

**Parent – Student  
Handbook  
2022-2023**



Lakewood Elementary School  
2089 Lakewood Drive  
Saint Albans, WV 25177

722-0200 or 722-0201  
Fax: 722-0456

Web Site: <http://lakewood.kana.k12.wv.us>

## Mission, Vision, & Beliefs

Please take some time to review the practices and policies included in this book so you are well informed about daily operations at Lakewood Elementary. This book applies to Lakewood Elementary students only, however Lakewood Elementary does follow all Kanawha County School policies and regulations. Please also refer to your Kanawha County Schools 2022-2023 School Handbook that is sent home at the beginning of the school year.

Our **mission** at Lakewood Elementary is to prepare our students with 21st Century skills to become leaders of tomorrow's world. This is accomplished through collaborative efforts of the principal, teachers, staff, parents, business partners, community members, and most importantly, the students.

Our **vision statement** at Lakewood Elementary is: Anchored in Excellence!

Our **core beliefs** at Lakewood Elementary include:

- All student will learn and achieve their full potential with guidance and support of all school staff, parents, and community working together.
- Curriculum and instruction is based upon standards, goal setting, high expectations, and data analysis.
- Leadership by all stakeholders is an essential component of a child centered school of excellence.

## 2022-2023 School Year

### **OFFICE STAFF**

Principal: Dusty Herscher  
Secretary: Taunia Harper  
Nurses: April Ross  
Counselor: Kelli Murray

### **PRE-K TEACHERS & STAFF**

Laura Dillon & Anna Govea (aide) & Amy Hill (assistant)  
Ashley Tomasek & Lindsay Campbell (aide) & Jenna Albert (assistant)

### **KINDERGARTEN TEACHERS & STAFF**

Julie Hudson & Melissa Coleman (aide)  
Samantha Johnson & Vickie Legg (aide)

### **1st GRADE TEACHERS**

Stephanie Ford  
Brooke Walker  
Erin Ferrell (support aide)

### **3rd GRADE TEACHERS**

Jaci Grigsby  
Lisa Parr

### **5th GRADE TEACHERS**

Jodi Ballard  
Ashley Shamblin

### **DISCOVERY**

Gifted: Kasey Samples  
Speech: Jodi Watson  
Resource: Sherri Atwood

### **CUSTODIAL STAFF**

Head Custodian: James Samuel  
Custodian: Mary Chandler

### **2nd GRADE TEACHERS**

Savannah Cobb  
Suzanne Lucas  
Erin Ferrell (support aide)

### **4th GRADE TEACHERS**

Doria Loftis & Andrea Hudson (aide)  
Andrea Nelson

### **INTERVENTIONIST**

Lori Parr (Reading)  
Kerry Felton (Math)

### **RELATED ARTS**

Art: Michelle Holstein  
Library: Jodi Workman  
Music: Danielle Coleman  
PE: Erik Eskew

### **KITCHEN STAFF**

Head Cook: Lindsey Cable  
Cook: Susan Chapman  
Cook: Jill McCown

# Arrival, Dismissal and Attendance

## DAILY SCHEDULE

7:00 a.m.	Students may be dropped off
7:00 a.m.	Breakfast available – Students who do not eat breakfast, go to homeroom
7:30 a.m.	Morning Announcements
7:40 a.m.	Instruction Begins
1:55 p.m.	Gateway & Bus Students are Dismissed
2:00 p.m.	Car Riders & Walkers are Dismissed

## **ARRIVAL INFORMATION:**

- Please note that students may not be dropped off before 7:00 am. Lakewood staff will not be present at duties until 7:00 am to provide supervision.
- If you drive your student to school, there are two drop-off locations. The first is to use the main parking lot loop to drop off your student. A staff member will be in the parking lot to help your child out of the vehicle. The second option is on the cafeteria side of the school. Parents may drop students in an orderly manner by the crosswalk. A staff member will be at the crosswalk to safely help students to the sidewalk that enters the building.
- To help keep traffic flowing during drop off and pick up please do not drop off outside of the main parking area or crosswalk area. This is a safety risk for students crossing street unsupervised and violation of our drop-off procedures.
- Be aware of parking in the pool lot and crossing the road. We ask that all street crossings occur at the crosswalk area where a staff member is present.
- Maintain the 15 mph school zone speed limit.
- If you arrive after 7:30 a.m. you must walk with your student to the front door entrance and ring the bell. A staff member will have you enter into the office and sign the student in.

## **DISMISSAL INFORMATION:**

- Vehicles may not be on the school parking lot for pickup until all buses and daycare vans have left the lot. Vehicles that arrive too early will be instructed to move off the lot to allow the buses and daycare vans ample space to load students safely. Buses typically leave by 2:00 pm.
- Students who are bus riders and daycare vans will be dismissed at 1:55 p.m. Students will be dismissed based on bus number and bus stop.
- Bus students will be called to line up in the main hall by walkie
- Car Riders will be dismissed from their classrooms using the back playground exit, pool side exit, or cafeteria exit.
- K-1 will exit across from the main entrance behind 1st grade classrooms, 2-3 will exit from the cafeteria door exit, and 4-5 will exit from the pool side main exit. Older siblings in grade 3-5 will meet their siblings to exit from the area as their younger siblings exit.
- Guardians will have names displayed which will allow the students to exit.
- We ask that all parents be patient with the processes and allow our staff to use our safety procedures.
- For safety and efficiency reasons the latest you should sign out a student for appointments is 1:30 p.m. If your child has an appointment later than 1:30 and they need to leave school early, please sign them out no before.

Lakewood staff is on duty from 7:00 a.m. to 7:30 a.m. and 2:00 p.m. to 2:30 p.m.

**Students will be released to authorized adults only.**

A note from the parent/guardian is required any time the child needs to have a change of dismissal procedure. If the student is going home with another student, then a note from that student's family will also need to be sent to school.

Under state code, students in West Virginia are permitted to walk home from school. This practice is discouraged; however, it is an option. If you wish for your child to walk home from school as their regular method of dismissal, please fill out the proper forms distributed at the beginning of the year. This form is for students who walk all the way home. It is not intended for permission to leave the classroom to get into a vehicle.

**BUS TRANSPORTATION STUDENT IDENTIFICATION TAGS:**

Kanawha County Schools' policy regarding the bus transportation arrangements for students in Pre-Kindergarten through Second Grade requires that those students wear an Identification Tag while being transported to and from school on school buses.

Parents of students enrolled in Pre-Kindergarten through Second Grades will receive a "Transportation Services Program" enrollment form from Pupil Transportation asking

that you determine whether or not your child is given parental permission to be let off the school bus at the bus stop without the parent or a designated adult present at the bus stop.

If you stipulate that you or a designee must be present at the bus, and you or the designee are not present when the bus arrives, the child will be returned to the school or taken to the bus garage pending notification that you must come to pick them up.

### **EMERGENCY EARLY DISMISSAL:**

The automated WARNING system will call to let you know that school is being dismissed early due to an emergency (inclement weather, etc.). It is important to inform us if changes to your phone numbers occur throughout the year. Please listen to the radio or television for specific information. It is essential that other arrangements be made for these days and 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 for emergencies. 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.

### **ATTENDANCE POLICY:**

Instruction begins promptly after the tardy bell rings.

It is very important that your child be at school every day and on time. If you know your child will be late or absent please call the school by 7:30 a.m. If you do not report an absence, the Parent Link automated system will call you to ensure that you are aware of your child's absence.

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

Excused absence –

- (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
- (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 three (3) consecutive absences or five (5) total absences in one semester, a doctor's excuse must be presented.
- After five (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 five (5) absences.
- The social worker will review absences and tardies that exceed eight.



- Students are only allowed five (5) excused illness days by parent notes to the school. The sixth (6th) and further absences are considered unexcused unless a doctor's note is provided.
- **Students who come to school ninety (90) minutes or more after the instructional day starts at 7:20 a.m. will be counted as half-day absent. Students that are signed-out ninety (90) minutes or more before the instructional day ends (1:50 pm) will be counted as half-day absent.**
- Please be aware that suspensions from school and missing the school bus are considered unexcused absences.

### **TARDY POLICY:**

Kanawha County Schools has high expectations for students to be on time. In an effort to support the students' learning, the following policy is being implemented for all schools:

- Five (5) tardies – phone call from the teacher
- Seven to Eight (7-8) tardies – Letter via US mail
- Ten (10) tardies – conference with student, teacher, principal, and parent
- Fifteen (15) tardies – refer to Central Office

**Out of area students risk losing their privilege to attend a school if tardiness is an issue.**

Tardiness due to medical or dental appointments must have a written excuse from the doctor/dentist office.

**\*\*Parents must always come inside the building and sign in their child, if tardy.**

### **STUDENTS CHECKED OUT EARLY:**

KCS discourages checking out students before the end of the instructional day. Please refrain from picking up your child before the 2:00 p.m. dismissal. No student will be excused to leave school prior to the regular dismissal time, except by permission of the principal, granted in accordance with requests made by the parent. Children are excused for professional appointments only. If your student must leave school early, you must come inside the school building to sign him/her out. The sign-in/sign-out book is located in the main hallway on the counter. No child may leave the school with anyone other than their parent/guardian or those listed on the child's emergency card. **Students that are signed out 90 minutes or more before the instructional day ends (2:00 pm) will**



**be counted as half-day absent.** The only exception is a medical appointment, which requires an excuse be brought the next day to school.

**NEW CALENDAR LAW/MAKEUP DAYS:**

Out of Calendar (OS) Days, including Spring Break, may be used as make-up days. Missed instructional days may be made up as late as June 30. Please be advised when scheduling vacations.

**SECTION 3**

**Student Conduct**

Lakewood Elementary School will follow the Student Behavior Policy as set forth by the Kanawha County Board of Education (Reference W.Va. Code 18A-5-1 et seq.; 126 CSR 96; Title IX of Educational Amendments of 1972), and Lakewood Elementary Discipline Plan which is based on the above policy.

Parents and children are required to read and sign a form indicating that they have received and read the student behavior policy and Lakewood's Discipline Plan. These signed forms are kept on file. See the Code of Conduct Policy in the Kanawha County Schools Handbook 2022-2023. Parents, please read this information and discuss it with your child. The principal will also discuss this policy with every student and every student will sign a form indicating they have been informed. The following pages explain Lakewood Elementary's Positive Behavior System.

**LAKWOOD ELEMENTARY DISCIPLINE POLICY:**

In order to maintain a safe, healthy, orderly and productive school environment, our discipline policy incorporates expectations for acceptable behavior and related consequences for violations in accordance with Kanawha County Schools and WV Board of Education codes. We will be implementing the Respect & Protect Program which is summarized on the following pages.

The task of teaching positive behavior and reinforcing character development will be encouraged, implemented and supported school-wide by all school personnel in all locations within our building and on school property, as well as on the bus. There must also be a knowing appreciation that consequences and loss of privileges or rewards may be a result of poor judgment and intentional acts of misconduct by the student.

Except where otherwise indicated in the KCS and WV Codes of Conduct, the principal has the authority to determine penalties for each offense on a case by case basis, taking

into account all facts and circumstances of a violation, including the past records of any students who are involved.

Misconduct that results in an office referral will be recorded in the West Virginia Educational Information System (WVEIS), and parents will receive a copy of the WVEIS Teacher's Discipline Report completed by the supervisor. The report will be sent home with the student and/or mailed to the home address. In cases of serious disciplinary incidents, an attempt will be made to contact parents by phone and/or letter.

The faculty and staff at Lakewood believe in preserving an atmosphere conducive to learning, with consistent and respectful approaches to managing student behavior and encouraging character development. Our long-term goal is that the students will become kind, respectful, responsible and productive citizens. In keeping with that goal, we recognize that student behavior is the shared responsibility of the school, student and parent/ guardian.

Lakewood has a long history of students who are motivated and self-disciplined whom who enjoy supportive and involved families. Thank you for helping us to continue this tradition by working in collaboration with your child's teacher and the school. Please sign, date and return the "Verification of Student Awareness" form to school as soon as possible.

**Lakewood's Positive Behavior Interventions and Supports Program (PBIS):**

Lakewood Elementary utilizes the state recommended positive behavior interventions and support program also known as PBIS, to support and encourage students to make good decisions during the school day. Each day students are expected to follow our behavior policy and earn the proper points.

Each student will be given an opportunity to earn a certain number of points each day (5). The points earned will total for the week. If the number of points earned is on level with the decided percentage for the school, they will earn the opportunity to participate in a planned activity. Students that do not earn the proper amount of points will be assigned to reteach to complete any makeup work, discuss reasons for not gaining points, and reinforce proper behaviors with a staff member.

Students will have the opportunity to earn their points a several times daily. This will keep the focus on positive behavior and provide second chances. Students will fill out a form describing their behaviors and how to correct the behavior during reteach. Write ups will be created for repeated behavior (after warning/reminder), blatant disrespect, excessive talking, out of seat without permission, throwing objects, and lack of homework in grade 2-5. Hitting or any intentional physical harm will earn an automatic write up. When a student is asked to comply with school rules, they are expected to do so. Teachers will be the first form of contact for minor infractions. We will contact

parents through phone calls or Schoology. Schoology messages will be directed toward parent accounts only. Parents must communicate with staff through their own account and not the student account. Dealing with more severe incidents, the principal, counselor, or other staff member may be the contact for the occurrence. This form will serve as both a reflection for the student on their behavior and documentation for the teacher. These forms will be customized for primary and intermediate teachers and teachers will be given several options to choose from that best suit their needs and grade level. Behavior Identification Forms (BIF) will be sent home with the student to notify families of the incident or behavior.

To address the needs of the students' positive choices each day, students will have the opportunity to reach "Above & Beyond" tickets. Students that go above and beyond the expectations of class (without being asked or prompted) will have the opportunity to earn a ticket. Above and Beyond cards will be distributed to all staff members to give to students. Students that are recognized for going above and beyond will have an opportunity to enter their ticket into a drawing each Friday at lunch. This drawing consists of a prize wheel that a student in each class can spin if their name is drawn for that time. The Above & Beyond tickets will have the student's name and be drawn from the class box. When a student's name is drawn, they spin the wheel and earn the prize that is landed.

LAKWOOD ELEMENTARY SCHOOL - BEHAVIOR IDENTIFICATION FORM

Student Name \_\_\_\_\_ Grade \_\_\_\_\_ Homeroom Teacher \_\_\_\_\_

Staff Member \_\_\_\_\_ Location \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

One or more of the following *Lakewood Elementary Laker Expectations* were violated today:

**BE RESPONSIBLE**

**BE SAFE**

**BE KIND**

- A. Refusal to attempt/lack of effort
- B. Homework
- C. Materials
- D. Electronic devices/toys F07
- E. Note-writing/passing F01
- F. Inappropriate attire/dress F04
- G. Negative body language F01
- H. Rumors/Gossip B04
- I. Talking/Noise F01
- J. Off-limits area F01
- K. Not following directions/rules F01
- L. Out of seat F01
- M. Gum F01
- N. Lying F01
- O. Not keeping hands/ feet to oneself
- P. Cheating F09
- Q. Disruptive Behavior C03
- R. Providing False Information L03, L04, L05
- S. Skipping Class T02
- T. Disrespect B02
- U. Inappropriate Affection
- V. Failure to attend detention
- W. Inappropriate Language
- X. Possession of personal property prohibited at school
- Y. Other

- A. Arguing/Disobeying staff B0T
- B. Extortion CHB
- C. Physical fight w/out injury
- D. Possession of an imitation weapon
- E. Graffiti L0P
- F. Providing false information L03, L04, L06
- G. Name calling B04
- H. Profanity (general) B04
- I. Possession of a weapon not meeting the dangerous weapon definition
- J. Taunting/ridiculing C04
- K. Computer violation F06
- L. Insubordination F02
- M. Temper tantrum C03
- N. Horse play F01
- O. Racial slur CHR
- P. Profanity/gesture toward student
- Q. Profanity/gesture directed toward staff
- R. Leaves the school building
- S. Habitual Violation of school rules
- S. Other

- A. Destruction of Property L0P
- B. BULLYING CHB
- C. Possession of imitation drugs
- D. Fraud/Forgery
- E. Sexual Harassment CHR
  - \* Inappropriate touching
  - \* Verbal/sexual connotation
- F. Gambling
- G. Stealing L01/LTM
- H. Fighting CP1
- I. Tobacco ST1/ST2
- J. Alcohol SA1/SA2
- K. Hazing CHZ
- L. Threats C06
- M. Verbal assault on school employee CP2
- N. Pulling fire alarm L06
- O. Trespassing
- P. Hitting - with intent B04
- Q. Kicking - with intent B04
- R. Punching - with intent B04
- S. Pushing - with intent B04
- T. Biting - with intent B04
- U. Spitting B04
- V. Tripping - with intent B04
- W. Battery on another student C02
- X. Other

- A. Drugs
  - \* Narcotics SN1
  - \* Controlled substance SD1
  - \* Prescription SD3
  - \* Sale SD4, SD8, SN1
- B. Weapons
- C. Battery on school employee CP3
- D. Bomb threat LBT
- E. Other

**STAFF COMMENTS**

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**TEACHER ACTIONS**

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BIF AGREEMENT – I promise to take this form home

Signature \_\_\_\_\_ Remarks \_\_\_\_\_

**DRESS CODE:**

Student dress should be comfortable and in good taste. The following is Kanawha County Schools and Lakewood Elementary Policy J36

**36.1 Policy and Purpose**

The appropriateness of a student's dress for the school environment should dictate the student's appearance on each given day. No attempt will be made to dictate fashion styles if they are in keeping with district policies. It should be noted, however, that it is the responsibility of the student and parent that the student adheres to the Dress Code.

All students are expected to adhere to common practices of personal hygiene and dress that contribute to the academic atmosphere, not detract from it.

Clarification regarding apparel should be obtained prior to wearing it to school; this can be obtained from the School Administration. School Administration shall have the right to consider any current fashion to determine its acceptability for school wear. School Administration will also allow for reasonable accommodations in dress and

appearance for religious reasons or medical need, which will be provided upon request.

Students in violation of this policy may be asked to change, sent home, and/or otherwise be subjected to disciplinary actions as determined by the School's Administration. School Personnel shall follow building procedure for discipline referrals regarding dress code violations.

### **36.2 General Prohibitions:**

- a. 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.
- b. 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.
- c. 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.
- d. Transparent and/or see-through material is considered unacceptable. Shirts or blouses must always cover the entire midsection, even in movement.
- e. 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.
- f. Any type of head covering is unacceptable unless for religious purposes or otherwise approved by School Administration.

## **SECTION 4**

# **Safety Information**



School Emergency Information: Emergency plans are required by the WV State Department of Education-Safe Schools Act and a crisis plan has been developed for the school. The crisis plan provides information on lockdown procedures, evacuation procedures, shelter-in-place, bomb threats, and fire drills. Teachers will educate students about what to do in emergency situations and school-wide drills will be conducted throughout the year. We will notify you in advance of the first shelter-in-place and all lockdown drills. Any shelter-in-place drills after the first will be unscheduled in an effort to analyze how well we respond in these situations.

**WEAPONS:**

According to the WV Code of Conduct, a student will not possess a firearm or deadly weapon on any school bus, education building, structure, facility, and school sponsored function or in route to school. A “deadly weapon” means any device intended to cause injury or bodily harm, any device used in a threatening manner that could cause injury or bodily harm, or any device that is primarily used for self-protection. A deadly weapon may also include any instrument which is designed to be used to produce serious bodily injury or death, or is readily adaptable to such use. Examples of such weapons include, but are not limited to, pellet guns, BB guns, razors, mace, chains, pipes, fake bombs or any size knives.

**BULLYING, HARASSMENT, AND INTIMIDATION-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, age, or national origin in its employment practices or in the administration of any of its educational program and activities. The same tolerance is expected regarding interactions with our students.

Bullying is a **repeated behavior** projected onto the same victim over a period of time. If a child reports bullying or harassment we will investigate the situation and reports will be filed if/when necessary. Disciplinary consequences may ensue for those students involved in bullying and harassing others.

**CLASSROOM AND SCHOOL VISITATION:**

Parents and guardians are encouraged to volunteer at school and are welcome to assist with our school affiliated programs. When doing so, we ask that parents and guardians conform to the school’s expectations of maintaining a safe, orderly learning environment, free from distractions. We asked to schedule ahead for conferences.

It is the policy of Kanawha County Schools that ALL visitors must first sign in at the office and receive a visitor's badge/pass, for appropriate identification, before entering any area of our building, classrooms, or before speaking with staff or students.

This policy is expected to be strictly enforced in order to ensure the safety of our students and employees. When special classroom activities or school-wide events are held at Lakewood, teachers will be provided with sign-in sheets and will be responsible for obtaining the signatures of visitors.

**ALL visitors at Lakewood Elementary must:**

1. Report to the office first.
2. Sign in on the visitor's log book.
3. Receive a visitor's badge/pass.
4. Return to the office to sign out and return the visitor's badge/pass before leaving.
5. Be respectful of the school environment and established policies.
6. Understand that conferences regarding your child should be scheduled in advance.

Parents and visitors are asked to not interrupt the learning process in the classrooms by standing in the hallways, or visiting the classrooms, during the instructional day unless prior arrangements have been made with the teacher and principal.

To minimize disruptions, the secretary will assist in getting messages or items to your child, or your child's teacher, once the school day has begun and classes are in session. Schools are obligated to cooperate with DHHR/CPS and law enforcement requests to speak with students. No other persons from outside agencies will be permitted to visit with your child (therapists, counselors, etc.) unless both the parent and the agency complete the proper paperwork and have prior permission to do so without interrupting core classroom time.

**PARENTAL CUSTODY ISSUES:**

In cases where custody is vested with only one parent, or where visitation rights are limited, the school must have copies of the divorce papers or restraining orders specifying custody rights. School personnel will respond according to the specific orders within the court documents presented. Copies of restraining orders must be filed



promptly with school officials and renewed as needed. Expired orders will not be honored.

Information regarding the orders will be divulged only to those personnel responsible for your child's supervision. The papers will be kept in your child's confidential file, with a copy in the principal's office. Court orders will be changed only through the legal process. The school will not respond to verbal requests for changes of such orders.

If your child is living with someone other than parents or a legal guardian, an "Authorization of Care" form must be completed by the legal guardian, and notarized by a notary public, giving the caretaker temporary authority for care of the child.

### **SCHOOL SOCIAL SERVICES:**

Life is full of challenges for both children and adults. How we cope with those challenges can affect the amount of physical and emotional well-being we enjoy as an individual and as a family, on a daily basis. Everyone in life experiences challenges in their lives at one time or another. Even when seemingly only one person within the family is having problems, the other family members often feel the effects. Sometimes children and/or parents need new skills in order to learn coping techniques or to make needed positive changes in their lives. We encourage you to call the school social worker for referral assistance.

## SECTION 5

# Medical & Health Information

### **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.

Kanawha County Schools' Administration of Medications policy allows students to take medications at school only if it is absolutely necessary in order for the students to attend school and learn.

Please follow these regulations when your child must take medications at school:

- Send the required written order from the physician. The order should include dosage instructions and the time the medication must be given. Written permission from the parent must also be given.
- For medications that need to be given for longer than 21 days, an “Administration of Medication” form must be completed and signed by the physician and signed by the parent or guardian. This form may be obtained from the school nurse.

The medication must be delivered to school in the original container. Prescription medication must be labeled clearly and accurately by the pharmacist or physician.

- **All medications must be accompanied by an order from the physician except for the Over the Counter medications listed below.**

Over the Counter (non-prescription) medication must be delivered to school in the manufacturers’ original container and must be clearly labeled with the student’s name.

These medications must be accompanied by a note from the parent or guardian that gives permission to administer these medications, and they must be delivered to school in the original container. These medications will be administered according to the manufacturers’ directions for up to three school days. After three days, an order from the physician will be required.

- Ibuprofen medications such as Advil and Motrin
- Acetaminophen medications such as Tylenol
- Calamine lotion
- Simple cough drops that contain only menthol or pectin

All medications must be brought to school and taken from school by an adult. Medications will not be sent home with students. Empty bottles may, however, be safely transported home by students.

This policy is in place for the safety and protection of your child. As a parent or guardian, you always have the additional option of coming in to the school to administer medications to your own children.

Thank you for your cooperation in adhering to these regulations. If you have additional questions, you may contact our school nurse on Mondays, Wednesdays and Thursdays at 304-722-0200.

You may also contact Kanawha County Schools’ Health Services office at 304-348-6694  
**EMERGENCY CARD/ILLNESS AT SCHOOL:**

On the first day of school, your child is given a student emergency medical information card. If your child becomes ill or injured at school, the information on this emergency card is vital for the proper care of your child. Therefore, it is very important that you complete and return the card to school with your child as soon as possible. Advise us of the specific people who can pick up your child. Parents are responsible for informing the school throughout the year of address and phone number changes as soon as they occur. If you are not picking up your child, the person who will be picking him/her up should be listed on the emergency card.

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

- They have a 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

**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 (5) 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 antibiotics, 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 anti-fungal 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. 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.

### **PHYSICAL EDUCATION:**

All students are required by state law to have physical education. We have a full-size multipurpose room and a full-time instructor for our students. Children are required to wear tennis shoes for Physical Education. If you need assistance in purchasing shoes, please see the school social worker. Girls should wear shorts under their dresses for physical education classes. If your child cannot participate for any reason, a note of explanation or a doctor’s slip should be sent to the teacher.

### **RECESS AND HEALTHY SNACKS:**

Kanawha County School policies require recess each day. We schedule 20 minutes for each grade level class. In addition, parents and school staff are encouraged to promote healthy snacks for students. Please do not send sugary types of snacks. If you provide a snack for your child’s class please do not send donuts, oatmeal cakes or candy. Also, we have students with food allergies. You should check with the teacher before sending peanut products to school. In addition, no energy drinks or soda are permitted at school. These are not considered nutritional. No student can be denied the regular recess. Students will have the opportunity to earn extra recess. Not all students may earn this extra time.

## SECTION 6

# Communication

### **NEWSLETTERS:**

Teachers will send home newsletters with important information including upcoming events, homework assignments, and tests. Please look for this in your student's folder.

### **SCHOOLGY:**

All teachers will be using the Schoology learning management system which serves many purposes. Schoology is a live system that allows you to see your child's grades and progress at any given time. Furthermore, you can have ongoing communication with your child's teacher through the email system too! Please be advised that staff will communicate with parents on their parent accounts. This is so we as a staff know which parent or guardian we are communicating with and not discussing issues with the student that are meant to be for adult conversation.

### **CHANGES TO ADDRESS AND PHONE NUMBER:**

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

### **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 any pertinent information about any child or group of children. We feel that the personal integrity of each individual should be protected. **If you have a concern about something regarding your child, please talk with the child's teacher first.** If a resolution is not reached, then please contact the principal.

### **USE OF THE TELEPHONE:**

Students are requested not to use the telephone at school except in emergency situations. Students are not called to the telephone unless there is an emergency.

### **CELL PHONES/TABLETS:**

Use of cell phones is prohibited during the school day. If an adult sees a student with a cell phone or unauthorized tablet during the school day, the device will be taken by the adult and given to an administrator. The parent will be contacted and the device will be

held in the office until the parent can pick it up. Repeated offenders will be subject to disciplinary action.

#### SECTION 7

## Grading, Homework & Make-Up Work

### **GRADING SCALE AND STUDENT ASSESSMENT:**

Quality assessment provides a method for determining if students have mastered the learning outcomes as set forth in the WV College and Career Readiness Standards and the 21st Century Learning Skills and Technology Tools.

<b>Grade</b>	<b>Grade Average Percent</b>
A = Mastery of subject	90 – 100
B = Above average work	80 – 90
C = Average achievement	70 – 80
D = Below average work	60 – 70
E = Poor work, Non-mastery	Below 60
S = Satisfactory	
N = Needs Improvement	

### **HOMEWORK EXPECTATIONS:**

Homework assignments are initiated early in a student's educational experience, and should represent additional practice and reinforcement of a skill. Questions regarding homework assignments and expectations should be discussed with your child's teacher.

Kindergarten	15 minutes daily
1st – 3rd	30 minutes daily
4th – 5th	1 hour daily



**MAKE-UP WORK:**

There is no substitute for being present in the classroom. However, students will be given an opportunity to make-up all possible assignments when they are absent. If a child is to be absent for an extended period of time, and you wish to pick-up assignments for him/her, please call the school. Teachers need one (1) school day (24 hours) to gather the assignments, which can be picked up the following day. Likewise, your child will have equal number of days to turn in work. If your child is out one day, he or she will have one day to make up the work. Teachers are very willing to work with you as needed.

**EDUCATIONAL LEAVE:**

Mr. Herscher will be selective in approving educational leave this year. Student attendance is important. Parents may request student work for trips may be requested ahead of time but cannot be guaranteed. If leave is granted students will develop and present a report to their class/principal.

**MIDTERM PROGRESS/ACADEMIC DIFFICULTY REPORTS:**

Midterm progress/academic difficulty reports are readily available for parents on the Schoology site.

**SECTION 8****Additional Information****CLASSROOM PARTIES, SPECIAL EVENTS, BALLOONS, GIFTS, etc:**

The school offers a few parties per year. These parties are typically limited in time. The school staff will plan instructional events and activities related to other special occasions during the school year. All parties and special celebrations must be safely conducted within the guidelines of Kanawha County Schools.

Schools are required to adhere to USDA Dietary Guidelines for all foods served on campus. This includes foods served during school parties or celebrations. Food and beverages distributed at school must meet the nutritional guidelines established in the Wellness and Nutrition Policy Series C57 of Kanawha County Schools. Recommendations of healthy snack guidelines may be found on the KCS web site and in the KCS handbook.



School birthday parties for individual students are prohibited. If party invitations, such as for birthdays, are distributed at school, an invitation must be given to all children in the class. We must be considerate of the feelings of those who may otherwise be left out.

**School policy states that items may not be delivered to students.** Please do not have items sent to the school for your child. Students **should not** receive flowers, balloons, stuffed animals, baskets, etc. during the school day. These items cause disruption in the classroom, they are not permitted on the school bus and there is no place to store them until dismissal. If such items arrive, the office will send them back. Please send such items to your homes only.

**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.

**SAT:**

The school has a Student Assistance Team (SAT) comprised of the Counselor, Principal, Learning Specialist, Speech Teacher, and Classroom Teacher. This team meets with parents to review any student academic and behavioral needs. The SAT Coordinator is Brooke Walker, one of our first grade teachers.

**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 nine weeks, clothing, etc will be donated to charity.

**PTO/SCHOOL FUNDRAISING:**

The PTO and/or school may announce fundraising events throughout the year to raise funds for essential programs, equipment, teacher supplies and materials, as well as other prioritized budgetary items. Information will be sent home with your child concerning these activities. Please be reminded that Kanawha County Schools' policy on fundraising prohibits students from being permitted to sell door-to-door. Any student selling door-to-door MAY NOT participate in any prize program or any future "fundraising event". This is the Kanawha County School's Policy.

**FINANCIAL OBLIGATIONS:**

The school will usually accept a check for a student's field trip, fund raiser, yearbook, etc., but if there is a problem with the first check being returned for insufficient funds, then cash will be expected for the remainder of the school year for any purchase. A receipt will always be provided when cash is accepted by the office. Our bank has a charge for returned checks and this charge will be the responsibility of the party that wrote the check. The office will call for you to pick up the returned check and payment for the service and insufficient funds fees will be expected at that time. If the fees are not paid then this could be taken to magistrate court to obtain the outstanding fees owed to Kanawha County Schools (Lakewood Elementary) and the school's bank Court fees would be included in the settlement amount.

**SCHOOL SUPPLIES:**

Any type of school material that is considered "integral and fundamental" to public education such as textbooks, paper, pencils, etc. must be provided by the school. We cannot require parents to purchase these types of supplies. Items such as backpacks, tissues, baggies, hand sanitizer, etc. need not be provided by the schools but no child may be penalized if their parents choose not to purchase them. It is acceptable for teachers to provide parents with lists of items that they may wish to purchase for their own children. Lists of this nature will inform parents as to the developmentally correct supplies to buy (wide ruled vs. college ruled paper, for example). The law does not prohibit teachers from developing lists of items that parents may wish to purchase and/or donate for use by the classroom as a whole such as tissues, hand sanitizer, art supplies, etc. **Please note that backpacks with wheels are not permitted at Lakewood.**

**REQUESTS FOR TEACHERS:**

Requests for your student to be placed in a specific classroom will not be accepted. This practice is unfair and hinders the grouping process. The staff at Lakewood has every student's best interest at heart and thoughtfully works to create well-balanced classrooms. Please respect this process.

**PARENT & COMMUNITY INVOLVEMENT POLICY:**

Research shows that children have an advantage in school when their parents continuously support and encourage their school activities. Please feel free to volunteer to serve on PTO/LSIC. The Lakewood PTO meets frequently throughout the school year. The LSIC meets four times a year. A committee of parents oversees classroom assistance, library assistance, obtaining resource persons, homeroom parents,

communications with business partnerships and other volunteer activities. Volunteers are needed to be home room parents, make copies of teachers' papers, assist with the book fair, assist with field day, and jump rope for heart. Please be aware that the school's strategic plan is available in the office for continual review, feedback, and updates. We encourage you to view it at your leisure and make suggestions on ways our school can improve.

### **FIELD TRIPS:**

Grade level teachers will plan field trips for students. The field trips will be of educational value and relate to the WV Next Generation Standards. All students will be permitted to attend. All school rules apply on the trips. If a student misbehaves or has behavioral issues, a parent may be asked to accompany their child the next time. The student may be denied the privilege of future field trips if they misbehave while on a trip. No student will be permitted to participate in a field trip without a signed permission slip delivered to the school prior to the trip.

No student will be denied field trip opportunities because of inability to pay field trip fees. If students are suspended from the school bus, they may not ride a school bus for field trips or school functions.

Parents are not included in all field trips. It is the school and trip destination's decision for chaperones and adults included. All trips are supervised by Kanawha County School staff members and are considered a part of Kanawha County Schools educational process.

### **TRANSFERS:**

If your child is transferring to another school, please give us advance notice with the name and address of the new school. We realize the importance of speed in sending student records to the new school and make every effort to expedite the transfer process quickly.

### **SCHOOL BUS INFORMATION:**

All students, whether they ride a bus regularly or not, are required to complete the "Star Player" bus safety registration form. This will give them the opportunity to ride a school bus on class field trips. Please help them understand the school bus rules found in the Star Player brochure.

The bus drivers will conduct emergency drills with all students. Riding a school bus is a privilege. If students do not conduct themselves properly, the privilege can and will be revoked in order to preserve safety for all.

All bus trips are videotaped and audio taped from time of departure until return. If there is any question regarding student behavior, the bus drivers and school personnel may use the videotape to determine appropriate action.

### **THIRD BASE AFTER-SCHOOL PROGRAM:**

Third Base will take place at Central Elementary - Students will ride the bus to their school and you will pick them up there. Please contact the Shawnee Community Education Third Base Director, at 304-766-0378 for details and fee schedules concerning Third Base.

Third Base is a child care program available to children in grades K-5. The program begins the first day of school and meets Monday through Friday, immediately after school, until 5:30 pm, whenever school is in session. Third Base is closed whenever school is closed. This includes the days that schools are closed early due to emergencies or inclement weather.

Fees are to be paid the first day of each week your child attends.

- Checks are made payable to KCSCEP.
- There is a sliding scale based on income. Some families may qualify for financial assistance through DHHR.

### **SCHOOL MEALS:**

Free meals will be available again this year to ALL students. A federally subsidized hot breakfast and lunch program is offered daily. Well-trained kitchen staff and lunchroom supervisors ensure a suitable environment for eating. Food-handling, sanitation, and student behavior guidelines are strictly enforced.

Please be aware that it is against federal food service guidelines to add any item to a school hot lunch. Students should not bring drinks from home to have with their hot lunch. Students may bring their lunch from home. Soft drinks and junk food are discouraged.

Authorized adults may join their child for lunch, but must call ahead to reserve a meal. Lunch visitors must pay in advance of eating, and follow all other visitor's procedures. All adults must pay for meals or drinks consumed in the school cafeteria.

Adult breakfast is \$3.00 and lunch is \$4.25 Extra milk, juice & water are .45 Cash Only

Menus are distributed at the end of each month for the upcoming month. Menus can also be found on the Kanawha County Schools website – [www.kcs.kana.k12.wv.us](http://www.kcs.kana.k12.wv.us)

