

Norwood Elementary

Home of the Vikings!

Parent/Student Handbook



Daily Schedules

7:00 Doors Open
7:00-7:40 Breakfast
7:45 Morning Bell/Dismiss to Homeroom
7:50 Homeroom Begins
7:55 Tardy Bell

Lunch Schedules:

10:30 Pre-K
10:35 Kindergarten
10:40 First Grade
10:45 Second Grade
11:30 Third Grade
11:35 Fourth Grade
11:40 Fifth Grade

Dismissal Times:

2:10 Pre-K
2:15 Kindergarten
2:40 Get Ready Bell/Evening Patrols dismissed
2:45 Walker Bell/First through Fifth Grades
2:45 All Bus Students to the Cafeteria

Teacher Planning Schedules: (Please contact teachers during planning times)

8:10-8:50 Fourth Grades
8:50-9:30 Fifth Grades
9:30-10:10 Third Grades
12:30-1:10 Second Grades
1:10-1:50 Kindergartens
1:50-2:30- First Grades

10:10-10:50- Computer Teacher/Librarian Planning
11:20-12:00-Phys Ed Teacher Planning

MORNING ARRIVAL PROCEDURES:

7:00 a.m.	Bus students begin arriving & are supervised in school cafeteria /bus room
7:10-7:45 a.m.	Breakfast is served in the cafeteria
7:20-7:45 a.m.	Safety Patrols on Duty
7:50 a.m.	INSTRUCTIONAL DAY BEGINS
7:55 a.m.	TARDY BELL RINGS

NOTES:

- #1 Due to professional staff not being available to supervise students prior to 7:00 a.m., no students will be allowed in the building prior to that time.
- #2 Bus students eating breakfast go directly to the cafeteria and remain there until dismissed to bus room by breakfast supervisor.
- #3 Students eating breakfast who ride a LATE BUS will be given 10-15 minutes to eat and then will be responsible for reporting to their rooms.
- #4 Walkers desiring to eat breakfast may enter the building between 7:10--7:40. They will be dismissed to bus rooms as they finish eating.
- #5 Walkers in grades Pre-K through Grade 5 not eating, but arriving at school prior to 7:50 a.m., will go directly to our bus rooms.
- #6 Bus students not eating breakfast will report to one (1) of two (2) classrooms used for bus students. Norwood's daily bus room location schedule is posted each morning and patrols are available to assist students with morning bus room locations.

EVENING DISMISSAL PROCEDURES:

PARENTS ARRIVING AT SCHOOL TO PICK UP THEIR CHILDREN AT DISMISSAL ARE ASKED TO ARRIVE AFTER 2:40 P.M. AND REMAIN IN THE FRONT OF THE SCHOOL SO AS TO ALLOW STAFF MEMBERS ADEQUATE TIME TO HANDLE NECESSARY DAY END DETAILS. ALL CHILDREN WILL BE ESCORTED FROM THEIR CLASSROOMS TO OUR MAIN ENTRANCE BY CLASSROOM TEACHERS. WALKERS WILL BE DISMISSED AND BUS STUDENTS WILL BE TAKEN TO THE CAFETERIA BUSROOM AT 2:45 P.M. ***ANY WALKER WHO IS NOT PICKED UP WILL RETURN TO THE BUSROOM AND THEN MUST BE SIGNED OUT BY THE PARENT/GUARDIAN UPON THEIR ARRIVAL TO PICK THEM UP.***

MESSAGES FROM PARENTS TO STUDENTS ARE TO BE CALLED IN TO THE SCHOOL PRIOR TO 2:00 P.M.--**AFTER THIS TIME, THE ROUTINE IN THE OFFICE BECOMES VERY BUSY AND DELIVERY OF MESSAGES IN A TIMELY MANNER CANNOT BE GUARANTEED UNLESS IN THE EVENT OF AN EMERGENCY.**

FOR ASSURANCE OF SAFETY, BUS DUTY TEACHERS WILL WALK EACH GROUP OF STUDENTS TO THE BUS AS TRANSPORTATION ARRIVES.

FOR SAFETY REASONS, ANYONE PICKING UP A CHILD FROM THE BUS ROOM WILL BE REQUIRED TO SIGN THE CHILD OUT. SIGN OUT SHEETS ARE LOCATED IN THE BUS ROOM.

VISITORS TO BUILDING/SIGN-IN POLICY OF SCHOOLS:

Patrons and visitors are to report to all school offices when entering Harrison County Schools. You are asked to alert the secretary that you are in the building and request the sign-in roster. The School Secretary will provide all visitors & volunteers with identification badges that are to be worn at all times. Please do not be offended if you are stopped by a staff member and asked for identification. Our school staff has been instructed to be on the alert at all times for possible strangers and/or intruders in our school. We do this for the safety of our children!

ENTRANCES TO SCHOOL LOCKED FOR SAFETY & SECURITY OF YOUR CHILD:

For your child's protection, entrances to Norwood Elementary School will be locked to outsiders--(students are able to exit all doors in an emergency). Visitors will need to "buzz" the office for admittance. Visitors are monitored through a closed-circuit TV system located under our blue and gold "Norwood Awning". Please note the instructions posted on the door's window glass. The building is also equipped with several closed-circuit TV cameras located throughout the entire school to provide an on-going video surveillance of the premises at all times. The DVR system records on a '24 - 7 - 365' basis. This closed-circuit surveillance system has been installed to further ensure the safety and protection of your children.

FIELD TRIPS:

Field Trips are scheduled at the discretion of the teacher and are considered to be optional. These outings allow children to reap the benefits of academic, cultural, and social enrichment opportunities. A limited number of parental chaperones may be needed to assist with supervising students. Each classroom teacher when planning his/her trip selects chaperones as needed. **PLEASE BE ADVISED:** **A Conduct Grade of either a "D" or an "F" will result in the student NOT being permitted to attend and participate in the field trip and/or extra-curricular activities.** Acceptable student behavior must be maintained if we are to take the children away from the school building. Other conduct issues will be considered as factors in students not participating and will be made at the discretion of the classroom teacher. This would include but may not be limited to: office referrals, warnings of conduct, suspensions, PRIDE reminder slips, days assigned to PRIDE Room, in-school suspensions etc.

STUDENT BOOK BAGS:

Board of education policy **requires** that student gym bags or book bags be of a **clear** or **see-through mesh material**. This does not include wallets or purses.

STUDENTS GOING HOME WITH ONE ANOTHER:

Students desiring to go to a friend's home for lunch or after school **must** have **written notes from BOTH families**. The principal must approve all notes.

ATTENDANCE: (Absent & Tardy Students)

*******IMPORTANT*******

One of the greatest causes of student failure is poor daily student attendance. Poor attendance can lead to permanent withdrawal. To do their best work, students must be present in school on a regular, daily basis. Lost time cannot be made up, but missed work is expected to be completed as outlined by the teacher. The student will have the same number of days to make up missed work as s/he has been absent. For example, if a student misses two (2) days of school, s/he will have two (2) school days in which to make up the missed work. **PLEASE GIVE THE CLASSROOM TEACHER ADEQUATE TIME TO PREPARE MAKE UP WORK AND/OR HOMEWORK FOR YOUR CHILD**

The following HCBOE Policy is to be followed when students are absent and/or tardy.

1. A student who is absent from school for any reason must present a **written statement**, from their parent or guardian on the day of return. If the school does not receive a written note, the absence is entered in the computer as "unexcused". After five (5) days of cumulative absences, the parent/guardian will receive written notification from the County Attendance Officer who may investigate possible violation of truancy laws. Excessive absences will result in a personal meeting with the Building Principal, County Attendance Officer, and the Parent/Guardian of the student in question to discuss the excessive absences and how to avoid future unexcused absences. Excessive unexcused absences will result in a formal petition being filed in the county magistrate's office for possible violation of state truancy laws.

A student who becomes ill at school must be dismissed **only** through the office. For your child's safety and protection, the parent and/or guardian must formally sign-out the student from the office.

When a student is **tardy for school (7:55 a.m.)**, that student should report directly to the office before going to class. Excessive tardies will also result with a personal meeting with the parent/guardian and the building principal.

Please keep in mind, students missing more than ten (10) days of school are required to take semester exams at year's end. Ten (10) absences or less will exempt the student from taking final examinations at the end of the school year.

Dental and medical appointments are always hard to schedule. With Norwood's formal instructional day ending at 2:45 p.m., we ask parents to make their appointments after 2:45 p.m. if at all possible. When a student's absence is anticipated for such occasions as a special vacation, a request to the school office should be made at least two (2) days prior to the actual absence so that teachers may assemble appropriate materials.

ALL STUDENTS WHO LEAVE THE BUILDING DURING THE SCHOOL DAY MUST BE SIGNED OUT IN THE OFFICE BY THE INDIVIDUAL PICKING THEM UP. TEACHERS ARE TO RECEIVE PERMISSION FROM THE OFFICE PRIOR TO RELEASING ANY STUDENT.
This procedure is to ensure the safety and protection of your child.

Should your child be absent from school for any reason, please notify the school (326-7050) by 7:50 a.m. Many of our students walk to school and we have no way of knowing whether something might have happened to your child while en route to school.

SEMESTER TESTING:

The Harrison County BOE policy on second semester exams is set up to encourage student academics & student attendance throughout the school year (i.e, "**Students having a 2.0 GPA at the end of second semester, having not missed more than 10 days of school per year regardless of excused reason(s), have the option of taking second semester exams**").

We encourage all parents to ensure their children arrive to school on time and remain in school and the learning process on a regular daily basis.

WEEKLY PARENT NEWSLETTERS:

We normally send home to parents a regular, weekly, *Monday Parent Letter* which will keep you informed about the many activities going on at school

PHONE USAGE:

Our telephone is busy with school business and is not to be used by students except in an emergency. Only the principal or secretary will grant permission. In order to assure time-on-task, teachers will return parent calls during non-instructional periods.

FOOD SERVICE PROGRAM:

Norwood utilizes computerized system of Food Service Record Keeping. This system is meant to save both teachers and office personnel valuable time. SEND NO LUNCH MONEY TO SCHOOL - THE COUNTY OFFICE WILL BILL YOU.

Students wanting to purchase “**extra milk**” for their cold lunches, or, extra milk with their noontime meal, will pay on a daily basis as they go through the lunch line. Soft drinks are NOT an acceptable food item for lunch.

Parents may eat with students anytime for breakfast and/or lunch. Please call on the morning you wish to join us so we may ensure that we have prepared plenty of food for your visit.

POLICY FOR CLASSROOM PARTIES:

Guidelines:

3 or 4 parents assigned per party. If possible, parents should do only one (1) party to allow participation by all parents wanting to serve.

SIBLINGS (younger and/or older brothers and/or sisters) are not to attend the parties.

Treat bags (bags of candy) will not be provided to the students in recognition of WVDE policies and standards for “junk food” consumption in the school during the school day.

No candy items will be served or distributed

Encourage involvement of working parents who want to help by providing opportunities for them to donate prizes, food, etc.

Common (across grade level) favors and/or crafts will be done at parties.

Games will contain rewards of small prizes.

MONEY is not to be collected for any party.

A set form will be turned in to the classroom teacher two (2) weeks prior to each party. The Head parent will distribute these to parents in charge of each party. Teachers will have an opportunity to make any suggestions or provide help when needed. Information on this form will include assigned parents, games, food, and favors.

Parents will follow set menus to ensure all Norwood students have the same type of party and that the foods served are within the West Virginia Department of Education Nutrition Policy guidelines. A list of nutritional items will be provided to parents.

Due to the current obesity problem that is affecting many West Virginia school students, the WV Board of Education and our local school board have initiated and implemented policies to encourage a healthier lifestyle. “Junk foods,” foods with a high-sugar content, and soft drinks will NOT be permitted at school during the school day for any reason. Please talk to your child’s teacher or the principal if you have any questions about acceptable party foods.

NON-CUSTODIAL PARENTS:

School personnel are frequently confronted with the difficult and awkward situation of a non-custodial parent appearing at the school to remove children. If such a situation exists in your family, please notify the school as to which parent the court has appointed with the responsibility for actual child custody. Forward a copy of the necessary court decision to the school. **PLEASE REMIND THE SCHOOL OFFICE ANNUALLY OF YOUR INDIVIDUAL CIRCUMSTANCES.**

MEDICATION:

The distribution of prescription medication to students is centralized at Norwood Elementary School and will be administered by a designated staff member. Our staff will require parents to follow BOE guidelines as outlined below.

ADMINISTRATION OF MEDICATION BY SCHOOL PERSONNEL:

(Taken from File JGCD--Harrison County Schools Policy Manual)

Requests to give medication to students at school have increased dramatically in the past few years. This has created many questions and concerns for school personnel. Because of the possibility of error and for the protection of your child and liability issues for school employees, specific guidelines must be followed.

By law, all students must attend school unless they are sick. Because medication does not necessarily indicate illness, this policy allows students to attend school while taking medications.

Parents must furnish all medications and/or medical supplies, prescriptions and/or non-prescription medications.

The schools have no medications in the office and no medications are included in the first aid supplies for schools.

The administration of medication, regardless of the kind or for what purpose, is the responsibility of the student's parent.

Whenever possible, the taking of medication during school hours is strongly discouraged.

Parents should consult with their doctor to see if the medication can be given during non-school hours. We realize, however, there are circumstances, which at times make it necessary for children to receive medication while at school.

One child's medication, prescription or non-prescription, shall never be given to another child

PRESCRIPTION MEDICATION:

If the school/teacher must administer or supervise the administration of a prescription medication at school, a letter from the parent must be submitted to the **school designating the kind of medication, the amount to be given, the schedule to be followed, and the parent's authorization to give the medication.** Medications must be sent to school in their original containers from the pharmacy giving the child's name, the date the prescription was filled, directions for giving the medication and the physician's name. The directions on the container must agree with the parent's instructions, or the medication will not be given. When the school/teacher must administer or supervise the taking of a prescription medication on a daily basis, the form "**Administration of Medication**" must be properly filled out and signed by the parent and the physician. All medication given to the student will be recorded on a medication log. Parents need to pick up any unused medication when the order has been discontinued. No discontinued medication should be left at school. If the parent does not get the medication, the principal will properly dispose of it after notifying the parents beforehand, or not later than the last day of school at the end of the current academic school year. **MEDICINE WILL NOT BE GIVEN TO THE STUDENT TO TRANSPORT HOME.**

NON-PRESCRIPTION MEDICATION:

If the school and/or teacher is to administer or supervise the administration of a non-prescription medication (cough syrup, aspirin, etc.) A letter from the parent is required. This letter should give the student's name, medication to be given, the time it is to be given, and the amount of the medication to be given. The medication should be sent to school in an original labeled container. All school personnel will **REFUSE** to give any medication in unmarked containers or wrapped in paper. This is for your child's protection and safety; and, for liability issues for school personnel.

STUDENTS WITH UNIQUE HEALTH PROBLEMS:

Some students, because of their health condition and/or medication requirements, may need a detailed IHCP (Individual Health Care Plan) completed -- example: diabetes. The school health nurse will write this IHCP after consultation with the parent, teacher/principal, child and/or possibly the physician. A copy of the plan will be kept in the child's file.

PARENT-TEACHER CONFERENCES:

At least two (2) formal parent/teacher conferences are scheduled throughout the school year: one (1) during the first semester; and, one (2) during the second semester. **We remind parents that you are always welcome to call the school to request a conference with the school principal and/or your child's teacher (s).** Norwood's Staff is more than willing to discuss your concerns. Please call the school at the first sign of a concern or problem that you may have so we may establish a mutually convenient time to meet with you as soon as possible. Please do not wait until April to discuss a problem that may have occurred in November. We will establish conferences with you as needed.

SCHOOL ASSISTANCE TEAM:

Our school takes pride in its ability to meet the individual needs of its students. Norwood Elementary School's "**School Assistance Team**" (SAT) plays an important role in helping to provide services to youngsters in need of special programming. Our V.I.K.I.N.G.S. Committee (**Very Important Kids In Norwood Grade School**) regularly meets. If your child is having academic difficulty, you will be notified as soon as possible and practical.

HOMEWORK POLICY: Notes Taken From B.O.E. Policy

To give students an opportunity to adequately master the basic skills in all subject areas, homework is part of the school curriculum. Homework is necessary to reinforce study skills, to develop responsibility, to allow time for independent projects, to encourage student creativity, to help the parent be aware of the child's progress and to develop sequential study skills essential for success in middle and senior high school.

Homework assignments should be given on a consistent basis throughout grade levels Pre-K through 5th grade. The assignments should be varied from subject to subject and include both daily and long-term assignments. Assignments should be meaningful and not assigned as punishment or busy work. Homework assignments can be included as an integral part of the student's grade.

Student's Responsibilities

1. Have daily assignments to the teacher the following day.
2. Do assignments in a neat manner.
3. Do long-term assignments, such as two-week or research assignments, on a regularly scheduled basis--not trying to complete the night before the due date.
4. Make up assignments missed due to absence, are to be completed within the same number of days as the number of school days missed by the student.

Teachers' Responsibilities

1. Assign constructive work to provide student growth.
2. Give students the opportunity to begin assignment in class to be certain that they understand the concept being practiced.
3. Give students an opportunity to show creativity and originality in assigning projects in areas of special interest to the student.
4. In departmentalized schools teachers should coordinate efforts, to be certain that total daily homework assignments are not excessive.

Parent's Responsibilities

1. Help your child develop a method for doing his assignments by scheduling a regular time.
2. Provide favorable conditions for doing homework, such as a table with good lighting away from distractions.
3. Check with the child to see that he is doing his assignments without undue difficulty.
4. Check with the school if your child's homework program is a continual problem.

CLOSING OF SCHOOL DUE TO INCLEMENT WEATHER:

Parents are reminded that if they are not home during the school day they should have an alternate location to which their children can go if school should be closed early due to inclement weather.

If school is to be delayed or closed for the entire day, the superintendent will contact local radio/TV channels prior to 6:00 a.m. We ask parents, during bad weather, to listen carefully to your radio/TV stations. Please remember that ALL extra-curricular activities are cancelled for the day if school is closed for the day due to inclement weather.

SCHOOL SAFETY PATROL:

As a service to students and because of the excessive amount of traffic through the Stonewood area, we have established a School Safety Patrol. These 5th Grade boys and girls are placed at strategic locations and crossings. Please review common safety rules with your child to help prevent accidents and to make our patrols' jobs easier. **STONEWOOD POLICE ARE AVAILABLE AT THE CROSSING ON RT. 58. THIS IS THE ONLY POINT AT WHICH CHILDREN WALKING TO SCHOOL ARE TO CROSS.**

BICYCLES and/or SKATEBOARDS:

For safety reasons, NO skateboards and/or bicycles at any grade level are allowed on the school premises during the school day. We want your child to be safe and secure at all times. Riding a bicycle to school may be a traffic hazard.

SCHOOL BIRTHDAY PARTIES:

With Norwood's instructional time limits, the fact that both parents work in many households, and the realization that some of our families cannot afford the cost associated with a party, birthday celebrations are asked to occur outside the school environment. **(If parents want to distribute birthday invitations at school, Norwood's policy dictates all students within the classroom are to receive one. This may include either all girls if your child is a girl; or, all boys if your child is a boy; or, the entire class.)**

TRANSPORTATION:

Transported students are under the authority of the school bus driver from the time they board the bus until they reach their destination. It will be necessary for students to follow established guidelines as outlined by drivers. Under current WV School Law, the school bus driver has the same legal authority in his/her school bus as the teacher does in his/her classroom. Your principal will cooperate with drivers to ensure safety. We seek parental support in this critical area. Most of our county school buses are equipped with video surveillance cameras intended to serve as a security and protection measure to ensure the safety of your child while s/he is riding the school bus. Disruptive students on the school are first issued a written "warning" and, then, suspended from the bus if the unacceptable behavior continues. If your child is suspended from riding the school bus due to behavior issues, it will be the responsibility of the parent to provide transportation to and from school for the duration of the suspension from the bus.

STUDENT BUS ROOM RESPONSIBILITIES:

Students are seated at benches and tables according to bus numbers as they enter the cafeteria. Students are welcome to talk, complete homework, or read library books while waiting for their bus.

Only inside speaking voices are to be used. When teachers raise their hand (asking for quiet), children should stop speaking and be attentive.

Students waiting for rides from parents are to remain inside the bus room.

A bus duty teacher is to walk each group of students to the bus after it has stopped. The remaining teacher will stay in the bus room. Teachers are not to take students outside to wait for busses.

Teachers will isolate within the gym (from their designated area and one another) those students failing to follow directions. If the problem continues, parents will be contacted for assistance.

The building principal will strive to be available throughout dismissal time to assist students and teachers as much as practical and possible.

SCHOOL COLOR DAY: Spirit Clothing

Each Friday, Norwood celebrates “**School Color/School Spirit Day**” with students and staff being encouraged to wear our colors of **Blue and Gold**. Occasionally, we will have other “special days” throughout the school year in which we will encourage all students and staff to wear a certain color of clothing (such as the color “red” during Red Ribbon Week).

WITHDRAWALS FROM NORWOOD ELEMENTARY SCHOOL:

Before a student can officially withdraw, parents must ensure the following are completed:

1. Notify the principal and teachers.
2. Return library books.
3. Pay all obligations/fines.
4. Sign a release of records forms allowing records to be forwarded to the new school.

DISCIPLINE POLICY:

Harrison County has a well-defined discipline (**behavior**) policy in effect throughout the school system and it will be condensed for you in the next few paragraphs. The basic philosophy is that we expect your children (our students) to conduct themselves in a responsible manner at all times. **The following guidelines do not apply to fighting - fighting results in immediate suspension.**

For those students not able to follow the general rules of the school, there are a number of steps they progress through when being disciplined. These steps follow along a continuum with each step’s consequence resulting in greater consequences being placed upon the disruptive student.

Consequences may begin with a reprimand by the teacher (and increase in difficulty) to being placed in a time-out area of the classroom--to the removal of snack or recess privileges--to seeing the principal or guidance counselor--to staying after school—to having the parents come to school to pick them up and take them home, etc.

The general reaction by the school will be to contact the parents to seek their cooperation and support in curbing the student’s unacceptable behavior when that behavior gets to the point where it interferes with the learning process. By working cooperatively with each family/parent, the staff will do everything possible to improve the student’s behavior.

However, if the home and school, over a period of weeks, cannot successfully work together through the steps of the discipline plan to improve the student’s behavior, the ultimate discipline sanction will be out-of-school suspension of the student from school. Continued problems will be dealt with accordingly as directed by legal local and/or state school board policies

CODE DRILLS AND FIRE DRILLS:

Throughout the school year, we will conduct ten (10) regular fire drills and five (5) code drills which will include:

Code Orange—An evacuation either on-site or off-site of the school campus (to the Parish House of the adjacent Catholic Church)

Code Blue—A medical emergency

Code Red—A “lock down” of the building due to an imminent threat (i.e. intruder or stranger in the building, etc.)

Code White—A weather emergency

Code Yellow- Drug Search

Most of our drills are conducted under the watchful eyes of the Stonewood Volunteer Fire Department and/or the Stonewood Police Department (sometimes in conjunction with the WV State Police and the Harrison County Sheriff’s Department).