

**ARTHUR I. BOREMAN ELEMENTARY SCHOOL**

Student/Parent Handbook

**2018-2019**

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A.I. Boreman Elementary School

Student & Parent Handbook

2018-2019

**INTRODUCTION**

We have combined this Student Assignment Planner and our Student & Parent Handbook to help our students stay organized, to help our students and parents find information quickly, and to promote character education. The pages that follow will help you understand the policies and expectations in place at Boreman Elementary School. Please read these pages carefully so that you are well informed about the school's and county's attendance policy, grading policy, school rules and expectations, disciplinary procedures, and other important issues.

WELCOME TO A.I. BOREMAN ELEMENTARY SCHOOL

*"Home of the Bobcats"*

Those of us who work and learn at A.I. Boreman School are proud of our school, our students and staff members, our community, and our long-standing tradition of success as we strive for excellence. Whether you are a new student, returning student, parent, or staff member, you have an important part to play in helping A.I.B. continue our tradition of excellence in teaching and learning.

**As a student**, it is your responsibility to know and follow the rules of the school that have been written and are enforced to allow you to learn in a safe, comfortable, supportive school. You will also need to come to school on time regularly with a positive attitude about learning. Always do your best.

**As a parent** of an AIB student, we encourage you to become actively involved in your child's learning program and our school. Frequently talk with your child about his or her schoolwork and clearly explain your expectations for his or her behavior and work habits while at school. You have a key role in ensuring your child's success in school. We encourage you to review your child's papers daily, join our Booster Program, and attend special school functions scheduled throughout the year.

**The members of the staff** at Boreman Elementary School are committed to providing the best in quality teaching and support services. This commitment is a part of the culture at our school where all

children can learn, master basic skills for success, develop a love for life-long learning, and practice the habits of good citizenship.

**We are happy you are with us and wish you the best in this new school year.**

**By working together we will achieve great things.**

## **SCHOOL MISSION/GOALS/PHILOSOPHY STATEMENT**

### **Mission Statement**

It is our belief that all children can learn. It is our mission to provide a well-rounded education to all students and to give each student the opportunity to achieve his/her highest potential in an appropriate educational setting.

### **Goals**

To provide appropriate and effective programs and experiences for our students.

To continually encourage and expand community involvement and support for all educational programs through effective and open communication.

To provide and utilize school facilities, equipment, and services to best accomplish the mission.

To provide a continuous evaluation of programs, policies, and administrative procedures to assess effectiveness.

To secure and utilize effectively the available financial resources necessary to accomplish the mission.

To provide positive leadership, which inspires maximum effort by students, staff, and community.

### **Philosophy**

We at Arthur I. Boreman Elementary School believe that our school is a child-centered learning facility where the total education of each child is the highest priority.

We believe in establishing high expectations by providing 21<sup>st</sup> century skills curriculum and instruction that is relevant, engaging, and rigorous to prepare students for a successful future.

We believe a well-rounded student needs a variety of opportunities for the development of intellect, fine arts, health & wellness, psychomotor skills, and socialization.

We believe all children can and must learn.

We believe the school, family, and community are all crucial in the development of a student's full potential.

We believe students learn at different rates, with different styles, and with recognizable stages of development, and student accomplishments are highly valued.

We believe oral, written, and electronic communication is important on all levels

We believe education fosters independence, moral character development, personal satisfaction, and enjoyment of life.

### **ABSENCE FOR LEAVES OF EDUCATIONAL VALUE**

Absence for leaves of educational value will only be excused when requirements 7a-f of Tyler County Schools Policy **JF** have been followed. A written request for a leave of educational value **MUST** be presented to the principal no later than ten (10) calendar days **PRIOR** to the first day of the leave. The request will be presented to the School Attendance Committee for consideration and action. Members of the School Attendance Committee will be responsible for listing the objectives to be accomplished during the leave and will determine how completion of those objectives will be verified upon the student's return to school.

### **ADMISSION REQUIREMENTS - IMMUNIZATION AND CERTIFIED BIRTH CERTIFICATE**

All students entering Tyler County Schools for the first time will be required to have on file at the school, **before** attending: all state required immunizations and booster shots; as well as a certified birth certificate with raised seal, provided by the state department of vital statistics, in which the child was born. Only students entering school from out of state or country, or foster children will be given a 90-day grace period for obtaining these records.

### **ALCOHOL/DRUGS/TOBACCO**

**TYLER COUNTY POLICY:** JS states that a student shall not possess, use, or supply to another person a narcotic drug or controlled substance on school premises, at school-related functions, or on a school bus. If a student attempts to supply to another person any item, which by virtue of its shape or design gives the appearance of an illegal substance and the student identifies it as such, the consequences will be the same as if it were a controlled substance. A student who violates this policy shall be suspended for ten (10) school days and recommended to the Superintendent for expulsion. A student shall not supply a prescription drug to another person on school premises or at a school-related activity. A ten (10) school day suspension and recommendation for expulsion, pending a hearing, will be the result. A student may not possess, use, or supply alcohol on school premises, at a school function, or on a school bus. A ten (10) school day suspension and recommendation for a long-term suspension, or expulsion, to the Superintendent will be the result. The possession or use of any tobacco product by students shall be prohibited on school property. Possession of tobacco during the school day will result in 5 days of

detention. Use of tobacco during school hours or at school functions will result in a three (3) day out-of-school suspension for the first offense.

## **ANNUAL NOTICE – SCHOOL ASBESTOS PLAN**

It is required annually to notify the public of an existing asbestos plan in force within all facilities throughout the Tyler County School System. This includes Boreman School. AIB functions under regulations set forth by the AHERA Act of 1988, and its mandated scrutiny by the certified inspector. A school-wide re-inspection report is written every three years after an extensive examination of the building. All schools, as well as the Board of Education offices, are in total compliance with all asbestos regulations.

## **ARRIVING LATE/LEAVING EARLY**

Students arriving late to homeroom after 8:05 a.m. will be considered tardy. Habitual tardiness will be cause for referral to the attendance director. Students arriving after 11:20 a.m. will be charged with one-half day absence. Students leaving prior to 11:20 p.m. will be charged with a one-half day absence. Students needing to leave school prior to dismissal at 3:00 p.m. must present a note to the principal or teacher explaining the reason. No student will be released to anyone other than the parent/guardian, unless specifically stated in the note of request and signed by the parent/guardian, or except in an emergency. Due to the possibility of congestion and safety problems caused by cars and buses in front of the building, parents picking up students are not to park in front of the school when picking up children at 3:00 p.m. Parking spots are available in front of the school. Parents must sign children in when they bring them to school and must sign them out before they can be released. If you know you are picking up your children send a note so we can have them ready and waiting at the front of the school. Due to the classroom adjustments necessary to prepare a student for early release, students will be released at the time indicated on the note/phone call request and not before. Excusable reasons for early release are spelled out in the attendance section of this handbook. Please do not make a habit of picking up your child before 3:00pm just to “beat the buses”. This is a violation of WV school law mandating specific amounts of instructional time. Your cooperation is needed. If you need to send your child somewhere other than their regular drop off, you must send a note, **only in case of emergency can we issue a bus pass over the phone.**

## **ASSEMBLIES**

Assemblies are planned periodically as special events to enrich the academic experience. There is often a significant investment of time and money in preparation for an assembly program. During an assembly, the conduct of the student body is a determining factor whether future assemblies will continue to be held. "Assembly behavior" requires special attention to etiquette and good citizenship. Unacceptable conduct would include the following: whistling, uncalled for clapping, yelling names, excessive talking, etc. Students not conducting themselves according to "assembly behavior" will be removed from the assembly and be denied the privilege of attending future assemblies. Students will be called via P/A to all assemblies. Students will be seated in their designated gymnasium section. Saving seats is prohibited. Participation: Students can be denied the privilege of attending assemblies as a disciplinary action based on classroom or school rule violations.

## **ATTENDANCE/INCENTIVE PROGRAM**

Regular attendance is a vital factor in school success and is a responsibility shared by the school, students, and parents. In all cases of absence, whether excused or unexcused, it is the responsibility of the parent to send a signed note to the school the day of return explaining the reason for the absence. See "School Day" for specifics.

Students shall be afforded maximum of 5 guardian excuses per semesters. All other absences from school during the semester will require written verification of medical need of absence from a doctor. Absences due to school related activities (as approved by the principal) are not to be counted when enforcing this rule.

State Board Policy 4110 and Tyler County Board Policy: JF clearly defines what is acceptable as excused and unexcused absences. State, county, and school procedures concerning attendance will be followed exactly. A copy of the Tyler County Board Policy: JF will be sent home with each student at the beginning of each year. Parents need to review this policy for changes and updates.

K-5 EXCEPTION: If a parent requests that his/her child not attend a specific school-wide activity (i.e., Halloween activities), that student may be excused from school without being counted as absent, if all conditions are met in TYLER COUNTY POLICY: JF. This information must be requested from the principal.

### **Attendance incentive program offered at A.I.B.**

Perfect Attendance Drawing - Any student with perfect attendance at the end of the school year will have their name placed in a "hat". One girl's name and one boy's name will be drawn. Winners will receive a new bicycle compliment of our School Day Plus Program.

In accordance with state policy students will receive perfect and faithful attendance certificates.

### **BULLYING/HARASSMENT/INTIMIDATION**

Students will not bully / intimidate / harass another student. "Harassment, intimidation or bullying"

means any intentional gesture or any intentional written, verbal or physical act or threat that:

A. a reasonable person under the circumstances should know will have the effect of:

- (1) harming a student;
- (2) damaging a student's property;
- (3) placing a student in reasonable fear of harm to his/her person;
- (4) placing a student in reasonable fear of damage to his/her property;

or

B. is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening or abusive educational environment for a student.

### **BUS PASSES/CONDUCT**

The principal, secretary, or teacher can write a bus pass for a student if written permission by parents has been submitted. The following information must be included in the parental request: parent/guardian's signature, bus number, residence location (including person's name) and date. **Parental telephone requests for bus passes will be granted only upon emergency circumstances.**

The West Virginia code and regulations of the West Virginia Board of Education set forth, among others, the following regulations concerning pupils who are transported on school buses.

- The bus operator is in full charge of the bus and pupils and any other passengers. Passengers must obey the operator promptly and respectfully.
- The right of the pupils to ride the bus is contingent on their good behavior and observances of these rules.

### **BUS SAFETY**

The most dangerous part of the student's school day is time spent waiting for and on the school bus. West Virginia school bus operators are the best trained and tested in the nation. Their mission is to transport students in the safest manner possible. To accomplish this, the students must be taught to follow and obey all rules and regulations set forth by the State and the Tyler County Board of Education. Below you find a list of the "Regulations for Pupils Transported in School Buses." In addition, parents and students are reminded that radios, CD Players, MP3 Players, cell phones and headsets are not allowed on school

buses.

### **Responsibilities of Parents:**

Parents shall provide written guidance regarding any special care a student may need while riding the bus.

Parents shall provide supervision at all bus stops until the bus arrives.

### **Responsibilities of Students:**

Students shall walk on the left side of the road facing traffic.

Students shall follow the school bus operator's/aide's instructions at all times.

Students shall wait on the bus at the designed stop in an orderly manner.

Students shall be responsible for vandalism that occurs on a seat in which they ride.

Students shall board the bus in an orderly manner.

Students shall keep the bus clean by not eating and drinking in the bus except when medically necessary.

Students shall change seats only with permission of the school bus operator when the bus is not in motion.

Students shall avoid unnecessary conversation with the school bus operator.

Students shall keep heads and arms inside bus windows at all times.

Students shall report any open exit or released hatch to the school bus operator immediately.

Students shall provide enrollment information to the school bus operator.

Students shall not:

Students shall not ride in step well or forward of front row seats.

Students shall not stand while bus is in motion, at any time a seat is available.

Students shall not throw, or pass, any object of any nature into or from the bus through a door or window.

Students shall not use profane or obscene language.

Students shall not open emergency exits, except during emergencies, unless directed by the school bus operator.

### **Student Conduct on School Buses:**

Tyler County students have a right to be transported to and from school in a safe and efficient manner by means of a public school bus. School officials have responsibility for students' safety and welfare from the time they board the bus or arrive at school until they are returned to their designated bus stop. Every

student's right to ride a school bus, however, also requires him or her to observe and follow all bus rules.

Students will receive a copy of the bus rules from the bus operator. The bus operator will review those rules with students annually during the first week of school.

Bus operators will enforce the rules fairly and consistently. Violations shall be reported to the Transportation Director and, if warranted, the student will be suspended from the bus for a specified period of time. Reinstatement shall be granted when the student has reached an understanding of acceptable behavior. A conference with the student's parent(s) or guardian(s) may be required to restore bus-riding privileges.

All students enrolled in West Virginia public schools shall behave in a manner that promotes a school environment that is nurturing, orderly, safe and conducive to learning and personal-social development.

Students shall help create an atmosphere free from bullying, intimidation and harassment.

Students shall demonstrate honesty and trustworthiness.

Students shall treat others with respect, deal peacefully with anger, use good manners and be considerate of the feelings of others.

Students shall demonstrate responsibility, use self-control and be self-disciplined.

Students shall demonstrate fairness, play by the rules, and will not take advantage of others.

Students shall demonstrate compassion and caring.

Students shall demonstrate good citizenship by obeying laws and rules, respecting authority, and by cooperating with others.

## **CANCELLATION OF SCHOOL/EMERGENCY CLOSINGS**

Cancellation of school takes place only during circumstances such as extreme weather, equipment failure, or public crisis. The school board and administrators are aware of the hardship, which can be caused by an abrupt cancellation. Therefore, school will not be canceled unless a significant safety risk has been created by unusual circumstances.

Every practical means is used to notify parents of a cancellation including School Messenger, radio, TV and newspapers. In the unusual circumstance where school must be canceled during the school day, each student should know where to go if the parent will not be home. Please do not call principals or teachers at home. Watch or listen to the local news. All school related activities / practices are canceled if school is not in session due to cancellation.

Parents should have a plan in place so their children will know what to do in case of emergency early closings of school. It is advisable to provide a written copy of this plan to your child's teacher. Keep them informed of changes.

## **CARE OF FACILITY**

We have a beautiful facility, which belongs to you and the other citizens of Tyler County. It is each of our responsibilities to ensure that it is appreciated and cared for. Vandalism will not be tolerated and will be dealt with harshly.

## **CHANGE OF ADDRESS/TELEPHONE**

It is very important that every student maintains an up-to-date address and telephone number record at the school office. Notify the school secretary immediately if you have a change of address or telephone number during the school year.

## **CHARACTER EDUCATION**

In accordance with county and state policy our school facilitates a character education program that promotes the “Six Pillars” of character.

Trustworthiness

Respect

Responsibility

Fairness

Caring

Citizenship

One pillar will be designated every six-week grading period and then reinforced throughout the school environment. Activities and lessons will be planned to support the understanding and fostering of each pillar.

## **CHEATING**

Cheating is a serious compromise of a student’s integrity and will not be tolerated. The punishment for cheating will be determined by the school discipline policy. If any further measures need to be taken, it will be referred immediately to the principal. Any student having difficulty with any assignment should make the effort to discuss the problem with a teacher. Copying work or cheating will not prepare a student academically.

## **CHEMICAL TREATMENT FOR INSECTS AND PESTS**

Please be advised the Tyler County Board of Education contracts out pest and insect infestation treatment to a licensed pest control contractor. Building treatments occur during the summer months and when necessary during the school year. No pesticides are ever used when children are on school grounds.

If you wish to be informed of any chemical used to treat for pest infestation and/or any treatment during the school year, please contact your child's school. A pest control management notebook is kept at each school's office for public information disclosure.

## **COLLECTION OF DEBTS**

Any debt to the school incurred by a student will be recorded as soon as the debt is incurred. The records of a student will be held if the student has a debt to the school for lost or damaged textbooks, instructional materials or equipment, lost or damaged library materials (i.e. if you checked it out, you are responsible for it), fund raising merchandise or money not returned, damages to school property or buildings, or any other debt deemed to be legitimate by the principal.

## **COMMUNICATION / ELECTRONIC DEVICES**

In order to maintain an appropriate and effective school environment, communication/electronic devices shall not interfere with the daily educational process.

For the purpose of this policy, communication/electronic devices are defined as cell phones, pagers, cameras, camera phones, flashing devices or any other device powered by electricity/battery that has the potential to cause distractions from and/or interruptions to the daily educational process and safe transportation of students.

The use and/or display of communication/electronic devices will be prohibited during the school day. This applies to students riding school buses at any time. These communication/electronic devices may be used with the prior approval of the school principal when their intended use relates to an educational or medical purpose, or with the approval of the school bus operator to arrange parental pickup times, if an unanticipated change in schedule occurs in route.

A violation of the Communication/Electronic Devices Policy will result in confiscation by the principal or bus operator, and possible suspension from school, or from the bus, depending upon where the offense occurred.

If a student is caught using a cell phone during school, and there is reasonable suspicion that a school violation or criminal act has occurred, their phones may be searched. These suspicions may include, but are not limited to, texting school work or test questions to other students, taking inappropriate photographs, or making contact for distribution of a controlled substance.

## **COVERING TEXTBOOKS**

Textbooks are purchased with local tax dollars and therefore belong to all of us. For that reason, all textbooks that are not consumable (thrown away at year's end) are to be covered for their protection. Students are responsible for acquiring and maintaining this covering throughout the school year. Teachers will establish deadlines at the beginning of the year in which these books are to be covered. If a child does not complete the covering of all textbooks within these reasonable timelines, some sort of predetermined discipline will be assigned. Book covers are available in the school office for a nominal fee. Brown paper grocery bags are acceptable.

## **CYBERBULLYING**

Cyberbullying in schools is relatively new, paralleling the proliferation of electronic communication devices. Just like traditional bullying, cyberbullying can continue off campus. Courts generally agree that school districts are within their legal rights to intervene in cyberbullying, even if initiated off campus, if those incidents result in a substantial disruption of the education environment. Bullying and cyberbullying can persist at any time of the day or week and be broadcast to a much larger audience.

Students must follow three basic rules:

1. Any student who uses a school-provided communication device (including a computer) or computer network (a) with the intent to intimidate, harass, or coerce another person, or (b) to use vulgar, obscene, profane, lewd or lascivious language to communicate such harassment, or (c) to threaten an illegal or immoral act shall be subject to school disciplinary procedures.
2. Any student who uses a personal communication device on school grounds or at a school related function (a) with the intent to intimidate, harass, or coerce another person, or (b) to use vulgar, obscene, profane, lewd, or lascivious language to communicate such harassment, or (c) to threaten an illegal or immoral act shall be subject to school disciplinary procedures.
3. In any instance in which cyberbullying creates a climate of fear and/or causes a substantial disruption of the work of the school or impinges on the rights of other students, the person committing the act shall be subject to school disciplinary proceedings.

Any violation of these regulations shall result in the loss of computer-system privileges and may also result in appropriate disciplinary action, as determined by Board policy, or possible prosecution through the judicial system.

## **DISCIPLINE**

Students are to obey all school rules and policies listed in this handbook as well as all classroom rules posted in each room.

**Classroom Rules** - Rules for behavior in each classroom will be established by the teacher as well as consequences to these rules if they are not followed. These rules and consequences will be posted in each classroom visible for all students. These rules will be discussed with each class so there can be no misunderstanding of the teacher's expectations. These rules should contribute to an orderly learning environment. Disciplinary infractions may result in a student losing certain privileges, detention, in-school suspension, out-of-school suspension, or expulsion.

If a student receives "in-school suspension", a reasonable attempt will be made to notify the parents immediately. In-school suspension restricts the student from attending the regular classes. Reasons for in-school suspension can be, but are not limited to: excessive detention, excessive absenteeism, excessive tardiness, mild cursing and improper conduct or dress. Students will continue class work and be responsible for all assignments.

If a student receives "out-of-school suspension", a reasonable attempt will be made to notify the parents immediately. If a student's actions warrant out-of-school suspension, it may be necessary for the parents or guardian to pick the student up from school.

Any student who has been suspended from school is barred from participating in or attending any school function. The student will be readmitted to school only after a satisfactory conference has been held with the parents and the principal. Actions warranting out-of-school suspension can be, but are not limited to: use of any tobacco product, fighting, disrespect toward a teacher, behavior endangering the welfare of students and teachers, and disregard to any county policy that warrants out-of-school suspension.

## **DISCRIMINATION PROHIBITED**

As required by federal laws and regulations, the Tyler County Board of Education does not discriminate on the basis of sex, race, color, religion, handicapping condition, marital status, or national origin in employment or in its educational programs and activities. Inquiries may be referred to Patricia Feldmeier, Title IX Coordinator, Tyler County Board of Education, Box 25, Middlebourne, WV 26149 telephone number 758-2145, or to Melinda J. Walton, Section 504 Coordinator, Tyler County Board of Education, Box 25, Middlebourne, WV 26149, telephone number 758-2145, or the Department of Education's

Director of the Office for Civil Rights.

### **EMERGENCY DRILLS**

Fire drills are conducted a minimum of ten times per year. Detailed escape plans are posted inside of each classroom. The school has a site-based crisis management plan in place and practices drills throughout the school year.

### **EMERGENCY INFORMATION**

In case of an emergency each student is required to have on file at the school office the following information:

- Parent(s) or guardian(s) name(s).
- Complete and up-to-date address.
- Home phone and parent(s) work phone.
- Emergency phone number of a friend or relative that will assume temporary care of the student if the parent cannot be reached.
- Physician's name and phone.
- Medical alert information.

### **EXCLUSIONS FROM ANNUAL CLASS TRIPS**

Students will be eligible to participate in the annual grade level class trip if the following criteria are met (this information was shared with your child at the beginning of the school year):

- The student has not been suspended from school. If the student has served an OSS (out-of-school suspension), the principal and responsible teacher(s) will review their discipline record jointly, and a determination will be made on their participation with the trip.
- The student shall not have been assigned ISS (in-school-suspension/time out) on more than 3 occasions. On the fourth, the principal and responsible teacher(s) may consider the student for eligibility after a joint review of the disciplinary record.
- The student shall not have missed more than ten (10) days of school. Exceptions can be made in cases of extreme illness, doctor's excuses or extenuating circumstances.

### **EXPECTED BEHAVIOR**

Expected Behavior in Safe and Supportive Schools - Policy 4373 addressing student behaviors and consequences can be found on the county website at <http://tylercountysd.schoolinsites.com/> and a copy is also kept in each school library. If you would like to have a written copy, please send a written request to the school. Due to the large number of pages that this policy contains, it is financially infeasible to print the policy in the handbooks.

### **EXTENDED DAY PROGRAM**

An EXTENDED DAY CARE/ENRICHMENT PROGRAM is offered to all A.I.B. students when funding is secured. Number of days per week and the hours of the programs vary from year to year and funding source to funding source. This program is divided into two parts:

Extended Day Enrichment: Students will participate in a variety of enrichment classes. Involvement is based upon advance sign up. There is a nominal charge for these activities. Each month a calendar is prepared and distributed to the student body by the program coordinator.

Extended Day Care: This service is offered with a fee based upon family income figures. These figures will be advertised and information sent home to parents at the start of the school year.

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

Federal laws are specific about what and how educational records and information may be collected, maintained, and disclosed. In summary those rights are:

1. Both parents may inspect their child's educational records unless denied by a valid court order.
2. Parents may seek to amend records for just cause upon written request.
3. Consent for disclosure of information (other than directory information) must be obtained unless records are disclosed to school officials, law enforcement or social service agencies, or officials from the state or federal departments of education.
4. Directory information may be disclosed without consent unless parents deny disclosure of directory information in writing according to Tyler County Policy JAD.

Complaints alleging violations of FERPA regulations may be filed with the WVDE or the USDE.

## **FIGHTING**

Fighting is strictly forbidden in the school or on school property. This includes evening extracurricular events. Breaking this rule will result in an immediate and automatic suspension from school and a conference with the student's parents.

The Principal will attempt to determine if one or the other student involved, was the aggressor. If an obvious one-sided fight cannot be determined, both students will be suspended

## **FOOD SERVICE/CAFETERIA RULES**

Our breakfast and hot lunch program is computer based. Each student is assigned a number. If they eat breakfast or lunch or both, the meal is recorded by a computerized record system. Extra milk may be purchased. Juice is available only to students with a doctor's excuse stating a milk allergy.

Good behavior, proper eating habits and good manners will be maintained in the lunchroom. Our cooks take pride in the meals they prepare and in turn our respect and consideration is a must. Cafeteria rules of conduct will be communicated to all students on the first day of school.

## **GRADING POLICIES**

State Policy 2510 establishes a uniformed grading scale for all county school system.

The approved academic scale for Arthur I. Boreman Elementary is:

A = Excellent	90-100
B = Above Average	80-89
C = Average	70-79
D = Below Average	60-69
F = Failure	0-59

"No Name" Penalty In an effort to teach responsibility and organization to our students, all assignments must be turned in with the student's name written atop each paper. A penalty of five (5) percentage points

will be assessed to any student's work that is "nameless". All teachers will follow this school-wide policy.

**Progress Reports** Mid-term progress reports for all students in grades 1-5 will be sent home 2 weeks after each report card is issued. Progress reports are not sent home during the first or last grading periods.

## **GENERAL SCHOOL RULES**

Every individual is entitled to safety, courtesy, and consideration in relationships with fellow students and school staff. Mutual respect is required to ensure a safe and enjoyable school climate. There are only a few special areas, which require the application of very special rules. The following types of conduct are never permissible:

- Fighting/Physical Altercation
- Defiance or disrespect of school staff
- The written or spoken use of profanity or vulgarity
- Refusal to prepare assignments or participate in class.

**General School Rules Continued: the following types of conduct are never permissible:**

- Possession of weapons or other dangerous objects
- Possession or use of tobacco
- Possession or use of any controlled substance
- Gambling
- Vandalism

## **GUM**

**Gum is not permitted at school.**

## **HEALTH & WELFARE INSPECTIONS**

### **(Locker Searches)**

If something unusual or suspicious comes to the attention of a school employee, the principal will be notified immediately. Individual or mass locker searches may be done to guarantee the safety of all students and school personnel.

The use of lockers is a privilege that is granted to student by the Board of Education, it's not a right.

## **ILLNESS OR INJURY**

In case of illness or injury a member of the school staff will care for a student temporarily. School personnel will render first aid treatment only. If emergency medical treatment is necessary, the parents will be contacted. If parents are not available, the student will be taken to the emergency room at the hospital. The Emergency Squad will be used when deemed necessary. Remember, an emergency telephone number where parents can be reached and the name and telephone number of the student's family doctor must be on file at the school.

## **INTERNET USE POLICES**

Students at Boreman School will from time to time be exposed to the Internet. ALL students who access the Internet MUST have a signed Acceptable Use Policy (AUP) on file at the school prior to use. Both the student and parent must sign this Acceptable Use Policy. Students are not to access web sites of questionable nature. If this occurs accidentally, the child is to immediately turn off their monitor, raise their hand, and notify their teacher. At no time is a student permitted to access the Internet without specific teacher permission and supervision. Violations of prescribed Internet use will result in temporary or permanent loss of privilege.

## **LIBRARY**

Students are scheduled for classes in the library each week. During this time, the students check books out of the library, receive instruction on locations of materials and how to access and use the materials. Students are allowed to check one book at a time out of the library. An exception is made for any special events such as research projects.

There is no fine for overdue books. If students have an overdue book, they are reminded during their scheduled class period in the library. They are expected to return the book promptly. Lost books must be paid for. No food or drinks are allowed in the library by students before, during, or after school.

## **LOST AND FOUND**

Students who find lost articles are asked to take them to the office where they can be identified and claimed by the owner. Students should check regularly if they have something missing.

## **MAKE-UP HOMEWORK REQUESTS**

In all cases of absence, whether excused or unexcused, it is the student's responsibility to make up work that he/she has missed during the absence. Each student is responsible for obtaining all assignments from their teacher(s).

The student will receive three (3) calendar days to make up work for the first day missed, and one (1) additional day for each consecutive absence thereafter. There may be no withholding of credit and/or grades unless the student, after given an opportunity to make up the work, fails to do so. A parent may request and pick up make-up work for students who will miss an "extended" period of time.

### **MEDICATION**

As per WVDE Policy: 2422.8 School personnel only when provided a written prescription from a doctor can administer medication to a student. This document must specifically designate that school personnel at school can administer the medication. Medication to be administered during school hours must be labeled with the name of medication and a note that includes the following information: Medication name, dosage required, time to be given, time of last dosage given. If this information is not included, the medication will not be given.

Parents who forget to send needed medication to school put the child and school at risk. Repeated situations will be cause for the principal bringing the student home.

### **MENUS**

The daily menu for our school lunch program is determined by our cooks and approved by the Food Service Director. The menu is included in the monthly newsletter and is also published in the local newspaper on Wednesdays. Every effort will be made to send home monthly menus for breakfast and lunch offerings.

This institution is an equal opportunity provider

### **MISCELLANEOUS "DONT'S"**

Public display of affection, smoking on school property, obscene language or patches, disrespect toward school personnel or property will not be tolerated. Parents will be notified if deemed necessary. Radios, skateboards, games, pocket knives, tape/CD players, cell phones, any toys brought from home, etc. are contrary to the learning environment and are not permitted at school. Such items will be subject to confiscation.

## **OUTSIDE AGENCIES RIGHT TO QUESTION STUDENTS**

Parents / guardians need to be aware that outside agencies such as the State Police, Tyler County Sheriff's Department, Department of Health and Human Resources (DHHR), and not limited to these listed few, are given legislative power to enter a public school for the purposes of questioning children. This may be with or without prior parental knowledge. School personnel may or may not be permitted to sit in on the meeting. This is the prerogative of the outside agency and/or child involved. By law, the school cannot forbid this meeting from occurring, and is not required to notify the parents of its occurrence. The outside agency is required to notify the parents if such a meeting does take place.

## **PARENT INVOLVEMENT**

Arthur I. Boreman Elementary School considers parent volunteers as a very special resource. Parents are encouraged to help in all classrooms, programs, and extracurricular activities. Please call the office if you have time or skills you can share to make our school a better place for students to learn and grow. The volunteer program is administered by a parent coordinator.

## **PARENT-TEACHER CONFERENCES**

Parents are encouraged and welcome to come to school to talk with their child's teachers; however, we ask that you telephone to arrange a mutually agreeable time for the conference to occur. Formal school wide conferences may be advertised and held once per semester depending on the school calendar.

## **PERSONAL APPEARANCE**

Parents are asked to take a good look at their child as he/she leaves for school. Student's clothing should be appropriate and clean. All students are required to wear shoes for health reasons. Shorts may be worn in warm weather if they are of an appropriate length. Halter-tops must be covered with a shirt or blouse. Fish net shirts must be worn with a shirt or blouse underneath of it. No hats are to be worn inside of the building by either boys or girls. Flip-flops and thongs are a safety and health concern. They are not to be worn. Sandals that have ankle straps are permitted. Tennis shoes (sneakers) are to be worn during physical education class. Parents of PK, kindergarten, first, and second grade students, are asked to place your child's name on each clothing article (inside of the clothing), like raincoat, boots, heavy coats, etc.

## **RACIAL, SEXUAL, RELIGIOUS/ETHNIC HARASSMENT OR VIOLENCE**

The Tyler County Board of Education prohibits any form of harassment or violence on Board of Education property or at any school sponsored event, regardless of where such event might occur. It shall be a violation of Tyler County Board of Education policy for any student, volunteer, outside group or third party using school facilities, or employee of the Tyler County School District to harass a student, any person or an employee through conduct or communication of an inappropriate nature as defined by Tyler County Policy: GH. A copy of this policy is available at all school/work locations. Any person who believes he/she has been the victim of harassment or violence should report the alleged act(s) immediately to an appropriate school official.

## **RELEASE OF RECORDS**

Tyler County Schools' commitment to its educational mission and to the students and society it is obligated to serve demands that it maintain various records. No educational records will be maintained that are not directly related to the basic purpose of education in Tyler County Schools. All policies and practices governing the collection; maintenance, review and release of records will be based upon the principles of confidentiality and the student's right to privacy, consistent with the Family Educational Rights and Privacy Act of 1974. The policy governing the type of records, maintenance, authorized access of records, student access, release of student records, amending student records can be found in Tyler County Schools Policy JO, JOA and JOAB.

## **RELIGION IN THE SCHOOL**

The following procedures will be followed by the staff at A.I.B. as they relate to Tyler County Policy: JL:

### **Religious Literature**

All non-curricular literature, in any form, must have prior approval of the principal before being advertised, distributed, and/or displayed in school. Approved non-curricular literature will be placed in a conspicuously designated place within the secretarial area, by the principal. Distribution will occur upon student request. From time to time, the principal may deem it necessary to require a signed parental note of request.

### **Access to School Facilities –Religious Clubs**

Formal clubs do not exist at Arthur I. Boreman Elementary School. Therefore, with the exception of Student Council, no curricular and/or non-curricular clubs will meet during the school day. This includes religious and/or anti-religious clubs.

### **Religious Student Attire**

Religious attire may be worn at school if the garment(s) meet the following standards:

- The garment(s) do not distract from the learning process.
- The garment(s) do not contain any other element that violates other student attire restrictions as defined in this student handbook.

The principal must be furnished with prior notification of any garment(s) that are to be worn as a requirement of a particular religion. This notification must include appropriate documentation from that specific church's clergy, as in fact the wearing of this garment(s), is a requirement of their religion.

### **Released Time**

As per Tyler County Board of Education Policy: JED, off-premises religious instruction and/or a particular religious event or holiday, that cannot occur before or after the school day, will be counted as an excused absence, within the attendance records of involved students. Parental notification to the principal must precede this absence. The principal reserves the right to verify authenticity of, and attendance at, the event in question, as deemed necessary.

## **SAFE & PRODUCTIVE SCHOOLS**

TYLER COUNTY POLICY: JP states that providing a safe and drug-free school is the cornerstone for achieving a world-class education. Thus, the Board of Education shall be responsible for adopting policies that will help ensure that its schools provide a safe, vibrant learning environment in which students and staff respects each other. It is essential that parents, students, school personnel, communities, and business work together to develop and maintain a well-disciplined learning environment and associated discipline plan. These plans shall address behavioral expectations, consequences for inappropriate behavior, and a continuum of alternative educational settings for students who need to be removed from the "regular" school environment.

## **SCHOOL DAY**

The school day runs from 8:05 a.m. until 3:00 p.m. Students report to homeroom at 8:05 a.m. Students are to arrive no earlier than 7:45 a.m. and are to be signed in at the main front door only. Students will remain in their homeroom until their bus is called for dismissal.

## **SCHOOL INSURANCE**

School insurance will be offered at the beginning of each school year. Parents are encouraged to take advantage of this service due to the cost of medical care. If you do not have insurance, the school assumes no responsibility whatever in case of an accident either during the regular school day or during the extracurricular activities.

### **SCHOOL SPIRIT**

School spirit may be divided into three categories:

- Courtesy--Toward teachers, fellow students, and the officials of school athletic activities.
- Pride--In everything our school endeavors to accomplish and has accomplished.
- Sportsmanship--The ability to win and lose gracefully. School spirit means loyalty to all functions of the school.

A loyal student supports his/her school and does his / her utmost to keep his/her scholastic and activity standards at the highest possible level.

### **SEARCH & SEIZURE**

TYLER COUNTY POLICY: JQ states that the Board of Education respects the right of students to individual privacy and shall uphold that right. At the same time, it is the Board's responsibility to maintain a safe school environment for all students and staff. Thus school officials shall conduct searches: property, personal, canine, vehicle, and metal detection, if they have reasonable grounds to believe that the search will reveal a violation of school rules or produce evidence of some unlawful activity. Searches by school officials do not require a search warrant. Searches will be random and unannounced and may occur throughout the year of student lockers, desks, and any other targeted areas within the school. These areas are to be considered "public" and not "private" property.

### **SOLICITATION**

Students are not to be solicited for money unless the principal has approved a project. No sale of items is to be conducted at the school by students for community drives.

### **SPECIAL EDUCATION - RIGHTS OF PARENTS**

- Right to inspect and review educational records and procedures for access.
- Right to seek amendment of records and procedures for doing so
- Consent to disclosures
- File a complaint with USDOE
- Criteria for determining who constitutes a school official and what constitutes a legitimate educational interest.

- Procedure for disclosure without consent to official of another school district in which student seeks enrollment
- Notice provided by any effective means; provisions for LEP and disabilities.

### **STUDENT INSURANCE**

School accident and dental insurance is available to all students. School insurance plans may only be purchased at the beginning of each school year by returning the application and payment directly to the insurance provider. **Insurance applications are not to be returned to the school.** Parents and guardians should give due consideration to purchasing school insurance.

### **SUPPORT FOR PERSONALIZED LEARNING**

The West Virginia Support for Personalized Learning (SPL) framework is a state-wide initiative that suggests flexible use of resources to provide relevant academic, social/ emotional and/or behavioral support to enhance learning for all students. Detailed information is available at <http://wvde.state.wv.us/spl/>

### **STUDENT DIRECTORY INFORMATION**

Consistent with federal and state regulations, Tyler County Schools shall release directory information, upon request, to various media, Armed Services recruiters, or the Mountaineer Challenge Academy.

“Directory information” includes the following information relating to a student: the student’s name, address, date of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and / or the most recent previous educational agency or institution attended by a student.

Any parent of a student under the age 18 or any student 18 years of age or older may prevent the release of this information in whole or in part by contacting the school’s guidance counselor, principal, or Superintendent to request the required refusal form and return it with appropriate signature(s). Parents will have a maximum of fifteen (15) calendar days after publication of this notice to remove their child’s names from the directory.

Directory information on students who have completed at least one semester of their junior year may be released to Armed Forces recruiters. However, only a student’s name and mailing address will be made available, if requested by authorized recruiters.

Refusal forms must be completed and returned to the building Principal or counselor by September 20 of each school year.

## **STUDENT DRESS CODE**

**TYLER COUNTY POLICY:** JK states that the Board recognizes that students are entitled to free speech under the First Amendment of the U.S. Constitution, which may extend to choice of attire as matters of expression. However, this constitutional right is only protected if a student's personal appearance does not disrupt the educational process, infringe on the rights of others, endanger the health and safety of oneself or others, or violate federal, state, or local laws. Due to the potential for disruption or expressions of vulgarity, the following types of clothing shall not be permitted: displays of obscene, lewd or vulgar comments or designs; messages directed toward or intended to harass, threaten, intimidate, or demean an individual or group; advertisement of alcohol, tobacco products or illegal drugs; insignia used as a means of gang identity; any word, message, or design that could reasonably be interpreted to have a sexual connotation. A teacher, sponsor, or coach responsible for a school group making public appearances may insist on a more-strict adherence to the dress code regulations with the principal's approval.

## **STUDENT RECOGNITION CRITERIA**

### **Math Field Day**

Each spring, fourth and fifth grade students participate in the Tyler County Math Field Day Competition. These students are given a basic math skill test. From this test, the nine top scorers at each grade level are chosen for the Math Field Day Team that represents Boreman Elementary School. Two alternates at each level are also chosen in the event that a member of the regular team is not able to participate in the county competition. It is an honor to be a member of this math team. County winners go on to regional competition.

### **Social Studies Fair**

Any student in fourth or fifth grade is invited to participate in the Social Studies Fair. Participation provides a valuable learning experience in choosing a topic, researching, preparing a visual display and public speaking. There are three levels of competition: school, county, and state. Each level becomes more refined, competitive, and exciting. Students in fourth or fifth grade who are interested in participating in the Social Studies Fair need to be thinking of a topic early in the school year. Students can work alone, in pairs, or an entire class can work together.

### **Achievement Banquet**

The following criteria will be used to calculate fifth grade student eligibility for the Peoples Bank Annual Academic Awards Ceremony:

1. The top 15% of the class will be eligible.
2. Qualifying GPA based on First Semester Average.
3. If multiple students achieve the same GPA as the last student to qualify as part of the top 15%, those students who tied by earning the exact GPA will attend. Averages are to be figured to the fourth decimal

place.

Note: The ceremony will be held in April.

## **STUDENT RIGHTS & RESPONSIBILITIES**

TYLER COUNTY POLICY: JI states that students have certain basic rights and responsibilities similar to those enjoyed by other citizens. Students have a responsibility to obey school rules and regulations and to cooperate with school authorities that enforce these rules and regulations. Student rights and responsibilities are detailed in the Student Handbook - Rights and Responsibilities, published by the WV Department of Education.

## **SUBSTITUTE TEACHERS**

Every student will periodically be taught by a substitute teacher. Students are expected to be extra courteous to substitute teachers, who in essence, are guest in our building. Any misconduct in the classroom will be dealt with immediately.

## **SUSPENSIONS**

Suspensions from school are given by the principal for the very worst infractions of school rules and policy. Parents must meet with the principal before a student can be reinstated in school. Suspensions are given only as a last resort. It signifies that the student's behavior has been disruptive and that the only reasonable way to deal with the situation is to remove the student from the school environment. Reinstatement will not be granted until the principal and the student's teacher are satisfied that the reason for misconduct has been effectively eliminated. During the suspension, the student must remain away from the campus at all times. Suspended students may not attend school activities or student functions after regular school hours.

## **TEXTBOOKS**

Textbooks are provided free of charge by local levy monies. Students will be issued specifically numbered books in each class. If a textbook is lost, misused, or damaged beyond reasonable wear, the student shall pay the replacement cost for the book. Textbooks must be covered with a book cover within a reasonable amount of time from issuance. See Section Titled: Covering Textbooks.

## **TOYS**

No student will bring toys to school. Each homeroom will have sufficient materials for inside recess. This policy is based upon the recommendation of the 1995 A.I.B. Violent Toys Task Force consisting of faculty, parents, administration, and service personnel.

## USDA DISCLOSURE

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

1. MAIL: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
2. FAX: (202) 690-7442; or
3. EMAIL: [program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.

## VALUABLES

Students are cautioned not to bring large amounts of money or other possessions of monetary or sentimental value to school. Students, not the school, are responsible for the security of personal property.

## VANDALISM

Our school and school equipment is public property. Willfully damaging or destroying this property is cause for immediate suspension and possible expulsion. The school requires that vandal damage be paid for before a student is allowed to return to class. If a student accidentally causes damaged, they should report it to their teacher immediately so that the damage is not misconstrued as vandalism.

## **VISITORS**

The staff and administration are proud to welcome parents and visitors into our school regularly. However, in order to maintain an orderly climate for teaching and learning to occur, we ask all parents and visitors to follow specific guidelines as described in Tyler County Board of Education Policy KK-R. All parents and visitors are asked to check into the school office through the main door to make known the purpose of their visit. Permission to visit teachers during instructional periods has to be granted by one of the principals. Upon completion of the visit, parents and visitors are asked to stop by the office to inform the principal(s) he/she is leaving. Any staff member who is aware of an unauthorized parent or visitor in the school should accompany the individual to the office to be authorized.

**IN ORDER TO SECURE THE BUILDING AND GUARANTEE THE SAFETY OF ALL CHILDREN AND STAFF, ALL VISITORS MUST ENTER THE SCHOOL THROUGH THE MAIN FRONT DOORS AND CHECK IN WITH THE SECRETARY AND/OR PRINCIPAL BEFORE PROCEEDING INTO THE BUILDING. VISITORS/VOLUNTEERS WILL BE ASKED TO EXCHANGE THEIR CAR KEYS FOR THE APPROPRIATE LANYARD AND BADGE. A RED LANYARD DESIGNATES VISITOR, ORANGE DESIGNATES VOLUNTEER.**

**ALSO,**

**ALL STUDENTS MUST BE SIGNED OUT IN THE OFFICE WHEN LEAVING SCHOOL BEFORE THE OFFICIAL SCHOOL DAY ENDS. THIS INCLUDES WHEN BEING PICKED UP FROM THE AFTER SCHOOL PROGRAM.**

**THANK YOU FOR YOUR COOPERATION**

## **WEAPONS & EXPLOSIVE DEVICES**

**TYLER COUNTY POLICY:** JR states that a student shall not supply, possess, handle, use, threaten to use, or transmit any weapon or any other tool or instrument capable of inflicting bodily injury. A student shall not supply, possess, handle, use, threaten to use, or transmit any explosive device or item that ejects or releases a spray, foam, gas, spark, fire, smoke, odor, etc. A student is deemed to be in possession of an illegal and/or banned item(s) under this policy when such item(s) are found on the person of the student, in his/her possession, in his/her locker, in a student's vehicle on school property or on property being used by the school, at any school function or activity, or any school event held away from the school. A student who violates this policy shall be suspended for ten (10) school days and recommended to the Superintendent for expulsion.