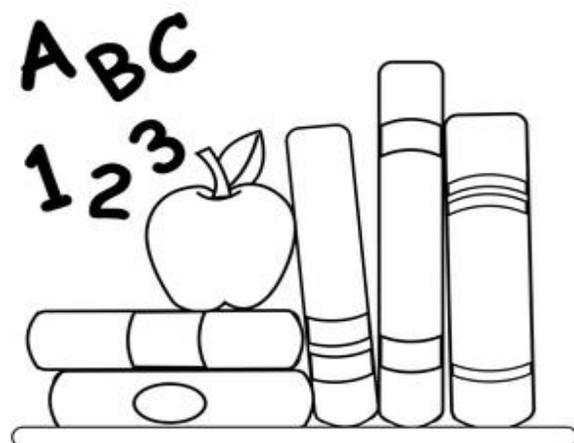


Sutton Elementary School

2016-2017
Handbook



Home of the Little Mountaineers

288 North Hill Road
Sutton, West Virginia 26601
Phone: 304-765-5202
Fax: 304-765-5547

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Welcome students, parents, and grandparents to Sutton Elementary School!

We are happy that you will be a part of our
2016 – 2017 school family!



MISSION STATEMENT

At Sutton Elementary School, it is our mission to attend to the development of the whole child by delivering a standards-focused curriculum that will allow students to take an active, collaborative role in their own education in order to create productive citizens who are critical thinkers and global learners.

SCHOOL GOALS

Sutton Elementary School staff will work collaboratively in order to attend to the development of the whole child by:

1. creating a student-centered environment that is safe, inviting, and engaging
2. establishing high expectations that will encourage student to take an active role in their own education
3. delivering a standard-focused curriculum aligned with the Standards and Objectives for West Virginia Schools
4. fostering critical thinking
5. modeling appropriate decision making skills to assist students with making better choice in their everyday lives, in turn, helping them to become productive citizens of the school, the community, the country and the world
6. effectively addressing diverse learning styles, thereby helping all students to show evidence of personal academic growth
7. engaging in continuous learning in order to consistently improve professional practices

STUDENT RIGHTS AND RESPONSIBILITIES

Briefly stated, students and teachers alike have the same civil rights and responsibilities while in school, as they would have anywhere. Section 18A-5-1 of the West Virginia Code gives teachers (meaning all professional personnel) the authority of the parent during school. Every teacher, regardless of their teaching station, has the right and duty to correct a child for misconduct.

CODE OF CONDUCT FOR WEST VIRGINIA STUDENTS

The West Virginia Code of Conduct for Students can be found on the WV Department of Education website. <https://wvde.state.wv.us/>

MANDATORY REPORTING

All employees, professional or service, coaches, substitutes, or anyone holding a contract with Braxton County Schools is a mandated reporter and shall immediately report or cause a report to be made if there is a “reasonable cause to suspect that a child is neglected or abused or observe the child being subjected to conditions that are likely to result in abuse.” W.Va. §49-6A-2(a) Reports are to be made to the person in charge of the school, local law enforcement agency, or the Department of Health and Human Resources regardless of time of day.

In compliance to W.Va. Code §49-2-803(c), mandated reporters are required to report any sexual offenses involving a student if disclosure is from a credible witness or if they observe the abuse themselves.

Failure to report is a misdemeanor that could result in loss of employment, fines, or jail. WV§49-6A-8. Protecting the interests of all students in or out of school is our responsibility.

PARENT AND/OR STUDENT COMPLAINT PROCEDURES

If a parent has an issue with a teacher or a problem with something that is occurring in their child’s classroom, they need to set up an appointment to meet with the teacher first. If a resolution cannot be made, the parent will then set up an appointment with the principal and the teacher. If no resolution can be made, the next step is to speak with the county superintendent.

If a student needs to speak with the principal or the secretary for whatever the reason, they will need to get permission from their teacher. All students will be allowed to have this communication, but must first have written permission. Students are not allowed to leave a class, bus room, recess area, etc. without permission.

DISCRIMINATION PROHIBITED

As required by federal laws and regulations, the Braxton County Board of Education does not discriminate on the basis of gender, race, religion, handicapping condition, age, or national origin. Inquiries may be directed to Braxton County Board of Education at 304-765-7101; to the Elimination of Sex Discrimination Program Coordinator at 304-346-7864; or the U.S. Department of Education Director of the Office for Civil Rights at 215-596-6795.

CONFIDENTIALITY AND SCHOOL RECORDS

Student records are protected under the Family Education Rights and Privacy Act (State Policy 4350: Procedures for the Collection, Maintenance and Disclosure of Student Data).

VISITOR'S POLICY

All visitors, other than employees of Braxton County Schools, must enter the school through the main entrance, and go straight to the office. If it becomes necessary for a person to go anywhere other than exiting the building, a Visitor Pass will be issued. All visitors are required to sign in and out. This is not to discourage visitors, rather it is to protect the security of our students.

STUDENT ENROLLMENT PROCEDURES

Basic requirements for student enrollment:



1. Copy of the LIVE BIRTH CERTIFICATE from the Department of Vital Statistics
2. Health / Immunization records
3. Well-Child Checkup for 3, 4, and 5 year olds
4. Proof of dental exam for Kindergarten and 2nd grade students
5. Copy of Social Security Card (if possible)

A child shall not be admitted or received in any public school until he or she produces the required documents.

CHANGE IN STUDENT INFORMATION

It is essential that the school have a telephone number that parents or guardians may be reached during the school day in case of emergency. It is imperative that you notify the school office immediately of a change of address, home, or office telephone number, or emergency information during the academic school year. School facilities do not enable us to care for sick children longer than time necessary to notify parents.

ATTENDANCE POLICY

If a student **ARRIVES**

between 8:15 and 9:40 the student is **tardy**

from 9:45 to 11:15 the student is counted ½ day **absent**

If a student **LEAVES**

after 2:10 the student is **tardy**

from 11:15 to 2:10 the student is counted ½ day **absent**

Excessive absences, as well as tardies, affect your child's academic performance. Please help us to stress the importance of good school attendance by scheduling appointments after 2:10 pm.



STUDENT ABSENCES

West Virginia State Law is very explicit on student absences. Normally, students may not be absent from school except for personal illness. A note from a physician or parent stating the reason for absence must be sent to school upon returning. Students who are suspected of being absent without a valid reason are referred to the attendance director. If a child's activities are to be restricted on returning to school, a note of explanation from a doctor is necessary.

Without an excuse, your child is considered "unexcused". You are allowed ten (10) parent notes, related to illness, per year. If you forget a doctor's excuse, you may call and have them fax the excuse to us at 304-765-5547. After five (5) unexcused absences, any additional unexcused absence will be referred to the Braxton County Attendance Director. Further, according to School Laws of West Virginia §18-8-2 and Braxton County Policy 4115, the attendance director is required to become involved if unexcused absences exceed five (5) per semester.

MEDICATION ADMINISTRATION AT SCHOOL

West Virginia State Medication Administration Policy 2422.8 and Braxton County Schools Medication Administration Policy 4310 can be found at each respective website. The "Medication Order for West Virginia Public Schools" form is required before your child will be given ANY (including OTC) medicine. Both the physician and the parent/guardian must sign the form. These forms can be picked up in the school office or found on the county website. Medication needs to be in the original container/bottle/box in which it was picked up from the pharmacy. The parent/guardian is responsible for maintaining an adequate supply of medication at school. Students are NOT permitted to transport medication on the school bus. Our school nurse is Stephanie Moore stephanie.moore@k12.wv.us

LICE POLICY

Braxton County Schools Head Lice Policy 4321 states that any child found to have LIVE head lice will be sent home and upon returning must be checked and free of LIVE head lice.

TRANSPORTING STUDENTS

All parents who transport their children to school must drop off and pick up by way of the alley. Do not drop off any child before 7:30 as there is no staff on duty. Teachers may get to school earlier, they are not on duty. After 8:00, you must sign your child in at the office. The gym doors are unlocked at 7:30 and then locked at 8:00.

When picking up your child, please drive down the alley and stay in your vehicle. Bus duty personnel will bring your child to you. The alley is a public road. We have permission to use the alley for bus duty. Do not block the alleyway until 3:00. Therefore, do not arrive before that time.

Parents/guardians or designee shall provide supervision of students that are pre-K - 2nd grade at all bus stops until their child is on the bus. The parents must be there for the evening bus run. If the parent/guardian or designee is not at the bus stop to receive their child, the child will remain on the bus. Every effort will be made to contact the parents, but if contact can't be made, the child will be entrusted to the Director of Transportation at the bus garage

END OF DAY PROCEEDURE

The end of the instructional day is 3:10. Please make every effort to not pick up your child until after that time. Walkers and Parent Pickup will be dismissed at 3:15 and sent to the gym to meet parents.

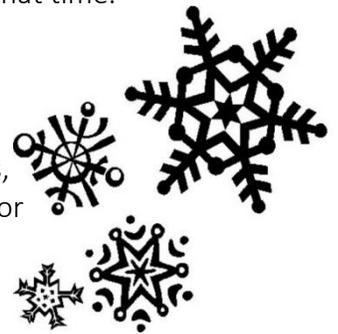
If your child is to go to a different location after school, or will be picked up by someone other than you, it is necessary to send a note or an official BOE bus pass signed by the parent. Please make changes to a student's regular schedule prior to the student coming to school. Two bus passes will be provided at the beginning of school. You may call the school office if additional bus passes are needed. In case of emergencies, you may call the school BEFORE 2:30 to advise us of the emergency change in schedule.

TWO HOUR DELAY

Braxton County Schools may use a two hour delay as needed. Notification of delays will be through School Messenger, local radio and television. School and bus schedules will be two hours later. School will not open until 9:30, do not drop off students before that time.

SCHOOL MESSENGER/SCHOOL CLOSINGS

Used for school closings due to weather, emergency closings, early dismissals, reminders, or announcements. You can also check local radio and television, or call the BOE office at 304-765-7101 ext. 4.



REPORT CARDS AND GRADING PROCEDURES

Report cards will be issued four (4) times each school year for grading periods of 45 days. Parent/Teacher conferences will be scheduled to discuss each child's progress throughout the school year. Grades are based on the WV Uniform Grading Policy:

Grade 1

E+ = Excellent (96% and above)

E = Excellent (93-95%)

E- = Excellent (90-92%)

S+ = Satisfactory (76-89%)

S = Satisfactory (73-75%)

S- = Satisfactory (70-72%)

N = Needs Improvement

I = Incomplete

Grades 2-6

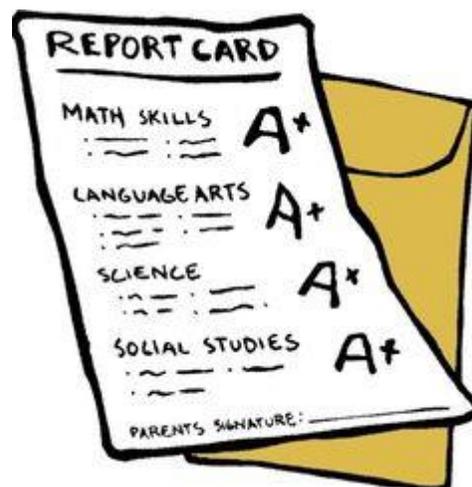
A (93-100%)

B (85-92%)

C (75-84%)

D (65-74%)

F (0-64%)



LIVE GRADES (2nd through 6th Grades)

Live Grades is a secure online parent and staff site that will help keep you informed of your child's grades. Parents/guardians, as well as students, can check their progress daily using this online service. User name and password can be made available through your child's teacher or the school office. The website is: <https://www.livegrades.com/>

REPORT CARDS (K through 1st)

Students in these grades will receive a report card each nine weeks. These progress reports will let parents/guardians know what skills have been taught. The report card envelop must be signed and returned until the last report card at the end of the school year.

PARENT / TEACHER CONFERENCES

We believe that parent / teacher conferences are very important. Prompt attention to problems is much better than prolonging an existing misunderstanding or situation that should be improved. Conferences other than ones regularly scheduled may be arranged at the request of the teacher or parent when a need arises. Parents will be notified in advanced of each conference date.

HOMEWORK POLICY

Homework generally serves four main purposes. They are:



Practice - builds reading fluency, spelling words, vocabulary, and math computation or facts

Preparation - read a book, text or article prior to class discussion of a topic, or gathering needed supplies

Extension - application of applying learning to new situations

Creation / Integration - combination of many learned skills to construct a new product (project, report)

The ultimate purpose of homework is to increase learning, student success, and to foster the development of the positive character traits of responsibility and self-discipline. Students are expected to review daily class work and return homework assignments on time.

PLANNERS (2nd through 6th GRADES)

Students will be bringing home a planner daily for parent/guardian to review and sign. The planner will list skills that will be explored during the week. Best practices show that planners are highly beneficial for teaching organization to students and a useful tool for home-school communication. Students in grades K-1 will continue using the monthly calendars for communication with parents.

REQUESTING ASSIGNMENTS FOR STUDENT ABSENCES

Students are occasionally absent from school for a day or two due to personal illness, medical appointments, family emergencies, etc. When an absence occurs, the parents/guardians are asked to please observe the following homework policy:

When a child is absent from school, they have one day for each day absent to make up their work. Assignments will be provided to the student upon their return to school.

Should students be out of school for an extended period of time for any purpose, the following policy applies:

Since homework is both an extension and reinforcement of class work, it is less effective when done as an isolated exercise. Teachers also find it difficult to accurately project exactly what will be taught during a child's extended absence. As a result, formal homework assignments will not be prepared in advance for extended absences. The specific assignments will be gathered during the period of absence and provided to the child upon his/her return to school. The child will be given a reasonable period of time to complete the assignments.

DRESS CODE

SES will follow Braxton County Schools Dress Code Policy 4235 which can be found on the county website. <http://boe.brax.k12.wv.us/>

The following guidelines will be used:

Any clothing, accessories, or other paraphernalia, which depicts association with a gang shall not be brought to school, worn at school, or in any way be present at any school related activity.

Any clothing, jewelry, or accessories with decorations, patches, lettering, advertisements, etc. that may be considered obscene or offensive are not to be worn at school. This includes any clothing, jewelry, accessories that may be used as weapons, which have drug emblems, contain obscenities, tobacco, alcoholic beverage references, which may be considered derogatory towards a race, culture or religion, or which may be considered sexual harassment.

Spaghetti straps, halters, or tank tops, unless worn with a buttoned-up shirt are prohibited. Elementary principals may use discretion when dealing with younger children.

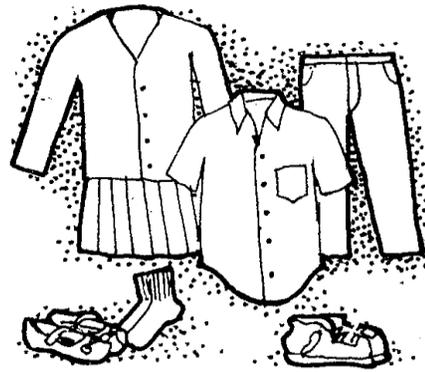
Transparent and/or see-through material is considered unacceptable. Shirts or blouses must cover the entire torso at all times.

Students shall wear their trousers properly - waist at the waist; no sagging.

The length of a skirt, dress, or shorts must extend to at least the base of the index finger when the student is standing.

Shoes are required at all times. Beach thongs are considered unsafe and therefore are not allowed. Shoes with wheels, cleats, or other appendages attached not allowed.

Any type of head covering is unacceptable. Consideration of exceptions will be given for religious and medical purposes.



In addition to the above statements, please keep in mind the following:

Athletic shoes, as well as shorts under dresses or skirts, are required for gym class.

Please dress your child appropriately to go outside at recess (weather permitting).

Marking your child's name on all clothing apparel will enable your child to find lost items.

CELL PHONE POLICY

SES policy states that a student can possess a cell phone or an ECD while at school, but it must be turned off and kept in a book bag during the instructional day.

First Violation: The teacher will take the phone, seal in an envelope, and will send to the office for that day, to be returned at the end of the day.

Second Violation: Teacher will take the phone, seal in an envelope, send it to the school office where a parent must come and get it.

Third Violation: Student has lost all privileges to bring a cell phone to school.

CLASS PARTIES AND ACTIVITIES

Only students within a particular class may attend school parties, field trips, or other class functions specific to that class. During an all school trip or function, an SES student will be under the supervision of his or her homeroom teacher (unless other arrangements have been made through the principal's office). Unacceptable student behavior may result in the loss of special trips, activities, or participation at the current trip.

SUPPORT PROGRAMS

SES provides a full range of support programs for the benefit of our students. The programs include:

counseling, speech and language therapy, hearing and visually impaired, specific learning disabilities, intellectually disabled, physical therapy, occupational therapy, other health impaired, adaptive physical education, behavior disorders, health services, occupational therapy, preschool, preschool handicapped, and gifted services

INTERNET

Each student is required to have Internet Safety training, which is an instruction on the proper use of the Internet, approved sites, and Internet safety. A permission form signed by a parent or guardian must be on file for your child to use the Internet.



MASTER SCHEDULE

7:30 Gym door opens for morning bus duty and breakfast

8:00 - 8:15 Homeroom / Pledge and Announcements / Breakfast Initiative

8:15 - 8:55 6th grade gym (Rose planning)

8:55 - 9:35 5th grade gym (Butler planning)

9:35 - 10:15 4th grade gym (Facemire planning)

10:15 - 10:55 3rd grade gym (Greynolds planning)

10:55 - 11:35 Adaptive P.E.

11:35 - 12:15 Kindergarten - 3rd grade Lunch
Preschool, 4th - 6th grade Recess

12:20 - 1:00 Preschool, 4th - 6th Lunch
Kindergarten - 3rd Recess
(J. Schiefer planning)

1:10 - 1:50 Preschool Gym (Kitzmilller / Capron planning)

1:50 - 2:30 1/2 Split/ 2nd grade gym (1-2 Split / Wills planning)

2:30 - 3:10 1st grade / Kindergarten gym (S. Schiefer / Cox planning)

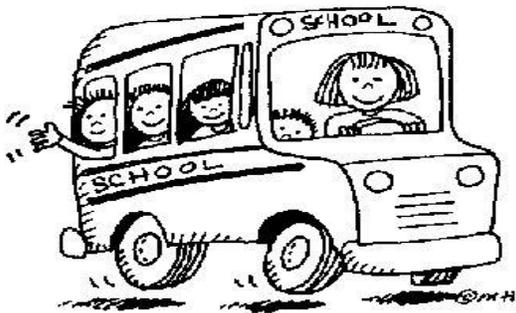
3:10 - 3:20 Homeroom

3:10 Dismissal of early busses

3:15 Parent Pick-up students dismissed

3:25 Dismissal of daycare and busses

3:40 All students to bus room



STAFF

Principal Gail Balcourt gbcour@k12.wv.u

Secretary Cindy Robinson cjrobins@k12.wv.us
Preschool Special Needs Lindsay Harman lharman@k12.wv.us
Preschool Melissa Kitzmiller mlkitzmi@k12.wv.us
Preschool Laura Capron lcapron@k12.wv.us
Kindergarten Flora Cox flcox@k12.wv.us
First Grade Susan Schiefer sschiefer@k12.wv.us
First/Second Grade Split
Second Grade Amy Wills aswills@k12.wv.us
Third Grade Claudette Greynolds cgreynol@k12.wv.us
Fourth Grade Megan Facemire mfacemire@k12.wv.us
Fifth Grade Stacey Butler stacey.butler@k12.wv.us
Sixth Grade Jessica Rose jdrose@k12.wv.us
Physical Education J.B. Schiefer jschiefe@k12.wv.us
Special Education Kim Davis kmdavis@k12.wv.us
Special Education Melisa Keener mikeener@k12.wv.us
Special Education Danielle Berry danielle.berry@k12.wv.us
5th/6th Band/Chorus Erin Bush erin.bush@k12.wv.us
Art Chris Locke clocke@k12.wv.us
Music Kayla Lynn kjlynn@k12.wv.us
Occupational Therapist Suzanne McGowan smcgowan@k12.wv.us
Speech Therapist, Colleen Mahon
Counselor Rose Copenhaver rcopenhaver@k12.wv.us
Counselor Tanya Shingler tshingler@k12.wv.us
Classroom Aide Monica Wolford mwolford@k12.wv.us
Classroom Aide Angie Mitchell amitchell@k12.wv.us
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Classroom Aide Heather Dobbins hobbins@k12.wv.us
Head Cook Lynn Bright elbright@k12.wv.us
Cook Angie Snyder alsnyder@k12.wv.us
Cook Lori Pritt lori.pritt@k12.wv.us
Custodian Billy Helmick billy.helmick@k12.wv.us



Sutton Elementary School

Little Mountaineers Pledge

I pledge today to do my best, in reading, math, and all the rest.

I promise to obey the rules in my class and in my school.

I'll care for myself and others too.

I'll expect the best in all I do.

I'll fill a bucket every day by doing things the Little Mountaineer way!

Sutton Elementary School Song

by: Elaine Wine

Oh we're the Little Mountaineers and we'll raise a mighty cheer for Sutton Elementary

Oh we're the Little Mountaineers and we'll raise a mighty cheer for Sutton Elementary

We're proud of our school where they teach the golden rule here at Sutton Elementary

The principal is nice and they give us good advice here at Sutton Elementary

The teachers are so fair, oh they show us that they care here at Sutton Elementary

The kids here are not rude and the cooks prepare good food here at Sutton Elementary

We learn to read and write so our future will be bright here at Sutton Elementary

We do math and science too, oh there's lots of work to do here at Sutton Elementary

Our playground is so cool we have lots of fun at school here at Sutton Elementary

Oh, we're the Little Mountaineers and we'll raise a mighty cheer here at Sutton Elementary

Oh, we're the Little Mountaineers and we'll raise a mighty cheer here at Sutton Elementary

We're proud of our school where they teach the golden rule here at Sutton Elementary School

