

HENRY J. KAISER ELEMENTARY SCHOOL
“Helping Jumpstart Kids”

Parent/Student Handbook



803 Kaiser Avenue Ravenswood, WV 26164

Phone (304)273-2692 Fax (304)273-3029 <https://www.boe.jack.k12.wv.us/o/hjkes>

Vision Statement

Henry J. Kaiser Elementary School will provide a safe environment and high quality education for all students to succeed and become champions in learning and in life.

Mission Statement

The staff and parents of Henry J. Kaiser Elementary School are responsible for “Helping Jumpstart Kids” to become well-rounded, lifelong learners and leaders of the 21st Century.

Core Beliefs

We believe:

- Children come first
- Families are valuable partners
- All children can learn and succeed
- A safe, trusting environment is necessary for learning
- Choices affect outcome
- Continuous staff development improves teaching and learning for all



Jackson County Schools
1 School Street
Ripley, WV 25271

Phone (304)372-7300 Fax (304)372-7312 <http://boe.jack.k12.wv.us>

Superintendent of Schools
Mr. William Hosaflook

Jackson County Board of Education Members

Mr. Jim Frazier, President

Mr. Daniel Barnette, Vice President

Mr. Steve Chancey, Member

Mrs. Bea Isner, Member

Dr. Ben Mize, Member

District Vision: *Educating the leaders of tomorrow, one student at a time.*

District Mission: *Jackson County School's mission is to create an education system that engages students and effectively delivers the essential skills and knowledge required for global success.*

District Core Beliefs:

1. *Students come first*
2. *Learning is a lifelong process*
3. *Quality instruction is our priority and responsibility*
4. *Jackson County School's will prepare productive, contributing, responsible citizens*
5. *Our school provide a safe and welcoming environment where teachers, families, and communities work together*

HJK Staff

Kristy Chambers, Principal
Cara Williams, Secretary

Preschool Teachers: Shelly Dale, Cara Moore, Samantha Turner, Ali Shumate

Preschool Aides: Shannon Hinkle, Haleigh Bowling, Tina Simons, Micah Casdorff

Kindergarten Teachers: Derrick Casto, Rachel Helm, Madison Ball

Kindergarten Aides: Elizabeth Mattox, Melaina Creel, Deanna Thompson

First Grade Teachers: Michelle Grimm, Amy Hinzman, Laurel Tanner

First Grade Aides: Kathryn Southall, Christina Barker, Brittany Workman

Second Grade Teachers: Alexis Mack, Tina Akers, Trudy Humphreys, Sherry Meadows

Title 1 Teachers: Laura Blain, Jeri Ritz, Glenna Shamblin, Cassie Radabaugh

Interventionist: Bev Smith

Special Education: Megan Casto, Holly Wood, Andrea Anderson

Special Education Aides: Ashley Scritchfield and Kasey Gray

Specialists: Robin Corbin, Rachel Norman, Becky Wendell

Related Arts Teachers: Jeff Weiss, Bryce Dale, Jessica Oliver

Cooks: Sherry Gordan, Lisa Casto, Amanda Kerns

Custodians: Brent Miller, Pam Cunningham

School Schedule

7:30 am Building open to students

7:50 Morning meeting/Pledge of Allegiance, HJK Pledge, Moment of Silence

8:00 am Students are dismissed to their classrooms

8:01 am Tardy bell rings

11:15-11:45 1st grade and Kindergarten lunch

12:00-12:30 2nd grade and Preschool lunch

3:00 First Bus is dismissed

3:05 Pick-ups are dismissed

Student Arrival

Students will begin arriving at 7:30 am each morning. Students may be dropped off using the “drop-off” line or you may park at the church and walk them to the front doors. Any student being dropped off after 8:01 am will be marked as tardy and will have to be signed in by an adult. (more information on pg. 10)

Student Dismissal

Dismissal begins at 3:00 pm. Students being picked up will be dismissed from the cafeteria beginning at 3:05. Students riding a bus, PK-3rd grade, are required to have an adult present at their stop in the morning and the evening. In the event that an adult is not present at a child’s stop, the student will be transported back to the school and the parent/guardian will have to make arrangements for someone to pick them up. Changes in daily routine need to be made prior to 2:00 pm so we can ensure students understand where they go that evening. (more information at the back of the handbook)

Attendance, Tardies, and Excuses

Attendance is very important to the academic success of each student. If your child needs to miss school, you are responsible for sending in a parent note or a doctor’s excuse. Jackson County policy allows each student to have FIVE parent notes each semester, which is a yearly total of ten. Students are permitted to have an unlimited number of doctor excuses. All excuses must be received within THREE days of returning to school. Upon receipt, they will be time and date stamped, then documented in the WVEIS attendance system. In the case of ten or more unexcused absences during the school year, the attendance director shall make a complaint against the parent/guardian before the magistrate of Jackson County.

Tardies are recorded from 8:01 am to 9:30 am and from 1:30 pm to 3:00 pm. Any times outside of these will be recorded as ½ day absences.

School Visitors

Visitors to the school must sign in and will be restricted to the front office area, administrative offices, counseling office, or conference area. Visitors are not permitted in common areas, the cafeteria, or classrooms. Visitors must remember that all Jackson County Board of Education properties are Tobacco-Free.

Parent Volunteers

All school volunteers are required to complete a volunteer application, training modules and must be approved.

Procedures for Parental Concerns

Parental concerns should first be communicated to the classroom teacher. This communication can be initiated via a note in your child's red folder or a phone conference. For non-emergency situations, please allow ample time for the teacher to respond. If a resolution to a problem cannot be reached with the teacher, the school administrator will become involved.

Social Media

We respectfully request that families refrain from posting school directed concerns on social media as this compromises confidentiality and complicates potential investigations. Please afford school staff the opportunity to hear concerns and work with families to identify an amicable resolution using input from the involved parties. In cases requiring an investigation, it is beneficial to maintain a procedural process. In addition, please do not post photos of children, other than your own, on social media during a school event. We have some children who are not permitted to have their picture posted on social media. Please assist us in protecting all our students.

Lunch and Deliveries

Parents who wish to eat lunch with their children or bring their child lunch from a restaurant, will be able to eat in the conference room or outside on the picnic tables. Parents are not permitted to eat lunch in the cafeteria with their child. Students will not be permitted to charge milk. If your child wishes to purchase extra milk, they may do so for a fee of 25 cents. Deliveries such as flowers and/or balloons are permitted but not suggested for students riding a bus.

Personal Items

Students may NOT bring personal items to school that are not necessary for the educational process. Teachers have the right to confiscate personal items and turn them over to the office. It will be the parents responsibility to make arrangements to pick those items up.

Progress Reports and Report Cards

Report cards will be issued four times throughout the year. This information will share how your child is doing in regards to mastering grade level skills in reading and math. Our students do not earn letter grades, instead, they earn marks that indicate their level of mastery.

Homework Policy

Homework assignments are designed to reinforce skills taught in the classroom, and all homework assignments have educational value. It is recommended that parents spend some time each evening working with their children on educational activities regardless of whether or not there is a specific assignment.

West Virginia Tiered System of Support (WVTSS)

HJK implements the WVTSS program, which is a process based on using scientific research-based instructional strategies that are matched to individual student needs. Teachers use assessment data to monitor student progress and make important decisions about that and how to teach children who aren't making sufficient progress. Our goal is for all students to master grade level curriculum and skills.

Retention of Students

Parents will be notified prior to the end of the third nine weeks grading period if their child is being considered for retention in a particular grade. A personal letter from the child's teacher will explain the child's current deficiencies and why retention may be advisable. The promotion or retention of a student is based on academic, psychological, social, physical, and emotional development. Attendance, maturity, and attitude are also considered. Retention recommendations are studied very carefully. Final decisions are made at the end of the school year by the Student Assistance Team (SAT).

Recess

It is important that children have time to expend their energy and to get fresh air and exercise during the school day. When students go outside for recess, it is important for them to be dressed appropriately for the weather.

Reteach

We have an additional recess built into our schedule to be used for reteach. Reteach is used as a time for our students to reflect on their choices and behaviors. Students who require time to reflect will participate in reteach during this time.

Dress Code

Student dress that interferes with the educational process of the student or other is prohibited.

Therefore, students should not wear the following:

- Shirts that show midriff
- Tank tops with oversized arm holes
- Shirts or dresses that are backless, have spaghetti straps, or are even low cut
- Shorts that do not meet the tips of the child's fingertips
- Clothing that promotes alcohol, drugs, tobacco, politics or uses derogatory/threatening language
- Holes in clothing that reveal undergarments

Tennis Shoes

Our young children love to run, climb, and play outside on the playground. Without proper footwear, those fun activities can be a safety hazard that can lead to serious injury. We request that children please wear rubber sole tennis shoes to school daily in order to prevent injury during recess and physical education. Children who are not wearing rubber soled, full coverage shoes will not be permitted to play on the playground equipment and will be given alternate activities in PE class and during recess.

Administration of Medication

Parents are encouraged to administer medications to children at home whenever possible. The initial dose of any medication, except for emergency medications must be administered by the parent/guardian. All prescription and non-prescription medications may be dispensed at school ONLY if a JC-72 "Authorization for Administration of Medication" form is **completed by the child's physician, signed by the parent and on file in the office.**

Directory of Information

Jackson County Schools may disclose, without written parental consent, certain categories of personally identifiable information designated as "directory information." Directory information as defined as information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if listing, date, and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of member of athletic teams, dates of attendance, degrees and awards received (including photographs), the most recent school attended, and other similar information. Additionally, Jackson County Schools forwards educational records, including electronic transcripts, to other agencies or institutions that have requested records and in which the student seeks or intends to enroll, without prior consent of the parents or eligible students. A parent or eligible student (18 or older) who does not want such information to be disclosed should request in writing at the beginning of the school year. A form for this purpose is available in the office.

Jackson County Schools Policy on Racial/Sexual/Religious/Ethnic Harassment and/or Violence

The Jackson County Board of Education maintains a firm policy prohibiting any form of racial, sexual, or religious/ethnic harassment and/or violence. It shall be a violation of the Board's policy for any student, employee, or member of the public during any school-related activity or during any school-sponsored event, whether in a building or on other property used or operated by the Board, to engage in any type of harassment and/or violence. Persons found to have violated this prohibition shall be subject to disciplinary action.

School Bus Transportation

Students through 3rd grade are required to have a parent/guardian/adult at the bus stop with them. At the end of the day, if someone is not at the stop, the bus driver will bring the student back to HJK and someone will have to pick them up there. Preschool students are required to be seated at the front of the bus. Students are required to remain seated, with hands to themselves from the time they board to the time they disembark. Students will board and disembark one at a time, in an orderly fashion so they can scan their Zpass card.

Time to Teach

HJK uses the Time to Teach model for explicitly teaching children expected behaviors at school. Each common area of the building has specific routines that we "Teach-To" our students, then practice and reteach as needed. Classroom teachers will have routines and expectations that are specific to their classroom environments as well.

- School Hallways- We walk on the right side of the hallway. We keep our hands and feet to ourselves. We walk facing forward. We turn off our voices. We hold objects still.
- Playground- We play in a way that is safe and do not play games that involve pushing or chasing. We follow the directions of the playground supervisor. We play cooperatively and keep hands and feet to ourselves. We don't leave the playground without permission. We line up when the whistle blows or line-up is called.
- Restroom- We carry nothing with us to the restroom. We respect the privacy of others in the restroom. We respect the property in the restroom and keep it clean. We use soap, toilet paper, and paper towels in the manner for which they were intended.
- Afternoon Dismissal- We walk to the dismissal site. Our backpacks stay on our back. We sit quietly, using our inside voices to talk to friends. We listen for our bus number or our name to be called. We use walking feet to walk to our car or bus.
- Entering the Cafeteria- We walk and turn off our voices. We walk, facing forward, with hands, feet, and lunch boxes to ourselves. We stop to pick up a carton of milk. We may speak to cooks in a low voice. We pick up all items needed. We sit at the table where we are asked to sit.
- Cafeteria Table Manners- We keep voices off until the last person is seated. We sit on our bottom and scoot up to the table. We chew with our mouths closed, use appropriate

silverware, and use our napkin. We talk with our neighbor in a low voice. We pick up all the trash on the table and floor, then prepare to dump our tray.

Student Code of Conduct

The overall goal of Jackson County Board of education Policy, “Code of Conduct for Students” and WV BOE Policy 4373 is for all students to develop personal skills dispositions of wellness, responsibility, self-direction, ethical character, cultural awareness and good citizenship in an environment that is caring and safe.

Emergency Dismissal

When unforeseen circumstances require sending children home early, school personnel need to know where children are to go. Allowing large numbers of students to call home is impossible. Please complete the section of the emergency card that explains what your child should do in the event of an emergency dismissal.

Appropriate Behavior in School

Parents and students must be aware of school board policy and procedures concerning acceptable and unacceptable behavior in school. A Progressive discipline is based on the belief that an individual does not have the right to infringe upon the rights of others. Also, stakeholders have the responsibility of creating a positive environment within the building, on school property, or at any school event.

Classroom Teacher Request Guidelines

Parents wishing to make a request for a teacher for the upcoming school year must make the request in writing to the principal by submitting a completed Classroom Request Form.

- Parents are cautioned not to request placement or non-placement based on what they may have heard about a teacher or teachers from other parents or community members. Just as each child is unique, so is each teacher. An experience that other parents may have had with their children may be different from what your child could have with the same teacher.
- Requests for a child to not be placed with another child, for whatever reason, must be noted on the form. Given other circumstances and teacher recommendations, it is not always possible to honor all requests.
- All parent requests received in writing will be strongly considered, however, the final placement decision is based on a variety of factors including but not limited to: academic and social considerations, total class size, male/female ratio, and heterogeneous grouping.
- The final decision on all student placement rests with the principal after due consideration of staff recommendations and parent requests. WE will do our best to place students per parent requests, however as stated; we may not always be able to honor all requests.
- The Classroom Request Form will be sent home toward the end of each school year.

School/Parent Communication

HJK will be using the “School Messenger Calling System” to communicate important information. Information communicated through this system will include but not be limited to: emergency closings, picture dates, and other school events. These communications will also be announced on our school website. Our website can be found on the front page of the handbook.

Health and Wellness

Students should stay home if they are fevered or suffering from gastrointestinal symptoms. All students are required to be 24-hour symptom free, without the use of medication, before returning to school.

Student Arrival and Departure Procedures (Please review the map)

Arrival Procedures

- The Tardy Bell rings at 8:01 a.m.
- Parents may part at the church and walk their child to the door
- Parents may use the “loop” for drop-off. When using the loop, there are three “car slots” nearest the school. Please be sure to pull to the next available slot before your child exits the vehicle. For example, if you’re the only one in line, you will pull to the 1st slot so other cars may file in behind you. Please be quick about the drop-off. When parents have to fix hair and adjust back-packs, this holds up the line.
- Please be patient with our students who require car seats.

Departure Procedures

- Students are marked tardy if they are signed out after 1:30 p.m.
- No one is permitted to park in the “bus loop” after 2:00 p.m.
- Parents may park at the church and walk to the cafeteria doors for pick-up
- Parents may use the “loop” for pick-up. When using the loop, there are three “car slots” nearest the school. Please be sure to pull to the next available slot before your child exits the vehicle. For example, if you’re the only one in line, you will pull to the 1st slot so other cars may file in behind you. Please be quick about the pick-up.
- Please be patient with our students who require car seats.

