



Student Handbook 2019 - 2020

Ready, Set, Grow



T. A. Lowery Elementary School
103 Shenandoah Junction Road
Shenandoah Junction, WV 25442

Phone: (304) 728 - 7250

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Principal: Kristen A. Martin
Assistant Principal: Heather Hagley

Back to School Night – Thursday, August 22, 6:00 – 8:00 PM

Parent Teacher Conferences – by invitation only – Thursday, November 7, 6:00 – 8:00 PM

Parent Teacher Conferences – by invitation only – Thursday, January 23, 6:00 – 8:00 PM

Dear Parents and Students,

WELCOME to T.A. Lowery Elementary School. Please read the following school information carefully. A Jefferson County Schools Handbook is also provided online to inform you of all Jefferson County and West Virginia state regulations. I look forward to working with you and your child during this school year. Our parent volunteer program is a great way for you to stay involved in your child's education. Even if you work outside of the home, there are many opportunities for you to become involved. Please come to our PTO meetings for more information on volunteering.

Safety is a vital concern for all parents and educators. T.A. Lowery has many procedures in place to help ensure the safety of your child and our staff. **ALL** parents and visitors to our school must present their driver's license to obtain a **visitor's pass** to go beyond the front lobby. Parents who are given a visitor pass to visit a particular classroom or area of the building are not to visit another class or area of the building. **The only time you are permitted go to your child's classroom is if you have a scheduled appointment.** We ask for your cooperation with this so that we can protect valuable instructional time and provide a safe and secure environment for every child. Our students and staff know to be alert for anyone who does not display a picture ID or have a visitor pass. Our goal is to provide supervision for every child. **Teachers may not leave their classrooms unattended to speak or meet with you.** *Please call or send a note so that a conference may be scheduled at an appropriate time.*

The education and safety of your child are my priorities at T. A. Lowery. The staff members maintain a safe environment that allows your child to learn to his or her potential. A chart that outlines The Student Responsibilities and Expected Behaviors is printed in this handbook. Please read the explanations and discuss them with your child. We would much rather "catch" your child doing something positive rather than penalize him or her for an infraction. However, we must all follow the rules to ensure the safety of all who attend and work at T. A. Lowery.

If I may be of assistance to you at any time, please call. I would be glad to schedule an appointment to meet and talk with you. Working together as a home-school team is the best way to help our children succeed.

Sincerely,
Kristen H. Martin
Principal

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GENERAL INFORMATION

ATTENDANCE

Our school day begins at 9:00 a.m. and ends at 3:40 p.m. Students who arrive after 9:00 are counted as tardy. **YOU MAY NOT LEAVE YOUR CHILD AT SCHOOL BEFORE 8:45 AM. Students are not permitted to wait at the front doors; they must wait in your vehicle. The school will not accept responsibility for supervision of students who arrive before 8:45 a.m.** To be counted present the entire day, students must be signed in by an adult 18 years or older, into the office by 11:30 a.m. or not check out prior to 1:00 p.m. All tardies and absences are reported to the Attendance Director. Students may not leave the school grounds without permission from the school administration. Staff members are on duty from 8:45 - 4:00 daily.

Students and parents are not permitted in the building after 4:00 for forgotten items. The main office will close at 4:00.

A written excuse dated and signed by the parent or guardian must be brought to school with the student the day following an absence. After five absences, a doctor's note will be required. Please refer to the Jefferson County Parent Handbook for our attendance policy.

Excessive late arrivals, early dismissals, and absences will be referred to the Student Assistance Team (SAT) and to the County Attendance Officer.

EARLY DISMISSAL

Our instructional day ends at 3:40 PM. Privately transported students will be dismissed to the gym at the 3:45 bell and buses will be called at 3:50. Students must be signed out in the office by an adult over 18 years of age who is listed on their emergency form. Students will be called down to the office at 3:40 PM.

Excessive early dismissals or late arrivals (even 5-10 minutes) have a negative effect on your child's right to an education. Please schedule appointments after the school day. **We value instructional time and do not interrupt the teaching-learning process. Students will not be dismissed between 3:30 – 3:45 PM to prevent interruptions to instructional procedures at the end of the day. In addition, students will not be removed from the buses once they board the bus.**

Changes in dismissal plans must be in writing – phone calls will not be accepted.

EMERGENCY INFORMATION

In case of an emergency, each student is required to have on file at the school office the following information:

Parent(s) or guardian(s) name(s)
Complete and up-to-date address
Home phone and parent(s) work phone (connected and working)
Emergency phone number of friend/relative (connected and working)
Physician's name and phone
Medical alert information
Authorized person(s) allowed to pick up your child(ren).

YOUR CHILD WILL NOT BE RELEASED TO ANYONE WHO IS NOT LISTED ON THE EMERGENCY FORM. IF A PERSON ARRIVES TO PICK UP YOUR CHILD(REN) FROM SCHOOL, AND THEY ARE NOT ON THE EMERGENCY FORM, THEY WILL NOT BE ALLOWED TO PICK UP YOUR CHILD UNTIL WE RECEIVE WRITTEN PERMISSION FROM THE PARENT/GUARDIAN. WE WILL REQUIRE PICTURE IDENTIFICATION FOR THE INDIVIDUAL PICKING UP YOUR CHILD. Changes to the emergency form such as address, phone number, and emergency contacts must be in written form by the parent and turned into the office immediately after the changes occur. We must have a way to contact you in the event of an emergency.

HOMEWORK POLICY

HOMEWORK IS AN IMPORTANT PART OF YOUR CHILD'S SKILL DEVELOPMENT AND LEARNING. Homework assignments will be written in the Agenda Notebook; please review with your child daily and sign weekly on **T. A. Tuesday**. Graded papers will be sent home to parents regularly on T.A. Tuesday. Please look for the T. A. Tuesday Take Home Folder to be signed as well. This is a great way for you to be involved in your child's education and to monitor progress.

MAKE-UP WORK POLICY

Upon returning from an absence, it is the student's responsibility to ask for assignments missed and to complete all make-up work. For each school day missed with an excused absence, a student will be granted one (1) school day for completion of missed assignments. (For unexcused absences {no written excuse from parent/guardian} - make-up work will be decided on an individual basis - please make an appointment to meet with your child's teacher and the principal.)

BREAKFAST/LUNCH PROGRAM

Breakfast is served from 8:45 - 9:00 a.m. daily. If you privately transport your child and your child eats breakfast at school, please have your child to school at 8:45 a.m.

Due to limited space in our cafeteria, we ask that you do not plan to join your child for breakfast or lunch except on the special day that we invite you. Please do not bring in fast food for your child for breakfast or lunch.

ALL STUDENTS WHO ATTEND T. A. LOWERY ELEMENTARY EAT BREAKFAST AND LUNCH FOR FREE.

FREE TEXTBOOKS/CLASSROOM MATERIALS

Free textbooks will be issued to each child under the conditions listed below:

Each child shall be responsible for the free textbooks/classroom materials that are issued to him/her. Parents will be responsible to pay the Board of Education for books/materials that are lost or damaged by their child. Please caution your child to take care of these books/materials. In classes using workbooks, a child who misplaces the one issued must pay for a replacement copy. Any child withdrawing from this school during the term must turn in all textbooks and workbooks.

FIELD TRIPS

School sponsored class field trips are arranged to enhance and enrich the curriculum. These trips are an out-of-class learning experience and must be educational in value. Since this is considered a school day, students must remain with their class for all activities, including travel. Student behavior will determine whether he/she will attend the field trip. **(Since field trips are pre-paid, money will not be refunded.)** Chaperones are selected by the classroom teacher and are limited to parents and guardians and must be approved by our Board of Education. Parents who chaperone are required to chaperone on the bus trip as well. **Siblings (older and/or younger) may not participate in the class trip. Chaperones must be 21 years of age.** A signed activity chaperone agreement that includes the chaperone's driver's license number, must be on file and each selected chaperone must agree to attend a pre-trip class meeting to review their responsibilities during the trip. Parent permission is required for all trips. Please refrain from using cell phones, unless in the case of an emergency, while a chaperone on a field trip. Please remember, smoking and vaping is not allowed on a school sponsored field trip.

CHILD ABUSE / NEGLECT

Educators are required by law to report any known or suspected cases of child abuse or neglect. Children who come to school improperly clothed, without lunch, are unclean, chronically late for school, and/or fall asleep during the day, could be examples of abuse/neglect. Parenting is a privilege and a responsibility.

FIRST AID

School personnel, by law, are not allowed to administer first aid except in emergency situations. Also, we are not allowed to administer any kind of medication unless prescribed by a doctor and provided by the student's parents or guardian. The appropriate **MEDICATION ORDER FORM** must be completed by the physician and parent/guardian. You may obtain these forms from the school nurse or the office. Concerning scratches and cuts, we are only able to wash these injuries with soap and water. Because of the threat of Lyme disease, we are unable to remove ticks that are embedded under the skin. We cannot apply disinfectants or dressings. If at any time we feel that your child needs medical attention, we will first try to reach you by phone. In the event you cannot be contacted, Emergency Medical Services (EMS) will be summoned to transport your child to the nearest hospital (at your expense).

Please make every effort to get your child's emergency form completed and returned to us the first week of school! It is important that you include a number on this form where you can be reached or of someone who can contact you at all times. **IF ANY PHONE NUMBERS CHANGE THROUGHOUT THE SCHOOL YEAR, PLEASE ADVISE THE OFFICE AS SOON AS POSSIBLE.** Also, please promptly return any care plans that were sent home to review over the summer.

MEDICATIONS

We are asking your cooperation regarding the administration of medication during school hours by asking your physician if the medication can be given at home on an effective schedule. Nursing services will be very limited and may be available for emergencies only. **Non-essential medications will not be administered. Medications will be administered in school only when necessary to maintain the student's health and to facilitate regular school attendance.** Because of the responsibility placed upon the non-medical staff for giving the correct medication, we ask you to only send in medication when medically necessary. Except in extraordinary situations, only lunchtime doses will be administered during school hours. **(Morning and late afternoon doses will be the responsibility of the parent.)**

For any prescription medications given at school, a **MEDICATION ORDER FORM** must be on file that has been completed and signed by the parent and the doctor. Each prescription medication must be in a properly labeled container from the pharmacy. (You may want to ask the pharmacist to label two containers -one for home and one for school.) All over-the-counter medications must be in the original container and labeled properly. Short-term prescribed medications such as antibiotics will **only** be administered if the physician deems it necessary to be given during school hours.

PLEASE REFER TO THE JEFFERSON COUNTY SCHOOLS STUDENT HANDBOOK FOR THE PROPER MEDICATION FORMS AND THE ENTIRE MEDICATION POLICY.

PARKING - PRIVATELY TRANSPORTED STUDENTS

Your child's safety is our priority. Please drive slowly in our parking lot. Students are exiting cars and crossing the road. Cars are not permitted in the bus lane during the school day. Please drop off and pick up your child in the area designated for parents/visitors. Please do not park in front and walk between the buses. **If your child's departure plans change, we must have a note or fax from you, otherwise we follow the normal procedure for dismissal.** Please do not make your child responsible for informing us of these changes. **If your child will be picked up occasionally, come into the office and sign him/her out and wait for your child to be called individually.** DO NOT park along the curb; please find a place in general parking. Together, we can ensure the safety of your child.

PLEASE observe the handicapped parking areas. You cannot park in a handicapped parking space without a handicapped decal.

PAYMENT PROCEDURES

We ask that all payments for field trips, lunch bills, are in the form of a check or money order for the exact amount. The secretary is not able to provide change. Please do not send in cash. Appropriate bank fees will be charged for any returned checks.

SCHOOL BUSINESS PARTNERS

T.A. Lowery is thankful for the support and partnership from the following local business:

Charles Town Races
Dalb,
Destination Church
Guy's Buick-Pontiac-Olds, GMC
Kilmer's Farm and Orchard
Shenandoah Air Conditioning and Heating
Roy Rogers
Sweet Frog
Ritchie and Associates

SCHOOL CLASSROOM ACTIVITIES

All classroom activities will begin at 3:00 p.m. Each classroom teacher/parent volunteer is responsible for making activity arrangements. Classroom activities are: Fall, Winter and Valentine's Day. Due to liability, siblings/children **not enrolled** in our school may not participate in school sponsored activities for field trips during school hours.

In regards to birthday parties for your child, you may only pass out invitations within the school environment if you are inviting EVERY child in the class. If you are only inviting a select few, you will need to make arrangements to pass out invitations outside of school environment. We cannot provide telephone numbers or addresses for any child. No birthday parties will be permitted at school. We will celebrate all students' birthdays by announcing their names on the morning announcements and handing out a pencil.

TELEPHONE

Due to our large population, our phone lines may be busy. We subscribe to a Voice Mail service to allow you to leave a message at any time during the day or night. Messages are checked frequently. Information regarding school closing, late opening or early dismissal is available on Channel 18 and our website. **We do not accept phone calls for students and will not remove them from class for telephone calls.**

CHANGE OF DEPARTURE

Due to enrollment, our buses are at capacity. Your child **MAY NOT** ride a different bus to go home with another child. If your child's departure has been changed, we **must have a note or a fax from you.** We **CANNOT** accept phone changes.

T.A. LOWERY DRESS CODE FOR STUDENTS, TEACHERS, STAFF, AND VISITORS:

Shirts must be worn in such a manner as to:

- *Cover the entire back and midriff area at all times
- *No see through clothing
- *Fit modestly so that cleavage area, sides/ribs, and undergarments are covered at all times
- *Cover spaghetti straps or halter tops with a button up shirt or blouse
- *Muscle shirts must have a shirt over them or under them.

Shorts, skirts, skorts, and dresses must be worn in such a manner as to:

- *Cover the mid-thigh when sitting down and be at least long enough to meet the student's longest finger when the student is standing with arms down at their sides
- *Fit in a manner that keeps undergarments from being exposed when sitting, standing, or bending over
- *Slits must conform to the above
- *Pants/trousers that are too loose and drag on the ground are not appropriate and may constitute a safety hazard for the student who wears them.
- *No bandanas or kerchiefs can be worn or displayed at any time.
- *Clothing that depicts or promotes tobacco, alcohol, drugs, pornography, violence, weapons, profane language, or cult/gang related activity is unacceptable.
- *No pajama or pajama style clothing shall be worn. (These are the flannel style pants and shirts that look like pajamas.)
- *All parents, visitors, staff, and volunteers are asked to follow the dress code too.

Shoes:

- *If your child wears flip flops or sandals to school, please send in a pair of sneakers and socks so that he or she may change shoes for physical education and recess.
- *NO SHOES WITH WHEELS ON THE SOLES

Decisions to approve or disapprove clothing items will be based on the goal of providing a safe and orderly environment for the education of all students. The school administrator reserves the right to approve or disapprove any clothing items not addressed in this policy. We will call the parents of students whose clothing does not meet the dress code to bring in proper clothing.

Peer Tutoring

Peer Tutoring is available for students in first through fifth grade throughout the school year. Mrs. DeRonda, school counselor, trains fifth grade students to work with students in the areas of math, reading, spelling, and social studies. Peer tutors meet with students from 8:45-9:10 AM on Wednesday, Thursday, and Friday. Students have breakfast as they receive tutoring. Parents and teachers may request tutoring for a student.

Guidelines for Electronic Devices in the Schools of Jefferson County

Scope

Electronic devices have become a common means of communication and information access in today's society. However, these devices have the potential of disrupting the orderly operation of the school. Distracting behavior that creates an atmosphere that is not conducive to learning will not be tolerated. Electronic Devices are not permitted.

T. A. Lowery Elementary School has therefore created this policy to govern the possession and use of electronic devices on school premises, during instructional school hours, and on school transportation.

Definition

For purposes of this policy **"Electronic Device"** means a **privately owned** wireless and/or portable electronic handheld piece of equipment that includes, but is not limited to, existing and emerging mobile communication systems and smart technologies (cell phones, smart phones, smart watches, walkie-talkies, pagers, etc.), portable internet devices (mobile managers, mobile messengers, smart phones, etc.), Personal Digital Assistants (PDAs), (Palm organizers, pocket PCs, etc.), and all other convergent communication technologies that do any number of the previously mentioned functions. "Electronic Device" also includes any current or emerging wireless handheld technologies or portable information technology systems that can be used for word processing, wireless Internet access, image capture/recording, sound recording and information transmitting/receiving/storing, etc. (video games, CD players, compact DVD players, MP3 players, iPods/iPads®, Walkman™ devices, etc.).

***If a student brings an Electronic Device to school, parents must pick it up in the office.**

***We are not responsible for lost, stolen or damaged items.**

ADDITIONAL T. A. LOWERY ELEMENTARY SCHOOL RULES

- *No chewing gum.
- *No items pertaining to or resembling weapons.
- *Hoods and hats may not be worn inside.
- *No shoes with wheels in the soles.
- *Walk quietly in the hallway.
- *No trading/gaming cards (Pokemon, Bakugan)
- *Animals/pets are not permitted in school or on school grounds.
- *Students may not sell items to other students
- *Students may not purchase items from other students

PLAYGROUND

- *Children are to play safely in the designated playground area.
- *Children will demonstrate safe and proper use of equipment.
- *No hard balls at school.
- *No tackle football.
- *Please bring a pair of sneakers to wear on the playground rather than flip flops.

CAFETERIA

- *Use quiet voices; speak only to those seated at your table.
- *Keep hands, feet, and objects to yourself.
- *Be responsible for your area, including trash, spills, and food.
- *Raise your hand to ask permission to leave your seat.
- *No talking when the lights are off.
- *You may not trade food.

ASSEMBLY

- *Enter quietly and sit in your designated area.
- *Sit on your bottom; keep your hands to yourself.
- *Clap and laugh when it is appropriate.
- *Wait quietly for your teacher to dismiss you.

The Jefferson County Board of Education does not discriminate on the basis of sex, race, color, religion, disability, age or national origin in employment or in the administration of any of its education programs and activities. Inquiries may be directed to Section 504 Coordinator, Jefferson County Board of Education, 110 Mordington Avenue, P.O. Box 987, Charles Town, WV 25414, (304) 725-9741; to the State Elimination of Sex Discrimination Project Coordinator, (304) 558-7864, to the State Section 504 Coordinator, (304) 558-2696, West Virginia Department of Education, Charleston, WV 25305; or to the U.S. Department of Education's Director of the Office of Civil Rights, (215) 596-6795.

Responsibilities and Expected Behaviors
 In Safe and Supportive Schools
 T.A. Lowery Elementary School

Mission Statement:
 Ready, Set, Grow

<u>Student Responsibilities</u>	<u>Appropriate Behaviors</u>
<u>Governed by:</u> Character Counts – responsibility	<u>Governed by:</u> Expected Behaviors in Safe and Supportive Schools
<u>Vision:</u> to fulfill the school’s mission by teaching our students how to develop good character traits	<u>Vision:</u> “...to provide an education that supports students to develop into healthy, responsible, and self directed citizens who have the knowledge and Global 21 skills to lead satisfying and productive lives.” (Intro)
<u>Definitions:</u> *Character Counts: a positive program that teaches prevention and intervention training through the six pillars of character; 1. Caring 2. Responsibility 3. Trustworthiness 4. Fairness 5. Respect 6. Citizenship	<u>Definitions:</u> *Expected Behaviors in Safe and Supportive Schools: WVBE Policy 4373 works to ensure that all students enrolled in West Virginia public schools shall behave in a manner that promotes a school environment that is nurturing, orderly, and safe and conducive to learning and personal-social development. Standard 1: Self-awareness and Self-management – students are able to recognize their emotions, describe their interests and values and accurately assess their strengths. Standard 2: Social awareness and Interpersonal Skills – students are able to take the perspective of and empathize with others and recognize and appreciate individual and group similarities and differences. Standard 3: Decision-making skills and Responsible Behaviors- students consider ethical standards, safety concerns, social norms, respect for others and the likely consequences of various sources of action when making decisions at school, at home, and in the community.

<p><u>Documentation:</u> *a written document in which the teacher explains the student’s behavior</p> <p>*students will have three opportunities in the classroom before being sent to the office.</p> <p>* for each incident, the Assistant Principal will maintain the documentation</p>	<p><u>Documentation:</u> *Disciplinary Referral: a written document in which the teacher, Assistant Principal, or Principal explains the inappropriate behaviors and what the effective consequences or appropriate interventions will be.</p> <p>*note the inappropriate behavior</p> <p>*the school will maintain a file of all referrals, and if necessary, record the referral into WVEIS on the students’ permanent record</p>
<p><u>Student Actions:</u> any compromise of one of the six pillars of character constitutes a reminder in which the student will provide a written explanation of the events that occurred.</p>	<p><u>Student Actions:</u> any inappropriate behavior which constitutes a visit to administration with a written explanation by the teacher of the events that occurred.</p>
<p><u>Intervention: Each classroom will use a discipline plan utilizing color coded steps. The colors will be represented as follows:</u></p> <p>* Students will begin each day on green and with a new documentation form. <u>Green</u> - It’s a great day at T. A.!</p> <p>1. <u>Yellow</u> - 1st warning - verbal</p> <p>2. <u>Red</u> - 2nd warning complete Student Plan Form.</p> <p>3. <u>Orange</u> – 3rd warning, teacher will call or email the parent/guardian. Behavior Documentation Form and Student Plan Form will be sent home by the classroom teacher.</p> <p>4. <u>Purple</u> – to Assistant Principal or Principal’s office. One or more of the following consequences will occur:</p> <ul style="list-style-type: none"> -Administration/Student Conference -Parent phone call -Referral -Suspension with referral 	<p><u>Interventions and Consequences:</u> *Determined by Policy 4373 Expected Behaviors in Safe and Supportive Schools, Chapter 4</p> <p>*Parents/Guardians will be notified before a suspension is served.</p>

<p>*After the 3rd trip to the Assistant Principal or the Principal, the child may be referred to the Student Assistance Team for a meeting.</p>	
<p><u>Incentive:</u> *Totally Terrific Terriers Program is our responsible students program and will be integrated into the discipline plan. If a student stays on green for the day, he or she will receive a “Totally Terrific Terrier”. Terriers will be used for additional physical activity every six weeks. Character education lessons will be incorporated for those students who do not earn 30 minutes of additional physical activity.</p>	<p><u>Field Trip participation:</u> _*Participation in field trips will be determined on an individual basis for students who have earned disciplinary referrals during the school year. *Unfortunately it is possible that your child may not participate in field trips if he or she has earned a disciplinary referral. *No Refunds*</p>

Awards and Incentives

*Character Counts and Character Kids – students are chosen by their teachers who represent one of the six pillars

of Character each six weeks. Selected students will be recognized during a school wide award assembly.

*Perfect Attendance – students who maintain perfect attendance will be recognized during a school wide award assembly.

*BUG Award – students who have Brought Up Grades will be recognized during a school wide award assembly.

*Principal’s Party – students who have improved in any area of school, academically, socially, behaviorally, will be invited to eat lunch with the principal.

*Caught Doing Something Good – students who are “caught” doing a good deed, will be recognized during a school wide award assembly.

*Terrier Classroom Pride Award – classes can earn recognition for appropriate behavior in the cafeteria, hallway, and assemblies.