

\*Note: All items in this handbook are subject to change

### **Attendance:**

It is imperative that students attend school faithfully. Research indicates that this is the single most important factor in school success and performance on state and national tests.

In addition, tardiness can negatively impact learning, which is supported by the fact that a student who is 10 minutes late every day loses a total of 30 hours of instruction during the school year.

In both situations, the opportunity may be given to copy notes or make up assignments, but the experiences that are most important will never be recouped including the discussions, questions, and explanations by the teacher in conjunction with the active thinking that makes learning come alive.

In the event that your child is absent and cannot attend school, a note is required within 48 hours of returning to school; otherwise the absence will be considered unexcused. If a student has 3 unexcused absences, a letter will be mailed home notifying the parent/guardian of the attendance issue. If a student has 5 unexcused absences a letter will be sent home requiring a parent/guardian to attend a meeting at the school.

If students accumulate excessive excused absences there may be a referral to the Student Assistance Team (SAT), which may require a written note from a doctor for any further absences.

Students are to arrive to school by 8:45 AM, when the tardy bell rings. If arriving after 8:45 AM, all students MUST be escorted by an adult to the school office to sign in. This is considered a tardy. Our school day ends promptly at 3:15 PM. Students who are signed out before the 3:15 bell will be considered an early leave tardy. A note from the parent/guardian must be presented within 48 hours for the absence/tardy to be considered excused. After 5 unexcused tardies, students and parents/guardians will be invited in for a meeting before school. Written notice will be sent home for the day and time to meet. For more information, please refer to Berkeley County's complete attendance policy online through the Berkeley County website.

### **Before and After School Child Care:**

*Little Eagle Child Care Center (LECCC)* offers before and after school care at Berkeley Heights for a required fee. You may enroll for this service and obtain additional information by contacting Little Eagle at 304-264-7132. LECCC is accredited by The National Association for the Education of Young Children.

### **Birthdays and Other Celebrations:**

In accordance with the Berkeley County Wellness Policy, birthdays or other important days may no longer be celebrated with cake, cupcakes, cookies, etc. Consequently, it is suggested that a book be purchased and read by the parent to the student's class and then

donated as a gift to its library in recognition of the special day. It may not seem as exciting as cake and cookies but it is very memorable for the student. Please contact the teacher prior to the birthday or event to make appropriate arrangements. Again, **please NO SWEET TREATS FOR CELEBRATIONS!**

### **Chaperones:**

All chaperones must be approved by the Berkeley County Board of Education. Applications must be completed and returned at the beginning of each school year in order to be considered. If selected to be a chaperone, responsibilities will include the following:

- Being identified and introduced to the students by the teacher
- Understanding the trip agenda and objectives
- Understanding that students assigned to chaperones are their responsibility for the entirety of the field trip ~ **Remember** ... students must remain with the chaperone and are not permitted to “go off on their own” ~ The teacher will provide a list of students’ names to chaperones ~
- Complying with and reinforcing all school rules ~ Any violations must be referred to the teacher immediately ~ **Please review the Student Handbook** in preparation for the fieldtrip ~
- Staying on schedule ~ Be aware of deadlines, locations, and times ~
- Reporting relevant emergencies to on-site security personnel immediately followed by notifying the supervising teacher
- Honoring the Dress Code (See Dress Code section in the BHES and BCS Handbooks)
- **NOT SMOKING AT ANY TIME DURING THE TRIP! THIS IS PROHIBITED!**

### **Communication:**

Communication is an additional key component of student success. Berkeley Heights employs several standard methods of keeping parents/guardians informed including the following:

Planners: All 2<sup>nd</sup> and 3<sup>rd</sup> grade students are provided planners to assist with the management of daily homework assignments, which may be required to be signed each night by a parent/guardian to confirm that it was completed. Parents and teachers may communicate via notes utilizing the planner as a matter of convenience and record.

Notes: Please include the name of the student’s teacher, date, signature and telephone number on each correspondence with the school. Please remember that notes are required within **48 hours** of a child’s absence.

Phone: Teachers only have telephone access before and after school in addition to their planning times. Due to this limited opportunity, we ask for patience when waiting for returned calls.

Email: Everyone at Berkeley Heights has access to their email accounts on a daily basis. A list of addresses may be found on the school's website.

Newsletters: These are an excellent way to remain informed of important events and happenings within the school. Please read each one to maintain an awareness of early dismissals, school closings and exciting news. The breakfast and lunch menus are typically located on the back of each newsletter as well.

NTouch System: Important announcements from Berkeley County Schools may be received by completing the registration process for **NTouch** on Berkeley County's website: [www.berkeleycountyschools.org](http://www.berkeleycountyschools.org). This program informs the public about school closings and delays in addition to other important announcements. **Registering for this free service is highly recommended.**

Radio: Information related to early dismissals or closings may be obtained from the following radio stations:

**WEPM 1340 AM**

**WRNR 740 AM**

**WUSQ 102.5**

**WLTF 97.5**

**WXVA 98.3 FM**

**WCRH 90.5**

**WKMZ 95.9 FM**

**WINC 92.5 FM**

**WARX 106.9**

Television: Cable Channel 19 is updated monthly with information concerning upcoming activities in addition to school cancellations, delays, and early dismissals. Hagerstown Channel 25 also provides school closing information.

### **Curriculum:**

Assessments: All instruction is based on the West Virginia Content Standards and Objectives. A variety of programs are offered to ensure that each student has equal access to the curriculum. Those in K-3 are assessed several times throughout the year in both reading and math. In addition, Berkeley County students in K- 3 are evaluated in reading via the *STAR Reading and/or Star Early Literacy* and in math via *STAR Math* (grades 1-3 only) universal screening tools. Furthermore, third graders are required to take the *West Virginia General Summative Assessment*, which is mandated by the state of West Virginia.

Inclusion: Inclusive services are provided to those special education students that benefit from being in a general education environment for specific subjects with the additional support of a special educator. Decisions regarding inclusion are made at annual IEP meetings.

SPL: Support for Personalized Learning is a framework designed to provide additional reading or math support to students. SPL reading is a three "tiered" program that provides additional instruction as you move from one tier to another. All students receive Tier I (CORE) instruction during their Reading and Math blocks. Tier II (Targeted Intervention) reading instruction provides an additional 30 – 40 minutes of reading instruction daily to students that need additional support. Tier II math instruction requires the classroom teacher to provide 15 minutes of small group support to assist those struggling with math concepts. Most Targeted instruction in reading and math are

provided by the classroom teacher. Finally, Tier III (Intensive Intervention) reading includes 45-60 minutes of additional reading support to students performing significantly below grade level. This assistance is conducted by Title I staff or special educators and is done in groups of 1-3 students. Intensive math intervention is provided by someone outside of the classroom and is provided a minimum of 30 minutes three times per week.

Special Education: Berkeley Heights has multiple special education programs. Teachers or parents may request an evaluation of a student to determine eligibility for these services. It is the responsibility of SAT and MDET to ascertain the validity of the request(s).

Textbooks: Please be aware that textbooks are very expensive but are provided free of charge to every student. In the event that one is lost, a fee will be required of the parent/guardian to provide its replacement.

Title I Services: Title I is a federally funded program that is implemented to assist students in reading and math. Berkeley Heights participates in a school-wide program, which provides additional assistance by Title I staff members to individuals struggling in those areas. This service may be offered in two formats, which includes pull-out and push-in support. A *pull-out format* offers services to the student(s) *outside* of their primary classroom. A *push-in format* consists of a Title I teacher who provides additional instruction and/or services *within* the primary classroom.

504 Plans: These plans provide students with special accommodations due to medical conditions, language acquisition difficulties, or other special circumstances and are developed on a case-by-case basis by the child's teacher and an administrator.

### Daily Schedule:

**8:15**                    **Doors open for student admittance**

\*\*\*Students are not to be dropped off prior to this time.

\*\*\*Please do **not** park in fire lane in front of school awaiting the opening of the front doors.

**8:45**                    **Tardy bell rings**

\*\*\*You must accompany your child and sign him/her in at the front desk if your child arrives after this time.

**3:15**                    **Dismissal begins**

### Discipline Plan:

#### I. OBJECTIVES

##### A. SAFETY FIRST

##### 1. General Rules

- a. Students will walk in the building and on sidewalks.
- b. Students will keep their hands, feet, mouth, and objects to themselves.
- c. Students will refrain from aggressive, threatening, abusive, or intimidating behavior(s). These types of conduct will **not** be tolerated and may result in an immediate suspension.

- d. Students will refrain from the possession or use of any weapons, imitation weapons, drugs, alcohol, or tobacco products.
- e. Students will refrain from loitering or “horse-playing” in the building or on school grounds.
- f. Students will refrain from using profane language.

## 2. Line Rules

- a. Students will walk silently and in a single file line on the right side of the hall.
- b. Students may not change places or push in line.
- c. Students will refrain from jumping or grabbing door frames.
- d. All general rules apply.

## 3. Cafeteria Rules

- a. Students will refrain from talking while entering, exiting, and standing in the serving line.
- b. Students will use soft talking voices as governed by the self-monitoring light after they have been served and seated.
- c. Students will refrain from leaving their seats without raising a hand and obtaining permission to do so.
- d. Students will refrain from trading, giving, or selling food to other students.
- e. Students will refrain from throwing food at any time.
- f. All general and line rules apply.
- g. Students will be issued a behavior slip when rules are not obeyed.
- h. **Students may be required to remain silent periodically during lunch in order to assure sufficiency of time to eat their meal.**
- i. Students will be required to wear identification tags.

## 4. Playground Rules

- a. Students will refrain from running in the mulched areas.
- b. Students will be required to go down all slides on their bottoms.
- c. Students will be required to swing forwards and backwards only (not side to side).
- d. Students will refrain from jumping off of the swings at all times.
- e. Students will refrain from pushing one another on the swings.
- f. Students will refrain from running when recess is held on the blacktop.
- g. Students will be required to use all recess equipment appropriately (jump ropes, balls, etc.).
- h. Students will refrain from playing “tag”.

- i. Students will be required to keep their hands and feet to themselves.
- j. Students will be required to respect their peers and adults on duty.

## B. RESPECT YOURSELF AND OTHERS

1. Students shall obey all staff members.
2. Students shall conduct themselves in a manner that does not disrupt classroom learning or the operation of the school.

## II. DEFINITION OF TERMS

In-School Suspension – The student will be removed from the regular classroom setting and be placed in an alternative location within the school.

\*A student attending “in-school” suspension will be provided daily assignments. He/she will be responsible for completing all work and returning it to the classroom teacher.

Out-of-School Suspension -The student will not be permitted to attend school for a designated time. All missed work must be completed and turned in within two days of returning to school.

Expulsion – The student will be removed from school long term as determined by a hearing in front of the Berkeley County Board of Education

## III. LEVELS OF INFRACTIONS AND DISCIPLINARY ACTIONS

In order to provide consistency of classroom discipline across the school and to maintain an environment conducive to learning, students will be required to flip cards for the following behaviors:

- Talking without permission
- Being out of seat
- Behaving unsafely
- Commenting inappropriately
- Failing to follow directions
- Disrespecting classmates or adult
- Not attending to task
- Invading another’s personal space

The following steps will be taken to assist the student in correcting his/her behavior. Infractions will accrue from one day’s recess to the next. Upon returning from recess, the students will start fresh with the following procedures.

1 <sup>st</sup> Infraction:	Card will be flipped from green to yellow Verbal warning
2 <sup>nd</sup> Infraction:	Card will be flipped from yellow to orange Loss of 10 minutes of recess
3 <sup>rd</sup> Infraction:	Card will be flipped from orange to red Loss of 20 minutes of recess Infraction form to be completed by teacher Parent must sign and return one copy of form
4 <sup>th</sup> Infraction:	Card will be flipped from red to blue Loss of entire recess Parent will be contacted via phone, email, or written notice

Once a student gets to the 4<sup>th</sup> infraction on five separate days, the student will be required to conference with the school administration and parent to discuss the behavior issues. At this time, disciplinary action will be determined in accordance to the Behavioral Consequence Chart.

At no time will grade points be deducted for in-school disciplinary measures.

Students whom violate school rules resulting in the immediate issuance of an office referral will be disciplined in accordance with the Behavioral Consequence Chart that is kept in the administrative offices. In addition, a phone call will be made to the parent/guardian regarding the infraction and the applicable discipline procedure(s).

In order to encourage positive, appropriate behavior, rewards will be provided each nine weeks to students that receive less than 6 infraction forms in a nine week period.

### Suspension/Expulsion

The following behaviors will **not** be tolerated at school or on the bus and may result in the *immediate suspension* from school:

- Endangering the health/safety of students and/or staff
- Extremely disruptive behavior(s) that affects the educational process
- Extensive property damage

In some circumstances, recommendations may be made to the Berkeley County Board of Education to have the student(s) expelled.

This discipline plan is in accordance with the Berkeley County Safe Schools Policy File: JGFE and Safe School Procedures JGFE-A.

### Online Resources for Students, Staff & Parents/Guardians:

Students, parents and staff will want to familiarize themselves with Berkeley County

Schools' policies and procedures. Several of these policies are mentioned below; however, you are strongly encouraged to review important school district information, policies and regulations in the Berkeley County Schools 2015-2016 Student Handbook that is available on the web at [www.berkeleycountyschools.org](http://www.berkeleycountyschools.org). Hard copies of the Student Handbook, Expected Behavior in Safe and Supportive Schools Student Manual, and all other policies and procedures are available upon request in the school office or the Office of Communications, 515 West Martin Street, Martinsburg, WV 25401.

**Dress Code: (Also see the “Dress Code” in the BCS Handbook)**

When, in the opinion of the school administrator(s), dress and/or grooming endangers the safety of the student, interferes with learning, or is unacceptable in conduct or etiquette, the student may be asked to make modifications to his/her appearance. For safety and modesty purposes, students are required to adhere to the following guidelines:

- Do NOT wear halter tops or cut-off t-shirts that expose the tummy or have thin spaghetti straps
- **Do NOT wear sandals without a heel strap**
- Do NOT wear pants or shorts that slide down, which may result in the exposing of underwear
- Do NOT wear clothing with crude or vulgar messages or any item that communicates messages of violence, alcohol, tobacco, or other inappropriate subjects
- DO wear shorts and skirts that are at least fingertip length or longer

Those that do not abide by these regulations will receive a warning. Additionally, assistance may be provided in making provisional modification(s) to the student's appearance if determined necessary. If this cannot be achieved, the result may be that of requiring a change of clothes being delivered to the child OR the child being sent home for the remainder of the school day.

**Early Sign Outs:**

When possible, please send a note to the student's teacher to communicate that you will be picking him/her up early. This is a courtesy that allows teachers sufficient time to prepare assignments, homework, and any additional materials that will need to be sent home.

It is mandatory that the parent/guardian sign the student out in the designated book at the front counter in the office. But please remember that **sign-outs will not be permitted between 3:00-3:15 unless there is an emergency** as this is a very busy time for students, teachers, and staff, which requires focused attention on responsibilities related to safety and the “End of the Day Procedures”.



### **Emergency Procedures:**

Unfortunately, events may occur during the school year, which result in emergency situations. Consequently, providing a safe learning environment is an eminent priority for the BHES staff, which is evidenced by various preparatory and contingency trainings and drills.

The parent/guardian is an important contributor to this process resulting in the need for cooperation in doing the following:

- Reporting suspicious behavior or situations around the school or bus stop to the school office ~ The eyes and ears of the community are of great help in ensuring safety ~
- Having a plan in place in the event that school is dismissed early for weather events or some other school emergency ~ Bus transportation is typically provided during these occurrences ~
- Being prepared to assist at school as guided by emergency or school officials (directing traffic, monitoring dismissal, etc.).
- Being aware of our evacuation site, *Living Waters Family Worship Center- 267-4707*, which is located at the top of the hill behind Berkeley Heights and across from Capitol Heights. ~ This is the area to which students will walk in the event of a required evacuation ~
- Being aware that there are occasional situations (custody problems, community concerns, etc.), which require us to limit the access of visitors to only the front hallway ~ At those times, identification may be required from everyone entering the building ~

Working together, we can be much more successful in protecting all students, staff, and the school at large. Thank you in advance for cooperating during these occasional challenging times.

### **Homework Policy:**

Students are assigned homework at various times, which should not exceed more than 10 minutes multiplied by the child's grade level (3<sup>rd</sup> grade X 10 = 30 minutes). The homework should be of a review and practice format. It cannot negatively impact a student's grade at the K-3 level, but completing homework is an important responsibility issue. If not returned, a checkmark may be earned on the student's RSP slip and/or result in the loss of a portion or the totality of his/her recess.

### **Lice: (Also see "Procedures to Control Lice in the Schools" in the BCS Handbook)**

If a student is found to have lice, he/she will be sent home and may not return until necessary treatments have occurred. A parent/guardian must accompany him/her back to school for a hair assessment to be completed by appropriate personnel to assure the absence of lice.

## **Lunch Prices and Procedures**

All students at Berkeley Heights Elementary receive free lunch and breakfast

### **Breakfast**

Regular Price: FREE                  Reduced Price: FREE                  Guest Price: \$3.00

### **Lunch**

Regular Price: FREE                  Reduced Price: FREE                  Guest Price: \$4.00

Extra milk:                  \$0.25

\*prices subject to change

BHES encourages the inclusion of healthy items in packed lunches and stresses that **bringing carbonated beverages, fast food items, and glass containers is not permitted for students or guests.**

## **Make-Up Work Policy:**

When a student is absent for 3 or more consecutive days, the parent may contact the school to make arrangements for obtaining the missed work. Please allow the teacher sufficient time to prepare the needed materials. For absences less than 3 consecutive days, the work may be made up when the student returns to school.

## **Medications:**

No medications may be given at school without a physician's order and a parent signature on the **Berkeley County Schools Administration of Medication Form**. Those that are prescribed to be given 2 or 3 times per day are requested to be administered at home. Medications received at school must be provided in the original pharmacy container with the current label attached. Finally, the first dose of any prescription or over-the-counter item should be given at home for the purpose of monitoring any occurrence of adverse reactions.

### **Money:**

When cash is sent to school with the student, please comply with the following procedures:

- seal the envelope
- label the envelope with the student's name
- include the teacher's name
- designate the purpose of the money

If payment is made via check, please be advised that there will be a \$20.00 returned check fee in addition to any charges imposed by the school's banking institution.

### **Parent Concerns:**

If any concerns arise in regards to a student's education, the initial contact should be made with the classroom teacher as this is the most efficient method of obtaining the desired resolution. Bypassing this step may result in a miscommunication of information between the office and home due to the fact that it is the teacher who knows the student best and has ready access to the most recent data and information concerning his/her educational and/or behavioral performance. Contact with him/her may occur via telephone message or a written note, which may be reciprocated with an appropriate response by the teacher. Conferences may also be scheduled on an as needed basis.

### **Pioneer of the Week:**

Each student will be recognized as Pioneer of the Week at some point during the school year, which includes having his/her picture displayed in the front showcase. In addition, parents and/or guardians are invited to join the student for lunch on the Friday of that designated week.

Please note that the price of a school lunch for each guest is \$4.00 and that exact change is appreciated.

Again, BHES encourages the inclusion of healthy items in packed lunches and stresses that bringing carbonated beverages, fast food items, and glass containers is not permitted for students or guests.

### **PTA:**

The Parent Teacher Association is a self-governing unit that plans its programs and activities to meet the needs of the children and youth in the community. **We encourage everyone to become involved.** The PTA is continually seeks volunteers for various activities and would be delighted to have your help. Please note that more specific information regarding planned programs will be sent home with your child periodically via flyers.

### **Quicker Picker Uppers:**

A Quicker Picker Upper Form must be completed and returned when a parent is planning to transport a student home from school on a daily basis. This will allow for a rapid dismissal of the student **and** will prevent the need to sign him/her out each day. Parents/guardians are to wait in the front lobby during this time.

### **Responsible Student Program:**

The mission of this program is to encourage students to understand the importance and benefits of responsibility. Listed below are the essential expectations of each programmatic level:

Kindergarten:	backpack in cubbie clean personal space
First Grade:	kindergarten expectations folder returned daily
Second Grade:	kindergarten expectations pencil sharpened before bell rings homework completed and returned agenda filled out with necessary homework
Third Grade:	second grade expectations agenda signed by parent

“Reminder to be Responsible” forms will be provided to record incidents when students are not meeting standards. Incentives and rewards will be provided each nine week period to allow those eligible to receive recognition for meeting these standards. A student must return the signed “Reminder to be Responsible” slip or lose part of his/her recess time the next school day.

### **School Calendar Highlights:**

#### Holidays/Breaks (No School):

September 7	Labor Day
November 11	Veterans’ Day
November 25-November 29	Thanksgiving Break
December 23-January 3	Winter Holiday Break
January 18	Martin Luther King, Jr. Day
March 26 – April 3	Spring Break
May 10	Primary Election Day
May 30	Memorial Day

2-Hour Delay Days: Several days each school year are designated as Continuing Education Days, Faculty Senate and/or Data Team Days. These days are provided to encourage teacher collaboration and decision making in the school. The time spent without students is very valuable and helps to ensure consistency of instruction from one class to another. Students will arrive to school 2 hours later than normal on these designated days. The Continuing Education, Faculty Senate, and/or Data Team days for the 2015-2016 school year include the following:

Tuesday, September 8, 2015  
Tuesday, October 20, 2015  
Thursday, November 12, 2015  
Tuesday, December 8, 2015  
Tuesday, January 19, 2016  
Tuesday, February 16, 2016  
Tuesday, April 12, 2016

### **Student Assistance Team:**

The Student Assistance Team (SAT) is comprised, at a minimum, of an administrator, guidance counselor, nurse, special educator, and regular educator. When there is a medical, attendance, behavior or academic concern with a student that is brought before SAT via a referral process, the team convenes to discuss interventions that may be beneficial to increasing student success in the school environment. Upon review of data and relevant documentation, determination may also be made regarding the need of initiating the evaluation process for the student, which will yield information regarding the essentiality of specialized instruction. In addition, the SAT team is responsible for making decisions related to the referring of attendance issues to the county attendance official and/or magistrate court. This team also considers potential retention issues and referrals.

### **Student Health and Wellness:**

Any student who is ill should remain at home an appropriate amount of time particularly when experiencing symptoms that include vomiting, diarrhea, and/or fever, which may be contagious and harmful in a setting that serves a multitude of young children. Students must be symptom free for 24 hours prior to returning to school.

Consequently, the need may arise to contact the parent/guardian in a timely manner in the event of such illness or emergency. Any changes that occur regarding home phone numbers, cell numbers, work numbers, addresses, or custody determinations need to be communicated in a note to your child's teacher. Please be conscientious in assisting us

with these matters for the benefit of all of those concerned.

**Technology:**

Students have frequent opportunities to utilize classroom computers, Smart boards, laptops, and iPads. In addition, weekly access to the computer lab is provided. Teachers incorporate the use of the internet into various lessons throughout the school year to supplement instructional modalities. In order for a student to participate in internet activities associated with this format, **a signed copy of the Acceptable Use Policy must be on file at the school.** Please look for and complete this form during the first few days of the year.

**Visitor Parking:**

If all spaces are occupied in the front lot, please use the upper level parking area on the south side of the building. **Parking along the front and south side curbs is strictly prohibited** due to the regulations governing buses and emergency vehicles. In addition, please be mindful of NOT parking in the designated handicap spaces, grassy areas, fire hydrant locations, and specified restricted areas.