

Elk Garden Primary School

Parent/Student Handbook

2017-2018

ELK GARDEN PRIMARY SCHOOL
86 Elk Garden Highway
ELK GARDEN WV 26717

(304) 446-5141 PHONE
(304) 446-5425 FAX

FACULTY/STAFF
2016-2017

Mike Saturday	Principal
Aubrey Thomas	Pre-K/Head Start
Debra Novallis	Kindergarten
Valerie Durr	First Grade
Susan Bosley	Second Grade
Tammy Ashby	Third Grade
Janey Moore	Fourth Grade
Ashley Shreve	Art/Music/Phys.
Ed./Spec. Ed.		
Richard Thompson	Counselor
	Speech/Hearing
Mindy Bennett	Nurse
Tabitha Jones	Secretary
Julie Harvey	Paraprofessional
Patty Harvey	Paraprofessional
Melissa Reel	Paraprofessional
Tammie Gillaspie	Cafeteria Manager
Margaret Bean	Cook
Gary Wildman	Head Custodian

Title I Parent Notification Information

Our school receives federal funds for Title I programs that are a part of the “No Child Left Behind Act” (NCLB) of 2001. We will provide you with additional information about this law and its impact on the education of students throughout the United States as the year progresses.

Under NCLB, you have the right to request information regarding the professional qualifications of your child’s classroom teacher(s). If your child also receives services from a Title I paraprofessional, you have the right to request information regarding his or her professional qualifications, as well. If you request information, our county office will provide you with the following as soon as possible:

- A. Whether or not the teacher has met West Virginia’s licensing requirements for the grade level(s) and core academic subject(s) taught by the teacher;
- B. If the teacher is teaching under an emergency status for which state licensing requirements have been waived;
- C. The education level and subject area (field of discipline) of the teacher’s college degree major and for any graduate degree or certificate;
- D. If your child is receiving Title I services from a paraprofessional, his/her qualifications.

Parents can obtain more information on qualifications by contacting the Personnel Office at the Mineral County Board of Education Office at 788-4200.

ELK GARDEN PRIMARY SCHOOL
RT 1 BOX 320
ELK GARDEN WV 26717
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STUDENT-PARENT HANDBOOK FOR 2017-2018

WELCOME TO ELK GARDEN PRIMARY SCHOOL!!

This booklet is designed to give parents and students some knowledge of what you can expect and what is expected of you this year. Many problems can be avoided if pupils and their parents are aware of the regulations and procedures followed by the school and the Mineral County Board of Education. Hopefully, the information contained in this handbook will eliminate problems and answer questions you may have.

Students are responsible for the information contained in this handbook. This handbook is to be taken home for your parents to read.

Any policy changes during the school year will be announced to the students and parents BEFORE they go into effect, if possible.

IMPORTANT NOTE: PLEASE NOTIFY THE SCHOOL IMMEDIATELY OF ANY CHANGE OF ADDRESS, PHONE NUMBER, PARENT/GUARDIAN, OR PERSON ALLOWED TO PICK UP YOUR CHILD AT SCHOOL.

The **West Virginia Student Rights and Responsibilities Handbook** is available on loan from the school counselor, secretary or principal.

In accordance with Federal law and United States Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, gender, age or disability. To file a complaint of discrimination, write to USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call 202-720-5964(voice and TDD). USDA is an equal opportunity provider and employer.

ASBESTOS

In accordance with EPA regulations, this school has been inspected for and found to contain asbestos material. Friable asbestos within a building may increase the risk of adverse health effects if the fibers become airborne in concentrations exceeding background levels. A record of the inspection report, diagrams of location(s) of asbestos-containing materials, and other pertinent information contained in the school's asbestos management plan is available for review in the school's administrative office.

APPEALS PROCEDURE FOR CITIZENS

The West Virginia State Board of Education has instated an appeals procedure to provide a way for citizens to work with county Boards of Education and administrative officials in seeking solutions to problems when there appears to be a failure to provide elements of a high-quality education or for violation of any other legal duty. Copies of the document are available at any school and/or the county office.

DISCRIMINATION PROHIBITED- TITLE IX

No person in the United States shall - on the basis of race, color, religion, national origin, disability, age, or marital status - be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program receiving federal financial assistance, or be so treated on the basis of sex under education programs and activities receiving federal assistance.

Students are hereby informed that all programs in Mineral County Schools are intended to conform to this federal law. If any student has a question or concern about sex discrimination, he/she should call the Title IX Coordinator, Dr. Tom Denne, at the County Office.

HARRASSMENT (Policy 2421)

Sexual, racial, religious/ethnic harassment and violence will not be tolerated at Elk Garden Primary School. This refers to unwelcome and unwanted behavior related to sex, race, religion, or ethnic group that makes the recipient feel afraid, embarrassed, helpless, angry, or unsafe or upsets the recipient to the point that he/she cannot learn, cannot teach, or be effective at school or at his/her job. Complaints and/or inquires may be addressed to the principal.

A complete copy of the WV Board of Education Policy 2421 may be obtained from the Mineral County Board of Education by calling 304-788-4200.

NOTIFICATION OF RIGHTS

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

- (1) The Right to inspect and review the student's education records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make

arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

- (2) The right to request the amendment of the student's education record that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask Mineral County Schools to amend a record they believe is inaccurate or misleading. If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- (3) The right to consent for disclosures of personally identifiable information contained in student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interest. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement personnel); a person on a School Board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his/her professional responsibility.

(OPTIONAL) Upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

(NOTE: FERPA requires a school district to make a reasonable attempt to notify the student of the request unless it states in its annual notification that it intends to forward records on request.)

- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirement of FERPA.

The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington DC 20202-4605

ELK GARDEN PRIMARY SCHOOL

MISSION

To Ensure that all achieve at high levels.

VISION

“Children will embrace the future and realize their potential”

GENERAL INFORMATION

VISITORS

BOARD OF EDUCATION POLICY REQUIRES THAT ALL VISITORS, UPON ARRIVAL IN THE BUILDING, REGISTER IN THE OFFICE. ALL VISITORS MUST HAVE A PHOTO ID WITH THEM – THE PHOTO ID WILL BE GIVEN TO THE SECRETARY OR PRINCIPAL AT THE TIME OF SIGN-IN AND RETURNED AT TIME OF SIGN-OUT.

NO VISITORS MAY ENTER A CLASSROOM AREA WITHOUT THE PROPER CREDENTIALS. VISITORS WITHOUT PHOTO ID WILL BE ESCORTED BY A SCHOOL EMPLOYEE WHILE THE VISITOR IS IN THE BUILDING. Visitor passes are available from the secretary for those with valid reasons for going to a classroom area.

All visitors' parking is in Lot B. Entrance is through the Main Entrance Doors. Parking is not permitted on the Blacktop area at the side entrance. This area is for staff parking and for bus loading and unloading only.

CLOSED CAMPUS POLICY

No student will be permitted to leave the school grounds during the school day. Students may leave the grounds only if the parent comes to the school and signs the student out. Phone calls are not sufficient. Notes from parents will not be honored, unless a phone number is listed where the parents may be contacted for verification. Violators are subject to disciplinary action.

ANNOUNCEMENTS

Announcements are normally made once a day- at 7:45 a.m. Classes are not interrupted for announcements after that time except for emergencies.

ARRIVING AT SCHOOL IN THE MORNING

Students are discouraged from arriving at school before breakfast starts at 7:10 a.m. When you arrive, you must report either to the cafeteria to eat breakfast or to the gymnasium if after 7:30. After you have finished breakfast, you are to go to the gymnasium. Teachers will pick up their students in the gymnasium and escort them to the classroom or bathroom.

ATTENDANCE-EXCUSED/UNEXCUSED ABSENCES

Absences will be counted per occurrence. Parents and students need to read the Attendance section for further information as to what absences are considered excused or unexcused.

BEHAVIOR OUTSIDE THE BUILDING

Students are not allowed to congregate outside the building. General behavior rules apply when students are entering and leaving the building.

BUS LOADING/UNLOADING ZONE

The parking spaces in the black top area of the building are for buses only. Visitors should park in the lot across from the main entrance of the school. Cars are prohibited from parking in the black top area between 7:15 a.m. and 3:00 p.m. These rules are for the safety of students, parents, and drivers. Also, please remember that passing a stopped school bus whose lights are flashing is illegal and violators could be ticketed.

BUS TRANSPORTION/BUS CONDUCT

All students are to ride only the buses to which they are assigned. Special permission to ride another bus can only be granted by the office and only with prior parent permission given by note or phone. Permission to ride a different bus must be given for each occurrence. Any student who has his or her riding privileges suspended from one bus also loses riding privileges from all buses. In these situations, it will be the parent's responsibility to get the student to and from school.

The right of pupils to ride buses is based upon their good behavior and the observance of the following rules:

1. Never stand in the roadway while waiting for the bus.
2. Avoid unnecessary conversation with the driver.

3. Observe classroom conduct on the bus in order not to distract the driver's attention.
4. The use of profane or immoral language is prohibited.
5. The use of tobacco is prohibited.
6. Arms and head must be kept inside bus windows at all times.
7. Get on and off the bus and change seats only with the bus is not in motion.
8. Avoid littering.

Should any pupil persist in breaking these rules, it shall be the duty of the bus driver to notify the principal. After due warning, the driver, Transportation Director, or principal can suspend the pupil from riding the bus until permission to ride again has been given by the Board of Education. Written notice of the action of the driver shall be furnished to the parent, but such notification need not precede action by the driver.

It should be noted that suspensions from a bus applies to all buses including special events. All attendance rules and regulations will be applied regardless of bus riding suspensions.

CARE OF THE BUILDING

The privilege of attending school in a building such as this carries with it the responsibility of all concerned to see that the facility is taken care of and properly maintained. Students defacing or damaging school property will be dealt with in accordance with the Student Code of Conduct regulations.

DETENTION

Students who violate the classroom and area rules may receive detention as punishment for their actions.

After School Detention

After-School Detention is normally served after school from 2:45 p.m. - 3:15 p.m. on Tuesdays or Thursdays and is supervised by a staff member. After a student has served THREE (3) regular detentions, he/she will be moved to the next level. At the second level, the student will serve detention for one hour from 2:45 p.m. - 3:45 p.m. If the student receives three of the longer detentions, he/she will be moved to the next level which is in-school suspension. Students serving detention must be in the designated room by the 2:45 p.m. bell.

Parents are responsible for taking their children home after detention. For that reason, we have a policy which states that the regular detention must be served within five (5) school days of the infraction when possible-or arrangements are made between the parent and principal for the detention to be served on a specific day. In addition, the parent and principal must confer by phone or in person within those five days.

Any two-hour after school detention must be served within two weeks from the time the infraction occurred. Failure to serve (or make specific arrangements) or failure of parent to contact principal will result in a one day in-school suspension or a one day out-of-school suspension.

In-School Detention

In-school detention will be arranged as needed. It can be assigned as lunch detention, recess detention, period detention, half-day detention, or all day detention. Full-day detention (In-School Suspension) will meet from 8:00 a.m. to 2:30 p.m. The student will be confined in the Principal's Office for the entire day taking limited supervised breaks and supervised lunch.

NOTE: Any student receiving after-school detention, in-school/out-of-school suspension will not be allowed to attend after-school activities until authorized by the principal.

SUSPENSION

When a student is suspended from school, he/she must return with a parent for a conference. Students will not be allowed to return alone, and a simple phone call will not be acceptable except for special cases. The conference may be held any day prior to the student returning to school, or may be held on the day he/she is to return.

Parents should call the school for an appointment with the principal involved. In addition, students on suspension may not attend or participate in any activities on school property during the time they are out of school.

DISCIPLINE

Elk Garden Primary School uses a modified version of Assertive Discipline. This plan is based on the philosophy that “no student has the right to keep another student from learning or a teacher from teaching”.

School rules are posted in every classroom so each student knows what is expected of him/her. Rules for conduct in the halls, cafeteria, and on the playground are also prominently display. The consequences for breaking the rules are also listed. Students who violate the rules may serve detention at lunch/recess or another arranged time.

Because of the wide age range of Elk Garden Primary School students, each primary grade will send home a copy of the discipline plane for that grade. We must follow the Mineral County policy, “Student Code of Conduct”. Please read this policy in the appropriate section of this handbook.

DISCIPLINE SLIPS

When a student receives a detention, he/she will receive a discipline slip to take home. This form indicates the offense and the punishment to be served. The discipline slip should be signed and returned to the principal the following day. The responsibility of getting the slip home lies with student.

The discipline slip may also contain other important information, such as the teacher’s planning period, a request for a conference, etc.

Discipline slips will be logged on the office computer and will become part of the student’s discipline record at Elk Garden Primary School.

GUM AND/OR CANDY

Gum is prohibited in Elk Garden Primary School except as part of special situations such as incentive activities or testing. Students may not have candy or food in classroom areas without teacher and/or principal consent.

HAZARDOUS ITEMS

Items that could be hazardous to others are not permitted on school property. These include knives, bullets, chains, and any other items that could be used as weapons. Fireworks, of any kind, are prohibited by law. This law policy is covered in detail in the Student Code of Conduct regulations.

RADIOS, TAPE PLAYERS, ELECTRONIC GAMES, SPORTS TRADING CARDS, BEEPERS, CELL PHONES, ETC.

Student should not bring these items to school without permission of the principal. Teachers are asked to confiscate the devices and turn them into the office. The items will be returned to the student or parent. The school is not responsible for damage to or theft of these items if they are brought into the building.

STUDENT CLOTHING

Student clothing should not be offensive or disruptive to the education process. Clothing with double meaning and/or suggestive messages, put downs, or discrimination directed toward any person or group are not permitted.

Clothing bearing slogans, etc., referring to alcohol, tobacco, or drugs of any kind is not permitted. In addition, hats, bandannas, headbands and hoods are NOT to be worn in the building.

CONSEQUENCE:

1ST offense: Warning. Students will be expected to comply with the code (reverse shirt, cover with jacket, or call home for a change of clothes)

2ND offense: After-school detention and immediate compliance.

STUDENT HAIR

All students are to have their hair of a “natural” color. Red, blue, purple, green, etc. hair is not permissible.

SEXUAL HARASSMENT

Sexual harassment will not be tolerated at Elk Garden Primary School. This includes all forms of harassment, including student-to-student. The Mineral County Board of Education has adopted a policy concerning this type of harassment.

Incidents of sexual harassment will be documented, investigated, and reported. If it is found that harassment does occur, the individual(s) will be dealt with in a manner consistent with the policy-including dismissal, suspension, or expulsion if warranted.

TEACHER AUTHORITY

Students must realize that the authority of the teacher extends throughout the entire school. Students are expected to obey, respect, and cooperate with the teachers and staff at all times-and in all sections of the building. Substitute teachers also have the same authority and stature as the regular teachers.

Disrespect or verbal abuse toward any staff member will NOT be tolerated.

EMERGENCY DISMISSAL

Parents and students should have a plan in case school is dismissed early for weather or other situations. Students may get home before the regular time and no one may be there to meet them. **Parents should make arrangement for their children to go to a neighbor, relative, etc., if they will not be home at times during the day.** It is not always possible for us to get phone messages to all parents under these circumstances. Parents who come to school to pick up students cause additional problems in the building and in the bus pick-up areas. This should be avoided if possible.

GRADING-PRIMARY

Primary students will be assessed using a variety of grades depending on their grade levels.

- I. An 8-symbol system (A, B, C, D F, N ,S,O) will be used for Reading, Language Arts, Spelling and Mathematics (grades 3-4). Kindergarten – 2nd grade will utilize O, S, N grading scale. A “C” grade is defined as a satisfactory level of performance. An “A” grade indicates an outstanding level of performance. Grades of “D” or “F” indicate the student is having difficulty and must be taken seriously by all concerned-student, teacher, parent and principal. The importance of Reading, Language, Spelling and Mathematics in the primary grades is such that less than satisfactory performance in these areas is a strong predictor of education failure in the future. A grade of “N” means the student is performing at a level that “needs improvement” and a parent conference may be requested. “S” stands for satisfactory performance and “O” means the student is performing at a very high level of achievement.
- II. A 3-symbol system (N,S,O) will be utilized in Health, Art, Music and Physical Education(Grade 1-4) and also Science and Social Studies (Grades 1-3).
- III. A 3-symbol system (N,S,O) is utilized in the first nine weeks report period of the first grade. These are just indicators of levels of performance while the teacher is initiating formal classroom instruction with students. The primary means of communication with parents should be by written notes and parent conferences.
- IV. **Report card grades are not cumulative grades.** The grade on the report card indicates the actual grade the student has earned during a nine-week period. Each six week report card grade is a reflection of your child’s grade during **that particular nine-week period.**

HOMEWORK/MAKE-UP WORK

Student have one day to make up work for each day of school missed. A student who is absent for one day will have two days to make up the missed assignments; a student who is absent for two consecutive days will have three days to make up the missed assignments, etc. If a student is absent for part of a day, that student will have

one day to make up any assignments missed. However, if the teacher provided the assignment prior to the student leaving, the student must turn in the completed assignments on the regular due date. **It is the responsibility of the student to make arrangements to get missed assignments from the teacher.** Students may wait until they return-or they may call a classmate to get homework. While grades may not be reduced due to absences, work not completed will generally cause grades to drop.

HONOR ROLL

Students who earn A's and B's in all subjects will be named to the Honor Roll for each of the 9-weeks in which they qualify. Total grade-point average is NOT considered for the Honor Roll.

INCOMPLETE GRADE

A teacher may give a grade of INCOMPLETE if a student has not completed all the required work during the six weeks. When an INCOMPLETE is issued, the teacher must inform the student which of the criteria have not been satisfied. The student is responsible to satisfy the incomplete criteria: e.g., complete assignments, take tests, finish projects, etc. An INCOMPLETE can be given at any point in the course except for the last marking period.

Since situations involving an INCOMPLETE will vary from one another, the teacher will confer individually with each student as to the exact work that is required and the time limit for completion. Any INCOMPLETE assignment that is not satisfied by the end of the next grading period becomes a grade of F unless additional time for completion is agreed upon by the teacher and student. This grade will be averaged with the other grades for those six weeks.

RETENTION POLICY-PRIMARY

The classroom teachers make the recommendation for retention to the principal. Students having severe difficulty should be referred to the regularly scheduled SAT meeting or to the IEP committee. The SAT or IEP committee will have the responsibility of studying the students' program, progress, capabilities and other contributing factors to determine any appropriate course of action. Parents and guardians must be notified in writing of the potential retention of their child as early as the likelihood becomes apparent. A student should not be considered for retention if his/her parents have not been contacted by the end of the fifth report period except for extenuating circumstances. A conference should be arranged by the principal with the parent(s) or guardian(s) to discuss the possibility of retention. A retention committee will meet to decide if the student should be retained. Parents will be notified as soon as possible when the possibility exists that the student will be retained.

PARENT-TEACHER CONFERENCES

Each teacher has a planning period every day. Parents are encouraged to use this time to meet with any teacher(s) to prevent or solve any problems that may occur. Please do not simply come in at any time to see a teacher. Except for certain times of the day, the teachers are in the classroom and cannot take time from class to meet with you. You may call the office for an appointment, and arrangements can usually be worked out if you cannot come in during the normal planning time. There will be two parent-teacher conferences days/evenings scheduled during the year – one in the first semester and one in the second semester.

GUIDANCE COUNSELOR

The counselor is available to all students and parents. Parents may call the school for an appointment. The counselor will be in the school on Thursdays and on the third Monday each month. (These days are subject to change.) He is responsible for teaching Developmental Guidance and conducting student and/or parent conferences. On Thursday he may only be available for conferences for limited times. so calling ahead for an appointment is important. Topics for students could include school, friends, or family problems and career plans. Topics for parents could include your child's development, educational concerns, emotional difficulties, changes in attitudes or performances, etc.

ILLNESS AT SCHOOL

If you become sick while you are at school you must have a pass to come to the sick room (if the nurse is in the building) or the secretary's office. Check with your teacher to get the pass. Do not come in between classes. Students will normally be admitted to the sick room for a period of time not to exceed 30 minutes. After that time,

they will be sent to class or parents will be called to pick them up. Students returning to class from the sick room will have a note from the secretary or the school nurse.

MEDICATION

Only medications prescribed by physicians and directed by a parent or guardian are to be administered in Mineral County Schools. Any medications brought to school by students should be given to a teacher or the principal immediately upon arrival. Parents must send written instructions from the doctor for administration of short-term prescriptions of up to ten days. Instructions should name the medication and specify when the student is to receive the medication. The medicine should be in the original labeled container from the doctor or pharmacy.

If a child regularly takes medication over a long period of time, guidelines require that a physician complete a "medication form". This form provides more complete instructions by the physicians and are available from the school. As an added precaution, long-term medications administration will be recorded in a medication log supervised by the school nurse.

No school personnel can give any type of medication (prescribed or over-the-counter) to students without written directions from a parent or doctor.

INTERNET USE POLICY

All students must pass the school's internet use policy test before they will be permitted to access internet sites. This test is administered by Mrs. Ashby or Mr. Saturday. Any violation of the internet use policy could result in the student losing his/her internet privileges at the school.

LEAVING/ARRIVING WHILE SCHOOL IS IN SESSION

NOTE: Students arriving after the instruction day begins at 7:45, could be counted absent for a percentage of the day. In addition, students leaving before the end of the instructional day (2:40) could also be counted absent for part of the day.

Students are not to leave school property without permission. If you are sick, have a doctor's appointment, are being picked up by a parent, etc., **YOUR PARENT OR OTHER APPROVED ADULT MUST SIGN YOU OUT IN THE OFFICE.**

Students are to come directly into the building when arriving at school. You are not to loiter outside the building. If you come to school after 8:00, **A PARENT OR OTHER RESPONSIBLE ADULT MUST SIGN YOU IN.** You will receive an admission slip before going to class. **A PARENT OR OTHER RESPONSIBLE ADULT MUST ALSO SIGN YOU BACK IN WHEN YOU RETURN FROM AN APPOINTMENT.**

Students are expected to come to school and go home by the same method. If the student is to use a different method, the parent should write a note to inform the necessary people of the change. Students cannot get on a bus other than their regular one without a note signed by the principal.

LEAVING SCHOOL AT THE END OF THE DAY

Students who walk home from school or who are ride home with their parents will exit the building through the doors between the Main Office and the Nurse's Office. **PARENTS ARE NOT TO PICK UP STUDENTS IN THE BUS TURNAROUND AREA OF THE BUILDING. THIS AREA IS FOR BUSES ONLY.**

MEALS-LUNCH AND BREAKFAST (Subject to Change)

Currently, breakfast and lunch is provided to all Elk Garden students free of charge.

Prices for Breakfast:	Adult	\$3.25
Prices for Lunch:	Adult:	\$4.50
Prices for Milk (All types)		\$0.25

Applications with Federal guidelines for free, reduced, and paid meals will be given to the students at the beginning of the year. Parents should complete these forms immediately and return them to the indicated location. Parents should notify the school of any change of status during the school year.

The student school I.D. number is the computer meal number. Meal bills are usually sent home several days after the end of each month. Payments should be made within ten (10) days of receiving the bill.

STUDENTS WITH DELINQUENT MEAL BILLS WILL NOT BE ALLOWED TO CHARGE MEALS AFTER A CERTAIN DATE. PARENTS WILL BE NOTIFIED PRIOR TO THE SPECIFIED DATE.

WHEN PAYING MEALS BILLS- MAKE SURE THE NAME OF THE CHILD AND THE STUDENT NUMBER IS ON THE CHECK. IF PAYING CASH, MAKE SURE YOU INCLUDE THE SAME INFORMATION. PLEASE PLACE THE MONEY IN AN ENVELOPE WITH YOUR CHILD’S NAME ON THE ENVELOPE.

PARENT TEACHER ORGANIZATION

A PTO has been formed to better meet the needs of the students and adapt to busy family schedules. They will be focusing on service to the school, programs of entertainment and education, and fundraising. Please become a member of the team by offering some of your time and talent. Parent surveys may be sent home for you to indicate areas in which you can assist.

Meeting dates will be determined at the beginning of the school year and parents will be notified of the days and times of the meetings.

PHONE CALLS

The phones in the office are for business and emergency use only. Students are not to come to the office to use the phone for unimportant matters. Parents should not call the school except in case of business or emergency.

Students will not be called out of class to come to the phone unless it is an emergency. Please remember that EGPS is a school for learning. While we will make every attempt to see that messages get to the students during the school day, we cannot guarantee it.

Arrangements for a student to go home by a different method or to a different place should be made before he/she leaves for school if possible.

REPLACING LOST OR DAMAGED BOOKS

Students are furnished textbooks at the beginning of the year. Those books are expected to be returned at the end of the year in reasonable condition. Lost or damaged books must be replaced at the expense of the student.

HATS/BOOK BAGS

All students are encouraged not to bring caps or hats to school. Any student who brings a cap or hat to school must put it in his/her room or locker upon arrival in the building. Caps and/or hats are not to be worn inside the building. Student may wear caps or hats outside the building prior to entering the school, during recess, and after leaving the building at the end of the school day. Caps and/or hats may be worn outside during PE classes at the discretion of the PE teacher. Any student found violating the policy will have his/her cap or hat confiscated by the

principal or a staff member. The student may pick up the cap or hat at the end of the school day. Other action may also be pursued.

DUE TO SAFETY CONCERNS, ALL BOOKBAGS MUST BE PLACED IN THE STUDENTS LOCKER UPON ARRIVAL AT SCHOOL. STUDENTS CANNOT CARRY BOOKBAGS FROM ROOM TO ROOM.

SCHOOL INSURANCE

The Mineral County Board of Education provides parents with the opportunity to purchase accident and dental insurance for their children. Applications will be sent home for parent to register their children if they do desire. Premiums are to be sent directly to the appropriate company.

STUDENT ASSISTANCE TEAM (SAT)

The Student Assistance Team (SAT) meets on a regular basis to review and discuss student concerns such as academics, attendance, behavior, etc. The SAT will determine specific interventions or actions that will hopefully improve/correct the concern or problem. Parents may be invited to attend these meetings and are encouraged to participate in the decision-making process.

TWO-HOUR DELAY

Mineral County Schools have a two-hour delay for use in inclement weather. When schools are delayed in opening, the building will not open until 9:30. We do and will serve breakfast.

Students are not to report to school until **2 hours** later than the regular time. Parents may not bring their children to school early for "baby-sitting" purposes. Dismissal times will remain the same as normal days.

Information on delays and closing will be on local radio stations, WFRB, WROG, WKLP, and WHAG-TV.

PLEASE DO NOT CALL THE SCHOOL OR RADIO STATION.

VALUABLES

Unfortunately there may be students who will take another student's property. For that reason, you should not bring unneeded items to school.

2017-2018 Student Handbook

I have received my child's student handbook for Elk Garden Primary School. I understand that I am responsible for the information provided. (Please sign and return immediately. Thank you.)

Student's

Name: _____

Parent's Signature: _____ Date:
