

# **Flinn Elementary School**

**2023**



**2024**

**Parent/Student Handbook  
Calendar of Events**

# **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.

### **Checklist**

Keep your child at home if...

- ✓ There is a fever (100° F or more). Your child must be fever-free 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 infestation in the hair. This is a strictly enforced county policy.



You may excuse your child with a parent note 5 times within the school year.

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**Flinn Elementary  
School  
2006 McClure Parkway  
Charleston, WV 25312  
Phone: 304.348.1960  
Fax: 304.348.1959**



**There are times when school policy and/or procedures need changed due to unforeseen circumstances. Please pay close attention to all school memos, Schoology posts, and Communicate calls to stay current with school expectations.**

**Case Partners**

Poca Valley Bank, WV American Water,  
and WesBanco

**Flinn's Vision Statement:**

**The vision of Flinn Elementary is to develop well-rounded, confident, respectful students who aspire to achieve their full potential.**

**Flinn's Mission Statement:**

**The mission of our staff at Flinn Elementary is to prepare Flinn Falcons to SOAR beyond the expectation.**

**We believe...**

- 1. that all students can learn.**
- 2. teachers should be highly qualified.**
- 3. the responsibility and benefit for education is shared by family, student, school, and community.**

**Flinn  
Falcons  
SOAR**

**Safe  
On Time  
Accountable  
Respectful**

**Goals**

- 1. High academic standards and expectations.**
- 2. Teachers, students, and parents will be held accountable for learning.**
- 3. A safe, nurturing environment will exist at Flinn Elementary.**

# Flinn Elementary Directory of Faculty and Staff

**Maria Clendenin** Principal  
**Savannah Silber** Vice Principal  
**Tammie Arthur** Secretary  
**Leah Henson** Clerk

**Alisia Withrow** Kindergarten  
**Emily Brammer** Kindergarten  
**Haley Wiseman** Kindergarten  
**Brooke Compton** Kindergarten  
**Brittany Bostic** Aide  
**Barbara Kincaid** Aide  
**Julia Samples** Aide  
**Sherry Talbert** Aide

**Tammy Cantrell** 1<sup>st</sup> Grade  
**Carla McClanahan** 1<sup>st</sup> Grade  
**Chelsea Evans** 1<sup>st</sup> Grade  
**Marcy Harvey** 1<sup>st</sup> Grade  
**Evon Stanley** Aide  
**Sandra Loftis** Aide  
**Heidi Stricklen** Aide  
**Debbie Cantley** Aide

**Andrea Johnson** 2<sup>nd</sup> Grade  
**Jodie Trimble** 2<sup>nd</sup> Grade  
**Alicia Lowe** 2<sup>nd</sup> Grade  
**Hayley Long** 2<sup>nd</sup> Grade

**Kathy Given** 3<sup>rd</sup> Grade  
**Kayleigh Perry** 3<sup>rd</sup> Grade

**Debbie Keene** 3<sup>rd</sup> Grade

**Samantha Anastasio** 4<sup>th</sup> Grade  
**Barbara Harris** 4<sup>th</sup> Grade  
**Brittaney Holmes** 4<sup>th</sup> Grade

**Sandra Granata** Learning Specialist  
**Kirstie Carney** Learning Specialist  
**Christina Fowler** Aide

**Donna Cummings** Interventionist  
**Samantha Birthisel** Interventionist  
**Rhonda Sisson** Interventionist  
**Rebecca Young** Interventionist

**Stefanie Surface** Librarian  
**Zoe Sampson** Counselor  
**Michl Lowe** Counselor  
**Wynston Agnew** Phys. Education  
**John Harper** Art  
**Jennifer Phillips** Music

**Bethany Stuck** PreK  
**Annette Casto** PreK Assistant  
**Kelli Hall** PreK  
**Taylor Casto** PreK Assistant  
**Melissa Torres** PreK  
**Sarah Dawson** PreK Assistant

**Julie Perry** Speech  
**Sydney Payne** Speech

**Nikole Robie** Specialist  
**Traci Bailey** Nurse  
**Linda Osborne** Dental

**Monica Williams** Café. Manager  
**Mary Tucker** Head Cook  
**David Joplin** Cook  
**Heidi Stricklen** Cook  
**Amanda Jones** Cook  
**Kim Casdorph** Cook  
**Seth George** Custodian  
**Mike Talbert** Custodian  
**Doug Atkins** Custodian

**Parent Teacher Association**  
**Hayley Wiseman** PTA President  
**Emily Brammer** Vice President  
**Mary Queen** Treasurer  
**Shara Neal** Secretary

## Student Assistance Team (SAT)

**Donna Cummings** SAT Coordinator  
**Savannah Silber** Vice Principal  
**Janice Moss** Psychologist  
**Sandra Granata** SRA Coordinator  
**Classroom Teacher**  
**Interventionists**

### School Website

Please check Flinn's website frequently for updates & changes to the school's schedule, etc. The address is: <https://flinn.kana.k12.wv.us/>

### Daily Schedule

6:50 a.m.	Teacher Arrival
7:00 a.m.	Earliest Student Arrival (Buses and Car Riders**)
7:30 a.m.	Tardy Bell/Instruction Begins
10:35 a.m.	Kindergarten Lunch
11:10 a.m.	Third Grade Lunch
11:15 a.m.	First Grade Lunch
11:50 a.m.	Second Grade Lunch
11:55 a.m.	Fourth Grade Lunch
2:00 p.m.	Dismissal Begins
2:00 p.m. – 5:40 p.m.	– THIRD BASE Program*

\*Must register your child for this service.

\*\*A faculty member will greet the car riders each morning.

### Arrival and Dismissal

Students need to arrive at school each day between 7:00am and 7:20am. Car Riders only are allowed to be dropped off and picked up by the main entrance. The other side is reserved for bus students only. Do not pass cars or create a double line in the car rider line. Parking is not permitted on the church lot.

When your child enters the building, he/she will need to go directly to the classroom. If your child needs to eat breakfast at school, he/she will need to get a bag breakfast to be eaten in the classroom.

Car Riders and Bus students will begin dismissal at 2:00pm. Bus Set students will be called by grade level. Do not report to Flinn to create the car rider line in the afternoons until 2:00pm. In the car rider line, follow the directions of the supervisors on duty. Make sure your child can buckle his/her own seatbelt in order to keep the line moving in a quick and orderly manner. Parking on the church lot is not permitted. If you expect your child to walk off campus with or without an adult, he/she will not be permitted to leave campus until 2:20pm, after all bus and car traffic is gone.

### Checking Students Out Early

Students are not to be checked out early, except for emergencies and professional appointments only. Students who need checked out early for those reasons should be picked up BEFORE 1:30pm. We want to eliminate congestion in the office as we prepare for dismissal. The parent/guardian must come into the main office to sign him/her out. No child may leave the school with anyone other than his/her parent/guardian or those listed on the emergency card.

### 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 a phone call or a student's request. It must come from the parent in the form of a note. If an emergency arises and no note was sent, we will only accept those changes via a fax (304-348-1959) or email to Leah Henson ([lhenson@mail.kana.k12.wv.us](mailto:lhenson@mail.kana.k12.wv.us)) and Tammie Arthur ([tarthur@mail.kana.k12.wv.us](mailto:tarthur@mail.kana.k12.wv.us)), and then follow up with a phone call to the school to ensure it was delivered. When using this method, do so before 1:00pm to ensure it can be received and confirmed before dismissal time. If your child will be late or leaving early for a medical appointment, please send a note in advance. Make every effort to schedule all appointments for your child after school hours. **NOTE: Parents who are chronically late picking up their children after school will be asked to make other arrangements (e.g. Third Base). Children will not be released to adults that are not authorized on the child's emergency card.**

### Parking Options

Please park in the designated **VISITOR PARKING** spaces if you need to sign out your child for an appointment. All other spaces on the school lots are reserved for Flinn Staff. Parking on the service drive or the grass is not permitted. Local authorities are working with us to enforce these rules.

### Riding the School Bus

Only registered transported pupils may ride the school buses without special permission. Good conduct on the school bus is necessary and mandatory for the safety of all riders. If the bus driver has any severe problems with a child he will notify the school administration. The principal or vice principal will conference with the child and contact the parent if necessary. If the problem continues the child may be excluded from riding the bus, during which time parents must provide transportation. Suspension begins after the parent is contacted regarding behavior. A conference among parent, child, driver and principal is then required before riding may resume. The driver has the same authority as a teacher while the child is on the bus.

These policies have been established for the safety of elementary children:

1. Be at the bus stop at least five minutes before the bus, but not earlier.
2. Do not wait or play in the street.
3. Avoid all running games while waiting for the bus.
4. Only ride the bus to and from school which you are assigned. Do not accept a ride in a private vehicle without parental permission.
5. Stay back from the curb as the bus approaches.
6. Wait until the bus comes to a full stop before getting on.
7. Talk quietly with your friends. Loud noises distract the driver's attention from the road and could cause an accident.
8. Do not throw anything in or out of the bus.
9. Remain seated while the bus is in motion.
10. Know and understand bus evacuation procedures. Remain quiet, calm and follow the driver's directions in the event of an emergency.

11. Keep hands, arms and legs out of the aisle inside the bus.
12. No food or drinks allowed on the bus.
13. Never tamper with the bus or any of its equipment.
14. Put books, bags, and musical instruments where they can't slide or fall.
15. Cell phones and other electronic devices can only be used on the bus with the permission of the driver.

.....  
 : ***Be at school on time every day!*** :  
 : *Instruction begins promptly after the tardy bell* :  
 : *rings. It is very important that your child be at* :  
 : *school every day and on time. If you know your* :  
 : *child will be late or absent please call the school by* :  
 : *8:30 a.m. If you do not report an absence, the* :  
 : *Parent Link automated system will call you to* :  
 : *ensure that you are aware of your child's absence.* :  
 : .....

### Attendance Policy

The following policy is to be implemented from Kanawha County Schools 3.00, St. Bd. Policy 4110.10:

(a) **Excused absence** – Shall mean absences from school or individual classes due to:

- (1) Illness or injury of the student requiring physician's verification.
- (2) Medical and/or dental appointment which cannot be scheduled outside the school day when the absence is verified in writing by the physician or dentist.
- (3) Illness of student verified by parents/guardian not to exceed three (3) consecutive or five (5) total days per semester. Verification by a physician will be required if absences exceed three (3) consecutive days.



- (4) Illness or injury in family when student absence verified as essential by physician.
- (5) Calamity, such as fire in the home, flood, or family emergency upon approval by the school principal.
- (6) Death in the family. Limit three (3) days for each occurrence except in extraordinary circumstances. "Family" defined as mother, father, brother, sister, grandmother, grandfather, aunt, uncle, brother-in-law, sister-in-law, brother's children, sister's children, student's child(ren), or any person living in the same household.
- (7) Leaves of educational value.
- (8) School approved or extracurricular activities.
- (9) Legal obligation with verification.
- (10) Failure of bus to run.
- (11) Observance of religious holidays.

Regular school attendance is crucial to school success. Parents/guardians are responsible for keeping their children in school each day. The following procedures will be used to monitor student attendance.

- Parents must call the school or send a note if a child is absent. If the school is not contacted, the absence will be counted as unexcused.
- After 3 consecutive absences or 5 total absences in one semester, a doctor's excuse must be presented.
- After 5 unexcused absences, legal notice will be served by the assistant attendance director.
- Additional unexcused absences following the legal notice may result in a petition being filed in Kanawha County Magistrate Court.

\*You will be notified by the school and social worker after 5 absences.

\*The social worker will review absences and tardies that exceed eight.

***\*Students are only allowed "5" excused illness days by parent notes to the school. The 6<sup>th</sup> and further absences are considered unexcused unless a doctor's note is provided.***

### **Makeup Days**

OS Days, including Spring Break, may be used as makeup days. Missed instructional days may be made up as late as June 30. Please be advised when scheduling vacations.

### **Emergency Early Dismissal**

The automated 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.

### **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.

### **Positive Behavior Support Program**

## **SOAR**

### **Safe. On Time. Accountable. Respectful.**

Flinn implements a school-wide Positive Behavior Support program, also known as PBS. This data-based plan was designed to promote academic success by instilling empowerment, self-discipline, effective decision-making skills, responsibility, and accountability. Students will be required to follow the S.O.A.R. expectations and guidelines for each area of the school. See the S.O.A.R. Expectations and Guidelines on Page 12 of this handbook.

**S.O.A.R. System:** The regular classroom teachers will assign each student a S.O.A.R. stick following the PBS Kick Off assembly and training sessions. All sticks are placed “on

the ground” at the beginning of each nine weeks. As students are seen exhibiting positive behaviors, teachers, administrators, and other school staff will praise your child and permit him/her to move his/her S.O.A.R. stick to the next level of altitude. There are 4 levels of SOARing altitudes:

Level 1: ***“I’m off the ground.”***

Level 2: ***“I’m in the sky.”***

Level 3: ***“I’m above the clouds.”***

Level 4: ***“I’m SOARing high!”***

Once your child reaches Level 4, it is recorded on a PBS Data Collection Chart. The child then returns his/her stick to “the ground” and continues to work toward reaching Level 4 repeatedly.

**S.O.A.R. Celebrations:** At the beginning of each nine weeks, teachers and administrators will set a goal of how many times a child should reach Level 4 to be allowed to participate in the S.O.A.R. Celebrations. S.O.A.R. Celebrations will be held following each nine weeks grading period. Only those students who have reached the designated goal will be allowed to attend. Parents, please keep in mind that this program is designed to encourage students to behave in a positive manner. Everyday school expectations will not constitute a gain in altitude. Students cannot lose altitude, but will remain at a level until a behavior is noticed or until a new nine weeks begins. If a child asks for his/her stick to be moved, the answer will always be NO. Consequences for misbehavior will be issued regardless of progress in the Positive Behavior Support plan.

## S.O.A.R Expectations

<b>Expectations</b>	<b>During Breakfast</b>	<b>Cafeteria during Lunch</b>	<b>Hall</b>	<b>Playground/ Gym</b>	<b>Classroom</b>	<b>Bus</b>
<b>Be Safe.</b>	1. Maintain your place in line. 2. Stay seated. 3. Raise your hand for assistance. 4. Stack your belongings on the back table.	1. Maintain your place in line. 2. Stay seated. 3. Raise your hand for assistance.	1. Follow the colored tile on the right side of the hallway. 2. Leaders stop and look when you come to an intersection. 3. Stay in line.	1. Wear appropriate clothes and shoes. 2. Play carefully.	1. Keep the classroom clean. 2. Handle tools correctly. 3. Move carefully. 4. Use inside voices.	1. Stay in your seat. 2. Keep feet, hands, and objects out of the aisle. 3. Use soft voices. 4. Go directly home.
<b>Be On time.</b>	1. Go directly to the cafeteria. 2. Have your number ready. 3. Go to your classroom as soon as you get your bag.	1. Go directly to the cafeteria. 2. Have your number ready.	1. Stay with your class. 2. Walk directly to where you are going.	1. Line up promptly when called.	1. Be in your classroom before the tardy bell rings. 2. Come to school each day. 3. Complete class work promptly.	1. Be at your stop on time. 2. Go directly to the bus when dismissed. 3. Be packed and ready to go.
<b>Be Accountable.</b>	1. Take what you need in ONE trip. 2. Clean up after yourself. 3. Chew with your mouth closed. 4. Keep your hands, feet, and objects to yourself.	1. Take what you need in ONE trip. 2. Clean up after yourself. 3. Chew with your mouth closed. 4. Keep your hands, feet, and objects to yourself.	1. Keep hands, feet, and objects to yourself. 2. Face forward. 3. Keep silent.	1. Report conflicts to adults. 2. Handle gym equipment appropriately. 3. Return equipment to its proper place.	1. Be an active listener. 2. Bring all needed materials. 3. Stay focused. 4. Obey all teachers.	1. Follow bus rules. 2. Listen to the safety patrols. 3. Obey bus driver. 4. Keep your hands, feet, and objects to yourself.
<b>Be Respectful.</b>	1. Use appropriate voice level. 2. Use utensils correctly. 3. Say please and thank you.	1. Use appropriate voice level. 2. Use utensils correctly. 4. Say please and thank you.	1. Look and don't touch. 2. Smile at others.	1. Use "put-ups" only. 2. Include others while playing.	1. Use positive language. 2. Be considerate of others. 3. Ask for permission.	1. Treat others the way you want to be treated. 2. Take care of the bus.

### Consequences for Misbehavior

Breaking SOAR Expectations and Guidelines will result in consequences. Depending on the severity of the infraction, teachers will use their classroom discipline system to provide various interventions to stop the unwanted behavior and reinforce positive behavior. If the teacher's interventions are not effective, the child may be sent to the office. The most common consequence given by an administrator is lunch detention. 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 lunch time. Detention is held in the cafeteria or in a separate classroom with a supervising teacher. Number of days assigned to detention will depend on the severity of the infraction.

If the student does not respond to the school's discipline plan, or if the student is consistently disobeying the SOAR expectations and guidelines, 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.

### 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), Flinn PTA, 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 348-1960. 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. Doors open at 7:00 a.m., and the tardy bell rings at 7:30. 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, 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 few 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.

### **Dress Code**

Student dress should be comfortable and in good taste. **The following items of clothing do not meet Kanawha County and Flinn Elementary codes and are considered distracting or unsafe.**

1. Shirts must secure and cover all areas of the abdomen.
2. Crop tops, tube tops, spaghetti straps and halters. Clothing must properly cover a student's shoulders, back, and torso.
3. Undergarments must not be visible at any time during any school function or activity.
4. Skirts and shorts must not be shorter than arm's length.
5. Clothing with holes deemed inappropriate.
6. Clothing advertising alcoholic beverages, tobacco products, drugs, drug paraphernalia, and/or containing inappropriate messages. Messages on any item of clothing must not disturb others, promote a negative self-image, promote violence or cause a disruption in any school classroom, activity or function.
7. Flip flops or similar type shoe that fit between the toes and are backless are considered unsafe and are not allowed at the elementary level. Sandals that go between the toes, but have a strap around the heel are permitted. In addition, high heels deemed unsafe on shoes, boots or sandals are not permitted.
8. "Baggy" shorts or pants must be worn in a respectful manner. Pants and shorts must stay up by themselves or be secured with a belt.
9. No caps, hats, scarves, toboggans, or sunglasses are to be worn in the building, unless permission is given for a special event.
10. Body piercing is limited to ears. Earrings must be 1" inch in length or smaller.
11. Necklaces deemed unsafe.
12. Temporary tattoos, unnatural hair color, or makeup that distracts the learning environment.
13. No tennis shoes with roller blades.
14. During physical education (including recess) LACE-UP TENNIS SHOES ARE REQUIRED. Students should bring tennis shoes for PE to school if they are not already wearing them.

If students wear any of the items above, 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.

### **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.

### Grading Scale and Honor Roll

90 to 100	A	4
80 to 90	B	3
70 to 80	C	2
60 to 70	D	1
0 to 60	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: 4<sup>th</sup> 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.*

### Third Base

Students who need supervision after the regular school day may participate in our Third Base program. Director, Joyce Hosey, organizes field trips, homework help and other activities for the program. Guidelines regarding school cancellation or unscheduled early dismissal when Third Base is not held will be sent home with your child. Please make arrangements and tell your child what to do in this situation.

Prices are \$65/week for one child, \$95/week for 2 children, and \$115/week for 3 children. Third base is Connect certified. Questions regarding either program can be answered by the Kanawha County Schools Community Education Program. Their telephone number is (304) 348-6407.

### Flowers/Balloons

School policy states that items not 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.

### 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, age, or national origin in its employment practices or in the administration of any of its educational program and activities. Inquiries may be directed to Roshana Gray, Title IX Coordinator, Kanawha County Board of Education, 200 Elizabeth Street, Charleston, WV 25311-2119, phone (304) 348-1379; to Lauren Winter, Section 504 Coordinator, Kanawha County Board of Education, 200 Elizabeth Street, Charleston, WV 25311-2119, phone (304) 348-1366; to Elimination of Sex Discrimination Program Coordinator, 558-7864 or the U.S. Department of Education Director of the Office of Civil Rights, (215) 596-6795.

### Cell Phones/Tablets/ Smart Watch

Use of cell phones is prohibited during the school day, unless permission is granted for an educational activity. If an adult sees a student with a cell phone or a personal tablet that has not been permitted to use during the school day, the device will be taken and given to an administrator. The parent will be contacted and the device will be held in the office until the parent can pick it up. Repeated offenders will be subject to disciplinary action. Smart watches may only be worn as long as the device is not set up for communication purposes. The device must be silenced of notification sounds. Violation of this will result in confiscation of the watch.

### Visitation Policy

Board Policy V-K required 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.

### **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.

### **Graduation Celebrations**

Flinn Elementary DOES NOT celebrate graduations (at any grade level). We WILL NOT be responsible for advertising such events. Any privately planned event of this nature is NOT to take place on KCS property.

### **Games, Toys, Cards, Pets**

Toys, games, and collectibles (including fidgets) 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.

### **SAT**

The school has a Student Assistance Team (SAT) comprised of the Counselor, Assistant Principal, Learning Specialist, Speech Teacher, and Classroom Teacher. This team meets with parents to review any academic and behavioral problems the child may be having. The SAT Coordinator is Donna Cummings.

### **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, bus or phone changes. It is critical we have this information at all times.

### **Student Fundraising**

Students are NOT 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.

### **Use of the Telephone**

Students are requested not to use the telephone at school except in emergency situations. Students are not called to the telephone unless there is an emergency.

### **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 any pertinent information about any child or group of children. We feel that the personal integrity of each individual should be protected.

### **Library Policies**

Please encourage library reading by your child. Also encourage his or her responsibility to take good care of library books and return them on the due date. We allow children to check out one (1) book at a time. No more books will be checked out until the prior book is returned. If your child is a first grade reader at this time, please share the books by reading them to your child. This is a special time for parent and child to be together. If books are lost or damaged, the parent will be held responsible for the price of the book.

### **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.

## SAFE SCHOOLS

Flinn will keep doors accessible to the school locked at all times. Please buzz the office from the main entrance lobby to enter the building. Sign in at the office door 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 trained and instructed to follow "Run, Hide, Fight" procedures. In case of a severe chemical or weather-related emergency, the school would be required to *Shelter in Place*. Parents will NOT BE ALLOWED to enter the building and pick up students during any drill or actual emergency. 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.

## Emergency Evacuation

If Flinn encountered a fire, gas leak, or bomb threat, the following evacuation areas would be considered:

(1)outside on the grass, (2)church lot, or (3) Board designated site

If Flinn encountered an emergency in which we could not stand outside we would either declare a

Shelter in Place or evacuate to the following places:

(1)church building next door, (2)Sissonville High,

(3)Sissonville Middle, or (4)KCS Board designated site

**\*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.**

## Safety Drills

Kanawha County Schools require schools to conduct 10 practice fire drills each year, 4 lockdown drills, and 2 shelter in place drills. Students are instructed as to the procedure and behavior during drills. They are expected to move quickly and quietly in an orderly manner.

## 4<sup>th</sup> Grade Patrols

As part of our School Safety Program, selected 4<sup>th</sup> grade boys and girls who demonstrate leadership qualities will serve as Safety Patrols. They will be assigned specific duties throughout the school day to provide assistance:

- as students enter and exit the school building
- in the hallways and cafeteria
- to the office staff

Morning duties will begin at 7:00 a.m. 4<sup>th</sup> grade students who abuse their position will lose the privilege to serve as a patrol.

## Lunch/Breakfast

Students planning to eat breakfast should arrive no later than 7:15 a.m. Breakfast and Lunch are free for all students. For breakfast, students will receive a Grab and Go bag. If your child is eating cold lunch and wishes to have a milk, he/she must pay cash for the milk. In this situation, milk is not free. (See price below.). If a child who is eating hot lunch wishes to have a second milk, he/she must pay cash for that milk. (The first milk is free with a hot lunch.)

Food/Drink	Price
Visitor Lunch	\$4.35
Visitor Breakfast	\$3.25
Additional milk or juice	\$0.45

## Immunizations

The immunization law enacted by the legislature requires each child entering school for the first time to be immunized against diphtheria, whooping cough, tetanus, measles, polio and have a TB test. 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.



### 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
- They have head lice (when returning to school, students must be checked in the office before returning to class. Parents must bring them to the office and wait while they are checked.)
- 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

### School Nurse and Dental Hygienist

Flinn's School Nurse is Traci Bailey. She works at Flinn on Mondays and Wednesdays, and also on various Fridays. Our Dental Hygienist is Linda Osborne. She works with our students once a week. Please contact the school if you need services provided by the school nurse or dental hygienist.

### Infectious Disease

**Covid-19-** Contact the school for the most up to date protocol.

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

**Lice** - May have two excused absences.

**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.

### **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.

### **Head Lice and Scabies, etc.**

If your child contracts head lice, scabies or some other type of disease that can be easily spread to others, please contact the office. We do not release names of students who have these diseases, we simply ask that parents be on the look-out for symptoms.

Head lice, scabies, etc. can be passed on to others as a cold or virus, so parents should not be embarrassed if their child is infected. In regards to lice, students will be sent home if live bugs are present. It is the policy, however, of Kanawha County Schools that students are to be treated before returning to school. Also, scabies must be under control with medication before students are allowed back in the classroom. These rules are for everyone's health and protection.

### **School Counselor**

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.

Our lead counselor, Zoe Sampson, and is a certified professional with training in human development, learning theory, counseling and consulting, tests and measurement, career development, research, and other areas appropriate to the practice of school counseling. Michl Lowe is our additional part-time counselor. The counselors' offices are located in the school and appointments can be scheduled by calling (304) 348-1960.

### **Special Educational Services**

Flinn Elementary is committed to providing quality education programs for all children with appropriate support service to ensure success. We provide services of special educators and speech pathologists for students who are selected.

Children who score below benchmark are provided additional support through our Support for Personalized Learning (MTSS) program. After a series of interventions, if your child is not making progress, he/she may need to be considered for special education services. Those students 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. Our team has up to sixty days to complete testing. After completion, you will be notified by mail of the date and time the committee will review the test scores with you. A determination will be made as to whether your child does or does not qualify for special services.

## Flinn 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 Flinn Elementary School. All school personnel will intervene in bullying and strictly enforce the School/County Bully Policies.

### 3. **Declaration of the Rights of Individuals:**

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

### 4. **Statement of Responsibilities:**

Flinn faculty, staff, volunteers, students, and parents have the responsibility to report any incidents of bullying to the Principal and/or Flinn 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**

Maria Miller Clendenin, Principal

Zoe Sampson, 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 Flinn faculty. Steps may be skipped or could occur consecutively.*

### **School Wellness Policy**

Flinn Elementary is a Wellness School and strives to encourage students to live healthy lifestyles. We promote eating nutritious foods and physical activity. Please adhere to the following:

1. Send healthy snacks with your child.
2. If you choose to pack your child's lunch, supply healthy foods for him/her.

### **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

3. If you are providing foods that will be distributed to other students (i.e. for a classroom party/celebration), those foods must be **HEALTHY** and must be **PRE-PACKAGED**. Home cooked foods, soda, high-energy drinks, and foods high in sugar will not be accepted.

material, such as a marijuana cigarette, that has become too small or too short to be held in the hand; (6) canber, carburetor, electric or air-driven pipes; (7) chili mg; (8) bongs; (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 (5 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 (5 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 In accordance with federal civil rights law and U.S. Department of Agriculture

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, is 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.

### **Notice of Non-Discrimination**

(USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. mail:

U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410; or

2. fax:

(833) 256-1665 or (202) 690-7442; or

3. email:

[program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.