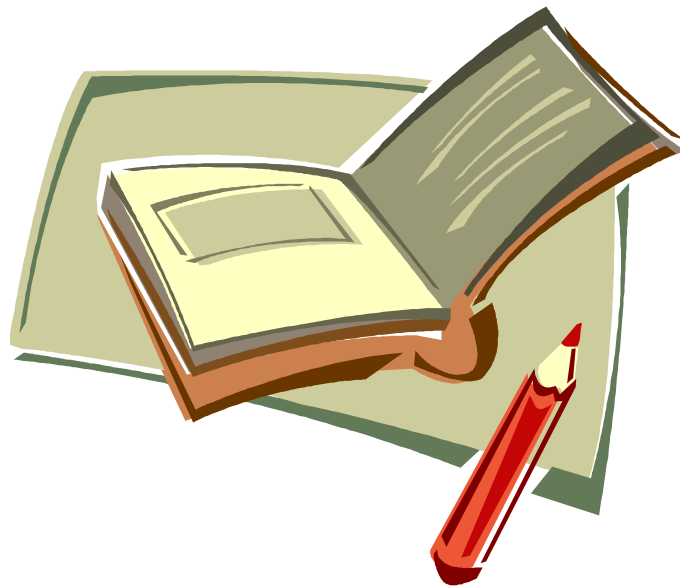


Kimball Elementary Student Handbook



2016-2017

April Hedinger, Principal

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KES STAFF

POSITION	NAME	E-MAIL	Planning Time
Principal	April Hedinger	ahedinge@ k12.wv.us	
Pre-K	Catrice Robinson	cmrobinson@k12.wv.us	Every Friday All Day
Headstart	Katrina Dalton		585-7693
Kindergarten	Stephanie Cook	sgullett @.k12.wv.us	12:40-1:20
Kindergarten	Sarah Diaz	sarah.diaz@k12.wv.us	12:40-1:20
First grade	Dana McPeak	dmcpeak@.k12.wv.us	1:20-2:00
First grade	Nick Mosko	nmosko@.k12.wv.us	1:20-2:00
Second grade	Tionna Sunkett	tsunkett@.k12.wv.us	10:20-11:00
Second grade	Jennifer Sheppard		10:20-11:00
Third grade	Nicole Hall	n.w.hall@.k12.wv.us	9:00-9:40
Third grade	Stephanie Johnson	s.johnson@k12.wv.us	9:00-9:40
Fourth grade	Evonne Davidson		11:30-12:10
Fourth grade	Tara Wright	twright@k12.wv.us	11:30-12:10
Fifth grade	Cassie Burkett	cburkett@k12.wv.us	3:00-3:40
Fifth grade	Jeanne Semonco	jsemonco@k12.wv.us	3:00-3:40
Title I Facilitator	Shirley Robinson	shrobins@.k12.wv.us	11:40-12:20
Title I- Reading	Charlene Bowman	cbowman@k12.wv.us	11:40-12:20
Title I – Math	Sandra Felts	sfelts@.k12.wv.us	10:20-11:00

Title I – AR Lab	Mary Grygiel	mgrygiel@k12.wv.us	
Special Ed 3-5	Amy McVey		10:20-11:00

Special Ed 3-5	Laura Goforth	lgoforth@k12.wv.us	11:00-11:40
Special Ed Mod Program	Ernest Spears	ernspears@k12.wv.us	10:10-10:50
Cook	Debra Bush	dmbush@k12.wv.us	
Cook	Mary Justus		
Cook	Thomasha Phillips		
Custodian	Eddie Burger		
Custodian	Marsha Belcher		
Counselor	Megan Estep	maestep@k12.wv.us	
Music	Beverly Turley		9:40-10:20
Art/Writing	Grant Thompson	grthomps@k12.wv.us	9:40-10:20
PE/Health	Ramona Shaban	rshaban@k12.wv.us	9:40-10:20
Secretary	Tiffany Bailey	t.bailey@k12.wv.us	
Aide Kindergarten			
Aide	Sara Freeman	slfreeman@k12.wv.us	
Aide	Jerianne Bryant	j.bryant@k12.wv.us	
Aide Kindergarten	Carol Woolridge	cwoolrid@k12.wv.us	
Social Worker	Shauna Smith		Make Appointment 585-9981

SCHOOL MISSION STATEMENT

Kimball Elementary students and staff strive for excellence every day.

VALUE STATEMENT

As a staff, KES values honesty, respect, and high expectations through effective communication and collaboration.

CORE BELIEFS

1. Our school believes in celebrating our successes.
2. We believe our school must provide a safe and healthy environment where students are motivated to reach their full potential.
3. We believe in setting high goals and expectations for all students.

ADMISSION REQUIREMENTS – IMMUNIZATIONS AND CERTIFIED BIRTH CERTIFICATE

All students entering McDowell County Schools for the first time will be required to have on file at the school, **before** attending: all state required immunizations and booster shots and a birth record certified by the State Registrar of Vital Statistics confirming the student's identify, age, and state file number of the original birth record. Upon the failure of any person enrolling a student to furnish a certified copy of the student's birth record, the principal/designee shall immediately notify the local law-enforcement agency. The notice to the local law-enforcement agency shall include copies of the submitted proof of the pupil's identity and age and an affidavit explaining the inability to produce a certified copy of the birth records. Any person in the U.S. military service and is in transit due to military orders submitting such affidavit shall be granted a three-week extension for providing the birth record. The principal/designee of the school has fourteen days after enrolling a transferred student to obtain a certified copy of the student's birth record from the previous school attended.

ATTENDANCE

At Kimball Elementary, we stress that it is extremely important for students to attend school every day. Good attendance helps students develop responsibility, self-discipline, and good work habits.

Students shall be afforded a maximum of five (5) guardian excuses per semester. All other absences from school during the semester will require written verification of medical need of absence from a doctor. Absences due to school related activities (as approved by the principal) are not to be counted when enforcing this rule.

It is the student's responsibility to make up work that he/she has missed during the absence. Each student is responsible for obtaining all assignments from their teacher(s). The student will receive three (3) calendar days to make up work for the first day missed, and one (1) additional day for each consecutive absence thereafter.

State Board Policy 4110 and McDowell County Board Policy clearly defines what is acceptable as excused and unexcused absences. State, county, and school procedures concerning attendance will be followed exactly. The policies are clearly defined in the school calendar. Excuses are to be submitted within three days of the student's return to school.

Kimball Elementary students are to arrive by 8:30. Arriving after that constitutes a tardy. Please send a note explaining the reason for being tardy or it will go unexcused.

Students are dismissed at 3:30. Parents/guardians needing to pick up a child earlier than 3:30 must sign them out in the office before a child can be released. Parents are not to park in the bus loading zone in front of the school.

BULLYING / HARASSMENT / INTIMIDATION

Students will not bully, intimidate, or harass another person. We consider this detrimental to a person's self-esteem and a hindrance to our academic environment.

Students recite this each morning:

“Violence is any mean word, look, sign, or act that hurts a person's body, feelings, or things. No one is entitled to use violence. Violence is not tolerated at our school.”

We stress getting along with others and being tolerant of our differences. Bullying will be handled according to WVDE Policy 4373.

BUS NOTES

Bus notes must be written and signed by the parent/guardian. We will not accept phone calls to change a bus or bus stop.

BUS POLICY

Riding a school bus is a privilege and requires responsibility and respect. All children being transported are under the authority of the bus driver and must obey his/her rules. Students should:

- Obey the bus driver.
- Get on and off of the bus in a safe, orderly manner.
- Remain seated when on the bus.
- Keep head, arms, and hands inside the bus.
- Do not throw objects on the bus or out of the window.

Failure to follow bus rules can result in a child not being permitted to ride the school bus.

The principal or secretary can write a bus pass for a student if written permission by a parent or guardian has been submitted. The following information must be included in the parental request: parent/guardian's signature, bus number, residence location, person's name and date. **Parental telephone requests for bus passes will be granted only upon emergency circumstances.**

The West Virginia code and regulations of the West Virginia Board of Education set forth, among others, the regulations concerning pupils who are transported on school buses.

All McDowell county School buses are outfitted with audio and video recording equipment.

CANCELLATION OF SCHOOL

Cancellation of school takes place only during circumstances such as extreme weather, equipment failure, or public crisis. If this happens, you will receive a phone message from our county School Messenger.

CHEATING

Cheating is a serious compromise of a student's integrity and will not be tolerated. The punishment for cheating will be determined by the school discipline policy. If any further measures need to be taken, it will be referred immediately to the principal. Any student having difficulty with any assignment should make the effort to discuss the problem with a teacher. Copying work or cheating will not prepare a student academically.

COUNSELOR

We have a school counselor available three days a week. The counselor provides lessons and activities to strengthen the characters of our students. The counselor also works with individual students when referred by a teacher.

DISCIPLINE

No child will be allowed to deprive other children of their right to learn. Nor will any child be allowed to deprive any teacher of his/her right to teach. We believe that children should accept responsibility for and be held accountable for their actions.

Our teachers send home their expectations at the beginning of each school year. Always look over the document and contact your child's teacher if you have any questions or concerns.

There are behaviors that are completely unacceptable in our school. We call these **'absolutes'** because they will absolutely NOT be tolerated. They are:

- Do not disrespect any staff member.
- Weapons, drugs, arson, alcohol, tobacco, and inappropriate materials are not tolerated.
- No physical threats or violence will be tolerated.

CLASSROOM EXPECTATIONS

1. Act appropriately by keeping hands, feet, and objects to yourself.
2. Be responsible by bringing all materials to class. (books, paper, pencils, homework, folders, etc.)
3. Use positive language and behavior.
4. Raise your hand for permission to speak or leave your seat.
5. Follow all oral and written directions.

CAFETERIA EXPECTATIONS

1. Always show respect.
2. Raise your hand for permission to leave your seat or to leave the cafeteria.
3. Eat at your assigned table with your class.
4. Empty your trays responsibly when your table is called.
5. Clean your table and the floor before leaving the cafeteria.

POSSIBLE CONSEQUENCES FOR NOT FOLLOWING EXPECTATIONS

- Teacher/student conference
- Time out from recess (detention)
- Notify parent by note or phone
- Student sent to the principal's office
- Other as deemed fitting to the behavior

ANY SERIOUS OFFENSE COULD REQUIRE YOUR PRESENCE AT SCHOOL IMMEDIATELY. McDowell County Policy 11-028 will be followed concerning discipline matters, WVDE Policy 4373.

McDowell County Discipline Policy 11-028

Miscellaneous:

Cell phones, electronic devices, or toys are not permitted. These items interfere with the educational process. The school will not be responsible for items that are lost or stolen. Confiscated items may be picked up in the office by a parent.

EMERGENCY DRILLS

We follow county regulations for fire drills to practice exiting the building quickly and safely. A school committee ensures that regulations are followed and plans are in place to handle emergencies that could require a lock down, evacuation, and more.

EMERGENCY INFORMATION

In case of an emergency, each student is required to have on file in the office at school office the following information:

- ✓ Parent(s) or guardian(s) name(s)
- ✓ Complete and up-to-date address
- ✓ Home phone and parent(s) work phone
- ✓ Emergency phone number of a friend or relative that will assume temporary care of the student if the parent cannot be reached
- ✓ Physician's name and phone number
- ✓ Medical alert information

This information is to be filled out on an emergency form that is sent home at the beginning of each year (or when a student is enrolled at Kimball) and returned to school to be kept on file in the office. We asked that parents notify the office if any of this information changes during the school year so our records stay up to date.

GRADING POLICY

The approved academic scale for Kimball Elementary School is:

Grades K-5 In Grades K-5 no letter grades will be assigned. S (Satisfactory) or U (Unsatisfactory) grades may be recorded for Social Studies/Science, Health, Art, Music, Handwriting, and Physical Education. A standards-based report card indicating student mastery of grade level content standards will be distributed to parents. It will be the teacher's responsibility to give parents log-in information to access student's grades to track progress in "Live Grades."

Grade Book It shall be the teacher's responsibility to provide justification for the proficiency levels given to students. This may be in the form of portfolios, checklists, formative assessments, observations, projects, classroom work, etc.

Progress Reports: Mid-term progress reports for all students in grades K-5 will be sent home midway through each grading period.

At any time throughout the year, if you have a question about your child's academic progression, please contact the teacher **during their planning period** to set up an appointment to meet with them.

McDowell County Grading Periods

Grading Period	End Date	Grades Finalized in Live Grades	Grades in WEIS	RC Printed Out	RC/Midterms Home
Midterm 1	September 20, 2016	NA	Midterms printed out from Gradebook		September 23, 2016
First Nine Weeks	October 21, 2016	October 24, 2016	October 24, 2016	October 25, 2016	October 26, 2016
Midterm 2	November 21, 2016	NA	Midterms printed out from Gradebook		November 28, 2016
Second Nine Weeks/1 st Semester	December 21, 2016	January 3, 2017	January 4, 2017	January 5, 2017	January 5, 2017
Midterm 3	February 3, 2017	NA	Midterms printed out from Gradebook		February 7, 2017
Third Nine Weeks	March 7, 2017	March 9, 2017	March 10, 2017	March 13, 2017	March 13, 2017
Midterm 4	April 11, 2017	NA	Midterms printed out from Gradebook		April 13, 2017
Fourth Nine Weeks/2 nd Semester	May 24, 2017	May 25, 2017	May 26, 2017	May 26, 2017	May 26, 2017

*Grading report Schedule is subject to change based on the additional days added to the school calendar due to inclement weather

ILLNESS OR INJURY

In case of illness or injury, a member of the school staff will care for a student temporarily. School personnel will render first aid treatment only. If emergency medical treatment is necessary, the parents will be contacted. If parents are not available, someone listed on the emergency form will be contacted. If no one can be reached, the student will be taken to the emergency room at Welch Emergency Hospital. The Rescue Squad will be used when deemed necessary. Remember, an emergency telephone number where parents can be reached and the name and telephone number of the student's family doctor must be on file at the school.

INTERNET USE

Students are given an Acceptable Use Policy (AUP) to bring home at the beginning of each year. It has a permission form that must be returned to school before the student can use the Internet for testing, research, blogging, e-mail, etc..

Our teachers and staff review how to be responsible when using the Internet.

PARENT TIPS FOR INTERNET SAFETY

- Never give out identifying information – (home address, school name, or telephone number) - in a public message such as chat or bulletin boards.
- Be sure you're dealing with someone that both you and your children know and trust before giving out information via E-mail.
- Think carefully before revealing any personal information such as age, marital status, or financial information.
- Set reasonable rules and guidelines for computer use by your children. Discuss these rules and post them near the computer as a reminder. Remember to monitor your children with these rules, especially when it comes to the amount of time your children spend on the computer.
- Never respond to messages or bulletin board items that are suggestive, obscene, belligerent, threatening, or make you feel uncomfortable. Encourage your children to tell you if they encounter such messages. If you or your child receives a message that is harassing, of a sexual nature, or threatening, forward a copy of the message to your service provider and ask for their assistance.
- Be sure to make this a family activity. Consider keeping the computer in a family room rather than in the child's bedroom. Get to know their "online friends" just as you get to know all of their other friends.
- A child or teenager's excessive use of online services or bulletin boards, especially late at night, may be a clue that there is a potential problem. Remember that personal computers and online services should not be used as electronic babysitters.

- **Never** allow a child to arrange a face-to-face meeting with another computer user without parental permission.
- **Report abuse.** Should you become aware of the transmission, use, or viewing of child pornography while online, immediately report this to the National Center for Missing and Exploited Children by calling:1-800-843-5678. You should also notify your online service.
- Teach your children to always show respect. They should report disrespect/cyber-bullying to you as soon as it happens. Cyber-bullying can result in loss of your Internet service as well as other consequences.

LOCKER SEARCHES

If something unusual or suspicious comes to the attention of a school employee, the principal will be notified immediately. Individual or mass locker searches may be conducted to guarantee the safety of all students and school personnel.

The use of lockers is a privilege that is granted to students by the Board of Education. It is not a right.

LOST AND FOUND

Students who find lost articles are asked to take them to the secretary where they can be identified and claimed by the owner. Students should check regularly if they have something missing.

MEALS

Breakfast and lunch are provided daily at school. We encourage students to eat healthy meals and snacks. A nutritious snack is provide twice weekly in the afternoon. All students will receive free breakfast and lunch

MEDICATION

Only when provided with a signed and completed approved "Administration of Medication" form may school personnel administer medication to a student (forms are available in the secretary's office). This document must specifically designate that school personnel at school can administer the medication. Medication to be administered during school hours must be labeled with following: medication name, dosage required, time to be given, time of last dosage given. If this information is NOT included, the medication will NOT be given. Please do not call and ask us to administer medicine without form on file.

If your child requires medication, such as Epipens or inhalers, a form is available in the office requiring the doctor's orders. Please pick one up, and return it to the school completed by the doctor. Medication cannot be given without this form.

Cough Drops- must have written permission from parents and may not be given to other students.

OUTSIDE AGENCIES' RIGHTS TO QUESTION STUDENTS

Parents/guardians need to be aware that outside agencies including, but not limited to, the State Police Department, McDowell County Sheriff's Department, and Department of Health and Human Resources (DHHR) are given legislative power to enter a public school for the purposes of questioning children. This may be with or without prior parental knowledge. School personnel may or may not be permitted to sit in on the meeting. This is the prerogative of the outside agency and/or child involved. By law, the school cannot forbid this meeting from occurring and is not required to notify parents of its occurrence. The outside agency is required to notify the parents if such a meeting does take place.

PARENT-TEACHER CONFERENCES

Parents are encouraged and welcome to come to school to talk with their child's teachers; however, we ask that you telephone to arrange a time for the conference to occur preferably during the teacher's conference and planning period. We will have parent-teacher conferences once every nine weeks, please listen to school messenger for dates and times.

SCHOOL DAY

The instructional school day begins at 8:30 and ends at 3:40. Please do not drop off students before 8:00 a.m. and do not and **do not pick up your child to go home before 3:40.**

SCHOOL PROCEDURES –Read PBIS Student Handbook

SPECIAL EDUCATION – RIGHTS OF PARENTS

- ✓ The right to be considered a full participating member of the IEP team when planning for your child.
- ✓ The right to provide information about your child that can be used in developing interventions, evaluations planning and educational programs.
- ✓ The right to ensure that your written permission is given before any formal evaluations begin.
- ✓ The right to receive written notice prior to any changes in placement for your child.
- ✓ The right to access your child's records, and have someone available to explain the records, if requested.
- ✓ The right to a complete evaluation, which includes more than one test or procedure and is completed by trained personnel from various education and/or medical areas of expertise, to receive copies of those results, and to have those results explained in a language you understand.
- ✓ The right to confidentiality of all records about the student.
- ✓ The right to a free and appropriate public education (FAPE) that addresses your child's individual needs.
- ✓ The right to request an independent assessment at no cost to yourself if you disagree with the assessment results.
- ✓ The right to be involved in the development of your child's Individual Education Program (IEP).
- ✓ The right to receive transportation and other related services necessary for the student to benefit from his or her special education services.
- ✓ The right to mediation and due process if differences regarding your child's program or services cannot be resolved by other means.
- ✓ The right to be involved.
- ✓ The right to participate in meetings regarding your child and be ready to discuss issues of concern that you have.
- ✓ The right to ask questions and be sure you understand what is happening.
- ✓ The right to provide all the relevant information that is needed in planning and program development
- ✓ The right to let the school personnel know about any changes in your child's life, both positive and negative, including areas of growth, changes in health and medication and difficulties your child is having.
- ✓ The right to educate yourself regarding the rules and regulations governing special education services.

You can watch a larger presentation on the rights of special education parents at the web site of the West Virginia Department of Education.

<http://wvde.state.wv.us/osp/ParentsRightsGizmo06.ppt>

STUDENTS' RIGHTS & RESPONSIBILITIES

We acknowledge that students have certain basic rights and responsibilities similar to those enjoyed by other citizens. Students have a responsibility to obey school rules and regulations and to cooperate with school authorities that enforce these rules and regulations. Student's rights and responsibilities are detailed in the Student Handbook – Rights and Responsibilities, published by the WV Department of Education.

SUSPENSIONS

Suspensions from school are given by the principal for the very worst infractions of school rules and policy. Parents must meet with the principal before a student can be reinstated in school. Suspensions are given only as a last resort. It signifies that the student's behavior has been disruptive and that the only reasonable way to deal with the situation is to remove the student from the school environment. Reinstatement will not be granted until the principal and the student's teacher are satisfied that the reason for misconduct has been effectively eliminated. During the suspension, the student must remain away from the campus at all times. Suspended students may not attend school activities or student functions after regular school hours.

WEAPONS & EXPLOSIVE DEVICES

MCDOWELL COUNTY SCHOOL SYSTEM believes that a student shall not supply, possess, handle, use, and threaten to use, or transmit any weapon or any other tool or instrument capable of inflicting bodily injury. 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. A student is deemed to be in possession of an illegal and/or banned item(s) under this policy when such item(s) 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 on property being used by the school, at any school function or activity, or any school event held away from the school. A student who violates this policy shall be suspended for the (10) school days and recommended to the Superintendent for expulsion.

TECHNOLOGY

Kimball Elementary is moving into the 21st Century with top technology tools. All classrooms have 3 to 5 computer stations. We have one computer lab with 32 computers and another lab with 24 computers. We also have two mobile labs for a total of 34 laptops available for teachers to use in their rooms. Students also use i-pads in the classroom to access information.

Each classroom is equipped with a SMART Board, laptop, ELMO, and responders to enable teachers to model and teach using the tools our students respond to most enthusiastically.

Our students will be getting e-mail addresses for school use. They will be blogging, doing web pages, and podcasting. We are preparing KES students for the future. You can help by reminding your children to be responsible with equipment and to use the tools at hand respectfully and in a positive manner.



I have read and understood this student handbook with my parent/guardian.

Student Signature: _____

Parent Signature: _____