illness or injury of the student requiring a physician's verification; 3) medical/dental appointment which cannot be scheduled outside the school day as verified in writing by a doctor; 4) illness of student verified by parent/guardian not to exceed five days per school year; 5) calamity (e.g., fire in home, flood, family emergency, hazardous condition) as approved by the principal; 6) death in the family not to exceed three days; and 7) leaves of educational value with prior principal approval. An unexcused absence is an absence that cannot be defined by any of the above conditions. The principal monitors attendance on a daily basis and will meet regularly with the county attendance director to discuss student attendance/tardy issues. Parents/guardians shall be contacted by written legal notice when a student accumulates five consecutive or ten total unexcused absences in a school year. A conference is required within ten (10) days to resolve any problems contributing to the absences. Continued absences after a legal notice has been served may result in parent/guardian legal action. The principal will notify and invite parents to attend a Student Assistance Team (SAT) meeting to discuss attendance issues. Further, the principal shall contact, in writing, an invitation to hold a meeting with any parent/guardian whose child(ren) has accumulated five or more unexcused absences.

Early Departure

For the safety of our child(ren) and staff, parents/guardians must report to the entrance office upon arrival to sign a student in/out for early departures. To avoid disruption of the educational process, it is highly recommended for doctor appointments to be scheduled outside of school hours.

Excuse Notes

In order to be considered as an excused absence a student must return to school following an absence with a parent or doctor signed note containing the date(s) and the reason for the absence. The illness or injury of a student can be verified by a parent/guardian written excuse up to five days per school year.

Make-Up Work Following Absences, Tardies and/or Early Departures

Students are expected to make up work missed due to absences, tardies and/or early departures. Teachers will provide makeup work within 2 school days of the return of the student to school. After more than 2 days the teacher will make provision for class work to be picked up by the parent/guardian or designee until the student returns to school. The student must submit completed makeup work within a reasonable timeline as designated by the teacher.

Tardy and Early Departure Policy (KCS Policy J19)

A student is considered tardy when arriving after the instructional day begins at 7:45 a.m. Further, leaving prior to the end of the school day at 2:15 p.m. is considered an early departure. As per county policy, the following procedures will be used to address excessive tardiness and/or early departures: five tardies/early departures – phone call from school designee; seven tardies/early departures – letter via U.S. Mail; 10 tardies/early departures – conference with student, parent, teacher, principal; 11 tardies/early departures – refer to SAT; 15 tardies/early departures – refer to central office. Parents must sign in a student at the school office if a child is tardy (arrives after 7:45 a.m.) or when picking up a student for early departure (prior to 2:15

p.m.). In order for a tardy to be excused, students must submit a written excuse from a doctor's office. Again, parents are highly encouraged to schedule doctor appointments outside of the school day in respect of instructional time.

DISCIPLINE

Authority of Teachers (WV State Code §18A-5-1)

According to WV State Code, a teacher shall stand in the place of a parent/guardian in exercising authority over the school and has control of all students enrolled in the school from the time students' reach the school until returning home.

Bus Discipline (KCS Policy J25, WV BOE Policy 4373)

Students riding the bus to and from school and on extra-curricular trips are under the direct supervision of the bus driver. The bus driver has the same authority as a teacher when transporting children. It is 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 or heads out of bus windows; changing seats or standing while 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; damaging/defacing a school bus; and/or use of the emergency door in non-emergency situations. The bus driver has the authority to request to the principal denial of a student's privilege to ride the bus for violations of the rules governing bus transportation. Student compliance of rules while riding a school bus is of utmost importance for the safety of our students and staff.

Cafeteria Expectations

The classroom teacher will escort students to the cafeteria. Students may talk quietly while waiting in line. Students are expected to use manners and respect while eating lunch. Students may talk quietly to other students seated near them while eating lunch. Students are to remain seated unless granted permission from an adult. Each table of students is then dismissed to empty trays and line up. The classroom teacher will escort students back to the classroom.

Hallway and Restroom Expectations

Teachers escort students during hallway transitions and monitor students to and from restrooms. Students are expected to walk quietly in the hallway.

Schoolwide Positive Behavior Support Plan

Education is a right and a privilege. Good discipline begins with a positive, caring school environment. The school's Positive Behavior Support (PBS) Program supports our goal to develop self-governing, responsible citizens and creates and maintains a safe, orderly and positive environment. Students will be expected to assume certain responsibilities to ensure the rights and privileges of all. Specifically, students are expected to:

1. Respect self, others and property.
2. Be on time and prepared.
3. Listen and follow directions.
4. Keep hands, feet, objects and inappropriate language to self.
5. Walk and talk quietly.

During the first few days of school the principal and teachers will provide student orientation to review classroom rules and the KCS student behavior policy (J25) with students in each classroom. The purpose will be to inform students of school and county policies in regard to school behavior expectations and student conduct. KCS policy includes county policy on weapons, alcohol, tobacco, drugs and sexual harassment. At the end of each school day teachers will put student behaviors into Kickboard through Clever. Students that earn an 85% percentage will earn

clubs on Friday. Students will choose which club that they want to attend that week. Those students that don't earn their behavior points will be in Thinking Club.

Student Code of Conduct (KCS Policy J25)

The purpose of the KCS Student Code of Conduct regulations is to ensure an orderly and safe environment that is conducive to learning and includes the following: 1) All students will behave in a manner that promotes a school environment that is nurturing, orderly, safe and conducive to learning and personal-social development; 2) Students will help create an atmosphere free from bullying, intimidation and harassment; 3) Students will demonstrate honesty and trustworthiness; 4) Students will treat each other with respect, deal peacefully with anger, use good manners and be considerate of the feelings of others; 5) Students will demonstrate responsibility, use of control and be self-disciplined; 6) Students will demonstrate fairness, abide by rules and not take advantage of others; 7) Students will demonstrate compassion and caring; and 8) Students will demonstrate good citizenship by obeying laws and rules, respecting authority and by cooperating with others.

PARENT INVOLVEMENT AND VOLUNTEERS

Local School Improvement Council (WVBOE Policy 2510)

The Local School Improvement Council (LSIC) The LSIC is comprised of parents, school staff and community representation. The LSIC is an elected council whose purpose is to: 1) encourage the involvement of parents/guardians in their child's educational process and the school; 2) encourage businesses to provide time for their employees who are parents/guardians to meet with teachers concerning their child(ren)'s education; 3) encourage advice and suggestions from the business community; 4) encourage school volunteer programs and mentorship programs; and 5) foster utilization of the school facilities and grounds for public community activities.

Parent Education Resource Center

The Kanawha County Schools' Parent Education Resource Center (PERC) builds partnerships between parents and educators to ensure children receive the highest educational achievement opportunities. PERC provides a variety of information, resources and training for parents on important issues such as parenting skills, problem solving, educational planning for their child, behavior management, home learning activities and other topics to strengthen home-to-school partnerships. PERC representatives also assist families on an individual basis to better understand their children's educational needs and to discover opportunities and options for meeting these needs such as connecting families with appropriate community services. Finally, PERC offers information, resources and training to educators to increase the skills, knowledge and attitudes needed to encourage and strengthen family involvement and positive school-to-home partnerships. PERC representatives will be invited to work with CGES staff and parents throughout the school year in an effort to improve student services. For individual requests contact a PERC representative by e-mail at perc@mail.kana.k12.wv.us or phone at (304) 248-7715.

Parent Teacher Organization

The Parent Teacher Organization (PTO) meets once per month and as needed to discuss school improvement issues. Parent representatives including a PTO president, vice president, secretary and treasurer lead the quarterly meetings. In addition, PTO members include school staff, parents/family and community members.

Volunteers (KCS Policy C55)

Parent/guardians are encouraged to become involved in the school as volunteers. As per Kanawha County Schools policy, in order to maintain an adequate level of school safety and security, prospective volunteers, except a parent/guardian accompanying a child's class on a field trip or on an occasional extra-curricular activity, shall be interviewed/approved by the principal. Further, a potential volunteer must complete all volunteer forms provided to schools including a volunteer enrollment form, a background investigation authorization/release and a volunteer release form. Volunteer applicants wishing to volunteer as a tutor and/or mentor to students or will be

otherwise in the presence of students without supervision by a professional educator are required to submit to a criminal background check. In addition, Kanawha County Schools may request a criminal background check on any person volunteering in the schools as may be deemed advisable. The principal's signature on the volunteer application serves as certification that the volunteer applicant has shown proof of identity. After the initial criminal background check, volunteers **must** report any subsequent criminal convictions to the principal. If an individual refuses to submit to a background investigation (all or part), that person shall be ineligible to be a Kanawha County Schools volunteer. Any person wishing to volunteer in the schools, but has been convicted of any criminal offense which constitutes a felony, must be approved by the Kanawha County Board of Education prior to performing any volunteer activities.

Volunteer Training and Procedures (KCS Policy C55)

Prior to beginning any volunteer duties, a prospective volunteer must receive appropriate training in student confidentiality, sexual harassment prevention, cultural diversity and workplace safety. All volunteers are required to have sexual harassment prevention and cultural diversity training annually. In order to ensure safety, approved volunteers are required to sign-in at the school office upon arrival and will be provided a volunteer badge. The volunteer badge must be worn in a prominent manner at all times. Volunteers are also required to sign-out at the school office.

NUTRITION GUIDANCE

Breakfast/Lunch

All Kanawha County students are eligible to receive free breakfast and lunch daily. Students also have the option of bringing a packed lunch. Parents/guardians may eat breakfast or lunch with their child(ren) anytime by purchasing a breakfast/lunch ticket from the elementary office secretary. Adult meal prices are as follows: breakfast \$3.25; lunch \$4.25; milk 45 cents.

Food and Peanut Allergies

- There are children in our school that have peanut and nut allergies. Exposure to peanuts or nuts may cause a life-threatening allergic reaction. Children with this allergy are not to eat or inhale anything with peanuts or nuts. All foods now have an allergy disclosure indicated on the ingredients list. Therefore, anything that contains nuts; may contain nuts or is processed in a plant that processes nuts may not be sent to school.
- Chocolate candies are not permitted due to being manufactured in plants that also contain peanuts and/or tree nuts. Other food allergies or sensitivities will be dealt with on a case by case basis and following health provider orders to ensure student safety.
- All snacks sent to school must be preapproved by the teacher and must be sent to school in original packaging. Any snack containing peanuts or other nuts as indicated on the original container may not be distributed to students for consumption. Snacks that do not meet nutritional guidelines may not be distributed.
- Homemade items may not be distributed for student consumption.
- It is requested for parents eating meals with their children at school to refrain from bringing in outside items.
- Snacks/items are to be brought to the office entrance door for delivery to avoid disruption of instructional time.
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Parties and Party Regulations (KCS Policy C57, WV BOE Policy 4321)

According to KCS policy, foods offered to students must reflect concern for the health and well-being of all students. The school principal is responsible to determine the frequency of celebrations per school year. CGES will celebrate on the following holidays: Halloween, Christmas, Valentine's Day and Field Day/End of Year Celebrations. Food and beverage items for these celebrations must be commercially prepared, packaged, and factory sealed with a visible ingredient and nutritional label so they may be properly evaluated for possible allergy reactions among students. The exception would be fresh vegetables, fruits, and bottled water. Only non-caffeinated beverages shall be offered.

SCHOOL POLICIES

Acceptable Use Policy (WV BOE Policy 2460)

The Acceptable Use Policy sets regulations for students, school personnel and parents/guardians pertaining to the safe and acceptable use of the Internet, various digital resources and technologies and reinforcement of copyright compliance. Students, parents and staff must read the KCS Computer and Telecommunications Acceptable Use Policy (APPENDIX A) and sign the KCS Acceptable Use Consent and Waiver Form (located in APPENDIX B) prior to utilizing computers or other technology. At the beginning of the school year, students receive training regarding the content of the acceptable use policy. Generally accepted rules of digital/network etiquette include, but are not limited to, the following:

- Be polite - do not write abusive messages to others.
- Use proper English & appropriate language (e.g., no swearing &/or vulgarities).
- Use extreme caution when revealing personal information including: address & phone number on websites, blogs, podcasts, videos, wikis, e-mail or as content on any other electronic medium.
- Do not reveal personal information regarding another individual.
- Do not use the Internet to disrupt Internet use by others (e.g., downloading huge files during prime time, sending mass e-mails, annoying others).
- Keep education files and e-mail messages stored on servers to a minimum.
- Activate an appropriate automatic reply message & unsubscribe to list serves if the account is not used for an extended period of time.
- Only publish student pictures or names on class, school or district websites that are part of the county/school directory information or when appropriate permission has been obtained.
- Notify the principal if any dangerous or inappropriate information or messages are encountered.

All students and staff are expected to adhere to copyright laws: Downloading, copying, duplication and distributing software, music, sound files, movies, images or other copyrighted materials without the specific written permission of the copyright owner is generally prohibited.

Kanawha County Schools' penalties for the infraction of computer/telecommunications rules: An infraction of the rules stated in the Acceptable Student Use Policy and Consent and Waiver Form may result in one or more of the following penalties as determined by local and/or district administrators:

- Verbal reprimand
- Phone call and/or meeting with parent or guardian
- Referral to Kanawha County Schools Board of Education for suspension or expulsion
- Suspension from school for one or more days
- Loss of access to offline and/or online resources
- Loss of credit for the work assigned that resulted in an infraction
- Description of infraction filed with Kanawha County Schools administration
- Loss of all computer related privileges
- Restitution for repair and/or replacement of equipment or software
- Restitution of service charges to repair and/or replace equipment and/or software
- Restitution for service charges to remove unauthorized software, viruses, spyware and/or adware
- Referral to State and/or Federal law agencies

Access to Records/Student Privacy (KCS Policy C43A)

Non-custodial parents shall enjoy the same rights relative to access to their children as are enjoyed by parents or guardians who have legal custody of their children, including the right to conference with any teacher or other school personnel regarding student progress. Non-custodial parents shall be expected to obtain copies of student records from the custodial parent or

guardian. However, if a non-custodial parent is unable to obtain copies of student records from the custodial parent or guardian, copies of such records may be obtained from the school. If the building principal or administrator of any school is presented with a certified court order that expressly restricts the access of a non-custodial parent to his or her child, the provisions of such court order shall be strictly observed until such time as a subsequent certified court order is presented that modifies or removes such restrictions.

Backpacks

Students may carry backpacks to school unless otherwise notified by the principal for circumstances to protect the safety of our students.

Bullying, Harassment and Intimidation (KCS Policy C53)

According to Kanawha County Schools policy, bullying, harassment and intimidation is defined as: any intentional gesture, or any intentional electronic, written, verbal or physical act, communication, transmission or threat that: 1) a reasonable person under the circumstances should know will have the effect of harming a student, damaging a student's property, placing a student in reasonable fear of harm to his or her person and/or placing a student in reasonable fear of damage to his or her property; 2) is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or emotionally abusive educational environment for a student; or 3) disrupts or interferes with the orderly operation of the school. Reported incidents of bullying, harassment and intimidation will be investigated and, if warranted, dealt with according to KCS policy. Any person who believes s/he has been the target of any form of bullying, harassment or intimidation is encouraged to report the alleged acts promptly to the principal.

Cell Phones and Personal Electronics

Students may bring cell phones to school; however, cell phones may not be utilized during the school day. A cell phone removed from a student will be returned only to a parent/guardian. Unless specifically requested by a teacher for instructional reasons, students are encouraged to leave personal electronic devices at home rather than bringing them to school to avoid damage or loss.

Conferences

KCS schedules parent/teacher conferences in October. An invitation to schedule a conference with your child's teacher will be sent home prior to the conference date. A schedule will be developed to allow each parent access to their child's teacher. Additional conferences may be held as needed. Parents/guardians may send a written note or call the teacher to request a conference at another time other than during the scheduled November conferences. The teacher will then contact the parent/guardian to schedule a meeting time. Teachers are available to meet either during a designated planning time or before/after school so as to avoid loss of valuable instructional time.

Dress Code (KCS Policy J36)

All students are expected to dress in such a manner as to support rather than detract the academic atmosphere. Student dress is to be comfortable and appropriate. The following are general dress code guidelines outlined in KCS policy:

1. Shirts must secure and cover the entire torso at all times.
2. Crop tops, tube tops, halters and strapless dresses without a jacket are unacceptable.
- ~~3. No undergarments may be visible.~~
4. The length of skirts, dresses or shorts must extend to at least the student's mid-thigh.
5. Form-fitting pants, such as spandex or bicycle pants, must be worn with another layer of clothing.
6. Any tears, rips or cuts in pants must be below the knee.

7. Any clothing, jewelry or accessories advertising alcoholic beverages, tobacco products, drugs, drug paraphernalia and/or containing inappropriate messages are unacceptable. This includes any clothing, jewelry or accessories that may be used as weapons, which have drug emblems, contain obscenities or alcoholic beverage references which may be considered derogatory towards a race, culture, religion or may be considered as a form of harassment.
8. All students must wear shoes. Flip flops/Thongs, high heels or similar type shoes which fit between the toes are not allowed at the elementary level.
9. Students must wear pants or overalls that fit properly at the waist or are secured with a belt.
10. No caps, hats, scarves, toboggans or sunglasses are to be worn in the building.
11. Body piercing is limited to ears. Earrings must be 1" in length or smaller.
12. Necklaces must not exceed neck length.
13. No tattoos of any kind, unnatural hair color or makeup.

If students wear any of the above items to school the parent/guardian will be contacted to bring an acceptable change of clothing to the school. Repeat offenses will result in disciplinary action. Call the school for verification if a particular clothing item is questionable.

Emergency Cards

An emergency card will be distributed to each student on the first day of school. Parents/guardians are asked to complete and return the card to school in a timely manner. It is imperative to include at least two emergency contacts (with phone numbers) for emergency purposes. Further, in an effort to keep information up to date in case of an emergency, notify the classroom teacher or the office secretary if you have a new address, phone number or contact change.

Equal Opportunity: Notice of Nondiscrimination (Title IX, Section 504, KCS G23)

Kanawha County Schools does not discriminate on the basis of race, color, religion, national origin, sex (including pregnancy and gender identity), sexual orientation, genetic information, disability or age in admission or access to, or treatment of employment in its programs and activities. Any person having inquiries concerning Kanawha County School's compliance with the regulations implementing Title IX or Section 504 is directed to contact the Kanawha County Schools Title IX Coordinator, Board of Education Office, 200 Elizabeth Street, Charleston, WV 25311, phone (304) 348-1366. This person has been designated by KCS to coordinate the efforts to comply with the regulations implementing Title IX and Section 504.

Field Trips (KCS Policy J30)

Field trips are scheduled for the purpose of providing extended learning opportunities outside of the school setting. Students are expected to behave accordingly during field trips to ensure safety and consideration for others. Therefore, everyone must obey safety and behavior procedures. All students will be invited to participate in field trips unless there is a safety issue regarding student behavior. If participation on a field trip is questionable due to student behavior, the principal will discuss the issues with the student's parent/guardian prior to making a final decision. The final decision regarding student participation in field trips is at the discretion of the principal. The majority of field trips will be chaperoned by school staff members in an effort to provide students the opportunity to become independent, responsible citizens. In some cases, at the principal's discretion, additional parent/guardian chaperones may be invited to assist with field trips. Only school staff will be permitted on overnight field trips. Teachers will send home a field trip permission form, which must be signed by the parent/guardian and kept on file at the school. **It is a student responsibility to return signed field trip permission slips prior to the day of the scheduled event. Permission for field trips cannot be given over the telephone or on hand-written slips.** Teachers will post a field trip permission form for all field trips on Schoology, and will send School Messenger text messages to parents as a reminder to sign/submit the form prior to the trip. Since a signed permission slip must be on file for each student participating in a field trip, students not returning a signed slip must remain at the school under appropriate supervision with assigned lessons.

Flowers and Balloons

Student deliveries have the potential to result in a disruption of instructional time, hurt feelings and may create safety issues. For example, some students are allergic to latex balloons. Therefore,

items such as flowers and balloons are not to be delivered to students. Flowers have to be picked up at the front office. Flowers cannot be taken on the school bus due to safety issues.

Fundraisers (KCS Policy C03)

According to KCS policy and for the safety of our children, no student is allowed to sell door-to-door. Any student selling door-to-door MAY NOT participate in any prize program or any future “fund-raising” event.

Grading Policy (KCS Policy I27A)

Mid-term progress reports will be distributed at the end of each four-week grading period. Report cards will be distributed at the end of each nine-week grading period.

Kanawha County Schools Grading Scale

Grade	Description	Percentage
A	Excellent	90-100
B	Above Average	80-89
C	Average	70-79
D	Below Average	60-69
E/F	Unsatisfactory	Below 60%
S	Satisfactory	Approximately 75-100%
N	Needs Improvement	74% & below
Blank	Denotes a subject not yet taught during the grading period	N/A

Homework (KCS Policy I04)

Study that occurs outside of the school day is an important extended learning opportunity and is intended to further promote student understanding of concepts. Each teacher determines homework assignments. According to Kanawha County Schools policy, the following are suggested homework time allocations: Kindergarten: 15 minutes daily; 1st-3rd grades: 30 minutes daily; and 4th-5th grades: 1 hour daily.

Invitations

To protect the feelings of all students, invitations to parties are to be provided to every student in the classroom. If all class members are not invited invitations must be mailed.

Legal Custody Orders (KCS Policy C43A)

Only custodial parents/guardians may pick up or sign-out children during or after school. Other persons, including non-custodial parents must be authorized in writing by the custodial parent or guardian to pick up or sign-out a student during or after school. Either parent has full rights in this matter unless the principal is provided, and has on file, a legal court order that specifically revokes these rights. Proper identification will be asked to be seen by an office representative before signing out student.

Library

Students are scheduled to visit the school library on a regular basis and may check out books to take home. Overdue books must be returned before a child checks out another book. Parents/guardians will be contacted to replace any library book returned in poor condition or not returned by a student.

Medications (KCS Policy C50)

The administration of medication to students is the primary responsibility of the parent/guardian or student. If medication is required during school hours a trained employee will be designated to administer the medication. If a student is able to take his or her own medication, designated personnel will only observe the procedure. No medication, whether prescription or non-prescription, shall be administered at school except by written order and dosage instructions

from the student's physician. The physician's orders will be followed unless the physician notifies the school. Written documentation of any prescription changes must be received from the physician. Parents/guardians may not alter a physician's orders. If the administration of medication is scheduled for a period in excess of 21 days, Form ECMA-1 must be completed by the student's physician and filed with the school. If the administration of medication is scheduled for a period of 21 days or less, an order from the student's physician and a note of permission from the parent/guardian must be submitted to the school. Standing orders from the Kanawha County Schools Medical Consultant will allow the administration of a very limited list of predetermined nonprescription medications to be given for a period of up to three days with specific written instructions from the parents. No other medications will be administered without an order from a licensed healthcare provider with prescriptive privileges. **PLEASE DO NOT SEND MEDICATION WITH YOUR CHILD TO SCHOOL.**

Parents' Right to Know (Elementary and Secondary Ed Act §1111(h)(6)(B)(ii))

Parents have the right to request information regarding the professional qualifications for their child(ren)'s teachers, including at a minimum, the following: 1) whether the teacher has met State certification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction; 2) whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived; 3) the baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher and the field of discipline of the certification or degree; and 4) whether the child is provided services by paraprofessionals, and if so, their qualifications.

Personal Property

Unless specifically requested by a teacher for instructional reasons, students are encouraged to leave valuable items at home to avoid damage or loss. Examples include: personal electronic devices, toys, games, listening devices, collectible cards, purses and make-up.

Physical Education Requirements

All students will be provided physical education on a regular basis. For safety reasons, children are expected to dress accordingly for physical education activities including wearing tennis shoes. It is requested for parents/guardians to indicate the name of the child on tennis shoes if sent with a child to school. Girls are requested to bring a pair of shorts if wearing a dress when physical education is offered. A doctor's excuse is necessary for children to be excluded from participation in physical education for extended periods of time. Our physical education classes are on Wednesdays and Fridays first semester and second semester physical Education class will be on Monday, Wednesday, and Friday.

Professional Leave Days

Professional leave days have been added into the KCS calendar to provide a full day of professional development for teachers. Students do not report to school on these designated days. Specific professional leave dates are indicated in the 2023-2024 School Calendar section.

Promotion and Retention of Students (KCS Policy I11)

The promotion of a student from one grade level to the next shall be based primarily on mastery of required competencies as contained in the West Virginia content standards. Retention of students is an option for students who, after intensive interventions, are performing below grade level standards. Interventions must occur before the retention decision is made. Retention may be considered only after the Student Assistance Team (SAT) has met and the Kanawha County Schools' "Considerations for Retention/Promotion" document has been consulted. The major factor to be considered in retention decisions is the failure to master required competencies contained in the West Virginia content standards and objectives for reading and mathematics. The following documentation is required when retention occurs: 1) Evidence that the student has failed to master the required content standards in reading and/or mathematics; 2) Evidence that the student has received interventions appropriate in method, frequency and duration; 3)

Evidence that the KCS “Considerations for Retention/Promotion” document was completed during the SAT process; and 4) Evidence that parents have been notified of the possibility of retention prior to the last four weeks of the school year and that a SAT meeting was scheduled to discuss the probability and to provide possible retention guidance. If a parent does not attend the SAT meeting, parents shall be provided notice via telephone or mail. Report cards are to reflect the student's inclination for promotion or retention. School professional personnel shall make decisions regarding promotion and retention. In the case of differing opinions, the school principal, after consulting with the SAT, shall render a final decision.

Student Rights and Responsibilities (WV BOE Policy 4373)

West Virginia students have basic rights and responsibilities similar to those enjoyed by other citizens. These rights include equal protection of the laws and the right to the privileges and immunities of United States citizenship and due process of law. School officials have the responsibility of safety and welfare from the time students board the school bus or arrive at school until returning home or to a designated bus stop. To meet this responsibility the staff has the right to adopt rules and regulations for the purpose of maintaining order and discipline and for creating a positive learning environment. It is the responsibility of each student to follow school rules and regulations and to cooperate with school authorities that enforce these rules and regulations.

Telephone Use

In an effort to keep the office telephones available for emergency communication purposes, pupils are requested not to use the telephone at school except in emergency situations. Further, to protect valuable instruction time, pupils will not be called to the telephone unless for an emergency.

Textbooks and iPads

Textbooks are issued to all students and are marked with an identifying student number. Students are responsible for the care of assigned textbooks. Students are responsible for payment/replacement if a textbook is lost, stolen or damaged prior to another being issued. Students will also be provided regular use of an iPad to use as a learning tool and are responsible for its care and replacement if unable to return the device to the school in satisfactory condition.

SCHOOL SAFETY

A.L.I.C.E. (Alert, Lockdown, Inform, Counter, Evaluate) Protocol

All staff and students will be trained to follow A.L.I.C.E. safety procedures in the event of an emergency lockdown necessary due to a safety situation such as an intruder in the school.

Automated Phone System - Parent Link

Phone calls will be made throughout the school year to communicate school events, emergency information, etc. It is necessary to have current phone numbers on file at the school (via student emergency cards) to ensure parents/guardians receive automated phone calls. It is the parent/guardian's responsibility to notify the secretary with changes in phone numbers, addresses and/or emergency contact names and phone numbers so that emergency cards and the automated phone system are current.

Fire Drills (KCS Policy C20)

As required by state law, fire drills are held at regular intervals throughout the school year to prepare students, staff and visitors for possible fire safety issues. Everyone (e.g., staff, volunteers, visitors) in the building at the time of the sounding of the fire bell is to exit quietly and orderly and report to a designated place outside of the building. Teachers will work with students at the beginning of the school year to ensure understanding of fire drill procedures. Quiet is necessary throughout this procedure in order for designated staff to ensure all persons have safely evacuated the building.

School Closures, Delays and Early Dismissals

In the event of inclement weather or other unforeseen circumstances, all Kanawha County Schools or our individual school may be delayed, closed or dismissed early. Information regarding school delays, closings or early dismissals will be announced via the KCS automated phone system, through local radio and television stations and through the WV Department of Education website <https://wvde.state.wv.us/closings/>. Ensure that your child understands, prior to such an announcement, where they are to go in the event of school closures or early dismissals. It is our intent to keep the office telephones available for emergency communication purposes, therefore, it is highly recommended for parents/guardians not to call the school unless it is an emergency. The regular school day begins at 7:45 a.m. Therefore, during a two-hour delay, instruction will begin at 9:45 a.m.

Shelter in Place

Shelter in place is practiced at least twice per year to prepare for possible chemical spills or other unforeseen issues. Adults and children are not allowed to enter or exit the building during a shelter in place exercise. Once it is communicated that there is no longer a safety threat the shelter in place order will be lifted.

Visitor Procedures (KCS Policy C39)

In order to ensure the safety of our students and staff, all visitors are required to push the white button located near the school's entrance doors for approved access to enter the building. Upon entering the building, and according to KCS policy, visitors must then report to the elementary office. All visitors must sign-in and out of the office and are required to wear a visitor's badge while visiting the school for an extended period of time.

STUDENT SERVICES AND OPPORTUNITIES

Counselor Services

Our school has a full-time counselor to provide guidance to students. The counselor is trained to assist students to develop or improve work habits, provide career guidance and help students feel more comfortable about themselves and school. Individual, small group and class counseling will be provided throughout the school year. Parents/guardians are encouraged to contact the school counselor for an app

Lost and Found

Lost and found items are to be taken to the lost and found bin located in the hallway across from the main office. Parents/guardians are encouraged to label personal items with the child's first and last name for easy identification.

Patrols

Student patrols are an important part of our school safety program. Fifth grade students serve as safety patrols to help maintain a safe environment and assist with duties throughout the school. Parents/guardians are encouraged to assist our patrols by emphasizing to your child to respect this important school responsibility. Students are selected by teachers and staff based on being CGES responsible citizens.

School Nurse and Student Illness

It is imperative for children to be healthy and attend school regularly. Parents/guardians are encouraged to keep their child at home if s/he is experiencing any of the following symptoms: fever of 100 degrees or higher in the last 24 hours, vomiting within the past 12 hours, undiagnosed rash or skin lesions, untreated head lice, seizure within the past three hours, frequent cough, severe sore throat, redness or drainage from the eyes. If a child becomes ill at school, a staff member will contact the parent/guardian to pick up the child. Information from a child's emergency card will be used to inform appropriate contacts. A registered nurse is assigned part time to the school to ensure students receive adequate health care. However, the school nurse's services are intended to provide only short-term health care.

Student Council

CGES has a student council comprised of select fourth and fifth grade students. Teachers select student council members based on determined criteria such as student leadership skills, responsibility and academic progress. Student members will be expected to schedule quarterly meeting dates, lead the student council meetings and develop agendas to address school improvement issues.

Math Curriculum and Resources

MCGRAW-HILL MY MATH is the county-required math program this year. By weaving the three components of rigor - conceptual understanding, procedural skill and fluency, and application - throughout the program, My Math enables students to progress toward a higher level of achievement and steadily grow their math confidence.

GUIDED MATH GROUPS & WALK TO INTERVENTION GROUPS will be used daily to personalize instructional needs.

SUCCESSMAKER MATH is required to meet our achievement goal of .60 growth school wide.

NUMBER TALKS will be implemented daily for approximately 5-10 minutes.

Reading Curriculum

SAVVAS MYVIEW LITERACY PROGRAM is our county-required adopted reading curriculum. It allows for differentiated instruction for readers at all levels. Students have access to online versions of the text for school and for at-home learning.

PHONEMIC AWARENESS - Teachers in grades K-1 will be working with students to improve their phonemic awareness, which is the ability to hear and manipulate the sounds in spoken words and the understanding that spoken words and syllables are made up of sequences of speech sounds. In other words, it is the awareness that sounds (phonemes) make up spoken words. Students must be taught this essential pre-reading skill.

DIBELS - The Dynamic Indicators of Basic Early Literacy Skills (DIBELS) are a set of standardized, individually administered measures of early literacy development. They are designed to be short (one minute) fluency measures used to regularly monitor the development of pre-reading and early reading skills. Subtests administered to students in grades up to grade 3 include the following: Letter Naming Fluency, Nonsense Word Fluency, Phoneme Segmentation Fluency, Oral Reading Fluency, and Retell Fluency. DIBELS testing results will be sent home to parents following each benchmark test. This year, K-3 will be using DIBELS.

JAN RICHARDSON GUIDED READING - Guided reading is an instructional approach that involves a teacher working with a small group of students who demonstrate similar reading behaviors and can all read similar levels of texts. The text is easy enough for students to read with the teacher's skillful support. The text offers challenges and opportunities for problem solving, but it is easy enough for students to read with some fluency. Teachers will choose selections that help students expand their strategies. Guided reading is important to students because it gives

them the chance to apply strategies they already know to new text. Teachers provide support, but the goal is independent reading. The ultimate goal is for students to be able to read a variety of texts with ease and deep understanding.

SuccessMaker Reading is required to meet our achievement goal of .60 growth school wide.

Student Assistance Team (SAT)

The Student Assistance Team is a team comprised of teachers, the counselor, parents, administration, reading and/or math intervention teachers, the attendance director, and the school psychologist to work with parents to investigate ways to help specific students.

Children are referred to SAT for several reasons, including:

- Poor attendance
- Learning deficiencies
- Possible gifted placement
- Behaviors that may need addressed

Outdoor and Varied Location Activities

Activities that might benefit from various locations other than the regular structured classroom atmosphere can motivate learning. Changing the seating arrangements, allowing for flex seating, or taking students to an alternative place for learning (under an outdoor shade) are all appropriate. If a class is taken outside, the office will be notified (unless it's your regularly scheduled recess).

For outdoor recess, the following temperature guidelines will be in place:

40 degrees or above – good to go
39 degrees or below – DO NOT GO outside
95 degrees or above – DO NOT GO outside

Suspected Abuse or Neglect

All school personnel are mandated reporters. If abuse or neglect is suspected, it is required that the staff member completes a CPS call as soon as possible within 24-hours and the principal needs to be informed.

Title IX

As a result of a complaint filed with the Office of Civil Rights, U.S. Department of Education, and the Title IX funding, KCS is required to provide written notice as cited in ALL communications to parents, students, and employees. The statement to be used, entitled Discrimination Prohibited and Title IX guidelines, is as follows: 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, marital status, age, or national origin in its employment practices or in the administration of any of its education programs and activities.

KCS 2023-2024 TRADITIONAL SCHOOL YEAR CALENDAR

August 18 Student Start Date

3/22/2023

Revision Date

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KCS CALANDAR 2023-2024

APPENDIX B: KCS ACCEPTABLE USE POLICY

KANAWHA COUNTY SCHOOLS INTERNET & TELECOMMUNICATIONS ACCESS ACCEPTABLE USE AGREEMENT FOR ELEMENTARY STUDENTS

USER RESPONSIBILITIES

I understand my responsibility for using the Internet and other online resources; therefore,

- I will only use the computer/iPad as directed by my teacher;
- I will only use the computer when an adult is in the room;
- I will only use good manners when using the computer/iPad;
- I will not give out any personal information about myself or others, such as my name, address, telephone number, or age while on the computer;
- I understand that all passwords are to be kept secret;
- I will not log on to a computer/iPad using another person's username or password;
- I will not bypass or attempt to bypass any school, county or state filtering system;
- I will not post or send information to harass or bully another person;
- I will only use the school-provided e-mail account while at school;
- I will only use school-sponsored blogs, wikis, web 2.0+ tools, social networking sites and online groups as part of any educational activity;
- I will only use appropriate Internet sites as directed by my teacher;
- I will tell my teacher or other adult if I accidentally access an inappropriate site;

I understand that I must adhere to the mandates of WV Board of Education Policy

2460: *Educational Purpose & Acceptable Use of Electronic Resources, Technologies & the Internet.*

- I cannot use the Internet in school until I have completed the Acceptable Use Training, and my parents/guardian and I have signed/returned the KCS Acceptable Use form.
- NOTE: A complete copy of Policy 2460 may be obtained from <http://wvde.state.wv.us/policies/>

I understand my responsibility for using software legally; therefore,

- I will not give, lend, sell or copy any software found on school computers or the Internet, unless I have printed permission from the copyright owner;
- I will not install any software on school computers/iPads without teacher permission;
- I will not install or add any device to a school computer or network.

I understand the importance of using both print and non-print information in a lawful manner; therefore,

- I will not copy information received in any form and say that it is my own work;
- I will accurately cite all sources of information.

I understand that the use of computer networks is a privilege, not a right; therefore,

- I will follow the school's computer use rules;
- I will not attempt to bypass system security/change settings without teacher permission;
- I will not bypass or attempt to bypass any school, county or state filtering system;
- I will not tamper with the network or computers/iPads;
- I will not damage or destroy any technology equipment;
- I will not go into anyone else's files or use anyone else's password;
- I will not download/listen to Internet music unless directed by the teacher;
- I will not use any non-school e-mail address while at school;
- I will not play any non-educational games on a school computer/iPad.

APPENDIX C: KCS ACCEPTABLE USE CONSENT & WAIVER FORM

KCS STUDENT ACCEPTABLE USE POLICY AGREEMENT

SIGN & RETURN THIS FORM TO THE SCHOOL

NOTE: Providing false or misleading information when applying for computer access, or violating any of the above rules, will cancel my user privileges and may result in further disciplinary action, including reimbursement for damage and computer recovery costs, suspension and/or expulsion from school.

School Name: _____

Student: I have read and consent to the rules and responsibilities listed above. Further, I have never had my computer privileges restricted or revoked by any other school.

Print Student Name: _____ Grade: _____ WVEIS #: _____

Student Signature: _____ Date: _____

Parent or Guardian: I have read and discussed this form with my child. I understand that it is the responsibility of my child to restrict his/her use to the classroom projects assigned. I accept full responsibility for supervision if and when my child is using computers in a setting other than school. I also understand that the teacher cannot be held responsible for intentional infractions of the above rules by my child.

- ☐ I give permission for my child to access the Internet in school.
- ☐ I do not give permission for my child to access the Internet in school.
- ☐ I give permission for my child to access the Internet in school ONLY FOR testing purposes.

SCHOOL INTERNET WEB SITE STUDENT INFORMATION

I hereby give permission to use the following information on the school and/or district web sites (check to indicate approval):

- | | |
|---|---|
| <input type="checkbox"/> Student's first name | <input type="checkbox"/> Student's last name |
| <input type="checkbox"/> Student's photo | <input type="checkbox"/> Student in group photo |

Parent Signature: _____ Date: _____

CEDAR GROVE ELEMENTARY 2023-2024 SCHOOL/PARENT COMPACT

This compact outlines how the school's parents, staff and students will share the responsibility for improved student academic achievement. Additionally, this compact outlines the means by which Cedar Grove Elementary

staff and parents will build and develop a partnership that will assist children to achieve the State's highest academic standards.

SCHOOL RESPONSIBILITIES

As a school, Cedar Grove Elementary staff will support student learning by:

- Monitoring student attendance on a daily basis
- Providing high-quality instruction in a supportive and effective environment that enables children to meet the state's college and career ready standards
- Utilizing research-based instructional methods based on grade level college and career ready standards
- Providing additional support services to students with specifically identified needs
- Distributing frequent student progress reports (e.g., mid-term reports, grade cards) to parents
- Offering scheduled or by appointment parent/teacher conferences to discuss student progress
- Providing staff contact information to parents to encourage communication (e.g., handbook, website)
- Returning parent requests via notes, phone calls, Schoology Messages in a timely manner
- Encouraging parents to volunteer as an active partner in their child's learning
- Providing opportunities for parents to have a voice in school improvement (e.g., LSIC, PTO)
- Inviting parents to attend parent trainings to help assist their child with academics
- Offering opportunities for parents to visit and observe their child's classroom

PARENT RESPONSIBILITIES

As a parent, I will support my child's learning in the following ways:

- Monitoring my child's attendance, tardies, and early departures.
- Signing in my child in at the office when tardy or for an early departure to ensure safety.
- Ensuring homework is completed.
- Attending open house and other school meetings & volunteering in my child's classroom (as available)
- Participating in decisions relating to the improvement of my child's education
- Promoting positive use of my child's outside of school time (e.g. monitoring tv and video games).
- Staying informed about my child's education and communicating with the school by promptly reading notes from the school or the school district either received by my child or by mail, and responding as appropriate
- Scheduling doctor appointments outside of the school day unless absolutely necessary
- Serving, if available, as a volunteer on school or county advisory committees
- Signing agendas regularly to increase school communication
- Checking Schoology regularly to monitor student behavior and academic progress
- Accessing schoolwide communication applications (e.g., CGES Facebook page, Parent Link, Schoology, CGES website)
- Checking to make sure my child is logged into Schoology daily to check for assignments and updated news and grades from teacher and principal.

STUDENT RESPONSIBILITIES

As a student, I will share the responsibility to improve my academic achievement by:

- Doing my homework as assigned and asking for help when needed
- Reading outside of the school day with or without help for at least 20 minutes each day
- Giving school provided information and notices to my parent/guardian
- Ensuring agenda book or homework folders are signed daily by a parent/guardian.

Parent Signature

Student Signature

Teacher Signature

This compact is not a legally binding document, but the school is required to have a record of parent notification for state and federal monitoring purposes.

NOTE: This form will be kept on file in the school listed above and will not be transferred to another school.

APPENDIX D: STUDENT/PARENT ACKNOWLEDGEMENT FORM

**2023-2024
CEDAR GROVE ELEMENTARY
STUDENT/PARENT HANDBOOK ACKNOWLEDGEMENT FORM**

SIGN & RETURN THIS FORM TO THE SCHOOL

I have read the 2023-2024 Cedar Grove Elementary Student/Staff Handbook and understand the policies and procedures contained in the handbook.

Student Signature

Date

Parent Signature

Date