

# LITTLE BIRCH ELEMENTARY SCHOOL MISSION STATEMENT

*Believe you can, and you will.*

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## SCHOOL DAY

- 7:15 - 8:00 Buses arrive at LBE. During this time the bus lane must be kept open. **Supervision will not be provided until 7:15 therefore do not bring children to school before this time.** All students are to report directly to the all-purpose room and remain there until they are dismissed to go to their regular classrooms.  
The school parking lot is a busy place during bus time and we must all work together to keep our children safe. Children arriving by private transportation must be escorted to the bus room by an adult. **Cars must be parked in the parking lot and not near the building. This keeps the bus lane, emergency vehicle lane, and handicap parking space open.** The buildings are locked for security purposes.
- 7:15 Door to the main building will be unlocked. Teachers take attendance and lunch count. Students should be in their classrooms at this time. **Anyone not in class by 8:00 will be counted Tardy. If they do not arrive by 9:40 they are counted absent ½ day and if they leave before 1:40 they are counted absent ½ day. Students who leave between 2 and 3:30 p.m. will be counted tardy**
- 11:30 Pre-K, Kindergarten, First and Second Grade Lunch
- 12:00 Third, Fourth, Fifth and Sixth Grade Lunch
- 3:40 Dismissal / Evening Bus

## STUDENT ATTENDANCE

Attendance is vital to your child's academic progress as well as social skill advancement. All effort should be made to have your child in school on time (by 8:00 a.m.), all day (until 3:40 p.m.), and every day that they are not ill or have doctor appointments. Students who arrive late often miss the most important part of the school day. Students who leave early are not prepared for the next day's work and miss afternoon subjects and activities. **Always remember that if you have to bring your child in late or pick them up early, they must be signed in or out in the school office. Only authorized persons (parents, or parent-authorized) will be permitted to sign your child out.**

If your child must be absent, the following are considered "excused" absences: Failure of bus to run, Calamity (fire, flood, etc), Lice, Death in Family, Illness, Dr. Office visits (medical, dental), and Educational Leave (pre-approval from principal is required). These are the **ONLY** excuses that the WV State Attendance Policy allows to be marked in the statewide system as excusable absences. If your child has an appointment in a doctor's office, an excuse needs to be obtained from that office. **Only 10 "parent-written" excuses are considered "excused" per year. "Unexcused" absences include but aren't limited to: family trip, car wouldn't start, overslept, alarm didn't go off, didn't want to go on field trip, personal, etc. Excuses must be sent to the school office within 3 days of the absence.**

Once your child has accumulated more than 5 unexcused absences per semester, you will be contacted by the truant officer for the county and a meeting will be scheduled with the principal to discuss methods of improving attendance.

Awards are given at the end of each semester for students with perfect attendance and at the end of the year for students who have not missed more than 5 days all year.

### Sample Student Absence Excuse

Date \_\_\_\_\_ Child's Name \_\_\_\_\_

My child was (circle one):      **tardy**      **absent**  
on the following date(s) \_\_\_\_\_

due to \_\_\_\_\_  
(reason must be included)

Please excuse this absence.

Signed \_\_\_\_\_

## **NUTRITIONAL GUIDELINES**

Healthy eating is an important life skill. It helps children grow, develop, and do well in school. It prevents childhood and adolescent health problems such as obesity, dental cavities, and iron deficiency anemia. It lowers the risk of future chronic disease, stroke, diabetes, and cancer. Many West Virginians, including children are flunking healthy eating. Schools can help turn this around.

## **PARENTAL COMPLAINT PROCEDURES**

Complaints are to be referred through the proper administrative channels for solutions. The proper channel for issuing a complaint is as follows:

1. Report any questions concerning the classroom to the child's teacher. Please make an appointment to see teachers during their planning period.
2. If you are not satisfied after meeting with the teacher, schedule an appointment with the principal.
3. After discussing the concern with the principal, parents have the right to take their concerns to the county superintendent of schools.
4. The next step available to the parent is to attend the regularly scheduled meeting of the Braxton County Board of Education.

Please have the consideration to meet with school personnel to discuss your concerns before going to the central office or board meeting.

## **GRADING PROCEDURES**

There will be four (4) grading periods yearly; two per semester with each having nine (9) week terms. The report card is a computer printout showing the child's name, address, parent name, grading period, courses, teacher name, absences and tardy.

The Kindergarten and First Grade skill/mastery report will be sent home four times during the school year.

The report card envelopes should be signed and returned as soon as possible. Parents may keep their copy of the computer printout. Copies can be reprinted at any time.

Two Parent-Teacher Conferences will be held to allow parents an opportunity to come in and discuss their child's progress. Additional conferences may be planned at the teacher or parent's request.

Teachers are required to keep an accurate grade book that will justify to parents any questions they may have concerning their child/children's progress.

## **STUDENT CODE OF CONDUCT**

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

## **MANNERS / RESPONSIBLE STUDENT**

*GOOD MANNERS ARE NEEDED IN THE CLASSROOM, AROUND THE SCHOOL, AND EVERYWHERE!*

**When everyone at school practices good manners, the whole building is more orderly, friendly, and fun!**

HURTFUL TEASING IS NOT GOOD MANNERS.

**Name calling is unkind.**

**Jokes that hurt others feelings are not funny.**

**Making fun of someone's family is mean.**

## **MANNERS IN THE CLASSROOM:**

Students will:

- RAISE THEIR HAND AND WAIT TO BE CALLED ON BEFORE SPEAKING.
- BE RESPECTFUL OF THE IDEAS OF OTHERS.  
Laughing at someone who gives a wrong answer is not polite. Remember, we are all in school to learn so we don't always know the right answer first.
- KNOW THAT THEIR ATTITUDE IS THEIR CHOICE.

Obey rules and understand they are made in the best interest of all.

Cooperate and share with a smile.

Choose to think good thoughts and discard bad ones.

#### **CLASS WORK IS IMPORTANT.**

Student class work is their responsibility.

Their work is a reflection of them.

They should attempt to do their best the first time!

#### **GOOD MANNERS INVOLVE POSITIVE BODY LANGUAGE!**

Active listening involves looking at the speaker to show that you are interested in what he/she is saying.

In order to show respect, do not shrug your shoulders or roll your eyes when someone speaks.

Smiling or nodding to show you are listening encourages the person speaking.

#### **WHEN SOMEONE VISITS THE CLASSROOM, STUDENTS SHOULD REMEMBER TO REMAIN QUIET AND BE POLITE.**

#### **LUNCHROOM MANNERS**

##### **ENTER THE LUNCHROOM IN A QUIET AND ORDERLY WAY.**

Walk in a quiet line because “cutting” in line is not “cool”.

An orderly line is a faster line.

##### **BE POLITE TO THE WORKERS IN THE CAFETERIA.**

Say “Please” and “Thank You”.

Be patient, courteous and respectful. Wait to be served.

##### **WALK WHEN CARRYING YOUR TRAY TO YOUR LUNCHROOM TABLE.**

Walking prevents accidents- such as dropping your food.

While in the cafeteria, walking is the **ONLY** safe and polite choice.

##### **SIT PROPERLY AT THE LUNCHROOM TABLE.**

Good posture helps you stay in your own personal space.

Sitting properly=cleaner clothes!

##### **USE A QUIET VOICE WHILE AT THE LUNCHROOM TABLE.**

You don't need to shout to be heard.

A calm environment helps digest food better.

##### **YOUR TIME IN THE LUNCHROOM IS LIMITED!**

Be sure to pick up all food and items you may need while you are in the line. .

Lunchrooms are for eating-not playing.

**YOUR LUNCHROOM TABLE MANNERS SAY A LOT ABOUT YOU!**

Keep food separated on your tray.

Leave the food you cannot eat in place on your tray.

**EAT YOUR OWN LUNCH.**

Be polite- don't ask for someone else's food.

Let YOUR fingers touch only YOUR food.

Remember—everyone is hungry at lunchtime!

**COOL "C.A.T.'s USE GOOD TABLE MANNERS.**

Chew your food quietly-smacking is not cool.

Always chew with your mouth closed.

Talk only after you have swallowed your food.

**CLEAN UP WHEN FINISHED.**

Check the floor under your seat to make sure you haven't dropped anything.

When leaving the table, clean around your tray, and dispose of trash in the proper place.

**DAMAGE TO SCHOOL PROPERTY**

Any person who damages or destroys school property will be liable for the total replacement cost of the damaged material, and will be subject to disciplinary/legal action. (This includes school buses, school bus houses, school buildings, and/or any property owned by the Braxton County Board of Education.) All students and citizens are urged to take pride in their school and have proper respect for school properties.

**PLAYGROUND RULES****SWINGS:**

Swing back and forth **SITTING DOWN**

Do not jump out of the swings

Do not twirl around in the swings

Do not play in front, behind or run through the swings when other children are on the swings

**MONKEY BARS:**

Do not sit on top of the bar

**SLIDES:**

Slide down on your bottom. Do not climb up the slide or stand in front of the slide;

**GENERAL RULES:**

No spitting or screaming

Wrestling, karate, or any kind of physical confrontation will not be allowed from any student

No one is allowed outside the fenced area

No one is allowed between Early Childhood Building and the Gym

No foul language will be allowed under any circumstances

**SIGNING OUT STUDENTS**

**Adults needing to sign out their child while school is in session (between 8:00am-3:15 pm) must report to the school office. An authorized person must fill out a sign-out sheet. Only the parent or guardian may sign out a student. If you need for someone else to pick up your child, please contact the office at 765-2042 to give them permission and also send a signed permission note. Students picked up after 3:30 must be signed-out in the bus room. \*\*PLEASE NOTE: It is against school policy for students to ride a bus other than their regular bus. If you are not going to be home, please send a note (signed by authorized parent/guardian) for your child to ride a different bus with the date(s), reason, bus number and house name or number where they are going. If your child plans to stay the night with a friend, please make other arrangements for transport. Phone calls during the day to make arrangements will be discouraged and only permitted in emergency situations.**

**CHANGE OF ADDRESS / TELEPHONE**

It is very important that every student maintains an up-to-date address and telephone number on record at the school office. Notify the school immediately if you have a change of address or telephone number during the year.

**VISITORS**

**All visitors to Little Birch Elementary must check in at the school office upon entering our campus.** This is important in order to provide a safe environment for our students and employees as well as maintain smooth operation of the school. **Student guests are not permitted to visit our classrooms during a regular school day without prior authorization.**

**SENDING MONEY TO SCHOOL**

Any time you send money to the school, please be sure to put it in an envelope with your child's name on it and with a note that says what the money is for and how much is enclosed. Large amounts of money should be brought to the school office by a responsible adult.

Checks for lunch money must be separate from PTO and fundraising money because these are all separate accounts within the accounting department. Money for extra milk with lunch needs to be sent in daily, the cost of an extra milk is \$ 0.35.

If you receive a bad check notice, payment must be made in cash.

## **SPECIAL HEALTH CARE NEEDS/CONCERNS**

Keeping students in class and as healthy as possible is important to us all. If your child has any special health need or chronic health condition (asthma, diabetes, seizures, allergies, ect...) please feel free to discuss it with the school nurse

**Medications:** All medication should be given at home whenever possible. The school nurse will assist students who require medication during school hours using the following guidelines: A medication administration form that includes the physician authorization **must** be completed before **any** prescription medication can be given to your child at school. We are unable to give any medication without the completed medication administration form as directed by state law. You are responsible for maintaining an adequate supply of medication at school. All medications must be in the original container (not a bag or envelope) and it is requested that all medication be brought in by a parent or designated adult (not a child) due to safety issues. **You may obtain the medication administration form from the school office.**

**Health Screenings:** Vision and hearing screenings are completed per West Virginia State guidelines. Students who show signs of vision or hearing difficulty may be screened (any grade) upon request of teachers or parents to rule out a problem. Students who have an IEP or special needs may also be screened. This information becomes part of the permanent record. If for some reason you will not allow your student to be screened, you must notify the nurse in writing. It will be entered on the permanent record that you do not want your child tested. You will be notified of any abnormal results or the need for further evaluation.

**AS REQUIRED BY FEDERAL LAWS AND REGULATIONS, THE BRAXTON COUNTY BOARD OF EDUCATION DOES NOT DISCRIMINATE ON THE BASIS OF SEX, RACE, COLOR, RELIGION, HANDICAPPING CONDITION, MARITAL STATUS, OR NATIONAL ORIGIN IN EMPLOYMENT OR IN ITS EDUCATIONAL PROGRAMS AND ACTIVITIES. INQUIRIES MAY BE REFERRED TO MORNA GREENE, TITLE IX COORDINATOR, BRAXTON COUNTY BOARD OF EDUCATION, 100 Carter Braxton Drive, SUTTON, WV 26601, PHONE NUMBER 765-7101; OR TO THE DEPARTMENT OF EDUCATION DIRECTOR OF THE OFFICE OF CIVIL RIGHTS.**