

# HILLSBORO ELEMENTARY SCHOOL

PARENT AND STUDENT  
POLICY HANDBOOK  
2018-2019

OUR MISSION STATES

“WE WILL BE LEARNERS  
WE WILL BE RESPECTFUL  
WE WILL BE SUCCESSFUL  
BECAUSE WE ARE...RED DEVILS”



# Red Devil Pride!

## 2018-2019 CALENDAR

### Our Year at a Glance

**(Dates may change—you will be notified by letter and/or phone call)**

**August**

15 School Begins  
 22 Open House 4:30-6:00 pm  
 27 Pre-K Begins

**January**

4 Report Cards go home  
 21 Martin Luther King Day-Holiday

**September**

3 Labor Day (No School)  
 14 Progress Reports go home

**February**

1 Progress Reports go home  
 22 Professional Learning (No school)

**October**

12 Professional Learning (No school)  
 16 End of Nine Weeks  
 23 Report Cards go home

**March**

7 End of Nine Weeks  
 14 Report Cards go home

**November**

6 Election Day (No School)  
 12 Veterans Day (No School)  
 19-23 Thanksgiving Break (No School)  
 27 Progress Reports go home

**April**

9 Progress Reports go home  
 19 Professional Learning (No school)  
 22-26 Spring Break (No school)

**May**

21 Last Day for students  
 27 Memorial Day (No School)

**December**

21 Professional Learning (No school)  
 End of Nine Weeks  
 24—1 Jan Winter Holiday

**June**

4 Last Day for Staff

**\*May 22-June 28 may be used for instructional, make-up days due to inclement weather.**

## HILLSBORO ELEMENTARY SCHOOL FACULTY FOR 2018-2019

Shannon Alderman	3 <sup>rd</sup> Grade	<a href="mailto:smaiderm@k12.wv.us">smaiderm@k12.wv.us</a>
Susan Arbogast	Parent Involvement Coordinator	<a href="mailto:msarboga@k12.wv.us">msarboga@k12.wv.us</a>
Laura Bailey	Speech	<a href="mailto:lsatyer@k12.wv.us">lsatyer@k12.wv.us</a>
Sarah Brown	Title I Teacher	<a href="mailto:scbrown@k12.wv.us">scbrown@k12.wv.us</a>
Jenny Calhoun	4 <sup>th</sup> Grade	<a href="mailto:vcalhoun@k12.wv.us">vcalhoun@k12.wv.us</a>
Diane Delfino	Special Education	<a href="mailto:ddelfino@k12.wv.us">ddelfino@k12.wv.us</a>
Nicole Dilley	5 <sup>th</sup> Grade	<a href="mailto:ndilley@k12.wv.us">ndilley@k12.wv.us</a>
Jenny Friel	School Nurse	<a href="mailto:jfriel@k12.wv.us">jfriel@k12.wv.us</a>
Maria Hall	Preschool	<a href="mailto:mhall@k12.wv.us">mhall@k12.wv.us</a>
Sarah Hamilton	Secretary	<a href="mailto:sehamilton@k12.wv.us">sehamilton@k12.wv.us</a>
Gina Hardesty	2 <sup>nd</sup> Grade	<a href="mailto:ghardest@k12.wv.us">ghardest@k12.wv.us</a>
Janesa Henderson	School Counselor	<a href="mailto:jrhenderson@k12.wv.us">jrhenderson@k12.wv.us</a>
Carrie Hickman	Preschool Aide	<a href="mailto:clhickma@k12.wv.us">clhickma@k12.wv.us</a>
Rick McLaughlin	Band Instructor	<a href="mailto:rjmclaugh@k12.wv.us">rjmclaugh@k12.wv.us</a>
Laura Pritt	Kindergarten	<a href="mailto:lpritt@k12.wv.us">lpritt@k12.wv.us</a>
Jeannie Sharp	Evening Custodian	<a href="mailto:desharp@k12.wv.us">desharp@k12.wv.us</a>
Doris Sharp	Cafeteria Manager	<a href="mailto:tsharp@k12.wv.us">tsharp@k12.wv.us</a>
Tina Sharp	Kindergarten Aide	<a href="mailto:rspencer@k12.wv.us">rspencer@k12.wv.us</a>
Rebecca A. Spencer	Principal	<a href="mailto:nrosetaylor@k12.wv.us">nrosetaylor@k12.wv.us</a>
Nicole Rose-Taylor	1 <sup>st</sup> Grade	<a href="mailto:lvanreenan@k12.wv.us">lvanreenan@k12.wv.us</a>
Linda Vanreenan	Academic Interventionist	<a href="mailto:svaughan@k12.wv.us">svaughan@k12.wv.us</a>
Sondra Vaughan	Head Custodian	

### OUR ADDRESS

Hillsboro Elementary School  
7724 Seneca Trail  
Hillsboro, West Virginia 24946

### IMPORTANT PHONE NUMBERS

Hillsboro Elementary School	304-653-4221
Hillsboro Elementary School Fax	304-652-4212
Board of Education/Central Office	304-799-4505
Hillsboro Community Library	304-653-4936
Hillsboro Senior Citizen Center	304-653-4516

### OUR WEBSITE

<http://pocahontas-k12.wvnet.edu/hillsboro/>

## **POCAHONTAS COUNTY'S DEFINITION OF VIOLENCE**

Violence is any mean word, look, sign, or act that hurts another person's body, feelings, or things. No one is entitled to use violence. Violence is not tolerated at our school.

Self-control prevents violence.

The WEST VIRGINIA DEPARTMENT OF EDUCATION implemented a policy on **EXPECTED BEHAVIOR IN SAFE AND SUPPORTIVE SCHOOLS (4373)** in July 2012.

This rule sets the requirements for the development of safe and supportive schools that provide optimum learning conditions for both students and staff. Whereas safety and order is the foundation of a positive school climate/culture that supports student academic achievement and personal-social development, this rule also establishes disciplinary guidelines for student conduct that outline behaviors prohibited in West Virginia schools that must be consistently addressed in order to assure the orderly, safe, drug-free, violence-free, and harassment-free learning environment. A copy of Policy 4373 can be viewed on line at: <http://wvde.state.wv.us/policies/p4373-new.pdf> or if you would like a paper copy the school will print one for you, upon request.

Policy 4373 established three standards for West Virginia students. The standards are:

Standard One	Self Awareness and Self Management;
Standard Two	Social Awareness and Interpersonal Skills; and
Standard Three	Decision Making Skills and Responsible Behaviors.

Also in accordance with policy 4373, the school is required to have a Crisis Planning Team that will be developing a crisis response plan for publication and to go into effect by August 2016. If you're interested in being part of this team please contact Mrs. Spencer. Once our plan is designed, a version will be available upon your request.

### **Discrimination Prohibited**

As required by federal laws and regulations, the Pocahontas County Board of Education does not discriminate on the basis of sex, race, color, religion, handicapping condition, retaliation, or national origin in employment or in its educational programs and activities. Inquiries may be referred to the Title IX Coordinator, Pocahontas County Board of Education, 926 Fifth Avenue, Marlinton, WV 24954, Phone: 799-4505; or to the Department of Education's Director of the Office for Civil Rights.

The following is a brief overview of policies that will affect the success of students at Hillsboro Elementary School.

### **Pocahontas County Policy Regarding Bullying, Harassment, and Intimidation**

The purpose of this rule is to prevent all forms of bullying, harassment, and intimidation toward students in order to protect the academic environment, and assure that Pocahontas County Schools responds to incidents of bullying, harassment, and intimidation in a manner that effectively deters similar future incidents and affirms respect for individuals. Pocahontas County Schools finds that a safe and civil environment in school is necessary for students to learn and achieve high academic standards. Bullying, harassment, or intimidation, like other disruptive or violent behavior, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe, non-threatening environment. Pocahontas County Schools shall collaborate with other state and local agencies in carrying out the purpose of this rule.

This policy applies to all persons on any school property and all persons attending school, school – related activities, or any education-sponsored events, whether held in a building or within or upon other property used or operated by the Pocahontas County Board of Education, or in any other facility being used by the Pocahontas County Board of Education.

No person on any school property or attending any school-related activity or any education-sponsored events, whether in a building or upon other property used or operated by the Pocahontas County Board of Education, or in any other facility being used by the Pocahontas County Board of Education, shall engage in bullying, harassment or intimidation. Persons found to have violated this prohibition shall be subject to the penalties prescribed by law.

Any staff member who has or receives notice that a student has or likely has been the victim of bullying, harassment, or intimidation, is required to immediately report the alleged acts to the designated investigator. Failure to do so shall result in disciplinary action.

### **Attendance**

The Pocahontas County Board of Education believes that regular attendance is a prerequisite for student success and supports efforts to maintain positive learning environments and increase student attendance. The intent of this policy is to promote consistent school attendance, develop responsibility, self-discipline, and good work habits and to do this with the cooperation and support of parents. Attending school every day and coming to school on time is very important to a child's success. Start time is **8:50 AM and the sign out time is 3:55 PM**. At 8:51 A.M. your child will be counted tardy. Excessive tardies will result in loss of extra curricular activities. Students with 6 or more tardies will be referred to the Pocahontas County Attendance Director and/or the Prosecuting Attorney.

### **Compulsory School Attendance**

Compulsory school attendance shall begin with the school year in which the sixth birthday is reached prior to the first day of September of such year or upon enrolling in a publicly supported kindergarten program and continue to the sixteenth birthday or for as long as the student shall continue to be enrolled in a school system after the sixteenth birthday.

Compulsory school attendance continues as long as the student is enrolled in school. Truancy action for unexcused absences may be taken against the parent(s) of students under 18 and against the students 18 years of age or older.

Parents must provide an excuse when their child is absent. Parents have 5 handwritten excuses per semester. After reaching that amount a doctor's excuse will be necessary. All excuses are scrutinized and coded to determine if it is an excused or unexcused absence. Visibly altered doctor's excuses (names crossed out, dates changed, faxed copies, white out used, or photocopies) will not be accepted. It is expected that a diagnosis be provided by the doctor on the excuse. Excessive use of doctor's excuses will prompt the school nurse to confer with the parent, develop a health care plan, and request a second opinion if necessary. Excessive absences will result in referral to the Attendance Director of Pocahontas County Schools. Consequences for missing excessive days could include a hearing with the Principal and Attendance Director and/or Child Protective Services, or referral to Magistrate Court.

### **Board Policy Manual**

A copy of the Pocahontas County policy manual can be seen in the school office and also on line at: <http://pocahontas-k12.wvnet.edu/boe/> A copy of the state's handbook on rights and responsibilities of public school students in West Virginia is available to students and parents in the office and also at <http://wvde.state.wv.us/>.

### **Citizens' Grievance Policy**

The school principal has an appeal procedure for citizens who claim a violation of state law, policies, or rules and regulations of the West Virginia State Board of Education. It can also be found at <http://wvde.state.wv.us/>.

### **Student Records**

An accurate cumulative record shall be maintained for every child enrolled in the public schools. No one, but authorized school personnel, parents, and legal guardians shall have access to the cumulative record without a subpoena or the written permission of the student and his parents. The Federal Educational Records Protection Act (FERPA) permits only parents, guardian, and educational staff to have access to student records

### **Immunizations**

All students are required to have the following immunizations completed in order to be up to date: Polio Vaccines (4); DPT/DT Vaccines (4); Measles (2); Mumps (2); and

Rubella (2); Hepatitis B Vaccines (2) and Varicella Vaccines (2). Tuberculin testing is only required for out of country transfers.

**Physical and Dental Examinations**

All Pre-K, Kindergarten, and Second Grade students need to present proof of a physical and dental examination. If the student presented the credentials at the Pre-K entry then that document will be also be utilized for Kindergarten. Current documentation is necessary when entering the second grade.

**Valid Birth Certificate**

Upon entry into school whether as a preschool, kindergarten, or new student, a valid, state seal birth certificate must be presented to the office staff during registration. Those not producing a valid birth certificate will be denied attendance at school.

**Homebound Instruction**

Students who are unable to attend school because of physical disability may be assigned a teacher (approved by the BOE) who will instruct them at home or in a hospital. The homebound instruction program is a continuation of the regular school instructional program, and is designed to help the child return to school without falling too far behind in his/her work. According to WVDE Policy 2310, a student must have a medical doctor specify as to the type of illness and the extent of the time needed in homebound instruction.

**School Closing**

In case of inclement weather, you may find out if there is school by listening to the following radio and television stations:

<b>AM</b>	<b>FM</b>	<b>Television</b>
WVMR-1370 (Frost)	WXLK-92 (Roanoke)	WSLS-10 (Roanoke)
	WXCJ- (Lewisburg)	WVVA-6 (Bluefield)
		WOAY-4 (Oak Hill)
		WDBJ-7 (Roanoke)

In addition, the **Pocahontas County Board of Education** has implemented the use of the School Messenger System that will call contact your primary contact number. Students and their families must have a plan for where to go or what to do on days that school is dismissed early due to bad weather. We cannot tie up the phone with students calling parents to find out this information. Parents can also access the West Virginia Department of Education Website <http://wvde.state.wv.us/closings/county/all/> for school closings and may sign up to receive an email notifying them of closures.

**School Arrival and Dismissal**

Hillsboro Elementary School opens at 8:30 a.m. All students should report to the cafeteria. Students should not arrive before 8:30, as there is no one to supervise them. Classes begin promptly at 8:50 a.m. If a student arrives even one minute late, it disrupts

the learning process for all. Dismissal begins at 4:00 p.m., so students should not be signed out early, unless it is absolutely necessary. Thank you for helping us to provide an uninterrupted instructional day for the children.

### **VISITORS**

All visitors, including parents, are asked to report to the office upon arrival. **NO ONE IS PERMITTED BEYOND THE OFFICE WITHOUT HAVING SIGNED IN.** No one is permitted to enter the building at any other door other than the main office.

### **Breakfast and Lunch Cost**

The breakfast and lunch program is available to all students. The costs are as follows:

	Breakfast	Lunch
Adult	\$2.50	\$4.25

Milk (extra or with packed lunch)      \$0.40

In accordance with Federal law and the U. S. Department of Agriculture policy, this institution is prohibited from discriminating based on race, color, national origin, gender, age or disability.

### **Buses**

Ninety-five percent of the Hillsboro students are transported to school. We are first and foremost concerned with the safety of our students, so we ask you to cooperate with your driver on the location of bus stops and discipline on the bus. Every student is expected to behave in such a manner that the driver is able to operate his/her bus under the safest conditions. Any student who persists in disorderly conduct or refuses to listen to the bus driver will be disciplined. In extreme disciplinary cases, students may be denied the privilege of riding the bus. This in no way excuses the student from attending school.

Students riding the bus to school must return home by their assigned bus, unless a note is written and turned into the office ahead of time signed by the parent/guardian.

### **Physical Education Classes/Recess**

Hillsboro Elementary School students do not need to change into special clothes for gym class. Students **must** wear sneakers on the gym floor. Please check your child's schedule to be sure he/she has the appropriate shoes for gym. Participation is the majority of your child's grade. During recess and gym your child must have a pair of shoes that are safe to wear on the playground and/or the gymnasium.

### **Parent-Teacher Conferences**

Parents are encouraged to have conferences with their child's teacher, especially when questions or concerns arise. It is important to contact the teacher or school ahead of



time so that the conference can be arranged during the teacher's planning time. Parents are urged to resolve questions or problems with teachers by starting first with the teacher and if the issue cannot be resolved then involve the principal. **Teachers will not be called out of class for conferences.** All conferences must be prearranged to limit interruption in instructional time. Electronic communication with teachers is a wonderful way of keeping in touch and having a direct route to the classroom teacher. All staff members have a school email address. Parents are encouraged to use email to contact their child's teacher.

### **Student Dress**

School, like the workplace, requires professionalism in dress. While the board recognizes that student dress and appearance is a matter of expression and is subject to fads and fashion, nevertheless, the board expects that students and teachers appear at school clothed and groomed in an appropriate manner that is dictated by good taste. Good taste excludes clothing promoting alcohol, drugs, tobacco, sex, violence, and profanity.

Hats, caps, kerchiefs, do-rags, and other head coverings will be removed upon entering the building and placed in the student's locker and are to remain there until the end of the school day. Hats are not to be carried in the hallways. Hats, caps, kerchiefs, do-rags, and other head coverings will not be permitted for male or female students. Shoes are to be worn at all times. Students wearing flip flops will be prohibited from playing any outdoor games during recess or PE class. Flip flops do not provide adequate support or protection for children when they are running or playing, and could lead to injuries. Students are not to be barefooted during recess or at any other time while in school. If obtaining a pair of sneakers is problematic, PLEASE, let us know as we will try and assist you in obtaining a pair. Parents are to adhere to the same dress code as our students while in the building.

Preschool through 5th grade students are prohibited from wearing the following:

- Halter tops, tank tops, and tops with spaghetti straps. Sleeveless garments are permitted as long as there is no skin or under clothing exposed. No deep-cut armholes are permitted. Shirts with a cap sleeve are acceptable as long as no midriff is exposed and the shirt is not too tight.
- Shorts, dresses or skirts that are not mid-thigh or not at least a natural finger length when standing upright with natural posture.
- Low rise pants that expose underwear or skin.
- Baggy pants that present a safety concern or expose underwear or skin.
- Backpacks, messenger bags, and purses must be placed in the student cubby or locker.

### **Make-Up Work**

Make-up-work for absences shall be completed within a time period defined as the number of absences plus one day (example: if the student is absent three days then the student would have four days, after returning to school, to complete and submit make-up-work). Parents wishing to come to school to get make-up work must submit a request no later than noon for pickup no earlier than 3:30 (this is designed to reduce

distractions that may interfere with the education process and will allow time for the classroom teacher to gather make-up work during their planning period).

### **Telephone**

Students are not permitted to use the telephone or to be called to the phone without permission from teacher or office staff. Permission will be granted only for emergency calls.

### **Fire Drills/Evacuation Drills**

Each teacher will explain proper exiting from the building for fire drills or evacuation drills. The students are to evacuate the building with their teacher when the signal for a fire drill is sounded. Students are to walk from the building, without talking, to a designated area. Students not in their classroom (bathroom, etc.) should exit the building and proceed to their designated area (homeroom line).

### **Student Property**

Students should only bring to school those items that are necessary for class use and acceptable for playground use (softball, or baseball equipment for the playground must be approved by the principal). Items such as animals, water pistols, guns, knives, lighters, ammunition, matches, and undocumented over the counter or prescription medication may not be brought to school. Students are not to trade, sell, or swap items with other students at school. The school staff will not become involved in solving problems that come up because of such transactions. Students may keep phones/i-pods in their lockers/cubbies if their bus driver allows them on the bus. The phones/i-pods need to remain in the student's book bag until they get on the bus.

### **PCTO**

Parent Community Teacher Organization meetings will be held each month during the school year. The presence and involvement of parents and teachers is imperative for the success of the PCTO. We would like to see parents, caretakers, Community members, and relatives at the meetings.

### **Parent Chaperones/Volunteers**

Some teachers may use adult volunteers in their classroom. Parents are encouraged to chaperone school activities. If you are interested in being considered as a chaperone or volunteer please contact your child's teacher or call the school at (304) 653-4221. All chaperones and volunteers must be trained and approved by the Pocahontas County Board of Education. Training for chaperones and volunteers will occur at the beginning of the school year and in January. Background checks are required each year at a cost of \$5.00.

### **School Improvement Council (LSIC)**

The school improvement council shall serve in an advisory capacity to the Hillsboro Elementary School. The council is comprised of school staff and interested school supporters. The group will meet quarterly with the school administration.

### **Textbooks**

Textbooks and workbooks are issued to students free of charge. Students are expected to keep their books in good condition. When books are lost or damaged, students will be required to pay for them. A receipt will be issued, and must be presented in order to receive a refund.

### **School Assignment Books**

Upper elementary school students (3-5) will be issued an assignment book. This book will be used to record homework assignments, tests, remembrances, and other items that need addressed for the next day. Students are to take their book home each day so they and their parents know what is necessary for the next school day. Assignment books are to be brought to class daily. Students who lose their assignment book will need to purchase a replacement book (\$5.00).

### **Student Computer Use**

Students will have the opportunity to access computers at the Hillsboro School. Before students may use the computers, it is the responsibility of teacher to teach the appropriate manner in which the students may use the computers. Students may use the computers in the classroom or computer lab. Keep in mind that computer usage is a privilege and not a right! Violations of classroom, computer lab, or library rules will result in the student losing computer privileges. No student is permitted in the lab without teacher supervision. Students will not be able to access the Internet without a signed acceptable use policy (AUP). This signed form must be updated yearly and must be kept on file to assure the safe and appropriate use of the information super highway. Students will not be able to access their Hotmail, Yahoo, GMail, MeBo, My Space, Facebook or any other web portal email service at school. All personal student e-mailing will occur at home and not at school! Teachers may require students to use email to complete lessons, during this time, all email activity will be monitored closely. Teachers will monitor all computer usage and it is their job to issue discipline referrals if students do not follow the rules. Cyber-bullying is a serious issue and if incident occurs due to Cyber-bullying parents will be notified, students will be disciplined and risk the loss of their computer privileges.

### **General School and Classroom Rules**

Teachers have the right to set their own rules to ensure safety and reduce interference of the education process. Our rules are designed to serve as a general guideline for all students.

The rules and standards established at Hillsboro Elementary are in addition to the county policies set forth by the Pocahontas County Board of Education.

As a staff, we have compiled the "Red Devils Represent" classroom behavior and expectations for our school and classroom. These expectations are posted in each classroom and will be common language and behavior exhibited by each student and are the same in every classroom.

## **Red Devils Represent**

At Hillsboro We Will:

**R**aise the Bar

**E**ncourage Others

**D**emonstrate Responsible Behavior

**D**are to Dream

**E**njoy Ourselves

**V**alue our Education

**I**nvest our Time Wisely

**L**isten Actively to Others

**S**how Respect to All

## **HILLSBORO ELEMENTARY SCHOOL HANDBOOK**

### **Signatures**

I confirm that the Student Handbook has been reviewed with me by my homeroom teacher. By signing this, I am acknowledging that I understand and will follow the policies and rules set forth in this document.

\_\_\_\_\_  
(Student's Signature)

\_\_\_\_\_  
(Date)

I confirm that I understand the Hillsboro Elementary School Parent and Student Policy -- Handbook for the 2018-2019 school year is available online should I wish to review it. It can be found at <http://pocahontas-kl2.wvnet.edu/hillsboro/> if I do not have internet access, I am aware that assistance will be provided in the HES computer lab on August 22, 2018, from 4:30-6:00 pm. during the Open House or I can call the office and one will be provided.

\_\_\_\_\_  
(Parent's/Guardian's Signature)

\_\_\_\_\_  
(Date)