

Tuscarora Elementary School



Parent – Student Handbook

2016-2017

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Tuscarora Elementary School
2000 Tavern Road
Martinsburg, WV 25401
Phone: (304) 267-3565 Fax: (304) 264-5059

Dear Parents and Students,

We are excited to welcome you to Tuscarora Elementary School. Whether you are new to Tuscarora or a returning student, we want you to know this is going to be a wonderful year filled with new experiences, new challenges, and new learning. We are proud to have set student achievement and academic success as a high priority in our classrooms.

We are a school-wide Title I school which means that your child has access to additional materials and services. In addition, we are a CEO school which means every child will receive a free breakfast and lunch. Our school has a dedicated staff and each one of us is committed to your child's academic success. We ask that you please help us by making sure that your child is here each day as we are proud of our attendance rate. We also know that any time a child misses school, time is lost that can never be regained.

In addition to our handbook, you will also be receiving a monthly newsletter. Daily planners will also be used so that you are aware of what your child is doing and needs to do each day. Planners are to be signed each day. We encourage you to use the school and county websites for information about our school. Please call our office if you have any questions.

As a former teacher who began his teaching career at Tuscarora, I am proud to be back where it all began. I look forward to serving our Tuscarora community with Accountability, Integrity, and Respect.

Please read and discuss this handbook with your child. We look forward to working with you, and making the 2016 – 2017 school year one to remember!

Sincerely,

Dr. Tyler Long,

Principal

ONLINE RESOURCES FOR STUDENTS, STAFF AND PARENTS/GUARDIANS

Students, parents and staff will want to familiarize themselves with Berkeley County Schools' policies and procedures. Several of these policies are mentioned below; however, you are strongly encouraged to review important school district information, policies and regulations in the Berkeley County Schools 2016-2017 Student Handbook on the web at www.berkeleycountyschools.org. Hard copies of the Student Handbook, the Expected Behavior in Safe and Supportive Schools Student Manual and all other policies and procedures are available upon request from your child's school or the Office of Communications, 446 Eagle School Road, Martinsburg, WV 25404, (304) 267-3588.

EXPECTED BEHAVIOR IN SAFE AND SUPPORTIVE SCHOOLS MANUAL

ATTENDANCE

STUDENT DRESS CODE

MEDICATION ADMINISTRATION

SPECIAL EDUCATION

SECTION 504

PRIVACY AND STUDENT RECORDS (FERPA)

DIRECTORY INFORMATION

TRANSPORTATION

FOOD SERVICES

IMPORTANT NUMBERS

BERKELEY COUNTY BOARD OF EDUCATION	304-264-3500
TUSCARORA ELEMENTARY SCHOOL	304-267-3565
BUS GARAGE	304-267-3575

Daily Schedule

Pre-K Schedule (Monday-Friday)

8:45 – 2:45

Morning Schedule – Grades K-1-2

8:20	Doors open for kindergarten, first and second grade students
8:20 – 8:45	Homeroom/Breakfast
8:45	Opening announcements/pledge (students tardy after 8:50AM)
8:45 – Noon	Classroom instruction (varies according to grade level)

Lunch(s)

11:30-12:00 -Kindergarten Lunch
12:00-12:30- 1st Grade Lunch
12:30-1:00- 2nd Grade Lunch

Afternoon Schedule-Grades K-1-2

12:00 – 3:20	Classroom instruction (varies according to grade level)
3:20 – 3:40	Dismissal for bus students
3:20	Dismissal for car riders
3:40	Dismissal for teachers

Absences and Tardiness

When a student is absent from school, a note from the parent/guardian must be presented within 48 hours for the absence to be excused. Otherwise, the absence will be unexcused. If a student has three (3) unexcused absences, a letter will be mailed home requesting a meeting with the parent/guardian. If additional unexcused absences continue, legal proceedings may begin.

Tardies and early dismissals must be kept to a minimum. They interrupt the classroom routine and teacher instruction. A student is tardy between 8:50 – 10:10AM. After 10:10AM, the student is considered absent one-half day. An early dismissal is any time after 1:40PM.

NOTE: No Supervision is provided for students before 8:20AM or after 3:40PM. In case of emergency, parents must make appropriate plans with the school principal by calling (304) 267-3565.

Berkeley County Schools' goal is to ensure every student attends school regularly. *Showing up for school has a huge impact on a student's academic success starting in kindergarten and continuing through high school. Even as children grow older and more independent, families play a key role in making sure students get to school safely every day and understand why attendance is so important for success in school and in life.*

Did you know...

- ✓ School Attendance is strictly enforced by State Law.
- ✓ When your child is absent from school, verification by a parent or physicians note must be provided to the school within two (2) school days of the student's return in order for the date(s) of absence(s) to be considered excused.
- ✓ Illness of a student verified in writing by a parent/guardian may not exceed ten (10) total days per school year. Please contact the school nurse or Assistant Principal of Attendance if your child has a medical condition that may require frequent absences from school. Documentation will need to be provided.

- ✓ If your child accumulates three (3) or more unexcused days absent from school, a meeting with the County Attendance Worker or school designee will be required. The parent or guardian will be subject to legal proceedings if attendance does not improve.

Valid cause for a student to be absent from school may include, but are not limited to, student illness, family illness, death in family, medical appointment, religious holiday, health exclusion, medical documented chronic illness, illness or injury verified by physician, bus failure to run, family emergencies, school approved extracurricular activity, legal obligation, Leave of Educational Value (see below description), hospitalizations, and if the student is placed in an alternative setting.

Illness Verified by Parent: Per the Berkeley County Schools Attendance Policy, in accordance with West Virginia Code 18-8-1 and West Virginia Board of Education Policy 2510, **illness of a student verified in writing by parent/guardian may not exceed ten (10) total days per school year.**

Should the student have an ongoing medical condition, please contact the school nurse or Assistant Principal of Attendance. Once a student has accumulated ten (10) total days of “parent notes”, and does not have a medically documented chronic illness, absences verified in writing by a parent/guardian for student illness will no longer be accepted and the absence will be counted as unexcused. Additionally, for future absences to be considered excused, written verification by a physician may be required.

Chronic Illness: As defined by the West Virginia Board of Education Policy 4110, “Documented chronic medical condition” means any physical or mental condition that may require multiple or regular absences. **This condition must be documented annually with a valid physician’s note that explains the condition and anticipated impact on attendance.** The necessity for the absences must be approved and will be reviewed quarterly by the SAT, IEP, or 504 Team.

Leave of Educational Value: Should a student be absent for reasons other than what is listed above, a Leave of Educational Value (LEV) must be requested by the student and/or parent (example: family vacation). In accordance with West Virginia Code 18-8-1, prior approval of the school administrator and SAT must be obtained. The student will be asked to submit an educational plan detailing objectives and activities. If the Leave extends beyond ten (10) days the request requires County Board approval.

Unexcused Absences: An unexcused absence occurs when a student is absent from school and valid documentation is not provided within 48 hours of the students return to school. A student, subject to compulsory school attendance as defined by WV Code 18-8-1, may not accrue ten or more unexcused absences per school year. Out of School Suspensions are considered unexcused absences.

State Law requires that a Criminal Complaint be filed against the parent or guardian of any student who accumulates ten or more unexcused days absent. It is important to make every effort to keep in touch with the school and provide valid documentation for all absences.

For more information regarding attendance policies, please read the Berkeley County Student Handbook or visit www.berkeleycountyschools.org .

ARRIVAL AND DISMISSAL PROCEDURES

Hours of Arrival

School doors open at 8:20AM and buses arrive at this time. If you drive your child to school, please park next door at Bethel Assembly of God Church and walk your student to the front doors of Tuscarora. Do not drop off a student prior to 8:20AM as there is no staff member on duty to supervise. **During arrival and dismissal times, the front of the school will be used by buses only.**

PROCEDURES FOR PICKING UP STUDENTS DURING SCHOOL HOURS

Requests for early dismissal should be kept to a minimum

A note is required so the teacher may know in advance when a student is leaving early. This eliminates classroom disruption when a student leaves during instruction hours.

All visitors must check in at the school office.

A sign in/out sheet is located in the office. It must be completed by anyone picking up a student. Please do not get concerned if we ask for identification. It is part of our "Safe School" Policy.

Procedures for Car Riders at Dismissal Time

At car rider dismissal time, 3:20PM, parents will park next door at Bethel Assembly of God Church, walk to door #5 on the church side of the school and enter the building. (Please do not park on the church's grass). Only parents or adults listed on the emergency card will be allowed to sign out a student. For safety reasons, students are not allowed to leave the building with anyone other than those listed on their emergency card unless written permission from the parent/guardian has been approved.

Beginning at 3:20PM, car riders will be sent to the parent pick-up area for dismissal. A sign-out sheet will be located there and ALL students must be signed out. ALL students must be picked up no later than 3:30PM.

Be courteous to our great neighbors, Bethel Assembly of God. They are providing parking for our car riders and are cooperating with us to provide maximum safety for all.

STUDENT DRESS

Studies have shown that neatness of dress and appearance contributes to the level of conduct. We feel that school is a place of business for students as well as the entire staff. Neatness in dress and appearance does not require expensive clothing.

When a student's dress causes a disruption to the educational process, parents will be asked to remove their child until proper dress is worn. All county rules regarding dress code will apply to Tuscarora students. (Refer to Berkeley County Schools Handbook)

1. Shoes or sneakers must be worn, especially on gym days. Clogs, flip flops, high heeled shoes/sandals or shoe skates are not permitted.
2. Short/revealing shorts, skirt, skorts, halter tops or cut-off tops are not permitted. Shorts/skirts must be as long as the middle finger when arms are resting sides. Midriff must be covered when arms are raised.
3. Clothing must portray positive values.
4. Hats are to be worn in the building only on days designated for “special events.”

DISCIPLINE AND CONDUCT

The purpose of discipline in the school is to provide an orderly and productive learning environment. We view discipline as goal setting and problem solving. Each student is expected to be responsible for his/her own actions, to arrive at school and class on time, to complete tasks set forth and to treat staff and fellow students with kindness and respect. Each student should form a positive attitude about learning, do his/her part in making our school an effective learning community, and develop the habit of self-restraint.

SCHOOL RULES

1. Be prepared for work and complete assignments.
2. Talk at appropriate times.
3. Keep your own space.
4. Respect others.
5. Respect property of others. (School and personal property.)
6. Show a positive attitude and follow directions.
7. Maintain silence as you line up and walk through the school building.
8. Be in the right place at the right time doing the right thing.

MEDICATION POLICY

Medications can be administered at school when proper prescriptive information and parental consent have been provided. Parents should administer medication at home if at all possible. Students are not permitted to self-medicate, or carry on their person, medications while on school property with the exception of inhalers or emergency medications ordered and recommended by their physician, parent and school nurse. ALL medications must have a physician's order, including over-the-counter medicines. Medications must be in the original container from the pharmacy with the child's name, medication and dosage, date and physician's name. In addition, an “Administration of Medicine” form must be completed with signatures of the parent or guardian and physician. This form will designate the kind of medication, amount to be given and the schedule to be followed. If the dosage of medication should change, parents must indicate so in writing and confirmation from the physician's office is required. A new medication for is required and a correctly labeled medication bottle must be received. Medications given three (3) times a day, such as antibiotics, should be given at home.

VOLUNTEERS

Volunteers are a vital part of the school's operation. Their participation in the classroom can aid the academic progress of students and can be invaluable as a teacher's helper. Volunteers in the school office are also needed to help with telephone calls, distribution of papers, copying, front desk check-in/out and general office tasks. When volunteering in a classroom, it is recommended that a parent work in a classroom other than their child's. It is also important not to interrupt classrooms during teaching times. ALL volunteers are expected to dress appropriately at school and are required to wear a volunteer badge for identification. Parents who volunteer on a regular basis are required by law to receive a TB test and be fingerprinted. (The TB test is given at the Berkeley County Health Department free of charge.) All volunteers are expected to follow school rules, procedures and dress code.

CELL PHONES

When visiting our school, please do not talk on a cell phone. If you must talk, step outside the school building. This keeps distractions to a minimum for students and staff. Student cell phones are not permitted.

FIELD TRIPS AND CHAPERONES

Curriculum related field trips are scheduled at least once a year. These trips are scheduled to enhance our students' knowledge as well as serve as a regard for appropriate behavior and work habits. Only Tuscarora students enrolled in the grade level involved and board approved chaperones may attend. Siblings and friends may not accompany students on these trips. Field trips may be withheld from a student if their behavior warrants such action.

SPEAKING WITH A PRINCIPAL OR TEACHER

When you wish to speak to a principal or teacher, call and schedule a conference. Teachers have a planning period daily when they can call or meet with parents. Our staff will gladly meet with you to problem solve and set goals for your child.

CAFETERIA INFORMATION

We are a CEO School and all student meals are free of charge. An adult breakfast costs \$3.00 and an adult lunch costs \$4.00.

PACKED LUNCHES AND PARENT LUNCH VISITS

At Tuscarora Elementary School we feel it is important for students to eat nutritious meals. Soda and soft drinks are not permitted. Berkeley County Schools Wellness Policy discourages "Fast Foods" for students at school. Parents may come to eat lunch with their child. A 24-hour notice is requested if a parent is going to eat a school lunch. Parents must check in at the office and will be sent to the cafeteria at the proper time.

HEARING AND VISION SCREENINGS

Kindergarten students are screened for hearing and vision at Tuscarora Elementary School. As a parent, if you are concerned about a student's hearing or vision, you may request a screening from a speech therapist or school nurse. Just send in a note to the teacher.

BUS PROCEDURES

Please refer to Berkeley County Schools Handbook.

PARENT INVOLVEMENT POLICY

PART I. GENERAL EXPECTATIONS

Tuscarora Elementary agrees to implement the following statutory requirements:

- Consistent with section 1118, the school will ensure that the required school level parental involvement policy meets the requirements of section 1118 of the ESEA, and includes, as a component, a school-parent compact consistent with section 1118(d) of the ESEA.
- Schools will notify parents of the policy in an understandable and uniform format and, to the extent practicable, in a language the parents can understand. The policy will be made available to the local community and updated periodically to meet the changing needs of parents and the school.
- In carrying out the Title I, Part A, parental involvement requirements, to the extent practicable, the school will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under section 1111 of the ESEA in an understandable and uniform format and including alternative formats upon request and, to the extent practicable, in language parents understand.
- If the school-wide program plan for Title 1, Part A, developed under section 1114(b) of the ESEA, is not satisfactory to the parents of participating children, the school will submit any parent comments with the plan when the school submits the plan to the local educational agency (school district).
- The school will involve the parents of children served in Title I, Part A schools in decisions about how funds reserved under this part are spent for parent involvement activities. The school will build its own and the parent's capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school, parents, and the community to improve student academic achievement.

- The school will provide parental involvement activities under section 1118 of the ESEA in the areas of improving student achievement, child development, child rearing and additional topics parents may request.
- The school will be governed by the following statutory definition of parental involvement, and will carry out programs, activities, and procedures in accordance with this definition:

Parental involvement means the participation of parents of regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring –

1. that parents play an integral role in assisting their child's learning;
2. that parents are encouraged to be actively involved in their child's education at school;
3. that parents are full partners in their child's education and included, as appropriate, in decision-making and on advisory committees to assist in the education of their child;
4. the carrying out of other activities, such as those described in section 1118 of the ESEA

Tuscarora provides parents with varied activities to promote/reinforce reading and math skills and objectives. Times are varied to meet parent(s) needs; within the school day and in the evening. Activities include family math and reading nights. Title I strives to meet the needs of all students and promotes reading through book distribution as well as fun learning activities. Additionally, after school tutoring (Reading Club) is available along with Art Club, and Spanish Club.

Revised May 2016