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# Wayne Elementary

## A West Virginia School of Excellence

### Letter to Parents

Dear Parents:

The purpose of education is to provide the skills necessary to produce productive citizens. To that end, education must encompass academic as well as social training. It is our pledge to provide the best education for all students. We believe that it is our responsibility to provide an educational climate where this is possible.

We also believe that optimum performance can only be achieved through community support, therefore, we are asking the community to become involved with the school to accomplish mutual goals. We have established programs to increase interaction between the school and community. We will be receptive to ideas about the school program from all

sources. The school will function as an extension of the community and as possible will move to meet perceived needs. The result will be what we all want—positive, healthy, informed students who are prepared to meet the challenge of the future.



Wayne Elementary School 2013-2014

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### School Goals

1. All students will attain mastery or beyond in reading and writing by implementing a research-based approach to teaching the WV Content Standards and Objectives.
2. All students will attain mastery or beyond in mathematics by implementing a research-based approach to teaching the WV Content Standards and Objectives.

### Mission Statement

The mission of Wayne Elementary School, where Pioneers begin their journey is to develop the academic foundation of each child, so that he or she can become a productive, healthy, responsible member of society.

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# School Calendar 2013-2014

Aug. 8-First Day of School  
Sept. 2-No School Labor Day  
Sept. 5-Picture Day  
Sept. 18 PTO mtg@5:30  
Sept. 19- End of 6 Weeks  
Sept. 20-Early Release  
Sept. 20-Grandparents Day!  
Sept. 26- Cards Go Home  
Sept. 30-Oct. 4- Bookfair  
Oct. 1- Parent-Teacher Conference 4-6:30  
Oct. 14-ISE Day  
Oct. 16- PTO @5:30  
Oct. 31-End of 6 Weeks  
Nov. 7- Cards Go Home  
Nov. 11-Veteran's Day- No School  
Nov. 13- PTO @5:30  
Nov. 22-Early Release  
Nov. 25-29-No School  
Dec. 20-ISE Day  
Dec. 20-Semester Ends  
Dec. 24-Jan. 1-Christmas Break No School  
Jan. 9- Cards Go Home  
Jan. 15- PTO @5:30  
Jan. 17-Early Release  
Jan. 20-MLK Day-No School  
Feb. 14- End of 6 Weeks  
Feb. 17- ISE Day  
Feb. 19- PTO @5:30  
Feb. 21- Cards Go Home

Feb. 21- Parent-Teacher Conference 4-6:30

March 13- Early Release  
March 14- OSE (if there is no snow)  
March 19- PTO @5:30  
March 21- OSE

March 28- OSE

April 2- End of 6 Weeks  
April 4- OSE  
April 9- Cards Go Home  
April 9- PTO @5:30  
April 10- OSE  
April 11- ISE Day  
April 14-18 Spring Break!!  
May 13- Primary Election—NO SCHOOL  
May 26- Memorial Day—No School  
May 27- Semester Ends  
May 21- PTO @5:30  
May 28- ISE

**WESTEST:** Begins Monday, May 5, 2014!!

## School Schedule

7:50 a.m.-School Begins

10:45-11:15 a.m.-Lunch K-1

11:30-12:00 p.m.-Lunch 2-3

12:15-12:45 p.m.-Lunch 4-5

Recess: 12:30-1:00 Grades K-1

Recess: 12:00-12:30 Grades 2-3

Recess: 12:45-1:15 Grades 4-5

2:50 p.m.- Dismissal for First buses and  
Pick Up Students

3:00 p.m.-Last Bus Dismissal

Students must be present three-fourths  
of the school day to be counted  
for a full day.

Students must be present at  
least half day to be counted as  
present for half day.



## School Contact Information

Phone: (304) 272-6342

Fax: (304) 272-6450

Website:



<http://wayne.wayn.k12.wv.us>

## Planning Periods

8:00-8:45 a.m.-Fifth Grade

8:45-9:30 a.m.-Fourth Grade

9:30-10:15 a.m.-Specialists

10:15-11:00 a.m.-Mixed Grades

11:45-12:30 p.m.-First Grade

12:30 -1:15 p.m.-Third Grade

1:15-2:00 p.m.-Second Grade

2:00-2:45 p.m.-Mixed Grades

Please call the school for an ap-  
pointment if you need to talk with  
your child's teacher during the  
school day. Phone calls will not be  
transferred to a classroom during  
instruction.



# Discrimination Policy

It is the policy of Wayne Elementary not to discriminate on the basis of sex, marital status, color, national origin, religion, age or handicapping condition against students and employees as required by these laws: Title IX of the Civil Rights Act of 1964. Title VII of the Civil Rights Act of 1964: Executive Order 11246 (as amended by E.O. 11375). 1968: Federal Policy interpretation No. 2 (religious objection to participation in coeducational classes) of 1978: Section 504 of the Rehabilitation act of 1973.

grievance may be filed formally with:

Mary Lou Perry, Director of Federal Programs  
Wayne County Schools  
PO Box 30  
212 North Court Street  
Wayne, WV 25570  
272-5116 Ext. 363

If a student or employee believes there has been discrimination on the basis of sex, marital status, race, color, national origin, age or handicapping condition, they may make a claim that rights have been denied. This claim or

## Student Access

It is essential that the school limit access to students to provide the best possible learning situation and safety. To help us, we ask that you observe the following:

1. Please begin your visit in the office when you enter school property.
2. You must sign in as a visitor and receive a visitor badge. Badges must be returned when signing out.
3. Students must be signed out in the office when they leave school during the day. You may be asked to provide identification.
4. Notify the school in writing of any special instructions regarding who may talk to or

5. Students are not allowed to bring visiting friends or relatives to school to spend the day.
6. We will not be able to deliver messages during the school day regarding a change of plans or where a student should go after school. This must be done in writing and sent with the student when they arrive at school. Do not call the school to leave messages unless it is an emergency. Students will not be allowed to ride a different bus without written permission from the parent.

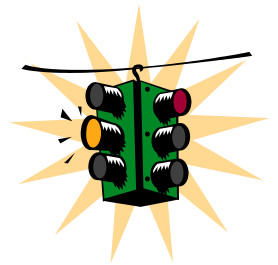
## Closed Campus

Wayne Elementary students are expected to stay on school property from the time they arrive until dismissal. They are not allowed to leave school grounds unless they have been checked out through the school office. This includes the lunch period.

## Parking

Visitor parking is located in the parking area in front of the school. Please do not park in the staff lot. There is no parking on the cafeteria side of the school during school hours. This is for drop off and pick up only.

Please follow the arrows and signs indicating the traffic flow. Traffic is one way. Be mindful of buses entering and leaving the front of the building each morning and evening.



# Wayne County Schools

## Visitor's Policy

In order to maintain a safe and orderly climate in the school, all visitors to our school must report to the main entrance of the school, registering in the office. No one may enter a classroom or other area of the building or campus without leaving their personal photo identification (i.e. Driver's License). A numbered visitor's badge on a lanyard will be issued to each visitor. Before leaving the school the visitor will "sign out" in the principal's office and return the numbered badge receiving back their personal ID. If a numbered badge is not returned at the end of each day, the principal or secretary will call the person and ask them to return the badge as soon as possible. The staff is instructed not to allow anyone into their classroom or allow contact with any student unless a visitor's badge is displayed from the office.

Any new visitor in the building or on campus without a visitor's badge will be escorted to the principal's office. Students are not to bring visitors to the school without prior approval. Parents wishing to discuss a problem with a teacher or progress of their child should call the office to arrange a conference.

Representatives of companies who wish to visit schools to offer various services must first obtain a letter from the superintendent of schools or his designee which identifies the representative and his company as well as gives permission for that individual to visit the school. At the school such representative must follow regular school visitor policy as instructed by the principal. Additionally each school, should identify visitor's procedures for special events.

The Wayne County Schools Visitor's Policy is designed to provide a safe and secure environment for the students in Wayne County. Individuals failing to comply with these procedures may be viewed as

## Special Events Visitor's Policy

Visitors to the school to attend special events such as programs, etc. Will enter the school via the front entrance closest to the cafeteria. Visitors may not leave the cafeteria to travel through the school once the event is over. All visitors to special events must exit through the same doors they entered. Should you need to be in areas other than the cafeteria, you must reenter through the main entrance and follow the visitor policy.

**Please  
note!**

### Early Release

Please note the calendar in front of the handbook. Five days are scheduled for early release. School will be dismissed two hours earlier than usual for staff development for teachers. Note that students will be arriving home two hours earlier than normal on those days. This occurs every two months. Students must attend on those days. Students not in attendance will be counted as absent for a whole day of school.

These dates are Sept. 14, Nov. 16, Jan. 18, and March 18.

### Class Transfer Policy

It is imperative that interruptions to a student's academic endeavors be kept to a minimum. In order to accomplish this, transfers between classes are discouraged. However, parents for a valid reason, may request that their child be transferred from one classroom to another in the following manner:

1. Submit a request in writing to the school principal stating the reason for the request.
2. The principal will schedule a meeting with the grade level team, parent and principal.
3. A decision will be returned to the parent within five school days.
4. The decision will be final at the school level.



### Homework Policy

Homework can be a valuable learning tool. In keeping with the county policy, homework should be limited to thirty minutes for primary students and ninety minutes for intermediate students. The reading policy allows for twenty minutes of reading homework four days per week.

### PE and Art Classes



Classes in physical education and art are a valuable part of the curriculum. Students must participate in these classes. Students should dress appropriately for these classes. This means the right shoes and clothing should be worn in PE. Old clothing or old shirts should be worn in art class in order to protect clothing.

### Promotion Policy

The Wayne County Board of Education believes that it is the student who must benefit when retention is being considered. Although parents/guardians will be notified and consulted throughout the year, the school board recommends that the final decision regarding promotion/retention remain at the school level. The following factors will serve as a framework to be considered when retention is a possibility.

1. Poor academic performance-the student is consistently working below his/her age and developmental level.
2. Academic history-low or below standardized test scores, poor reading and math test scores.
3. The student's age and maturity level
4. School attendance
5. History of behavior problems
6. Previous retentions
7. Level of intelligence
8. History of learning disabilities
9. Parent's interest in school work
10. Student's life experiences will be considered
11. Family moves
12. Emotional problems
13. Students' interest in school work

## Faculty Senate

These days are now called Instructional Support and Enhancement Days. They are scheduled five times throughout the year. On these days, buses will run. Activities will be scheduled for parents and students for a 2 hour block from 8:00-10:00 a.m. Students will be dismissed at 10:00 a.m. Attendance on these days is not mandatory. Students will attend by invitation so that they may receive extra help with reading and/or math. A complete schedule of activities will be sent home prior to the first scheduled date.

**ISE Date: Oct. 14th, Dec. 20th, Feb. 17th and April 11th.**

## School Delay and Closing

Announcements will be made by radio and TV when regular school schedule is changed due to inclement weather conditions. If school is delayed by one or two hours you should plan that buses will run one or two hours past their regular time. The beginning of school will also be delayed by the same amount of time. On a two hour delay, school will begin at 10:00 a.m. No students may be dropped off before 9:30 a.m. on these days.

Should a bus not be able to run due to weather conditions, parents should send a note with their child the next day the bus runs. In this manner, we can correctly code the absence in the attendance system.

## Student Agendas

All students in grades 1-5 will be issued an assignment notebook. Parents are expected to review and sign them weekly. Students will be given the first book. Replacements will be made at the cost of \$5.00 per book. This is an important communication tool between school and home. Please encourage your child to keep up with the assignment notebook.

## Homework

To avoid classroom disruption, parents who are taking students out of school early must wait until the next day to get assignments. All parents must sign in the office before going to a classroom. Under no circumstances should class be disturbed by parents going to the room to confer with a teacher or to pick up work during class time. Parents that must pick up students early must wait in the office until the child is dismissed.



## Emergency Dismissal

Please discuss with your child where you want them to go if school is dismissed unexpectedly. The staff makes every effort to contact parents if the child is unsure of what to do. We are limited to the number of calls we can make in a short period of time. The school must have on file a current list of emergency numbers and locations for all students. Wayne County Schools will utilize the WARN system to call the contact numbers during emergency dismissal.



## Telephone Use

The school telephone is extremely busy during the school day with school business. The telephone is not to be used by students making arrangements to go home with friends, etc. Class will not be interrupted to have a student or teacher take a call unless it is an emergency. Please do not call the school to tell your child to go home with someone else unless it is an emergency. It is extremely difficult to notify everyone involved when this occurs. Class will not be interrupted for calls. Please make arrangements with your child at home and send a note regarding these arrangements.

Students will **not** be allowed to use the phone to call in food orders.



## Medication Policy

In order for students to be administered medication at school, the school must have on file written permission from the doctor and parent. This includes both prescriptive and non-prescriptive medications. This included cough and throat drops. Forms are on file in the school office. Parents must bring all medications to the school and should not send them with students. The first dose of a new prescription must be given at home. Emergency numbers must be on file at the school in case of adverse reactions. All medications must be in the original prescription bottle. Medications will be kept in the school office and a log of administration will be kept.

## Special Health Considerations

School personnel are scheduled at all times during the school day to supervise students. It is essential that students remain in designated areas. If it is necessary for students to remain inside when the weather is acceptable for the majority of students to go outside, the school must receive written notification of a student's special needs.

## Textbooks

Textbooks are supplied by the county school system. Students are expected to exercise reasonable care in using them. Students must pay for lost or damaged books. Additional books will not be issued until payment has been received for the lost or damaged book.

## Lice Policy

1. If lice are found the parents will be notified and the student will be sent home from school. Students may return to school when all evidence of lice are gone. The school will require a statement from the health department, physician or the school nurse.
2. Parents should contact the school if their child contracts lice.

## Lost and Found

The school will not assume responsibility for losses. Should losses be reported every effort will be made for recovery. Parents should write the name of their child in articles of clothing that their children might remove at school. Names should be written on notebooks and lunchboxes as well.

Unclaimed items will be taken periodically to a charitable organization.

Students may **not** bring toys, radios, CD player, etc. to school. These will be taken from the students and must be picked up by parents.



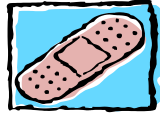


## Student Illness or Accident

Any student sent by a teacher to call home will be allowed to do so as soon as a phone line is available.

The school is not allowed to administer medication except as directed by a physician and with the proper documentation on file.

Minor scrapes and bruises will receive first aid as needed. Parents will be contacted if it appears another treatment is needed.



## Breakfast and Lunch Program

Meals are prepared in the school cafeteria for students at breakfast and lunch. These meet the recommended nutritional guidelines and are available to all students.

Parents may pack a lunch for their child. Should you chose to deliver a meal for your child, you may do so. Please observe the following procedures when dropping off a lunch.

1. All lunchboxes or meals should have the name and grade of the student.
2. These must be dropped off in the office for students to pick up. A cart will be available to place lunches.
3. Due to the large number of students enrolled and for school security, we will not be able to accommodate visitors in the cafeteria. Parents may not take lunches to the cafeteria or stay to eat with their child.

### Meal Prices

#### Breakfast:

Reduced	Regular	Adult
\$.30	\$1.00	\$2.25

#### Lunch:

Reduced	Regular	Adult
\$.40	\$1.25	\$4.00

## Instructional Day

7:50 a.m.-School begins

10:45 a.m.-12:45 p.m.. Lunch periods

2:50 p.m.-First bus dismissal, Walkers and pickups dismissal

3:00p.m.-Students taken to the bus lines.

### Lunch Times

10:45-11:15 a.m.-K-1

11:30-12:00 p.m.-2-3

12:15-12:45 p.m.-4-5



It is imperative that no interruptions take place during the instructional period. Please note that the school day begins at 7:50 a.m. Make sure your child arrives before the first bell. All late arrivals will be considered tardy and must stop by the office to check in. The reading block will not be interrupted by late arrivals of students. Students **must** be on time for school.

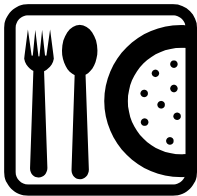
### Price Determination

All students are given an application for free/reduced meals. The family will be notified if family income falls within free/reduced guidelines. The school is required to verify a percentage of qualified applications. Applications are chosen randomly and verifying information is requested from the family and must be furnished in order for the child to continue to receive free/reduced meals. At the start of the school year the school will assume your status is the same as the previous year until a new application can be processed. A new application must be submitted each year for each child in the family and each time a significant change in income is realized.

## Lunch Collection Policy

1. Bills will be calculated and sent home by the 5th of each month.
2. Payment is due in full 10 days after receipt of bill.
3. All bills will be considered past due if not paid in full by the 20th of each month following the billing.
4. A second bill will be mailed when the bill becomes past due.
5. A demand letter will be sent to the parent/guardian when the bill is 30 days old.
6. Unpaid accounts become delinquent after 45 days.
7. All delinquent accounts will automatically lose the privilege of charging. Parent/guardian will be notified by mail that charge privileges have been suspended. The letter will include a list of alternatives for lunch. Parent/guardian must send cash daily, prepay the first of each week, pay bill in full or send a bag lunch. Sending a child to school without money for a meal or a bag lunch may be interpreted as child neglect by authorities.
8. The collection of delinquent accounts may be pursued through a collection agency or Magistrate Court.

## Meal Counts



Meals will be counted as they are served. If your child takes a meal, it will be counted. Please explain to your child that there is a charge for meals if you do not qualify for free meals.

Students will stay in the cafeteria for the entire of the lunch period.

## Specialized Areas

### Title I

Wayne Elementary has been designated as a School-wide Title I school. This means that all students may be served by the Title I program. They may work with a reading specialist, attend the math lab or participate in other aspects of the program.

### Parent Coordinator

A parent coordinator will be working at the school sponsored by the Title I program.

### Speech and Language Services

Therapy is supplied on a regular basis for identified students.

### Special Program

Wayne Elementary provides special program services to eligible students. These areas include learning disabilities, physically impaired, mildly and moderately mentally impaired, gifted, behavior disorders and speech/language.

### Computer Lab



Each student receives computer assisted instruction. The instruction consists of basic computer skills and academic instruction in the areas of reading, math and writing. This is part of the curriculum and is required for each student. Additionally, students may access the Internet. All students must have on file an Acceptable Use Agreement that contains the signature of the student, parent and teacher. All students will receive instruction as to proper use of the computer and the Internet.



## Attendance Audits

For any student that has been absent for ten (10) day or more days during the school year, the principal or designee will audit the records of attendance of such students using the attendance notes on file. The nature of each absence should be verified in sequence. Should a student be absent for five consequent days or ten absences cumulatively per year, the disposition of the case will be based on West Virginia Code 18-8-4. Furthermore, the parents/guardians will receive notification at five unexcused and ten unexcused absences concerning students who are in danger of not achieving the minimum amount of instruction needed in order to receive credit for a class.

In certain instances the Student Assistance Team/Appeals committee will meet to consider special circumstances (I.e. chronic and acute illnesses, dangerous home conditions, etc.). For consideration of appropriate interventions and to rule on such cases of excessive absences or tardies, or other concerns that the School Attendance Coordinator may deem necessary. The team will meet at the request of a student, parent, medical provider or social services provider.

## Fine Arts

Each student receives instruction in art and music at least one period per week. Additional opportunities are provided through art shows and musical performances. As part of the performing arts program, each student in grades 1-5 must participate in one program per year.



## PTO

The parent teacher organization is open to everyone. Meetings are scheduled for:

Meetings begin at 6:30 p.m., dates to be announced.

## Home Room Parents

This is a branch of the PTO. Primarily, this group provides a service to the teachers by assisting with parties, field trips and the fluoride rinse program.

## Local School Improvement Council

This organization is elected by the school staff and PTO. Three parents serve on the council. The group considers all areas related to the school and makes suggestions for improvement.

## Volunteers

The volunteer program is open to any interested individual in the Wayne Elementary community. Some goals and services of this group are:

1. To serve as a resource
2. Provide instruction through Junior Achievement
3. Duplicate materials
4. Read to students
5. Assist with lost and found
6. Assist with fund raising
7. Tutor students
8. Provide special assistance as needed
9. Assist special program directors

Please contact the parent coordinator if you would like to become a school volunteer.

## Faculty Senate

This group is composed of all professional staff members. The group is primarily concerned with factors affecting instruction within the school.

## Curriculum Team

This team of teachers study problem areas within the school curriculum and develop curriculum. This may include methods of grouping, instructional delivery, materials or any other curricular areas. The team includes a representative from each grade level and special program.



## Student Assistance Team

The SAT is composed of the principal, the team leader (Sara Marcum) and any other teacher involved in the instruction of a specific student. The purpose of this team is to identify problems that a student may be having and to provide interventions and instructional strategies designed to help the student.

## Student Code of Conduct

In order for every student to have the opportunity to reach his/her potential, every student in the public schools of West Virginia shall:

1. Attend school faithfully, complete his/her assignments on time, and work to his/her potential.
2. Behave in a manner that does not disrupt classroom learning or the operation of the school.
3. Obey teachers and principals and others in authority
4. Refrain from aggressive or threatening behavior toward fellow students, teachers or school staff.
5. Refrain from the possession or use of any weapons, illegal drugs, alcohol, or tobacco products.
6. Dress appropriately for school. No short shorts, spaghetti strap shirts, short skirts, or inappropriate slogans on clothing. If displayed, the student will be asked to change or make a phone call home.

## Wayne Elementary Rules

- Students will keep hands, feet and other objects to themselves.
- Students will conduct themselves in a manner that will cause no interruptions to the educational process.
- Students will refrain from threatening, abusing, intimidating, or attempting to intimidate school employees or students.
- Students will not use profane or abusive language.
- Students will follow the West Virginia Code of Conduct for Students.

## Cafeteria Rules

- Students are to enter and be seated in an orderly manner.
- Students are to remain seated until excused to empty their trays.
- Students are to eat and dispose of food properly.
- Students are to remain in the cafeteria until excused.

## Bus Rules



- Students are to remain in their bus line.
- Each line must be excused by the duty teacher in order to load the bus.

Teachers and bus drivers may exclude students for the following: disorderly conduct, interfering with the educational process, threatening or intimidating a teacher or pupil, disobeying a school employee, abusive or profane language directed at a school employee.

### Discipline Outline For Wayne Elementary

Discipline will be handled by the classroom teachers. Detention will be assigned after a student receives 3 strikes from the teacher or if an act is intentional and more severe an immediate detention (conduct) report will be filled out.

Students who receive detention will spend their playtime with the detention teacher. This teacher will be responsible for signing the first 3 detention slips a child receives. They will also keep a notebook of all conduct reports.

After a child is sent to detention on their third offense the detention teacher will make a phone call home to the parents to go over the conduct reports the child has received. Once the student has received their sixth conduct report the detention teacher will notify the Assistant Principal who will contact the parents to set up a date for a conference. At the conference all parties will discuss the behavior that has gotten the child to this level of discipline and review all conduct reports. Also at the sixth level the student will start losing extra curricular activities at the school such as dance, puppet shows, field day, etc. For each additional report given, an activity will be removed, starting with the sixth offense.

**WV has a new Discipline Policy: Policy 4353**

**You can access this through the WVDE website at**

<http://wvde.state.wv.us/healthychools/ElectronicManual4373.html>

We will also have a copy for your viewing in the office.

If the student is given another conduct report for another infraction the student will be placed in in-school suspension in the office time-out room.

If a child makes it to yet another infraction, we will then conference with the parents again and if warranted another in-school suspension in the office or out of school suspension will be assigned.

1. Detention- with grade level detention teacher.
2. Detention- with grade level detention teacher.
3. Detention - with grade level detention teacher.
4. Conference with parents, student, and teacher (if necessary).
5. In-school with teacher
6. In-school in office time-out room with Assistant Principal.
7. Conference with Assistant Principal/parents/teacher/child (determine if in-school or out of school suspension is necessary).

## Severe Clause

The student must be expelled for twelve months if the student: possessed a deadly weapon, assaulted a school employee or sold a narcotic.

Level I and II may be waived for the following: unlawful possession of a controlled substance, committing an act that would be a felony, threatening or injuring a student or school employee, willful disobedience, possession of alcohol, profane language directed at a pupil or employee defacing school property, fighting, habitually violating school rules.

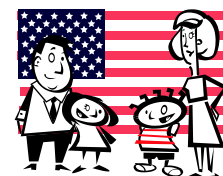
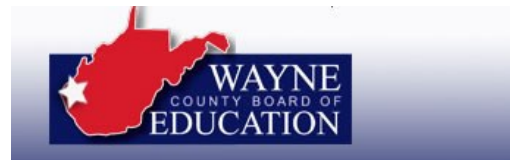
Students may be suspended for the aforementioned. If a student is suspended the principal or designee will immediately conduct an informal hearing and parents will be notified by phone and by certified mail. All suspensions will be reported to the Superintendent of Schools and the faculty senate.

## Confidentiality Statement

Confidentiality will be maintained with access to individual student records limited to educational personnel on a need to know basis. Parents and legal guardians have access to all records pertaining to their child.

## Alternative Instruction

Alternative instruction may be utilized with students. This may include in-school suspension or change in placement of a student to another classroom.



## **Asbestos Notice**

We have on file at each school site and the Wayne County Board of Education office the most recent inspection operations and maintenance plan for the control of asbestos hazards and emergency response act of 1986. (Public Law 9905091).

The documents for each school may be found in what is known as the "red book" located in the principal's office. A composite of the complete document is located in the office of Assistant Superintendent of Schools, Jerry Workman, 212 North Court Street, Wayne, WV.

Any questions concerning these documents are to be directed to:

Wayne County Schools  
Michael Workman

(304) 272-5116

## **Harassment**

Sexual harassment will not be tolerated in Wayne County Public Schools. Incidents should be reported immediately to administrators, guidance counselors, or teachers.

## **Compliance With P.L. 107-10, Section 1111 (h) (6) (A)**

In accordance with the federal No Child Behind Act of 2001, you have the right to request information about the professional qualifications of your child (ren)'s classroom teachers. Specifically, you have the right to request the following information concerning your child's teachers:

Whether the teacher has met West Virginia State Qualifications and licensing criteria for the grade levels and subject areas he or she teaches:

Whether the teacher is teaching under emergency or other provisional status under which state qualification or licensing criteria have been waived.

The teacher's college major, whether the teacher has any advanced degrees and, if so, the subject of those degrees; and

If your child receives services from any instructional assistants or similar paraprofessionals, the qualifications of those individuals.

Request to receive any of the above information may be directed to the Building principal. All requests will be honored in a timely manner.

Lynn Hurt, Superintendent

Mary Lou Perry, Director of Federal Programs

In accordance with Federal law and US Department of Agriculture (USDA) policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, disability or retaliation. If you require more information about this program, activity or facility in a language other than English, contact the USDA agency responsible for the program or activity or any USDA office. If you require this information in alternative format (Braille, large print, audiotape, etc.), contact the USDA's TARGET Center at (202)720-2600 (Voice or TDD).

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This institution is an equal opportunity provider.





## Field Trip Policy

Field trips are planned educational trips to enhance a student's education. These trips are planned by the teacher and approved by the principal and superintendent of schools.

1. Permission slips must be signed to permit a student to attend a field trip. Time permitting, a second permission slip will be sent by the student if he/she loses the first one. However, regardless of the situation, no parent permission slip means that the student may not accompany his/her class.
2. Three documented occurrences of inappropriate classroom behavior or disrespect to the teacher (between field trips) will eliminate that student from the next trip. Parents should be notified after each incident by way of the school discipline form sent home with the child.
3. Any student that exhibits unsafe behavior on a previous field trip may be excluded from any or all subsequent field trips. Any decision to remove a student for this reason will come from a conference that includes the parent, the teacher and either the principal or counselor.

4. Every effort will be made to immediately remove a student during a field trip if the behavior creates either an unsafe condition or impedes the purpose for taking the trip for the rest of the class.
5. All school and county rules for behavior are to be adhered to during any field trip or excursion. All consequences are also enforceable.
6. Exclusion from an excursion shall occur if (1) A student has been eliminated from two or more field trips (2) A student has been suspended from school two or more times (3) There has been any disciplinary action taken involving drugs, alcohol, or weapons.
7. Field trips are for educational purposes. Only the students enrolled in the particular class taking the trip may attend the trip. Other siblings are not allowed to attend the trip.



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### Items to stay at home!!

In order to keep distractions to a minimum the following are not permitted:

Toys, iPods, iPads, phones, gaming systems or other electronic equipment, are not permitted. These will be taken from the students and must be picked up by the parents.

We understand that some parents choose to provide a cell phone for their child. The following procedures are in place regarding the usage of cell phones at school.

1. Cell phones are not to be turned on or used during the school day.
2. No pictures may be taken using a cell phone.
3. Texting is not permitted at school.
4. Students must keep cell phones in their back packs or purses.
5. Failure to comply with these rules will result in the phone being taken. Phones must be picked up by the parent. The school will not be responsible for student electronic items.

### Parties

We have policy that prohibits holiday parties from being given on school time. At times, we do schedule special events around the holidays, but we will not interrupt the school day around parties in general. Any foods brought to the school must be pre-packed and follow the guidelines for the county wellness policy. No homemade foods are allowed.

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We appreciate your support in this matter.