

# Alum Creek Elementary School Student Handbook

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Detach and return this Response Form page to School.

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I have received the Alum Creek Handbook, including the Title I School/Family Engagement Policy and Parents' Right to Request, for the 2017-18 school year and discussed it with my child.

Parent Signature \_\_\_\_\_

Date \_\_\_\_\_

Child's name \_\_\_\_\_

Grade \_\_\_\_\_

Teacher \_\_\_\_\_



**Alum Creek Elementary**

4540 Brounland Road

South Charleston, WV 25309-6095

(304) 348-1935 • Fax: 348-1936

Dr. Elizabeth Hoylman, Principal



## Directory of Faculty & Staff 2017-18

Dr. Elizabeth Hoylman	Principal
Mike Dunlap	Administrative Assistant
Nancy Foley	Counselor
Amy Evert	Pre-School/Headstart
Tasha Sayavong	Pre-School/Headstart Aide
Brenda Pistore	Kindergarten
Denise Hannan	Kindergarten Aide
Amber McMillion	Kindergarten
Dennie Brunetti	1 <sup>st</sup> Grade
Bridget White	2 <sup>nd</sup> Grade
Samantha Asbury	2 <sup>nd</sup> Grade
Bobbi Jo Williams	3 <sup>rd</sup> Grade
Rachael Wheeler	4 <sup>th</sup> & 5 <sup>th</sup> Grades
April Smith	4 <sup>th</sup> Grade
Rene Layer	5 <sup>th</sup> Grade
Sherry Murphy	Resource
Leslie Haddad	Librarian /Media Specialist
Laura Hudnall	Physical Education
Courtney Wickert	Title I Reading & Math
Brittney Sproles	Title I Reading & Math
Denia DeBord	Speech
Robin Redmon	Head Cook
Substitute/TBA	Cook
Summers Bradshaw	Head Custodian
Billie Baldwin	Custodian
Belle Haddad	School Nurse
Richard Kendall	Music
Chet Lowther	Art
Candice Rubin	Attendance/Social Worker

# ALUM CREEK ELEMENTARY STUDENT HANDBOOK

### Staff Message

Welcome to Alum Creek Elementary for the 2017-2018 school year. It's going to be an exciting year! We look forward to working with you and your child to make this year a successful one for everyone. There are so many opportunities in which your whole family can participate - PTO, Homeroom Helper, Parent Volunteer, Read Aloud, etc. Please take advantage of as many of these opportunities as you possibly can. We encourage you to take an active part in your child's education. Working together we can make a powerful team.

You are always welcome at the school to assist with our desire to increase student achievement, social and emotional growth, and a positive learning environment. Be sure to enter by the main door and sign in at the office. Please let us know of any way we can make your child's time here a more meaningful learning experience. Parents should review this handbook with their children so that we are all familiar with the customs and policies of our school.

You are invited to review and provide input on the strategic plan and parent/family engagement policy. These documents are available in the office, online, and/or attached.

### PTO Officers

Heather Thaxton .....President  
 Bobbi Jo Williams ..... Vice President  
 Crystal Dotson ..... Treasurer  
 Susan Stewart ..... Secretary  
 Carrie Taylor & Tara Tackett..... Fall Festival Coordinators  
 Michelle Painter.....Yearbook Coordinator  
 Samantha Bowman.....Decorating/Beautification Chairperson  
 Melissa Moore.....Book Fair Coordinator

### Mission Statement

**ACES provides individualized education that fosters academic excellence, confidence, independence, and leadership skills.**

### Vision

To be a destination school that provides knowledge and understanding of the world through technology, language, and cooperation.

### Core Beliefs

We Believe...

- (1) school must be a safe and nurturing place for children,
- (2) we must provide a high-quality instructional program,
- (3) there must be a strong and positive working relationship among all stakeholders, and
- (4) all students can master basic skills of reading, writing, and math.

### Strategic Plan & Title I Parent/Family Engagement Policy

Alum Creek Elementary has a strategic plan and engagement policy located in the office. We encourage parents to read the plan and offer comments and suggestions. It is a living, viable, meaningful document by which our school operates.

### Daily Schedule

6:30 .....	Students may enter the school
6:35-7:00 .....	Breakfast
7:05.....	Tardy Bell Rings/Instruction Begins
10:00-10:30.....	Pre-K Lunch
10:25 -10:55.....	Kindergarten Lunch
10:25 -10:55.....	1st Grade Lunch
10:25 -10:55.....	2nd Grade Lunch
11:00 -11:30 .....	3rd Grade Lunch
11:00 -11:30.....	4th Grade Lunch
11:00 -11:30.....	5th Grade Lunch
1:40 .....	Student Dismissal to Buses
1:45.....	Dismissal of Walkers/Car Riders
1:45-2:30 T-Th.....	Afterschool Skills Lab/Tutoring
2:45.....	Third Base Bus Pick-Up to Ruthlawn

### After School Permission

If it is necessary for your child to go anywhere other than home or where he/she normally goes after school, we need a note from you. If the child is to ride a bus on which he/she does not normally ride, you need to send a note. Without the note the child will not be allowed to board the bus. If during the school day you need to make different after-school arrangements for your child, please call the office before noon. This will allow the office staff ample time to notify the teachers of the changes. If your child is going home with another student, we need notes from both students/parents.

### Arrival Procedure

For each student's safety, Alum Creek students should not arrive before **6:30 a.m.** Upon arriving students are to go to the

cafeteria. Instruction begins at **7:05 am**.

### Dismissal Procedure

For your child's academic well-being, your child needs to be in school until dismissal at 1:40 p.m. Many important announcements and homework assignments are made at the end of the day. Students will be dismissed from the classroom at 1:40 p.m. At 1:40 p.m. bus riders will first be dismissed and walked to their respective buses by the teachers. Car riders will next be dismissed and loaded into cars by the teachers in the front parking lot. Walkers will be dismissed last.

### Early Pickup

Students who have doctor, dental, or government business appointments should try to set these appointments on days that school is not in session. If it is impossible to do so, an appointment may be made on a school day but the student will be excused only for the amount of time necessary for the appointment. The student must be signed out in the office. If someone other than the parent, legal guardian, or persons on the child's emergency card is to pick up the student, please send a note to verify. Office staff may ask for identification.

### School Car Drop Off and Pick Up

For student safety, please keep the lane beside the curb (closest to the building) between the dumpster and the flag pole a moving lane for quick drop off and pick up. If parents would like to park to accompany students inside or to pick up a student, please park in a parking spot inside the circle or in the upper parking lot behind the portable building. Be aware that buses use and turn around on Sand Plant Road, so the first 30 yards of that road cannot be parked in. All students should be picked up from school by 1:45 p.m. Alum Creek participates in the after-school, child-care program *Third Base*. Applications are available online and a fee is charged for this program.

### Field Trips/Permission Slips

Field trips are scheduled to give students opportunities for learning experiences outside the school setting. It is not a requirement, but a privilege, for students to attend field trips. Therefore, everyone must obey all safety and behavior procedures to expect to participate. Each field trip requires the teacher to have with them the signed field trip permission slip form provided to the parent by the school. It is your child's responsibility to return the slip. Permission for field trips cannot be given over the telephone or on hand-written slips. If your child does not return the permission slip, he/she will remain at the school under appropriate supervision with educational materials available. **We will not call parents on the day of the trip to get permission for children to go.**

### Centralized Meal Program

A monthly menu will be sent home at the beginning of each month. Please let the school know ahead of time if you plan to eat lunch with your child. This allows cooks time to prepare extra. Please do not bring food into the school cafeteria from outside food establishments. Soft drinks and glass containers are also not allowed in the school cafeteria. Students in pre-school will eat in the cafeteria family style.

Meal prices (subject to change):

<b>Students</b>	Breakfast - Free	<b>Adults</b>	Breakfast -\$3.25
	Lunch - Free		Lunch - \$4.25
	Extra Milk or juice \$ .45 (cash only)		

### Peanut-safe School

Alum Creek Elementary is a peanut-safe school. We do not serve peanut products in our school. Peanut allergy reactions can be very serious, even life-threatening. If you send a peanut butter item to school with your child, please also send a note to the teacher informing her or him. Thank you for keeping us alerted and keeping students safe.

### Foods

Foods brought into the school for celebrations may be consumed only by individual students for which they were brought and not by the general student population. Foods must be labeled and comply with KCS & WVDE policies or be fresh fruits or vegetables. No brought-in foods may be served between the times that students arrive at school until 20 minutes after lunch is served.

### Address/Phone Number Changes/Transfers

Advise us if you move and have a new address or phone number. Emergency cards need to be updated as soon as possible. We rely on that card to reach you in case your child has a problem. **It is imperative that you keep us updated at all times.**

### Visitors

Due to Safe Schools Law, visitors to the school must enter through the main door. Ring the buzzer and the office will let you in. All visitors are required to sign in and out and let the school secretary or principal know they are in the building.

### Parties & Party Invitations/Gifts/Flowers

Homeroom parents will be asked to plan two classroom parties per year. Invitations to private parties cannot be given out at school unless every child in the room receives an invitation. Flower and balloon arrangements delivered to students at school are not permitted on the school bus. Gifts purchased by a student for another student may not be exchanged at school unless it pertains to an educational project and has been approved by the administration.

### Illness

If your child has any of the following symptoms please keep them home:

- Fever of 100 degrees or higher in the last 24 hours
- Vomiting, diarrhea, severe abdominal pain within the past 24 hours
- Undiagnosed rash or open skin lesions
- Untreated head lice
- Seizure within the past 3 hours
- Thick nasal discharge
- Frequent cough
- Severe sore throat
- Earache
- Redness or drainage from the eyes

If your child becomes ill at school, you will be contacted to pick him/her up. All parent/guardians are required to complete emergency information forms each year. It is important that you notify the school of any changes in emergency numbers as soon as possible. Our school nurse will be at Alum Creek on a rotation basis and is available all other days by phone.

### Medication

Always check with your child's physician before asking the school to administer any medication. School policy allows students to take medications at school only if it is absolutely necessary in order for the students to attend school and learn. Please follow the regulations below when your child must take medications at school.

- Send the written order from the physician. The order should include dosage instructions and the time the medication must be given. Written permission from the parent must also be included.
- For medications that need to be given for longer than 21 days, an Administration of Medication form must

be completed and signed by the physician and signed by the parent or guardian. This form may be obtained from the school.

- The medication must be delivered to school in the original container. Prescription medication must be labeled clearly and accurately by the pharmacist or physician.
- Over the Counter (nonprescription) medication must be delivered to school in the manufacturer's container and must be clearly labeled with the student's name.
- All medications must be accompanied by an order from the physician except for the Over the Counter medications listed below. These medications must be accompanied by a note from the parent or guardian that gives permission to administer these medications and they must be delivered to school in the original container. These medications will be administered according to the manufacturer's directions for up to three school days. After three days an order from the physician will be required.
  - Ibuprofen medications such as Advil and Motrin.
  - Acetaminophen medications such as Tylenol.
  - Calamine lotion.
  - Simple cough drops that contain only menthol or pectin.

This policy is in place for the safety and protection of our students.

### **Physical Education**

All children need TENNIS SHOES (not boots or heels) that fit the foot securely for physical education. If these shoes are left at school, they will need to be marked with the child's name. Girls should bring a pair of shorts if they wear a dress on a P.E. day. A doctor's excuse is necessary for children unable to participate in P.E. for extended periods of time. A note from a parent will be accepted if it is only for a couple of days following an accident or illness

### **Evaluation/Honor Roll**

Kindergarten through 5th grade will receive a mid-term progress report midway through the nine weeks and report card at the end of each nine weeks. Students are recognized for their academic accomplishments by having opportunity to achieve A or B honor roll status each nine-weeks. The following scale will be used to determine grades:

K:	Honor Roll = 2 or less N's in academic subjects
1 <sup>st</sup> grade:	Honor Roll = 2 or less N's in academic subjects
2 <sup>nd</sup> - 5 <sup>th</sup> :	Principal's List = 4.0 GPA in academic subjects
	A Honor Roll = 3.5-3.9 GPA in academic subjects
	B Honor Roll = 3.0 – 3.49 GPA in academic subjects

A 93-100% (4.0)      B 85-92% (3.0)      C 75-84% (2.5)      D 65-74% (2.0)      E below 65% (-)

Perfect Attendance Award: If a student has 3 Tardies within a 9-weeks grading period, he/she does not earn the Perfect Attendance Award. If a student does not earn a perfect attendance award during all four 9-week grading periods, he/she is not eligible for the end of the year Perfect Attendance award.

### **Notification of Academic Difficulty**

At the end of each 4 ½ weeks of each nine-weeks grading period, teachers will assess student's grades and send home progress reports. All work considered in determining a grade for the nine weeks will have to be completed during that nine-week grading period. The notice needs to be signed and returned to the teacher. Possibility of Retention notices will be sent home during the 3<sup>rd</sup> nine weeks or with the 3<sup>rd</sup> nine-week report cards.

### **Toys, Games, and Electronic Devices**

Toys, games, and electronic devices are not to be brought to school. The only exception will be special occasions when teachers give permission to bring them. The school is not responsible for lost, damaged or stolen property.

### **Lost and Found**

All articles that are found are placed in the Lost & Found box in the cafeteria. Please label personal items for easy identification.

**Let's have a great year at ACES!**



## **Alum Creek Elementary**

4540 Brounland Road

South Charleston, WV 25309-6095

(304) 348-1935 • Fax: 348-1936

Elizabeth Hoylman, Principal

## **Annual Parent Notice of Right to Request Teacher and Paraprofessional Qualifications**

School: ALUM CREEK ELEMENTARY

Date: AUGUST 14, 2017

Dear Parent or Guardian:

Our school receives federal funds for Title I programs that are part of the *Every Student Succeeds Act (ESSA) of 2016*.

Under *ESSA*, you have the right to request information regarding the professional qualifications of your child's classroom teacher(s), and qualifications of instructional aides or paraprofessionals.

You have the right to know:

- a. Whether or not the teacher has met West Virginia's licensure and certification requirements for the grade levels and/or subject areas in which instruction is required by the teacher;
- b. Whether the teacher is teaching under an emergency or other provisional status through which state licensing requirements have been waived;
- c. The college major and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree; and,
- d. Whether your child is provided services by aides/paraprofessional, and if so, their qualifications.

Please contact your school principal or the Kanawha County Schools Office of Human Resources at the phone number below if you would like to request any information pertaining to any of the above.

Kanawha County Board of Education  
200 Elizabeth Street  
Charleston, West Virginia 25311  
Phone 304-348-7712

## Allm Creek Elementary School Parent and Family Engagement Policy

### PART I. GENERAL EXPECTATIONS

The Allm Creek Elementary School agrees to implement the following statutory requirements:

- Consistent with section 1116, the school will ensure that the required school level parent and family engagement policy meets the requirements of section 1116 of the ESEA, and includes, as a component, a school-parent compact consistent with section 1116(d) of the ESEA.
- Schools will notify parents of the policy in an understandable and uniform format and, to the extent practicable, in a language the parents can understand. The policy will be made available to the local community and updated periodically to meet the changing needs of parents and the school.
- In carrying out the Title I, Part A, parent and family engagement requirements, to the extent practicable, the school will provide full opportunities for the informed participation of parents and family members (including parents and family members with limited English proficiency, parents with disabilities, and parents of migratory children) including providing information and school reports required under section 1111 of the ESEA in an understandable and uniform format and, to the extent practicable, in language parents understand.
- If the school-wide program plan for Title I, Part A, developed under section 1114(b) of the ESEA, is not satisfactory to the parents of participating children, the school will submit any parent comments with the plan when the school submits the plan to the local educational agency (school district).
- The school will involve the parents of children served in Title I, Part A schools in decisions about how funds reserved under this part are spent for parent and family engagement activities. The school will build its own and the parent's capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school, parents, and the community to improve student academic achievement.
- The school will provide parental involvement activities under section 1116 of the ESEA in the areas of improving student achievement, child development, child rearing and additional topics parents may request.

### PART II. DESCRIPTION OF HOW SCHOOLS WILL IMPLEMENT REQUIRED SCHOOL PARENT AND FAMILY ENGAGEMENT POLICY COMPONENTS

NOTE: The School Parent and Family Engagement Policy shall include a description of how the school will implement or accomplish each of the following components. [Section 1116, ESEA.]

1. The Allm Creek Elementary School shall take actions to involve parents and family in the joint development and review of its school parent and family engagement policy under section 1116 of the ESEA.
2. The Allm Creek Elementary School shall take actions to involve parents and family members in the process of planning, joint development of the program, review and improvement of programs under Title I Part A of the ESEA.
3. The Allm Creek Elementary School shall hold an annual meeting to inform parents of the school's participation in Title I, Part A programs, and to explain the Title I, Part A requirements and the right of parents to be involved in Title I, Part A programs. The school will invite all parents of children participating in Title I, Part A programs to this meeting.
4. The Allm Creek Elementary School shall provide parents of participating children information in a timely manner about Title I, Part A programs that includes a description and explanation of the school's curriculum, the forms of academic assessment used to measure student progress, and the achievement levels of the challenging State academic standards.
5. The Allm Creek Elementary School shall, at the request of parents, provide opportunities for regular meetings, held at flexible times, for parents to formulate suggestions and to participate, as appropriate, in decisions about the education of their children. The school will respond to any such suggestions as soon as practicably possible.
6. The Allm Creek Elementary School shall provide each parent an individual student report about the level of academic achievement and academic growth performance of their child on the State academic assessment.
7. The Allm Creek Elementary School shall take actions to provide each parent timely notice when their child has been assigned or has been taught for four (4) or more consecutive weeks by a teacher who does not meet applicable State certification or licensure requirements at the grade the Level and subject area in which the teacher has been assigned.
8. The Allm Creek Elementary School shall provide assistance to parents of children served by the school, as appropriate, in understanding topics by undertaking the actions described below:
  - the challenging State academic standards,
  - the State and local academic assessments including alternate assessments,
  - the requirements of Title I Part A,

- how to monitor their child's progress, and
  - how to work with educators:
9. The **Alum Creek Elementary School** shall provide materials and training to help parents work with their children in the areas of improving student achievement, such as literacy training and using technology (including education about the harms of copyright piracy), as appropriate, to foster the achievement of their children.
  10. The **Alum Creek Elementary School** shall, with the assistance of its parents, educate its teachers, specialized instructional support personnel, principals, and other school leaders, and other staff in how to reach out to, communicate with, and work with parents as equal partners in the value and utility of contributions of parents, and in how to implement and coordinate parent programs and build ties between parents and schools.
  11. The **Alum Creek Elementary School** shall, to the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with other Federal, State, and local programs. The school will also conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children.
  12. The **Alum Creek Elementary School** shall take the following actions to ensure that information related to the school and parent-programs, meetings, and other activities is sent to parents of participating children in an understandable and uniform format and, to the extent practicable, in a language the parents can understand.

### PART III. DISCRETIONARY SCHOOL PARENT AND FAMILY ENGAGEMENT POLICY COMPONENTS

**NOTE:** The School Parent and Family Engagement Policy **may** include additional information and describe other discretionary activities that the school, in consultation with its parents, chooses to undertake to build parents' capacity for involvement in the school to support their children's academic achievement, such as the following discretionary activities listed under section 1116(e) of the ESEA:

- involving parents in the development of training for teachers, principals, and other educators to improve the effectiveness of that training;
- providing necessary literacy training for parents from Title I, Part A funds, if the school district has exhausted all other reasonably available sources of funding for that training;
- paying reasonable and necessary expenses associated with parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions;
- training parents to enhance the involvement of other parents;
- arranging school meetings at a variety of times, or conducting in-home conferences between teachers or other educators who work directly with participating children, arrange meetings with parents who are unable to attend conferences at school in order to maximize parental involvement and participation in their children's education;
- adopting and implementing model approaches to improving parental involvement;
- establishing a school parent advisory council to provide advice on all matters related to parental involvement in Title I, Part A programs;
- developing appropriate roles for community-based organizations and businesses in parent involvement activities; and
- providing such other reasonable support for parental involvement activities under section 1116 as parents may request.

### PART IV. ADOPTION

This School Parent and Family Engagement Involvement has been developed jointly with, and agreed on with, parents and family members of children participating in Title I, Part A programs, as evidenced by the signature page, sign-in sheets, and online communication.

This policy was adopted by the **Alum Creek Elementary School** on **August 10, 2017** and will be in effect for the period of 2017-2018. The school will distribute this policy to all parents of participating Title I, Part A children on or before **8/14/17 or upon enrollment at Alum Creek Elementary School.**

Dr. Elizabeth Hoylman, Principal  
8/10/17

**KANAWHA COUNTY SCHOOLS**

**GENERAL NOTIFICATION FOR ASBESTOS MANAGEMENT PLAN**

(Parents and Teacher Organizations)

**SUBJECT: ASBESTOS MANAGEMENT PLAN**

**Dear (Parent or Organization):**

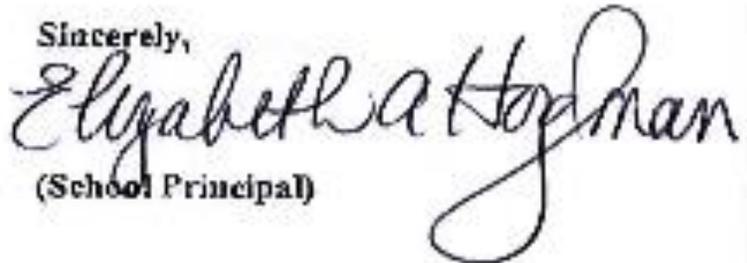
The Kanawha County School System is committed to maintaining a safe and healthy learning environment for all children in our schools. Certain materials, known as "asbestos", which may pose a health problem, have been identified in our schools.

Kanawha County schools, in keeping with our commitment to provide a safe school environment, is identifying all asbestos in our schools in compliance with the Asbestos Hazard Emergency Response Act. This information has been placed in the school's Asbestos Management Plan and may be reviewed at any time.

In recent years Kanawha County Schools has removed friable asbestos-containing material from several schools. Some asbestos-containing material will be rendered nonfriable by the use of encapsulating materials or simple repairs. The response action section of this plan addresses this type of correction work. Efforts will be continued as needed to provide a safe environment for all students, staff and public.

The Kanawha County Schools' plan for asbestos control is on record with the United States Environmental Protection Agency and with the West Virginia Department of Education.

Sincerely,

A handwritten signature in cursive script that reads "Elizabeth A. Hoffman". The signature is written in black ink and is positioned to the right of the typed name.

(School Principal)



3300 Pennsylvania Avenue, Charleston, West Virginia 25302 • (304) 348-6628 • Fax: (304) 348-6131

**Terry Hollandsworth, Executive Director, Maintenance Department**

**DATE:** 1 August 2017

**TO:** Employees, Students, Parents and Teacher Organizations

**FROM:** Terry Hollandsworth, Executive Director

**SUBJECT:** Integrated Pest Management

West Virginia state law requires all schools to implement an Integrated Pest Management (IPM) program. This program is designed to be an environmentally safe pest control plan.

In keeping with our commitment to provide a safe school environment and comply with state law, Kanawha County Schools is hereby providing notice that an IPM program has been implemented.

The Pest Management Company will conduct regular monthly inspections and service at all schools and facilities. General pesticides may be applied. In all cases, the least hazardous material will be used.

The application of pesticides will be done sensibly and the least hazardous materials will be used.

To request a 24 hour notification prior to the application of any of these substances, please provide the following information.

#### **NOTICE**

**I request a 24 hour notification prior to the application of any pesticide in my student's school.**

**School Name:** \_\_\_\_\_

**Parent/Guardian Name:** \_\_\_\_\_

**Student's Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Sensitivity to pesticides?** \_\_\_\_\_

**If so, please list** \_\_\_\_\_