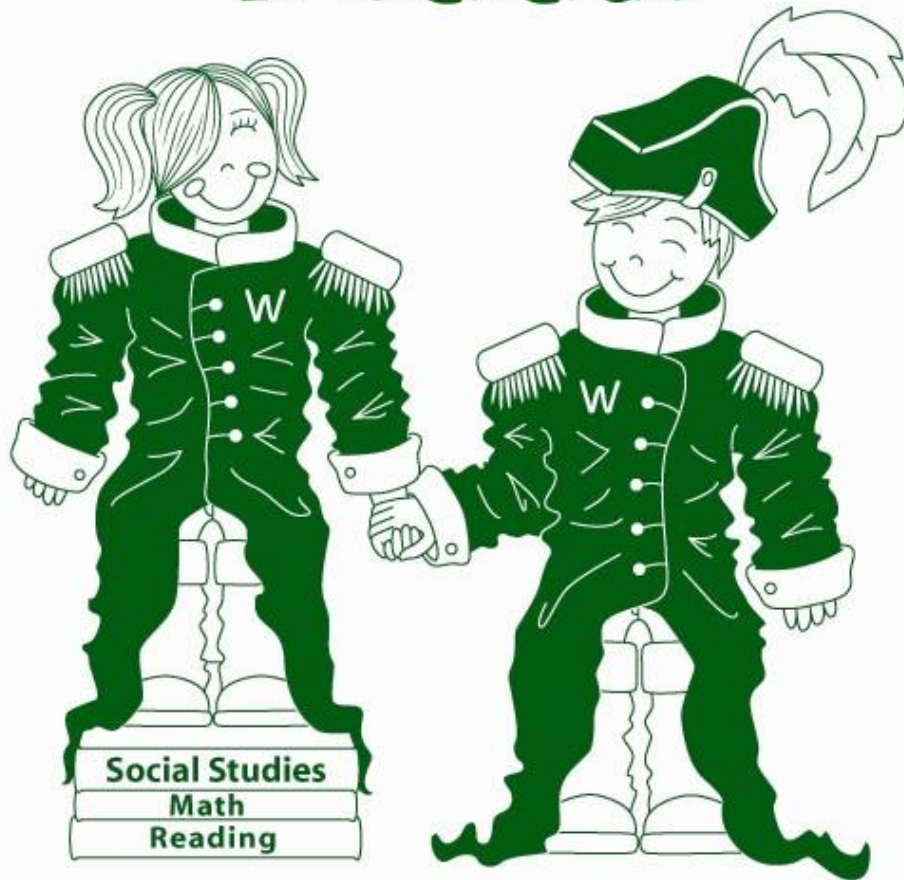

★Winfield Elementary★

Lil' Generals



Achieving 5 Star Excellence

STUDENT HANDBOOK

2016-17

WINFIELD ELEMENTARY SCHOOL
75 Wall Street, Winfield, WV 25213

Putnam County Schools' Mission

The **MISSION** of Putnam County Schools is to ensure that every student masters the curriculum and achieves academic success. We will dedicate our time, resources, and practices to closing the achievement gap, bring every student to mastery and beyond, and prepare every student for success in a diverse and changing world. Working with the home and community, we will build a supportive system characterized by ethical behaviors, mutual respect, professionalism, and collaboration.

Winfield Elementary School's Mission

The **MISSION** of Winfield Elementary is to create leaders one student at a time.

Core Principles: The 8 Habits of Happy Kids

Habit #1 – Be Proactive: you are in charge of you

Habit #2 – Begin with the End in Mind: know what you want before you do it

Habit #3 – Put First Things First: do the important things first

Habit #4 – Think Win-Win: find ways everyone can win

Habit #5 – Seek First to Understand Then to be Understood: listen first and then talk

Habit #6 – Synergize: work together to do better

Habit #7 – Sharpen the Saw: take care of yourself because balance is best

Habit #8 – Find Your Voice: and inspire other to find theirs

Winfield Elementary School

Master Schedule

7:30	Service staff arrive/doors open/breakfast served in the cafeteria/K-1 to cafeteria/2-5 to gym
7:40	Teachers' arrive
8:00	Students dismissed from cafeteria and gym to classrooms
8:10	Tardy bell/instruction begins
11:00	Kindergarten/1 st grade lunch
11:30	2 nd grade/3 rd grade lunch Kindergarten/1 st grade recess
12:00	4 th grade/5 th grade lunch 2 nd grade/3 rd grade recess
12:30	4 th grade/5 th grade recess
3:00	First dismissal – bus riders
3:05	Second dismissal – bus riders
3:10	Third dismissal – parent pickups (preschool in cafeteria/K-5 in gym)

****All students report to the cafeteria (K, 1, breakfast) and gym (2, 3, 4, 5) between 7:30 and 8:00.**

Please do not leave your child unattended outside the building before 7:30 because no adult supervision is provided prior to that time. Students will be dismissed from the cafeteria and gym to the classroom at 8:00. Students are expected to be in their classrooms ready to begin at 8:10. Students that arrive after 8:10 **MUST** be signed in by an adult at the main office.

****To ensure safety for our students in the mornings, parents will drop off their children in grades kindergarten through fifth grade at either the main office doors or center doors and preschool at the flag pole door. From that point, children may be escorted by a student leader, a staff member, or they may walk independently to the gym or cafeteria. We will have various members inside the building making sure your child is safe. However, parents of kindergarten students may escort their children into the building through **Friday, August 19th**.**

****For the safety of all students, please do not check your child out from the office between 2:45 and 3:00 unless they have a doctor's appointment or in the event of an absolute emergency. If your child has a doctor's appointment, and you are going to pick him/her up between 2:45 and 3:00, a note **MUST** be submitted to the office that morning.**

After School Dismissal Procedure

For the safety of the children, the following after school dismissal procedure is in place for kindergarten through 5th grade: 1) at 3:00, the first set of bus riders depart, 2) at 3:05, the second set of bus riders depart, 3) at 3:10, parents picking up their children enter the building through the doors at the center of the building and proceed to the gym. Parents of preschoolers will enter the building at the flag pole door and proceed to the cafeteria. All children being picked up must be signed out at both locations. Because of the location of our school in a high traffic area, students are not permitted to walk or ride a bike to school unless they are accompanied by an adult.

Attendance Policy

Research shows that regular school attendance is vital to academic success and that student achievement improves with good attendance. Students must attend school regularly and be on time to classes in order to maximize instructional benefits. Additionally, regular school attendance and punctuality develop self-discipline and responsibility. Not only is school attendance compulsory, but it should also be encouraged and expected. Putnam County Schools will cooperate with parents and students to try to improve their children's attendance, but parents and students must assume ultimate responsibility for regular school attendance.

1. All absences must be verified by a written excuse from parent or doctor.
2. Excused absences include the following:
 - a. Medical appointments (doctor's excuse)
 - b. Failure of the bus to run (driver must verify this to the school)
 - c. School approved activities
 - d. Funeral
 - e. Legal appointments
 - f. Gifted classes
3. Absences NOT excused include the following:
 - a. Vacations (parent notes may be used)
 - b. Suspensions
 - c. Absences with parent notes exceeding the allowable ten (10)
4. Parent notes – there are ten (10) parent notes permitted per year. Please note that excuses MUST be submitted upon returning to school
5. There is a sign-in/sign-out sheet in the office for early departures or late arrivals
6. A student must be accompanied by a parent or guardian and report to the office when arriving late.

Parent Notification Process 3 Absences

On the third (3rd) unexcused absence, parents or guardians will receive written notification from the school. Parents may schedule a conference with school officials, and schools may offer services to help keep students in school.

Five (5) Absences

On the fifth (5th) unexcused absence, the Putnam County Schools Attendance Coordinator sends a legal notice advising of the consequences should the student continue to accumulate unexcused absences.

More than 10 Absences

If the student and parent or guardian do not comply with the provision of the five (5) day legal notice, a notification for a hearing concerning the student's attendance will be mailed by the Magistrate Court of Putnam County.

Out of Zone Students

Out of Zone students who are consistently tardy or absent will be denied approval the following school year upon application for attendance to Winfield Elementary.

If you have any questions concerning the attendance policy for Putnam County Schools, please contact the county Attendance Director, Jennifer Hodges, at 304.586.0500 extension 1117.

Change in Child's Normal Dismissal Routine

Anytime a student needs to go home with a friend, ride a different bus or change his/her route in any way, the student MUST bring a signed permission note from home. **If the child is going home with another child, BOTH students MUST have a signed note. Please do not call the school with end of the day changes after 2:45. The person picking up your student MUST be listed on your child's emergency card.**

Code of Conduct

All students are expected to behave in a manner that promotes an orderly, nurturing, safe school environment that is conducive to learning and personal/social development.

- Students will help create an atmosphere free from bullying, intimidation, harassment, and violence.
- Students will demonstrate honesty and trustworthiness.
- Students will treat others with respect, deal peacefully with anger, use good manners, and be considerate of the feelings of others.
- Students will demonstrate responsibility, use self-control, and be self-disciplined.
- Students will demonstrate fairness, play by the rules, and will not take advantage of others.
- Students will demonstrate compassion and caring.
- Students will demonstrate good citizenship by obeying laws and rules, respecting authority, and by cooperating with others.

More information can be found in the student planners for grades 2-5 and on the Putnam County Schools website - putnamschools.com.

Counseling Program

The counseling program at Winfield Elementary is designed to help all children as they grow and develop. A student may request a private conference, parents may call the counselor at school to request a conference or counseling for their child, or staff members may also refer a child for counseling for various reasons. Counseling conferences often focus on normal developmental concerns of children in an elementary school. The following are frequent concerns: forming and maintaining friendships, school work habits, family concerns and improving behavior at school. In addition to private counseling conferences, the counselor may conduct group sessions for children that focus on a particular concern. Also, the counselor conducts classroom guidance units for children. Typical topics for those units are friendship, understanding our feelings, families, personal safety, bullying, and drug education. Parent permission is not required for counseling services.

Curriculum Information

All Putnam County schools adhere to the West Virginia College and Career Readiness Standards for their adopted curriculum. For a list of the Standards and Objectives, you may visit the West Virginia State Department of Education website at <http://wvde.state.wv.us> Scroll to the “teachers” section on the left hand side of the site and click on CSOs–Curriculum to access the information. The WVDE site is an excellent source of information listing state initiatives and current school reports.

Custody Issues

If circumstances occur in which only one parent/guardian has custody of a child and the other parent/guardian has no legal right to the child, the custodial parent/guardian is required to provide court ordered papers to be kept on file in the office. The school follows the orders that are filed in the office, so please make sure you keep us current on your situation.

Electronic Equipment

Cell phones, iPods, iPads, Game Players, etc. should not be brought to school. If they are, our policy is “off and away.” WES is not responsible for such items if they are lost, stolen, or damaged. Students that chose not to follow this policy must turn their electronic equipment into the principal for a parent to pick up.

Emergency Record Card

All students must have an emergency record card on file in the office. A new card must be completed and returned to the school each year. Please let the school know when any information on the card changes. If at all possible, please include an e-mail address and cell phone number for digital communication as well. **Remember, students may only be released to people listed on the emergency card.**

Field Trips

Students learn so much from experiences both inside and outside our school walls. Field trips will be schedule to enhance student learning. **Also, county policy states that students may only be signed out from a field trip or out of school experience by a parent/legal guardian.**

Grading

Putnam County's grading scale in grades one through twelve is as follows:

- A = 93 to 100%
- B = 85 to 92%
- C = 75 to 84%
- D = 65 to 74%
- F = 0 to 64%

Preschool and kindergarten students will receive three progress reports a year. Once the report has been finalized, parents will receive information.

Mid-term reports will go home four times a year on: September 16th, December 1st, February 17th, April 28th. Report cards will be distributed on the following dates:

- 1st nine weeks October 26, 2016
- 2nd nine weeks January 23, 2017
- 3rd nine weeks March 27, 2017
- 4th nine weeks Last day of school

Leader in Me

We continue on our leadership journey with our second year of implementation of The Leader in Me process. It receives national recognition for its emphasis on developing leadership in young children. It is grounded in the belief that building cooperative relationships along with nurturing responsibility, kindness, and good judgement are the basis for creating a successful community of learners. The principals of Dr. Stephen R. Covey, author of the *7 Habits of Highly Effective People*, will be embedded in our school's culture and guide the students, faculty, and staff in building our leadership model. By developing the WHOLE child socially, emotionally, academically, and ethically, the program fosters a climate of principle-centered and personal leadership. Students will maintain Leadership Notebooks in which they will set their own academic goals and track their progress and growth as well as learn social etiquette. They will then present these notebooks and data to their parents during Student/Parent/Teacher Led Conferences. They will also develop communication and presentation skills through student-led programming including school-wide assemblies, leadership events, and community service projects.

Life Threatening Allergies

Winfield Elementary is a PEANUT/NUT AWARE SCHOOL. Some of our students have a life threatening allergic reaction when exposed to any peanut product. To reduce the risk of exposures, WES will be PEANUT/NUT AWARE. While students may bring peanuts products for lunch, all students with cold lunch will eat together, and students with the food allergies will always eat with the hot lunch students since our cooks are trained in keeping peanut products out of the hot lunch food. This plan will help to maintain safety in the classroom while allowing non-allergic classmates to enjoy peanut products in a controlled environment at lunch. For snack, students may bring a snack and drink. **Please remember we are PEANUT/NUT AWARE and refrain from sending in peanut products.** Your support of these procedures is greatly appreciated. Our staff will continue working together to provide a safe learning environment for all our students.

Lunch and Breakfast Programs

Winfield Elementary serves a nutritious breakfast and lunch each day school is in session. These meals are planned for all Putnam County Schools by the coordinator of food services and meet federal and state nutritional standards. Each student is charged for meals electronically as they pass through the breakfast/lunch line. All meals are charged on a monthly basis and are billed from and payable to the central office. Our school participates in the National School Lunch and Breakfast Program and serves meals free or at a reduced price to families who

are unable to pay the full price of the meal. Applications for eligibility are sent home with every student at the beginning of each school year and are available from the office throughout the remainder of the year. Meal menus are sent on a monthly basis.

<u>Breakfast</u>	<u>Lunch</u>
Child \$1.45	Child \$1.90
Adult \$2.60	Adult \$3.60
Addition juice or milk \$0.35	

Lunchroom Expectations

Students are expected to conform to lunchroom expectations while at breakfast and lunch. These expectations include talking quietly in line and at the tables, standing in line in an orderly fashion to receive food and empty trays, and being polite to cooks, custodians, and staff/faculty who assist them. Good behavior in the lunchroom is essential to the orderly running and safety of the school.

Makeup Work

If a student is absent from school for an extended time, makeup work should be requested by calling the school. We must have 24-hours notice to compile these items. All students must submit this work within the number of days equal to the absence after they return to school.

Making Good Choices

Students are expected to conform to the standards of behavior conducive to learning in the classroom and to adhere to the safe and orderly school systems in the hallways, bathrooms, cafeteria, on the playground, and on the way to and from school. Our teachers implement a variety of behavior management systems such as "Clip Up/Clip Down." In addition, our school uses the Reflective System that guides students in making "a better choice the next time." Each classroom will develop their own Classroom Code of Conduct in order to foster an effective learning environment.

Physical Education

Tennis shoes and socks are required for Physical Education classes. P.E. grades will be affected by non-daily participation in activities. If your child is ill or injured, a written note from home is required to excuse him/her from P.E. class or outside play. Non-participation of three days or longer requires a doctor's excuse.

PTA

The Winfield Elementary PTA (Parent and Teacher Association) serves to bring into a closer working relationship the school and the community. Through the efforts of parents and other community members, services and additional funds for improving the school are provided. All parents are encouraged to become an active part of school by participating in PTA or other volunteer opportunities

School Closings

Each child should have an emergency plan in place in the event that school is dismissed early and you are not at home. The classroom teacher and office staff will keep this plan on file to be utilized in the event of an emergency dismissal. Make sure any changes in your plan later in the year are communicated to the teacher and school. If the bus driver cannot safely deliver a child to his/her home, the child will be returned to the custody of school personnel who will then contact the parent. Parents can assist school authorities in emergency situations by listening to the radio or television. Please do not call the school unless absolutely necessary. The school needs our two phone lines for communication with the central office. School closings are announced on the school messenger calling system. Parents may also sign up for an e-mail notification from the WVDE at <http://wvde.state.wv.us/closings/subscribe/county>.

Delays: A one-hour delay means that all school and bus schedules will be delayed for one hour. A two-hour delay means all schedules and runs will be delayed for two hours. Please keep in mind that if the bus does not run and you drop students off at school, you cannot depend on buses to make afternoon runs. **BREAKFAST WILL BE SERVED IF THERE IS A DELAY. PLEASE OBSERVE DELAY HOURS WHEN DROPPING STUDENTS OFF AT SCHOOL.**

Shelter in Place/Lock Down

In the event of emergency circumstances, we may enact a Lock Down alert. During a Lock Down, all main entrances will be locked and signs will be posted. No one is to use our telephones, as we must keep lines open. No one will be permitted to enter or leave the building during a Lock Down. Students will be sequestered in classrooms and emergency procedures will be followed by teachers and staff. Students will be instructed and practiced on proper procedures to follow if this happens. After Lock Down, the school will either go into Shelter in Place or Evacuation, depending on the circumstance. Drills will be held from time to time.

STAR Assessment

We are committed to helping your child become successful. As part of this commitment, we will assess Reading and Math with a program called STAR. This will help us examine the best delivery of instruction and intervention for each student in grades K-5. Teachers will be sharing data with parents/guardians.

Student Checkout Procedure

Parents who wish to check out their child before the conclusion of the school day should come to the main office upon entering the building. Children will be signed out on the sign-out sheet, and the child will then be called to the office by intercom. A written excuse should be returned to school immediately upon return. **To maintain the safety of our school, parents are not permitted to go to their child's classroom to get them or to proceed beyond office foyer.** Teachers must have notification from school office personnel to release a student from class. Children can only be released to parents or to those persons designated by parents in writing as having authority to pick them up. Please try to make doctor and dental appointments on non-school days or after school hours. **For the safety of all, students cannot be checked out after 2:45.**

Student Dress and Appearance

As styles change, students want to try the fads and be in style. While recognizing this, there are some "fads" which do not belong at school. We encourage our students to have PRIDE in their personal appearance at all times, as well as PRIDE in their school. We ask for parent cooperation in monitoring your child's appearance to ensure that our students both look and act appropriately in order to foster the best learning environment. Listed below are some guidelines for dress for Putnam County Schools:

1. Headwear may not be worn except with special permission of the principal.
2. While standing straight, shirts, tops, or blouses must come to the top of the pants or other lower body attire. Additionally, tops should be modest and not low cut.
3. Shorts should be of moderate length.
4. Clothing may advertise products as long as they do not contain obscenities, profanity, or advertise tobacco, alcohol, or illegal drugs.
5. Footwear with soles must be worn.

Transportation

On the first day of school, all students will receive a copy of the Putnam County Bus Rules and Regulations. Please go over these with your child to make sure he/she is aware of all rules and regulations to ensure a safe and orderly ride to and from school. **Riding the school bus is a privilege** extended to students, and this privilege can be taken away any time for disruptive or unsatisfactory behavior. The school will give drivers full support in all situations and urges you to do the same. Specific questions regarding transportation may be directed to the school principal or the Transportation Coordinator at 586-0500 x 1106.

Visitors

All visitors must sign in at the office. Meetings with teachers to discuss your child, PTA business, or other matters should be scheduled ahead of time and approved by the teacher. There should not be any visitors to the classrooms unless an appointment has been made with the teacher. In addition, please obtain and wear a visitor's lanyard/badge to signify that appropriate sign in measures and approval have been acquired through the office. Our staff has been instructed to send visitors without lanyards/badges back to the office for proper sign in procedures.

Volunteers

We encourage mothers, fathers, grandparents, or any other community members to assist us in providing supplemental and enriching activities for the students as well as giving supportive services to our teachers. Some of the volunteer activities include:

*Popcorn Friday – pop and deliver popcorn to students.

*Clerical – Assist by typing and/or copying materials for teachers, and/or preparing resource materials for classes, such as bulletin boards, etc.

*Read Aloud – Reading stories aloud to classes.

*Field Day – assisting PE teachers with outdoor activities.

Volunteer Confidentiality

While volunteering at school, you may inadvertently see and/or hear information about a student. It is extremely important to keep all such information confidential. It is not appropriate to view and/or discuss student records, grades or any other student information with other parents or staff. Any questions or concerns a volunteer may have should only be discussed with the school administration. Please note that WES staff will not discuss information about any student except your own child with you, nor will discuss another staff member without them present.

PUTNAM COUNTY 2016-2017 SCHOOL CALENDAR

JULY 2016							<p align="center">July 4 - Independence Day</p> <p align="center">August 15 - Professional Development 16 - Preparation Day 17 - First Day for Students</p> <p align="center">September 5 - Labor Day</p> <p align="center">October 19 - End of 1st nine weeks 20 - No School for Students (PD)</p> <p align="center">November 8 - Election Day 11 - Veteran's Day 21-23 - Schools Closed 24 - Thanksgiving Day 25 - Schools Closed</p> <p align="center">December 22-23 Schools Closed 26 - Christmas Day celebrated 27-30 Schools</p> <p align="center">January 2 - New Year's Day celebrated 12 - End of 2nd nine weeks/1st semester 13 - No School for Students (PD) 16 - Martin Luther King, Jr.'s Birthday</p> <p align="center">March 20 - End of 3rd nine weeks 21 - No School for Students (PD)</p> <p align="center">April 17-21 - Spring Break</p> <p align="center">May 29 - Memorial Day celebrated 31 - Anticipated Last Day for Students</p> <p align="center">June 1 - Prep Day 20 - West Virginia Day</p> <p align="center">Report Cards Distributed October 26, 2016 January 23, 2017 March 27, 2017 Last day of school</p>	JANUARY 2017						
S	M	T	W	T	F	S		S	M	T	W	T	F	S
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31														
AUGUST 2016								FEBRUARY 2017						
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NOVEMBER 2016							MAY 2017							
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27	28	29	30				28	29	30	31				
DECEMBER 2016							JUNE 2017							
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25	26	27	28	29	30	31	25	26	27	28	29	30		

Out of Cal.
Holiday
O.S.E Day
Election Day
Prep Day
Prof. Dev.