

Eagle School Intermediate
730 Eagle School Road
Martinsburg, West Virginia 25404

August 2014

Dear Parents,

It is my pleasure to welcome you to Eagle School Intermediate for the 2014 – 2015 school year. The faculty and staff join me in saying we're happy to have you as part of the Eagle School family. We hope this will be a successful and satisfying school year for you and your child.


I am excited to begin my second year as the principal of Eagle School Intermediate. I look forward to implementing new activities, programs, and adding to the experiences that our students gain everyday.

I am honored to be the principal of such an excellent school with an outstanding reputation, faculty and staff. This year we will continue to develop the success of the past while setting goals and visions for the future.

We welcome your participation and support. In meeting our number one goal, which is student achievement. I encourage you to stay actively involved in our school this year. We will continue to promote programs that are rich in literature and math. Parents are always welcome to participate in classroom and school activities. To be a strong, successful school the parents, school, and community must work together to create a lifelong learning desire in our students.

The pages of this handbook are filled with important information regarding school policy and procedure. I suggest that parents and students review the contents together. If you have any questions that remain unanswered after reading this handbook, please call the school office. Again, I welcome you and look forward to the *best* school year ever!

Sincerely,



Mr. Lewis Mullenax, Principal

Eagle School Intermediate

Daily Schedule (Subject to Change)

8:00 AM	School office opens
8:20 AM	Doors open for students Breakfast begins
8:45 AM	Instructional day begins
11:20 AM – 1:00 PM	Scheduled lunches Student lunch times will be assigned by grade level and teams
3:10 PM	Instructional day Ends Parent pick-ups Bus dismissal
4:00 PM	School office closes

Academic Enhancement Programs

Students will be invited to participate in a variety of academic enhancement learning activities. These may include: Science and Social Studies Fairs, Math Field Day, Eagle School Singers, Strings Program, and Student Council. Eligibility and participation requirements for each activity will be announced.

Appearance of Students

The Berkeley County Board of Education has implemented a dress code for Berkeley County Schools and can be located online at www.berkeleycountyschools.org. A student who does not adhere to the dress code may be required to call parents/guardians to bring a change of clothing.

Attendance

Your child should be in attendance at school unless he/she is ill. Student attendance is a major factor towards school success. In the event that your child is ill and can not attend school, a note is required upon return to school. If your child is absent, call the school by 9:00 AM to report the absence and to make arrangements for pick-up of missed work.

Excused absences include: student illness, serious illness/death in the family, hazardous conditions, doctor's appointment with verification upon return, and approved trip with 24 hour notice. Berkeley County's complete attendance policy is printed in the Berkeley County Schools' Student Handbook and online at www.berkeleycountyschools.org.

At Eagle School Intermediate, students must arrive in the classroom prepared for the school day by 8:20 AM. Students arriving after 8:45 AM will be marked tardy. ***Students arriving tardy must be signed in by an adult in the school office.*** This policy is included in the Berkeley County Student Handbook.

Accidents at School

Berkeley County Schools does not provide medical or accident insurance for students. A local insurance carrier provides affordable, supplemental student insurance. A policy summary and price range is sent home with students the first week of school. Any student, staff member, or visitor injured at school is required to file an accident report with the principal within 24 hours of the incident.

All-Star Assignment Book

In an effort to promote student responsibility and high academic expectations at Eagle School Intermediate, each student will be provided with an All-Star Assignment Book for daily use. This is a place for students to record nightly assignments, as well as a teacher-parent communication tool. Students are asked to take their assignment book home each evening and return it each day. Replacements for lost assignment books are available for \$5.00 while supplies last. Please take this opportunity to review homework and class work assignments with your child.

Arrival and Dismissal of Students

Doors open for students at 8:20 AM. Parents should not leave students unattended at school prior to this time. Dismissal will begin at 3:10 PM. Bus dismissal will occur in the front of the school. Car Riders are to be dropped off and picked up at the back of the school.

Bus Information

Bus schedules will be published in the local newspaper in August and online at www.berkeleycountyschools.org. If it would become necessary for a student to ride a bus other than their regular bus, parents must send a signed and dated note to the school office for the principal's approval. Bus drivers will not permit new students to ride their buses without prior written permission both sending and receiving parents.

Calendar of Events

Updates will be provided in the Eagle School Gazette, our monthly newsletter and NTouch. Berkeley County Schools' website www.berkeleycountyschools.org and the Channel 19 scrolling informational network will provide calendar information.

Emergency School Closings

Weather and other unforeseen emergencies may create the need to close schools. It is important for each family to have a plan for children in the event that school is closed early. Each child should know what to do should schools be closed during the day and parents may not be at home. ***Please complete and return the "Emergency Dismissal Form", located in the back of this handbook.*** Your plan needs to be such that it does not include the use of the school telephone during an emergency closing.

Information regarding early dismissals will be announced on local radio stations WEPM 1340 AM, WRNR 740 AM, and WKMZ 97.5 FM. Information will also be posted on the Berkeley County Schools web page at www.berkeleycountyschools.org. Parents may register for NTouch and be notified via email or text messaging.

Eagle School Gazette

A monthly school newsletter will be published entitled the *Eagle School Gazette*. This newsletter will keep parents and students up-to-date on school events.

Field Trips

Throughout the school year, students will take Field Trips to further enhance the curriculum. Parents *may* be invited to chaperone these trips. The Berkeley County Board of Education must approve all chaperones prior to the date of the field trip. Please keep in mind, *NO REFUNDS* will be issued.

Fire and Emergency Drills

Fire and emergency drills are held at regular intervals throughout the year as required by law. These are important safety precautions. It is essential that when the first signal is given, everyone follows directions promptly. Evacuation charts are posted in each classroom. We ask that all adults who are in the building at the time of a drill follow the same safety rules and evacuate the building. Should it become necessary to remove students from the school campus, buses will pick students up from North Middle School for transportation home.

Honor Roll

Students will be placed on the Eagle School Honor Roll for academic excellence with A's and B's on their report card at the end of each nine weeks. All subjects will be included in the grade requirement.

Homework

Homework is considered an appropriate extension of classroom activities. Homework reinforces, enriches, and enhances instruction. The following guidelines are offered concerning homework:

1. Homework will have a definite purpose, based on individual needs, capacities, and interest.
2. All homework assignments will be noted as a component in teacher's lesson plan preparation.
3. Homework is only to be assigned to reinforce skills taught in class and will be followed up by the teacher. As per Berkeley County Schools' policy, 3rd and 4th grade homework will only be graded for completion to positively impact a grade. 5th grade homework will be

checked and returned to the student in a timely manner. Practice assignments are to be kept to a minimum number of examples or problems for the same type.

4. The student's level and the length of time it takes for each child to complete an assignment will be taken into consideration when assigning homework. The maximum total time is approximately 10 minutes per grade level. (i.e., 30 minutes per 3rd grade, 40 minutes per 4th grade, 50 minutes per 5th grade.)
5. A school plan within a given school will be organized by the teachers and the school administrators to prevent excessive homework assignments among departmentally teams.
6. Homework assignments will be due on the day assigned by the teacher. However, the student will have one day to make up assignments for each day absence.

Local School Improvement Council

A formally elected Local School Improvement Council (LSIC) meets four times a year to monitor implementation of the school's Five Year Strategic Plan. In addition to the school principal, the council is composed of three elected teachers, three elected parents, two elected service staff members, a bus driver, and two community members-at-large appointed by the principal.

Lost and Found

A "lost and found" bucket is located in the schools front lobby. Parents are encouraged to put their child's name inside clothing and items of value to help avoid loss. The box will be cleaned out periodically. Students may check for lost items at any time. The school does not assume responsibility for losses.

Parent-Teacher Association

The Parent-Teacher Association is a self-governing unit that plans its programs and activities to meet the needs of children and youth in the community. PTA is an important part of Eagle School Intermediate, and all parents are encouraged to participate. The PTA Executive Committee meets on the second Monday of every month. PTA programs are held at 6:30 PM typically on the second Monday of the month.

Parking

When visiting Eagle School Intermediate, parents are requested to use the front spaces near the flag poles. ***Fire lane regulations prohibit parking in the bus loop.*** Yellow-striped curb areas are reserved for buses and emergency vehicle access.

Drop-off and pick-up of Eagle School Intermediate "Car Riders" will occur in the back parking lot. During the drop-off and pick-up times, parents in cars are requested not to park in parking spaces.

Parties at Eagle School Intermediate

Two PTA-sponsored parties are scheduled during the school year-one each semester. In order to protect necessary instructional time and adhere to the Wellness Policy, parents are not permitted to send in "party treats" to school for birthdays or other special occasions.

P.A.S.S. Program

The Providing Academic and Self-Esteem Support (P.A.S.S.) Program includes adult volunteers spending thirty minutes each week working one-on-one with students. During that time, students may participate in academic and/or enrichment activities. Any adult interested in becoming a P.A.S.S. volunteer should contact the Eagle School office. The office will in turn then contact the school P.A.S.S. coordinator(s).

Phone Calls and Conferences

If you wish to speak to your child's teacher, please call the school to set up an appointment. Teachers will be available for conferences during their planning times, and on regularly scheduled Parent-Teacher Conference opportunities.

Physical Education Program

In good weather, Physical Education classes may be conducted outdoors. A portion of the PE class will be instructional, but most of the time students will be engaged in physical activity. On days when your child will participate in PE, please dress him/her in comfortable, loose fitting clothes that will allow for physical movement. Shoes should be appropriate for physical activity.

Responsible Student Program

Objective

The objective of the Eagle School Responsible Students S*T*A*R Program is to teach students organizational skills that will prepare them for learning.

Instruction

The classroom teacher will present lessons to teach the components of the Responsible Students S*T*A*R Program. Students will come to class prepared with.....

- Pencils
- Paper

- Homework
- Books
- Planner
- All required materials

Reteach

Reteach sessions during the school day may be assigned by the classroom teacher. Students may also be assigned after school reteach by the classroom teacher or an administrator. After school reteach forms will be sent home with the student for the parent to sign and date and return to the school. This reteach session will be taught by a school staff member and will be focused on the organizational skill(s) that the student needs to improve upon.

Students will be given pencils and paper if necessary at the after school reteach sessions. They will practice strategies to improve their organizational skills. Students will also complete a RSP form to be signed by a parent and returned to the Assistant Principal.

Rewards

It is the objective of the Eagle School administrators, teachers, and staff to support all students in being successful. The Responsible S*T*A*R Student Program will work in conjunction with the Character Counts Program to empower students as learners.

School Departures

Any time there is a change in the way your child departs from the school, a note must be sent to your child's teacher. If your child is going some place after school other than his/her regular destination, he/she must bring the teacher a note signed by the parent. If a child is going to another student's home, a signed note is also needed from that parent. If a different bus is necessary, the note must be signed in the school office and addressed to the teacher and the bus driver.

If your child is picked up early from school or picked up by someone other than a parent, a note must be sent to the school office. Any student leaving early must be signed out in the school office.

Student Council

The Eagle School Student Council will be comprised of representatives from all classrooms. The Student Council will meet to discuss school activities. The Student Council will make recommendations to enhance the Eagle School Program.

Student Testing Programs

Tests are used most frequently to assess and to provide students, teachers, and parent's information on academic achievement. Performance is measured each year in a variety of ways. All students will take the statewide WESTEST 2 achievement test in the spring. Parents will be provided individual results for all tests.

Telephone Usage

School telephones are reserved for official school business. In an emergency situation, students may consult with staff members regarding use of a telephone during the school day.

Toys at School

Students are not permitted to bring cell phones, toys, portable headsets, electronic games, and any other non-instructional items to school. Eagle School Intermediate is not responsible for items of this nature that become lost or damaged during the school day.

Volunteers at School

Many programs offer parents and community members a chance to volunteer time at Eagle School Intermediate. Programs include: P.A.S.S., Read Aloud, library assistants, PTA projects, and field trips. Although adult meals at school are not available on a walk-in basis, when parents are working at school as volunteers they may purchase a meal ticket in the school office. Advance notice is necessary. A meal ticket is \$4.00.

Eagle School Intermediate
Parental Involvement Policy

2014-2015

PART I. GENERAL EXPECTATIONS

Eagle School agrees to implement the following statutory requirements:

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

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

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

PART II. DESCRIPTION OF HOW SCHOOLS WILL IMPLEMENT REQUIRED SCHOOL PARENTAL INVOLVEMENT POLICY COMPONENTS

NOTE: The School Parental Involvement Policy shall include a description of how the school will implement or accomplish each of the following components. [Section 1118, ESEA.]

1. Eagle School shall take the following actions to involve parents in the joint development and review of its school parental involvement policy under section 1118 of the ESEA:
 - *Title 1 parent open house on Parent Involvement Policy and Compact, September 2014*
 - *Title 1 end of year committee meeting involving parents and staff, April 2015*
 - *School website*
 - *Student handbook*

2. Eagle School shall take the following actions to involve parents in the process of planning, joint development of the program, review and improvement of programs under Title I Part A of the ESEA :
 - *Title 1 Parent Training on Parent Involvement Policy and Compact, September 2014*
 - *Title 1 end of year (April 2015) Parent Advisory committee meeting involving parents and staff*

3. Eagle School shall hold an annual meeting to inform parents of the school's participation in Title I, Part A programs, and to explain the Title I, Part A requirements and the right of parents to be involved in Title I, Part A programs. The school will invite all parents of children participating in Title I, Part A programs to this meeting.
 - *Parent training (Open House) to be held in September of every year*

4. Eagle School shall provide parents of participating children information in a timely manner about Title I, Part A programs that includes a description and explanation of the school's curriculum, the forms of academic assessment used to measure children's progress, and the proficiency levels students are expected to meet.
 - *School Website*
 - *Monthly school level "Eagle School Gazette" newsletter*
 - *Parent Training "How to Help Your Child Succeed"*
 - *Oct. 2014 "WESTEST Analysis Parent Training"*

5. Eagle School shall, at the request of parents, provide opportunities for regular meetings, held at flexible times, for parents to formulate suggestions and to participate, as appropriate, in decisions about the education of their children. The school will respond to any such suggestions as soon as practicably possible by:
 - *Yearly parent survey*
 - *Various parent trainings held at various times i.e. "How to Help Your Child's Teacher"*

6. Eagle School shall provide each parent an individual student report about the performance of their child on the State assessment in at least math, language arts and reading by:
 - *The WV Report Card will be distributed in the spring upon release by the WV Dept. of Ed.*

7. Eagle School shall take the following actions to provide each parent timely notice when their child has been assigned or has been taught for four (4) or more consecutive weeks by a teacher who is not highly qualified within the meaning of the term in section 200.56 of the Title I Final Regulations (67 Fed. Reg. 71710, December 2, 2002):
 - *Letters are sent to parents within the four week time limit to notify them that their child's teacher is unqualified.*

8. Eagle School shall provide assistance to parents of children served by the school, as appropriate, in understanding topics by undertaking the actions described below --
 - the state's academic content standards,
 - the state's student academic achievement standards,
 - the state and local academic assessments including alternate assessments,
 - the requirements of Title I Part A,
 - how to monitor their child's progress, and
 - how to work with educators:
 - ✓ *Parent training (Open House) to be held on September 2014*
 - ✓ *Various trainings "How to Help Your Child Succeed"/How to Help Your Child's Teacher" –February 2015*
 - ✓ *Weekly school newsletter*
 - ✓ *Title 1 "Just For Parents" and "Building Readers" newsletter*
 - ✓ *Oct. 2013 WESTEST Parent Training, Oct. 2014 Family Reading Night and December 2015 Family Math Night*

9. Eagle School shall provide materials and training to help parents work with their children in the areas of improving student achievement, (including literacy training and using technology) child development, child rearing and additional topics parents may request.
 - *Annual Back to School Splash-September 2014*
 - *Family Reading Night Oct. 2013 and Family Math Night Dec. 2014*
 - *Computer Lab*
 - *Monthly Title 1 "Just For Parents" and "Building Readers" newsletters*
 - *WV Author, Cheryl Ware November 2014 (Parent, Teacher, Student)*
 - *Weekly School newsletter*
 - *Goodies for Grandparents-Sept., 2014, Muffins for Mom- Nov. 2014, Family Reading Night- Dec. 2014, Family Math Night-Jan. 2015, Trainings will be ongoing during the 2014-2015 academic year.*

10. Eagle School shall, with the assistance of its parents, educate its teachers, pupil services personnel, principals and other staff in how to reach out to, communicate with, and work with

parents as equal partners in the value and utility of contributions of parents, and in how to implement and coordinate parent programs and build ties between parents and schools, by:

- *Title 1 Parent Involvement Advisory Committee in April 2015*
- *Ruby Payne Staff Development and Implementation*
- *NPTA Parent Involvement "Building Successful Partnerships" Workshops*

11. Eagle School shall, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, public preschool, and other programs. The school will also conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children, by:

- *Eagle School Intermediate's "PIRC"*
- *As applicable, Berkeley County School's Preschool Program*

12. Eagle School shall take the following actions to ensure that information related to the school and parent-programs, meetings, and other activities is sent to parents of participating children in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand:

- *Letters/Newsletters sent to ELL students in Spanish*
- *Sign language and interpreters available upon request for meetings and various school activities.*
-

PART III. DISCRETIONARY SCHOOL PARENTAL INVOLVEMENT POLICY COMPONENTS (Sample Template)

NOTE: The School Parental Involvement Policy **may** include additional information and describe other discretionary activities that the school, in consultation with its parents, chooses to undertake to build parents' capacity for involvement in the school to support their children's academic achievement, such as the following discretionary activities listed under section 1118(e) of the ESEA:

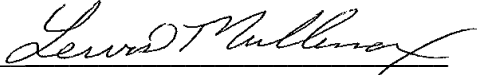
- involving parents in the development of training for teachers, principals, and other educators to improve the effectiveness of that training;
- providing necessary literacy training for parents from Title I, Part A funds, if the school district has exhausted all other reasonably available sources of funding for that training;
- paying reasonable and necessary expenses associated with parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions;
- training parents to enhance the involvement of other parents;
- arranging school meetings at a variety of times, or conducting in-home conferences between teachers or other educators who work directly with participating children, arrange meetings with parents who are unable to attend conferences at school in order to maximize parental involvement and participation in their children's education;
- adopting and implementing model approaches to improving parental involvement;

- establishing a school parent advisory council to provide advice on all matters related to parental involvement in Title I, Part A programs;
- developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities.

PART IV. ADOPTION

This School Parental Involvement Policy has been developed jointly with, and agreed on with, parents of children participating in Title I, Part A programs, as evidenced by Lewis Mullenax, Principal.

This policy was adopted by **Eagle School Intermediate** on **April 30, 2014** and will be in effect for the period of the 2014-2015 school year. The school will distribute this policy to all parents of participating Title I, Part A children on or before **September 15, 2014**.


(Signature of Authorized Official)

August 19, 2014
(Date)

Eagle School Intermediate

Discipline Plan

Discipline and Conduct

The purpose of discipline in the school is to provide an orderly and productive learning environment. Each student is expected to be responsible for his/her own actions, arrive at school and to class on time, complete tasks set forth by teachers, and treat **EVERYONE** with kindness and respect. Each student should form a correct attitude toward discipline and not only do his/her part in making our school an effective place of learning, but develop the habit of self-restraint which will make one a better person.

Basic Conduct Expectations

1. Respect others and others' property
2. Use good manners
3. Keep hands, feet, and objects to yourself
4. Stay calm and in control of one's self
5. Walk quietly through the building and stay on the right side of the hallway
6. Use proper behavior in the cafeteria
7. Use a voice level appropriate for inside
8. Practice rules of safety inside and outside of school
9. Follow all county and state regulations

More specific rules and procedures pertaining to the above expectations will be posted in all classrooms and taught to the students beginning the first day of school.

Teachers Will Assign Students Consequences for the Following Behaviors

1. Personal space violations
2. Out of seat
3. Exhibiting unsafe classroom behavior
4. Inappropriate comments
5. Failure to follow directions
6. Talking out without permission
7. Disrespectful behavior

Consequences

- Warning
- Reteach
- Reteach-parent call
- Office referral – parent call and possible conference
-

The Following Offenses Are Immediate Office Referrals and May Result In 1 To 10 Days in School Suspension or 1 to 10 Days Out Of School Suspension

1. Fighting
2. Blatant insubordination
3. Unlawful substances
4. Weapons violations
5. Threats of violence
6. Profane, derogatory, racial, or sexual remarks directed toward faculty, staff or students
7. Defacing/destroying school property

School Administration Discipline Options

1. Student conference with teacher and principal
2. Parent notification
3. Group conference with student, parent, and others
4. School based counseling with guidance counselor
5. Parent shadowing
6. Loss of privileges at school
7. Reteach sessions during the first 10 minutes of lunch time
8. Reteach sessions after school (approximately 50 minutes)
9. In school suspension (1/2 day or full day)
10. Out of school suspension

Students serving an in school suspension will eat lunch in the in school suspension area. They will be sent to the front of the line to get their lunch or will have their lunch served to them.

The administration will follow up on students that have been sent to the office. Records will be kept and entered as part of the student's permanent record. Parents will be informed if a child becomes a "repeat offender".

Basic conduct expectations apply to buses as well. Students are expected to stay in their seats and keep feet and hands to themselves. Students need to be respectful of others and of the bus driver. In addition, all county and state bus regulations must be followed. Consequences for offenses will include warning letters and/or suspensions from the school bus. Bus drivers also have the authority to assign suspension from the bus.

Social Events

All school rules apply to after school activities. Students who are absent or suspended from school may not attend these events. In addition, students who have received three (3) or more in school suspensions or one (1) out of school suspension will not be allowed to attend social events during the grading period in which the infraction occurred.

Field Trips

Field trips will be taken as a part of the educational program and/or as a reward for the students. Each trip will be approved by the school system and signed parental permission will be obtained. Criteria for students to participate in a field trip may include acceptable classroom

behavior, completion of all assignments, regular attendance, minimal tardiness (no more than 4 per grading period), and other stipulations such as payment of all school charges (lost books, unpaid fees etc.) Students who have received 3 or more in school suspensions or 1 out of school suspension will not be allowed to attend field trips during the grading period in which the infraction occurred. Please keep in mind, ***NO REFUNDS*** will be issued.

The policies and procedures outlined are the general rule. Recognizing that unusual or extraordinary circumstances sometimes exist, the administration reserves the right to exercise individual discretion in all situations.

The Principal or the Assistant Principal retains the right and privilege to issue penalties for acts of discipline not specifically stated herein and to alter any penalties as they consider necessary. Furthermore, both the Principal and Assistant Principal reserve the right to amend any provision in this handbook which they deem to be in the best interest of the educational process.

Parents/Guardians:

Thank you for taking the time to review the school's discipline plan. Please contact the school if you have questions or concerns.

Safe School Issues

As we begin the 2013-2014 school year, there are many important issues facing us. Safe schools are certainly at the top of the issues. Everyone – administrators, teachers, students, parents, and members of the community – must be a part of creating a safe community and school environment.

Berkeley County Schools has a safe school policy and our school has developed procedures to be followed in an emergency situation. Teachers at Eagle School Intermediate have discussed these procedures with their students. In the event that we must evacuate Eagle School Intermediate, North Middle School and Gold's Gym have been identified as our evacuation sites.

Please take time to discuss these issues with your child. It is important that you and your child develop plans should an emergency occur. One thing to plan for is where the child is to go in the event of an early dismissal. Planning is essential to eliminating added stress in an emergency.

You will be receiving an identical form (i.e. next page) that will be sent home with your child at the beginning of school. Please return the form to help your child's teacher and the school office is prepared in the event of an emergency dismissal. Your plan should include instructions that *do not* involve student use of the school telephone. It is not possible for school staff to contact parents during an emergency dismissal or early dismissal.

Working together will help us be more effective in providing our students with a safe learning environment. Thanks in advance for being an involved parent.

Berkeley County Schools
Safe School Helpline
1-866-SAFE WVA

Eagle School Intermediate Emergency Dismissal Form

Child's Name _____

Teacher's Name _____

Emergency Dismissal

Instructions: (Please do not include student use of the school telephone)

For Example: my child will ride his/her regular bus home _____

_____ **SAMPLE** _____

Weather-Related Emergency Dismissal

Instructions: (Please do not include student use of the school telephone)

For Example: my child will ride his/her bus to grandparents' house _____

_____ **SAMPLE** _____

Parent/Guardian Name (Please Print) _____

Parent/Guardian Signature _____

Student Signature _____

Daytime Phone Number _____ Cell Phone _____

In a Nutshell:

BERKELEY COUNTY BOARD OF EDUCATION
RACIAL, SEXUAL, RELIGIOUS/ETHNIC DISCRIMINATION
GRIEVANCE PROCEDURE

If you believe that you have been subjected to racial, sexual, religious/ethnic discrimination, including sexual harassment, this is what you should do:

1. Speak to your principal, another adult in your building, or the Human Rights Officer listed below about the discrimination and/or harassment, and file a report. The report can be either oral or written.
2. An investigation will take place, and a written report will be filed by the investigator detailing the investigator's findings and/or recommended consequences. A copy of this report will be presented to you, to the superintendent, and to the alleged discriminator(s).
3. If you feel that the investigator erred in his/her findings or recommended consequences, you may appeal it to the superintendent or the Board of Education if the superintendent is involved.
4. You may also file a complaint with some state and federal agencies or in court.

To review the complete County Board of Education Racial, Sexual, Religious/Ethnic Discrimination Policy, see Berkeley County Policy: JV

Human Rights Officer: Laura Sutton, Berkeley County Schools, 401 South Queen Street, Martinsburg, WV 25401, Telephone: (304) 267-3500.

Discrimination Prohibited

As required by Federal Laws and regulations, the Berkeley County Board of Education does not discriminate on the basis of sex, race, color, religion, disability, age and national origin in employment and in the administration of any of its education programs and activities. Inquires may be directed to Laura Sutton, Title IX Coordinator, Berkeley County Board of Education, 401 South Queen Street, Martinsburg, WV. 25401. Telephone number (304) 267-3500.