

# Midland Trail Diamonds

## 2018-2019

Midland Trail Elementary  
200 Ferry Street  
Diamond, WV 25015  
Telephone: 304-949-1823  
Visit us @ <http://mt.kana.k12.wv.us/>



***National Blue Ribbon School***  
***West Virginia Blue Ribbon School***  
***West Virginia School of Excellence***

**Mission Statement**

***“Moving Towards Excellence”***

# MIDLAND TRAIL ELEMENTARY

*WHERE STUDENTS COME FIRST*

## WE BELIEVE:

1. We believe our staff, families, and community make the critical difference in student success.
2. We believe students have a responsibility to actively participate in their own education.
3. We believe educators must participate in ongoing professional development to enhance student achievement.



## MISSION STATEMENT



Midland Trail Elementary students are moving towards excellence with the help of staff, family, and community.

***“Moving Towards Excellence”***

*Midland Trail Elementary School*

200 Ferry Street

Belle, West Virginia 25015

Telephone: 304-949-1823 Fax: 304-949-1016

**STAFF**

(All staff is Highly Qualified at Midland Trail Elementary.)

Principal.....	Grant Davis
Secretary.....	Amanda Merrill
Kindergarten.....	Nichole Wood
Kindergarten .....	Mindy Caruthers
	Lou-Anne Brenwald
First Grade.....	Tina Workman
First Grade.....	Kristen Stamper
Second Grade.....	Jennifer Welker
Second Grade.....	Kelly Mathews
Third Grade.....	Amy Miller
Fourth Grade...	Steph Thaxton
Fourth/Fifth Grade	
Fifth Grade.....	
IMC/ Library.....	
Physical Education	
Special Education	
Special Education	

Autism Mentors

Title I Teacher.  
Title I Teacher  
Preschool.....

Art.....  
Music.....  
Counselor.....  
School Nurse...  
Social Worker..  
Cooks.....

Custodians.....

**“Moving 1**

**PreK through 5th.....7:30 a.m. - 2:00 p.m.**

SCHOOL HOURS

SCHOOL HOURS

*STUDENTS  
SHOULD NOT ARRIVE BEFORE 7:00 a.m.*

All students report to the cafeteria  
until the bell rings at 7:30 a.m.

Breakfast will be served between  
7:00 and 7:30 a.m.

**School begins at 7:30 a.m.**

### **TARDINESS**

Tardiness results in a loss of learning time for the student that is tardy and an interruption in the learning of other students. Students with repeated tardiness will be referred to the school social worker. A student is tardy if she/he is not in the classroom by 7:30 a.m. Students who are tardy should report directly to the office **with an adult**. Parents must walk your child in and sign them in. . Please refer to the Tardy Policy.

### **ATTENDANCE POLICY**

When a child is absent a written excuse will be required upon the child's return to school. Parents/ Guardians will be contacted by phone each day that their child is absent or tardy. Excessive absences, above the attendance policy set, will result in contact from the county social worker.

Students are required to complete and return make-up assignments promptly. For example, if a student is absent for two days, he/she will have two days after his/her return to school to return all make-up work. Assignments returned after the allotted time will not be accepted.

### **ATTENDANCE REWARDS**

All students are expected to be at school and on time every day. Research shows that when students improve their attendance rates, they improve their academic prospects and chances for graduating. Attendance will be tied in with the school-wide incentive program dealing with Absences and Tardiness.

### **SCHOOL VISITS**

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All visitors **must** report to the main office and sign our Visitor's Log. No one is to go to classrooms for any reason without permission from the office. This is for the safety of your children and this policy must be followed by everyone. Midland Trail has and uses video surveillance both inside and outside the school.

### **EMERGENCY TELEPHONE NUMBERS**

It is essential that the school have a telephone number where parents or guardians may be reached during the school day in case of an emergency the first number listed is the number contacted by county call out. School facilities do not enable us to care for sick children longer than the time necessary to notify parents. If your number changes, please call and let us know the new one.

### **REPORTING HOME AFTER SCHOOL**

Please remind your child to go directly home after school. This will prevent anxious moments for parents and school personnel trying to locate a missing child.

### **TRANSPORTATION REGULATIONS**

**As a safety precaution, only students that live within walking distance will be considered walkers, all others must follow drop off and pick up procedures.** Parents bringing their children are to load and unload in front of the school. **Please do not block arriving staff.** Only registered students may ride the school bus. These students may not ride buses other than the ones to which they are regularly assigned. Good conduct on the bus is necessary and essential for the safety of all riders. Drivers have the authority to recommend excluding children from the bus for violation of rules governing bus transportation. These policies have been established for the safety of your child and your cooperation is needed. (See Policies and Procedures Handbook for details.)

We require that on any occasion when the child is permitted by you to go anyplace except directly home, he/she must have a note signed by the parent and approved by the office.

**PERMISSION POLICY** - If your child is supposed to go to a different location after school, or will be picked up by someone else, it is necessary to send a note signed by the parent. This note must be signed and approved by the office before permission is given. *Arrangements for students to go anyplace other than home must be made by the parent prior to students coming to school.* *To minimize interruptions during the school day, phone messages will not be given to students during school hours except in emergency cases.*

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Before any child leaves the building during school hours, it must be cleared in the office and you must sign your child out. The secretary will be glad to help you. No student will be permitted to leave the building during or after school hours with anyone other than parents or guardian unless prior arrangements are made with the office. **If signing out your child early please do so before 1:50.** This is for your child's safety around the buses and moving cars.

### **SCHOOL MEALS**

If the children are to perform to the best of their ability, it is important that they have a good breakfast and lunch, preferably hot meals.

Midland Trail Elementary will be part of the Community Eligibility Options program and all students will receive free breakfast and lunch. If you have any questions about the program please, call 348-6660.

## **MEAL PRICES**

### **ADULT MEALS:**

**Breakfast - \$3.25**

**Lunch - \$4.25**

### **CASH ONLY:**

**Milk - \$.45**

**A la carte meal service for students and/or adults at lunch is prohibited. Meals must be priced and served as units.**

**Food items (sandwiches, breads or any other menu item) may not be priced and sold separately. Only fluid milk, be sold as a la carte for lunch.**

**BIRTHDAY LUNCHEON** - The *last Thursday* of those children who had a birthday during the month of July will celebrate \ birthdays during the month of July will celebrate \ students who have birthdays in June will celebrate \ Parents are welcome to have Birthday Lunch with lunch is \$4.25. **Please call to Reserve a spot by**

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## **PHYSICAL EDUCATION**

Students are required by state law to have physical education. If your child cannot participate for any reason (long or short term), a doctor's slip should be sent to the school on the day that the child will not be participating. Students must wear tennis shoes that tie or have a Velcro strap that come across the foot and remain tied or fastened at all times, this is for your child's safety. Not wearing the proper shoes 6 or more times can result in a non-satisfactory rating.

## **SCHOOL DRESS AND GROOMING**

Please note that we will follow Kanawha County dress code. In winter please dress your child appropriately to go outside at break (weather permitting). Children are not to wear flip flops to school per county policy. Shoes need a strap around the back. Hats are not to be worn in the school building by anyone at any time (excluding approved dress up days).

*Mark your child's name on all clothing, coats, sweaters, etc. that might be removed at school.* It will enable your child to find clothes that are misplaced or lost. If your child is missing an article of clothing, please check with the office.

## **HEAD LICE**

There is no immunity from head lice. It takes a cooperative effort between the home and school to reduce the spread of head lice. Head lice problems arise among school children due to close contact with each other. According to School Board Policy, once a louse has been detected, the parent will be notified of the findings. We can provide the parent with written instructions to assist with proper treatment. *Please notify the school if you discover your child has lice.*

At home parents can help by regularly inspecting all family members and by reminding them not to use any borrowed combs or brushes and not to wear other people's hats or clothes. If your child's hair is long, keeping it in braids or a ponytail can help protect against getting head lice. Also, the use of hair spray and mousse containing alcohol is another way to deter the spread of head lice.

## **GUM, CANDY, AND TOYS**

Due to problems created among classmates and for our custodial staff, students are not permitted to bring candy or gum to eat/chew in the school. **Radios, skateboards, roller blades, heelys, cell phones and toys are also not permitted at school.** If taken, an adult must pick them up from the school.

## **EVACUATION PLAN**

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A school emergency evacuation plan has been enacted should an area emergency ever occur. ***Parents should not come to the school*** in the event of such an emergency, since the additional traffic might interfere with the evacuation plan itself. Parents will be made aware of the evacuation location through local radio broadcasts.

### **FIRE DRILLS**

A minimum of 10 fire drills, 4 lockdown drills and 2 shelter-in-place drills will occur this school year.

### **STUDENT ASSISTANCE TEAM/ LSIC and PTO**

S.A.T. - School Assistance Team. This team can involve the principal, the counselor, a teacher from each curriculum area (primary & intermediate), and possibly the social worker and/or health nurse. The team discusses and makes recommendations for retentions, absenteeism, tardiness, special resources needed, and special testing that may be needed. L.S.I.C. - Local School Improvement Council and is made-up of parents and staff for the improvement of curriculum, discipline and maintenance of the school. P.T.O. - Parent Teacher Organization is a great way to help support your child and school in too many ways to list. All bring a sense of real school community to better the educational experiences for all students. Please get involved in any way you can!

### **FIELD TRIPS**

Our students represent our school when they are taken on a field trip, therefore school rules must be followed and students are expected to show respect for teachers, fellow students, personnel and public property. Any student who fails to comply will not be allowed to go on future field trips. These rules and procedures will also apply to any activities held at the school during time outside of the instructional day. Parents must sign permission slips for pupils to go on all field trips. Students can, at the discretion of the office, lose the privilege to attend.

### **TRANSFERS**

Please notify the school in advance if you plan to move. This will help make your transfer to the new school as smooth as possible.

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## **PARTIES**

The distribution of invitations to parties held at home is permitted with these guidelines: one unsealed invitation per child, in the class they attend only. This policy is the result of the experience that many times all children in a room do not receive invitations and are therefore disappointed. Birthday parties for pupils or teachers are not permitted in the classroom.

Homeroom parents will organize two classroom parties during the school year. Volunteers are needed for these parties. Refreshments for all classrooms will be planned at Homeroom Parents' meetings; these treats must meet all Federal, State and County guidelines. All classrooms will be served the same thing. **No extra treats will be accepted on party day.** *Please plan to attend homeroom parent meetings.*

## **Deliveries**

Delivery of flowers or other gifts will not be made to students during the school day. Any deliveries will be kept in the office until the end of the day and given to the student as they exit the building. Please note that students riding the bus are not permitted to have glass, balloons or any other objects that might distract the bus driver.

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## **Student behavior**

### **KANAWHA COUNTY BOARD OF EDUCATION POLICY**

#### **Student Behavior**

**Series: J25**

**Reference: W.Va. Code §18A-5-1 et seq.; 126 CSR 96; Title IX of the Educational Amendments of 1972; West Virginia Board of Education Policy 4373**

**Issued: 04.20.1989**

**Revised: 06.17.2004; 04.21.2005; 06.16.2011; 05.17.2012**

**Revision Number:**

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25.01. Scope. -- This rule sets the requirements for the conduct of students in Kanawha County Schools in order to assure a nurturing, orderly, safe, drug free, violence- and harassment-free learning environment that supports student academic achievement and personal-social development. This Policy replaces the Student Behavior Policy adopted on June 16, 2011, and Board Policy Series C53 "Bullying, Harassment and Intimidation," adopted on June 27, 2002.

25.02. Authority. -- W.Va. Constitution, Article XII, §2, and W.Va. Code §§16-9A-4, 16-9A-9, 17A-1-1, 18-2-5, 18-2-5a, 18-2-7b, 18-2-9, 18-2C-1 et seq., 18-2-33, 18-51, 18-5-13, 18-16-1, 18A-1-1, 18A-5-1, 18A-5-1a, 60A-1-101, 61-2-15, 61-7-2, 61-7-11a, 60A-7-11a; and West Virginia Board of Education Policy 4373.

25.03. Purpose. The Kanawha County Board of Education recognizes the need for students, teachers, administrators, and other school personnel to have a nurturing, orderly, safe, and stimulating educational environment. The purpose of these regulations is to provide Kanawha County Schools with a policy of student conduct that will ensure an orderly and safe environment that is conducive to learning. These regulations also require that Kanawha County Schools respond promptly and consistently to incidents of harassment, intimidation, bullying, substance abuse and/or violence or other Student Code of Conduct violations in a manner that effectively deters future incidents and affirms respect for individuals. Any form of harassment, intimidation, bullying, substance abuse, violence, or other policy violation is unacceptable in Kanawha County Schools.

25.04. Student Code of Conduct.

25.04.1. All students enrolled in Kanawha County Schools shall behave in a manner that promotes a school environment that is nurturing, orderly, safe and conducive to learning and personal-social development.

25.04.2. Students will help create an atmosphere free from bullying, intimidation and harassment.

25.04.3. Students will demonstrate honesty and trustworthiness.

25.04.4. Students will treat others with respect, deal peacefully with anger, use good manners and be considerate of the feelings of others.

25.04.5. Students will demonstrate responsibility, use self-control and be self-

25.05.2. Students who do not behave in a manner that promotes a nurturing, orderly, safe environment conducive to learning will be subject to the Levels of Response to Violations as outlined in Section 25.07 hereof.

25.05.3. This policy does not supersede any rights granted to special education students by Federal or State law or other West Virginia Board of Education policy.

25.06. Planning. To ensure understanding of the student code of conduct policy, Kanawha County Schools will develop and implement training at each grade

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level K-5, 6-8, and 9-12.

25.06.1. Discussions in classrooms and at grade level large group meetings will be held at the beginning of the school year to raise the awareness of the different types of Student of Conduct violations and how they are manifested, their devastating emotional and educational consequences, and their potential consequences.

25.06.2. Each student will sign an acknowledgement verifying participation in the Code of Conduct training.

25.06.3. New students enrolled in the county will be provided with the Code of Conduct information as part of the school's orientation. A copy of the policy will be sent home with each new student.

25.06.4. At the beginning of the school year the county's Code of Conduct will be printed in booklet form and distributed to homes in the county's newspapers and schools will send a copy home with each student.

25.06.5. Parents of students in grades K-5 and parents of students who are entering middle school or high school for the first time will be asked to sign an acknowledgement verifying receipt of the county's Code of Conduct. The acknowledgements will be returned to school and kept in the administrative office (either principal's, assistant principal's, or counselor's).

25.06.6. Multicultural educational programs will be developed and implemented for staff, faculty, and students in grades K-12 to foster an attitude of understanding and acceptance of all individuals. 25.07. Violations of the Student Code of Conduct.

25.07.1. This policy classifies student violations of the Student Code of Conduct in four levels. W.Va. Code requires that the principal suspend a student who commits a violation classified as a Level IV in this policy. Level III and IV violations are to be referred directly to the appropriate administrator because of the serious and/or unlawful nature of the misconduct. All violations of this policy shall be reported to the principal of the school or his or her designee (assistant principal). Upon receipt of the student discipline report and after such investigation and due process as may be required under the circumstances, the principal or his or her designee will determine the level of violation and the school's response. The principal or designee shall promptly enter the required disciplinary data into the West Virginia Education Information System (WVEIS) in order to file the required information with the West Virginia Department of Education of all substantiated reports of all violations of the Student Code of Conduct

25.07.1.1. Level I Violations – Minimally Disruptive Behaviors – disrupt the educational process and the orderly operations of the school but do not post a direct danger to self or others.

25.07.1.1.1. Cell Phones and other electronic communication devices. The use of cell phone, pagers, "beepers", PDAs or similar electronic communication devices are not permitted during school from the beginning of the first instructional period through the end of the last instructional period. This includes between class periods, as well as on school-sponsored trips and "behind-the-wheel" driver education classes. "Using" refers to, not only the making and/or receiving of calls, but also using the device for any other purpose. Subject to appropriate school regulation, electronic communication devices may be used during lunch time. During the instructional day, electronic communication devices may be used, with administrative permission, for emergencies only. The use of electronic communication devices while on school buses is strictly prohibited unless an emergency situation arises and students have permission from the bus driver. Electronic communication devices may be used if such devices are not capable of being used to communicate with any other device.

This prohibition is not intended to prohibit students from using electronic

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communication devices for curricular purposes under the direction and supervision of a teacher. 25.07.1.1.1.1. Electronic communication devices are to remain turned off during the times that students are not permitted to use the phones.

25.07.1.1.1.2. Electronic communication devices will not be used to take photographs or videos during the school day. Also, electronic communication devices will not be used to take photographs or videos of any type in the restrooms, locker rooms or other private areas at any time, or at any other time that causes a disruption at school.

25.07.1.1.1.3. Each school shall establish reasonable rules for the use of electronic communication devices by students participating in extracurricular activities and athletics. Such rules shall be provided to the students at the beginning of the school year.

25.07.1.1.1.4. Kanawha County Schools shall not be responsible for lost, damaged or stolen cell phones or other electronic communication devices.

25.07.1.1.1.5. Any use of electronic devices during the instructional school day, in violation of this policy, without permission of a teacher for curricular purposes or the administrative staff shall be considered a disciplinary violation. In addition to the penalties otherwise imposed by this policy the following penalties apply to electronic communication device misuse.

25.07.1.1.1.5.1. The first electronic device infraction shall result in the confiscation of the device. Once the device is confiscated it will only be returned to a parent or guardian after a conference.

25.07.1.1.1.5.2. The second infraction shall result in confiscation of the device, a parent or guardian conference, and termination of the right to carry an electronic communication device for the rest of the school year.

25.07.1.1.1.5.3. Any third or subsequent violation of this policy may also, at the principal's discretion, result in additional disciplinary action for habitual or willful disobedience of school rules in accordance with the provisions of this policy.

25.07.1.1.1.5.4. Any student who uses a cell phone, other technological or electronic device for any illegal purpose or to violate any Kanawha County Schools policy will be prohibited from having an electronic communication device at school. 25.07.1.1.2. Cheating/Academic Misconduct. A student will not plagiarize or copy

the work of others or break rules to gain advantage in a competitive situation. A student will not cheat, gain unauthorized access to, or tamper with educational materials, including, without limitation, cheating through the use of a technological or electronic device. The response to violations under this section may include academic sanctions in addition to other discipline. The academic sanctions may be used to deny credit for the work resulting from cheating; however, previously earned grades or credits may not be reduced.

25.07.1.1.3. Deceit. A student will not deliberately conceal or misrepresent the truth, deceive another or cause another to be deceived by false or misleading statements.

25.07.1.1.4. Disruptive/Disrespectful Conduct. A student will not exhibit behavior that violates classroom/school rules, results in distraction and obstruction of the educational process or that is discourteous, impolite, bad mannered and/or rude. Behavior is considered disruptive and/or disrespectful if a teacher is prevented from starting an activity or lesson, or has to stop instruction to address the disruption.

25.07.1.1.5. Failure to Serve Detention. A student will not fail to serve an assigned detention of which students and/or parents/guardian have been notified.

Any third or subsequent failure to serve a detention may also, at the principal's discretion, result in additional disciplinary action for habitual or willful disobedience of school rules in accordance with the provisions of

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this policy.

25.07.1.1.6. Falsifying Identity. A student will not use another person's identification or give false identification to any school official with intent to deceive school personnel or falsely obtain money or property.

25.07.1.1.7. Inappropriate Appearance. A student will not dress or groom in a manner that disrupts the educational process or is detrimental to the health, safety or welfare of others. A student will not dress in a manner that is distracting or indecent, to the extent that it interferes with the teaching and learning process, including wearing any apparel that displays or promotes behavior and/or items prohibited by this policy. See Kanawha County Board of Education Policy Series J36, "Student Dress Policy."

25.07.1.1.8. Inappropriate Displays of Affection. Students will not engage in inappropriate displays of affection, such as kissing or embraces of an intimate nature.

25.07.1.1.9. Inappropriate Language. A student will not orally, in writing, electronically, or with photographs or drawings, use profanity in general context (not directed toward any individual or group).

25.07.1.1.10. Possession of Inappropriate Personal Property. A student will not possess personal property that is prohibited by school rules or that is disruptive to teaching and learning.

25.07.1.1.11. Skipping Classes. In accordance with WVBE Policy 4110 - Attendance, a student will not fail to report to the school's assigned class or activity without prior permission, knowledge or excuse by the school or by the parent/guardian. West Virginia Code §18A-5-1 (d) prohibits the use of suspension solely for not attending class.

25.07.1.1.12. Tardiness. A student will not fail to be in his/her place of instruction at the assigned time without a valid excuse. West Virginia Code §18A-5-1 (d) prohibits the use of suspension solely for not attending class.

25.07.1.1.13. Vehicle Parking Violation. A student will not engage in improper parking of a motor vehicle on school property.

25.07.1.2. School Responses to Level I Violations.

25.07.1.2.1. School administrators and staff may use appropriate intervention strategies including, but not limited to, staff and student/parent conferences, auxiliary staff intervention and counseling programs, student programs for conflict resolution and peer mediation, and programs for anger management and violence prevention.

25.07.1.2.2. Any of the following intervention strategies and disciplinary actions may be used as appropriate in response to the violation:

25.07.1.2.2.1. Interventions: 25.07.1.2.2.1.1. Administrator/student conference or reprimand

25.07.1.2.2.1.2. Administrator and teacher-parent/guardian conference

25.07.1.2.2.1.3. Referrals and conference to support staff or agencies for counseling or other therapeutic services

25.07.1.2.2.1.4. Daily/weekly progress reports

25.07.1.2.2.1.5. Behavioral contracts. Behavior contracts must be developed for the particular student, identifying the offending conduct and specifically addressing the desired outcome.

25.07.1.2.2.1.6. Change in the student's class schedule

25.07.1.2.2.1.7. School service assignment

25.07.1.2.2.2. Disciplinary Actions:

25.07.1.2.2.2.1. Confiscation of inappropriate item

25.07.1.2.2.2.2. Revocation of privileges

25.07.1.2.2.2.3. Restitution/restoration

25.07.1.2.2.2.4. Before and/or after-school detention. Periods of detention shall not exceed 30 minutes per school day for elementary students or 60 minutes per school day for secondary students. If a student is to be detained beyond the normal school day, the parent or parents or

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custodial guardian shall be notified in advance. Students shall not be required to miss bus transportation. Detention shall not be imposed in a manner that deprives a student of lunch.

25.07.1.2.2.2.5. Denial of participation in class and/or school activities, such as field trips, prom, graduation ceremonies, etc.

25.07.1.2.2.2.6. Immediate exclusion by teacher from the classroom with a recommended duration of one period/subject of the school day for the first exclusion (see West Virginia Code §18A-5-1)

25.07.1.2.2.2.7. Voluntary Weekend detention or Saturday school, in lieu of out-of-school suspension

25.07.1.2.2.2.8. In-school suspension. In the event a student is given in-school suspension, such student shall not be permitted to participate in extracurricular activities, including, without limitation, athletic events, on any day which the student is assigned in-school suspension. This also includes weekends if the in-school suspension continues from Friday to Monday.

25.07.1.2.2.2.9. Out-of-school suspension for a maximum of three days.

25.07.1.2.2.2.10. Law enforcement notification

25.07.1.3. Level II Violations. Disruptive and Potentially Harmful Behaviors – disrupt the educational process and/or pose potential harm or danger to self or others. The behavior is committed willfully but not in a manner that is intended maliciously to cause harm or danger to self and/or others.

25.07.1.3.1. Gang Related Activity. A student will not, by use of violence, force, coercion, threat of violence or gang activity, cause disruption or obstruction to the educational process. Gangs are defined as organized groups of students and/or adults who engage in activities that threaten the safety of the general populace, compromise the general community order, and/or interfere with the school district's educational mission.

Gang activity includes:

- Wearing or displaying any clothing, jewelry, colors, or insignia that intentionally identifies the student as a member of a gang, or otherwise symbolizes support of a gang.

- Using any word, phrase, written symbol or gesture that intentionally identifies a student as a member of gang, or otherwise symbolizes support of a gang.

- Gathering of two or more persons for purposes of engaging in activities or discussions promoting gangs.

- Recruiting student(s) for gangs.

25.07.1.3.2. Habitual Violation of School Rules or Policies. A student will not habitually violate school rules or policies. As used herein, habitual violation means three or more violations of school rules or policies within the same school year, which have resulted in the student being suspended for ten or more days cumulatively, and which have been documented to the student and the parent/guardian.

25.07.1.3.3. Insubordination. A student will not ignore or refuse to comply with directions or instructions given by school authorities. Refusing to open a book, complete an assignment, work with another student, work in a group, take a test or do any other class- or school-related activity not listed herein, refusing to leave a hallway when requested by a school staff member, or running away from school staff when told to stop, all constitute insubordination/unruly conduct.

25.07.1.3.4. Leaving School Without Permission. A student will not leave the school building, campus of school activity for which the student is enrolled without permission from authorized school personnel.

25.07.1.3.5. Physical Fight without Injury. A student will not engage in a physical altercation using blows in an attempt to harm or overpower another person or persons.

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25.07.1.3.6. Possession of Imitation Weapon. A student will not possess any object fashioned to imitate or look like a weapon, or any item which by virtue of its shape or design gives the appearance of any deadly weapon (e.g., fake or toy knives or guns, fake bombs, fireworks fuse, explosive devices, detonators, etc.).

25.07.1.3.7. Possession of Knife not meeting Dangerous Weapon Definition. A student will not possess a knife or knife-like implement under 3½ inches in length. West Virginia Code §61-7-2 clarifies that a pocket knife with a blade 3½ inches or less in length, a hunting or fishing knife carried for sports or other recreational uses, or a knife designed for use as a tool or household implement shall not be included within the term "knife" as defined as a deadly weapon unless such knife is knowingly used or intended to be used to produce serious bodily injury or death.

25.07.1.3.8. Profane Language/Obscene Gesture/Indecent Act Toward an Employee or Student. A student will not direct profane language, obscene gestures or indecent acts towards a school employee or a fellow student. This inappropriate behavior includes but is not limited to, verbal, written, electronic and/or illustrative communications intended to offend and/or humiliate.

25.07.1.3.9. Technology Misuse. A student will not violate the terms of WVBE Policy 2460, Safety and Acceptable Use of the Internet by Students and Educators or Kanawha County Schools Administrative Regulation J33A "Student Telecommunications Network Access."

25.07.1.4. School Responses to Level II Violations.

25.07.1.4.1. Intervention strategies may include, but are not limited to, the following intervention strategies and disciplinary actions:

25.07.1.4.1.1. Interventions:

25.07.1.4.1.1.1. Administrator/student conference or reprimand

25.07.1.4.1.1.2. Administrator and teacher-parent/guardian conference

25.07.1.4.1.1.3. Referrals and conference to support staff or agencies for counseling or other therapeutic services

25.07.1.4.1.1.4. Daily/weekly progress reports

25.07.1.4.1.1.5. Behavioral contracts. Behavior contracts must be developed for the particular student, identifying the offending conduct and specifically addressing the desired outcome.

25.07.1.4.1.1.6. Change in the student's class schedule

25.07.1.4.1.1.7. School service assignment

25.07.1.4.1.2. Disciplinary Actions:

25.07.1.4.1.2.1. Confiscation of inappropriate item

25.07.1.4.1.2.2. Revocation of Privileges

25.07.1.4.1.2.3. Restitution/restoration  
25.07.1.4.1.2.4. Before and/or after-school detention. Periods of detention shall

not exceed 30 minutes per school day for elementary students or 60 minutes per school day for secondary students. If a student is to be detained beyond the normal school day, the parent or parents or custodial guardian shall be notified in advance. Students shall not be required to miss bus transportation. Detention shall not be imposed in a manner that deprives a student of lunch.

25.07.1.4.1.2.5. Denial of participation in class and/or school activities, such as field trips, prom, graduation ceremonies, etc.

25.07.1.4.1.2.6. Immediate exclusion by teacher from the classroom with a recommended duration of one period/subject of the school day for the first exclusion (see West Virginia Code §18A-5-1)

25.07.1.4.1.2.7. Voluntary weekend detention or Saturday school, in lieu of out-of-school suspension

25.07.1.4.1.2.8. In-school suspension. In the event a student is given in-school suspension, such student shall not be permitted to participate in

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extracurricular activities, including, without limitation, athletic events, on any day which the student is assigned in-school suspension. This also includes weekends if the in-school suspension continues from Friday to Monday.

25.07.1.4.1.2.9. Out-of-School Suspension with a recommended maximum of five (5) days.

25.07.1.4.1.2.10. Recommended placement in an Alternative Education program.

25.07.1.4.1.2.11. Expulsion.

25.07.1.4.1.2.12. Law enforcement notification.

25.07.1.5. Level III Violations. Imminently Dangerous, Illegal and/or Aggressive Behaviors – are willfully committed and are known to be illegal and/or harmful to people or property. Violations in the Level III category shall be reported immediately to the principal of the school in which the student is enrolled. The principal will address the violation following the procedures outlined in W.Va. Code §18A-5-1a, subsections (b) through (h). 25.07.1.5.1. Battery against a Student. A student will not unlawfully and intentionally injure another student.

25.07.1.5.2. Defacing school property/Vandalism. A student will not willfully cause defacement of or damage to property of the school or others. Actions such as writing in school textbooks or library books, writing on desks or walls, carving into woodwork, desks, or tables, and spray painting surfaces are acts of defacement. Examples of damage to school property include, but are not limited to, ruining bulletin boards, intentionally clogging the plumbing system, breaking light bulbs or fixtures, and damaging school equipment to the point where repair is necessary.

25.07.1.5.3. False Fire Alarm. A student will not knowingly and willingly set off a fire alarm without cause.

25.07.1.5.4. Fraud/Forgery. A student will not deceive another or cause another to be deceived by false or misleading information or sign the name of another person in order to obtain anything of value or defraud authorities.

25.07.1.5.5. Gambling. A student will not engage in any game of chance or contest wherein money or other items of monetary value are awarded to the winner, except for those games and contests authorized as official school functions.

25.07.1.5.6. Hazing. A student will not haze or conspire to engage in the hazing of another person. “Hazing” means to cause any action or situation which recklessly or intentionally endangers the mental or physical health or safety of another person or persons to destroy or remove public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in, any activity or organization, including both co-curricular and extra-curricular activities.

25.07.1.5.7. Improper or Negligent Operation of a Motor Vehicle. A student will not intentionally or recklessly operate a motor vehicle, on the grounds of any educational facility, parking lot, or at any school-sponsored activity, so as to endanger the safety, health or welfare of others.

25.07.1.5.8. Larceny. A student will not, without permission, take another person’s property nor have another person’s property in his or her possession.

Property valued at \$1,000 or more will increase this behavior to a Level 4

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## Midland Trail Elementary School Title I Parent Involvement Policies

### 2018-19 Midland Trail Elementary School Title I Parent Involvement Policies

#### **PART I. GENERAL EXPECTATIONS** Midland Trail Elementary School agrees to implement the following requirements:

The school will put into operation programs, activities and procedures for the involvement of parents, consistent with section 1118 of the Elementary and Secondary Education Act (ESEA). Those programs, activities and procedures will be planned and operated with meaningful consultation with parents of participating children.

Consistent with section 1118, the school will assure that its parent involvement policies meet the requirements of section 1118 (b) of the ESEA, and each include, as a component, a school-parent compact consistent with section 111(d) of the ESEA. •

The school will incorporate the school parental involvement policy into its school plan developed under 1112 of the ESEA. •

In carrying out the Title I, Part A, parental involvement requirements, to the extent practicable, the school will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under section 1111 of the ESEA in an understandable and uniform format and, including alternative formats upon request, and, to the extent practicable, in a language parents understand. •

If the plan for Title I, Part A, developed under section 1112 of the ESEA, is not satisfactory to the parents of participating children, the school will submit any parent comments with the plan when the school district submits the plan to the State Department of Education. •

The school will involve the parents of children served by, Title I Part A, in decisions about how the funds reserved for parental involvement are spent. •

The school will be governed by the following statutory definition of parental involvement, and will carry out programs, activities and procedures in accordance with this definition: Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring....

*(A) that parents play an integral role in assisting their child's learning;*

*(B) that parents are encouraged to be actively involved in their child's education at school;*

*(C) that parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child;*

*(D) the carrying out of other activities, such as those described in section 1118 of the ESEA.*

#### **PART II. DESCRIPTION OF HOW THE SCHOOL WILL IMPLEMENT REQUIRED PARENTAL INVOLVEMENT POLICY COMPONENTS** The following components (Section 1118(a)(2), ESEA) include actions/activities which satisfy statutory requirements.

1. Midland Trail Elementary School will take the following actions to involve parents in the joint development of its parent involvement plan under section 1112 of the ESEA:

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**Parents will serve on the Strategic Planning Team and on the Local School Improvement Council to develop and revise the Parent Involvement Policy and strategic plan.**

2. Midland Trail Elementary School will take the following actions to involve parents in the process of school review and improvement under section 1116 of the ESEA:

**At the first meeting of the Parent Teacher Organization in the Fall, which is the Open House, the school's recent Summative Assessment scores will be shared with parents, a review of the state's Content Standards will be given, and a cumulative review of activities of the Title I program will be given. The school will also provide a simplified explanation of individual Summative Assessment scores and the scoring system used. The Parent Involvement Policy will be sent home with each student during the first week of school. Parents will serve on the Strategic Planning Team and on the Local School Improvement Council and review and have input into the strategic plan.**

3. Midland Trail Elementary will provide the following necessary coordination, technical assistance, and other support in planning and implementing effective parental involvement activities to improve student academic achievement and school performance:







**Parents will be invited to attend a Family Night to actively engage in hands on learning for both Math and Reading. The facility, materials, and equipment will be provided by the school through Title I funds for these events.**

4. Midland Trail Elementary School will take the following actions to conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this parental involvement policy in improving the quality of the school. The evaluation will include identifying barriers to greater participation by parents in parental involvement activities (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background).

**The school will use the findings of the evaluation of its Parental Involvement Policy and activities to design strategies for more effective parental involvement, and to revise, if necessary (and with the involvement of parents) its parental involvement policies. (The following actions describe how the evaluation will be conducted, the persons responsible for conducting the evaluation, and the role parents will play.) A parent survey will be conducted in the fall to assess parent concerns, input, and revisions to the Parent Involvement Policy. The Strategic Planning Team will make revisions based on parent concerns and suggestions.**

5. Midland Trail Elementary School will build the school's and parent's capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school, parents, and the community to improve student academic achievement, through the following activities described below:

A. Midland Trail Elementary School will provide assistance to parents, as appropriate, in understanding topics such as the following, by understanding:

-  the State's academic content standards
-  the State's student academic achievement standards,
-  the State and local academic assessments including alternate assessments
-  the requirements of Title I, Part A
-  how to monitor their child's progress, and
-  how to work with educators

B. Midland Trail Elementary School will provide materials and training to help parents work with their children to improve their children's academic achievement, such as literacy training, and using technology, as appropriate to foster parental involvement by:

**Inviting parents to the September PTO/Open House and orientation to discuss national goals, state content and achievement standards, state assessments and parent policies. Parents will also be informed of ways to monitor their child's progress through reports, report cards, and how to communicate with the child's teacher through phone calls to the teacher, conferences, notes, and through the child's assignment book. A Reading/Math Night will be held at the Clay Center. Parents will be invited to conferences on the annual Parent/Teacher Conference**

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**evening, during ISE days, for SAT conferences, as well as other times that are warranted. Written information is sent home to parents at least once a month to provide ways to help children with their school work.**

C. Midland Trail Elementary School will educate its teachers, pupil services personnel, and other staff, in how to reach out to, communicate with and work with parents as equal partners, in the value and utility of contributions of parents, and in how to implement and coordinate parent programs and build ties between parents and schools, by:  
Fall 2018

**The Title I staff and the guidance counselor will work with the teaching staff on ways to conduct parent-teacher conferences and how to effectively communicate with parents in writing.**

D. Midland Trail Elementary School will, to the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with Head Start and public preschool and other programs, and conduct activities that encourage and support parents in more fully participating in the education of their children by:

**Pre-K Head Start/LEAP Roundup will be held in the spring of 2019 and packets of information will be sent to potential or new Head Start/LEAP students. The Pre-K/Head Start/LEAP teacher will communicate student concerns and needs to the kindergarten teachers as the pre-schoolers transition to kindergarten. Pre-K Head Start/LEAP students will have a day (during roundup) to visit the kindergarten class in the spring to ease anxieties and acclimate to their new learning environment.**

E. Midland Trail Elementary School will take the following actions to ensure that information related to the school and parent programs, meetings and other activities, is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand: (Actions) Midland Trail Elementary will provide literature in alternative formats, when requested, so that all parents might understand how to participate in parent programs at the school and assist their child with learning.

### **Part III: Adoption**

This Parent Involvement Policy has been developed jointly with, and agreed upon with parents of children participating in Title I, Part A programs. This policy was adopted by Midland Trail Elementary on the 11<sup>th</sup> day of August 14<sup>th</sup> 2018. This Parent Involvement Policy will be in effect for the 2018-19 school year. Midland Trail Elementary will distribute this policy to parents of participating Title I, Part A children on or before September 1, 2018.

Grant A Davis

August 1, 2018

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## Title 1 Parent Notification

Student \_\_\_\_\_

Date \_\_\_\_\_

Dear Parent or Guardian:

Midland Trail Elementary qualifies to receive Title 1 funds from the Federal Government to provide supplemental reading and math instruction to students who are in need of extra assistance. This instruction may be provided by our Title 1 staff or other highly certified teachers and education assistants in our building.

Many of the students in our kindergarten through fifth grade classes are eligible to receive this special service. In addition to the reading and math instruction received during our core blocks, Title 1 students will receive an extra 15 to 30 minutes (double-dose) lesson each day. These lessons are designed to provide students with systematic phonics instruction and/or oral reading practice to improve reading achievement along with fluency practice to improve math skills. We are pleased to be able to offer this special support to your child.

You will find a copy of our Title 1 Teacher-Parent-Student Compact on the back of this page. Please review it with your child. Sign and return it as soon as possible. We will make a copy for our files and return to you.

If you have any questions or concerns regarding your child or our Title 1 program, please contact us. Our phone number is 304-949-1823.

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Sincerely,  
Mr. Davis  
Principal

Midland Trail Elementary School Title 1 Program  
2017-18 Teacher - Parent - Student Compact  
Teacher's Agreement

The educators at Midland Trail Elementary School believe that it is important for students to achieve. Therefore, we will do the following:

1. Provide regularly scheduled lessons to support reading and math.
2. Provide appropriate instructional materials to help children learn.
3. Provide a safe and pleasant atmosphere for learning.
4. Supply students and parents with clear evaluations of progress and achievement.
5. Schedule school events to encourage family involvement.

Teacher's Signature \_\_\_\_\_

Date \_\_\_\_\_

Parent/Guardian's Agreement

I want my child to succeed. Therefore, I will continue to encourage him/her by the following:

1. Make sure my child attends school regularly and on time.
2. Encourage positive attitudes about school.
3. Read regularly with my child and set aside an appropriate time for homework.
4. Attend Parent/Teacher conferences and participate in school functions.
5. Stay informed about school activities and projects by checking student communication folder or binder on a daily/weekly basis.

Parent's Signature \_\_\_\_\_

Date \_\_\_\_\_

Student's Agreement

I want to succeed in school, therefore I will do the following:

1. Be ready for school and ready to learn.
2. Do my homework to the best of my ability at all times.
3. Follow school and classroom rules.
4. Spend extra time, daily reading and practicing math fluency.

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5. Actively participate in lessons.

Student's Signature \_\_\_\_\_

Date \_\_\_\_\_

Parents and students, please sign and date this compact, then return it to your teacher. We will make a copy for our files and return the original to you. Thank you!

I have read this handbook and discussed it with  
my child and Understand the content.



Please detach, sign, and return this page only to school. Will be kept on file with student records.

Parent: \_\_\_\_\_

Child: \_\_\_\_\_

Teacher: \_\_\_\_\_

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Date: \_\_\_\_\_

If you have any questions please call the school.  
304-949-1823

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