

# Parent and Student Handbook 2017-2018

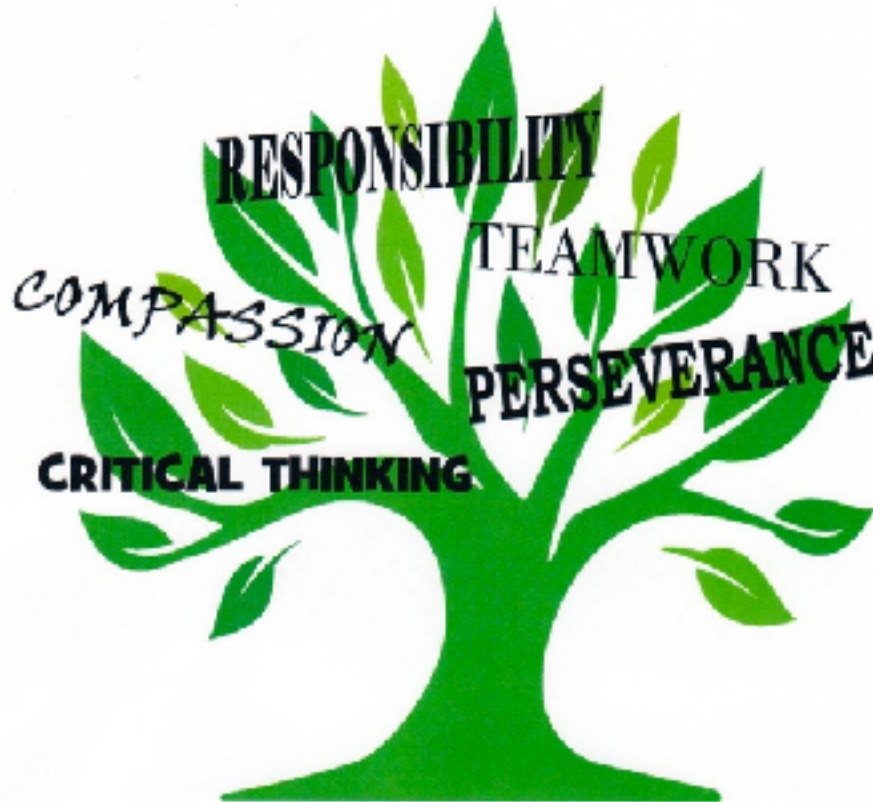
**“Guiding Students of Today To Be The  
Scholars of Tomorrow.”**



**Grandview Elementary School  
959 Woodward Drive  
Charleston, WV 25387  
Phone: (304) 348-1928**

**Principal: Sharon Brooks**

**“The whole purpose of education is to turn mirrors into windows.” ~Sydney J. Harris**



# **HABITS OF SCHOLARS**

# WELCOME TO GRANDVIEW ELEMENTARY SCHOOL 2017-2018

Dear Grandview Families:

Welcome to another new school year! I am excited to have the opportunity to work with you and your children and hope this year will be successful in every way.

We are so excited to begin this new journey with Expeditionary Learning. Expeditionary learning will help us to “inspire and empower teachers to unleash the potential of their students.” You will begin to hear from your child about Crew, Learning Targets, Expeditions, Self-Managed Classrooms, etc. This will be an intense process that Grandview will be involved with. We are looking forward to challenging all staff, students, parents and community members to have true meaning to the learning we are instilling in our students each and every day. All learning will have a purpose. Please join us in making sure Grandview has true success to become an Official Expeditionary Learning School.

Our staff wishes to extend a personal invitation to you to become actively involved in your child’s education. We want to encourage you to be acquainted with our staff, visit the school, and join the Parent Volunteer Group.

This handbook will provide important information about Grandview Elementary School and we hope that you will refer to it often. Please note that changes may be made to the handbook and calendar throughout the school year. You will need to review and update as needed. We will send the information with your child or post on our updated website.

Our office is always open for any questions or concerns you may have. Please feel free to call or make an appointment in order to ensure your needs are being met. Please visit our website: <http://kcs.kana.k12.wv.us/grandview>. The website is updated regularly.

Your Partners in Education,

Sharon Brooks, Principal

## Expeditionary Learning: Thinking in a new direction

### **About Expeditionary Learning**

Expeditionary Learning partners with school districts and charter boards to open new schools and transform existing schools at all levels, pre-K–12, and in all settings-urban, rural, and suburban. The EL model challenges students to think critically and take active roles in their classrooms and communities, resulting in higher achievement and greater engagement in school. EL provides schools with professional development, coaching, and online tools to improve curriculum design, instruction, school culture, leadership, and assessment practices. The national network of EL schools and professional colleagues includes more than 150 schools, 4,000 teachers, and 45,000 students.

### **Expeditionary Learning** **A Different Approach to Teaching and Learning**

In EL Education Schools the 10 Design Principles are...

**Learning is active.** Students are scientists, urban planners, historians, and activists, investigating real community problems and collaborating with peers to develop creative, actionable solutions.

**Learning is challenging.** Students at all levels are pushed and supported to do more than they think they can. Excellence is expected in the quality of their work and thinking.

**Learning is meaningful.** Students apply their skills and knowledge to real-world issues and problems and make positive change in their communities. They see the relevance of their learning and are motivated by understanding that learning has purpose.

**Learning is public.** Through formal structures of presentation, exhibition, critique, and data analysis, students and teachers build a shared vision of pathways to achievement.

**Learning is collaborative.** School leaders, teachers, students, and families share rigorous expectations for quality work, achievement, and behavior. Trust, respect, responsibility, and joy in learning permeate the school culture.

## Staff Directory

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Principal	Sharon Brooks	<a href="mailto:sbrooks@mail.kana.k12.wv.us">sbrooks@mail.kana.k12.wv.us</a>
Secretary	Angel Grover	<a href="mailto:agrover@mail.kana.k12.wv.us">agrover@mail.kana.k12.wv.us</a>
Counselor	Marissa Winfree	<a href="mailto:mwinfree@mail.kana.k12.wv.us">mwinfree@mail.kana.k12.wv.us</a>
Instructional Guide	Michael Brohard	<a href="mailto:mbrohard@mail.kana.k12.wv.us">mbrohard@mail.kana.k12.wv.us</a>
Preschool	Angie Moore	<a href="mailto:amoore@mail.kana.k12.wv.us">amoore@mail.kana.k12.wv.us</a>
Preschool Aide	Mary Beth Tincher	<a href="mailto:mbtincher@mail.kana.k12.wv.us">mbtincher@mail.kana.k12.wv.us</a>
Preschool	Andrea Boggess	<a href="mailto:aboggess@mail.kana.k12.wv.us">aboggess@mail.kana.k12.wv.us</a>
Preschool Aide	Lindsay Sturgill	<a href="mailto:lsturgill@mail.kana.k12.wv.us">lsturgill@mail.kana.k12.wv.us</a>
Kindergarten	Sheree Raines	<a href="mailto:sdraines@mail.kana.k12.wv.us">sdraines@mail.kana.k12.wv.us</a>
Kind. Aide	Rita Booth	<a href="mailto:rbooth@mail.kana.k12.wv.us">rbooth@mail.kana.k12.wv.us</a>
Kindergarten	Cara Raynes	<a href="mailto:craynes@mail.kana.k12.wv.us">craynes@mail.kana.k12.wv.us</a>
Kind. Aide	Barbara Kincaid	<a href="mailto:bkincaid@mail.kana.k12.wv.us">bkincaid@mail.kana.k12.wv.us</a>
First Grade	Allie Brislin	<a href="mailto:lbrislin@mail.kana.k12.wv.us">lbrislin@mail.kana.k12.wv.us</a>
First Grade	Katey Vir	<a href="mailto:kfrancis-vir@mail.kana.k12.wv.us">kfrancis-vir@mail.kana.k12.wv.us</a>
Second Grade	Lisa Parr	<a href="mailto:lparr@mail.kana.k12.wv.us">lparr@mail.kana.k12.wv.us</a>
Second Grade	Lori Parr	<a href="mailto:laparr@mail.kana.k12.wv.us">laparr@mail.kana.k12.wv.us</a>
Third Grade	Kayla Kinney	<a href="mailto:kkinney@mail.kana.k12.wv.us">kkinney@mail.kana.k12.wv.us</a>
Fourth Grade	Jamie Coche'	<a href="mailto:jcoche@mail.kana.k12.wv.us">jcoche@mail.kana.k12.wv.us</a>
Fourth Grade	Viktoryia Hammack	<a href="mailto:vhammack@mail.kana.k12.wv.us">vhammack@mail.kana.k12.wv.us</a>
Fifth Grade	Mallory Hilton	<a href="mailto:mhilton@mail.kana.k12.wv.us">mhilton@mail.kana.k12.wv.us</a>
Resource	Jennifer Musgrave	<a href="mailto:jmusgrave@mail.kana.k12.wv.us">jmusgrave@mail.kana.k12.wv.us</a>
Title I Math	Krista Trabert	<a href="mailto:ktrabert@mail.kana.k12.wv.us">ktrabert@mail.kana.k12.wv.us</a>
Title I Reading	Susan White	<a href="mailto:smwhite@mail.kana.k12.wv.us">smwhite@mail.kana.k12.wv.us</a>
Title I		
Librarian	Peace Bailey	<a href="mailto:pbailey@mail.kana.k12.wv.us">pbailey@mail.kana.k12.wv.us</a>
P.E.	Brian Linville	<a href="mailto:blinville@mail.kana.k12.wv.us">blinville@mail.kana.k12.wv.us</a>
	(Wednesday & Friday, 1 <sup>st</sup> and 3 <sup>rd</sup> Nine Weeks :Monday)	
Music - Monday	Rebecca Hodges	<a href="mailto:rhodges@gmail.com">rhodges@gmail.com</a>
Music – Friday	Richard Kendall	<a href="mailto:rkendall@mail.kana.k12.wv.us">rkendall@mail.kana.k12.wv.us</a>
Art-Thursday	Angelina Ashley	<a href="mailto:aashley@mail.kana.k12.wv.us">aashley@mail.kana.k12.wv.us</a>
Speech	Jeanette Love	<a href="mailto:jlove@mail.kana.k12.wv.us">jlove@mail.kana.k12.wv.us</a>
Nurse	Angela Johnson	<a href="mailto:ajohnson@mail.kana.k12.wv.us">ajohnson@mail.kana.k12.wv.us</a>
Head Custodian	Linda Barker	<a href="mailto:lbarker@mail.kana.k12.wv.us">lbarker@mail.kana.k12.wv.us</a>
Custodian	Tyler Spencer	<a href="mailto:tspencer@mail.kana.k12.wv.us">tspencer@mail.kana.k12.wv.us</a>
Head Cook	Penny Songer	<a href="mailto:psonger@mail.kana.k12.wv.us">psonger@mail.kana.k12.wv.us</a>
Cook	Jennifer Lester	<a href="mailto:jlester@mail.kana.k12.wv.us">jlester@mail.kana.k12.wv.us</a>
Cook		
Transformation Specialist	Kareena Garner	<a href="mailto:kgarner@mail.kana.k12.wv.us">kgarner@mail.kana.k12.wv.us</a>
Family Resource Worker	Chloe Ivy	<a href="mailto:civy@mail.kana.k12.wv.us">civy@mail.kana.k12.wv.us</a>
Social Worker	Genel Austin	<a href="mailto:gaustin@mail.kana.k12.wv.us">gaustin@mail.kana.k12.wv.us</a>

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## **Mission and Beliefs**

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### **Kanawha County Schools Mission Statement**

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The mission of Kanawha County Schools is to provide a world-class education that ensures success for every student in the 21<sup>st</sup> century.

### **Kanawha County Schools Belief Statements**

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We Believe:

1. All students CAN achieve.
2. Quality teaching is the key to student success.
3. Schools, parents, and the community must be partners in learning.
4. Schools must be safe and caring places.
5. All teachers must be teachers of 21<sup>st</sup> Century literacy skills.
6. Students and teachers must be prepared for lifelong learning in a global society.
7. Effective leadership skills are essential for creating 21<sup>st</sup> Century schools.

### **Kanawha County Schools Goals**

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- Goal I: The achievement gap will be eliminated.
- Goal II: All students will master or exceed grade level educational standards through quality instruction.
- Goal III: Student achievement and time-on-task will increase through a safe, drug-free, and nurturing environment.
- Goal IV: Student achievement will increase by integrating 21<sup>st</sup> Century skills and technology tools throughout the curriculum.

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## Grandview Elementary Mission Statement

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**“Guiding Student of Today To Be The Scholars of Tomorrow.”**

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## Grandview Elementary Grapple

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Students will use the following phrases to work through problems that are given with high expectations. Staff will go through the process with students, so they can feel comfortable in any problem situation, no matter how easy or difficult.

Fly In



Get Stuck



Soar Above It!



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## School Improvement

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### Local School Improvement Council

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The Local School Improvement Council (LSIC) is made up of the following members: three parent representatives who are elected by a parent group; three teachers who are elected by Faculty Senate; and two service representatives who are elected by the service staff; a business representative, and community representative who are appointed by the principal.

The purpose of the Local School Improvement Council is to:

1. Encourage the involvement of parents, guardians, custodians in their child's educational process and in the school;
2. Encourage businesses to provide time for employees who are parents, guardians, or custodians to meet with teachers concerning their child's education;
3. Encourage advice and suggestions from the business community;
4. Encourage school volunteer programs and mentorship programs; and
5. Foster utilization of the school facilities and grounds for public community activities.

Family and community members are welcome to attend the LSIC meetings to discuss areas of concern and make suggestions for the betterment of our school. The area-wide LSIC will be held at Capital High School. Plan to join us to show support for our school.

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### **Parent Teacher Volunteer Organization**

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Parents are strongly encouraged to become involved with the school by joining the Parent Teacher- Volunteer Organization. Parent Volunteer Meetings will be held in connection with our EL Education Title I Family Nights. LSIC will meet 30 minutes before the start of the event.

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## **Attendance Information**

### **Daily Schedule**

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For the school year 2016-2017 school hours are as follows:

**7:20 a.m.**                      **Student arrival**

**7:40 a.m.**                      **Tardy Bell**

7:40-7:50                      Kindergarten, Second, Fourth, Fifth

7:50-8:00                      First, Third

8:00-8:30                      CREW Meeting

**LUNCH SCHEDULE**

**11:25-11:55**                      **Fourth Grade & Pre K**

**11:30-12:00**                      **Third Grade**

**11:50-12:20**                      **Kindergarten & Second Grade**

**12:00-12:30**                      **First Grade & Fifth Grade**

**2:05-2:20**                      **NO EARLY SIGN OUTS/COMPLETING INSTRUCTION**

**2:20 p.m.**                      **Dismissal bell**

(WALKERS/PICK-UPS ON THE PARKING LOT PAD: BUS STUDENTS)

For the safety of your child(ren) and our staff, all parent/guardians must report to the office upon arrival to sign a student in/out. Parents/guardians are encouraged to schedule doctor appointments after school hours since instruction continues until the dismissal bell. **We will not all students to be signed out between 2:05-2:20. This is for the safety of all of our students.**



## **Morning Arrival Procedure**

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Proper supervision is essential to ensure student safety. Morning supervision begins at 7:20 a.m. Therefore, students may enter the building through the cafeteria at 7:20 a.m.

Breakfast is served daily from 7:20-7:50 a.m. Students will come to the cafeteria for breakfast as a class.

For the safety of our children, it is important for parents/guardians who are picking up children to park either in the main parking lot or in the North Charleston Baptist Church parking lot (adjacent to the school). **Only school buses will be parked in the loop in front of the school for loading of students.**

Students walking home from school or riding home with a parent/guardian will be dismissed at 2:20 p.m. and walk to the holding area on the parking lot. Students riding buses will be dismissed at the same time with safe procedures in place. If a bus is late students will remain supervised in the cafeteria until the bus arrives. Parents/guardians will be notified via the automated phone system if a bus is unusually late.

Participating fully in the educational experience is vital to the academic success of your child. Therefore, it is highly encouraged for students to remain in the classroom until dismissal at the end of the school day. However, in rare occasions when doctor or other appointments must be made prior to dismissal, a parent/guardian must report to the office to sign out the child.

**We will not call for students out of their classrooms between 2:05-2:20 P.M.**

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### **Attendance Policy**

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Students are expected to attend school every day unless prevented by illness or emergency. Parents/guardians are responsible for notifying the school office at 304-348-1928 when an absence occurs.

The social worker will become involved upon the 5<sup>th</sup> absence from school. **If the absences continue, legal action will be taken and/or the Department of Human Services will be contacted.**

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### **Attendance/Tardy Notes**

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A note written by the student's parent/guardian or a doctor's excuse must be presented to the classroom teacher after each tardy or absence. The note must include the student's name, date of absence(s) or tardy(ies) and the reason for the

absence/tardy. If a student is out of area, and the attendance or tardy becomes an issue, they will be immediately referred to SAT and the recommendation will be made to have the student to return to their home school.

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### Early Dismissal/Transportation Change

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A note written by the student's parent/guardian must be presented to the classroom teacher if a student is leaving early or traveling home by any means other than the usual route. As previously mentioned, parents/guardians are encouraged to schedule doctor appointments after school hours since instruction continues until the dismissal bell. **If a call has to be made due to an unforeseen circumstance, a code must be given to the secretary in order for the change to happen. This procedure has been put into place for the safety of your child. We will not tolerate changes occurring consistently. This is also for the safety and need of the child.**

**Code: 231**

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### Make-up Work Following Absences

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The daily attendance of students is of utmost importance to student progress; however, when students are absent, all work needs must be made up. **It is not necessary to pick up work for short periods of absence (one to three days); however, if a student is absent for more than three days, contact the school at least one day (24 hours) prior to the time that you plan to pick up any make-up work so that the classroom teacher has time to prepare the work.**

Students are allowed the number of days absent to complete any make-up work. For example, if a student misses 2 days of school, upon his/her return an additional 2 days will be given to complete all of the make-up work. All work not turned in will be counted as a zero in a student's average grade. It is the responsibility of the student to obtain the work missed. It is not the teacher's responsibility to remind students of missed work.

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### Tardy Policy of Kanawha County Schools

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Arrival at the beginning of the instructional day is imperative to student progress. Kanawha County Schools and Grandview Elementary staff has high expectations for students to arrive on time each day. Learning **BEGINS IMMEDIATELY UPON THE START OF THE SCHOOL DAY**, and it is important that all students are in the classroom, and ready to learn. The Family Resource worker will be monitoring the frequent tardiness throughout the school year and contacting families.

In an effort to support student learning, the following policy is implemented for all schools:

- **5 Tardies** - Phone call from teacher
- **7-8 Tardies** - Letter via U.S. Mail
- **10 Tardies** - Conference with student, teacher, principal, and parent
- **11 Tardies** - Refer to S.A.T. (Student Assistance Team)
- **15 Tardies** - Refer to Central Office

**\*\*\*Parents/guardians must sign a student in at the office when tardy.**

Students must submit a doctor's excuse (including for dental appointments) if tardiness is due to a medical reasons.

**According to Kanawha County Schools policy, out of area students risk losing attendance privileges due to excessive attendance, behavior and/or tardies.**

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## Emergency Procedures

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### Emergency School Closings/Early Dismissals

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In the event of an early dismissal due to weather or other unforeseen reasons, calls will be made via the automated phone (ParentLink) system and via television/radio broadcasts in addition to postings on the Kanawha County (<http://wvde.state.wv.us/closings/county/kanawha>) and WV Department of Education (<https://wvde.state.wv.us/closings/>) websites.

On the first day of school, an early dismissal form will be sent home for parents/guardians to complete and return to the school. Discuss with children the need to know (prior to an early dismissal) where to go in the event of an early dismissal since the phone lines need to be kept clear for emergency purposes.

### ParentLink System

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Parents will receive home, work, or cell phone messages in emergency situations and when schools close or dismiss early unexpectedly. **It is important that phone numbers be current so that you may receive emergency notification.** Parents/guardians are encouraged to immediately notify the school secretary or classroom teacher with changes in contact information (phone numbers, addresses, etc.).

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### School Closing Report

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Information about the closing of Kanawha County Schools for inclement weather or other reasons will be communicated by radio and television stations and through the ParentLink system. It is requested for parents/guardians, staff and students not to call radio/television, police stations or the school to ensure phone lines are clear for emergency communication.

When schools are closed for the day (or when schools are closed early) all regular classes, extra-curricular activities, vocational education, and community education classes scheduled for the morning or evening will be cancelled. Announcements regarding changes in bus schedules and routes will be made by 8:00 a.m. and are available via the Kanawha County Schools website (<http://kcs.kana.k12.wv.us>) or by calling (304) 348-7770.

### Shelter in Place

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An outside emergency such as a tornado, chemical leak or other safety emergency may result in a Shelter in Place. During a Shelter in Place students and staff report to an assigned area. All entrances and windows will be sealed and no one will be allowed to enter or leave the building until the Shelter in Place is lifted. School doors cannot be opened before the all clear has been given. Again, it is imperative not to call the school in order to keep the phone lines clear for emergency communication.

Safety procedures will be practiced on a consistent basis.

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### Telephone Usage

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**Except in the case of an emergency, students will not be permitted to use the school telephone.** Students are not allowed to call home due to forgotten homework, books, permission slips, etc. In addition, students will not be taken out of class for phone calls, however, emergency messages will be relayed to the student. Non-emergency messages or those that can be handled before leaving home will not be relayed. These procedures are in place to protect valuable instructional time.

Make rainy day and snow day plans ahead of time and discuss the plan in advance with your child since it is not possible to allow each child to phone home for instructions.

In addition, **students are not to have cell phones out in school. If a student is caught with a cell phone, it will be taken and returned only to a parent or guardian.**

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### Weather Delays

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When school is delayed one or two hours in the morning because of bad weather, the following start times will be used:

One-Hour Delay - 8:40 a.m.

Two-Hour Delay - 9:40 a.m.

Weather Related Early Dismissals:

One Hour Early Dismissal - 1:20 p.m.

Two Hour Early Dismissal - 12:20 p.m.

**\*\*All afternoon/evening activities (tutoring programs, sports events, Family Nights, Parent Meetings, etc.) will be CANCELLED in the event of an early dismissal.**

# Discipline

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## Management in the Active Classroom

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Grandview Elementary where Eagles SOAR!

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All students will:

- Be **S**afe
  - Be **O**pen and Caring
  - Be **A**ccountable
  - Be **R**espectful
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## Classroom Behavior

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With Expeditionary Learning underway at our school, we will have routines set with expectations in each area of our school. The students and staff will refer to these as Norms. All Norms will be practiced, expected and mastered by all students and staff. They will be posted throughout our school. Behavior consequences will come if a student does not comply with the Norms that are set for our school.

Teachers have developed a reflection area in their classrooms. Students will be able to use the reflection area for reflection on behavior, emotions or frustration. The student will go to the area and come back and join the group when they feel they can be successful. Reflection areas are not used for punishment.

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## **Student Code of Conduct (Kanawha County Schools Policy J25)**

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1. All students enrolled in Kanawha County Schools shall behave in a manner that promotes a school environment that is nurturing, orderly, safe and conducive to learning and personal-social development.
2. Students will help create an atmosphere free from bullying, intimidation and harassment.
3. Students will demonstrate honesty and trustworthiness.
4. Students will treat others with respect, deal peacefully with anger, use good manners and be considerate of the feelings of others.
5. Students will demonstrate responsibility, use self-control and be self-disciplined.
6. Students will demonstrate fairness, abide by the rules, and will not take advantage of others.
7. Students will demonstrate compassion and caring.
8. Students will demonstrate good citizenship by obeying laws and rules, respecting authority, and by cooperating with others.

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## CREW Meetings

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Crew meetings will be held daily from 7:50-8:25 school wide. This is a time where students develop a sense of trust, commitment and self -management in order to have success in the classroom, school and real world. Crew consists of practicing and learning Habits of Scholars, Learning Targets, building trust and other essential parts of success for the child. This is an important part of their day. Please make sure that you do not take your child out of this experience, if at all possible.

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**Habits of Scholars will be the focus of CREW.**

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## Nutrition Information

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Nutritional Standards (WV Code 18-2-5/WV BOE Policy 4321)

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State policy addresses the importance for schools to provide students with nutritious food and beverage choices that will enhance learning and promote healthy behaviors that can be maintained throughout life. In WV schools, federally funded school nutrition programs are available to provide nutritious foods to all students. These programs have specific requirements to ensure adequate nutrients are offered to promote positive health benefits

### Lunch/Breakfast

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Prices are as follows:

Adult Lunch	\$4.25
Adult Breakfast	\$3.25
Milk	\$ .35 (cash only)

**Due to State nutrition standards, students who bring cold lunches from home are not permitted to bring soft drinks or candy. Students who bring a bag lunch may purchase milk to drink with their lunch for 35 cents. Milk must be paid in cash and cannot be charged. Fast food is not permitted. Further, for safety reasons, students may not bring glass containers to school.**

Parents are welcome to eat lunch in the school cafeteria by calling the school secretary any morning before 8:30 a.m. This allows the cooks to ensure enough food is prepared.

## Parties and Party Regulations

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Grandview Elementary will not have parties during school time except for the Halloween and Valentine parties sponsored by the PTO and homeroom mothers. Birthday parties are not covered under the policies of the Kanawha County Board of Education and will not be allowed at school. **Please do not bring party food and candy**

**to school on birthdays, holidays, etc. It will be sent back home. This is such a disappointing experience for a student if we have to send it back home. If there is any question about an item, please call the school before you send it with your child.**

If families are permitted to send the food and beverage item for parties or celebrations, you need to make sure they are commercially packaged and sealed. The items must meet the nutrient standards of the policy. For more information, you may access the WVDE web site, or follow the link of the Grandview website.

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## Snacks

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Students will be allowed to bring snacks each day as long as they follow State guidelines as listed below:

### **Beverages:**

- Water
- 100% Fruit or vegetable juice (4 oz.)
- Low-fat or skim milk (white or flavored)

### **Dairy:**

- Low-fat yogurt
- Cheese cubes
- String cheese

### **Crispy Snacks:**

- Whole grain (limit to one ounce portions or smaller)

The following items may be allowable depending upon nutrition information provided on product labels (also refer to calorie restrictions noted in the “Snack Selection Tips” section below):

- Baked chips
- Pretzels (unsalted)
- Graham or animal crackers
- Air-popped popcorn
- Rice cakes

### **Fruits/Veggies:**

- Apple Slices
- Bananas
- Box of raisins
- Carrots or cucumbers with dip
- Celery sticks
- Melon balls
- Apple sauce
- Strawberries or blueberries
- Orange sections
- Sliced colored peppers
- Frozen grapes or pineapple chunks
- Nuts
- Assorted dried fruit

### **Snack Selection Tips**

- Buy pre-packaged, snack-size portions
- Canned or frozen fruits and vegetables are a healthy, low-cost alternative that need little or no preparation
- Shop for in season fruits and vegetables
- Serve snacks with no more than 200 calories per product/package
- Limit total fat to more than 35% of total calories per product/package except for nuts, seeds, or cheese
- Limit saturated fat to less than 10% of total calories
- Provide snacks that are trans fat free
- Reduce sugar content of food items to no more than 35% of calories per product excluding fruits:
- Limit sodium to no more than 200 milligrams per product/package
- Candy, soft drinks or flavored ice bars will not be served



# School Guidelines

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## After School Arrangements

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According to WV State code, the teacher shall stand in the place of the parent or guardian in exercising authority over the school, and shall have control of all pupils enrolled in the school from arrival at school until returning home.

**If your child is to go someplace other than home or to a regular after school destination, a note must be sent to school that day. Your child will not be permitted to go unless you send a note. The child that they are going home with must also have a note.**

**To ensure the safety of your child, phone calls to change a student's after school destination or who will pick up a student after school will not be honored.** In case of an EMERGENCY parents/guardians or a designated person with ID will be allowed to pick up your child. If it is before the 2:05 p.m., parents/guardians are to report to the office to sign the student(s) out. It is a violation of the State Safe Schools policy and causes disruption of instruction to proceed directly to a classroom.

## Bikes and Skateboards

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**Bikes, nor Skateboards are allowed at school. The community is not permitted to ride these on school property at any time.**

## Change of Address

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Changes to contact information (e.g., address, phone number, parent/guardianship, parent/guardian workplace/phone number) must be communicated to the school secretary or classroom teacher as soon as possible. Accurate contact information is imperative in case of an emergency.

## Cell Phones, I-Pods, MP3 Players Video Games, Toys, etc.

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Cell phones, MP3 Players, I-Pods, Video Games, or toys are not permitted at the school. If brought to the school, these items will need to be in their backpacks or handed to the teacher daily or they will be confiscated and will not be returned directly to the student. Students are not permitted to have these items on their person at any time. Parents must make arrangements with the principal to pick up these items.

## Clinic

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It is imperative for children to be healthy and attend school regularly. A registered nurse and dental hygienist are assigned to the school to ensure students receive adequate health care. However, the school clinic is available for short term health care only. When students are ill, the parent/guardian will be contacted. Due to State policy and possible allergic reactions, school staff cannot administer medication (including aspirin) to students.

Parents will be contacted to pick up children from school when a child has:

1. a temperature of 100 degrees or more;
2. vomited;

3. head lice;
4. red, itching eye drainage;
5. a rash that may be contagious;
6. an infected, draining wound; and/or
7. Other health emergencies.

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### \*\*\*\*\*Conferences and Visitation at School

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The Kanawha County Board of Education encourages parental visits at school. In order for the visit not to disrupt the instructional day, parents/guardians are asked to follow the guidelines below:

- Call the school to make an appointment with your child's teacher to discuss student progress or other issues.
- Report to the office upon entering the building to sign in and receive a "Visitor's Pass" to wear while in the building.
- Ensure appropriate staff is aware of concerns or problems in order to address solutions in a timely manner. It is most beneficial to help your children develop good attitudes about learning and school by showing confidence in the teachers and school staff to help solve problems.
- Talk to the appropriate teacher privately first. Then if you are still not satisfied contact the principal for an appointment to discuss the issue further.
- Any requested meeting may be denied if the safety, welfare, and orderly instruction of students or staff would be jeopardized. For example, if a visitor appears to be under the influence of alcohol or drugs, or if he/she manifests abnormal behavior or cussing, denial of access to the school would be appropriate. If after being asked to leave the guest refuses, the Charleston Police Department will be called.

All parents are welcome to visit classrooms for observation purposes **provided an appointment has been made**. Cooperation in carrying out these procedures will result in better use of instructional time and fewer classroom disruptions.

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### Dress Code

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Students are expected to come to school looking clean and neat, and to dress in a manner which is accepted as being in good taste and suitable for school activities. Any student who fails to comply with this dress code will be: 1) asked to call home for a change of clothes, 2) sent home, and/or 3) subject to disciplinary action. Highlights of the Kanawha County Dress Code are as follows:

- Any clothing, jewelry or accessories with decorations, patches, lettering, advertisements, etc., that may be considered obscene or offensive are not to be worn to school. This includes any clothing, jewelry, accessories that may be used as weapons, which have drug emblems, contain obscenities, tobacco, or alcoholic beverage references, which may be considered derogatory towards race, culture, religion, or which may be considered sexual harassment.
- Crop tops, tube tops, halters and strapless dresses without jackets are unacceptable.
- Transparent and/or see through material is considered unacceptable. Shirts or blouses must cover the entire torso at all times, even in movement.

- No undergarments (i.e., bras, panties, briefs, boxers) may be visible. Also, no body parts of a personal or private nature (i.e., buttocks, genitalia, or female breasts) may be exposed.
- **The length of a skirt, dress, or shorts must extend to at least the student's mid-thigh.**
- Form-fitting pants, such as spandex or bicycle pants, may only be worn with another layer of clothing that meets the dress code. Any tears, rips, or cuts in trousers or pants must be below the knee. Students shall wear trousers or overalls properly—the waist at the waist; no sagging.
- All students must wear shoes. **Thongs, or flip-flops, heels above 2", and "heelys" are considered unsafe and, therefore, are not allowed.**
- Hair should be kept neat, clean, and reasonably styled.
- Any type of head covering is unacceptable.
- Chain or spike jewelry is unacceptable.
- Pierced body ornaments are restricted to the ear.

Religious or medical exemptions regarding clothing will be considered by the individual school principal. The school administration shall have the right to determine the acceptability for school wear of any current fashion trend.

Clarification from the administration regarding apparel should be obtained PRIOR TO WEARING IT TO SCHOOL. Students in violation of this policy will be subject to disciplinary action as determined by the school's administration.

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### **Emergency Cards**

On the first day of school, each child is given a Student Emergency Medical Information Form. Parents/guardians must complete and return this form to school as soon as possible. Information on the Student Emergency Medical Form is vital for the proper care of your child if there is an emergency. Therefore, it is important that this form is completed and returned.

**There must be two emergency contacts with phone numbers on the emergency card. Also, the cards need to be updated as addresses, phone numbers, and names of emergency contact people change.**

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### **Grading**

#### **Kanawha County Schools Grading Scale**

GRADE	DESCRIPTION	PERCENTAGE
A	Excellent	93-100
B	Above Average	85-92
C	Average	75-84
D	Below Average	65-74
E	Unsatisfactory	Below 65
S	Satisfactory	-

N	Needs Improvement	-
-	Not Evaluated	-

Students in grades K and 1 will receive S or N for all skills and subject areas.

Students in grade 2 will receive letter grades for reading, English, spelling, and math. An S or N will be given for social studies, science, health, handwriting, music, art, and physical education.

Students in grades 3-5 will receive letter grades for reading, English, spelling, math, science, health, and social studies. S or N will be given for handwriting, music, art, and physical education.

Minus and plus marks will not be used. Teacher comments will be provided on the report card for each grading period.

### **Homework**

Homework study that occurs outside of the regular classroom day is an important learning activity. Homework is intended to increase student understanding of a subject. It provides preparation, review, practice, and mastery of schoolwork. The amount of homework and how often homework is assigned is determined by each teacher and is expected to be completed. The following is the Kanawha County Schools expected homework time allotments:

Kindergarten	15 minutes daily
First through Third	30 minutes daily
Fourth through Sixth	1 hour daily

Parents and guardians are vital to the effectiveness of homework assignments. Although many teachers check and monitor student homework every day, and may sometimes give credit for it, some students continue to fail to complete homework. Parent/guardian guidance to ensure child(ren) complete homework assignments is essential. A partnership with your child's teachers is imperative to ensure full benefit of the educational experience.

Second through fifth grade students are required to record homework in provided student planners and kindergarten through first grade students will use a weekly assignment folder. Parents are to monitor homework by checking planners or folders to determine if homework is regularly completed.

### **Instructional Materials Center (IMC)/Library**

Students may exchange books during regularly scheduled library classes and at the end of the school day. Students in grades K-2 may check out one book at a time and keep it for a one-week period. Students in grades 3-5 may check out two books for two weeks (at least one book must be an Accelerated Reader book). Overdue books must be returned in good condition before a child checks out another book. Parents must pay for any library books not returned by students.

Our library program consists of both reference/media skills and literature activities. Students earn credit for library assignments and work completed on class research projects while in the library.

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### **Invitations/Flower and Balloon Deliveries**

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Due to the feelings of all students in the classroom, invitations to parties can only be handed out at school if there is one for every student in the class. The principal prior to distribution of invitations must approve parties for an outside organization.

**Further, due to the feelings of all students in the classroom and for numerous safety reasons, students may not receive flower or balloon deliveries at school.**

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### **Medications (Kanawha County Schools Policy C50)**

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The administration of medication to students is the primary responsibility of the parent, guardian, or student. If a student is unable to take his or her own medication and such medication is required to be administered during school hours to facilitate the student's health and regular school attendance, an employee with appropriate training shall be designated to administer required medication. If a student is able to take his or her own medication, then the designated personnel will only observe the procedure.

No medication, whether prescription or non-prescription medication, shall be administered at school except by written order and dosage instructions from the student's physician. The physician's orders will be followed unless notified by the physician. Parents or guardians may not alter the doctor's orders. Written documentation of any changes must be received from the physician. If the administration of medication is scheduled for a period in excess of 21 days, a form must be completed by the student's physician and filed with the school. If the administration of medication is scheduled for a period of 21 days or less, an order from the student's physician and a note of permission from the parent/guardian must be submitted to the school. Standing orders from the Kanawha County Schools Medical Consultant will allow the administration of a very limited list of predetermined nonprescription medications to be given for a period of up to three days with specific written instructions from the parents. No other medications will be administered without an order from a licensed healthcare provider with prescriptive privileges.

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### **Removal of Students from School Premises**

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Only custodial parents or guardians may pick up or remove children during or after school. Other persons, including non-custodial parents must be authorized in writing by the custodial parent or guardian to pick up or remove a student during or after school. The school shall not undertake to monitor or enforce any visitation schedule that may govern the day or days that parents and non-custodial parents pick a student up after school. If the school administrator has been presented with a certified court order expressly restricting access of a non-custodial parent to his or her child, the provisions of such court order will be strictly observed until such time as a subsequent court order is presented that modifies or removes such restrictions.

## Safe Schools

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Administrators, teachers, parents, students, and the community all share the responsibility of keeping our schools safe in order that learning may occur. Learning cannot take place in a culture of fear. Children have the right to be educated in a safe environment.

Grandview's staff has a plan to keep your child safe during the school day. All outside doors are locked to prevent unwelcome intruders. During the day, inside doors will be locked. **Any visitor must report directly to the main office and sign in.** This rule does not exclude any Grade level Pre K – 5. If an unwelcome intruder enters the building with the intent to do harm to a child, community member, or employee, an intercom signal will be sent from the office. The faculty will immediately put into place the Grandview Safe Schools Plan. The administration will regroup, assess the situation, and notify parents if necessary. Walkie-talkies for emergencies are available within the building. The intercom system allows the office to notify all teachers at once in case of an emergency. The intercom also permits teachers to communicate with office staff from their classrooms. A cell phone for emergency use is also available. Grandview staff have received training on maintaining a safe school, emergency conditions, and bomb threats. If you have concerns about your child's safety, feel free to share your concerns with the classroom teacher or principal.

## Student Placement

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School staff members begin making plans for the following school year in March. An important aspect of the planning includes student placement in classrooms. The counselor, teachers, and principal consider many factors in placing students in classrooms. This lengthy process is an intricate one that includes many factors such as the equal distribution of boys and girls, academic achievement levels, student needs, behavior, etc. Placement is based on staff observations and knowledge of children's work habits, ability to get along with others, personality, maturity, and learning styles. The goal is to create positive classroom climates where all students will learn cooperatively and to their fullest potential.

Every teacher on staff is a certified and qualified educator. The principal, current grade level teacher, the receiving teachers, and the counselor will meet for a final decision in making student placements. **Therefore, parent requests will be considered, but will not be the determining factor in placing a student in a particular classroom.**

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## Title I Parents Right to Know

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Federal law allows parents to ask about the professional qualifications of their child's classroom teachers and requires school systems to provide the information in a timely manner. Specifically, parents have the right to ask for information regarding teacher certification, college major, and advance degrees. Parents also have the right to request similar information about aides or paraprofessional personnel who provide

services to their child. Parents who desire this information may contact the school or Department of Human Resources, Kanawha County Schools, 304-348-7712.

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### **Tobacco Policy (Kanawha County Schools Policy C44)**

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No person shall distribute or use any tobacco product in any area of the school at any time. Students under the age of 21 may not possess any tobacco product at any time as outlined in W. Va. Code §16-9A-1 to 16-9A-4.

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### **Transfer of Students**

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Parents/guardians must notify the school at least one day in advance of any student transfer to allow time to prepare required paperwork. If possible, parents/guardians are asked to provide a new home address, the new school name and its address, and new phone number. Any student transferring to another school in Kanawha County must have completed the transfer process from Grandview Elementary prior to enrollment in a new school. **Specialists and Related Arts Information**

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### **School Counselor**

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A full-time counselor is on staff at Grandview Elementary to provide guidance to students. The counselor is trained to assist students to develop or improve work habits, provide career guidance, and help students feel more comfortable about themselves and school. Individual, small groups, and class counseling will be provided throughout the school year. Parents/guardians are encouraged to contact the school counselor for an appointment if this service would be beneficial.

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### **School Psychologist**

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Kanawha County Schools provides psychological services to children who are experiencing academic difficulties and are in need of a thorough evaluation. The psychologist uses a wide assortment of tests to measure both achievement and potential for learning. Parental permission is required for any testing. The psychologist also offers consultation to students and parents upon request.

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### **Speech Therapist**

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A full-time speech therapist is also on staff at Grandview Elementary to work with students in need of articulation and communication development speech services, (e.g., auditory processing or listening skills, word finding skills, vocabulary enrichment, abstract language, verbal reasoning skills, syntax, grammar, fluency). A primary objective is to improve motivation and attitude and to encourage growth in communication skills.

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### **Physical Education**

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Physical Education is provided for all students at Grandview. **Tennis shoes are required for each class.** Wearing tennis shoes and participation in the activities are part of the physical education grade to earn credit. The **physical education teacher** is at the school on **1<sup>st</sup> and 3<sup>rd</sup> Nine Weeks on Monday, Every Wednesday, and Every Friday.**

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### **Strings Program**

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In addition to providing art and music programs, Grandview offers a strings program for fourth and fifth grade students. Several violins are available for rental at the school.



Contact the music teacher for rental agreements and permission forms. The semester fee is very reasonable and instruments are offered on a first come, first serve basis. Mr. Bernard DiGregorio is our strings teacher. He teaches and plays with the West Virginia Youth Symphony. We are fortunate to have him here at Grandview. Research has shown that children involved with fine arts are likely to be successful in other academic areas.

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### **NOTICE OF NONDISCRIMINATION**

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Applicants for admission and employment, students, parents, employees, and sources of referral of applicants for admission and employment are hereby notified that the Kanawha County School District does not discriminate on the basis of race, color, religion, national origin, sex, age, or disability in admission or access to, or treatment or employment in, its programs and activities. Any person having inquiries concerning the Kanawha County School District's compliance with the regulations implementing Title IX or Section 504 is directed to contact: Title IX: Title IX Coordinator, Kanawha County Board of Education, 200 Elizabeth Street, Charleston, WV 25311-2119, phone 348-1379; Section 504: Section 504 Coordinator, Kanawha County Board of Education, 200 Elizabeth Street, Charleston, WV 25311-2119, phone 348-1366. These persons have been designated by the Kanawha County School District to coordinate the efforts to comply with the regulations implementing Title IX and Section 504.



**Grandview Elementary School**  
**Student and Parent Handbook**  
**Acknowledgement Page**

Student Section:

I, \_\_\_\_\_, have read and/or have had read to me the Grandview Elementary Student and Parent Handbook and understand the policies and regulations of Grandview Elementary School.

\_\_\_\_\_ Student Signature

\_\_\_\_\_ Date

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Parent/Guardian Section:

I, \_\_\_\_\_, have read the Grandview Elementary Student and Parent Handbook and understand the policies and regulations of Grandview Elementary School. I have also discussed these policies and regulations with my child.

\_\_\_\_\_ Parent/Guardian Signature

\_\_\_\_\_ Date