



Marmet Mustangs

Kindness. Respect. Accountability.

Marmet Elementary School

408 94th Street
Marmet, WV 25315
Phone: (304) 949-2382

Student/Parent Handbook

2023-2024

Our Vision:

A world where children are safe, valued, and empowered.

Core Values:

- **All students can achieve.**
- **Strong, competent leadership is essential for a school's success.**
- **The school and students' families are partners.**
- **Schools must be safe and caring.**
- **Educators must have high behavioral and academic expectations.**

WELCOME TO MARMET ELEMENTARY

Dear Parents,

Welcome to Marmet Elementary! We are excited to have the opportunity to work together with your family as we teach your children and guide them through what we hope will be a very successful school year!

The staff would like to encourage you to be involved in your child's experience here at Marmet Elementary by being familiar with staff members, visiting the school, attending events throughout the year, volunteering for special programs and joining the PTA.

This handbook will answer common questions that parents often have. You may want to keep it in a visible place in your home, so that you can refer to it often this school year. Please read through the information, as your child will be held to the standards described.

The office at Marmet Elementary is open from 7:00-2:30 daily, and we encourage you to stop in or call 304-9492382 to discuss any questions or concerns you may have.

We look forward to working with you,
Justin Hersman, Principal
Email- jhersman@mail.kana.k12.wv.us

2023-2024 Staff Directory

Principal

Justin Hersman

jhersman@mail.kana.k12.wv.us

Secretary	Mary Beth Hughes	mbhughes@mail.kana.k12.wv.us
Counselor	Taylor Barrett	kbarrett@mail.kana.k12.wv.us
Preschool	Amy Berry	aberry@mail.kana.k12.wv.us
Preschool Aide	Trinity O'Bryant	tobryant@mail.kana.k12.wv.us
Kindergarten	Amanda Gillispie	agillispie@mail.kana.k12.wv.us
Kindergarten Aide	Joyce Payne	jpayne@mail.kana.k12.wv.us
First Grade	Haylee Lopez	hmeadows@mail.kana.k12.wv.us
Second Grade	Emily McMillion	emcmillion@mail.kana.k12.wv.us
Third Grade	Alison Washburn	awashburn@mail.kana.k12.wv.us
Fourth Grade	Julie McCollam	jmccollam@mail.kana.k12.wv.us
Fifth Grade	Erin Burgess	eburgess@mail.kana.k12.wv.us
Resource	Kim Mason	kmason@mail.kana.k12.wv.us
Title I Math	Andrea Lockhart	alockhart@mail.kana.k12.wv.us
Title I Reading	Cindy Wentz	cwentz@mail.kana.k12.wv.us
Librarian	BJ Fontalbert	bfontalbert@mail.kana.k12.wv.us
P.E.	Trey Bartlett	tbarlett@mail.kana.k12.wv.us
Music	Lynn Dyer	ldyer@mail.kana.k12.wv.us
Art	Chet Lowther	clowther@mail.kana.k12.wv.us
Speech	Jenna Sankoff	jsankoff@mail.kana.k12.wv.us
Occupational Therapy	Claudette Pauley	cmpauley@mail.kana.k12.wv.us
Nurse	Danielle Kyle-Milam	dkyle@mail.kana.k12.wv.us
Custodian	Michael Armstrong	mlarmstrong@mail.kana.k12.wv.us
Custodian	John Hall	jhall@mail.kana.k12.wv.us
Cook	Wanda Balser	wbalser@mail.kana.k12.wv.us
Cook	Donald Landers Jr.	dlanders@mail.kana.k12.wv.us
Resource Officer	Officer Chuck Buttrick	

ATTENDANCE POLICY

Attendance is vital to your child's success in school. We encourage parents to please make all appointments after school or on days when school is not in session.

- Your child is expected to bring a doctor's excuse or parent note for every absence, including being checked out early, since instruction does not end until the dismissal bell.
- Notes should include the date and reason for the absence. A maximum of 5 absent days a year may be excused with a parent note. ALL others must have a doctor's excuse.
- Students are expected to be in their seats and ready to work at 7:30.
- If your child arrives after 7:30, an adult MUST walk them to the office and sign them in.
- Five (5) tardies and/or early checkouts will result in a phone call or meeting with the Principal and the Student Assistance Team.
- If your child has five (5) unexcused absences, it will be reported to the Kanawha County Schools attendance director.
- If your child is absent, they are expected to complete make up work promptly. Teachers will not be expected to gather make up work during the instructional day. Make up work will be given when the child returns. The number of days allowed to make up the work will be the same number of days absent. (Ex.- If your child misses 2 days, they will have 2 days to complete the make-up work.)

DAILY SCHEDULE

7:00 Doors open to students

7:00-7:20 Breakfast served

7:30 Instruction begins

10:45-11:30-

2:00 Dismissal

Breakfasts and lunches from fast food restaurants will not be permitted in the lunchroom or classrooms.

EMERGENCY CARDS

Emergency cards, and other required forms, will be completed online this year. Please visit the Kanawha County Schools Homepage to access these online documents. If you do not have access to a computer, we will be sending printed versions home with your child or you are welcome to come to the school to complete the forms online.

LEGAL/CUSTODY ORDERS

If a legal situation or custody agreement results in any person being prevented from having access to a child or their records, legal documents MUST BE ON FILE in the office. It is the parents' responsibility to notify the school and provide court-ordered documents. These documents must be updated and resubmitted EVERY school year. Please make sure your child's emergency card indicates this legal order. If the order is not signed by a judge, it will not be enforced.

Morning Arrival Procedure

If you will be driving your child to school, please do not enter the bus loop in front of the school (where the flagpole is located). Please pull onto the parking lot by the empty soccer field, from west to east, and drop your child off. Unless you need to speak with someone, there is no need to walk your child to the door. Any parent entering the building MUST park IN A PARKING PLACE. DO NOT block traffic.

No traffic will be permitted to pass the front entrance after 7:00. This road will be blocked this year at 7:00 for safety.

No students will be permitted into the building until 7:00 am. Please be aware that supervision will NOT be provided for any student before 7:00.

At 7:30, ALL students must be seated in their classroom, prepared to work. Instruction begins at 7:30.

In order to ensure the students' safety, parents will not be permitted to walk to the classrooms.

Any adult wishing to speak with a teacher or the principal is welcome to sign in, in the office.

Afternoon Dismissal Procedure

- All PreK students will be dismissed at 1:50. Parents must sign them out at the main entrance door.
- All Kindergarten students will be dismissed at 1:55 at the main entrance.
- All students who ride a bus will be dismissed at 2:00, when the dismissal bell rings.

All students in grades 1 and 2, who are picked up, will be dismissed at the main entrance at 2:00.

All students in grades 3-5, who are picked up, will be dismissed at the door on the east side of the building, near the playground, at 2:00. (Door A)

Bus students are dismissed BEFORE any students who are walking or being picked up. (Adults will not be permitted to take students out of the bus line.)

Students who are picked up in cars will wait quietly INSIDE.

Those adults picking students up should remain outside.

If someone the staff does not recognize attempts to pick up your child, ID will need to be shown and must match the child's emergency card.

Children who walk home will be dismissed after all traffic has gone. Grades K-2 will exit through the front entrance. Grades 3-5 will exit through the front gate on the playground side of the school.

Students must have written permission to ride a different bus, change bus stops or ride home with a classmate.

Students will not be permitted to call home in order to change their normal, daily routine.

Students must report home immediately after getting off the bus or being dismissed to walk.

No glass vases or balloons will be permitted on the bus.

Inappropriate behavior to or from school can result in suspension from the bus and/or school.

If you change your child's routine unexpectedly, you must call the school BEFORE 1:30 to ensure your child gets the notice. It is very difficult to relay information at the end of the day.

We appreciate your support and patience. Marmet Elementary staff is committed to ensuring that every student is dismissed to the proper adult. We must dismiss each child individually to be absolutely sure your child remains safe. If everyone cooperates, this can be a very fast and safe dismissal procedure.

KCS 2023-2024 School Year Calendar

August

14 First Day for Teachers/200 Day Employees Return/Professional Learning Day

14-16 Professional Learning Days

17 Prep Day for Opening Schools/Faculty Senate

18 First Day for Students

September

4 Labor Day (Schools and Offices Closed)

22 Midterm

October

9 Parent Teacher Conferences (No School for Students)

10 Professional Learning Day/Faculty Senate (No School for Students)

20 End of First Nine Weeks

23 Second Nine Weeks Begins

27 Report Cards

November

10 Veterans Day (Schools and Offices Closed)

20-22 Out of Calendar Days (Schools Closed)

23 Thanksgiving Holiday (Schools and Offices Closed)

24 OS Day (Schools and Offices Closed)

December

1 Midterm

20 Professional Learning Day/Faculty Senate (No School for Students)

21-22 Out of Calendar Days (Schools Closed)

25 Christmas Holiday (Schools & Offices Closed)

26-29 Out of Calendar Days (Schools Closed)

"Moving Towards Excellence"

January

1 New Year's Holiday (Schools and Offices Closed)

2 Out of Calendar Day (Schools Closed)

3 Schools Reopen following Break

15 Martin Luther King, Jr. Holiday (Schools and Offices Closed)

16 Professional Learning Day (No School for Students)
16 Third Nine Weeks Begins/Second Semester Begins
17 Classes Begin for Third Nine Weeks
February

16 Midterm
19 Professional Learning Day/Faculty Senate (No School for Students)

March

22 End of Third Nine Weeks
25-28 Spring Break (Schools Closed)
29 OSE Day (Schools and Offices Closed)
April

1 Professional Learning Day/Faculty Senate (No School for Students)
1 Fourth Nine Weeks Begin
2 Classes Begin for Fourth Nine Weeks
May

3 Midterm
14 Election Day (Schools & Offices Closed)
27 Memorial Day (Schools and Offices Closed)
30 Last Day for Students
31 OSE Day (Schools and Offices Closed)

June
3-5 OSE Day (Schools and Offices Closed)
6 Prep Day for Closing/Faculty Senate/Last Day for 200 Day Employees
20 West Virginia Day (Schools and Offices Closed)

LUNCH PROCEDURES

Monthly lunch menus will be posted on the county web page, as well as the Marmet Facebook page.

Changes will sometimes need to be made due to delivery problems.

Every effort will be made to post changes to the menu on Facebook when they become necessary.

Students are welcome to bring a lunchbox from home; however, these lunches will not be refrigerated nor heated.

If you plan to purchase a school lunch, please call and notify the main office before 9:00.

Birthday lunches will be held on the last Friday of every month.

TARDY STUDENTS / EARLY CHECK OUTS

Arriving to school on time teaches responsibility and consideration of others. When your child arrives late, they must enter the room after the class has received instructions for the day, causing the teacher to repeat them. This causes disruption for the office, the teacher and the entire class. Please make every effort to have your child at school on time.

ALL students who are not in their seats, ready to work by 7:30 are considered tardy. Any student arriving after 7:30 must be brought to the office by an adult. Please do NOT allow your child to walk in alone after 7:30.

When a student reaches 5 tardies, or early check outs (or a combination of both) a meeting with the principal will be held. The SAT team may also be involved.

If you must check your child out early, please sign them out in the office. Reminder- Only those listed on the emergency card will be permitted to check out the student.

We ask that you not check your child out after 1:45. After that time, the teachers are reviewing their day, explaining homework and making final preparations for dismissal. It is a very busy time.

PARENTLINK

Parents will receive calls at home, work, or cell phone to communicate important information. It is important that phone numbers be current so that you may receive this notification. Please update the school's office with information as it changes (phone numbers, addresses, etc.).

Shelter in Place/Lockdown/Evacuation

There are three different types of security measures to protect the students and staff from a threat. The type of situation will determine the steps taken.

- SHELTER IN PLACE- EVERYONE in the building will gather in a designated area. Windows and doors will be sealed. No one will be permitted in or out of the building. (2 drills per year)
- LOCKDOWN- Staff and students will remain in a locked room, which will not be unlocked for anyone. (4 drills per year, supervised by law enforcement)
- EVACUATION- Staff and students will exit the building and remain in a common meeting place. (1 drill per year)
- We will also have 10 fire drills throughout the year.

FIELD TRIPS

Students must meet specific guidelines in attendance, behavior and work ethic in order to earn field trips. Students who do not meet these expectations may be excluded from any field trip as determined by the classroom teacher and the principal.

The student must...

...display appropriate, respectful and safe behavior both in school and when on a school bus as outlined in KCS Code of Conduct.

...maintain acceptable work habits in the classroom.

...exhibit self-control at all times.

...attend school faithfully and adhere to KCS attendance policy.

All permission slips and forms must be turned in to the office in a timely manner. Students will not be permitted to call home and ask permission to attend a field trip. School-based staff will be the sole chaperones for field trips unless otherwise noted. When noted, parents will be asked to attend. No parents will be included as chaperones on overnight trips.

Parent Teacher Association

Parents are strongly encouraged to become involved with the school by joining parent organizations. Local parent-teacher associations may be organized and shall be considered as auxiliaries to the public schools. The form of the organization and objectives of local associations shall conform, in the main, to suggestions outlined by the National Congress of Parents and Teachers. Local associations shall be permitted to hold regular meetings in the school buildings. Teachers are encouraged to attend these meetings.

Local School Improvement Council

The Local School Improvement Council is made up of the following members: three parent representatives who are elected by a parent group; three teachers who are elected by Faculty Senate; two service representatives who are elected by the service staff; a business representative and community representative who are appointed by the principal.

The purpose of the Local School Improvement Council is to:

*Encourage the involvement of parents and guardians in their child's educational process and in the school;*Encourage businesses to provide time for their employees who are parents, guardians, or custodians to meet with teachers concerning their child's education;*Encourage advice and suggestions from the business community;*Encourage school volunteer programs and mentorship programs; and *Foster utilization of the school facilities and grounds for public community activities.

PARENT INVOLVEMENT / VOLUNTEERS

Parental involvement an important part of your child's success. We encourage you to stay informed and involved. There will be many opportunities for you to participate throughout the school year.

- PTA
- LSIC
- Homeroom Parents
- Strategic Planning Committee
- Teacher conferences
- SAT meetings
- Parent/Teacher/Student conferences
- Informal meetings
- School beautification projects
- Family Nights
- Various programs and performances

Remember, you are welcome to schedule a meeting with the principal, counselor or teachers at any time.

WHEN STUDENTS ARE SICK AT SCHOOL

You will be called to pick your child up from school if...

...they have a temperature of 100 degrees or higher, at school or within the last 24 hours.

- ...they have vomited, at school or within the last 24 hours.
- ...they have live head lice.
- ...their eyes are red and have drainage.
- ...they have a rash.
- ...there is an injury or situation about which we determine the parents should be notified.
- ...the school nurse instructs you to pick up your child, for any reason he or she deems necessary.

Medications at School

- Prescription medication must be labeled clearly and accurately by a pharmacist or physician.
- Non-prescription medications must be delivered to school in the manufacturer's container, clearly labeled with the student's name.
- All medication must be stored in a locked cabinet located in a suitable area designated by the principal. Medications that are needed for immediate emergency use in a life-threatening situation only may be carried on the student's person, if there is a physician's order explaining the necessity to have the medication available immediately, and an assessment by the school nurse verifies that this can be safely done.
- No medication, prescription or non-prescription, will be kept in a student's backpack, classroom or on their person.
- We may not keep medication for more than 3 days without a doctor's order.

School Psychologist

Kanawha County Schools provides psychological services to children who are experiencing academic difficulties and are in need of a thorough evaluation. Parental permission is required for any testing.

Speech Therapy

A qualified speech therapist works with those pupils in need. Services for both articulation and communication development are available. Areas stressed in class include auditory processing or listening skills, word finding skills, vocabulary enrichment, abstract language, verbal reasoning skills, syntax, grammar, and fluency. A primary objective is to improve motivation and attitude and to encourage growth in communication skills.

DRESS CODE

Marmet staff members will dress in a professional manner as positive role models for students and will enforce the following dress code policy for students:

STUDENT DRESS CODE

- No hats or hoods will be worn inside the building.
- No undergarments, or undergarment straps, may be exposed.
- Shorts and skirts must reach mid-thigh.
- All tank tops must have straps that cover the top of the shoulder. Shirts with thin straps will NOT be permitted.
- We encourage all students to wear tennis shoes every day to prevent injury.
- All sandals must have a strap around the heel to keep the shoe on. No flip-flops or slides will be permitted. These types of shoes often come off the foot, causing students to fall. Tennis shoes are ALWAYS best.
- Pajamas are NOT to be worn to school, except on designated days.
- All private areas of the body must be appropriately covered, as determined by the staff.

If a student's clothing is found to be inappropriate, parents may be called to bring a change of clothes, we may provide clean, alternative clothing or the student may be asked to turn shirts inside out to hide offensive graphics or language.

No clothing will be permitted that...

- ...creates a disruption in the learning process of other students.
- ...has weapons, alcohol, tobacco, drugs, or racial/sexual references.
- ...has holes which expose any skin above the knee or on the torso.
- ...leaves the stomach area exposed.

Marmet Elementary students are expected to dress in a manner that displays self-respect and reasonable modesty. We believe in teaching the students to dress appropriately for a professional learning environment.

Technology Use

Your child will be assigned a school iPad for use during school., therefore, every child in the school will be required to sign an

Acceptable Use Agreement. This agreement must also be signed by the parent or legal guardian. This agreement will explain what Kanawha County Schools has determined to be responsible use of technology. If this agreement is broken by the student, their right to use technology at school will/may be terminated. This includes accessing sites or apps other than the ones assigned by staff, for example, playing a game instead of completing an assignment. They may also only access their iPad when asked to do so. Otherwise, iPads should remain turned off.

Please aware, that this agreement also covers conduct outside of school hours and off of school property when other students are involved. This means, if your child is found to have bullied, slandered or threatened another student, even from a personal device off of school property, they will lose the right to use technology at school for a period of time as determined by the principal.

PERSONAL TECHNOLOGY- Students who bring cell phones, personal electronic tablets or other types of technology must leave them OFF and in a designated area the entire school day. PARENTS, please understand that while staff members will provide a place to keep these devices, they are NOT responsible for their care. Students are NOT permitted to talk, text, take pictures or video on devices while at school, however, individual staff members may grant permission to make exceptions to this rule as part of an assignment or activity.

Telephone Usage

Except in the case of an emergency, students will not be permitted to use the school telephone. Forgotten homework, books, permission slips, etc. are not considered to be emergencies. Also, we do not call students out of class to talk on the phone. We will relay any emergency messages to the student.

Make rainy day and snow day plans ahead of time with your child. It is not possible to allow each child to phone home for instructions. Discuss the plan in advance with your child.

In addition, students are not allowed to be on cell phones in school without specific permission. This includes talking, texting, social media, taking pictures and video. If a student is caught on a cell phone without permission, it will be taken and returned only to a parent or guardian.

Student Assignment Folder

All students in grades 3-5 will have a school binder that must be sent to school each day. This binder will/may contain your child's homework folder, assignment book and any information sent home by the school. Any notes for your child's teacher must be sent in

this binder. Students will be instructed in how to organize their binders and record homework each day. Parents should check the folder each evening.

Textbooks, Computers, iPads

Students are expected to handle school materials and equipment with care and respect. Students will be held responsible for any damage done to textbooks, computers and iPads as a result of negligent behavior. Parents will be held financially responsible for repairs or replacement costs.

Change of Address/Phone Number

If you change your address or telephone number, report that change to the office as soon as possible. Any other changes, such as parent or guardian name, parent or guardian workplace or telephone number should also be reported to the school so that there is accurate information in case of an emergency.

Please do not call the school before 7:00, as the cooks are the only ones to answer and they are preparing breakfast. If you need to contact the school before school hours, a Facebook message is best. You may ask questions or ask that a school staff member call you

Code of Conduct for West Virginia Students

Students in West Virginia public schools, in order to have the opportunity to reach their potential, shall:

1. Attend school faithfully; complete assignments on time and work to his or her full potential.
2. Behave in a manner that does not disrupt classroom learning or the operation of the school.
3. Obey teachers, principals, and others in authority.
4. Refrain from aggressive or threatening behavior toward fellow students, and school staff.
5. Refrain from the possession or use of any weapons, illegal drugs, alcohol, or tobacco products.

Fighting and bullying are prohibited and will not be tolerated. When an incident occurs, all parties who show active aggression will be suspended.

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

The teacher shall stand in the place of the parent or guardian in exercising authority over the school, and shall have control of all pupils enrolled in the school from the time they reach the school until they have returned to their respective homes.

How to contact Mr. Hersman, Principal

I want to be as available as possible to the staff, community, students and families. The best way to reach me immediately is through email or our school Facebook page. Both of these go directly to my phone and will send me a notification. I can usually respond immediately. **If it is a confidential issue, however, the Facebook posts, even messages, will be seen by parents, so email, phone call or message to my personal Facebook page would be best.** You can always call the office, as well. Please understand that I am usually in classrooms and cannot always come right to the phone. Please leave a message, and if I do not call you back that same day, call the office again. If you have a special situation, such as a medical concern, please see me and I will give you my personal cell phone number. I also stand at the front door every morning and would be happy to talk with you. I want you to feel comfortable coming to me with any situation and I will make myself available to you.

Marmet Elementary Behavioral Consequence Chart

Key:

ISS= In-school suspension

OSS= Out-of –school suspension

Dojo points.

All consequences will be determined at the principal's discretion. Most behaviors will also result in a classroom consequence according to the teacher's discretion. These behaviors will also result in loss of

Behavior	Consequence
Disobeying a teacher in a willful manner	Warning/Exclusion/ISS/OSS
Profane language toward employee	Warning/1 day of ISS or OSS
Inappropriate language	Warning/Exclusion/ISS/OSS
Disrespect to staff	Warning/ISS
Harassment/bullying	Warning/1-3 days of ISS
Harassment- race, religious, ethnic, sexual	Title IX Grievance Filed
Physical Fight	1-3 days of OSS for physical contact
Assault/battery against employee	5 days of OSS pending expulsion
Aggressive Behavior	1 day of ISS/OSS

Disruptive Conduct	Warning/ISS/OSS
Threat of Physical Harm	1 day of ISS/OSS
Throwing objects	1 day of ISS/OSS
Aggressive touching	Warning/ISS/OSS
Non-aggressive touching	Warning/ISS/OSS
Failure to obey authority	Warning/ISS/OSS
Inappropriate dress	Call home for a change of clothing/appropriate clothing provided/clothing inverted
Off- campus without permission	1 day of ISS/OSS
Defacing of school property	Monetary restitution and 1 day ISS/OSS
Stealing	ISS/OSS
Vandalism	Repair or Monetary restitution and 1 day ISS/OSS
Possession and/or use of dangerous weapons other than firearms or knife-like implement	Kanawha County Schools Policy
Possession and/or use of firearms	Kanawha County Schools Policy
Possession and/or use of knife-like implement	Kanawha County Schools Policy
Cheating	Loss of points on assignment and 1 day of ISS
Possession and/or use of alcoholic beverage	Kanawha County Schools Policy
Possession and/or use of illegal drugs or substances	Kanawha County Schools Policy
Excessive Tardies	See KCS Policy as stated in Student/Parent Handbook
Violation of ISS/Detention	Added days

One copy per family has been sent home. Please include all students' names in your household on this sheet.

Please sign below, detach, and return this sheet to your child's teacher to verify that you have read the handbook. Thank you.

I have read the 2023-2024 Marmet Elementary Student/Parent Handbook and have discussed the expectations with my child/children. By signing, I agree to

adhere to the policies stated in the handbook. I further realize that my child will be required to adhere to additional county policies stated on the KCS Homepage at kcs.kana.k12.wv.us.

_____	_____	_____
Parent/Legal Guardian	_____	Date
Signature	_____	
	Student Name(s)	