

Sand Hill Elementary School

Student-Parent Handbook
2014-2015



Mission Statement

The mission of Sand Hill Elementary School is to provide a positive environment that fosters academic achievement, high self-esteem, and good citizenship among the students. School personnel will act as role models promoting learning as an enjoyable, useful, continuous experience. Utilizing the cooperative efforts of parents, community, students, and staff we will expand knowledge through academic and life experiences to help each child realize his/her potential. All students will receive equal and quality educational opportunities to succeed in an integrated environment that meets the student's needs.

School Goals

- All students and school personnel will develop positive attitudes toward themselves and others.
- All students and school personnel will develop a love of learning.
- The students will have the opportunity to strive for the highest level of proficiency that their abilities allow.
- Students will demonstrate the optimal knowledge of number computations and concepts through problem solving.
- The child will demonstrate good use of language in both oral and written communications.
- The school will strive to heighten awareness of international and ethnic diversity and home related geo-cultural skills.
- The school will promote introductory vocational and technology skills.
- The student will acquire reading skills for work and entertainment.

SAND HILL ELEMENTARY SCHOOL STAFF

Kim Cain	Principal
Lisa Angalich	Kindergarten/First Grade Teacher
Cindy Cunningham	LPN/Kindergarten Aide
Dianne Gellner	Second Grade Teacher
Mindy Thomas	Third Grade Teacher
Mary Neehouse	Fourth Grade Teacher
Brea McCreary	Speech Therapist
Aaron Horner	LD
Kristen Loy	Gifted
Jennifer Pickett	Guidance Counselor
Lygia McCool	Music Teacher
Nicholas Myers	Physical Education Teacher
Tammy Riding	Nurse
Beth Gilles	Cook
Greg Hayes	Custodian
Jeanne Allman	Librarian
David Marsh	Bus Driver
Vaughn Stricklin	Bus Driver
Amy Aston	Bus Driver

Daily School Schedule



Buses Arrive	7:10-7:20
Breakfast	7:25-7:45
Classes Begin	7:45 (Students are marked tardy after 7:45)
Lunch	11:15-11:45
Recess	11:45-12:15
Dismissal	2:45

Wednesdays One Hour Delay

Wednesdays Hour Delay

Physical Education



Physical Education classes will be held at the Chambers YMCA in Elm Grove as well as in the Multi-purpose Building at Sand Hill. Students will be transported to the YMCA by bus. Mark Ullom will be the bus driver. The P.E. schedule is as follows:

Monday and Wednesday at Sand Hill

Kindergarten, 1 st , 2 nd	1:00-1:45
3 rd /4 th	1:45-2:15
5 th	2:15-2:45

Friday (YMCA)

Grades K-2
Grades 3-5

Depart from school

1:10
12:10

Return to school

2:50
1:50

Nondiscrimination Policy

As required by federal laws and regulations, the Marshall County Board of Education does not discriminate on the basis of sex, race, color, religion, handicapping condition, marital status, or national origin in employment or in its educational programs and activities. Inquiries may be referred to Robyn Fitzsimmons, Personnel Director, Marshall county board of Education, 2700 Fourth Street, Moundsville, WV 26041 or call (304)843-4400, or the Department of Education's Director of the Office of Civil Rights.



Bus Change Policy

Students are required to ride the bus designated to them from their stop/home/school. **If it is necessary to make a change, permission must be requested in writing and granted by Mrs. Beth Bertram, Transportation Director, Marshall County Board of Education at (304) 843-4422.** *The transportation director or her designee will then notify the principal* if the permission for the change has been given. A note must be given to the bus driver on the first day the student rides a different bus in order to remind the driver of the change. For the safety of the children, all students on the bus must obey the rules of the driver. Students who disobey the driver are in violation of the Safe Schools Act and may have transportation privileges revoked.

Appointment/Signing Out a Student



Sand Hill Elementary will continue to follow the policy on early dismissing, parent pick up at regular dismissal time, and late arrival of students. Student Pick-ups by parents at the end of the school day will be dismissed at the front entrance of the school by a staff member. Adults picking up students must sign out the students. You may line up at the entrance and a staff member will begin signing students out at 2:40. They will be dismissed at 2:45. All students will be signed in and out with their homeroom teacher if dismissing before the end of the school day. Please report to your child's homeroom to have your child dismissed or signed in if arriving after the start of the school day. Students will not be dismissed from school if not signed out with their homeroom teacher. Please try to refrain from picking your child up early on Friday afternoons if possible as the students are transported to the YMCA for Physical Education. If absolutely necessary to pick your child up at the YMCA, notify the school by note or phone. Please list on the attached sheet **all of the names of adults** that you permit to pick up your child **throughout the school year**. **Please be prepared to show identification to the homeroom teacher.** **Each staff member may not be familiar with all adults listed on the attached sheet.** Please notify the school of any changes in names on the dismissal form throughout the school year (ex. names need added or deleted from list). Any adult whose name does not appear on this sheet **will not be permitted** to pick up a student unless a written note with your signature is sent to school or verbal permission is granted. This is for the safety of your child; furthermore, you child's safety is our number one concern while at school. In order to help us ensure the safety of all students, **please fill out this sheet completely and return to school as soon as possible**. Sorry for any inconvenience this may cause, but again it is for the safety of each student at Sand Hill Elementary.

Delays/Snow Days or Early Dismissal

In case of inclement weather, please listen to a local radio or television station for school delays/closing notices. It is important that the phone lines of our school remain open so that communication between the County Board Office and/or emergency services can occur. If you have any questions and/or concerns about delays or early dismissals, please contact the Marshall County Schools emergency Information Hotline (304) 843-4424. Children will not be permitted in the building prior to the delayed opening time. Please be sure you have made special arrangements with your child on days when there will be a delay or early dismissal. You may wish to inform your child's classroom teacher of the emergency plan by sending a note to school. On two hour delay days; breakfast will be served at 9:30 and lunch will be postponed until 12:00 noon. Please fill out the early dismissal form and return it to school.

Medication

Medication at school will be administered only by following a written order from a doctor stating that it is absolutely necessary that specific medication be given during school hours. A medication form is to be filled out and signed by the physician. This form may be obtained from the school. Request an extra labeled bottle from the pharmacy to keep at school. Medication such as aspirin, Tylenol, etc, will **NOT be supplied or administered by school personnel. If you would like your child to be able to take aspirin, cough drops, etc. as needed, a signed written order from the doctor must be on file at the school.**

Dress Code

The wearing of muscle shirts, see-through/mesh clothing, tank tops, bared midriff tops and very short pants or skirts is discouraged. Shorts and skirts must not be shorter than the student's fingertips when placing hands to the side. Wearing of any clothing that causes a class disruption and or takes away from instruction time is not permitted. Occasionally students are asked to dress-up for special events. We appreciate your cooperation in this manner.

Homework Policy

Homework may be given for any academic subject. Homework is a reinforcement and practice of skills taught in the classroom. Homework assignments and classroom schedules are determined by the child's individual teacher. If there is a question regarding your child's homework, please contact the teacher. Students will need to contact the teacher for missed assignments. Students will be given two days to make up missed assignments.

Conferences with Teacher/Principal/Other Teachers

There will be two after school parent/teacher conference dates set during the school year. These particular dates have yet to be determined. Parents will be notified as to dates once they have been finalized. If further conferences are desired or needed it is important for the parent to phone or email the school. The teacher will return your call and set up an appointment.

Grading Scale

The following grading scale has been adopted by the Marshall County Board of Education to be implemented in all county elementary schools.

A	93 - 100
B	85 - 92
C	75 - 84
D	65 - 74
F	0 - 64

Students will receive certificates for their achievements and/or accomplishments for each grading period. Recognition may be awarded for:

High Honors – Straight A's
Honors - No more than one C, must have at least one A
Honorable Mention - Given at teacher's discretion
Perfect Attendance
Good Behavior

Grades K-2 Standard Base Report Card
Mastery
Partial Mastery
Novice

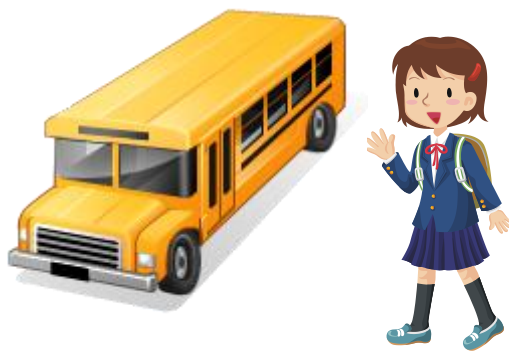
Meals



We are pleased to inform you that Marshall County is implementing a new option available to select schools participating in the National School Lunch and School Breakfast Programs called the Community Eligibility Option (CEO) for School Year 2013-2014. Your child is eligible to receive a free healthy breakfast and lunch each day of the 2013-2014 school years.

ATTENDANCE

In the event that your child will be absent from school, please contact the school office (547-5041) to report the absence by 8:30 am. Unreported absences will receive a phone call reminding you to call the school to notify the absence. It is important that all children attend faithfully in order to get the most out of their classes. Students may miss up to 5 days with a parent excused absence. After the 6th day of absence, the student must have a doctor's excuse or he/she will be considered as having an overage of parent excuses. These absences are coded as P1 and are accumulated as unexcused. A letter will be sent by the principal for those missing over 5, 10, and 15 absences. All absences are recorded in the WVEIS(West Virginia Education Information System) computer on a daily basis. Excessive absences will be reported to the attendance office for further evaluation. Please contact Ms. Cain if you have any questions about attendance.



Conduct – Positive Behavior Support

It is necessary to have good behavior in school if our students are to be successful and safe. Self-discipline is encouraged and appreciated. This year Sand Hill will be implementing a program that is being used throughout Marshall County School. It is called Positive Behavior Support (PBS). You can find more information on this program at www.pbis.org. The teachers and principal formed a team to work on expectations for various areas in the school. Posters with the R.E.D.S. theme will be displayed throughout the school. Students will be able to earn REDS cards for various rewards. **Reminder slips will be handed out when violations occur.** Please sign and return the reminder slip to school. If your child receives a REDS Reminder, please review the REDS rules. We will continue to review here at school as well. Students will be taught the expectations and are provided with additional instruction as needed. Please look on the Sand Hill website for additional information.

<u>Rule</u>	<u>CLASSROOM</u>	<u>MULTI-PURPOSE ROOM</u>	<u>CAFETERIA</u>	<u>HALLWAY</u>	<u>PLAYGROUND</u>	<u>BUS</u>
RESPECT	Raise your hand before speaking	Quietly follow directions	Eat own food	Honor the space of others	Line up when the whistle blows	Use inside voice
EFFORT	Always do your best	Always do your best	Clean up your own mess	Hang up book bag and coat on hooks	Everyone plays	Clean up your area
DEPENDABILITY	Always be prepared	Always be prepared	Stay seated until it is your turn to leave	Walk	Ask before going inside	Remember your things
SELF-DISCIPLINE	Keep hands, feet, and objects to yourself	Keep hands, feet, and objects to yourself	Remain quiet until everyone is served	Move quietly	Share	Arms and feet in your seat; face the front

Students displaying consistent positive behavior may be recognized by a staff member. The student will receive a REDS card in recognition of their attitude and cooperation. The last day of each month will be designated as “REDS” day. Students will be asked to wear red in support of our school. REDS cards will be redeemed to collect a small reward as a token for their hard work and dedication to the PBS Program.

REDS REWARDS:

Less than 10 REDS cards= pencil

10 or more REDS cards= special monthly prize

STUDENTS SENT TO THE PRINCIPAL

Normally, teachers will handle the enforcement of all expectations. However, at times it may be deemed necessary to enlist the help of the principal and parents. Listed below are situations where your child may be interacting with the principal.

- A student has broken the rules a maximum number of times as per the PBS plan.
- A student willfully inflicts physical harm on another student.
- A student willfully damages or destroys property.
- A student refuses to do what a staff member has instructed her/him to do.
- A student repeatedly does not complete work that he/she is known capable of completing.
- A student is in possession of dangerous objects, weapons, tobacco, alcohol, or drugs.

A visit to the principal may result in the following actions:

- ❖ Loss of school privileges
- ❖ Issue of a reminder
- ❖ Parent contact-phone, conference, letter, etc.
- ❖ Lunch/recess detention/time reduction
- ❖ After-school detention
- ❖ In-school suspension
- ❖ Out-of-school suspension
- ❖ Recommendation to the Superintendent for Expulsion

**SAFE SCHOOLS ACT - West Virginia law prohibits wanton acts of violence, possession of deadly weapons, drugs, and alcohol. Suspensions are required. Expulsions can also apply for level four violations. For more information go to

<http://wvde.state.wv.us/safeschools/>

For other parent information refer to: <http://wvde.state.wv.us/>

LIBRARY

The school library will be open to all children on each Friday. Library time is worked into each classroom schedule. Please encourage your child to care for the book in a gentle manner. Books need to be returned on time in order that each child will be able to get a book. **Students not returning their books will NOT get another book for that week. They may resume borrowing books at the time a book is returned. Books that are lost need to be purchased.**

AGENDAS

Agendas, (student planners) are furnished at no cost to all students in grades K-6. These books are used to record assignments and special events. They are also used as a communication tool between parents, students, and teachers. Please check your child's agenda and place your initials by the daily assignments. Your signature indicates that you have checked your child's assignments for accuracy and neatness. You may also use the agenda to communicate any concerns or questions to your child's teacher.

Sand Hill Elementary Tobacco Use Policy

The purpose of this policy is to prohibit the use or distribution of tobacco products in school buildings, on school grounds, in school-leased or school-owned vehicles and at all school affiliated functions in order to improve the health of all school students and school personnel. Students under the age of 21 may not possess any tobacco product at any time. The use of tobacco products has a direct link to numerous health problems and this policy is intended to prevent students, school personnel, and visitors from being exposed to secondhand smoke and prevent youth addiction to tobacco products. This policy is intended to promulgate a positive, pro-active approach to tobacco control. In addition, school personnel shall act as positive role models for students by not distributing or using tobacco products.

Application

1. This policy shall apply to any building, property, or vehicle leased, owned, or operated by the Marshall County Board of Education. This policy shall apply to any private building or other property including automobiles or other vehicles used for school activities when students or staffs are present.
2. No person shall distribute or use any tobacco product in any building, property, or vehicle leased, owned, or operated by the Marshall County Board of Education. This policy shall apply to any private building or other property including automobiles or other vehicles used for school activities when students or staffs are present.
3. Individuals supervising students off school grounds are prohibited from distributing or using any tobacco products while in the presence of students or any time while engaged in any activities directly involving students.
4. No school or board property or school/county publication may be used for advertising of any tobacco product.
5. Groups using school buildings, school grounds, school-leased or school-owned vehicles and at all school affiliated functions shall sign agreements with the Marshall County Board of Education agreeing to comply with this policy and to inform students, parents, and spectators that this policy remains in force on evenings, weekends, and other times that school is not in session.

Enforcement

For Students:

Counseling: All students shall be referred to the guidance counselor or other school health services or psychological services, if applicable, for all offenses.

School/Community Service: All students shall be given the option of a school or community service assignment prior to police notification unless the student is at minimum a second time offender and prior to suspension unless the student is at minimum a third time offender or refuses to participate in a service assignment.

Mandatory Education Program: All student violators attend an educational program or receive educational material that discusses the addiction process and cessation options. This should not be confused with cessation programs.

Parent/Guardian Notification: Sand Hill Elementary will provide written notification to parent/guardian. Parent/guardians will be notified of all violations and subsequent sanctions placed on the student.

Police Notification/Prosecution: After a student has a prior violation in the same school year or refuses to participate in cessation education and/or school or community services assignments, the Marshall County Board of Education can choose to notify police and have a warrant issued (fine) and refer students to magistrate court for violations.

Suspension: On the third violation or after refusal to participate in education sessions and/or school or community service assignments, the principal may impose a suspension of 1-3 days. A conference with the parent or guardian shall suggest treatment and/or in combination with referral to a cessation program at the cost of the parent or guardian. Suspension should always be accompanied by counseling from the guidance counselor or other school health service or psychological service personnel, if applicable.

In accordance with due process, first violation of the policy will include one or more of the following:

- a. contact parent or legal guardian
- b. referral of student to the guidance counselor
- c. referral to education program on tobacco
- d. community or school service assignment
- e. notify the police of this violation and a warrant be issued (fine).

In accordance with due process, second violation of the policy will include one or more of the following:

- a. contact parent or legal guardian
- b. referral of student to the guidance counselor
- c. referral to education program on tobacco
- d. community or school serviced assignment
- e. notify the police of this violation and a warrant be issued (fine).
- f. in-school suspension/detention
- g. after school detention/education program

In accordance with due process, third violation of the policy will include one or more of the following:

- a. contact parent or legal guardian
- b. referral of student to the guidance counselor
- c. referral to education program on tobacco
- d. community or school service assignment
- e. notify the police of this violation and a warrant be issued (fine).
- f. in-school suspension/detention
- g. after school detention/education program
- h. suspensions for 1-3 days

Repeated violations will result in the one or more of the following:

- a. contact parent or legal guardian
- b. referral of student to the guidance counselor
- c. community or school service assignment
- d. notify the police of this violation and a warrant be issued (fine).
- e. in-school suspension/detention

- f. after school detention/education program
- g. suspensions for 1-3 days
- h. expulsion after continuous violations

For Staff

All staff in violation of the policy shall be provided information or referral regarding smoking cessation programs, although participation in such programs will be voluntary on the part of staff. Employee Evaluation/Record: All staff violations require documentation on staff evaluation forms and work records.

Mandatory Education Session: All employees violating the policy will be required to attend an educational program or receive educational material that discusses the addiction process and cessation options. This should not be confused with cessation programs. It is not recommended to require staff violators to attend mandatory cessation programs.

In accordance with due process, first violations of this policy will include one or more of the following:

- a. conference with supervisor
- b. required to submit improvement plan
- c. written reprimand
- d. referral to Marshall County Board of Education for further evaluation.
- e. attendance at education session on tobacco or employee provided with information regarding the addiction process and cessation options.

In accordance with due process, second violations of this policy will include a written reprimand in the employee personnel file, a conference with supervisor, submission of an improvement plan by the staff member, and may include one or more of the following:

- a. referral to local authorities, subject to a fine
- b. suspension without pay for 1-3 days
- c. referral to the Marshall County Board of Education for additional disciplinary action. Employee violations will be considered insubordination and subject to disciplinary action.

- d. attendance at education session on tobacco or employee provided with information regarding the addiction process and cessation options.

In accordance with due process, third violations may include, in addition to steps outlined for second violations, one or more the following:

- a. referral to local authorities, subject to a fine
- b. suspension without pay for 3-7 days
- c. referral to the Marshall County Board of Education for termination.
Employee violations will be considered insubordination and subject to disciplinary action.

Employees violating the policy more than three times shall be suspended for a minimum of 5 days and/or referred to the Marshall County Board of Education for additional disciplinary action which may include termination. Employee violations will be considered insubordination and subject to disciplinary action.

For the Public:

Public sanctions shall involve the following:

- d. request to individual to stop and refer to school policy
- e. if person refuses to stop, request for individual to leave site of school function and refer to policy
- f. if person refuses to leave or is a repeated violator, refer to local authorities, subject to fine

SCHOOL TELEPHONE USE

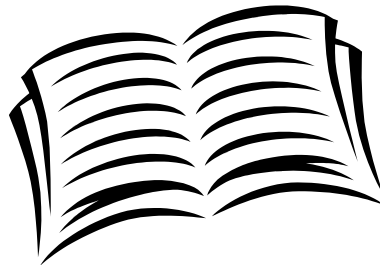
Students will NOT be permitted to use the phone for forgotten materials/lunches/gym clothes/and other items that were not brought to school. Students will not be called to the phone unless it is a true **emergency**. Messages will be delivered to the student as needed. Please try to keep the phone lines open as much as possible.

INSURANCE

The school does not carry insurance on students. If your child is not covered on your family insurance, please consider purchasing the Student Accident Insurance which is sent home at the beginning of the school year. You must send the information directly to the company. Do not return it to the school.

GENERAL DISCLAIMER

This handbook does not contain every school/county/state policy or procedure. You will also receive a Student Services Booklet with further explanations and forms. This handbook cannot define every example of what could occur. If you have questions concerning policy or procedure not explained here or in the student Agenda, please contact Ms. Cain or one of the teachers.



PLEASE SIGN AND RETURN THIS PAGE!

I _____
have read and discussed the contents of the Student-Parent Handbook with my child. I understand these policies will be enforced at Sand Hill Elementary School.

_____ Print Student's Full Name

_____ Student's Signature

_____ Parent's Signature

_____ Date