

Cross Lanes Elementary School



2024-2025 Student-Parent Handbook

<p style="text-align: center;">August 2024</p> <p>14 – Open House for K-5 16 – First day of school for K-5 19 – First day of school for PreK</p>	<p style="text-align: center;">September 2024</p> <p>2 – No school – Labor Day 10 – Fall Pictures 19 – PTO/LSIC/Family Night - StarLab 20 – Mid-terms for 1st 9 weeks</p> <p>4th grade will have a day for families to come to lunch</p>	<p style="text-align: center;">October 2024</p> <p>14 – No school for students; Parent Teacher Conferences 15 – No school for students 18 – End of 1st nine weeks 25 – Report Cards go home 28-Nov. 1 Red Ribbon Week 31 – Halloween Party 3rd grade will have a day for families to come to lunch</p>
<p style="text-align: center;">November 2024</p> <p>5 – No School – Election Day 8 – Veteran’s Activity TBA 11 – No School – Veteran’s Day 22 – Midterms for 2nd 9 weeks 25-29 Thanksgiving break – no school</p>	<p style="text-align: center;">December 2024</p> <p>16-19 Santa Shop 20 – No school for students 23-Jan. 3 - No School -Christmas break</p>	<p style="text-align: center;">January 2025</p> <p>6 - Return to school 17 – End of 1st semester 20 – No school – MLK day 21 – No school for students 24 – Report Cards go home 27-31 Great Kindness Challenge 2nd grade will have a day for families to come to lunch</p>
<p style="text-align: center;">February 2025</p> <p>14 – Valentine Party 17 – No school for students 18 – PTO/LSIC/Family Night 21 – Midterms for 3rd 9 weeks</p> <p>1st grade will have a day for families to come to lunch</p>	<p style="text-align: center;">March 2025</p> <p>3-7 Read Across America Week 18 – Spring Pictures 21 – End of 3rd 9 weeks; World Down Syndrome Day 24-28 – Spring Break</p> <p>Kindergarten will have a day for families to come to lunch</p>	<p style="text-align: center;">April 2025</p> <p>2 – Autism Awareness Day 3 – PTO/LSIC/Family Night 15 – Purple Up for Military 18 – No school for students 25– Midterms for 4th 9 weeks</p> <p>5th grade will have a day for families to come to lunch</p>
<p style="text-align: center;">May 2025</p> <p>26 – Memorial Day – no school 30 – tentative last day for students</p>	<p style="text-align: center;">All dates are tentative and subject to change. Please remember the end of school can change.</p> <p>Students don’t need to miss all day for a short appointment. Try to miss LESS than 10 days a year!</p>	<p>Keep an eye on Schoology and Dojo.</p> 

Student HEALTH is our CONCERN



To school or NOT to school?

Parents may find the following checklist helpful in deciding whether or not to send a child to school when there is a question of illness:

Keep your child at home if:

- ✓ There is a fever (100° F or more). Your child must be fever-free without medication for 24 hours before returning to school.
- ✓ There are obvious signs of respiratory illness, such as thick nasal discharge, frequent cough, severe sore throat, earache, or drainage from the eyes.
- ✓ The child has vomited within the previous 12 hours, has diarrhea, or severe abdominal pain.
- ✓ There is any unidentified (therefore possibly contagious) rash or any “open” skin lesions.
- ✓ The child has untreated head lice or nits infested in the hair. This is a strictly enforced school and county policy.



Medication

When medication is necessary for a child's well-being, it is usually possible to schedule administration times at home. Always check with your child's physician before asking the school staff to administer medication to your child. We are asking for your cooperation when it is necessary.

We will administer medications only when absolutely necessary to maintain a student's health and/or help them attend school regularly and to perform to the best of their ability. Because of the responsibility placed upon the staff for giving the correct medication in proper dosage, we ask that you follow these guidelines:

- All medications, both prescription and non-prescription must be authorized by a physician or other licensed health care provider with prescription in writing authority.
- If the administration of medication is scheduled for a period in excess of 3 days, the medication administration form must be completed by the student's health care provider and filed with the school.
- If the administration of medication is scheduled for a period of 3 days or less, an order from the health care provider (may be the form of a completed prescription label or note from the health care provider) and/or written permission from the parent or guardian must be submitted to the school.

You will be asked to pick up your child when...

- Their temperature is 100 degrees or more
- They have vomited
- Their eyes are red, itching or have drainage
- They have a rash that looks contagious
- They have an infected, draining wound
- Refer to the infectious disease policy that follows

Infectious Disease

Fifth's Disease - Students not excluded from school unless he/she has a fever of more than 100 degrees.

Fever - Must be fever free (no fever 100 degrees or more) for 24 hours before returning to school.

Chicken Pox - Excluded for five school days and all blisters are scabbed over.

Hand, foot and mouth – Students not excluded from school unless he/she has a fever of more than 100 degrees and no open wounds.

Scabies - Must have doctor's note that includes diagnosis, treatment and return date to school.

Strep Throat - Must be treated with antibiotic plus no fever for 24 hours.

Mononucleosis - Must have doctor's note with diagnosis and return date to school.

Influenza - Must be fever free for 24 hours.

Pink Eye - Must have 24 hours of medication before return to school.

Ringworm on Scalp - Must have doctor's note with diagnosis and treatment. Must have 24 hours of oral medication before returning to school.

Ringworm on Body - Must be on topical antifungal medication for 24 hours before returning to school. Lesion must be covered while at school.

Gastroenteritis - Must have absence of vomiting and/or diarrhea for 24 hours before returning to school.

Impetigo - Must have doctor's note with diagnosis and treatment and be on medication for 24 hours before returning to school. Lesion must be covered at school.

Herpes Simplex - Cover blister(s) if possible. If more than two lesions and they are spreading from the lip area, a doctor's note will be needed to return to school.

Cross Lanes Elementary Directory of Faculty and Staff

Staff Name	Position	Staff Name	Position
Misti Steed	Principal	Tiffany Pace	STEM
Katie Ullum	Secretary	Valerie LaMaster	Interventionist
Stacy Jackson	Counselor	Brianna Bodkins	Interventionist
Tina Johnson	Nurse	Renee Robison	Special Education Teacher
Jill Rogers	Pre-School Teacher	Nicole Finch	Special Education Teacher
McKenzie Long	Pre-School Assistant	Stephen Hunt	Special Education Aide
Edith Murphy	Pre-School Teacher	Chuck Woodrum	Custodian
Brittany Lambey	Pre-School Assistant	Steven Button	Custodian
Audrey Barber	Pre-School Teacher	Bernice Moss	Cook
Emma Aulenbacher	Pre-School Assistant	Sandra Day	Cook
Ashley Skeens	Kindergarten Teacher	Lahoma Nida	Cook
Brittany Culbertson	Kindergarten Assistant	Sherry Bryant	Cook
Cartney Schoolcraft	Kindergarten Teacher	Erin Crotty	Speech
Lindsay Tucker	Kindergarten Assistant	Amy Miller	Speech
Jamie Kingrey	First Grade Teacher	Ashley Kinsinger	Prek Parent Assistant
Tara Kinkade	First Grade Assistant	Thomas Hall	Prek Parent Assistant
Kaylee Knapp	First Grade Teacher	Vacancy	PreK Parent Assistant
Ashley Samuel	First Grade Assistant	Bethany Whittington	School Psychologist
Faith Saunders	Second Grade Teacher	Erica Mullins	Special Ed Specialist
Elizabeth Barnes	Second Grade Assistant	Michelle Holstein	Art
Regina Spencer	Second Grade Teacher	William Samuel	Physical Education
Kelly Petry	Second Grade Assistant	Tyler Cobb	Music
Michaela Milam	Third Grade Teacher	Dani Crouch	Social Worker
Laura Allison	Third Grade Teacher		
Ali Burdette	Fourth Grade Teacher		
Jamie Ferrell	Fourth Grade Teacher		
Ann Humphreys	Fifth Grade Teacher		
Dana Hudson	Fifth Grade Teacher		

School Website: <https://cl.kana.k12.wv.us/home>
Join us on Schoology for School News and Updates!

Cross Lanes Elementary Core 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 21st century literacy skills.
6. Students and teachers must be prepared for lifelong learning in a global society.
7. Effective leadership skills are essential for creating 21st century schools.

Cross Lanes Elementary Mission Statement

Caring community
Love Learning
Embrace Diversity
Safe and Supportive environment

Vision

We envision a community where all children feel loved, respected, and encouraged to develop to their fullest potential. By 2027, students will grow in their love of learning by empowering them to become innovative, critical thinkers.

Pledge:

We are eagles watch us soar.
We are eagles we stand for:
Embracing diversity
Acting with Integrity
Giving our Best Effort
Leading by Example and
Exercising Kindness
Soar, Eagles, Soar!

Security System

To enhance the safety of our school, we utilize a security system daily. The front doors will remain locked at all times. In order to enter the building, you must first buzz the office by pressing the white button located on the black speaker. A staff member will reference the camera. Once you have been verified, someone will greet you at the door. You **MUST** obtain a visitor's badge and wear it throughout your stay at Cross Lanes Elementary. A security system with an alarm has also been installed for after school hours. An alarm will sound if any unauthorized people try to enter the building. It is also connected to the police and fire department. This is for the safety of our staff and students!

Homework Expectations

Kindergarten: 15 minutes daily
1st – 3rd Grades: 30 minutes daily
4th – 5th Grades: 1 hour daily

Schedule at a Glance

Daily Bell Schedule

- 7:00 Doors Open; students grab breakfast and head to class room
- 7:25 Students should be in the room and ready to work (this means they have ate breakfast and unpacked)
- 7:30 Instruction begins
- 2:00 Dismissal Bell - buses will load first
- 2:05 Car pick up begins

Please check your child's schedule for ELA and Math and Intervention. If appointments must be made during the day, please try and work around those times. Students may come late, leave early or leave and return for appointments so they don't miss a whole day of instruction.



Be at school on time every day!
Instruction begins promptly at 7:30 AM. It is very important that your child be at school every day and on time.

Attendance The Law And You!



Kanawha County Schools recognizes a direct relationship exists between student's daily school attendance and academic performance, graduation, and the development of good work habits. Kanawha County Schools will implement a Multi-Tiered System of Support to address attendance and effectively assist students and families. The laws of West Virginia require school administrators to enforce regular attendance of compulsory school-aged students and to provide a safe learning environment through engaging, high-quality instruction to encourage regular attendance.

ABSENCE IS EXCUSABLE FOR SPECIFIC REASONS

West Virginia Code 18-8-1 and West Virginia Board of Education Policy 4110 permit students to be excused from school for:

- a.) School-approved or county-approved curricular or extra-curricular activities; failure of the bus to run/hazardous condition, IEP, SAT/504 Plan meetings; and other county board approved excused absences.
- b.) Personal illness or injury of the student or student's parent, guardian or custodian.
- c.) Death in the family.
- d.) Judicial obligations or court appearance involving the student.
- e.) Military requirements for students enlisted or enlisting in the military
- f.) Participation in medical homebound or hospital instruction
- g.) Documented chronic medical conditions consisting of mental or physical impairments. Documentation by a physician is required and reviewed quarterly by the SAT, IEP or 504 team

A VALID EXCUSE IS REQUIRED WHEN RETURNING TO SCHOOL

All documentation relating to absences shall be provided to the school not later than **three** instructional days after the first day the student returns to school. In the event the documentation is not provided to the school within **three** days, the absences are considered unexcused. Personal injury or illness excuses of student or parent/guardian may not exceed **10** per year. Excuse must include the following information.

- Student's name
- Grade
- Date(s) of absence
- Date of the note
- Reasons for the absence
- Signature of parent or guardian

OTHER REASONS CANNOT BE EXCUSED

Any absence not meeting the stated requirements shall be considered an unexcused absence (West Virginia Code 18-8-1). Absences such as hunting, fishing, working in or away from home, babysitting, oversleeping, suspensions, or missing the school bus are unexcused. Questions regarding any of the listed reasons may be answered by a school administrator, the Assistant Attendance Director assigned to your school, or the Attendance Director of Kanawha County Schools.

TARDINESS

Tardiness is defined as any arrival of a student after the time scheduled for classes or school to begin. Student tardiness will be handled according to procedures established by Kanawha County Schools and each school. A brochure outlining these procedures is available.

STUDENTS ARE RESPONSIBLE FOR MAKEUP OF SCHOOL WORK MISSED DURING AN ABSENCE

Students are responsible for work missed during an absence. Each school shall advise students of the procedures and the time line for makeup work as stated in Kanawha County Schools Attendance Policy.

ABSENCE REPORTED TO PARENTS

Absences from school are reported to parents by report cards, telephone calls, letters, or through home visits. Home visits may be made by the county Assistant Attendance Director or other school personnel. The parent/guardian should notify the school when a student is absent.

Emergency Early Dismissal

The new automated WARN system will call you to let you know that school is being dismissed early due to an emergency (inclement weather, etc.). **It is important to inform us if you have changes in your phone numbers throughout the year.** Please listen to the radio or television for specific information. It is essential that other arrangements be made for these days please be prompt in doing so. We would like to suggest that your child have a neighbor's home they could go to, a friend at school they could ride home with, or a hidden house key which would give them access to your home allowing them to call a parent, friend, or relative upon arrival. In case a family friend is unavailable, please have an alternate plan as well. There is no THIRD BASE when school dismisses early.

Your child's safety is our utmost concern. We do not want them to be anxious should we have an early dismissal. Please help us by discussing early dismissal arrangements with your child.

Leaving Early

No student will be excused to leave school prior to the regular hour of dismissal, except by permission of the principal, granted in accordance with requests made by the parent. Children are excused for professional appointments only. If your child must leave school early, you must come into the school building to sign him/her out. No child may leave the school with anyone other than their parent/guardian or those listed on the child's emergency card.

Moral Code of Conduct

Schools are not only charged with the responsibility of providing educational opportunities, but expected to prepare students to be successful in society governed by rules and moral responsibilities. Certain minimum standards of conduct have been established by Kanawha County Schools' Student Behavior Policy. A copy of this policy, along with the due process clause for suspension and appeal process procedures, is available for your information in the principal's office.

Physical Education Program

Physical education is a program required by law. It is designed to stress physical fitness and encourage healthy, active lifestyles. For safety purposes, all children will need rubber-soled tennis shoes. Girls will need to wear shorts under dresses or skirts, and refrain from wearing low-cut shirts. All children will be required to participate in their physical education classes whether they are being taught by the PE teacher or the classroom teacher. If children are unable to participate in physical education, a doctor's excuse is necessary.

Wellness Policy

The link between nutrition, physical activity, and learning is well documented. Healthy eating and activity patterns are essential for students to achieve their full academic potential, full physical and mental growth, and lifelong health and well-being. Kanawha County Schools has continued with its Wellness policy that regulates nutrition education, physical activity, and child nutrition operations, and nutrition guidelines for all foods served on campus which will help to ensure a healthy and safe school environment.

Midterm Progress/Report Cards

Paper midterms will not be sent home; grades can be accessed through Schoology. Report Cards will be sent home, following each nine-week grading term.

Eagle Arrival Procedures

ARRIVALS

Students may be dropped off starting at 7:00 am. (do not drop before 7 as there will be no supervision).

You may drop off in any lane - just make sure your child gets out on the sidewalk and not between cars.

There will be someone at the cross walk each morning from 7:00-7:25.

If no one is at the cross walk, you must walk your child to the door. This is for safety reasons.

Do not park in the drop off lanes.

If your child needs help getting out of the vehicle, please park in a designated spot to help so that you don't hold up the traffic flow.

It is important to teach your child how to get out of the car on their own.

Staff will be throughout the building to monitor students getting to class.

Students need to be in their room ready to work by 7:25. This means they have unpacked and ate breakfast before 7:25. It is best to have students at school by 7:20.



Eagle Dismissal Procedures

Do not pull onto ANY part of the lot until you see 3 buses. If you do, we will have you pull out, which will put you at the end of the line.

It is best to wait until 2:05-2:10 to arrive for car pick up.

Bus students will be dismissed at 2:00 when the bell rings. Our buses will be loaded first so they can keep their schedule.

Whoever is picking up your child MUST have the pick up tag. In the vehicle or walking up.

Bus students must be loaded before we start dismissing vehicle and walk ups.

If changes are needed how your child will dismiss, we must have a note. Do not send online - we may not see it.

If your child is going home with a friend, we need a note from both families.

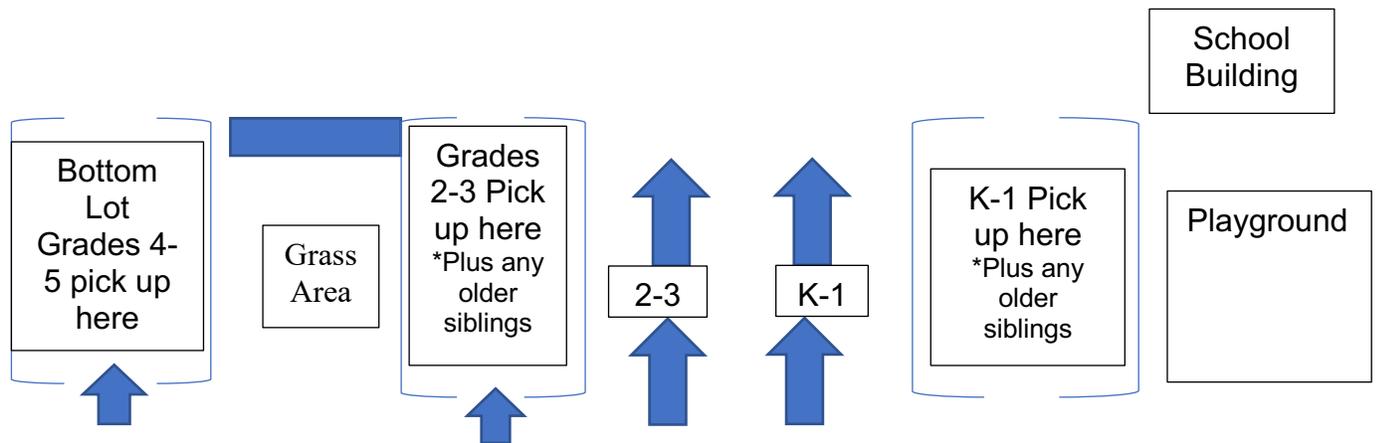
Pick up person must have the pick up tag. OR We will check ID with names on the emergency card and must be over the age of 18.

See the pick-up lanes on the next page.

Pick up tag - you can pick up at Open House and can have for more than one vehicle.



Cross Lanes Elementary Drop Off/Pick Up Map



Drop Off each morning

- May drop off in any lane.
- K-5 will enter the front door from 7:00-7:25 when someone is at the cross walk.
- Pre-school parents/guardians must park in a designated spot – not the lanes.
- **Only** cross at the Cross Walk.
- Do NOT drop off before 7:00 – there will be no supervision. You can hear the bell ring at 7:00 from the parking lot.
- If the Crossing Guard person is gone – you MUST walk your child to the door – they will be tardy.
- Students MUST be in room ready to work at 7:25 or they are tardy. Instruction begins at 7:30.
- Please plan to use ONLY the same side of car as the sidewalk. We do NOT want students to walk between the lanes of cars.
- Please drive slow and do NOT pass cars. Student safety is our number one priority.
- Please **ONLY** park in designated parking spaces.
- If you need to help your child out of the car – park in a designated spot and have your child cross at the cross walk.
- If your child plans to eat breakfast it is best to arrive before 7:15 to give them time to eat.

Pick Up each afternoon

- K-5 Families that are picking up - Arrive 2:05-2:10– we will load cars after the buses load – do not pull on any part of the lot until you see three buses.
 - Please plan to use ONLY the same side of car as the sidewalk. We do NOT want students to walk between the lanes of cars.
 - Have your car tag visible in the window or with you if you walk at pick up. This is for safety.
 - Older siblings will go wait with the youngest sibling for pick up so you only have one pick up lane.
 - Please drive slow and do NOT pass cars. Student safety is our number one priority.
 - Please **ONLY** park in designated parking spaces.
 - Do NOT block lanes on West Washington Street and be careful pulling on the side – it tears up the grass that belong to the community.
 - If you need to help your child in the car – park in a designated spot and come to get your child.
 - Pre-school pick up is 1:30-1:45 – park in a designated parking spot. PreK bus students will load on buses at 2:00.
- **Pick up lanes are subject to change based on number of pickups

Send a Note to the Teacher

If there is a change in normal transportation for your child you MUST write a note with detailed instructions. We will not allow your child to change transportation based on his/her or another student's request. It must come from the parent in the form of a note or a phone call. If your child will be going home with another student, both parents must write a note with detailed instructions.

If your child will be late or leaving early for a medical appointment, please send a note in advance. Please make every effort to schedule all appointments for your child after school hours.

NOTE: Parents who are chronically late for picking up their children after school will be asked to make other arrangements for pick-up. Children will not be released to adults that are not authorized on the child's emergency card.

Set Goals for yourself! Make Smart Choices daily!!



You can help!

We need your parental support and guidance as we teach your children expectations for behavior. **You can help prevent unacceptable behaviors at school by cooperating in the following ways:**

1. Become a member of our Local School Improvement Council (LSIC), PTO, school volunteer program, or tutoring program.
2. Make sure your child is in school on a daily basis unless ill. Please call the school early in the morning if your child is ill or has a doctor's appointment at 776-2022. Your child will need a physician's written excuse if more than three consecutive school days are missed.
3. Get your child to school on time. Student arrival is 7:00 a.m. Students may have breakfast after they have taken their belongings to their classroom. Instruction in the classroom begins promptly at 7:30.
4. See that your child is prepared with all materials and homework is completed. You will need to check for notes, parental information, student work, and any possible homework assignments each day.
5. Return all forms that need parental signature (such as for field trips, mid-term reports, discipline notices, and special assignments) promptly.
6. Help the school reinforce appropriate behavior for your child.

ISS Program

ISS stands for In-School Suspension. A student who refuses to comply with school and classroom rules may be warranted ISS. ISS begins the following school day. When placed in ISS the student will report to his/her regular teacher for attendance, and then will immediately report to the assigned ISS teacher. The child will be expected to remain silent and work on assignments given by the regular classroom teacher the entire day. He/She will follow the schedule of the ISS teacher. The student will return to the regular classroom setting for the last 5 minutes of the day. If the student misbehaves during any part of ISS, he/she will be sent to the office, parents will be notified, and the child will be suspended from school.

Consequences for Misbehavior

If a child misbehaves and/or breaks school and classroom rules, the following consequences may be instituted:

1 – A positive verbal warning given by the teacher

2 – 2nd warning given (Think Sheets, Calm Down Corner, reflection time, etc. Teachers' classroom management plans may vary.)

3 – 3rd warning given (Parent contacted (note, text, email, phone call. Student to do an additional think/reflection sheet with counselor or principal) 2nd classroom consequence

4 – Student will be sent to the office with an office referral form. Depending on the severity of the behavior, an administrator will assign the student a specific amount of days to serve in detention. An administrator and the student will call the parent to inform him/her of the child's behavior. If the parent cannot be contacted, a notice will be sent home, signed, and returned the following day.

* Detention is held during lunch under the supervision of an administrator or teacher. While the student eats, he/she will remain silent in an assigned seat for the entire lunchtime. Detention is held in the cafeteria or in a separate classroom/office with a supervising teacher.

If the student does not respond to this discipline plan, or if the student is consistently disobeying the school or classroom rules, one or more of the following consequences will take place:

- **Additional days of detention**
- **ISS (In-School Suspension)**
- **Loss of privileges (field trips, parties, etc.)**
- **Student removed from school and sent home**
- **OSS (Out-of-School Suspension)**

OSS (Out-of-School Suspension), mandatory re-entry conference with administration and parent

- **OSS (Out-of-School Suspension) parent accompanies the child back to school**

It is at the discretion of the administrator to choose the consequence that is most appropriate.

Dress Code

Student dress should be comfortable and in good taste. **The following items are part of the Kanawha County and Cross Lanes Elementary dress code:**

*Clothing which may present a safety hazard must not be worn. This includes any clothing, jewelry, accessories, etc., that may be used as weapons or present a risk of injury to the student or school personnel. Additionally, Students may be prohibited from wearing or required to change out of shoes that present a safety concern during recess, gym class, or during the regular school day and School Administration determines.

*Any clothing, accessories, symbols, jewelry, or other paraphernalia, which depicts or suggests association with a gang shall not be brought to school, worn at school, or in any way be present 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, accessories, etc., which have drug emblems; contain obscenities; tobacco or alcoholic beverage references; which may be considered derogatory towards a race, culture or religion; which may be considered any form of harassment.

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

*No undergarments or body parts of a personal or private nature may be exposed plainly or by way of tears, rips, holes, etc. in clothing. These personal and private body parts include male and female chests, buttocks, and genitalia, etc.

*Any type of head covering is unacceptable unless for religious purposes or otherwise approved by School Administration.

If a student is out of compliance with the above policy, the parent will be contacted and must bring acceptable attire to the school immediately. Repeat offenses will result in disciplinary action. If you question a particular clothing item, please call the school for verification before sending your child to school.

Search and Seizure

Students possess the right of privacy of person as well as freedom from unreasonable search and seizure of property guaranteed by the Fourth Amendment of the United States Constitution. That individual right, however, is balanced by the school's responsibility to protect the health, safety, and welfare of all its students.

The following guidelines shall apply to the seizure of items in a student's possession and the search of student's property:

- a. The search shall be conducted by a school official in the presence of an adult witness.
- b. The student shall be informed of the reasons of the general search except in emergency situations.
- c. There should be probable cause for the school authorities to believe that the student possesses a specific item – the possession of which contributes to a crime or rule violation.
- d. If a dangerous weapon or drug is found, the school official shall turn it over to the appropriate law enforcement official for proper disposal.
- e. Other possessions reasonably determined to be a threat to the safety or security of others may be seized by school authorities.
- f. Items which are used to disrupt or interfere with the educational process may be removed from student possession.

Transfers

We realize the importance of sending student records to new schools and make every effort to expedite the process. If your child is transferring schools, please provide the school name and address to our office promptly.

Homework and Make-up Work

However many days a student is absent is how many days he/she has to complete make-up work. For example, if your child misses 3 days of school, he/she has 3 days, upon returning to school, to make up all the work he/she missed while being absent.

Grading Scale and Honor Roll

Point Value when calculating GPA		
90 to 100	A	4
80 to 89	B	3
70 to 79	C	2
60 to 69	D	1
0 to 59	F	0

Earned number of points divided by possible points equals a percentage. The percentage determines the letter grade and the letter grade determines honor roll point total. The average of the Honor Roll points determines the honor roll category

B Honor Roll	3.0 - 3.49
A Honor Roll	3.5 - 3.99
Principal's List	4.0 (Straight A's)

Important Note: 4th Nine Weeks report cards are given out on the last of day school. We do not mail report cards unless you send a self-addressed envelope to your child's teacher before the last day of 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, marital status, or national origin in its employment or education programs and activities. Inquiries may be directed to the Title IX Coordinator or Section 504 Coordinator at the Kanawha County Board of Education, 200 Elizabeth Street, Charleston, WV 25311, (304) 348-1940 or the U.S. Department of Education's Director of the Office of Civil Rights, (215) 596-6795.

Flowers/Balloons

School policy states that items are not to be delivered to students. Deliveries cause disruption of class, hurt feelings, and safety concerns. Please do not have items sent to the school for your child.

Visitation Policy

Board Policy V-K requires that any person visiting the public schools must go to the office area and he/she must sign the visitor's log maintained at the door of the main office. Employees of the school shall be made available for meetings only during duty-free periods when not instructing students, supervising students, conducting other duties, etc. Visitors are NOT to interrupt the learning process in the classrooms.

Party Invitations

Invitations to personal birthday parties are NOT to be distributed at school, unless an invitation is given to each student in the class. If all class members are not invited, invitations must be given outside of school.

Games, Toys, Cards, Pets

Toys, games, and collectibles are to be left at home. The only exception for toys or games will be special occasions when permitted by teachers. Third Base students may bring them for after school use but they must remain in backpacks during the school day. No pets of any kind are allowed in school or on school property.

Library Books and Text Books

Children are taught to take proper care of books. Lost or damaged books are the financial responsibility of the parents or pupils who check them out. Parents will be charged for lost or damaged books.

SAT

The school has a Student Assistance Team (SAT) comprised of the Principal, Counselor, Learning Specialist(s), and classroom teachers. This team meets with the classroom teacher and parents to review any academic and behavioral problems the child may be having.

Lost and Found

The school maintains a lost and found department where articles may be claimed. **It is advisable that parents mark their children's clothing for easy identification.** Please check the lost and found as soon as an item is missing. At the end of each month, clothing, etc will be donated to charity.

Address and Phone Changes

Please advise the school of any address or phone changes. It is critical we have this information at all times.

Student Fundraising

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". This is the Kanawha County School's Policy.

Conferences

We believe that parent/teacher conferences are of the utmost importance. Prompt attention to problems is much better than prolonging an existing misunderstanding or situation that should be improved. Conferences may be scheduled at the request of the teacher or parent when the need arises. No parent or teacher should be asked in the presence of others at the school related activities any pertinent information about any child or group of children. We feel that the personal integrity of each individual child should be protected.

Cell Phones

Teachers and staff are courteous to students that may need to call home for various reasons – forgotten items, clarifying changes in transportation, etc. Cell phones are expensive. Like any other electronic or handheld device, we discourage students from carrying them because of the chance that they may be lost, stolen, or damaged. We understand that many students go to aftercare or perhaps walk to school and may check in with parents/guardians to let them know that they have safely arrived. However, cell phones must be kept in backpacks or given to classroom teachers to hold throughout the day. Due to disruptions caused in previous years, the following policy is in place for students caught using cell phones without permission:

1st infraction: The teacher will ask for the phone and will keep it in a secure location until the end of the day.

2nd infraction: The teacher will ask for the phone and will take it to the office to be picked up by a parent or guardian.

SCHOOL SAFETY: A SHARED RESPONSIBILITY



SAFE SCHOOLS

Cross Lanes Elementary will keep all doors locked at all times. Please buzz the office from the outside to enter through the main doors. Sign in at the office and obtain a visitor's badge. When leaving the school, return your visitor's badge, sign out, and exit through the main doors.

In case of an emergency with a gunman, etc. teachers have been instructed to lockdown with all the students. In case of a severe chemical emergency, the school would be required to *Shelter in Place*. Parents will NOT BE ALLOWED to enter the building and pick up students. Opening doors, windows, vents, etc. could endanger those occupants within the school building. In a severe *Shelter in Place*, you as a parent would be sheltering where you are at that time. You should not attempt to come to the school and check out your child(ren).

Shelter-in-Place

A Shelter in Place means that all entrances and windows would be sealed and NO ONE would be allowed to enter or exit the building until safety was assured. Drills will be practiced.

Fire Drills

Kanawha County Schools require schools to conduct ten practice fire drills each year. Students are instructed as to the procedure and behavior during drills. They are expected to move quickly and quietly in an orderly manner. These drills are for student safety.

Asbestos Management Plan

Kanawha County Schools, in keeping with our commitment to provide a safe school environment, is identifying all asbestos in our schools, in compliance with the Asbestos Hazard Emergency Response Act. This information has been placed in the school's Asbestos Plan and may be reviewed in each school.

Efforts will be continued as needed to provide a safe environment for all students, staff and public. These efforts will include the following: Six-month surveillance, three-year re-inspection, and emergency repairs as needed.

The Kanawha County School's plan for asbestos control is on record with the United State Environmental Protection Agency and with the West Virginia Department of Education.

Lunch/Breakfast

Food/Drink	Price
Lunch for all students	Free
adult lunch	\$4.35
Breakfast for all students	Free
adult breakfast	\$3.25
additional milk or juice	\$0.35

Do not send breakfast or lunch money to the school*. All meals for students are FREE this school year. **Soda is not permitted.**

Immunizations

The immunization law enacted by the legislature requires each child entering school for the first time to be immunized against DTP, MMR, Hepatitis B, varicella, and polio. Students must have a TB test if they are coming from out of state. A child shall not be admitted or received in any public school until he/she produces a certificate showing successful immunization record. Also, only birth certificates showing the state seal may be accepted as proof of birth date. This certificate is obtained from the State Department of Vital Statistics. **2nd grade students are encouraged to bring a copy of a well child physical and dental exam.*

Counseling

A counseling program in our school is available to help students, parents and teachers develop positive learning experiences. The program consists of a variety of services and activities, including individual and group counseling, parent and teacher consultation, group guidance, information services, and referral assistance to other programs and services in the community.

The school counselor is responsible for developing, scheduling, and evaluating the program services, and is assisted by the Faculty Senate and the school administration. Primary services of the school counselor are to provide direct assistance to students in the school. For this reason, a major portion of the counselor's day is scheduled with service for children. Parent and teacher consultations are usually scheduled in the early morning before classes begin or in the afternoon.

Special Educational Services

Cross Lanes Elementary is committed to providing quality education programs for all children with appropriate support service to ensure success. We provide the services of special educators and speech pathologists for students who qualify. Children who need the help of special educators are referred through the Student Assistance Team. This is a six-week intervention period prior to the referral and testing. This time allows a school-based team to adjust your child's instruction to meet his/her needs in the regular classroom. Upon review, the student may or may not be recommended for testing. Before testing occurs, you will receive papers to sign, giving your permission. The testing process is lengthy.

Cross Lanes Elementary School Bullying Policy

1. Definition of Bullying:

Bullying is harassment and/or intimidation occurs whenever one or more persons use power to repeatedly and consistently inflict physical, verbal or emotional abuse on one or more other persons. There must be repeated and consistent negative action against the person. There must be a physical or psychological unbalance of power between the person who bullies and the targeted person, and there must be contrasting feelings between the person who bullies and the target person as a result of the bullying episode. All incidents will be dealt with on an individual basis and following county policy.

2. School's Position:

Bullying will not be tolerated at Cross Lanes Elementary School. All school personnel will intervene in bullying and strictly enforce the School/County Bully Policies.

3. Declaration of the Rights of Individuals:

Cross Lanes Elementary students, staff, volunteers, and parents have the right to be in a safe, bully-free environment.

4. Statement of Responsibilities:

Cross Lanes Elementary faculty, staff, volunteers, students, and parents have the responsibility to report any incidents of bullying to the Principal and/or Montrose Elementary Faculty.

5. General Description:

- I. Interview the parties involved; conference with teachers and students.
- II. Class Lesson Review - Definitions of Bullying and Teasing; Expectations.
- III. Consequences to Offenses*: loss of privileges, behavior contracts, referral to SAT, parent conferences with principal, teacher and students, In-School Suspension, Out of School Suspension, counselor referrals,
- IV. Target At-Risk Students - active observation by faculty/staff; interaction with potential parties
- V. Documentation

6. Investigators

Misti Steed, Principal
Stacey Jackson, Counselor

*Consequences for this policy will be determined by the severity of the incident and behavior patterns, repeated offenses, etc. and determined by the administration and/or Cross Lanes Elementary faculty. Steps may be skipped or could occur consecutively

Substance Policy

1. Possession of a narcotic.
2. Use, distribution, possession or being under the influence of beer, wine, or other alcoholic beverages, controlled substances, or substance represented to be a controlled substance (other than a narcotic) – it shall be a violation of code of conduct to use, distribute, possess or be under the influence of beer, wine, or other alcoholic beverages, controlled substances, or substance represented to be a controlled substance (other than a narcotic) See section 22.23. Compliance is mandatory.

Note: The intent of this paragraph is to deter substance abuse among students because it is wrong and harmful, and to provide an appropriate plan of action for violators. It is not intended, however, to discourage any student with a substance abuse problem from seeking guidance and assistance from school personnel. A student with substance abuse concerns may voluntarily approach administrator, counselor, or other personnel for help without fear of penalty, assuming the student is not then in violation of this policy.

Possession of a Drug Device – A drug device is defined as an object usable for smoking marijuana, for smoking controlled substances deemed tetrahydrocannabinol, or for ingesting or inhaling cocaine, and includes,

but is not limited to: (1) metal, wooden, acrylic, glass, stone, plastic or ceramic pipes with or without screens, hashish heads or punctured metal

bowls; (2) water pipes; (3) carburetion tubes; (4) smiling and carburetion marks; (5) roach clips, meaning objects used to hold burning material

such as a marijuana cigarette, that has become too small or too short to be held in the hand; (6) caliber, carburetor, electric or air-driven pipes; (7) chili mg; (8) bong; (9) ice pipes or chillers; and (10) miniature cocaine spoons and cocaine vials. In the consideration of violation of this provision, the question whether an object is a drug device shall be a question of fact.

First Offense for use, possession or being under the influence – suspension (10 days) and completion of drug program approved by Kanawha County Schools (mandatory).

Second Offense for use, possession or being under the influence or first offense for distribution – Suspension (10 days); recommended transfer to an alternative school; a petition for reinstatement to the home school; may be made to the principal of such school during the second semester the students has attended such school.

Third Offense – Expulsion (mandatory).

This information is found in the Kanawha County Schools Code of Conduct.



Weapons Policy

A student shall not supply, possess, handle, use or threaten to use, or transmit any weapon or any other tool or instrument capable of inflicting bodily injury as a weapon. The terms: "weapons", "tools", or "instruments" shall include by way of illustration but are not limited to the following enumerated items: any loaded or unloaded firearm (e.g. pistol, blank pistol, signal pistol, starter pistol, revolver, rifle, shotgun, stun-gun, pellet gun, or BB gun, look like firearms, etc.); any knife (e.g. Bowie, dirk, lock blade, hunting, pen, pocket, switchblade, utility, knives of any size; any razor (e.g. straight, regular, retractable, etc.); any martial arts device (e.g., Chinese star, nunchaku, dart, etc.); any defensive device (e.g., gas repellent, mace, stun-gun chemical sprays, etc.); or any tool or instrument which school staff could reasonable conclude as being a violation of the intent of this offense section, which by way of illustration, shall include, but is not limited to blackjack, chains, club, metal/brass or any artificial knuckles, nightstick, rings, pipe. Studded or pointed bracelets, ax handles, etc.

A student shall not supply, possess, handle, use, threaten to use or transmit any explosive device or item that ejects or releases a spray, foam, gas, spark, fire, smoke, odor, etc. By way of illustration, such devices shall include but are not limited to, bullets, ammunition of any type, fireworks of any type and size, smoke bomb, stick bomb, any type of homemade bomb, or time which by virtue of its shape or design give the appearance of any of the aforementioned (e.g., fake bombs, fireworks fuse, explosive devices, detonators, etc.).

A student is deemed to be in possession of an illegal and/or banned item(s) under this section when such items are found on the person of the student, in his/her possession, in his/her locker, in a student's vehicle on school property or in any vehicle a student brought on school property being used by the school, at any school function or activity or any school event held away from school.

Any violation of this Policy that may constitute a violation of state and/or federal criminal statutes shall be prosecuted in the form of a juvenile petition of a criminal complaint by the responsible administrator.

The use, possession or transmittal on school property or at any school function or activity of no facsimile water pistols or matches, is not permitted. However, if such water pistols or matches are not used offensively, then the penalty for violation of this rule shall range from a conference with the student and parent/guardian to three-day suspension.

A student in violation of the Kanawha County Weapons and/or Explosive Device Policy will be suspended and referred to the Office of Student Affairs by the local school administrator. The Director of Student Affairs will make a recommendation to the Superintendent for appropriate disciplinary action. In the event the superintendent makes a recommendation of expulsion the parents desire an appeal, a hearing will be held before the Board of Education.



Cross Lanes Elementary School

5525 Big Tyler Road

Cross Lanes, WV 25313

Phone (304) 776-2022

Fax (304) 776-2029