

# **LASHMEET/MATOAKA ELEMENTARY SCHOOL**

## **"The Indians"**

### **Parent and Student Handbook**

**2015-16**

*You Can't Hide That Indian Pride*

## ***Principal's Message***

**Dear Student and Parent/Guardian:**

**On behalf of the faculty and staff Of Lashmeet/Matoaka School, I would like to welcome you to the 2015-2016 school year. We are looking forward to a GREAT year. In order for that to happen, it is extremely important that there is a cooperative effort between the school, students, and parents/guardians.**

**This handbook has been prepared to inform our students and parents/guardians of the procedures and expectations at LMS. It is important for parents/guardians and students to read through this handbook together. When you finish, there is a page in the back of the book for the parent/guardian and student to sign. The signed form must be returned to the student's homeroom teacher.**

**I want to thank each of you in advance for taking the time to familiarize yourselves with the procedures and expectations of our school. Our desire, as always, is to provide a safe nurturing environment where our students can grow and learn socially, emotionally, and academically.**

**I look forward to working with you and your child this year. Please feel free to contact me at the school any time.**

**Sincerely,**

**Dina Smith, Principal**

## Lashmeet/Matoaka School Staff

**Principal:** Dina Smith  
**Counselor:** Katie Pack  
**School Nurse:** Maria Webster  
**Pre-K:** Anita Davis, Emily Hodovan  
**Pre-K Aids:** Kristie McBride, Peggy Goins  
**Kindergarten:** Misty Meadows, Debbie Six  
**K Aids:** Pat Davis, Kay Midkiff  
**1st Grade:** Amy Rickman, Tracy Samosky  
**2nd Grade:** Keeley McKendree, Alisha Taylor  
**3rd Grade:** Tara Matney  
**3rd/4th Split:** Vicky Burks  
**4th Grade:** Leigh Kessler  
**5th Grade:** Melissa Brooks, Angela Blankenship  
**Special Education:** Keisha Gibson, Angela Whittington Niday  
**Title I:** Becky Dunford, Amy Lester, Brittany Lippencott,  
Michelle Oates  
**Art:** Gayle Greer  
**Band:** Vicky Bradley  
**Bible:** Mark Botts  
**Media/TIS:** Rhonda Elliott  
**Music:** Brenda Raymond  
**Physical Education:** Tim Woody  
**Speech:** Ashley Simmons, Lauren Buckner  
**Cooks:** Karen Pacitto, Karen L. Pacitto, Jessica Hensley,  
Tracy Smith  
**Custodians:** Brett Shrewsbury, Jerry Pacitto, Sue Graham

## **Lashmeet/Matoaka School Mission**

Lashmeet/Matoaka School strives to be a West Virginia High Quality School by providing a positive, safe climate and culture in order to foster learning for all. High expectations, differentiated instruction, and engaging our students in standards based instruction assure that all students have the opportunity to master essential knowledge, skills, and dispositions to be successful in a global, digital society.

## **Lashmeet/Matoaka School Vision/Values**

- To promote a positive, safe climate and culture based on collaboration and mutual respect, with a focus on engaging best practices in instruction that lead to increased student achievement.
- To promote academic excellence through a consistent delivery of vertically and horizontally aligned curriculum and performance standards.
- Maintain high expectations for students, staff, families, and communities to share in the responsibility and accountability for learning.
- To provide discipline and direction to enable students to grow and develop socially and emotionally.
- To foster lifelong learners who can contribute in our changing, global world and to improve the quality of life.

## **Lashmeet/Matoaka Core Beliefs**

Using the West Virginia Standards for High Quality School for continuous school improvement at Lashmeet/Matoaka School our core beliefs are:

- Creating a positive climate and cohesive culture where the staff shares sound educational beliefs and values, with high expectations for all.
- Distribution of leadership among staff, students, and stakeholders for improved school performance.
- Delivering standards-based curriculum that enhances the unique qualities of each learner with differentiated instruction, assuring all students attain essential knowledge, skills, and dispositions to function in a global, digital society.
- Student well-being is top priority in making decisions and providing support services to address students' physical, social-emotional, and academic growth with a strong emphasis on Reading/Language Arts, math, critical thinking, writing, and collaboration.

- Positive connections to families and communities are formed through Title I parent involvements, various classroom activities, PTO, LSIC, and opportunities to volunteer within the school.
- Staff members participation in self-reflection, collaboration, and evaluation leads to professional growth and development and positively impacts student learning.
- A collective commitment to collaboratively identify, plan, implement, monitor, evaluate, and communicate the changes necessary to continuously increase student learning.

### Lashmeet/Matoaka School Strategic Plan Goals

1. To increase ELA proficiency rates by 5% as measured by the West Virginia Summative Assessment.
2. To increase overall math proficiency rates by 5% as measured by the West Virginia Summative Assessment.

### Teacher and Principal Conferences

Parents/Guardians are encouraged to become involved in their child's education. Students are more successful at school when their parents/guardians are actively involved. Parents/Guardians are encouraged to communicate with their child's teacher and/or principal if they have a problem or concern, or if they just want to check on their child's progress at school.

Parents/Guardians are encouraged to call the school to set up a conference with their child's teacher or principal. Conferences with teachers must be conducted during their planning period or after the students leave from 2:20 p.m. until 2:45 p.m. Teachers are busy providing valuable classroom instruction and supervising students throughout the rest of the school day, so scheduling a conference will ensure the teacher is able to focus his/her attention on your concerns without disrupting the educational process.

If your child is having problems at school, make sure the teacher and/or the principal are informed of the problem. We will be glad to help resolve any issues or problems your child may be having at school, but we must be aware of the problem first. Communication is one of the first steps in resolving a problem. If your child is having a problem in the classroom or with a classmate, you should communicate with the classroom teacher first. You may also communicate with the principal, after you have discussed the matter with the classroom teacher. Parents/Guardians should discuss problems and concerns with the appropriate LMS staff, prior to calling the Mercer County Board of Education.

Teacher planning period times are listed below:

7:20 - 8:00      T. Woody, R. Elliott, B. Raymond, Keisha Gibson, Angela Niday

8:00 - 8:40	M. Meadows, D. Six
8:45 - 9:25	E. Hodovan, A. Davis
9:30 - 10:10	A. Rickman, T. Samosky
10:10 - 10:50	T. Matney
12:10 - 12:50	V. Burks, L. Kessler
12:50 - 1:30	A. Blankenship, M. Brooks
1:30 - 2:10	K. McKendree, A. Taylor

**\*\*\*Parking in the bus loop is prohibited between 6:30 a.m. and 7:45 a.m. and between 1:45 p.m. and 2:45 p.m.**

### **Arrival at School/Student Drop-Off**

Students should arrive at school no earlier than 6:45 a.m. Teachers are not on duty until that time. The cooks and custodians are at school earlier, however, they are busy with their morning duties, and no one is available to supervise students until the staff on duty arrives. Please DO NOT drop students off until 6:45 a.m.

The preferred method of transportation for students, to and from school, is the school bus. When your child/children rides the bus to school it reduces the amount of traffic in the school parking lot and school bus loading zone. If we can reduce the amount of traffic in the school parking lot and bus loading zone we can make this area safer our students.

If you choose to drive your student/students to school, we are asking that you follow these procedures:

- Make sure your child/children do not arrive before 6:45 a.m.
- Observe the 15 mile/hr speed limit in the school parking lot.
- Pull up into the bus loading/unloading zone and drop your student/students as quickly and safely as possible.
- Do not pass a bus or car in the bus loading/unloading zone.
- If you plan to walk your child into the building, park in the lower parking lot, NOT in front of the building.

### **Walking Students to Class**

Even at an early age, parents/guardians can help students become more independent by providing them with opportunities to be responsible for themselves and their own actions. When we allow students to take responsibility, we help them develop self-esteem. When students take responsibility for the things they have the ability to do and for the things they

can control, they often are better able to solve problems, identify and express feelings, follow directions, make decisions, and make better choices.

Students in grades 1 through 5, who have previously attended LMS, are already familiar with the morning procedures at our school. Students in these grades should be able to enter the building in the mornings, without their parent/guardian and report to the appropriate designated area until their teacher picks them up at 7:20 a.m. All students initially report to the cafeteria. Students in grades 2 - 5 will report to the gym when the staff on duty has reported to the gym.

Parents/Guardians of students who are in Pre-K and K can walk their students in for the first two weeks of school. After the first two weeks have passed, we are asking parents/guardians to allow their child to follow the school routine. Whether your child is on time or late, after the first two weeks we are asking parents/guardians to have their child walk to class or their designated area without parent/guardian assistance. Pre-K students report to their assigned classrooms each morning, and K students report to the cafeteria until their teacher picks them up at 7:20 a.m.

Bus duty begins at 6:45 a.m. every morning for our staff. We have adequate staff on duty to watch and assist the students who may need help getting to their designated area. We understand it is difficult to leave when your child appears to be upset, but the longer you stay; the longer you delay the inevitable. Children generally calm down in just a few minutes after the parent/guardian leaves. Our staff is well versed in dealing with separation issues so you do not have to feel like you are abandoning your child.

### **Bus Notes and Student Pick-Up Changes**

Parents/Guardians must send a handwritten note to school with your child if their method of transportation needs to be changed. The child/children should give their note to their homeroom teacher when they arrive in class that morning. Parent/Guardian notes should be written if your child/children need to ride a different bus or if the child is going to be picked up instead of having to ride the bus home.

Parents/Guardians may call the office with a transportation change request if an EMERGENCY arises, AFTER the child is at school. Calls for unexpected changes like this must be made before 1:30 p.m. in the afternoon to guarantee there is enough time to get the message to the child and their teacher/teachers. Last minute calls for bus changes and parent pick-up changes could result in your child/children not reaching the proper destination after school.

Student safety is one of our top priorities. The office is extremely busy in the mornings and right before student dismissal. Your assistance with this matter will guarantee that your child reaches the proper destination safely. Please note that calls are to be made

**ONLY be made in the case of an EMERGENCY. We will NOT accept phone calls for end of the day transportation changes, UNLESS there is an emergency situation that suddenly arises. Parents/Guardians who continue to call, without an emergency, will be asked to schedule a conference with the principal so we can work together to help ensure your child's safety.**

### **Student Pick-Up**

Students are not officially released from school until 2:15 p.m. Buses leave the bus loading zone at 2:15 p.m. or shortly thereafter. To ensure the safety of our students and staff, parents/guardians are expected to follow these procedures when picking up their child/children:

- Parents should remain in their car, in the parent pick-up line, at the lower end of the parking lot, until the buses are loaded and have left the bus loading zone.
- Students who are being picked up will be brought out to the bus loading zone, after the buses are gone.
- Parents/Guardians may pull up into the bus loading zone at that time to pick up their student/students.
- Parents/Guardians should be patient and remain in line until the vehicle in front of them moves. Do not pass any vehicle that is loading students while you are in the bus loading/student pick up loop.
- Parents/Guardians who plan to pick-up their student/students **MUST** be at school by 2:20 p.m.
- Parents/Guardians who are continuously late will be asked to schedule a conference with the principal.

Teachers and staff often have other business or meetings to attend to after school and their work day ends at 2:45 p.m., so it is important for parents/guardians to be on time.

### **Early Release Procedures**

Mercer County's Attendance Policy J-10, prohibits students from being released during the last 30 minutes of the school day. Lashmeet/Matoaka school will follow the county policy on this procedure. Parents/Guardians will not be able to sign students out after 1:40 p.m. This policy helps ensure that students do not lose valuable instructional time at the end of the school day. Emergencies will be considered, if and when they arise.

### **Attendance**

Good attendance is vital to your child's academic success. When a child is absent from school he/she is missing valuable instructional time. You will receive a letter from the principal if your child reaches 5 absences, whether they are excused or unexcused,

cumulative or consecutive. This letter is for informational purposes only if all of the absences are excused. Parents/Guardians of students who have unexcused absences, tardies, or early exits noted on this letter need to call the school to schedule a conference with the principal.

In accordance with Mercer County Schools Attendance Policy J-10:

- When a child accumulates five (5) unexcused absences during the school year, the attendance director will be contacted. At that point, the attendance director will serve written notice to the parent/guardian.
- When a child accrues ten (10) unexcused absences and/or tardies, the principal or designee shall restrict the students from participating in selected school field trips and/or assembly programs.
- When a student accrues ten (10) unexcused absences and/or five (5) days out-of-school suspension, that student may be referred to the Judge's Attendance Program.
- Parents of students in grades K-5 who have accrued ten (10) or more unexcused absences are subject to abuse and neglect charges.
- If a Pre-K student accumulates five (5) unexcused absences during the school year, the parent will be contacted by the principal or designee and required to attend an attendance conference.
- If a Pre-K student accrues ten (10) unexcused absences, their child's seat in the Pre-K program shall be forfeited and given to the next child on the Pre-K waiting list.

Parents/Guardians should send an excuse to school every time his/her child has been absent. Parents/Guardians can send five (5) parent excuses per semester for illness only, according to the Mercer County Attendance Policy.

Attendance incentives will be provided throughout the year for students who maintain perfect and faithful attendance.

### **Tardies and Early Dismissals**

Students are expected to be at school by 7:20 a.m. Teachers pick their students up from the cafeteria at this time. Students who are tardy and/or leave early are also missing valuable instructional time which is vital for academic success. Students who come in after 7:20 a.m. are considered tardy. **Parents/Guardians must walk into the school with their child/children if they are tardy and sign them in at the office.**

In accordance with Mercer County Schools Attendance Policy J-10

- When a student has been tardy three times, those tardies will be converted to an unexcused absence for the purpose of the Judge's Attendance Program.

- Tardies will be used in computing absences in determining student eligibility for perfect and faithful attendance awards and any other attendance-related incentive award.
- Any student leaving school early must be signed out by the parent/guardian, or designee.
- Emergency situations: The principal or his/her designee shall have the authority to dismiss a student early under emergency situations.
- Early dismissals will not be granted within 30 minutes of the end of the instructional day.
- Early dismissals during the last 30 minutes of the instructional day may be authorized at the discretion of the principal or designee.
- For the purpose of the Judge's Attendance Program, three (3) unexcused early dismissals shall equate to one (1) unexcused absence.

**\*\*\*Students are tardy until 9:00 a.m. Students who sign-in or sign-out between 9:00 a.m. and 1:00 p.m. will be considered absent for a half-day. A sign-out after 1:00 p.m. is considered an early exit. Excuses must be provided for tardies and early exits to be considered excused.**

**\*\*\*Please send either a medical, legal, death in family, or parent excuse to school, if your child has been absent, as soon as they return to school from the absence. Students will give their excuses to their homeroom teacher. Also, please provide a note from a doctor, if a child's activities are to be restricted upon their return to school from an absence. The doctor's note, in this instance, would need to state the type/types of restrictions for the child and the dates that the restrictions will be required.**

**\*\*\*Students are not expected to attend school when they are ill. A student who has been running a fever and/or vomiting should not return to school until 24 hours after the fever has broken or vomiting has stopped.**

### **Make-Up Work**

**If a student misses less than three days of school, they may request their make-up work when they return to school. A parent/guardian may request make-up work for the student, regardless to how many days the student is going to be absent. Parents/Guardians should call the school early, if they plan to pick up make-up work, so the teacher has adequate time to gather the work without disrupting instructional time.**

**Mercer County policy J-10, 3.4 states: Students shall be given the number of days missed plus one day to make up his/her school work unless other arrangements are made with the teacher(s).**

In the event of an out-of-school suspension, the office may request the student's make-up work. Mercer County policy J-10, 3.4.D states: Students who have been suspended shall have all assignments completed on the day they return from suspension, unless other arrangements are made with the teacher(s) or principal.

### **Attendance Awards**

Attendance awards are given to students each nine week grading period. Final award certificates are given at the end of the school year.

**Perfect Attendance Awards**- Are given to students who have zero absences during the school year with no tardies and no early exits.

**Faithful Attendance Awards**-Are given to students who have missed five days or less throughout the school year. This also includes tardies and early exits.

### **Parents/Guardians and Visitors**

Parents/Guardians and visitors MUST sign-in at the office upon entering the building. Parents/Guardians and visitors MUST have a Visitor's Pass visible on them if they report to any other part of the building during the school day. Visitor's passes can only be obtained in the school office.

### **Expected Behaviors in Safe Supportive Schools**

Lashmeet/Matoaka School's Discipline Plan is aligned with the West Virginia State Board of Education policy 4373, *Expected Behaviors in Safe and Supportive Schools* and Mercer County Schools policy J-18. Everyone is entitled to a safe learning environment. The purpose of this policy is to help provide an educational system that supports students in their efforts to become healthy, responsible, self-directed citizens of their school and community. Discipline and direction help students grow socially and emotionally so they can develop the personal skills and dispositions of wellness, responsibility, self-direction, ethical character, cultural awareness, and good citizenship which promote a safe, caring environment.

The administrator and staff at LMS will use both preventative and intervention practices. The purpose of discipline is not simply providing a consequence for inappropriate behavior. The ultimate goal of any disciplinary action, whether it is preventative or intervention is:

- To promote self-awareness and self-management among our students, which will help develop self-esteem.
- To promote social awareness and interpersonal skills (cooperating, communicating respectfully, and constructively resolving conflicts).
- To develop decision-making skills and responsible behaviors (promote safety, avoid risk, deal honestly with people, and contribute in a positive manner to one's class and class, school, and community).

### **School-Wide Behavior Expectations for Students**

- Treat everyone the way you want to be treated.
- Keep your hands, feet, and all other objects to yourself.
- If you can't say something nice about someone, do not say anything at all.
- Respect your classmates, teachers, staff and yourself at all times.
- Walk at an average speed in the school and on school grounds, unless you are in physical education class or at recess.
- Demonstrate respect for your school and your school community by helping maintain the school grounds, building, equipment, and furniture.
- Inside voices should be used throughout the building.
- Follow the school dress code.
- Be honest and trustworthy at all times.
- Refrain from harassment and bullying at all times. There is a zero tolerance for harassment and bullying.
- Behave in a manner that is conducive to a safe environment and learning.

### **Capturing Kids' Hearts**

Faculty and staff will use Capturing Kids' Hearts to promote a positive caring school climate in an effort to prevent disciplinary problems before they occur. Social contracts will be mutually developed by the teacher and their students on the first day of school. The contract will include a list of mutually agreed upon behaviors for the classroom. The teacher and every student in the class will sign the contract once it has been developed.

### **Harassment Definition**

Harassment is unwelcome and unwanted repeated behavior related to sex, race, religion, or ethnic groups that make you feel afraid, embarrassed, helpless, angry or unsafe, or upsets you to the point you cannot learn, you cannot teach, or you cannot be effective with your job. Harassment will not be tolerated.

## **Bullying Definition and Policy**

The staff at LMS are committed to providing an environment for students to study and learn that is free from bullying. Bullying is any continuous, intentional gesture, verbal or physical act, that harms a student or staff member; places them in reasonable fear of damage to his/her property; or is sufficiently inappropriate, severe, persistent, or so pervasive that it creates an intimidating, threatening or abusive educational environment.

Any student who believes he/she has been the victim of bullying is encouraged to immediately report the alleged act to any staff member. The staff member will report the incident to the principal, who will investigate and take appropriate action.

## **Expected Behaviors in the Classroom**

- Always be courteous, cooperative, and respectful to your teacher and classmates.
- Always be prepared for class by having paper, pencils, textbooks, and homework completed.
- Always keep classrooms and desks neat and orderly.
- Always behave in a manner that does not disrupt class.
- Always have a positive attitude.

## **Expected Behaviors in the Cafeteria**

Students are expected to behave appropriately throughout the school building, including the cafeteria. Rules for the cafeteria are:

- Teachers will take students to the restroom prior to bringing them to the cafeteria for lunch; therefore, students should not need to go to the restroom during lunch unless they are sick or there is an emergency.
- Remain seated at your table until the staff member on duty directs you to line up.
- Stay in a single file line with your hands, feet, and all other objects to yourself while you are in line.
- Use quiet voices; speak only to those seated at your table.
- Sharing or exchanging food is not permitted.
- Clean around your seat and table before you empty your tray.
- Throwing food or other objects will not be tolerated.
- Listen to and follow the directions of the staff on duty in the cafeteria.

## **Expected Behaviors in the Hallways/Stairwells**

- All students will stay in line and maintain quiet order while moving in the hallways and stairwells.
- All students will walk at an average speed in the hallways, stairwells, and all other areas in the school.
- Students will use their inside voice in the hallways/stairwells and refrain from making any loud noises that would disrupt instruction in other classes.
- Gently close all doors, including locker doors.
- Students will dispose of all trash properly in garbage cans.

### **Expected Behaviors in the Restrooms**

- Always flush commodes/urinals after use.
- Put all trash in the garbage cans.
- Students should refrain from making loud noises and/or "horseplaying."
- Always wash your hands.

### **Expected Behaviors on the Playground**

- Students should wear regular shoes of some sort while playing on the playground. Sandals and open-toed shoes can be a safety hazard when children are running and playing.
- Students are to play safely in the designated playground area.
- Students are not permitted to play with hard balls.
- Students will not play tackle football or any other contact sport.
- Physical contact will not be permitted either with equipment or student to student.
- Bullying will not be tolerated.

### **Expected Behaviors at Assemblies**

- Enter quietly and sit in your designated area.
- Sit on your bottom and keep your hands to yourself.
- Clap and laugh when appropriate.
- Wait quietly for your teacher to dismiss you.
- Demonstrate to our guest(s) that LMS students are the best.

### **In and Out of School Suspensions**

The following behaviors can result in in-school or out-of-school suspension, as assigned by the school administrator.

- Skipping school and/or class and/or leaving school without permission.
- Use or possession of tobacco, alcohol, drugs, or drug paraphernalia
- Destruction of school property (Item that needs repaired or replaced will be done at the parents' expense)
- Failure to follow teachers/administrators instructions (Insubordination)
- Vulgar or Inappropriate language and gestures
- Stealing
- Fighting
- Pulling fire alarms
- Striking or hitting personnel and/or others
- Threats to students or school staff
- Use or possession of a weapon
- Harassment/Bullying/Intimidation
- Forgery
- Gambling
- Hazing

### LMS Discipline Plan

This disciplinary plan outlines the disciplinary action for each inappropriate behavior. Classroom teachers will handle policy 4373 Level I discipline. Teachers may call home, send a note home, or send home a copy of a detention form when a student has been behaving in an inappropriate manner in the classroom or at school in general.

Office referrals will be made for Level II-IV behaviors, such as repeatedly violating school rules, fighting, bullying or harassment, possession of alcohol or weapons of any kind, etc. The principal will contact the parent by phone, and may request a conference, any time an office referral is made.

OFFENSE	1ST	2ND	3RD	4TH	5TH
Disrespectful Behavior (Depending on the severity of the disrespectful behavior. Extreme disrespect to school employees could result in immediate OSS.)	Warning/Conference	1 DET	2 DET	ISS	OSS
Disruptive Behavior	Warning/Conference	1 DET	2 DET	ISS	OSS
Lying, Cheating	1 DET	2 DET	ISS	OSS	OSS
Fighting	OSS	OSS	OSS	OSS	OSS

Horseplaying	Warning/Conference	1 DET	2 DET	ISS	OSS
Stealing	ISS	OSS	OSS	OSS	OSS
Destruction of Property	3 DET/PYMT	OSS/PYMT	OSS/PYMT	OSS/PYMT	OSS/PYMT
Tardy	See Policy	See Policy	See Policy	See Policy	See Policy
Bullying and Harassment	County Policy	Co. Policy	Co. Policy	Co. Policy	Co. Policy
Restroom/Hallway Infraction	Warning/Conference	1 DET	2 DET	ISS	ISS
Unauthorized Area	County Policy	Co. Policy	Co. Policy	Co. Policy	Co. Policy
Possession of a Weapon	County Policy	Co. Policy	Co. Policy	Co. Policy	Co. Policy
Possession of Tobacco	County Policy	Co. Policy	Co. Policy	Co. Policy	Co. Policy
Bus Infraction	County Policy	Co. Policy	Co. Policy	Co. Policy	Co. Policy
No Homework/Classwork	Classroom Policy	Class Pol.	Class Pol.	Class Pol.	Class Pol

### Codes

DET Detention

ISS In School Suspension

OSS Out of School Suspension

PYMT Payment for Damages

**\*\*\*Suspensions will result in a loss of school related activities for that nine weeks period.**

**Inappropriate behavior can and will effect conduct grades and positive behavior awards. The administrator may change the stated consequences depending on the severity of the offense.**

**Lunch detention may be used to make up work missed due to tardiness and/or failure to have homework.**

### Bus Rules

**Parents should make themselves aware of the bus stop times at their location. A parent or responsible adult should be at the bus stop to pick the child up when they arrive at their stop. Bus rules are necessary to maintain the safety of our students as they travel back and forth to and from school. Bus rules are listed below for your information and for you to review with your student.**

- 1. Students must have a note from their parent and permission from the school to ride a different bus or to get off of the bus at a stop other than their regular stop.**
- 2. Students should go directly to their assigned seat and be courteous to other students who may be sharing a seat with them.**

3. Students must sit in their assigned seat unless they are told otherwise by the bus driver.
4. Students will be held responsible for any vandalism that occurs to the seat in which they ride. Students should promptly report vandalism to their seat as soon as they notice it.
5. Students must remain in their seats while the bus is in motion and keep their hands, feet and other objects out of the aisle.
6. Students should help keep the bus clean. Eating and drinking is prohibited on the buses.
7. Students should maintain inside voices on the bus and avoid any unnecessary conversation with the bus driver.
8. Students should keep their heads, hands, and all other objects inside bus windows at all times.
9. Students should show respect for the bus driver at all times and listen to all verbal commands given by the bus driver.
10. Students should not throw objects within the bus.
11. Students should observe school and classroom rules while riding the bus to enable the bus driver to give his/her full attention to safe driving.

**\*\*\*Failure to abide by the rules on the bus will result in disciplinary action. The bus driver will write up the disciplinary form and bring it to the office. The principal will handle the disciplinary action. Parents will receive a phone call concerning their child's behavior and the consequence. Failure to abide by the bus rules may result in suspension from the bus which would require the parent/guardian to transport their child to and from school. Children who are suspended from their bus may not ride any school bus until their suspension has been served completely.**

### Dress Code

Mercer County Schools affirm that acceptable standards of dress for students are predicated on neatness, cleanliness, modesty, and safety. School dress must not disrupt the educational process.

- Skirts, dresses, and shorts must be long enough for fingertips to reach the hemline when a student's arm is extended along their side.
- Hats, head coverings, sunglasses, and bandannas are not to be worn in the school. (The exception would be special days)
- Jackets and coats are not permitted in the classroom.
- Blouses or shirts that expose the midsection or have a plunging neckline are not allowed.
- Tank tops that expose the chest area due to the armholes being too large are not allowed.

- Pants and shorts should be worn in manner that does not expose undergarments.
- Backless or "spaghetti" strap blouses or dresses are not allowed.
- Extremely low cut, tight fitting, or transparent clothes are not allowed.
- Clothing that advertises alcohol, cigarettes, rebel flags, and drugs are not allowed. Shirts that would have sexual or racial indications are not allowed.

### Grade Scale

93-100 A      85-92 B      75-84 C      65-74 D      0-64 F  
 Music, Art, PE      O (Outstanding)      S (Satisfactory)      U (Unsatisfactory)

### Lice Checks

Students may be checked periodically by homeroom teachers for head lice. If eggs or lice are found in a child's hair, the child's parent will be notified to take the child home for treatment. The child must be re-checked in the office before he/she will be allowed to return to the classroom.

### Telephone Usage

The office telephone is a business phone and should not be used by students except in the case of an emergency. Please make sure your child comes to school with everything they need including books, homework, band instruments, permission slips, etc. Students are not allowed to use the telephone to make personal arrangements (such as going to a friend's house or to see if they have permission to stay for the K Kids meeting).

### Emergency Cards

Every parent/guardian must complete an emergency card for their child. The emergency card is filed in the main office and is extremely important in the event an emergency occurs with your child while they are at school. They are also used to determine who can pick your child up from school. Please remember to make changes to the emergency card throughout the school year, if your address or number changes.

### Lost and Found

Articles found throughout the school are placed in the lost and found. Parents/Guardians are encouraged to check the lost and found box when they visit the school. Parents/Guardians are also encouraged to write their child's name on a tag or somewhere on the child's personal items so they can easily be identified.

## **Student Reward Programs**

### **The TRRFCC Program**

TRRFCC stands for trustworthy, respectable, responsible, fair, and caring citizen. Through this incentive program, we are guiding students at LMS to be great leaders and reach their highest potential. Every child starts out in the program; however, in order to stay in the program, students must have an A or better or an S or better in Conduct, have less than XXX absences, XXX tardies or early dismissals and have no detentions, or suspensions. Students who remain in the program based on the criteria, will participate in a rewards day at the end of every 9 weeks. Students who remain in the TRRFCC Program all four 9 weeks, will be eligible for the final rewards give away at the end of the school year. Prizes for the final rewards program are generally bikes, games, movies, tablets, and other nice prizes. Some students will win prizes through a drawing and others will receive money. Don't let your child be left out.

### **Sweet Success Straight A Banquet**

Students in grades K-5 who maintain straight As for all four grading periods throughout the year receive awards for their work and effort at a special banquet held at the school at the end of the school year.

### **Summative Assessment Rewards**

**Attendance** - Students will receive a reward for being present every day during the time when their class is scheduled to take the WV Summative Assessment. The reward is determined by the faculty annually.

**Effort** - Students receive an award after the Summative Assessment has been completed, if the test administrators observe them putting forth the effort to do their best on the WV Summative Assessment. Behaviors that test administrators monitor to determine effort are: note taking, using scratch paper to solve problems, writing a rough draft, etc. Rewards are determined annually and can include an end of the year fun day.

**Proficiency** - Students who score mastery or above on the WV Summative Assessment receive a cash reward. The amount of the award is determined based on the available funds and

number of students. These monetary rewards range from \$5 to \$20 for each subject in which the student has scored proficient or above.

Improvement - In previous years, a reward has been given for improvement without regard to proficiency. Students would receive a reward if their score improved from the previous year. Improvement rewards will not be given during the 2015-2016 school year due to the change in the state assessment. Improvement rewards will be given again in the 2016-2017 school year.

### Tutoring

Tutoring for Reading will be available in the mornings. Students report to morning tutoring in First Grade Computer Lab, Room 116 for tutoring. Parents/Guardians who want to have their child participate in tutoring would need to have them at school no later than 6:50 a.m. Morning tutoring is from 6:50 to 7:20. More detailed information will be sent home with students after school starts.

Tutoring for Math will be added this year. Math tutoring will occur after school. Parents would be required to have someone pick their child up, on time, after tutoring. A detailed schedule will be sent home after school starts.

### Parent Volunteers

Volunteers in the school must be approved by the Mercer County Board of Education. Please let the office know if you plan to volunteer at LMS in any capacity. Volunteering in the school not only helps the school, but it has also been proven that students are more successful, in school, when their parent/guardian is actively involved in the school. Parent volunteers are needed for the following:

PTO - The PTO is vital to any school. An active PTO can assist the school with providing programs after school for students and with raising funds to purchase needed items for the school, to recognize teachers and students, and to help make general improvements around the school. Monthly meetings will be held. Parents/Guardians will receive information on the scheduled meetings and a School Message will be sent to remind parents of the date and time of each meeting.

Local School Improvement Council (LSIC) - The Local School Improvement Council meets one time each nine weeks and makes a presentation before the Mercer County Board of Education one time each year. The purpose of this council is to discuss progress at the school, safety concerns and issues, and school improvement. Two parent volunteers serve on the LSIC.

**Read Aloud**- Parent volunteers are needed for the Read Aloud program. Parents/Guardians would need to attend a training to be part of the Read Aloud Program. One parent is needed to coordinate the program. Other interested parents would sign up to read to classes at LMS.

**Safety/Crisis Planning Committee**- Two parents serve on the Safety/Crisis Planning Committee to help develop and review the school Crisis Plan.

### **Breakfast/Lunch Program**

Every student in Mercer County receives free breakfast and lunch. Breakfast is served between 7:30 a.m. and 8:00 a.m., so please have your child to school by 7:30 a.m., if your transport them to school.

Parents/Guardians are welcome to eat lunch with their child; however, we ask parents/guardians to notify the office the day before you plan to eat lunch with your child. Doing this will ensure there is enough food prepared for the students and the parent/guardian. Lunch counts are calculated early every morning and meals are prepared based on the number of people who plan to eat that day. Parent/Guardian meals are \$XXX, which can be paid to the secretary, in the main office, on the day you eat lunch with your child.

### **Inclement Weather Conditions**

Parents/Guardians are encouraged to listen to the local radio and television stations, as well as monitor the Mercer County Schools website (<http://bor.merc.k12.wv.us/>) for information regarding school delays and closings. The Mercer County Board of Education will also call with a school delay or closing message, using the school messenger system. Please make sure your phone numbers on file are updated and accurate so you will be able to receive this message and other important messages.

Parents/Guardians should try to make arrangements for a responsible adult to meet their child/children at the bus stop in the event of an early release from school due to inclement weather.

### **Textbooks**

Textbooks are issued to the students by their classroom teacher and they become the responsibility of the student. The student is responsible for the loss and damage to any assigned textbook. If a textbook is lost, stolen, or damaged, the student must pay for the book before another can be issued.





