

# Grandview Elementary School

"Guiding Students of Today to be The Scholars of Tomorrow."



**2023-2024**  
**Student Handbook**

# Student HEALTH is our CONCERN



## *To school or NOT to school?*

Parents may find the following checklist helpful in deciding whether or not to send a child to school when there is a question of illness:

Keep your child at home if:

- ✓ There is a fever (100° F or more). Your child must be fever-free without medication for 24 hours before returning to school.
- ✓ There are obvious signs of respiratory illness, such as thick nasal discharge, frequent cough, severe sore throat, earache, or drainage from the eyes.
- ✓ The child has vomited within the previous 12 hours, has diarrhea, or severe abdominal pain.
- ✓ There is any unidentified (therefore possibly contagious) rash or any “open” skin lesions.
- ✓ The child has untreated head lice or nits infested in the hair. This is a strictly enforced school and county policy.

You may excuse your child with a parent note 5 times within the school year.

# Contents

School Address/Security System  
Homework Expectations  
Directory of Faculty and Staff  
Mission and Belief Statements  
Daily Schedule  
Riding the School Bus  
Attendance Policy  
Early Dismissal Procedures  
Moral Code of Conduct  
Physical Education and Wellness  
Arrival and Dismissal  
You can help!  
Consequences for Misbehavior  
Dress Code  
Search and Seizure  
Transfers  
Homework and Make-up Work  
Grading Scale and Honor Roll  
Third Base  
Title IX  
Flowers/Balloons  
Visitation Policy  
Party Invitations  
Games, Toys, Cards, Pets  
Library Books and Text Books

SAT  
Lost and Found  
Address and Phone Changes  
Student Fundraising  
Conferences  
Use of the Telephone  
Library Policies  
Safe Schools  
Shelter-In-Place/Fire Drills  
Lunch/Breakfast  
Immunizations  
Medication  
You will be asked to pick up your child...  
School Nurse  
Infectious Disease  
Asbestos Management Plan  
Head Lice and Scabies, etc.  
School Counselor  
Special Education Services  
Bullying Policy  
Substance Policy  
Title I-Parents' Right to Know  
Title I-Parent & Family Involvement Policy

# Grandview Elementary School

959 Woodward Drive

Charleston, WV 25312

Phone (304) 348-1928

Fax (304) 746-0771

## Security System

To enhance the safety of our school, we utilize a security system daily. The front doors will remain locked at all times. In order to enter the building, you must first buzz the office by pressing the white button located on the black speaker. A staff member will reference the camera. Once you have been verified, someone will greet you at the door. You **MUST** obtain a visitor's badge and wear it throughout your stay at Grandview Elementary. A security system with an alarm has also been installed for after school hours. An alarm will sound if any unauthorized people try to enter the building. It is also connected to the police and fire department. This is for the safety of our staff and students!

## Homework Expectations

Kindergarten: 15 minutes daily

1<sup>st</sup> – 3<sup>rd</sup> Grades: 30 minutes daily

4<sup>th</sup> – 5<sup>th</sup> Grades: 1 hour daily

# Grandview Elementary Directory of Faculty and Staff

School Website:  
<https://grandview.kana.k12.wv.us/>

Join us on Schoology and  
Facebook  
(@grandviewelementaryschool) for  
School News and Updates!

Misti Steed	Principal
Angel Grover	Secretary
Stacy Jackson	Counselor
Roberta McClanahan	PreK
Iryna Anderson	PreK Aide
Vacancy	P.A.
Vacancy	PreK
Vacancy	PreK Aide
Vacancy	P.A.
Logan Withrow	Kindergarten
Lisa Thaxton	K Aide
Nancy Cox	Kindergarten
Della Epling	1 <sup>st</sup> Grade
Kaitlyn Moles	1 <sup>st</sup> Aide
Vacancy	1 <sup>st</sup> Grade
Missy Spencer	1 <sup>st</sup> Aide
Jessica Kline	2 <sup>nd</sup> Grade
Ryan Thomas	2 <sup>nd</sup> Grade
Vacancy	3 <sup>rd</sup> Grade
Stevie Jenkins	4 <sup>th</sup> Grade
Caitlyn Smith	4 <sup>th</sup> Grade
John Rogers	5 <sup>th</sup> Grade
Leonard Siracusa	Special Ed.
Denise Workman	Gifted
(located at Edgewood Elementary)	
Jerry Jones	Title I
Linda Williams	Title I
James Justice	Title I
Vacancy	Librarian
Jonathan Dunn	PE

Angelina Ashley	Art
Audra Wilkinson	Music
Lynn Dyer	Music
Jeannette Love	Speech
Jeanie Akers	Speech
Mavis Kwei-Tago	Social Worker
Natalie Blevins	Family Resource
Teresa Ryan	School Nurse
Sabrina Rohmiller	KCS Specialist
Liz Arco	School Psychologist
Jennifer Lester	Head Cook
Amelia Rowe	Cook
Becky McNeil	Cook
Tonya Harding	Head Custodian
Jean Walker	Evening Custodian

**Grandview Elementary School  
Mission Statement**

Guiding students today to be the scholars of tomorrow.

**Belief Statements**

1. We believe that all children can learn and be successful, given the appropriate time, instruction, and support.
2. We believe that all students must grow to assume responsibility for their own learning and actions.
3. We believe that a positive learning environment and a supportive staff can instill a lifelong desire to achieve and learn among our students.
4. We believe that the school system and local community should develop a partnership to support students and their families; and that together, we can prepare each student for college and career readiness.

Grandview Elementary School  
Daily Schedule (2022-2023)

**Arrival:**

7:00 a.m. Teacher Arrival  
7:05 Staff Crew  
7:10 a.m. Student Arrival  
*\*All students report to  
their classrooms.*

**Dismissal:**

2:00 p.m. Student Dismissal  
3:00 p.m. Teacher Dismissal

7:30 a.m. **Tardy Bell**

**Lunch Schedule:**

10:45 – 11:15 Kindergarten  
10:50 – 11:20 1<sup>st</sup> Grade  
10:55 – 11:25 2<sup>nd</sup> Grade  
11:20 – 11:50 4<sup>th</sup> Grade  
11:25 – 11:55 3<sup>rd</sup> Grade  
11:30 – 12:00 5<sup>th</sup> Grade

## Riding the School Bus

Only registered transported pupils may ride the school buses without special permission. Good conduct on the school bus is necessary and mandatory for the safety of all riders. If the bus driver has any severe problems with a child, he will notify the school administration. The principal or vice principal will conference with the child and contact the parent if necessary. If the problem continues the child may be excluded from riding the bus, during which time parents must provide transportation. Suspension begins after the parent is contacted regarding behavior. A conference among parent, child, driver and principal is then required before riding may resume. The driver has the same authority as a teacher while the child is on the bus.

These policies have been established for the safety of elementary children:

1. Be at the bus stop at least five minutes before the bus, but not earlier.
2. Do not wait or play in the street.
3. Avoid all running games while waiting for the bus.
4. Only ride the bus to and from school which you are assigned. Do not accept a ride in a private vehicle without parental permission.
5. Stay back from the curb as the bus approaches.
6. Wait until the bus comes to a full stop before getting on.
7. Talk quietly with your friends. Loud noises distract the driver's attention from the road and could cause an accident.
8. Do not throw anything in or out of the bus.
9. Remain seated while the bus is in motion.
10. Know and understand bus evacuation procedures. Remain quiet, calm and follow the driver's directions in the event of an emergency.
11. Keep hands, arms and legs out of the aisle inside the bus.
12. No food or drinks allowed on the bus.
13. Never tamper with the bus or any of its equipment.
14. Put books, bags, and musical instruments where they can't slide or fall.



Be at school on time every day!  
Instruction begins promptly after the tardy bell rings. It is very important that your child be at school every day and on time.



## Attendance Policy

The following policy is to be implemented from Kanawha County Schools 3.00, St. Bd. Policy 4110.10:

- (a) **Excused absence** – Shall mean absences from school or individual classes due to:
- (1) Illness or injury of the student requiring physician's verification.
  - (2) Medical and/or dental appointment which cannot be scheduled outside the school day when the absence is verified in writing by the physician or dentist.
  - (3) Illness of student verified by parents/guardian not to exceed three (3) consecutive or five (5) total days per semester. Verification by a physician will be required if absences exceed three (3) consecutive days.
  - (4) Illness or injury in family when student absence verified as essential by physician.
  - (5) Calamity, such as fire in the home, flood, or family emergency upon approval by the school principal.
  - (6) Death in the family. Limit three (3) days for each occurrence except in extraordinary circumstances. "Family" defined as mother, father, brother, sister, grandmother, grandfather, aunt, uncle, brother-in-law, sister-in-law, brother's children, sister's children, student's child(ren), or any person living in the same household.
  - (7) Leaves of educational value.
  - (8) School approved or extracurricular activities.
  - (9) Legal obligation with verification.
  - (10) Failure of bus to run.
  - (11) Observance of religious holidays.

Regular school attendance is crucial to school success. Parents/guardians are responsible for keeping their children in school each day. The following procedures will be used to monitor student attendance.

- Parents must call the school or send a note if a child is absent. If the school is not contacted, the absence will be counted as unexcused.
- After 3 consecutive absences or 5 total absences in one semester, a doctor's excuse must be presented.
- After 5 unexcused absences, legal notice will be served by the assistant attendance director.

- Additional unexcused absences following the legal notice may result in a petition being filed in Kanawha County Magistrate Court.
  - \*You will be notified by the school and social worker after 5 absences.
  - \*The social worker will review absences and tardies that exceed eight.

**\*Students are only allowed "5" excused illness days by parent notes to the school. The "6<sup>th</sup>" and further absences are considered unexcused unless a doctor's note is provided.**

## Emergency Early Dismissal

The new automated WARN system will call you to let you know that school is being dismissed early due to an emergency (inclement weather, etc.). **It is important to inform us if you have changes in your phone numbers throughout the year.** Please listen to the radio or television for specific information. It is essential that other arrangements be made for these days please be prompt in doing so. We would like to suggest that your child have a neighbor's home they could go to, a friend at school they could ride home with, or a hidden house key which would give them access to your home allowing them to call a parent, friend, or relative upon arrival. In case a family friend is unavailable, please have an alternate plan as well. There is no THIRD BASE when school dismisses early.

Your child's safety is our utmost concern. We do not want them to be anxious should we have an early dismissal. Please help us by discussing early dismissal arrangements with your child.

### Leaving Early

No student will be excused to leave school prior to the regular hour of dismissal, except by permission of the principal, granted in accordance with requests made by the parent. Children are excused for professional appointments only. If your child must leave school early, you must come into the school building to sign him/her out. The sign-in/sign-out iPad is located in the main office. No child may leave the school with anyone other than their parent/guardian or those listed on the child's emergency card. When signing your child out, please provide us with an appointment card.

### Moral Code of Conduct

Schools are not only charged with the responsibility of providing educational opportunities, but expected to prepare students to be successful in society governed by rules and moral responsibilities. Certain minimum standards of conduct have been established by Kanawha County Schools' Student Behavior Policy. A copy of this policy, along with the due process clause for suspension and appeal process procedures, is available for your information in the principal's office.

### Physical Education Program

Physical education is a program required by law. It is designed to stress physical fitness and encourage healthy, active lifestyles. For safety purposes, all children will need rubber-soled shoes. Girls will need to wear shorts under dresses or skirts, and refrain from wearing low-cut shirts. All children will be required to participate in their physical

education classes whether they are being taught by the PE teacher or the classroom teacher. If children are unable to participate in physical education, a doctor's excuse is necessary.

### Wellness Policy

The link between nutrition, physical activity, and learning is well documented. Healthy eating and activity patterns are essential for students to achieve their full academic potential, full physical and mental growth, and lifelong health and well-being. Kanawha County Schools has continued with its Wellness policy that regulates nutrition education, physical activity, and child nutrition operations, nutrition guidelines for all foods served on campus which will help to ensure a healthy and safe school environment. **Please follow the school guidelines that were set up several years ago and refrain from bringing cupcakes, cookies, or any other junk food snacks to distribute to students.** The county guidelines continue to prohibit this, and the guidelines will be enforced by all staff. The staff are also prohibited from giving non-nutritious rewards or using non-nutritious food items for learning activities.

### Midterm Progress/Report Cards

Paper midterms will not be sent home; grades can be accessed through Schoology. Report Cards will be sent home, following each nine-week grading term.

## Arrival and Dismissal

You will need to have your child at school between 7:10 a.m. and 7:30 a.m. every day; students must be in their classrooms by 7:30. If your child is late, you must walk your child in the building to sign him or her in with the main office. All students must enter the building through the cafeteria door between 7:10 a.m. and 7:30 a.m.

Upon entering the building, students will report straight to their classrooms. Staff will not be available to supervise your child until 7:10 a.m. Parents will be notified if your child is outside and unsupervised by an adult before 7:10 a.m. In order to keep our students safe, this will be strictly enforced. Parents will not be permitted enter the building without signing in with the main office.

We begin dismissing students at 2:00 p.m. In order to prepare for dismissal, students will not be called out of class after 1:45. If you arrive early to pick up your child, he/she WILL NOT be permitted to leave the classroom until you or a designated person (listed on the emergency card) arrives to pick him or her up. Please do not request for your child to wait in the office until you arrive; however, you may notify his or her teacher in advance, so that your child will be prepared and ready to leave upon your arrival.

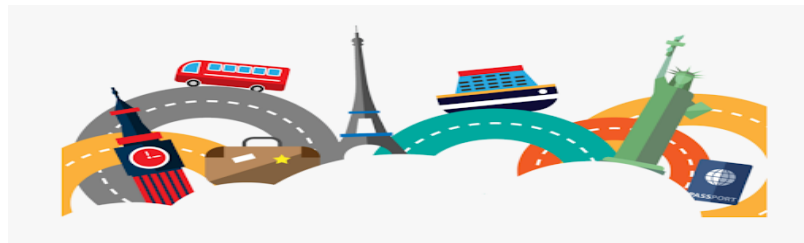
## Send a Note to the Teacher

If there is a change in normal transportation for your child you MUST write a note with detailed instructions. We will not allow your child to change transportation based on his/her or another student's request. It must come from the parent in the form of a note or a phone call. If your child will be going home with another student, both parents must write a note with detailed instructions.

If your child will be late or leaving early for a medical appointment, please send a note in advance. Please make every effort to schedule all appointments for your child after school hours.

**NOTE: Parents who are chronically late for picking up their children after school will be asked to make other arrangements for pick-up. Children will not be released to adults that are not authorized on the child's emergency card.**

Set Goals for yourself! Make Smart Choices daily!!



## You can help!

We need your parental support and guidance as we teach your children expectations for behavior. **You can help prevent unacceptable behaviors at school by cooperating in the following ways:**

1. Become a member of our Local School Improvement Council (LSIC), PTO, school volunteer program, or tutoring program.
2. Make sure your child is in school on a daily basis unless ill. Please call the school early in the morning if your child is ill or has a doctor's appointment at 348-1928. Your child will need a physician's written excuse if more than three consecutive school days are missed.
3. Get your child to school on time. Student arrival is 7:10 a.m., students grab their breakfast and report to their classroom, and the tardy bell rings at 7:30. Instruction in the classroom begins promptly at 7:30.
4. See that your child is prepared with all materials and homework is completed. You will need to check for notes, parental information, student work, and any possible homework assignments each day.
5. Return all forms that need parental signature (such as for field trips, mid-term reports, discipline notices, and special assignments) promptly.
6. Help the school reinforce appropriate behavior for your child.

### ISS Program

ISS stands for In-School Suspension. A student who refuses to comply with school and classroom rules may be warranted ISS. ISS begins the following school day. When placed in ISS the student will report to his/her regular teacher for attendance, and then will immediately report to the assigned ISS teacher. The child will be expected to remain silent and work on assignments given by the regular classroom teacher the entire day. He/She will follow the schedule of the ISS teacher. The student will return to the regular classroom setting for the last 5 minutes of the day. If the student misbehaves during any part of ISS, he/she will be sent to the office, parents will be notified, and the child will be suspended from school.

## Consequences for Misbehavior

If a child misbehaves and/or breaks school and classroom rules, the following consequences may be instituted:

**1 – A positive verbal warning given by the teacher**

**2 – 2<sup>nd</sup> warning given (Think Sheets, Calm Down Corner, reflection time, etc. Teachers' classroom management plans may vary.)**

**3 – 3<sup>rd</sup> warning given (Parent contacted (note, text, email, phone call. Student to do an additional think/reflection sheet with counselor or principal) 2<sup>nd</sup> classroom consequence**

**4 – Student will be sent to the office with an office referral form. Depending on the severity of the behavior, an administrator will assign the student a specific amount of days to serve in detention. An administrator and the student will call the parent to inform him/her of the child's behavior. If the parent cannot be contacted, a notice will be sent home, signed, and returned the following day.**

\* Detention is held during lunch under the supervision of an administrator or teacher. While the student eats, he/she will remain silent in an assigned seat for the entire lunch time. Detention is held in the cafeteria or in a separate classroom/office with a supervising teacher.

If the student does not respond to this discipline plan, or if the student is consistently disobeying the school or classroom rules, one or more of the following consequences will take place:

- **Additional days of detention**
- **ISS (In-School Suspension)**
- **Loss of privileges (field trips, parties, etc.)**
- **Student removed from school and sent home**
- **OSS (Out-of-School Suspension)**

**OSS (Out-of-School Suspension), mandatory re-entry conference with administration and parent**

- **OSS (Out-of-School Suspension) parent accompanies the child back to school**

It is at the discretion of the administrator to choose the consequence that is most appropriate.

## Dress Code

Student dress should be comfortable and in good taste. **The following items are part of the Kanawha County and Grandview Elementary dress code:**

\*Clothing which may present a safety hazard must not be worn. This includes any clothing, jewelry, accessories, etc., that may be used as weapons or present a risk of injury to the student or school personnel. Additionally, Students may be prohibited from wearing or required to change out of shoes that present a safety concern during recess, gym class, or during the regular school day and School Administration determines.

\*Any clothing, accessories, symbols, jewelry, or other paraphernalia, which depicts or suggests association with a gang shall not be brought to school, worn at school, or in any way be present at any school related event.

\*Any clothing, jewelry or accessories with decorations, patches, lettering, advertisements, etc., that may be considered obscene or offensive are not to be worn to school. This includes any clothing, jewelry, accessories, etc., which have drug emblems; contain obscenities; tobacco or alcoholic beverage references; which may be considered derogatory towards a race, culture or religion; which may be considered any form of harassment.

\*Transparent and/or see through material is considered unacceptable. Shirts or blouses must cover the entire midsection at all times, even in movement.

\*No undergarments or body parts of a personal or private nature may be exposed plainly or by way of tears, rips, holes, etc. in clothing. These personal and private body parts include male and female chests, buttocks, and genitalia, etc.

\*Any type of head covering is unacceptable unless for religious purposes or otherwise approved by School Administration.

If a student is out of compliance with the above policy, the parent will be contacted and must bring acceptable attire to the school immediately. Repeat offenses will result in disciplinary action. If you question a particular clothing item, please call the school for verification before sending your child to school.

## Search and Seizure

Students possess the right of privacy of person as well as freedom from unreasonable search and seizure of property guaranteed by the Fourth Amendment of the United States Constitution. That individual right, however, is balanced by the school's responsibility to protect the health, safety, and welfare of all its students.

The following guidelines shall apply to the seizure of items in a student's possession and the search of student's property:

- a. The search shall be conducted by a school official in the presence of an adult witness.
- b. The student shall be informed of the reasons of the general search except in emergency situations.
- c. There should be probable cause for the school authorities to believe that the student possesses a specific item – the possession of which contributes to a crime or rule violation.
- d. If a dangerous weapon or drug is found, the school official shall turn it over to the appropriate law enforcement official for proper disposal.
- e. Other possessions reasonably determined to be a threat to the safety or security of others may be seized by school authorities.
- f. Items which are used to disrupt or interfere with the educational process may be removed from student possession.

## Transfers

We realize the importance of sending student records to new schools and make every effort to expedite the process. If your child is transferring schools, please provide the school name and address to our office promptly.

## Homework and Make-up Work

However many days a student is absent is how many days he/she has to complete make-up work. For example, if your child misses 3 days of school, he/she has 3 days, upon returning to school, to make up all the work he/she missed while being absent.

### Grading Scale and Honor Roll

	Point Value when calculating GPA	
90 to 100	A	4
80 to 89	B	3
70 to 79	C	2
60 to 69	D	1
0 to 59	F	0

Earned number of points divided by possible points equals a percentage. The percentage determines the letter grade and the letter grade determines honor roll point total. The average of the Honor Roll points determines the honor roll category

<b>B Honor Roll</b>	<b>3.0 - 3.49</b>
<b>A Honor Roll</b>	<b>3.5 - 3.99</b>
<b>Principal's List</b>	<b>4.0 (Straight A's)</b>

Important Note: 4<sup>th</sup> Nine Weeks report cards are given out on the last of day school. We do not mail report cards unless you send a self-addressed envelope to your child's teacher before the last day of school.

## Title IX

As required by federal laws and regulations, the Kanawha County Board of Education does not discriminate on the basis of sex, race, color,

religion, disability, marital status, or national origin in its employment or education programs and activities. Inquiries may be directed to the Title IX Coordinator or Section 504 Coordinator at the Kanawha County Board of Education, 200 Elizabeth Street, Charleston, WV 25311, (304) 348-1940 or the U.S. Department of Education's Director of the Office of Civil Rights, (215) 596-6795.

## Flowers/Balloons

School policy states that items are not to be delivered to students. Deliveries cause disruption of class, hurt feelings, and safety concerns. Please do not have items sent to the school for your child.

## Visitation Policy

Board Policy V-K requires that any person visiting the public schools must go to the office area and he/she must sign the visitor's log maintained at the door of the main office. Employees of the school shall be made available for meetings only during duty-free periods when not instructing students, supervising students, conducting other duties, etc. Visitors are NOT to interrupt the learning process in the classrooms.

## Party Invitations

Invitations to personal birthday parties are NOT to be distributed at school, unless an invitation is given to each student in the class. If all class members are not invited, invitations must be given outside of school.

## Games, Toys, Cards, Pets

Toys, games, and collectibles are to be left at home. The only exception for toys or games will be special occasions when permitted by teachers. Third Base students may bring them for after school use but they must remain in backpacks during the school day. No pets of any kind are allowed in school or on school property.

## Library Books and Text Books

Children are taught to take proper care of books. Lost or damaged books are the financial responsibility of the parents or pupils who check them out. Parents will be charged for lost or damaged books.

## SAT

The school has a Student Assistance Team (SAT) comprised of the Principal, Counselor, Learning Specialist(s), and classroom teachers. This team meets with the classroom teacher and parents to review any academic and behavioral problems the child may be having. The SAT Coordinators are Marisa Winfree, counselor and Misti Steed, Principal.

## Lost and Found

The school maintains a lost and found department where articles may be claimed. **It is advisable that parents mark their children's clothing for easy identification.** Please check the lost and found as soon as an item is missing. At the end of each month, clothing, etc will be donated to charity.

## Address and Phone Changes

Please advise the school of any address, bus or phone changes. It is critical we have this information at all times.

## Student Fundraising

No student is not allowed to sell door-to-door. Any student selling door-to-door MAY NOT participate in any prize program or any future "fund-raising event". This is the Kanawha County School's Policy.

## Conferences

We believe that parent/teacher conferences are of the utmost importance. Prompt attention to problems is much better than prolonging

an existing misunderstanding or situation that should be improved. Conferences may be scheduled at the request of the teacher or parent when the need arises. No parent or teacher should be asked in the presence of others at the school related activities any pertinent information about any child or group of children. We feel that the personal integrity of each individual child should be protected.

## Cell Phones

Teachers and staff are courteous to students that may need to call home for various reasons – forgotten items, clarifying changes in transportation, etc. Cell phones are expensive. Like any other electronic or handheld device, we discourage students from carrying them because of the chance that they may be lost, stolen, or damaged. We understand that many students go to aftercare or perhaps walk to school and may check in with parents/guardians to let them know that they have safely arrived. However, cell phones must be kept in backpacks or given to classroom teachers to hold throughout the day. Due to disruptions caused in previous years, the following policy is in place for students caught using cell phones without permission:

**1<sup>st</sup> infraction:** The teacher will ask for the phone and will keep it in a secure location until the end of the day.

**2<sup>nd</sup> infraction:** The teacher will ask for the phone and will take it to the office to be picked up by a parent or guardian.

## Library Policies

Please encourage library reading by your child. Also, encourage his or her responsibility to take good care of library books and return them on the due date.

We allow children to check out one (1) book at a time. No more books will be checked out until the prior book is returned.

If your child is a first grade reader at this time, please share the books by reading them to your child. This is a special time for parent and child to be together.

If books are lost or damaged, the parent will be held responsible for the price of the book.

## SAFE SCHOOLS

Grandview Elementary will keep all doors locked at all times. Please buzz the office from the outside to enter through the main doors. Sign in at the front door and obtain a visitor's badge. When leaving the school, return your visitor's badge, sign out, and exit through the main doors.

In case of an emergency with a gunman, etc. teachers have been instructed to lockdown with all the students. In case of a severe chemical emergency, the school would be required to *Shelter in Place*. Parents will NOT BE ALLOWED to enter the building and pick up students. Opening doors, windows, vents, etc. could endanger those occupants within the school building. In a severe *Shelter in Place*, you as a parent would be sheltering where you are at that time. You should not attempt to come to the school and check out your child(ren).

### Shelter-in-Place

A Shelter in Place means that all entrances and windows would be sealed and NO ONE would be allowed to enter or exit the building until safety was assured. Drills will be practiced.

### Fire Drills

Kanawha County Schools require schools to conduct ten practice fire drills each year. Students are instructed as to the procedure and behavior during drills. They are expected to move quickly and quietly in an orderly manner. These drills are for student safety.

## Lunch/Breakfast

Food/Drink	Price
<b>Lunch for all students</b>	<b>Free</b>
adult lunch	\$4.25
<b>Breakfast for all students</b>	<b>Free</b>
adult breakfast	\$3.25
additional milk or juice	\$0.35

Do not send breakfast or lunch money to the school\*. All meals for students are FREE this school year. **Soda is not permitted.**

## Immunizations

The immunization law enacted by the legislature requires each child entering school for the first time to be immunized against DTP, MMR, Hepatitis B, varicella, and polio. Students must have a TB test if they are coming from out of state. A child shall not be admitted or received in any public school until he/she produces a certificate showing successful immunization record. Also, only birth certificates showing the state seal may be accepted as proof of birth date. This certificate is obtained from the State Department of Vital Statistics. *\*2<sup>nd</sup> grade students are encouraged to bring a copy of a well child physical and dental exam.*







## Medication

When medication is necessary for a child's well-being, it is usually possible to schedule administration times at home. Always check with your child's physician before asking the school staff to administer medication to your child. We are asking for your cooperation when it is necessary.

We will administer medications only when absolutely necessary to maintain a student's health and/or help them attend school regularly and to perform to the best of their ability. Because of the responsibility placed upon the staff for giving the correct medication in proper dosage, we ask that you follow these guidelines:

- All medications, both prescription and non-prescription must be authorized by a physician or other licensed health care provider with prescription in writing authority.
- If the administration of medication is scheduled for a period in excess of 3 days, the medication administration form must be completed by the student's health care provider and filed with the school.
- If the administration of medication is scheduled for a period of 3 days or less, an order from the health care provider (may be the form of a completed prescription label or note from the health care provider) and/or written permission from the parent or guardian must be submitted to the school.

You will be asked to pick up your child when...

- Their temperature is 100 degrees or more
- They have vomited
- They have head lice (when returning to school, students must be checked in the office before returning to class. Parents must bring them to the office and wait while they are checked.)
- Their eyes are red, itching or have drainage
- They have a rash that looks contagious
- They have an infected, draining wound
- Refer to the infectious disease policy that follows

## School Nurse

Grandview's School Nurse is Teresa Ryan. Ms. Teresa is at our school to start the day each morning. We share her with Chandler Academy. She is available to us if any emergencies arise. Please contact the school if you need services provided by the school nurse.

## Infectious Disease

**Fifth's Disease** - Students not excluded from school unless he/she has a fever of more than 100 degrees.

**Fever** - Must be fever free (no fever 100 degrees or more) for 24 hours before returning to school.

**Chicken Pox** - Excluded for five school days and all blisters are scabbed over.

**Hand, foot and mouth** - Excluded for five school days and all blisters are scabbed over.

**Lice** - May have two excused absences.

**Scabies** - Must have doctor's note that includes diagnosis, treatment and return date to school.

**Strep Throat** - Must be treated with antibiotic plus no fever for 24 hours.

**Mononucleosis** - Must have doctor's note with diagnosis and return date to school.

**Influenza** - Must be fever free for 24 hours.

**Pink Eye** - Must have 24 hours of medication before return to school.

**Ringworm on Scalp** - Must have doctor's note with diagnosis and treatment. Must have 24 hours of oral medication before returning to school.

**Ringworm on Body** - Must be on topical antifungal medication for 24 hours before returning to school. Lesion must be covered while at school.

**Gastroenteritis** - Must have absence of vomiting and/or diarrhea for 24 hours before returning to school.

**Impetigo** - Must have doctor's note with diagnosis and treatment and be on medication for 24 hours before returning to school. Lesion must be covered at school.

**Herpes Simplex** - Cover blister(s) if possible. If more than two lesions and they are spreading from the lip area, a doctor's note will be needed to return to school.

### Head Lice and Scabies, etc.

If your child contracts head lice, scabies or some other type of disease that can be easily spread to others, please contact the office so that the children in your child's class can be checked and other parents informed of treatment methods. We do not release names of students who have these diseases, we simply ask that parents be on the look-out for symptoms.

Head lice, scabies, etc. are just as easily passed on to others as a cold or virus, so parents should not be embarrassed if their child is infected. It is the policy, however, of Kanawha County Schools that students are to be treated before returning to school. Also, scabies must be under control with medication before students are allowed back in the classroom. These rules are for everyone's health and protection.

### Asbestos Management Plan

Kanawha County Schools, in keeping with our commitment to provide a safe school environment, is identifying all asbestos in our schools, in compliance with the Asbestos Hazard Emergency Response Act. This information has been placed in the school's Asbestos Plan and may be reviewed in each school.

Efforts will be continued as needed to provide a safe environment for all students, staff and public. These efforts will include the following: Six-month surveillance, three-year re-inspection, and emergency repairs as needed.

The Kanawha County School's plan for asbestos control is on record with the United State Environmental Protection Agency and with the West Virginia Department of Education.

### Counseling

A counseling program in our school is available to help students, parents and teachers develop positive learning experiences. The program consists of a variety of services and activities, including individual and group counseling, parent and teacher consultation, group guidance, information services, and referral assistance to other programs and services in the community.

The school counselor is responsible for developing, scheduling, and evaluating the program services, and is assisted by the Faculty Senate and the school administration. Primary services of the school counselor are to provide direct assistance to students in the school. For this reason, a major portion of the counselor's day is scheduled with service for children. Parent and teacher consultations are usually scheduled in the early morning before classes begin or in the afternoon.

Our counselor, Marisa Winfree, is a certified professional with training in human development, learning theory, counseling and consulting, tests and measurement, career development, research, and other areas appropriate to the practice of school counseling. The counselor's office is located in the school and appointments can be scheduled by calling (304) 348-1928.

### Special Educational Services

Grandview Elementary is committed to providing quality education programs for all children with appropriate support service to ensure success. We provide the services of special educators and speech pathologists for students who qualify. Children who need the help of

special educators are referred through the Student Assistance Team. This is a six-week intervention period prior to the referral and testing. This time allows a school-based team to adjust your child's instruction to meet his/her needs in the regular classroom. Upon review, the student may or may not be recommended for testing. Before testing occurs, you will

receive papers to sign, giving your permission. The testing process is lengthy.

## Grandview Elementary School Bullying Policy

### **1. Definition of Bullying:**

Bullying is harassment and/or intimidation occurs whenever one or more persons use power to repeatedly and consistently inflict physical, verbal or emotional abuse on one or more other persons. There must be repeated and consistent negative action against the person. There must be a physical or psychological unbalance of power between the person who bullies and the targeted person, and there must be contrasting feelings between the person who bullies and the target person as a result of the bullying episode. All incidents will be dealt with on an individual basis and following county policy.

### **2. School's Position:**

Bullying will not be tolerated at Grandview Elementary School. All school personnel will intervene in bullying and strictly enforce the School/County Bully Policies.

### **3. Declaration of the Rights of Individuals:**

Grandview Elementary students, staff, volunteers, and parents have the right to be in a safe, bully-free environment.

### **4. Statement of Responsibilities:**

Grandview Elementary faculty, staff, volunteers, students, and parents have the responsibility to report any incidents of bullying to the Principal and/or Grandview Elementary Faculty.

### **5. General Description:**

- I. Interview the parties involved; conference with teachers and students.
- II Class Lesson Review - Definitions of Bullying and Teasing; Expectations.
- III. Consequences to Offenses\*: loss of privileges, behavior contracts, referral to SAT, parent conferences with principal, teacher and students, In-School Suspension, Out of School Suspension, counselor referrals,
- IV. Target At-Risk Students - active observation by faculty/staff; interaction with potential parties
- V. Documentation

## 6. Investigators

Misti Steed, Principal

Stacy Jackson, Counselor

Marisa Winfree, CIS Coordinator

\*Consequences for this policy will be determined by the severity of the incident and behavior patterns, repeated offenses, etc. and determined by the administration and/or Grandview Elementary faculty. Steps may be skipped or could occur consecutively.

### Substance Policy

1. Possession of a narcotic.
2. Use, distribution, possession or being under the influence of beer, wine, or other alcoholic beverages, controlled substances, or substance represented to be a controlled substance (other than a narcotic) – it shall be a violation of code of conduct to use, distribute, possess or be under the influence of beer, wine, or other alcoholic beverages, controlled substances, or substance represented to be a controlled substance (other than a narcotic) See section 22.23. Compliance is mandatory.

Note: The intent of this paragraph is to deter substance abuse among students because it is wrong and harmful, and to provide an appropriate plan of action for violators. It is not intended, however, to discourage any student with a substance abuse problem from seeking guidance and assistance from school personnel. A student with substance abuse concerns may voluntarily approach administrator, counselor, or other personnel for help without fear of penalty, assuming the student is not then in violation of this policy.

Possession of a Drug Device – A drug device is defined as an object usable for smoking marijuana, for smoking controlled substances deemed tetrahydrocannabinol, or for ingesting or inhaling cocaine, and includes, but is not limited to: (1) metal, wooden, acrylic, glass, stone, plastic or ceramic pipes with or without screens, hashish heads or punctured metal bowls; (2) water pipes; (3) carburetion tubes; (4) smiling and carburetion marks; (5) roach clips, meaning objects used to hold burning material

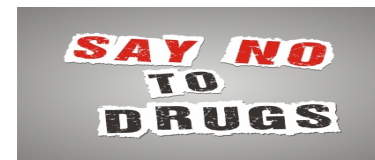
such as a marijuana cigarette, that has become too small or too short to be held in the hand; (6) caliber, carburetor, electric or air-driven pipes; (7) chili mg; (8) bongs; (9) ice pipes or chillers; and (10) miniature cocaine spoons and cocaine vials. In the consideration of violation of this provision, the question whether an object is a drug device shall be a question of fact.

**First Offense** for use, possession or being under the influence – suspension (10 days) and completion of drug program approved by Kanawha County Schools (mandatory).

**Second Offense** for use, possession or being under the influence or first offense for distribution – Suspension (10 days); recommended transfer to an alternative school; a petition for reinstatement to the home school; may be made to the principal of such school during the second semester the students has attended such school.

**Third Offense** – Expulsion (mandatory).

This information is found in the Kanawha County Schools Code of Conduct.



Weapons Policy

A student shall not supply, possess, handle, use or threaten to use, or transmit any weapon or any other tool or instrument capable of inflicting bodily injury as a weapon. The terms: "weapons", "tools", or "instruments" shall include by way of illustration but are not limited to the following enumerated items: any loaded or unloaded firearm (e.g. pistol, blank pistol, signal pistol, starter pistol, revolver, rifle, shotgun, stun-gun, pellet gun, or BB gun, look like firearms, etc.); any knife (e.g. Bowie, dirk, lock blade, hunting, pen, pocket, switchblade, utility, knives of any size; any razor (e.g. straight, regular, retractable, etc.); any martial arts device (e.g., Chinese star, nunchaku, dart, etc.); any defensive device (e.g., gas repellent, mace, stun-gun chemical sprays, etc.); or any tool or instrument which school staff could reasonable conclude as being a violation of the intent of this offense section, which by way of illustration, shall include, but is not limited to blackjack, chains, club, metal/brass or any artificial knuckles, nightstick, rings, pipe. Studded or pointed bracelets, ax handles, etc.

A student shall not supply, possess, handle, use, threaten to use or transmit any explosive device or item that ejects or releases a spray, foam, gas, spark, fire, smoke, odor, etc. By way of illustration, such devices shall include but are not limited to, bullets, ammunition of any type, fireworks of any type and size, smoke bomb, stick bomb, any type of homemade bomb, or time which by virtue of its shape or design give the appearance of any of the aforementioned (e.g., fake bombs, fireworks fuse, explosive devices, detonators, etc.).

A student is deemed to be in possession of an illegal and/or banned item(s) under this section when such items are found on the person of the student, in his/her possession, in his/her locker, in a student's vehicle on school property or in any vehicle a student brought on school property being used by the school, at any school function or activity or any school event held away from school.

Any violation of this Policy that may constitute a violation of state and/or federal criminal statutes shall be prosecuted in the form of a juvenile petition of a criminal complaint by the responsible administrator.

The use, possession or transmittal on school property or at any school function or activity of no facsimile water pistols or matches, is not permitted. However, if such water pistols or matches are not used offensively, then the penalty for violation of this rule shall range from a conference with the student and parent/guardian to three-day suspension.

A student in violation of the Kanawha County Weapons and/or Explosive Device Policy will be suspended and referred to the Office of Student Affairs by the local school administrator. The Director of Student Affairs will make a recommendation to the Superintendent for appropriate disciplinary action. In the event the superintendent makes a recommendation of expulsion the parents desire an appeal, a hearing will be held before the Board of Education.





200 Elizabeth Street, Charleston, West Virginia 25311-2119 • (304) 348-7732 • Fax: (304) 348-7735

**Ronald Duerring, Ed.D., Superintendent**

## **Annual Parent Notice of Right to Request Teacher and Paraprofessional Qualifications**

*Parents' Right to Know:* Federal law provides parents the right to request the professional qualifications of their child's teacher and of instructional paraprofessionals. Parents have the right to know: teacher licensure and certification information; whether a teacher is teaching under provisional status through which state licensing has been waived; the college major and other graduate certification/degree held by the teacher and the field of discipline of the certification/degree; and the qualifications of your child's instructional paraprofessional if applicable.

School: **Grandview Elementary School**

Date: **July 31, 2023**

Dear Parent or Guardian:

Our school receives federal funds for Title I programs that are part of the *Every Student Succeeds Act (ESSA) of 2016*.

Under *ESSA*, you have the right to request information regarding the professional qualifications of your child's classroom teacher(s), and qualifications of instructional aides or paraprofessionals.

You have the right to know:

- a. Whether the teacher has met West Virginia's qualification and licensing criteria for the grade levels and subject matter being taught;
- b. Whether the state has waived its qualification and licensing criteria to permit the teacher to teach on an emergency or other provisional basis;
- c. Whether the teacher is teaching in the field of discipline of the certification of the teacher; and,
- d. Whether teachers' aides or similar paraprofessionals provide services to their children and, if they do, the qualifications of these instructional support personnel.

Please contact your school principal or the Kanawha County Schools Office of Human Resources at the phone number below if you would like to request any information pertaining to any of the above.

Kanawha County Board of Education  
200 Elizabeth Street  
Charleston, West Virginia 25311  
Phone 304-348-7770

Grandview Elementary School  
2023-2024 Parent & Family Involvement Policy

**PART 1: DESCRIPTION OF PARENT & FAMILY INVOLVEMENT POLICY COMPONENTS**

**GRANDVIEW ELEMENTARY SCHOOL** shall take the following actions to meet ESSA Title I Parent & Family Involvement requirements:

- 1. Parents and family will be involved in the school improvement process through the annual joint development/review of the Parent & Involvement Policy, School/Parent Compact, and the school's Strategic Plan. Further, the Strategic Plan will be periodically reviewed throughout the school year.**

**Action Steps:**

- Parents/families will annually review the Parent & Family Involvement Policy, School/Parent Compact, and the school's Strategic Plan during a Local School Improvement Council (LSIC) meeting whose membership includes parent representation.
- GES staff and parents/families will periodically review the Strategic Plan to analyze student progress.

- 2. An annual meeting will be held in a timely manner to inform parents of the school's participation in Title I, the right of parents to be involved, and to explain required program requirements.**

**Action Steps:**

- At Grandview's Open House, the agenda will include the following required Title I information: the right for parents to be involved, a description of the school's curriculum and assessments, and the proficiency levels students are expected to meet.
- Title I information will be sent home to parents throughout the year and posted on the school website.

- 3. Upon parent request, regular meeting opportunities will be provided for parents to formulate suggestions and to participate in educational decisions. Further, the staff will respond to suggestions in a timely manner.**

**Action Steps:**

- The staff will work with parents/families through LSIC to increase parent participation.
- LSIC meetings will be held throughout the school year to encourage parent participation.

- 4. Parents will be provided assistance in understanding the state's academic content and student achievement standards, local academic standards, and how to monitor a child's progress as well as work with teachers to improve the achievement of their children.**

**Action Steps:**

- Parents will receive information related to their child's proficiency on the state assessment.
- Informational meetings will be held regarding state content and academic standards and student academic progress.
- An open-door policy will be maintained to provide timely assistance to parents.

**5. The staff will provide materials and training to assist parents to work effectively with their children to improve their achievement. Further, the staff will be provided training to work more effectively with parents/families.**

**Action Steps:**

- The staff will host collaborative parent and family events to focus on improving student achievement.

**PART II: ADOPTION**

Grandview Elementary School ensures that this Parent & Involvement Policy meets Title I requirements as indicated in section 1116 of Every Student Succeeds Act (ESSA). This school Parent & Family Involvement Policy was developed jointly with an agreed upon by parents and was adopted by Grandview Elementary School on July 31, 2023. It will be in effect for the 2023-2024 school year. The policy will be distributed via the student handbook/calendar on August 22, 2023.

Misti Steed, Principal July 31, 2023