

Norwood Elementary School

“A PROFESSIONAL DYNAMIC LEARNING COMMUNITY”

STUDENT PARENT HANDBOOK

2007 - 2008

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NORWOOD ELEMENTARY SCHOOL’S VISION, MISSION STATEMENT, AND FIFTEEN (15) CONTINUING GOALS FOR AN EXCEPTIONAL SCHOOL:

VISION: Norwood Elementary School’s faculty, staff, parents, community and business partners will adequately prepare our students to enter the changing world and work force of the 21st Century with the educational skills necessary to become successful in life as life-long learners.

MISSION STATEMENT: To effectively meet the individual needs of Norwood Elementary School’s students through an abundant variety of educational programming and instructional services which are research-based and proven in educational practice.

GOALS:

- ◆ To ensure that Norwood Elementary School—as a professional learning community—promotes the qualities and dispositions of insatiable, life-long

learning in every member of our school community (students, parents, teachers, staff and community).

- ◆ Communicate effectively with school patrons and the school community in relaying goals, programs, and supplemental services provided by Norwood Elementary School through an established communications process.
- ◆ To actively involve school staff in usage of community resources/business partnerships and the school community in the utilization of Norwood Elementary School's physical plant.
- ◆ Implement proper usage of adopted school, county, state and federal curricular guidelines--lesson plan usage--textbooks--and supplemental materials that develop and enrich instructional programming in preparing our students for the 21st Century.
- ◆ To effectively develop and annually update Norwood Elementary School's unified Strategic School Plan with input from all related school groups having a vested interest in our school to ensure that we continue to grow as a professional learning community.
- ◆ Provide regular and supplemental programs and activities to the county and state-adopted curriculum (WV CSO's), and schedule such within the instructional day/summer months so as to enhance student learning: i.e. computer usage---social studies units--resource people--time on task--volunteer tutors--summer reading incentives—after school programs-- etc.
- ◆ To maintain a clearly communicated, well-defined, and evenly enforced assertive discipline policy (Canter) and Responsible Students' Program (T.E.A.M.), while considering county and state guidelines.
- ◆ Act as a catalyst for change whenever necessary to enhance and maintain appropriate rigorous academic programs to prepare our students for the 21st Century which will employ the following: (1) Instructional Leadership; (2) Clear and Focused Mission; (3) Safe and Orderly Environment; (4) High Expectations; (5) Frequent Monitoring of Student Programs; (6) Goal-Setting; (7) Positive Home/School/Community Relations; and, (8) Afford the Students the Opportunity to Learn With an Emphasis on "Time on Task".
- ◆ To effectively and efficiently implement the correlates of effective schools research in the actual 'world of practice' in every classroom every day.
- ◆ To provide, motivate, train and retain a professional, competent and caring staff with an emphasis on continual and meaningful professional staff development.
- ◆ To maintain and review annually programs that encourage school pride and spirit to enhance the school culture with rich and meaningful traditions with staff, students and community.
- ◆ To assist with the referral, testing and scheduling of students requiring special services: Title I, MMI, BD, LD, 504, Speech Therapy, Gifted, etc.
- ◆ To prepare our students (digital natives) and our staff (digital immigrants) to use—and be comfortable with—new and innovative 21st Century technologies which have "flattened the world."
- ◆ To "bridge the achievement gap" between our high-performing students and our lower-performing students utilizing a rigorous school curriculum with the belief that "all students can learn."
- ◆ To translate our school's vision into tangible and measurable realities.

SCHOOL IMPROVEMENT GOALS FOR CURRENT YEAR:

- ◆ To foster the belief that the most important attitude that can be formed in our students is that of the desire to go on learning for the duration of one’s life—life-long learning.
- ◆ To promote the qualities, dispositions and capacities of insatiable, life-long learners.
- ◆ To consistently maintain—yet, constantly pursue—educational excellence in our entire school curriculum
- ◆ To enhance and improve a positive school/home relationship.
- ◆ To improve our standardized test scores by at least 2% over the previous year.

VIEW WEB PAGE - SCHOOL CALENDAR 2006-2007:

VIEW WEB PAGE - PARENT/TEACHER ASSOCIATION - P.T.A.

NORWOOD ELEMENTARY LOCAL SCHOOL IMPROVEMENT COUNCIL (LSIC) MEMBERS:

Parents:

- Mrs. Michele Hoffman
- Mrs. Sandra Coberly
- Mrs. Barbara Kiddy
- Mrs. Jodi Lough

PTA President:

Mrs. Michele Hoffman

Business Partners:

Jim Sims, *Harrison County Solid Waste Authority*; Tina Gresak, *KISS-FM Radio*; Lisa West Cook, *McDonald’s Corportation*; Roger Lehosit, *MCM Business Systems*; Steve Toompas, *Town & Country Drug Store*; Kay Belcastro, *Dental Office of Dr. Moe Momen*; Lyn Bennett, *Bennett Educational Consulting*; Nancy Stinard & Heather Zannino, *Century 21 Real Estate/Stinard & Associates*; Holly Henry, *FBI/CJIS Division*

Administrator:

Dr. Ben L. Guido, Principal

Professional & Support Personnel:
Leader

Mrs. Tonya Blackburn, Primary Team

- Mrs. Ruth Nixon, Intermediate Team Leader
- Mrs. Jacci Smith, Faculty Senate President
- Mrs. Mikki Leatherman, Special Education
- Mrs. Ethel Marie Shorr, Title I
- Mrs. Paula Dennison, Secretary
- Mrs. Carolyn Boggess, Classroom Aide
- Mr. Kenneth “Sarge” Gorby, Mayor (City of

Community Leader At-large:
Stonewood)

ARRIVALS AND DEPARTURES:

7:00 a.m.	Bus students begin arriving & are supervised in school cafeteria /bus room
7:10-7:50 a.m.	Breakfast is served in the cafeteria
7:20-7:50 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 on the entryway bulletin board.

11:00--11:30 a.m.	Lunch--Pre-K
11:20--11:50 a.m.	Lunch--K through Second Grade
12:00--12:30 p.m.	Lunch--Third through Fifth Grade

2:25 p.m.	Patrols on Duty
2:30 p.m.	Dismissal of Walkers (Students needing to cross Cost Ave. will be assisted by an adult)
3:00 p.m.	Dismissal of Bus Students to Cafeteria
3:00 -- 3:30 p.m.	Bus Duty in cafeteria. Students are to stay in designated areas and complete homework assignment. Once in the bus room students are not to leave. (Students are to stop at the bathroom prior to entering the bus room. Snacks will be sold by bus tables.)

PARENTS ARRIVING AT SCHOOL TO PICK UP THEIR CHILDREN AT DISMISSAL ARE ASKED TO **ARRIVE AFTER 2:30 P.M.** AND REMAIN IN THE MAIN ENTRANCE OF THE SCHOOL SO AS TO ALLOW STAFF MEMBERS ADEQUATE TIME TO HANDLE NECESSARY DAY END DETAILS. ALL CHILDREN (**EXCEPT PRESCHOOL &**

KINDERGARTEN) WILL BE ESCORTED FROM THEIR CLASSROOMS TO OUR MAIN ENTRANCE BY CLASSROOM TEACHERS.

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. THE SCHOOL PRINCIPAL AND AT LEAST ONE (1) OTHER TEACHER WILL REMAIN IN THE BUS ROOM TO ASSIST WITH SUPERVISION OF THE STUDENTS.

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

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.

STUDENT RECOGNITION PROGRAMS:

Norwood Elementary School prides itself on supplemental programming designed to encourage **individual student recognition**. Our "**identified programs**" include an annual school play, Norwood's Reading Counts Group, Student Council, Fifth Grade "Responsible Leadership" Program, Vikings of Month, MCM Top Ten, Norwood's Most Improved Students, Modern Woodman Civic Oration activity, Presidential Academic **as well as** Physically Fit Awards, our Elks Hoop Shoot Program, Fifth Grade Choir, WV Challenge, Student Media Specialists, School Store, Science Club, etc. When we combine the above programs with school-wide student incentives such as Norwood's Triple Play Awards (six-week recognition of grades, conduct and

attendance) and T.E.A.M. (Responsible Students' Programming), our kids have “**multiple options**” through which they may express their individual strengths!

PLACEMENT OF STUDENTS:

It is the policy of Norwood that the principal and faculty assign students to appropriate classes based on individual needs and educational development. Utilizing heterogeneous grouping, all classrooms will be established in a manner which promotes educational excellence and equity in instruction. When assigning student placement, the following criteria are considered: standardized achievement, classroom achievement, reading ability and grouping, social and educational development of the individual child and special needs & considerations brought to the attention of the principal by teachers or parents. Special needs and teacher requests shall be communicated **to the principal** by parents prior to April 30th. A faculty senate elected a school-wide committee which has established and initiated guidelines to ensure the proper placements of students in a fair and equitable manner.

FIELD TRIPS: Important Item – Please read carefully

Our school annually plans at least one major field trip per grade level, which is educationally profitable; correlated with the curriculum of the class; properly supervised; approved by the HCBOE; and individually approved with written parental permission. It is possible that the entire school will conduct a school-wide field trip including all grade levels from Pre-K through 5th. These outings allow children to reap the benefits of academic, cultural, and social enrichment opportunities.

A limited number of parental chaperones are needed to assist with supervising students. Each classroom teacher when planning his/her trip selects chaperones. If interested in serving as a chaperone, parents should make their teacher aware early in the school year. **PLEASE BE ADVISED THAT THE STUDENT MUST HAVE A CONDUCT GRADE OF EITHER AN “A,” “B,” OR “C” IN ORDER TO ATTEND AND PARTICIPATE IN ANY FIELD TRIPS AND/OR EXTRA-CURRICULAR ACTIVITIES.** 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.

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 IF S/HE IS ABSENT. IT MAY NOT BE POSSIBLE TO HAVE THE WORK COMPILED BY THE END OF THE SCHOOL DAY.**

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 a written notification from the principal that their child is beginning to have excessive absences. After ten (10) days of cumulative absences, the parent/guardian will be sent another letter indicating that the student’s name will be submitted to 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.
2. To keep attendance information current, **all written excuses for absenteeism are to be handled/recorded by the secretary.**

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 2:30 p.m., we ask parents to make their appointments after 2:30 p.m. if at all possible.

When a family anticipates a student's absence 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 (624-3262) 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.

Children leaving the school at lunch-time to go any place other than home must have a note signed by a parent. Please be advised that we prefer that your child stay on the school campus during lunch time, unless if you request to take him/her out to lunch.

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.

MEMOS TO PARENTS:

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. Please check with your child for possible information. Our expanded "in-depth" newsletters are sent home three (3) or four (4) times per year and are an attempt to communicate many of our on-going projects and activities in the individual classrooms and the entire school.

TELEPHONE NUMBERS:

The school must have a telephone number where someone can be reached in the event of an emergency involving your child. If you do not have a phone, please send a work number--a neighbor's phone—grandparent's phone--etc. If you do not want your number given to the PTA call the school and notify our secretary. We will make every attempt to honor your request.

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.

ELECTRONIC DEVICE USAGE:

Board of Education policy directs that electronic games, radios, Walkmans, CD Players, tape players, iPods, MP3 players, and other similar devices are not permitted on school busses or in

school during the instructional day. Such items will be taken by the teacher/principal and returned only to the parent/guardian who must come to the school to retrieve it.

E-MAIL TO THE PRINCIPAL:

Dr. Ben Guido, Principal at Norwood Elementary School, will accept your e-mails to him and respond to you as quickly as possible and practical. If you do not have time to personally stop by the school office, or, if you cannot call the school in a timely manner due to busy phone lines, you may personally send e-mail to the Principal at the following e-mail address:

bguido@access.k12.wv.us

Please be sure to include a home and/or work phone number so he may personally call you, if necessary, to follow up the e-mail communication.

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 MONTHLY if you must pay for your child's breakfasts/lunches. The price of student meals has increased five (5) cents this year as follows:

Breakfast = .65 cents
Lunch = \$1.05

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.

The Food Service Program begins on Monday, August 28th, the first day of school for students for the 2006 – 2007 academic school year. We will continue feeding those children who qualified for free or reduced lunches last year until we review each family's new application for assistance.

To better plan your child's diet, menus will be sent home with students for each approaching month.

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. Adult breakfasts cost \$2.25 and adult lunches are \$3.00

In an attempt to reduce food waste without jeopardizing the nutritional integrity of lunches served, Norwood continues the “**Offer-vs-Serve**” program in all grades. We will offer the required five food items specified by the U.S.D.A. (ie. - a meat/meat alternative, 2 items of fruit/vegetables, break milk). Students have the option of refusing two food items **if they choose**. Students are encouraged to select the entire tray. The staff will assist in helping your children to understand their options during the first few weeks.

SCHOOL PARTIES: Home Room Parent Information

If you would like to assist your teacher, please notify him/her NOW and he/she will try to schedule you to aid with one of the annual parties. A Home Room Parents' Meeting will be held in the school's all-purpose room soon to coordinate this year's activities. You will be notified when the meeting will occur.

POLICY FOR CLASSROOM PARTIES:

A meeting was held to draft a fair, equitable, and uniform policy for classroom parties on Wednesday, May 9, 2001 by several parents, teachers, and the then-principal at the time. The policy was presented to Norwood's Faculty Senate with no suggested changes being offered by that group.

Norwood Parties will observe 75 minute time limit (1 p.m. - 2:15 p.m.) except for Halloween.

The committee discussed recommendations made by Norwood's staff. All in attendance agreed upon the following draft.

- ◆ Each teacher will select one "**Head Homeroom Parent.**" This person will be responsible for coordinating all of the other homeroom parent volunteers.
- ◆ Each class Head Parent will meet to go over all guidelines at a special meeting held one (1) hour prior to the annual homeroom parents' meeting.
- ◆ The Head Parent will be responsible for ensuring that grade levels work "**jointly**" to provide equal 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.
- ◆ 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.
- ◆ The PTA will provide drinks, cups and napkins for all parties.
- ◆ 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.

Menus established for each party are as follows: (parents provide the following)

HALLOWEEN PARTY

Plates
Cookies
Chips
Fruit Tray

CHRISTMAS PARTY

Plates
Cupcake
Chips
Ice-cream Cup

VALENTINE PARTY

Plates
Cookies
Chips
Jell-O Jigglers

VARIETY SHOW PTA GUIDELINES:

The following guidelines were established on May 21,2001 for the PTA sponsored Variety Show by several teachers, parents, and the then-principal.

The PTA Variety Show will be held during the May PTA meeting—the last meeting of the school year.

1. Students in Grades Pre-K-5 will have the opportunity to display their talents.
2. The dress code will include covering midriffs (no halters/bare backs).
3. Music, language and general content must be appropriate for school and audience and must be approved by screening during auditions before the performances.
4. An Audition Committee consisting of a PTA Representative, Parent, and 2 Teachers will approve performances of auditions and make suggestions for change.
5. There will be a 3-minute limit for each act.
6. Examples of performances for auditions might include the following:
Solo singing, duets, comedy acts, instrumentals, karaoke, mime, gymnastics, dance (modern, classical, ballet, jazz, tap, clogging).

ALUMINUM CANS COLLECTION PROGRAM:

Norwood's PTA will be collecting aluminum cans in an effort to raise money for Norwood's Family Assistance Fund. Please start saving these items now and we will notify you through our weekly memos of collection dates.

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. If your child is NOT to leave the school with a particular parent and/or relative, please notify the school in writing.

PARENT VOLUNTEERS: We had numerous parent and grandparent volunteers last year!

Norwood Elementary School always needs parent volunteers to help with daily activities which our regular staff members do not have time to complete. Volunteers also help in many areas where their expertise exceeds our own. We ask parents to consider assisting our staff and students this year by volunteering your talents and energies to our program. The current program in Harrison County utilizes parent volunteers in such areas as helping to record grades for teachers; operators of copy equipment (we will show you how if you do not know); adult readers during scheduled story time in the primary grades; as good listeners to children reading; helping to construct bulletin boards; assisting with art classes & the posting of student artwork throughout the school; working with students on a one-to-one basis under the direction of the teacher; acting as resource persons to share your particular talent or skill with our students; office assistance; etc. **THE PARENT COORDINATOR FOR OUR VOLUNTEER PROGRAM IS MRS. MICHELE HOFFMAN.** Please see her, your child's teacher, or the building principal if you would like to serve as a school volunteer.

CLASSROOM VISITATIONS:

As stated in our opening welcome, we do encourage parent visitation; however, we do require that you formally request to do so with either the classroom teacher and/or the building principal **WELL IN ADVANCE** so a mutually convenient time may be established for your visit. Unless otherwise specified with the classroom teacher or the building principal, we respectively request that you limit your classroom visit to one (1) hour. Upon the conclusion of your visit, please return your visitor's I.D. badge to the school secretary. If you wish to discuss the visit with the classroom teacher, please schedule to do so during his/her planning period or other time(s) of non-instruction. The building principal will also be happy to discuss your visit with you and/or the classroom teacher.

PHOTOGRAPHS / VIDEOS OF STUDENTS:

We often promote Norwood's programming in the community through the usage of photographs and/or videos of activities. If you do not want your child to appear in any of these spots, return the form sent to you requesting that your child not be photographed and/or videoed.

INFORMAL PARENT COFFEES:

Periodically during the year, Norwood Elementary School plans informal coffees open to patrons who would like to come in and visit with the principal. Questions are answered on school policies, programs and general school operations. We need to know parent concerns and believe this is a good, informal way for us to be aware of them. You will be notified well in advance of all scheduled meeting dates/times for our informal parent coffees.

PROBLEMS:

Problems are an inevitable and unavoidable part of life. We do not know of anything that is perfect "this side of eternity!" Occasionally, throughout any school year, questions will arise concerning the operation of the school or issues that specifically involve your child. Examples of this could vary from the leveling of students--to the hot lunch program--to student attendance—to student behavior and discipline—to questions about grades & assignments—to problems between and among students and teachers, etc., etc., etc. If you have any questions, please do not hesitate to call your teacher and/or the building principal for details. We will

schedule a personal, one-to-one conference with you immediately. We want to establish an open line of communications with you and maintain that privilege at all times. Please let us know if you ever have any questions, comments, criticisms, complaints, problems, and/or suggestions. We are here to serve you and your child as a professional educational institution. Please help us to help your child receive the very best elementary education experience possible.

The “**H.C.B.O.E. Parent Complaint Procedure**” begins at the level of the teacher then moves to the building administrator (school principal). If not satisfactorily addressed by the school, the parent should feel free to contact the appropriate county office supervisor. The administrative assistant in charge of elementary education for Harrison County Schools is Mr. John T. Babyak; Mrs. Susan Collins is the Assistant Superintendent; and, Dr. Carl H. Friebel, Jr., is the Superintendent of Harrison County Schools. If you would kindly speak with the building principal first, your problem/issue may be appropriately resolved at the school level. However, it is your right and privilege to contact the County Office for assistance should you so desire.

In addition, a “**WV Appeals Procedure for Citizens**” on the state level exists in which if one or more citizens claim a violation of state law/policies or rules/regulations of the WV Board of Education has occurred, they may file a formal complaint. The appropriate forms are available both at the school and local board office.

CLOTHING FOR SCHOOL:

Your child will take part in many activities during the school day. Clothing should be durable, washable, and simple enough that it can be put on alone. **TO PREVENT SLIPPING ON THE TILED FLOOR, TENNIS SHOES ARE REQUIRED FOR PARTICIPATION IN GYM ACTIVITIES.**

The **B.O.E.** has established guidelines concerning indecent wearing apparel. Please review guidelines carefully:

“This includes any clothing that is reasonably considered disruptive or inappropriate by the school principal. No clothing that exposes the mid part of the body, no short-shorts, and no tank tops (unless worn over a t-shirt) will be permitted. No hats or sunglasses will be permitted to be worn in classes or inside during the school day. No clothing depicting violence, blood, knives, guns, or skulls, will be permitted. No see-through mesh or fish-net clothing. No clothing that has holes (cut-out places) in it. No clothing that evidences gang membership or that contains depictions of obscenities, or profane language”. There have been occasions when the parents have been called to bring another shirt to their child in school if the shirt contains objectionable and/or offensive graphics and/or unacceptable language. When the parents cannot be contacted, the student must turn the shirt inside-out if s/he expects to wear it in school the remainder of the school day.

STUDENT INSURANCE:

Accident and Dental Insurance is again being offered to students. Please speak to the school secretary or building principal if you have any questions.

MEDICATION: ***IMPORTANT*******

The distribution of prescription medication to students is centralized at Norwood Elementary School and will be administered usually by our Technology Specialist and/or Primary Team Leader or Intermediate Team Leader. 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. As a general rule, the school/teacher stands in place of a student's parent while the student is attending school. The school/teacher may give a student their medication.
- ◆ 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.

Forms must be filled out before any medication can be given. A signed letter from the physician is also required to be submitted to the school. A separate form must be used for each medication. If the medication is changed, a new form is required. A separate container for each medication is required.

All medication given to the student should be recorded on a medication log, which should be kept in the student's file.

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. Norwood Elementary School's Health Nurse is Mrs. Linda Griffith, RN. She is usually in our school early on Tuesday mornings each week until approximately 9:30 a.m. Please let us know if your child has a "unique" health problem(s).

STUDENTS WHO "SELF-MEDICATE":

A school cannot assume responsibility for a student who "**self-medicates.**" These students need their parents' permission to carry medication to school as they could be charged with possession of an illegal substance.

A letter from their parents giving him/her permission to self-medicate should be on file in the principal's office.

MEDICAL PROBLEMS WE NEED TO KNOW ABOUT!!!

Over the years we have effectively dealt with several medical crisis situations involving students. It is imperative that parents alert the school to particular medical problems (**allergic reactions to bee stings, other allergies, heart problems, asthma, seizures, clinical depression, fetal alcohol syndrome, etc.**) their children have. Please send a note to the school **NOW** outlining

your child's problem. Our principal will compile a confidential master listing for distribution to all staff members by the end of September.

IMMUNIZATIONS FOR SCHOOL:

Students entering school for the first time must present proof of the following before being admitted:

- I. Certified Birth Certificate from State
- II. Immunizations:
 - Polio 3 doses (including one dose on or after 4th birthday)
 - DPT 4 doses (including one dose on or after the 4th birthday)
 - MMR 2 doses (one before entering kindergarten)
 - TB Skin Test 1 test not more than 4 months prior to entering School

Students entering Norwood from another state must comply with West Virginia's immunization laws. Twenty (20) days are allowed for records to arrive from schools previously attended.

Before they are permitted to begin schooling, all kindergarten students and new students from out of state must be screened in the "**DIAL PROGRAM**" available through the county office.

All first graders are to have successfully completed a state-approved kindergarten program. Those entering school without doing so must first pass an entrance examination.

STUDENT WORK FOLDERS:

Report Cards are sent home every six weeks (except for pre-school & kindergarten which do so on a nine-week schedule) in grades 1-5. In addition, student work folders with samples of work are sent home frequently to inform parents of their child's progress. Parents are asked to review their child's work with them and then sign and return "**only the folder**" to school. Questions? Please speak with your child's teacher.

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.

TESTING OF STUDENTS: School Assistance Team Services

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 weekly every Tuesday morning beginning at 8:10 a.m. in the Title I classroom. If your child is having academic difficulty, you will be notified as soon as possible and practical.

Academic/Intelligence testing is available through the BOE for those students being identified by the “SAT Team.” We mention this service so parents wanting further information will know to call the school for details.

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.

APPROXIMATE TIME FRAMES FOR DAILY HOMEWORK ASSIGNMENTS:

Pre- School	5 minutes		
Kindergarten	10-15 minutes	Third Grade	30 minutes
First Grade	15-20 minutes	Fourth Grade	45 minutes
Second Grade	15-20 minutes	Fifth Grade	45-60 minutes

Students not completing daily homework will be given a “**reminder slip**” (part of Norwood’s T.E.A.M. Program) - after receiving five (5) reminders, the student will be required to attend “**Norwood’s Morning Reminder Room**” for one week. **T.E.A.M.** (A program to help students learn/accept responsibility for their actions) is found elsewhere in this manual.

SPECIAL 2:15 p.m. PROGRAMMING popular in years past has been **discontinued** as of the 2005 – 2006 academic school year. We have lengthened our school day by fifteen (15) instructional minutes per day for all students.

READING STRESSED:

Norwood’s staff will emphasize reading again this year by encouraging students to have library books with them at all times. Reading will be stressed during those times when students finish assignments early. Parents are asked to encourage this policy by taking a few minutes nightly for “**joint family reading**”. Several times throughout the school year, our Title I Teacher will sponsor school/parent activities which will emphasize reading. Since we are a “school-wide” Title I school, all parents and families are cordially invited to attend these activities.

RETENTION OF STUDENTS: “Notes Taken from B.O.E. Policy”

HCBOE Policy outlines that parents will be **notified by the first week in February** if their child is being considered for retention in a particular grade. A letter from the school, requesting a parent conference to discuss the child’s deficiencies and why retention may be advisable, **is mailed to the home.**

The promotion or retention of students is based on academic, psychological, social, physical and emotional development. Retention recommendations are studied very carefully with final decisions being made in June before school is over for the summer months. Also, a formal *Light’s Retention Scale* is administered to your child to determine if s/he is an “ideal” candidate for retention and whether or not s/he would benefit from retention.

Students with failing grades in two (2) or more academic subjects; demonstrating a serious deficiency in reading or mathematics skills; underachieving; having poor school attendance or consistently failing to complete assignments may be considered for retention. The responsibility for a final decision on retention rests with school officials (the classroom teacher, support teachers, and the building principal). By communicating needs in early February, the parents and school have a much greater chance to successfully address the problem with cooperative discussion about what is best for your child.

FUND-RAISING ACTIVITY PARTICIPATION:

We have minimized our fund raising projects this year and remind parents that:

1. All fund-raising activities at Norwood Elementary School are optional.
2. Money raised must be targeted to specific programs.
3. There will not be any fund-raising activities that do not appear within the following schedule

PTA:

Spirit Clothing (offered at cost)
Cookie Dough
Santa's Secret Workshop
Carnival

Media Center/Tech Team:

School Store
Two (2) Book Fairs
Magazine Subscription Renewal Program

General Account:

August Pictures
September Fund Raiser Spring Shock Walk
Spring Pictures
Occasional school dances

We are sorry, but, if you have an outstanding balance from a previous school fund-raiser, your child will not be permitted to participate in any current fund-raisers until all past due accounts have been paid in full.

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.

TEXTBOOKS AND WORKBOOKS:

All textbooks, workbooks, and supplies are provided for your child through the Special Excess School Levy. **We thank each family for their past support of the school levy, and remind you that you will again have the chance to support the levy every five (5) years.** Parents of students in Grades 2-5 are asked to sign and return the "**Free Textbook Form**" sent home to you. All forms are to list the books your child has been assigned by his/her teacher prior to the parent receiving them.

ACHIEVEMENT TESTS:

Achievement Tests are administered annually in Harrison County Schools. Parents will be notified when results have been received and are encouraged to set up a conference to discuss their child's achievement. In accordance with the federal education law, *No Child Left Behind* legislation, the state of West Virginia administers the WV WESTEST in May of the current school year. The test is administered, in accordance with federal guidelines, to all students in Grades 3 – 5.

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 throughout our community and within the school to aid your children. Please review common safety rules with your child to help prevent accidents and to make our patrols' jobs easier. **(Patrols will not be on outside posts during lunch periods)** STONEWOOD POLICE ARE AVAILABLE AT THE CROSSING ON RT. 58. THIS IS THE ONLY POINT AT WHICH CHILDREN WALKING TO SCHOOL ARE TO CROSS. School Safety Patrol Advisors are Mr. Tim Morris, Phys. Ed. Teacher; and, Dr. Ben Guido, Principal.

Posts Include:

- School Front Crossing
- Post Across from Parish Center
- A.M. Primary & Intermediate Bus Rooms
- Breakfast Room
- Bathrooms at Lunch
- Milk Cooler/Cafeteria Duty/Entrance Area/Window Cleaning/Spot Removal/etc.

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 purchase snacks after being seated in the bus room and will be dismissed by tables to visit the snack machine; and, visit the bathroom before entering the bus room. (soft drinks may **not** be purchased or consumed during school hours)
- ◆ Students are not allowed to leave the bus room once they have arrived.
- ◆ 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.
- ◆ Bus duty teachers will assign no more than two (2) students to watch for busses.
- ◆ 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 (and, building principal) 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.
- ◆ Staff members retaining a student in their room to wash boards, etc. are to personally notify the bus duty teacher. Staff members utilizing children for such chores are responsible for transportation home should the child's bus be missed.

WEEKLY READER PROGRAM:

Parents may be asked by their teacher to contribute toward the purchase of Scholastic Weekly Readers for enrichment of Norwood's Reading Program. The intention of the staff is to obtain enough copies of this publication to share **within** each grade level (not for each child to have their own copy). We encourage your support but must remind you, **such participation is strictly voluntary.**

WEB PAGES FOR NORWOOD ELEMENTARY SCHOOL AND HARRISON COUNTY SCHOOLS:

Our school has a web page! It is currently under redesign and reconstruction; but, you can access the web site as we update it for pertinent information concerning your child's school. You can also check out the web site for the Harrison County Board of Education. We are very fortunate to have Mrs. Darlean Southern to serve as our personal webmaster. You may access our school's web site at the following Internet address:

NORWOOD ELEMENTARY SCHOOL:

<http://www.geocities.com/norwoodwv/>

The Norwood Elementary School WEB page is currently under reconstruction and redesign; however, when it is completed, you will be able to access many items of interest about our school which will include our Title I plan, 5-year Strategic Plan, information about our curriculum and instructional methods, WV content standards and objectives, etc., etc., etc. Please log-on frequently!

HARRISON COUNTY SCHOOLS: <http://harcoboe.com/> and <http://wvschools.com/harrisoncounty/>

SCHOOL COLOR DAY: PTA 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).

SNACKS:

Students are encouraged to bring small snacks from home to eat during recess. There are snacks (cost is between .50 / .65 cents) available from vending machines on our stage. Milk (extra for hot lunches or for use with cold lunches) may be purchased at lunch. Soft drinks & colas will NOT be sold to elementary school students during the school day to be consumed at school.

FAMILY ASSISTANCE FUND:

Norwood has established a small fund of monies (donated by parents and businesses) that is used for family emergencies. We have helped hook up water lines, purchase medical machines/medications, clothing, dental visits, gas coupons, helped with utility bills when turn-off notices are issued, etc. The fund is separate from school monies and the school’s general account; and, it is managed by our school secretary and building principal. Families needing assistance are to call the building principal. All requests are confidential. If we are unable to assist you, we will attempt to steer you in the right direction to find someone who can help you.

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.

T.E.A.M. PROGRAM:

Norwood’s T.E.A.M. (Together Everyone Achieves More) Program is not a discipline or behavior program. It is designed to create an environment where the responsibility for learning and behavior is defined, reinforced, and internalized by students and positively rewarded by school staff. This is done through the development of school standards, units of instruction to teach the standards, and rewards for following the standards (Rewards will be identified within Norwood’s Memo). The program is designed to foster the learning process and encourage students to take an active part in their own education.

Teaching students to become more responsible has proven to assist students in the following areas:

- ◆ Better school performance
- ◆ Improved attendance
- ◆ Conflict resolution
- ◆ Alternatives to violence
- ◆ Good citizenship

T.E.A.M. is a total student program that involves all staff and reaches every family. At the end of every six-weeks' grading period, a TEAM activity will be provided for those students earning the right to participate. This may include a family-type movie with popcorn, a fun trip to the park behind the school for most of the afternoon, etc. Remember, **ONLY IF YOUR CHILD HAS AN "A," "B," or "C" in Conduct** may s/he participate in the TEAM activity. Those with a "D" or "F" in Conduct will not be permitted to participate and will remain under staff supervision to complete assigned work.

FIFTH GRADERS SERVING THEIR PEERS: Implementing T.E.A.M.

Norwood will initiate a program this year recognizing all fifth graders for assuming some level of responsibility in managing our school programming. Students may serve as patrols, media consultants, student tutors, newspaper staff, school store employees, cafeteria workers, etc. Our staff believes it important to recognize those skills of responsibility learned by our fifth graders in previous years through Norwood's T.E.A.M. Activities. We believe each of our fifth graders will enjoy serving their peers in some capacity.

DISCIPLINE POLICY: (A NOTE FROM YOUR PRINCIPAL)

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.

Assertive Discipline guidelines will be one of the topics covered with all students in the cafeteria during a group meeting on the first day of school. Teachers will, in addition, familiarize students with their individual "**Canter Classroom Rules and Operating Procedures**" on the first day.

T.E.A.M. AND DISCIPLINE POLICY CLARIFICATIONS:

PARENTS AND STUDENTS ARE ASKED TO REVIEW THE FOLLOWING POINTS CONCERNING HOW NORWOOD'S DISCIPLINE AND T.E.A.M. POLICIES COULD IMPACT STUDENT PARTICIPATION IN ANY SCHOOL ACTIVITY.

STUDENTS HAVING FIVE (5) OR MORE REMINDERS AT THE END OF THE SIX-WEEK T.E.A.M. PERIOD DO NOT QUALIFY FOR THE REWARD.

TEACHERS PREPARING FOR A T.E.A.M. ACTIVITY ARE TO CHECK THEIR T.E.A.M. CHARTS FOR STUDENTS HAVING FIVE (5) REMINDERS AS OF THE DAY OF THE ACTIVITY (THE DAY PERMISSION SLIPS GO HOME IF SUCH IS A TRAVELING ACTIVITY).

PARENTS ARE RESPECTFULLY REMINDED THAT THEIR CHILD MUST MAINTAIN AN "A," "B," OR "C" GRADE IN CONDUCT ON THEIR REPORT CARD IN ORDER TO PARTICIPATE IN ANY EXTRA-CURRICULAR ACTIVITY OR ATTEND ANY SCHOOL FIELD TRIP. IF THE STUDENT HAS EITHER A "D" OR AN "F" IN CONDUCT ON THEIR REPORT CARD, S/HE MAY NOT PARTICIPATE IN THE ACTIVITY.

IT IS NORWOOD'S BELIEF THAT WHILE A CHILD MAY BE MOST RESPONSIBLE, THEY MAY ALSO BE MOST DISRUPTIVE TO THE EDUCATIONAL PROCESS. WE CONSIDER PERSONAL RESPONSIBILITY & CONDUCT AS EQUAL REQUIREMENTS TO PARTICIPATE IN ANY AND ALL PROGRAMMING AND EXTRA-CURRICULAR ACTIVITIES.

COUNSELING SERVICES FOR FIGHTING:

We have adopted a **no tolerance policy** when it comes to student fighting. Students who physically come into conflict with one another or staff members will be suspended for the maximum allowable time under county policy **or until they & their parent(s)** meet with our counselor (who can provide the child & parent with conflict management techniques).

CONDUCT GRADES: (Given in grades 1-5)

Staff members in the above grades will cooperatively work out a grading system. Parents should see an overview of conduct policies and behavioral expectations within staff members' **"Welcome Back Letters"**.

DISTURBANCES OF THE SCHOOL PROGRAM:

West Virginia laws protect our students from school program disturbances. WV State Code expressly prohibits persons from willfully interrupting or disturbing the public schools or loitering on school property. Persons who violate these laws are guilty of a misdemeanor. Smoking on school premises during the school day is also prohibited by state law. The Stonewood Police Department and the local detachment of the West Virginia State Police are very supportive of our school and work with us on a daily basis to ensure the safety and protection of our students and staff. If you ever become aware of a potentially dangerous and/or threatening situation concerning our school, please contact the School Principal immediately.

PESTICIDE APPLICATION NOTIFICATION:

As a parent, you have the right to be notified if and when Level 3 or 4 pesticides are to be applied within our school. To receive such notification, complete the information requested on the pesticides application and promptly return it to our school office.

“CODED” DRILLS AND FIRE DRILLS:

Throughout the school year, we will conduct ten (10) regular fire drills and five (5) “coded” 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**

The purpose of these drills is to help all staff and students know exactly what to do in case of a “real” emergency. 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).

AFFIRMATIVE ACTION/TITLE II POLICY PROHIBITING DISCRIMINATION:

As required by federal laws and regulations, the Harrison County Board of Education does not discriminate on the basis of sex, race, color, religion, handicapping conditions, age and/ or national origin in employment and in the administration of any of its educational programs and activities. Inquiries may be directed to: Mr. Vic Fisher, Title IX & Section 504 Coordinator, c/o Harrison County Board of Education, Kelly Miller Building, Special Education Office, 408 E. B. Saunders Way, P. O. Box 1370, Clarksburg, WV 26302 - 1370, 624-3300, or to the U.S. Department of Education’s Director of the Office of Civil Rights, (215-596-6795).

**HARRISON COUNTY SCHOOL OFFICIALS AND WEST VIRGINIA
DEPARTMENT OF EDUCATION STAFF:**

Parents, from time to time, wish to contact Harrison County school officials and/or supervisors as well as WV Department of Education staff. If you would be so kind to contact us—your local school first—we may be able to help you. If not, we will be happy to guide you in the right direction to find someone who may be able to assist you.

HARRISON COUNTY SCHOOLS

**408 E. B. Saunders Way
PO Box 1370
Clarksburg, WV 26302 – 1370
Phone: 304.624.3300
Fax: 304.624.3361**

**HARRISON COUNTY SUPERINTENDENT OF SCHOOLS—Dr. Carl H. Friebel,
Jr.**

**HARRISON COUNTY ASSISTANT SUPERINTENDENT OF SCHOOLS—Mrs.
Susan Collins**

**ADMINISTRATIVE ASSISTANT IN CHARGE OF ELEMENTARY
EDUCATION—Mr. John T. Babyak**

**DIRECTOR OF PERSONNEL FOR HARRISON COUNTY SCHOOLS—Mr.
Jeffrey H. Moss**

**DIRECTOR OF FINANCE FOR HARRISON COUNTY SCHOOLS—Mrs. Sharon
Haddix**

**ADMINISTRATIVE ASSISTANT IN CHARGE OF SUPPORT SERVICES AND
TRANSPORTATION—Mr. Victor Gabriel**

DIRECTOR OF FOOD SERVICES—Mrs. Christine Babyak

DIRECTOR OF FEDERAL PROGRAMS—Mrs. Kay Devono

DIRECTOR OF SPECIAL EDUCATION—Mr. Victor Fisher

DIRECTOR OF SCHOOL HEALTH SERVICES—Mrs. Donna Moore, RN

DIRECTOR OF SCHOOL ATTENDANCE—Mr. James Kirby

SCHOOL BUS SUPERVISOR—Mr. Denny Stout (624.3390)

WEST VIRGINIA DEPARTMENT OF EDUCATION

**1900 Kanawha Boulevard, East
Charleston, WV 25305
Phone: 304.558.2118
<http://wvde.state.wv.us/>**

**WEST VIRGINIA STATE SUPERINTENDENT OF SCHOOLS—Dr. Steven L.
Paine**

**SPECIAL ASSISTANT TO THE STATE SUPERINTENDENT OF SCHOOLS—
Mrs. Lydia McCue**

**ASSISTANT STATE SUPERINTENDENT IN CHARGE OF CURRICULUM &
INSTRUCTION—Dr. Pamela Cain**