

# THINGS TO KNOW AT SPRING MILLS PRIMARY



# SPRING MILLS PRIMARY

I have received and read the Spring Mills Primary School Handbook for  
this school year

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**Please sign and return this page to your child's homeroom teacher.**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
Parent

\_\_\_\_\_  
Student

\_\_\_\_\_  
Teacher

Dear Parents,

We would like to welcome you and your child to Spring Mills Primary this school year!

You have many exciting experiences and challenges to look forward to in the coming year. It is our hope that your educational journey will be pleasant, exciting and full of discovery.

This Student handbook should be able to answer many questions you may have concerning your child at Spring Mills Primary. It is important for you to read the handbook with your child and go over each section so that you and your child understand the policies, rules and information found on each page.

We look forward to sharing in your child's education and encourage your support and involvement.

Check out our Spring Mills Primary web site: [www.berkeleycountyschools.org/springmillsprimary](http://www.berkeleycountyschools.org/springmillsprimary).

Please e-mail us at and [nkrause@k12.wv.us](mailto:nkrause@k12.wv.us) and [wfultine@k12.wv.us](mailto:wfultine@k12.wv.us) or phone us at 304-274-5892 if you have any questions or concerns.

Working together, we can make this the best school year ever.

Spring Mills Primary Staff

Nicole M. Krause, Principal  
Bill Fultineer, Vice Principal

## **SPRING MILLS PRIMARY'S VISION AND MISSION**

### **Vision**

The vision for Spring Mills Primary is that all students will learn to the best of their ability. Using the best teachers, technology, trained parents, and curriculum, students will achieve high standards and be on grade level by the time they leave the second grade.

### **Mission**

The philosophy of Spring Mills Primary is to meet the social, emotional, physical, and academic needs for all of our students. We realize that each student must be recognized as an individual with strengths, weaknesses, and special needs. Our goal is to help the students reach their fullest potential.

We believe that as the student's progress through our program, they will experience academic, physical, intellectual, and moral growth. Respect for self and others will be incorporated in molding a student's character.

Our responsibility is to teach the students basic skills on their level and to instill qualities such as honesty, cooperation, and responsibility.

We must also remember that our school is not an isolated body, but an integral part of the community.

## **OFFICE HOURS**

The office is open from 8:00 a.m. through 4:00 p.m. However, from 8:00 a.m. - 8:25 a.m., please call: 304-274-5892 to speak with the secretary because all doors are locked until students arrive. From 8:25 - 8:45 a.m. All visitors enter through the front door where the teacher on duty will assist you.

## **TELEPHONE**

The office telephones are not for student use, except in an emergency. Cell phones cannot be used by students during the school day. Parents who need to talk to someone about a school problem, may call between the hours of 8:00 a.m. and 4:00 p.m. Our telephone number is: 304-274-5892. Calls to teachers cannot be transferred to classrooms during instructional time. The secretary will be happy to assist you or you may leave a message on the teacher's voicemail.

## **STUDENT EARLY DISMISSAL**

In order to prevent more confusion than necessary at the end of the school day and because of the positioning of the school buses, no student will be dismissed from class prior to 3:15 p.m. unless there is a sudden emergency or scheduled appointment. Your help in honoring this request is appreciated.

## **STUDENTS TRANSFERRING**

Parents should call the school or send a note in advance if they are moving from the Spring Mills Primary school district.

## **CHANGE OF ADDRESS/TELEPHONE**

It is important that we keep your child's emergency card information updated. Please notify the teacher and school office of any changes as soon as possible. Area code must be included with all phone numbers, including cell phones.

## **ATTENDANCE**

Please keep absences to a minimum. You will receive communication from the attendance worker with as little as 5 absences. Parents will be required to attend meetings to discuss absences and legal action will be pursued. Once a student has reached 10 excused absences, with parent notes for student illness (including ½ day absences), a doctor's note may be

required. A note explaining your child's absence should be sent to school on the day he/she returns. **If a note is not received within 48 hours the absence is considered unexcused.** It is not necessary to call to inform the office that your child is absent unless you are requesting homework. Please call before **9:00 a.m.** to request homework to be picked up at the end of the day.

## **TARDIES**

**A student is tardy when he/she is not in their classroom by 8:45 a.m.** Please plan to have your child/children at school on time. This is the best way to start the day. If your child should arrive at school at 8:45 a.m., you need to come to the office with your child/children and sign the student(s) in on the form on the office counter. You should also send a note with your child to his/her teacher with the reason for the tardy. Excused or unexcused tardies will be checked with the attendance worker. If a child has 3 tardies they will not be given perfect attendance, even if they have not missed any days of school. If a student leaves **AFTER 1:45**, this is documented as a tardy/early out.

## **2-HOUR DELAYS**

If there is a 2 hour delay, the front door will open at 10:25 and students are tardy after 10:45 a.m. A "2-Hour Delay" means your child will be picked up at their morning bus stop 2 hours later than usual. No breakfast will be served on a 2- Hour Delay. Students arriving with their parents must **enter through the front door.**

## **MAKE SURE YOUR CHILD IS GOING HOME TO AN ADULT ON AN EARLY DISMISSAL.**

**NOTE:** Anytime school is cancelled, any and all, school activities for that day/evening are also cancelled.

**Please make sure your child understands the plan to be followed in case school is dismissed prior to the regular time because of an emergency or inclement weather. It is not possible for us to notify all parents by phone in an emergency.**

## **INCLEMENT WEATHER**

Please listen to your radio to hear if school has been cancelled or dismissed early. (97.5 FM or 1340 AM ) If school should be dismissed due to bad weather, the radio station and TV channel 11 would be the first to know and will announce it. **PLEASE DO NOT CALL THE SCHOOL AND TIE UP THE LINES. DO NOT CALL THE RADIO STATIONS.** If you do not have a radio or TV, please call a friend or neighbor. You may also sign up for NTOUCH through the Berkeley County website: [Berkeleycountyschools.org](http://Berkeleycountyschools.org), to receive **immediate** e-mails or text messages concerning delays, early dismissals and closings.

## BUS NOTES

Please send a note to your child's teacher anytime there is a parent pickup/bus change. Please do not call the school to make changes in your child's bus schedule. If you find you will not make it back before your child gets home from school, please contact a friend or neighbor to meet your child at their bus stop. We cannot take your phone request that your child will go to a sitter or ride a different bus. This is for your child's protection. We can't be sure we are talking to the right person on the phone. Thank you for your understanding in this matter. If necessary, you may fax a note with parent/guardian signature to the school at 304-274-5807.

## HOME VISITS BY STUDENTS

Students requesting to visit other students' home for the night **must have written notes signed by both students' parents.** These notes must be signed by the office before the bus driver will honor the notes. **Both students must have a note signed by parent/guardian.** A change in bus transportation will not be honored with a phone call. This change **must be in writing** from parent or legal guardian.

## ARRIVAL/PARENT DROP-OFF PROCEDURES

Student arrivals begin at 8:25. Please enter the back parking lot to drop your student off at this time. We ask that you not pull into the parking lot before this time due to Pre-K and staff arrivals. The doors for drop off will be closed at 8:40 so students can be in their seats by 8:45. Students are tardy after 8:45 and must be walked into the office for a tardy slip. Please do not park in the front of the school to drop off your student. If you must walk them into the office for some reason, please park in the parking lot near the middle school and walk them to the office.

## DISMISSAL PROCEDURES

Students being picked up by parents will begin being dismissed at 3:20 p.m. from the back entrance closest to Spring Mills High School. Parents picking up their child must pull into the back parking lot. If the line is out of the parking lot please be sure to pull along the grass to make room for traffic. Parents should have their assigned number visible when you pull forward so the staff on duty can see it. Parents are asked not to get out of their car at any time while in the pickup line. Once your child is inside the vehicle, please pull forward quickly to allow other students to be picked up. Any student who is an occasional pick up needs to bring a note to school explaining this and **must be signed out by an authorized adult in the office.** The parent/guardian must authorize in writing any other adult who will be picking up their child. A picture ID/driver's license may be requested. Please do not enter the front office door to pick

up your child between 3:00 – 3:15 p.m. to avoid bus traffic confusion. Any student picked up after 3:40 will need to be signed out in the office.

### **UNLOADING BUSES/AM ARRIVAL**

Buses will be unloading at the front of the building each morning. **When lights are flashing, cars are not permitted to pass the bus, by West Virginia Law.** Do not park in the front of the school during “Pick up” or “Drop Off” time unless you need a handicap space. Parents should park in the Spring Mills Middle parking lot, on the curb and students will be dropped off on the side entrance.

### **PARKING**

Parents may use the visitor parking spaces in the front of the building from 9:00 a.m. and 2:30 p.m. However, we would like to limit the traffic in the front of the school to buses only before 9:00 a.m. and after 2:30 p.m. for the safety of our students. Handicap parking is an exception.

### **MEDICATION POLICY**

All medications, including over the counter medicine and cough drops, must have a signed physician’s order on the Berkeley Co. **Administration of Medication Form** in order for medication to be given at school. Medication given 3 times a day should be administered at home. Medications may NOT be transported to and from school by the student unless authorized for emergency use by the physician as in the case of inhalers. Medications must be in the original container from the pharmacy and properly labeled. At the end of the school year all leftover medication will be disposed of unless picked up by the parent/guardian in a timely manner. **A new order from the physician is required each school year.**

### **PHYSICAL EDUCATION**

If a student is to be excused from physical education classes, **an excuse from a doctor is required.** A child who does not participate in physical education classes should not go outdoors to play during afternoon recess. For the child's safety, they are to wear sneakers (**no sandals or flip flops**) for physical education classes and daily recess.

### **LOST AND FOUND**

Items found at school can be found in the “lost and found” box in the cafeteria. We strongly encourage you to have your child's name on lunch boxes, jackets, etc. If items are lost at school, we encourage you to check the box. We will not be responsible for lost toys. Toys are not



permitted at school or on the school bus. Designated Show and Tell day is an exception; however, show and tell items remain in backpacks until show and tell time in the classroom.

## **FIRE DRILLS**

Ten fire drills are required by law in the school system. These fire drills are used to acquaint the students with the county and state fire drill procedure.

In addition, 5 practice emergency drills will be conducted and indicated on our monthly newsletter.

## **School-Wide Discipline Plan**

### **CLIP CHART**

We feel that in order for a child to succeed in school, he/she must be happy, safe, and comfortable in the school atmosphere. In order to have such an environment, we must have discipline. We feel that rules provide adequate guidance for children to practice self-discipline. By practicing self-discipline and following school rules, all children can help to establish an enjoyable learning environment.

When a student makes positive choices, he or she will be asked to “clip up” on the classroom clip chart that will be displayed in the classroom. When a student breaks a school-wide or classroom rule, he or she will be asked to “clip down”. A chart will be sent home daily to inform the parents of their child’s color earned that day. Each child will start the day on “green” and based on the choices that the child makes that day, he/she will move up or down on the clip-chart. The following is a list of the colors that will be used on each classroom’s clip chart.

- Pink** - Outstanding Choices
- Purple** – Great Choices
- Blue** – Good Choices
- Green** – Ready to Learn
- Yellow** - Warning
- Orange** - Reteach/Consequence (5 minutes)
- Red** – Reteach/Consequence (10 minutes)

Behaviors that warrant a “clip down” will focus on Level 1 and 2 behaviors. These behaviors can be found in the Berkeley County Schools Student Handbook. Examples include:

1. Not following directions
2. Being unkind to others
3. Defiance
4. Interrupting Instruction

**\* Spring Mills Primary follows the Berkeley County Discipline Policy  
(See County Handbook)**

## **Bucket Filler**

Students and staff can be nominated for outstanding kindness and helpful acts they demonstrate at Spring Mills Primary School. Nominations are written on hearts and stars that are provided to all staff members. All nominations are announced, given certificates/prizes and are recognized on the main hall bulletin board.

## **Core Essentials-Character Education Program**

There is a new character value every month. Mini lessons on each value are presented every month in guidance. Everyday a fun fact on the core essential is announced to reinforce the character value. Parents also receive monthly newsletters with story suggestions, quotes and conversation starters to enrich the program.

## **Core Essentials-Student of the Month Program**

Student of the Month is based on the monthly Core Essential Value. Students are chosen by their homeroom teacher each month for demonstrating that value. Students receive a certificate, a coupon, and their photo displayed on the main hall bulletin board. Every student will have an opportunity to be selected as student of the month.

## **OLWEUS Bully Prevention Program**

The OLWEUS Bullying Prevention program is designed to reduce existing bullying problems among students, prevent the development of new bullying situations and achieve better peer relations. Spring Mills Primary takes part in a county wide annual kick off week in mid-September. Students participate in weekly class meetings designed to encourage collaboration, problem solving, positive peer relations and conflict resolution. When a bullying incident occurs the administration and counselor become involved to gather information, address those involved and notify parents/guardians of the situation. More information can be found on the Berkeley County Schools Website.



## **CLASSROOM/HOLIDAY PARTIES**

The school will be responsible for all parties. Arrangements will be made through the office, classroom teacher or school wide party coordinator for any crafts, projects, or special activities in the classroom. Please do not send in treat bags to be distributed on non-party days. Students will not dress up for Halloween. You must sign up at the beginning of the year with your child's **classroom teacher** to be a parent volunteer. Homeroom parents coordinate the Winter Holiday and Valentine's Day parties with the classroom teacher. Please do not send in treats or refreshments for parties unless you are called by your child's teacher or parent party coordinator. Due to space & safety issues, we cannot accommodate younger siblings at school parties.

## **BIRTHDAY PARTIES**

In an effort to treat all students fairly, it is school policy that **NO STUDENT BIRTHDAY PARTIES** will be held during school hours. Please do not send in cupcakes or other party treats for your child's birthday. Flowers or balloons will not be delivered to students at school. Each classroom teacher individually recognizes student birthdays in the classroom. In addition, the students are recognized by the Principal who presents them with a Birthday Card and Pencil. **Student birthday party invitations** will be accepted by the classroom teachers under the following guidelines:

- \* an invitation is provided for each student in the class
- \* the invitations are not sent in an envelope

## **VISITORS**

We encourage visitors to come by and share in the exciting programs at Spring Mills Primary. To ensure that you are given uninterrupted time, please call ahead for an appointment. When visiting between 9:00a.m. and 2:30 p.m., please park in the left/north side parking lot or in the front visitor parking spaces. For the safety of our children, all parents and visitors are required to report to the school office upon entering the building. Visitors must enter at the front door and press the buzzer. **Anyone going beyond the office area is required to sign in at the office and wear a visitor sticker.** Students are not escorted to class by parents. Classroom morning arrival and afternoon dismissal is a busy time for teachers, and parents will not be permitted in the classroom for parent conference at those times.

## **STUDENT DRESS**

Student's dress and appearance are the responsibility of the parents. We ask that you dress your child in clothing and footwear that is suitable for movement throughout the school

and on the playground. Hats and caps are permitted, but may only be worn outside the building.

1. Students (boys & girls) may wear shorts or skirts - no shorter than fingertip length.
2. Boys must keep their shirts buttoned.
3. Shoes or sneakers should be worn. For student safety, sandals, clogs, flip flops, open toe shoes, and sneakers that are backless are NOT permitted.
4. Halter tops, tank tops (less than 2" wide strap) or cut off shirts are **NOT** permitted.
5. We discourage perfumes, make-up, or artificial fingernails for our age group.
6. Clothing depicting profanity, drugs or vulgarity will not be allowed.
7. Sneaker skates are not permitted for the safety of the children.
8. Large chain necklaces are dangerous to wear during physical activity.
9. We discourage painted tattoos, spray hair color or costumes.
10. Musical sneakers and clothing are prohibited.

When a student's dress causes a disruption in the educational process, parents will be asked to remove their child from school until proper dress is worn. Refer to the County Dress Code Policy. Dress code may change pending county policy revision.

### **EATING LUNCH WITH YOUR CHILD**

Parents/guardians are invited to eat lunch in the school cafeteria with your child. Please call before 9:00 a.m. to reserve an adult school meal. An adult lunch ticket may be purchased in the school office or you may bring a lunch from home. Adult lunch is \$4.00. Please bring exact change. Carryout foods, canned, bottled or fountain beverages are not allowed in the school cafeteria during student lunch periods. We are very proud of our talented and dedicated cooks, and we enjoy getting to know our parents.

### **CAFETERIA**

**Carryout foods, canned, bottled or fountain beverages are not allowed in the cafeteria during student lunch periods.** The cafeteria is maintained as a vital part of the school. To encourage good nutrition, a well-balanced lunch is offered. Breakfast is offered until 8:45 a.m. Please have your child here by 8:30 a.m. if he/she plans to eat breakfast. This will allow them time to eat before instruction begins. Berkeley County Schools has a charging system in place for school meals.

Children who bring a packed lunch from home may purchase milk for 25 cents (milk cannot be charged). The menu of the day will be served on the tray. A child may eat or leave any item served. Chocolate mix, Kool-aid mix, carbonated beverages, glass containers, and aluminum

cans are prohibited. We appreciate your cooperation with this. No condiments or individual food items or drinks will be provided for students packing lunch. Water is available. **A doctor's note is needed if your child has a food allergy that requires an alternate food**

### **CONDUCT IN THE CAFETERIA**

1. Each student must wait his/her turn in the line.
2. Throwing food is unacceptable.
3. Using proper manners is expected at all times.
4. No food may be taken from the cafeteria.

### **GENERAL RULES**

1. Keep corridors open to traffic by walking to the right at **all** times.
2. Discard trash in the containers provided.
3. Be considerate of others in the hall and classroom.
4. Hard balls, bats, knives/blades, sharp objects, or any other harmful objects must not be brought to school.
5. Pets, toys, or radios are not permitted at school unless previously approved by the teacher for Show & Tell.
6. No items are to be brought to school for the purpose of sale or trade.
7. Discipline action will be taken for the following: fighting, swearing, kicking, spitting, or disrespect for the teachers or other members of the school staff. Also, we will follow the Berkeley County Policy in dealing with bullying, sexual harassment, threats, and racial discrimination.

### **PARENT CONFERENCES**

Conferences are a private discussion between a parent and teacher and should be pre-arranged to allow privacy.

You may schedule a conference anytime throughout the school year. However, **please make appointments ahead of time** to speak with a teacher or the school Principal so that we may better address your needs without interruption. We discourage conferences during the morning drop off and afternoon pick-up to eliminate added confusion to the teachers on duty.

County conferences are scheduled twice a year.

### **HOMEWORK**

Students may be required to complete some review practice work at home. Classroom teachers will assign homework as they determine it to be a helpful reinforcement of skills. Homework is

the student's responsibility. However, we encourage parent involvement and assistance with home studies and practice.

### **MAKEUP WORK**

Students are responsible for all work missed due to absences, tardies or early dismissal. Please work with your child's teacher to help the student get caught up. You may wish to arrange to pick up assignments and books if your child will be out for a while. Please call the office before 9:00 a.m. if you are requesting to pick up homework at the end of the day.

### **STUDY SKILLS**

#### **A STUDENT WHO STUDIES WELL:**

1. Has the recommended notebook, paper, pencil and other materials necessary. Check with the teacher for added materials needed in their class.
2. Is an active participant in the classroom; listens well; takes part in discussions.
3. Asks questions if he/she does not understand the discussion or if he/she has a problem.
4. Plans his/her work and schedules time for homework each day; makes sure he/she understands the assignment before he/she leaves the class.
5. Strives to do his/her best, not just get by.

### **HOW TO TAKE A TEST**

1. Relax and work independently.
2. Read the directions carefully and then follow them.
3. Read the whole test first to see what is being asked.
4. Read each question twice before answering.
5. Think before you write.
6. Answer questions fully with information asked for – (not what **isn't** asked for).
7. Check your paper for spelling and grammar before turning it in.

### **GRADES**

Refusing to participate with assigned activities in Physical Education, Art or Music will result in a loss of points toward the student's final report card grade. Students will not be considered for Honor Roll if an N (Needs Improvement) grade is earned in Art, Physical Education, or Music.

The Berkeley County Grading Scale for the first and second grade is:

**100-90 A**

**89-80 B**

**79-70 C**

**O=Outstanding**

69-60 D

60-0 F

S=Satisfactory Progress

N=Needs Improvement

## CARE OF SCHOOL PROPERTY

Students are responsible for the proper care of all books, supplies and furniture supplied by the school. Parents of students who disfigure property, break windows, or do other damage to school property or equipment will be required to pay for the damage done or replace the item.

## FIELD TRIPS

If a field trip is planned by a teacher, a permission slip must be signed and returned by a parent/guardian before your child will be allowed to attend any field trip. All Spring Mills Primary Students participating with field trips must travel by school bus with the classroom teachers. For liability purposes, no students will be transported to Field Trips by parents. Chaperones are pre-approved by the Board of Education to accompany students on these trips and will also be required to pay a fee for the trip.\* Parent's/Guardians must have a secure background check completed in order to be approved as a chaperone. Any student who does not return a permission slip or is denied permission to attend by a parent/guardian, will be supervised at school and will be provided with seat work to complete. **ANY STUDENT WHO HAS BEEN SUSPENDED FROM SCHOOL THE DAY OF THE TRIP WILL NOT BE ALLOWED TO ATTEND.**

\*Some field trips will not require parent chaperones.

## PLAYGROUND RULES

1. No equipment brought from home to school.
2. Use the playground equipment properly. (as instructed by the teachers)
3. Respect others both physically and verbally.

## SCHOOL PICTURES

Both Fall and Spring pictures will be taken. Fall pictures are a traditional head to shoulder pose and will appear in the school yearbook. Spring pictures will have a different pose and background. Retakes are available for Fall pictures only and can be scheduled if they are requested on the returned picture proof or if a student was absent. Classroom and staff pictures are taken in late April/early May.

## **LIBRARY**

The Spring Mills Library is here to be used by all faculty, staff and students. Our purpose is to make available books that will enhance the reading and learning experience, and to provide reference material for project research.

Children are permitted to check books out of the library during library class. If a book is lost or damaged, the parent will be responsible for payment after 30 days. The child will not be allowed to check out another book until the lost or damaged book is paid for. **No money will be refunded if the book is found after payment is made.**

### **YOU NEED TO KNOW:**

1. Books may be kept out for one week and may be renewed once for the same period.
2. Each student is allowed to check out one book at a time.
3. The borrower must return his or her book before checking out another book.
4. If a book is lost or damaged notify the Librarian immediately.
5. Lost books must be paid for in order to be allowed to check out another book.
6. Books damaged beyond reasonable wear must be paid for in order to be allowed to check out another book.
7. Each borrower is responsible for the book checked out to him or her.
8. Kindergarten students will check out books the second semester.

### **DEDICATED BOOKS**

**If any parent would like to purchase a Library Book to donate in your child's name or in a loved one's memory, please arrange this with the Librarian. Book Plates for dedicated books are available and make a lasting memory.**