

BURCH ELEMENTARY SCHOOL STUDENT HANDBOOK

WELCOME

Welcome to Burch Elementary School. We are glad you have become one of us, who realizes intellectual, social, and physical skills are important to the educational process. We strive to develop these skills and abilities to better prepare you for the challenging and changing society.

You are now a member of a great student body that takes pride in our school and enjoys the variety of opportunities for developing various interests and abilities.

We offer you a broad curriculum from basic Reading, Math, Science, English, Social Studies, Physical Education, and Health to Music, to Art.

This handbook has been prepared to enable you to be aware of the policies, instructional and recreation programs, and extracurricular activities of Burch Elementary School.

Remember that your success in school depends upon your efforts also, and that this school will be whatever you make it. Let us always have the spirit and commitment to do the things which will make it outstanding.

BES MISSION STATEMENT

Burch Elementary School shares a commitment to guide and educate its children through the transitional years of elementary school by offering a comprehensive educational program.

BES PHILOSOPHY

Our philosophy of education is a shared commitment by the entire staff at our school to help our children make the successful transition from childhood to adulthood. During these pre-adolescent years we must guide our students through a personalized process that will address their special needs, help them gain their own identity, and prepare them to enter middle school with the proper direction and goals. As educators we must never lose sight of the awkwardness, the insecurities, and the sensitivity associated with this period of time in a child's life. We must provide them with the opportunity for trial and error in exploring the new opportunities that are becoming available to them.

We at Burch Elementary School realize that any successful educational plan must be a shared commitment among teachers, school staff, and the local community. This shared commitment will insure that the proper goals and objectives are met and will also make the transition into adolescent education a smooth and successful one.

ONCE YOU'RE HERE, YOU'RE HERE

This means that students may not leave the school grounds from the time they arrive in the morning until dismissal time unless signed out by a parent or guardian for an important reason. As parents/guardians please help to ensure this policy is a reality.

Breakfast & Lunch Policy

Mingo County will be offering breakfast and lunch free of charge to all our students this year. It is imperative to send back or bring into our school the universal lunch form you received in the mail from the Mingo County Board of Education.

SAFETY ISSUES

To protect and provide safety for all students and staff it is necessary to lock all outside doors in the front and side entrances, as well as the gate entering the faculty parking lot. If a child needs to be picked up early, parents must park in the provided space outside the playground fenced area and come into the glass doors located in the back of the building to report to the office where a sign out book is located. A staff member will go to the classroom and get your child and bring him/her to you. If you are here to visit, you must sign the visitor book and place a visitor badge on before leaving the office to go to your designated location.

In case of an evacuation of the building, staff and students must be transported to another location for their safety. In an off-site evacuation, students are removed from the school to a remote safe location. For Pre-K to 4th Grade, the evacuation site will be Connolly Memorial Baptist Church in Delbarton.

The on-site evacuation is where students move to areas on campus away from the hazard. During an on-site evacuation, students are removed from the school building to a safe location on the premises or nearby property. The most common on-site evacuation is a fire drill where students are directed to leave the building and assemble at safe locations on or nearby the school campus. On-site evacuations involve moving students to within walking distance and most often remaining on campus.

Play Structure Rules for the Safety of our Students

- 1. Do not throw anything at another person**
- 2. Slides - sit down, slide down the slide, NEVER GO UP the slides**
- 3. One person at a time on the "Zip Line"**
- 4. Never be on top of the structure**
- 5. Swings - sit down only, one person at a time, swing back and forth never side to side, do not twist the chains; if you want a turn to swing and there is someone in the swing, then count to 100 (out loud) and the person must get out of the swing and let you have a turn**
- 6. ABSOLUTELY NO TACKLE FOOTBALL**
- 7. In order to prevent incidences of bee/wasp stings, all snack papers & bottles are to be**

disposed of in the garbage cans

8. P.E. balls and ropes are not allowed on the play structure

9. Pay attention to the rules and listen to the adult in charge

10. The classroom teachers will explain these rules to their classes

MAKING THE GRADE

The following State adopted grading scale will be used at Burch Elementary School for **Grade 4**

<u>Average</u>	<u>Grade</u>	<u>Quality Points</u>
93 - 100	A	4.0
85 - 92	B	3.0
75 - 84	C	2.0
65 - 74	D	1.0
0 - 64	F	0

The following scale will be used for **Grades K-3**:

4= Consistently above Standard

3= Meeting Standard

2= Making progress toward Standard

1= Needs Improvement

x= Not assessed this grading period

The 5 Year Strategic Plan for Burch Elementary School is available in the office. We encourage parents to review it at any time and please sign in that you have reviewed it.

KID'S STUFF

Items which distract or disturb others are not to be brought to school. Such items as **cell phones**, Game Boys and **other electronic games**, water guns, radios, Walkman, beepers, skate boards, rubber bands, firecrackers, baseball cards, etc. Such items will be taken from you and held for your parents.

PARENT-TEACHER CONFERENCES

Parent-teacher conferences are encouraged and may be scheduled at any time by parents. During this time you will also have an opportunity to review the rules and discuss any concerns. It is necessary that you sign that you have had the opportunity to review and discuss any issues. Teachers will be available during their planning periods. **The requests should be made through the office at least 24 hours in advance by calling 475-2141.**

PARENT INVOLVEMENT POLICY

Parent involvement in a child's education is a major influential factor

for a child's success. We believe that a partnership between home and school will reinforce student learning. Burch Elementary School teachers and the Title I staff have developed a Parental Involvement Policy which ensures a comprehensive range of opportunities for parent participation and will implement a variety of home and school-based programs, activities, and training that will encourage parents to become actively involved in their child's education. Each activity in this plan was based upon student needs, with input by parents, and devised according to the goals and objectives set forth by the Title I School-Wide Plan. This policy is subject to change, if necessary, to address the needs of students and parents. Parents are encouraged to join our parent volunteer program. The Parent Involvement Policy will be handed out at the beginning of the school year. The Parent Involvement Policy can be reviewed at any time.

Parent/Guardian Drop off and pick-up

In order to maintain safe conditions for dropping students off, please let your child off at the main entrance (not on the main road or parent parking lot). This will prevent unsafe conditions of students walking in between cars. Once your child exits the car proceed around the building and exit school grounds on the cafeteria side of the building. Please maintain a single line of traffic.

Parent/Guardians that pick their children up will get them in the cafeteria. Students will be released to go to the cafeteria at 3:35pm.

Bus Notes

If a student's needs to ride a bus other than their regular bus, they will need a written note from their parent/guardian. Please provide which bus they need to ride, where they will be getting off and a phone number where we can reach you to verify the request. Sign and date the note and have the student give it to their teacher first thing in the morning.

STUDENT INSURANCE

Students insurance is available at a nominal cost and is optional. When a student insured under this plan is injured, he/she will be given a Claim Form. This form must be completed by his/her parents and presented to the doctor or hospital. The school merely acts as a medium in supplying the insurance and assumes no liability, either for the injury or the subsequent negotiations with the company.

FIRE DRILLS

Fire drills at regular intervals are required by law and are an important safety precaution. It is essential that when the first signal is given, everyone obeys orders promptly and clears the building by the prescribed route as quickly as possible. The teacher in each classroom will give the students instructions.

GUIDANCE DEPARTMENT

Burch Elementary School takes pride in its guidance and counseling program. Services offered are social and emotional, academic, career

counseling, and guidance. In addition, our counselor can assist in referrals to outside agencies. Students wishing to see our counselor are encouraged to stop by during class change or break. Parents are always welcome to discuss any issues with your child.

STUDENT ABSENCES

If you are absent, please have your parents or guardian write a note explaining your absence from school. Bring the note with you when you return and turn it in. Then bring this excuse (**with student I.D. number written on it**), to the office of the assistant principal. Please try to schedule dental/doctor appointments after school and bring a doctor's excuse after the illness. Parents can write up to 5 parent notes.

IF YOU COME TO SCHOOL LATE...

Students who come to school late will be considered as **TARDY**. If the student is tardy, they must check with the assistant principal upon arrival to school. Any tardies will be made up during recess.

MINGO COUNTY SCHOOLS ATTENDANCE POLICY

The Mingo County Board of Education recognizes that a direct relationship exists between daily school attendance and student performance, graduation, and good work habits. The purpose of this policy is to promote daily school attendance. Daily attendance is necessary for students to meet their school's academic program standards as each day's learning builds on the work previously completed.

A. Attendance Requirement

Compulsory school attendance shall begin with the school year in which the sixth birthday is reached prior to the first day of September of such year or upon enrolling in a publicly supported kindergarten program and continue to the sixteenth birthday or for as long as the student continues to be enrolled in the school system after the sixteenth birthday.

B. Excused Absences

Absence is defined as not being present in the school facility for any reason. In accordance with Section 18-8-1 of the WVA Code, absences from school may be excused for the following reasons:

1) Illness or injury of the student. This includes medical, dental, and/or other health appointments which cannot be scheduled outside the school day. Illness and injury, or medical appointments of student may be verified by the parent/guardian not to exceed three (3) consecutive or five (5) total days during the school year. Verification by a health care provider will be required if absences exceed three (3) consecutive days and/or five (5) total days.

2) Illness or injury in family when student absence is verified as essential by a health care provider.

3) Calamity, such as fire in the home, flood, or family emergency if verified by the principal.

4) Death in the immediate family, maximum of three (3) days for

each occurrence, except in extraordinary circumstances approved by the principal. Family includes: mother, father, brother, sister, grandmother, or grandfather.

5) Death of in-laws, maximum of two (2) days for each occurrence, except in extraordinary circumstances approved by the principal. In-laws include: brother-in-law, or sister-in-law.

6) Funeral of close friend or relative, limit of one (1) day for each occurrence, except in extraordinary circumstances approved by the principal. Relatives include: uncle, aunt, nephew, niece, and cousin.

7) Leave of educational value adhering to these stipulations: Prior approval of principal, prior submission and approval of educational plan detailing objectives and activities, leave or leaves not to exceed a total of five (5) days in a school year, and limited to two (2) separate request to obtain those five (5) days, and leave to extend more than five (5) days requires Board approval.

8) School-approved curricular and extracurricular activities. Students who are participating in an authorized school activity shall be counted as present.

9) Legal obligation with verification from attorney, judge, magistrate, or other juvenile authority.

10) Failure of bus to run, bus running extremely late, or extremely hazardous conditions, verified by principal.

11) Observance of religious holidays.

C. Early Release

A student may be released from school during the school day when in the custody of a parent or guardian or with the consent of the principal or designee if the parent has proved **written consent** for prearranged medical or dental appointments or other reasons that the principal or designee deems acceptable. Early release should be kept at a minimum, as the student is still missing class. The student shall be reported as absent from any class or classes missed if he/she leaves school early. If you must have your child ride another bus to a place other than his/her regular stop, we require a signed and dated parent note for principal approval.

The school **does not accept phone calls** telling the office to send a child to someone's house. (Remember, these policies protect your child, anyone could call the school pretending to be a parent).

D. Home-Hospital Instruction

A student with an illness or injury verified by a health care provider that requires absence from school beyond two weeks, shall be provided home/hospital instruction. The parent is responsible for contacting the principal at the earliest time the situation is known and requesting home/hospital instruction. Students having homebound instruction shall be counted present. The principal shall refer you to the Attendance Director to make a request for home/hospital instruction.

E. Unexcused Absence

Any absence not included in Section B, C, or D of this policy shall be considered as unexcused absence.

F. Tardies

Tardiness is a serious problem and a student's excessive tardiness can result in a marked absent. Such an absence will be charged against the student's record. However, in event that a teacher or administrator detains a student from reporting to class on time, a pass shall be provided by them to the student so that refusal of admission and/or a mark of absence will not occur. When appropriate, a parental note explaining the reason for the tardy is necessary. Excessive tardiness can be defined as one (1) or more time per semester. Appropriate disciplinary action shall be taken by the principal against students with excessive tardies in accordance with Board Policy 1102.00.

G. Suspension

Suspension from school for disciplinary reasons will be charged against the student's attendance record and shall be recorded as unexcused. Students who are suspended from school shall also be suspended from all school activities such as sports, band, plays, etc.

H. Extracurricular Participation

If not in attendance for at least half the school day, students **cannot** participate in any activity or practice for any activity unless the absence is due to extraordinary circumstances verified by the principal.

I. Absence Reporting

1. Absences will be recorded daily and will be listed on the student's report card at the end of each grading period.

2. All students returning to school after an absence shall bring a signed statement in accordance with Section B of this policy which indicates the reason for and date(s) of the absence. Students who fail to bring a statement shall automatically receive an unexcused absence and shall be given one (1) day to bring the statement to the designated school official. The unexcused absence may be changed if a proper statement is submitted within the time limit.

3. If a student has accumulated five (5) unexcused absences, the principal or designee shall contact the parent or guardian in writing and conduct a conference with the parent and student. The Attendance Director shall be provided a copy of this written notice.

4. If a student has accumulated (5) consecutive or ten (10) total unexcused absences during a school year, the principal or designee shall notify the Attendance Director. The Attendance Director shall serve written notice to the parent or guardian of the student that the attendance of the student at school is required and that within ten days of receipt of such notice the parent or guardian accompanied by the student, shall report in person for a conference with the Attendance Director and Principal or designee of the school in order to discuss and correct the circumstance causing the inexcusable absences of the student.

5. The principal or designee shall report any additional unexcused absences or excessive absences to the Attendance Director who shall file a complaint before a Magistrate or Judge of the county against any parent,

student, or guardian who does not comply with this policy. The principal or designee shall notify the parent or guardian in writing whenever make-up time is required.

J. Incentives

All students who do not miss any days during the school term shall be issued a Perfect Attendance Certificate at the end of the second term. All students missing five (5) or less days during the school term shall be issued a Faithful Attendance Certificate at the end of the second term.

K. Appeal Procedure

A parent or guardian or student who believes this policy has not been followed may appeal the matter to the principal, superintendent, and Board of Education in that order. Nothing contained in this policy shall be constructed to preclude resort to the courts of this state.

I NEED AN ASPIRIN

No medication of any kind can be dispensed by the office staff without written permission from the parent to the doctor and submitted to the school nurse, requesting the school office shall comply with the physician's orders regarding the administration of the medication.

HEAD LICE

If your child has been sent home for live head lice please treat him/her with lice medication and take him/her to the Health Department to be examined and to get a note for school admission. Burch Elementary Staff will **no longer** be responsible for determining if your child is lice free. Your child will not be admitted back to class if he/she does not have a note from the Health Department.

MONEY AND VALUABLE ARTICLES

Please do not bring large amounts of money to school. All valuable articles should be in possession of owner at all times. THE SCHOOL CANNOT ACCEPT RESPONSIBILITY FOR LOST MONEY OR OTHER ARTICLES.

PUPIL INFORMATION/CHANGE OF ADDRESS

If your last name, street address, or telephone number changes at any time during the school year, **please notify the Guidance Department immediately.** This is very important in keeping our records up-to-date and also in being able to contact a parent or guardian in the case of an emergency.

STUDENT DRESS CODE

The Mingo County Board of Education is committed to an atmosphere conducive to learning, which includes limited distractions and disruptions. Student dress will conform to the standards of limited distractions and the integrity of formal education.

OBJECTIVES

To preserve an environment conducive to learning
To promote character education, concepts of self-esteem and self-value

DESCRIPTION

Students shall not wear:

- Garments which expose the midriff, cleavage, bare shoulders, or underarm areas
- Pajamas or slippers
- Garments which expose the underwear
- Shorts, slacks, dresses, or skirts that are tight-fitting, inappropriate in length, (place hands on side, attire should be below this point) or reveal the underwear
- Hats, caps, sunglasses, or outerwear (coats/jackets) within the building or classrooms. Such items are to be stored in the designated areas of the building (i.e., lockers, hangers in classroom, etc.) (exception: light sensitive prescription sunglasses).
- Shirts, belt buckles, or other wearing apparel that advertises and /or promotes: drugs, tobacco, alcohol, weapons, suggestive language
- Metal taps, cleats, inappropriate footwear, wallet chains, or spurs on school property
- Electronic devices other than what is educationally relevant
- Gym shorts or sweat pants in areas other than physical education class (exception-medical exceptions)

Adopted 08/22/01 Replaces Policy 1102.09

BES SCHOOL DRESS CODE RULES

Due to our concerns of the safety of your child, we are requiring that your child not wear **flip flops, which are rubber with a hole in the bottom for a strap to come between the toes.** This type of footwear causes children to trip and fall easily on the playground and in the building.

Also, it is our concern that your child should not wear dresses or tops with a spaghetti strap or tank tops. These types of clothing are too revealing and should not be worn to school.

PROMOTION AND RETENTION

The Mingo County Board of Education believes students must attain the required instructional goals, objectives, and/or units of credit, as defined in WV State Policies 2510, 2520, and /or 2419, within each grade level.

OBJECTIVES

1. Students will be able to perform grade level skills as defined in WV Policy 2520 or individual educational goals as defined in WV Policy 2419, as appropriate.
2. Students will demonstrate proficiency in the state-adopted

assessment instruments within each grade level at state performance levels.

3. Students will meet the minimal attendance requirements of the county attendance policy.

PROCEDURES

Promotion of a student is a professional judgment based on the attainment of academic skills outlined in WV Policy 2520 or WV Policy 2419, mastery of informal assessment tools as established by the teacher, and /or compliance with county policies governing attendance and discipline.

Retention of a student is a professional judgment based on the **inability** to attain academic skills at the expectancy level(s) outlined in WV Policy 2520 or WV Policy 2419, mastery of informal assessment tools established by the teacher, and/or compliance with county policies governing attendance and discipline.

Grades K-4:

In grades K-4, a student, who is to be considered for grade level or subject-based academic acceleration or grade-level retention, **must** be referred to the School Assistance Team (SAT) no less than one grading period prior to the conclusion of the school year. **The SAT committee will design an at-risk plan and chart progression levels of the intervention process. This charting will serve as one criterion for the academic acceleration or retention process.** If academic acceleration is a consideration, the SAT committee will also request a comprehensive evaluation, which will be a second criterion for the determination of the appropriate educational environment. If **retention** is a consideration, the SAT committee will review state assessment results, at-risk plan results, informal assessment results and determine if a comprehensive evaluation is warranted.

For either retention or acceleration, the SAT will also consider: student(s) academic performance, student(s) maturation levels, student(s) coping skills, student(s) attendance, student(s) independent skills.

Once the child has been referred to the SAT for acceleration or retention, the parent(s) will be notified by the by the principal. The parent will be invited to participate in the SAT meeting(s) and will receive rationale for the SAT referral. After the initial SAT meeting and the development of the at-risk plan, the parent will be informed of all additional review meetings and the progress of their child relevant to: the at-risk plan, the results of formal and informal assessments, and the interpretation of the results. **NO** student will be moved to the next grade level on a trial basis and demoted if the trial period proves unsuccessful. **No student(s) promotion or retention shall be determined by the student's placement in the special education program.**

BES CLASSROOM RULES

- Food, drinks or **GUM** will not be allowed in the classroom.
- Our room will be kept neat and clean.
- Our students will be on time for class.
- Book bags, gym bags, and caps will be kept in the lockers.
- Our students will be prepared for class. They will have the following for each class: Textbook, Supplies, Homework, and Daily Assignments.

- Electronic devices will not be allowed in the classroom (Includes: cell phones, disc players, Etc.)
- Our students will wait for teacher dismissal.

CAFETERIA RULES

Students:

- You will practice appropriate school behavior and speech
- You will do as directed by any adult
- You will speak in low voice tones
- You will dispose of left over food & trash in the appropriate containers

HALLWAY RULES

Students:

- You will practice appropriate school behavior
- You will do as directed by any adult
- You will remain silent
- You will **walk** to the right of the hallway in a **single line on the third block**
- You will keep arms folded or hands clasped together

BUS RULES

Students:

- You will practice appropriate school behavior and speech.
- You will do as directed by any adult.
- You will speak in low voice tones.
- You will remain seated while the bus is in motion.

Definitions of Rules:

- **Appropriate school behavior:** no fighting, touching, or provoking another student
- **Appropriate school speech:** no profanity or vulgar language
- **Be prepared:** bring all supplies needed for each class. Complete all assignments.
- **Care and appreciation for all school property:** leave all school property the way you found it.

ACCELERATED READER PROGRAM

Accelerated Reader, national popular software assists teachers in fostering a lifelong love of reading in their students. The program combines the best literature with easy-to-use software that quizzes comprehension. The software manages all student records and tracks reading performance for the benefit of both students and teachers. Each student selects his/her own reading material, then reads at a comfortable pace. With the book completed, the student works through a computerized multiple-choice test. The program provides an instant score and immediate reinforcement. Students accumulate points and various reading certifications for prizes and incentives throughout the year.

Burch Elementary School=s staff is committed to nurturing a student

population of proficient readers; and because research has proven that students greatly improve reading skills with ongoing reading practice, a mandatory accelerated reading time has been allotted in each instructional day. During accelerated reading time, students are to read; take a test on the book they have read; or check out another accelerated reading book. Students are to read books only on their reading level and must abide by an honor code when testing on an accelerated reader book.

Students are responsible for having an accelerated reader book and keeping a reading log at all times because any teacher may award a class additional reading time. Successnet Help has a website: www.pearsuccessnet.com to allow students to test online from any computer.

Accelerated Reading will continue to enhance all Burch Elementary School students reading skills in the 2011-2012 school year!

READING FIRST

The purpose of Reading First is to ensure that all children learn to read by the end of the 3rd Grade so they are well prepared to achieve their full academic potential. It is high quality reading instruction based on scientifically based research. It includes the five essential components of Reading instruction: phonemic awareness, phonics, vocabulary, fluency, and comprehension.

The Reading First design includes explicit and systematic instruction. There is on-going assessment throughout the year with interventions for students as needed. It is very important that your child does not miss any reading time. This is the most important part of the school day.

STUDENT CODE OF CONDUCT

1102.1 Discipline

A. Generally

Effective, consistent discipline must be maintained in order for the educative process to operate effectively. All school personnel shall make every reasonable effort to assist any student to adjust to school regulations, and to that end, principals and teachers are directed to establish guidelines for student behavior at the beginning of each school term.

Teachers are expected to handle all possible disciplinary problems within the classroom. However, if in the teacher's opinion, the disciplinary problems cannot be resolved without educational loss to other students, the teacher has the responsibility to seek help from the administrator. When this becomes necessary, the administrator shall discuss with the teacher the disciplinary problem before action is taken. After dealing with the problem, the administrator shall discuss with the teacher the action taken. The consequence should be in relation to the seriousness of the offense. Parents and students shall be accorded their due process rights in all disciplinary action. Parents and students shall also accept responsibility for attending conferences with principal and teachers to resolve problems.

In any case where a violation of the state law has occurred, the administration has the right to refer the offense to civil authorities and/or police. The student committing the offense or violation is responsible for

damages to the extent provided by law. When a student faces multiple charges, each charge constitutes a separate offense.

The West Virginia Code assigns to the county boards of education the right to control and manage...the school...for all school activities (18-5-13). Also the code (18A-5-1) states that the teachers shall stand in place of the parent or guardian exercising authority over the school. They shall have control of all students from the time they reach the school until they have returned home except that, which the student ride school buses, the bus driver shall have control over them. Teacher is defined to include principals, substitute teacher, student teachers.

MINGO COUNTY CODE OF CONDUCT EXPLANATIONS OF VIOLATIONS

Level I Violations:

Anti-Social Conduct

- A student will not orally, in writing, electronically or with photographs or drawings, direct profanity or insulting, obscene gestures toward another student that causes embarrassment, discomfort, or a reluctance to participate in school activities.

Cheating/Academic Misconduct

- A student will not plagiarize, cheat, gain unauthorized access to or tamper with educational materials. The response to violations under this section may include academic sanctions in addition to other discipline.

Disorderly Conduct

- A student will not harass another student or other person or misbehave in a manner that causes disruption or obstruction to the education process. Disruption caused by talking, making noises, throwing objects, or otherwise distracting another person, constitutes disorderly conduct. Behavior is considered disorderly if a teacher is prevented from starting an activity or lesson, or has to stop instruction to address the disruption.

Inappropriate Displays of Affection

- Students will not engage in inappropriate display of affection, such as kissing or embraces of an intimate nature.

Inappropriate Dress and Grooming

- A student will not dress or groom in a manner that disrupts the educational process or is detrimental to the health, safety, or welfare of others. A student will not dress in a manner that is distracting or indecent, to the extent that it interferes with the teaching and learning process, including wearing any apparel that displays or promotes any drug, alcohol, or tobacco-related product that is prohibited in school buildings, on school grounds, in school-leased or owned vehicles, and at all-school affiliated functions.

Leaving School Without Permission

- A student will not leave the school building, classroom, cafeteria, assigned area, or campus without permission from authorized school personnel.

Possession of Inappropriate Person Property

- A student will not possess person property that is prohibited by school rules or that is disruptive to teaching and learning.

Tardiness

- A student will not fail to be in his/her place of instruction at the assigned time without a valid excuse.

Technology Abuse

- A student will not violate the terms of Mingo County Internet-Usage Policy and/or the West Virginia Board of Education Policy Safety and Acceptable use of the Internet by Students and Educators Policy (2460).

Tobacco

- In accordance with the Mingo County Tobacco Policy and the West Virginia State Board of Education Policy (2422.5A), a student will not smoke, use tobacco, or possess any substance containing tobacco in any building/area under the control of a county school system, including all activities or events sponsored by the county school district.

Trespassing

- A student will not enter upon the premises of the county school system property, other than to the location to which the student is assigned, without authorization from proper school authorities. If removed, suspended, or expelled from school, a student will not return to the school premises without permission of the proper school authorities.

Truancy

- In accordance with the Mingo County Attendance Policy and the West Virginia Board of Education Attendance

Policy (4110), a student will not fail to report to the school's assigned class or activity without prior permission, knowledge, or excuse by the school or by the parent/guardian.

Level II Violations:

Bullying/Harassment/Intimidation

- A student will not bully/ intimidate/harass another student. According to WV Code 18-2c-2, harassment, intimidation, or bullying means any intentional gesture, or any intentional written, verbal or physical act or threat that : (a) a reasonable person under the circumstances should know will have the effect of: (1) Harming the student: (2) Damaging a student's property; (3) Placing s student in reasonable fear of harm to his or her person; or (4) Placing a student in reasonable fear of damage to his or her property: or (b) Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for a student.

Failure to serve Assigned Detention

- A student will not fail to serve an assigned detention of which students and/or parents/guardian have been notified.

False Identification

- A student will not use another person=s identification to give false identification to any school official with intent to deceive school personnel or falsely obtain money or property.

Forgery

- A student will not sign the name of another person for the purpose of defrauding school personnel or the Board of Education.

Gambling

- A student will not deceive another to cause another to be deceived

by false or misleading information in order to obtain anything of value.

Gang Activity

A student will not, by use of violence, force, coercion, threat of violence, or gang activity, cause disruption or obstruction to the educational process. Gangs are defined as organized groups of students and/or adults who engage in activities that threaten the safety of the general populace, compromise the general community order, and/or interfere with the school district=s education mission.

Insubordination/Unruly Conduct

- A student will not ignore or refuse to comply with directions or instructions given by school authorities. Refusing to open a book, write an assignment, work with another student, work in a group, take a test, or do any other class or school-related activity not listed herein, refusing to leave a hallway when requested by a school staff member, or running away from school staff when told to stop, all constitute insubordination/unruly conduct.

Loitering

- A student will not remain or linger on school property without a legitimate purpose and/or proper authority.

Theft or Possession of Stolen Property

- A student will not, without permission of the owner or custodian of the property take or have in his or her possession property valued less than \$100.00 which does not belong to the student.

Level III Violations:

Alcohol

- A student will not possess, distribute, or be under the influence of alcohol in an educational facility, on school grounds, a school bus, or any school-sponsored function.

Defacing School Property

- A student will not willfully cause damage to property of the school or others. Actions such as writing in school texts or library books, writing on desks or walls, carving into woodwork, desks, tables and spray painting surfaces are examples of damages to school property.

Disobedience

- A student will not willfully disobey a teacher

Profane Language

- A student will not use profane language directed at a school employee. Using profane language may include, but not limited to, verbally, in writing, electronically, or with photographs or drawings, direct profanity or insulting obscene gestures toward any school employee.

Theft

- A student will not, without permission of the owner, take property or have in his or her possession, property valued at between \$100.00 and \$999.00.

Hazing

- A student will not haze or conspire to engage in the hazing of another

person. Hazing means to cause any action or situation which recklessly or intentionally destroy or remove public or private property for the purpose of initiation or admissions into a affiliation with, or as a condition for continued membership in, any activity or organization, including both co-curricular and extra-curricular activities.

Improper or Negligent Operation of a Vehicle

- A student will not intentionally or recklessly operate a vehicle, on the grounds of any educational facility, parking lot, or at any school-sponsored activity so as to endanger the safety, health, or welfare of others.

Violation of School Rules or Policies

- A student will not habitually or repeatedly violate school rules or policies.

Level IV Violations:

Assault/Battery on a School Employee

- A student will not commit an assault by unlawfully attempting to commit a violent injury to the person of a school employee. A student will not commit a battery by unlawfully and intentionally making physical contact of an insulting or provoking nature with the person of school employee.

Felony

- A student will not commit an act or engage in conduct that would constitute a felony under the laws of this state if committed by an adult. Such acts that would constitute a felony include, but are not limited to, arson, assault, and battery, bomb threat, and information about a terrorist act, hoax, burglary, robbery, and grand/petit larceny.

Possession of a Firearm or a Deadly Weapon

- A student will not possess a firearm or deadly weapon on any school bus, or in or on any public or private primary or secondary education building, structure, facility or grounds thereof or at any school-sponsored function. As defined in WV Code 61-7-2, a "dangerous weapon" means any device intended to cause injury or bodily harm, any device used in a threatening manner that could cause injury or bodily harm, or any device that is primarily used for self-protection. Dangerous weapons include, but are not limited to, blackjack, gravity knife, knife, switchblade knife, nunchuka, metallic or false knuckles, pistol or revolver. A dangerous weapon may also include the use of a legitimate tool, instrument, or equipment as a weapon including, but not limited to, pens, compasses, combs, with the intent to harm another.

Sale of a Narcotic Drug

- A student will not sell a narcotic drug on the premises of an educational facility, at a school-sponsored function, or on a school bus.

Possession of a Controlled Substance

- A student will not possess, distribute, or be under the influence of a controlled substance on the premises of an educational facility or at a school-sponsored function.

Physical Education

Physical Education at Burch PreK-4 is based upon sequentially based learning experiences. We will run, jump, use various balls, jump ropes, the playground equipment, games and individual activities in learning to use our bodies more efficiently and to become physically fit. It is important that the students come prepared to move and learn. With this in mind it is with the safety and well-being of our students foremost that I ask all students come to P.E. class in shoes appropriate for the class. We have seen many students injured because of the shoes they were wearing (flip-flops, sandals, slides, heeled shoes, wedges, cowboy boots, and any shoe that isn't flexible enough for the foot to move comfortably in or cannot be tied securely to the foot cause many falls). Parents please think of the safety of your children when purchasing "school shoes". Please send a pair of gym shoes to remain at school for physical education, your child may change into these daily as they have physical education.

We hope that all students have a positive learning experience here at Burch Elementary School Pre-K -4. It is our desire to provide our students a quality education in a safe and secure environment. We collaborate together to offer a caring and nurturing atmosphere at Burch Elementary School as we offer 21st Century Learning Skills and implement Next Generation Standards for our children.

