# LUBECK ELEMENTARY SCHOOL

206 Lubeck Road Parkersburg, WV 26101 ~ 304.863.3321 ~



PARENT/STUDENT HANDBOOK 2022-2023

206 Lubeck Road Parkersburg, WV 26101 Phone: 304 863-3321 Fax: 304 863-3848

# Lubeck Staff

**Principal:** Amber Hardman

Assistant Principal: Stephanie Agee

**Secretary:** Sheila McPherson

Nurse: Kyla Kyer

Preschool Teachers: Julie Barnes, Adrianne Caplinger

Preschool Assistant Teachers: Michelle Yocum, Penny Spaur

Kindergarten Teachers: Lois Roberts, Maggie Quiocho, Ashley Maone

Kindergarten Assistant Teachers: Marie McComas. Connie Carpenter,

Wanda Moore, VACANCY

1st Grade Teachers: Whitney Currence, Alicia Dearth, Trudi Waugaman

**2nd Grade Teachers:** Paula DeLong, Morgan Hickle, Isabella Cummings

3<sup>rd</sup> Grade Teachers: Lexi Smith, Tammy Smith, Sammantha Sloan

4th Grade Teachers: Brenda Casto, Colli Cothern, Jaclyn Ramsey

5<sup>th</sup> Grade Teachers: Cheryl Hasbargen, Emily Miller, Amanda Seckman

**Special Education Teachers:** Erma Rutter, VACANCY

Speech Therapists: Diana Bissell, Erica Kimes

Interventionists: Ashely Carter, Wendy Porter

Librarian: Meghan Schreckengost

Music Teacher: Adina Bibbee

**Physical Education Teacher:** Kelly Sandy

**School Counselor:** Patricia McDowell

Cooks: Connie Moeck (Manager)

Merceditas Bunner, Sherry Adams, Susan Gainer, Islaura Farley

**Custodians:** John Carter (Head Custodian)

Dave Moore, Bill Schmitt

Dear Parents,

Welcome to Lubeck Elementary School! Thank you for affording us the opportunity to be part of your child's educational journey. Each day, your child will be surrounded by compassionate and capable educators. They will establish and maintain high expectations for each student so that they may reach their fullest potential. Our goal is to provide your child with a superior educational experience in a safe and orderly environment.

We consider it a privilege to work with you and your child. This handbook will provide you information about your school and will be helpful to you throughout the school year. If you have questions or concerns, please call.

Síncerely, Amber Hardman Príncípal

#### **OUR MISSION**

- Educate
- Empower
- Excel

#### **OUR VISION**

Lubeck Elementary will provide <u>all</u> students with engaging experiences; empowering them to develop knowledge, skills, and values necessary to become responsible, proactive lifelong learners.

# We believe in...

- \*building positive relationships with all students
- \*providing encouraging environments for all learners
- \*fostering purposeful, meaningful parent and community involvement

# WE APPRECIATE OUR PARTNERS IN EDUCTION!





P.A.W.S.

Character traits that support our MISSION, VISION, & BELIEFS

Positive Attitude

Attendance

Work Ethic

Service

# **LUBECK STRATEGIC PLAN GOALS**

Goal 1: Increase student proficiency in mathematics

Goal 2: Increase student proficiency in reading/language arts

Goal 3: Provide developmental, socialemotional, and academic support for students

### **PTA OFFICERS, 2022-2023**

President: Amanda Greathouse Vice- President: Caroline Seckman

Secretary: Amanda Seckman

Treasurer: Hollie Fluharty



## **Parent Teacher Association (PTA)**

The Lubeck Elementary Parent Teacher Association (PTA) is a cornerstone of our school. Anyone wishing to become a member may sign up using Member Hub using the link <a href="https://www.lubeck.memberhub.com">www.lubeck.memberhub.com</a> or the QR code to the right. Membership papers will also go home with students in opening packets and will also be available at Open House and at each PTA meeting.

There is a PTA meeting scheduled of each month of the school year and all members of the Lubeck School Family are invited and encouraged to attend.



What are some of the ways that the Lubeck PTA supports our school community?

- -Birthday Books for each student
- -Top Secret Day activities (example: Columbus Zoo, Student Appreciation Day)
- -PAWS events (example: inflatables, field day organization, crafts, projects, and snacks)
- -TEACHER APPRECIATION WEEK
- -Classroom Supply Contributions
- -Organizing Parent Volunteers

# Lubeck Elementary School Daily Schedule

#### ARRIVAL

Doors Open 7:30a.m.
Students Dismissed from Gym 7:50a.m.
Breakfast Served in Classrooms 7:50-8:10a.m.
Tardy Bell: 8:10 a.m.

### LUNCH

Pre-Kindergarten (in classroom)

Kindergarten and 5th Grade Lunch

10:40 a.m. - 11:10 a.m.

10:45 a.m. - 11:15 a.m.

11:20 a.m. - 11:50 p.m.

3rd and 4th Grade Lunch

11:55 p.m. - 12:25 p.m.

### **DISMISSAL**

~ Pre-kindergarten dismissal 2:25 p.m.

#### **BUS STUDENTS:**

Grades K-2 begin loading busesGrades 3-5 begin loading buses3:00 p.m. Dismissal3:05 p.m. Bus Dismissal

#### **WALKERS & PARENT PICK-UP STUDENTS:**

~Grades K-2 begin dismissal on the Lubeck Road side of the building at door 8 once all buses have departed. This is typically around 3:10 p.m. Please do not arrive for pick-up prior to 2:40 p.m. Early arrival prevents buses from being able to reach the school.

~Grades 3-5 begin dismissal on the Route 68 side of the building at 3:05 p.m.

# LUBECK ELEMENTARY SCHOOL POLICIES AND INFORMATION

#### TRANSPORTATION AND THE SCHOOL DAY

#### **CROSSING GUARD - ROUTE 68**

The crossing guard is on duty during the following times to help students cross Route 68:

7:30 AM to 8:30 AM

2:30 PM to 3:30 PM

#### **EMERGENCY CONTACT INFORMATION**

At the beginning of the school year each family is asked to complete an emergency contact form. These are filled out and maintained in the office. This information is also used to maintain correct information on our school system database. If there is a change in address, phone number, or persons with permission to pick up your child, please share that information immediately. Maintaining correct information is critical in being able to contact parents in the event of illness or injury. If we are unable to reach the first person on the contact list, we will continue to move down the list of individuals listed on the card.

#### **LUBECK SPECIFIC ARRIVAL AND DISMISSAL PROCEDURES**

#### ARRIVAL

<u>Grades K-2:</u> Students in grades K-2 in grades will be dropped off at the gym doors on Lubeck Road. School staff will be present to greet students beginning at 7:30 a.m.

<u>Grades 3-5:</u> Students in grades 3-5 will be dropped off at the Route 68 doors. School staff will be present to greet students beginning at 7:30 a.m.

Families with students in K-2 and 3-5 may drop off both children on the Route 68 side of the building. We have supervision throughout the building to assist students as they walk to the gym or to class.

#### **BUS DISMISSAL**

Students riding a bus home will begin boarding buses at 3:00 p.m. Boarding will continue until all students in grades K-5 are safely on the bus. Buses depart at approximately 3:10 p.m.

#### PICK-UP

**K-2:** Once all buses have departed, students in grades K-2 will be dismissed from door 8, which is on the Lubeck Road side of the building. **Please do not arrive for pick-up prior to 2:40 p.m. Early arrival prevents buses from being able to reach the school**.

**3-5:** Students in grades 3-5 will be dismissed from the Route 68 doors at 3:05 p.m. If you have children in K-2 and 3-5, they will be dismissed together at the Route 68 doors.

#### LATE ARRIVAL (TARDY)

Arriving to school on time is an important part of your child's educational experience. In the event that your child arrives late (after 8:10 a.m.), they must be signed in by an adult at the Lubeck Road entrance. Students will not be permitted entry at any other doors.

#### **EARLY DISMISSAL (TARDY)**

Please keep early dismissals to a minimum. Instruction does continue until the end of the day and regularly leaving school early can be detrimental to your child's learning. We understand that some appointments are unavoidable. If time permits, you are welcome to pick up your child for an appointment and return them to school. If you are aware of the early dismissal prior to the school day, please send a note to your child's teacher. This allows them to make sure that your child is ready for you when you arrive.

When signing out a student early, please come to the Lubeck Road entrance. A member of the school staff will call for your child and assist you with signing them out. Students will only be released to adults listed on the emergency card unless otherwise instructed by a legal guardian.

#### **BUS STOP SUPERVISION**

WV Law requires that K-3 students be supervised at the bus stop for both pick-up and delivery. When a bus driver arrives to a bus stop, they must see the person charged with supervising the student. They are not permitted to allow a K-3 student to depart the bus without supervision. If a driver does not see the person charged with supervising the student, they must return the child to Lubeck Elementary. At that time, school staff will attempt contact using the emergency information on file.

#### LATE PICK-UP

Please arrive promptly for dismissal. All students should be picked up no later than 3:20 p.m. from their respective pick-up location (Lubeck Road or Route 68). At 3:20 p.m. students will come to the office for supervision and staff will begin to contact parents. If you know you are going to be late, please call the school and we are happy to help.

In cases where a student is at the school and we are unable to reach an adult on the contact list after multiple attempts, we have no other option than to contact the Sheriff's Department and Child Protective Services.

#### STUDENTS GOING HOME WITH OTHER STUDENTS

Notes are needed from **BOTH** the parent/guardian of the visiting student and the parent/guardian of the host student in order for the school to permit a child to go home with a friend after school.

#### \*IMPORTANT\*

When there is a change in the way a child returns home after school, parents <u>MUST</u> send a written note with the child. Please DO NOT call the school office to notify the child of a change unless it is an emergency situation. If transportation varies on different days, you

may send the teacher a weekly or monthly calendar of how your child will be transported home.

Please do not rely on email or texts directly to the teacher to communicate transportation changes. Teachers should not be checking messages during instructional time.

#### **ATTENDANCE**

WCS Board Policy 5110: The Wood County Board of Education recognizes that a direct relationship exists between daily school attendance and student performance, graduation, and good work habits. This attendance policy promotes students' daily on time school attendance. Daily on time attendance is necessary for students to meet their school's academic program standards as each day's learning builds on the work previously completed. While students and parents/guardians have the ultimate responsibility for daily school attendance, the laws of West Virginia require school administrators to enforce compulsory school attendance.

#### The following criteria will be used in determining an <u>excused absence</u>:

- 1. Illness or injury of the student with a doctor's written verification.
- 2. Illness of the student verified <u>in writing</u> by the parent if the absences do not exceed (3) three consecutive days or a total of five (5) days per semester.
- 3. If a student exceeds (3) three consecutive days or (5) five total days per semester, an excuse signed by a qualified health care professional or school nurse is required for further absences to be classified as excused.
- 4. Illness or injury in the family when the student absence is verified in writing as essential by a doctor.
- 5. Home fire, flood or other emergency absence with a limit of (3) three days except in extraordinary circumstances verified in writing by the parent and approved by the principal.
- 6. Death in the family with a limit of three (3) days except in extraordinary circumstances verified in writing by the parent. "Family" will be defined as mother, father, brother, sister, grandmother, grandfather, aunt, uncle, brother-in-law, sister-in-law, brother's children, sister's children, or any person living in the same household.
- 7. Educational leaves with prior approval by the Principal, which must include prior submission and approval of an educational plan detailing objectives and activities. Verification of the implementation of the educational plan is required upon the student's return.
- 8. School approved co-curricular or extracurricular activities.
- 9. Legal obligations of the student with written verification.
- 10. Failure of a bus to run or extremely hazardous conditions verified in writing by the parent.
- 11. Observance of religious holidays verified in writing by the parent.
- 12. SAT Plan, IEP or 504 Plan.
- 13. Documented chronic medical condition.
- 14. Documented disability.
- 15. Military requirements for students enlisted or enlisting in the military.
- 16. Participation in homebound or hospital instruction due to an illness or injury or other extraordinary circumstances that warrants home or hospital confinement.
- 17. Personal or academic circumstances approved by the principal.

The following criteria will be used in determining an <u>unexcused absence</u> but are not limited to:

- 1. Out-of-school suspensions.
- 2. Hunting and fishing.
- 3. Working in or away from the home.
- 4. Oversleeping.
- 5. Missing the school bus.
- 6. Truancy.

# All documentation relating to absences shall be provided to the school no later than three instructional days after the first day the student returns.

(WV Code 18-8-4)

#### MAKE-UP WORK EXPECTATIONS

Work missed as a result of absence may be made up if:

- -the absence was excused.
- -the absence was unexcused.
- -the absence was an approved leave of educational value.

\*The amount of time to make up work is equal to the number of days missed. (example: If a child misses 2 school days, they have 2 days upon their return to complete the work.)

Homework may be requests from the main office by telephone after two or more days of absence due to illness. Please allow 24 hours to process homework requests. Parents and students may also request assignments directly from their teacher by email.

#### **EDUCATIONAL LEAVE**

If a student will be missing school to participate in an educational experience, a Request for Educational Value Leave may be submitted. These can be found in the school office and sent home upon request.

Educational Value Leave Requests MUST be completed and submitted 2 weeks **prior** to the absence. The request will be approved or denied buy the school principal and a copy of the form returned. Please give teachers 2 weeks notice in order to gather assignments for an absence. The amount of time to make up work is equal to the number of days missed.

#### **GRADING SCALE AND POLICY**

It is the policy of teachers at Lubeck School to assess each child in a fair and accurate manner according to Wood County Schools' standard grading scale.

Students in grades K-2 are assessed specifically on the skills for their grade level. Those skills are reported with a N (novice), PM (partial mastery), M (mastery), and AM (above

mastery). This information will be communicated via report card issued at the end of each grading period.

Students in grades 3-5 will be issued grades for math, english/language arts, science, social studies. The grading scale is as follows:

100-90 A 89-80 B 79-70 C 69-60 D

59-below F

Students in grades 3-5 will be issued N, PM, M, or AM in art, music, physical education, and health.

Report cards will be sent home at the conclusion of each grading period. The first three are sent home with students and the final report card is mailed after school ends for the year.

#### PRESCHOOL PROGRESS REPORT

Pre-Kindergartners receive a progress report or have a conference every nine weeks.

#### **SEASONAL CLOTHING**

Students will go outside for recess every day that weather permits. Lubeck Elementary uses the Child Care Weather Watch to determine if outside play is appropriate. Please send coats to school each day that the weather is cool.

#### \*\*CRITICAL\*\* CHILD CUSTODY/COURT ORDERS

State law allows for both parents to have access to their child and their child's school records unless there is a court order on file in the school office indicating restrictions. School staff cannot prohibit parent contact without court orders.

It is the responsibility of guardians to provide the school with the most up to date court documents pertaining to students. The school is required to follow the court order as signed by a judge or magistrate court. Copies will be made and originals returned to the responsible party.

Temporary orders that include a date of duration will be enforced as outlined on the documentation unless further records are submitted to void the existing order. **The school** is not notified by the courts when an order has been dismissed or extended, so it is imperative that this documentation be communicated to the school secretary or principal immediately.

#### LUBECK SCHOOL BEHAVIOR AND DISCIPLINE

We have high expectations for our students at Lubeck Elementary. It is important for the principal and teachers to maintain an atmosphere to provide a quality education for all

learners. Therefore, a variety of techniques are used to keep order and discipline. Classroom teachers are permitted to adopt a classroom management system that best serves their students. This system may have to be adjusted as the year progresses and needs change.

School staff will teach and practice expected behaviors and procedures at the beginning of the school year and re-teach as needed throughout the year. Students exhibiting challenges in following school routines may be required to participate in individual or small group reteach opportunities so that they may master the skill.

In the event of persistent misbehavior, consequences range from a simple verbal reprimand to suspension from school. Lubeck Elementary does adhere to WV Policy 4373-Expected Behavior in Safe and Supportive Schools. The full policy can be located on the West Virginia Department of Education website.

#### **SCHOOL-HOME COMMUNICATION**

Maintaining open communication between home and school is important to student success. We strive for this communication to be positive and student focused.

In the event of a concern, please follow the steps below:

#### Step One

Speak first with the school employee directly involved with the event or decision in question- the teacher, the bus driver, etc. You may find that there has been a simple misunderstanding.

#### Step Two

Talk with the school principal or employee supervisor if necessary.

#### Step Three

If your question or problem is not resolved by meeting with the principal or supervisor, call the Wood County Schools Central Office and speak with the Director of Elementary Education.

#### **Step Four**

Meet with the Superintendent of Schools if you feel the matter is still unresolved after following Steps One, Two, and Three.

#### Step Five

Contact one or more school board members. Use this action if you feel that steps 1-4 did not resolve your problem.

#### **CONTACTING TEACHERS**

All school employees who work directly with children begin their workday no earlier than 7:30a.m. and their work day ends no later than 3:45p.m. Staff members are working with students at all times, with the exception of a lunch break and instructional planning time.

Phone calls received during the day will not be transferred to the classroom as this interrupts teaching and learning. Office staff will happily take a message to pass on to the teacher. Please allow 24 hours for a response during school days. Time may be longer when school is closed.

Each school employee has an email that ends in @k12.wv.us. The preferred method of communication is via this email address or directly through Schoology. Your child's teacher may utilize Remind, DOJO or another communication tool.

Some teachers share personal cell phone numbers with parents. Others prefer not to share that private information. Please remember that instructors are not permitted to be on their phones while students are in their care. If you do communicate in this manner, you will not receive an immediate response. If there is an emergency that requires immediate attention, please call the office.

#### **SOCIAL MEDIA**

We respectfully ask that families afford school staff the opportunity to hear concerns and work directly with you to resolve issues prior to turning to social media. In cases that require additional information, it is beneficial to maintain a consistent, procedural process for investigating concerns. Social media can quickly and unintentionally compromise confidentiality, damage school-home relationships, and complicate the investigative process. In many cases, school staff is unaware of issues or concerns prior to being informed that it has been shared on a social media platform. In many circumstances, an amicable solution can quickly be established once dialogue occurs between shareholders.

#### STUDENT PHOTOS

Student safety is always the highest priority at Lubeck Elementary. Protocols are in place to protect our students who are in foster care or who are in circumstances that involve protective orders. Most of these children do not have guardian permission to have their name or image shared on social media or other publications. Some families have communicated their desire for their child to not be on social media as a personal preference. We respect those wishes and are aware of the children that this affects. To protect these children, please do not take photos of and/or post images of children who are not yours on social media.

#### **FUNDRAISERS**

Various fundraisers are held throughout the school year by the school, PTA, or special organizations. Fundraisers will provide for various items including, but not limited to, curriculum, instruction, student awards/rewards, teacher appreciation, maintenance, and supplies. Fundraiser information will be sent home with students, posted on the Lubeck Elementary Facebook page, and included on the Lubeck Elementary webpage.

#### **SCHOOL PICTURES**

School pictures will be taken in the fall and spring and will be available for purchase.

Fall Pictures: October 5, 2022

Make-up Date: November 29, 2022

Spring Pictures (individual/class): March 9, 2023

#### **YEARBOOKS**

Yearbooks are ordered in mid-winter for delivery at the end of the school year. There are traditionally extras available on a first come, first serve basis.

#### PARENT/FAMILY INVOLVEMENT

Lubeck Elementary is known for having exceptional families who love and want to support our community school. There are multiple ways that you may volunteer in and out of our building. Please be sure to complete the volunteer interest form that is included with PTA membership registration.

#### **LUBECK VOLUNTEERS**

Those interested in volunteering **must be** members of the Lubeck PTA. This is in effort to be inclusive and assure that all who would like to volunteer have the opportunity to do so. If financial circumstances create a challenge in paying the \$5 membership fee, you are welcome to reach out to the school principal or PTA president. Both are happy to confidentially assist you.

Volunteers who are charged with assisting with the supervision of students must complete a background check. This includes, but is not limited to field day some field trips. This can be done by logging into the Wood County Schools website at <a href="http://woodcountyschoolswv.com/">http://woodcountyschoolswv.com/</a> Then, follow the links to EMPLOYMENT-HUMAN RESOURCES-VOLUNTEER BACKGROUND CHECK and click "I want to volunteer!" You can complete the process by answering questions and entering your payment information. Background checks are good for one year.

If you plan to volunteer for field day at the end of the year, please be sure to begin the background check process early so that it is completed on time. This process may take a few weeks.

**All** volunteers (read aloud, PTA, guest speakers) must be scheduled in advance and in collaboration with the teacher being assisted. This allows for teachers to prepare and verify that there is space available for projects to be completed. All visitors must sign in at the office and identify the area where they will be volunteering. In the event of an emergency, school staff must be able to quickly recognize visitors in the building and verify that they are safe and accounted for.

When signing in, please bring the card that you are issued upon successful completion of the background check. If you are a Wood County Schools employee, you may bring your ID card and if you are a trained Read Aloud volunteer, you may bring your certification card.

In some situations, students respond negatively when other adults are working in the classroom. For this reason, some teachers may prefer that volunteers utilize the workroom or other location while students are present. Please do not take offense to this request. Ultimately, we want to create and maintain a learning environment that is best for all learners.

Volunteers will begin once students and teachers have had an opportunity to get routines and procedures in place.

#### PARENT INVOLVEMENT ACTIVITIES/CELEBRATIONS

School safety is important in every Wood County School. At Lubeck, we must be able to identify all who enter our building and verify that they may be permitted entry. This is very important for students who are identified in a protective order or other domestic case. During a traditional school party, it is impossible to use appropriate caution and sign-in the 250-300 visitors who all wish to enter at the same time. Our hope is that by intentionally planning activities on a staggered schedule, we will provide a safe, fun and meaningful structure for students to share learning with parents/guardians. The 2022-2023 school year will be the first year for this model. As the year progresses, we will reflect, take note of feedback, and make adjustments as needed to maximize this opportunity.

Parent involvement activities have components of a traditional party, but are designed as intentional opportunities for students and a special adult to engage in an activity together. Adults will work with their student, but may also assist students who do not have an adult present.

There will be parent involvement activities planned during the school year. These will occur in October, December, and February. The final activity will be scheduled toward the end of the school year.

Homeroom teachers will design the activity, but may call upon parents to help with providing items such as snacks, drinks, or necessary materials. Dates and times will be communicated by each homeroom teacher.

#### **SCHOOL-WIDE PARENT INVOLVEMENT ACTIVITIES**

School-wide parent involvement activities are activities where we come together as a school community. There are currently two scheduled for the first semester. Additional events will be scheduled for the second semester.

#### ✓ October 27, 2022 @ 2:15-2:45 Halloween Parade

Guests arriving for the parade will report directly to the parade route (track). We will not be checking visitors into the building. There will be a protocol in place for checking students out at the conclusion of the parade.

#### ✓ November 10, 2022- Veteran's Day Program

\*Information regarding Veteran's Day will be communicated as the day approaches and details are finalized.

\*There may be additional evening or weekend events organized by PTA or other organizations. Information pertaining to those activities will go home with students and be posted on social media.

#### LUNCH

So that all students have adequate space to comfortably enjoy their meal and socialize with peers we are unable to accommodate visitors for lunch.

However, parents are welcome to pick up their child and take them out to lunch. There will be no attendance penalty if the student is checked out at the time when their lunch begins and returned no later than the end of their recess time. This allows for a full hour (30-minute lunch followed by 30-minute recess). Students returning beyond that time will be counted as tardy.

Pre-Kindergarten (in classroom)	10:40 a.m 11:10 a.m.
Kindergarten and 5th Grade Lunch	10:45 a.m 11:15 a.m.
1st and 2nd Grade Lunch	11:20 a.m 11:50 p.m.
3rd and 4th Grade Lunch	11:55 p.m 12:25 p.m.

<sup>\*5&</sup>lt;sup>th</sup> Grade Recess is not immediately after lunch, but we will work with families who wish to take their child to lunch.

#### MEDICAL CONCERNS

If your child requires special care while at school, please contact our school nurse, Kyla Kyer. Nurse Kyla can assist you in making sure that the school has all required medical information to assure your child's health needs are addressed appropriately.

Students may not carry medication of any kind during the school day (epi pens, cough drops, etc). This includes on the school bus. If your child requires medication at school, please contact Nurse Kyla. If your child has allergies or other chronic medical concerns, it is important that the school is made aware.

#### **BRINGING ITEMS TO SCHOOL**

Please remind students not to bring unnecessary items to school. This includes toys, fidgets, valuables, or distracting jewelry. These items can be distracting on the bus and in the classroom. They also cause issues when children trade or share. If your student could benefit from a fidget device in the classroom, that will be provided by the school. If the class is having "show & tell," the teacher will send home a note.

#### **BANK AT SCHOOL**

Williamstown Bank will offer students with the opportunity to participate in Bank at School. Bank representatives will be at Lubeck School on the first Tuesday of each month to process student deposits.

#### **TECHNOLOGY**

Technology has become an important component of our instructional delivery and student learning. Each student will be issued a school-owned iPad at the beginning of the year. The device may not be taken home until the Acceptable Use Policy (AUP) has been signed by parents/guardians. The AUP will be offered digitally, however, you are welcome to request a paper copy if that is your preference. This document is very important as it clearly outlines the expectations for school supported technology use.

IPads are treated much like a textbook and are available to enhance the educational experience. IPads will only be sent home with students when it is needed at home for schoolwork. Devices will not be sent home on Friday unless absolutely necessary.

Headphones will be provided to students; however, students may choose to bring their own headphones. Damaged school issued headphones may result in a \$10 replacement fee.

#### **HELPFUL RESOURCES**

# **Wood County Schools**

1210 13<sup>th</sup> Street Parkersburg, W 26101 Phone: 304-420-9663

Fox: 304-420-9033

Wood County Schools Webpage <a href="https://www.woodcountyschoolswv.com/">https://www.woodcountyschoolswv.com/</a>

Lubeck Elementary Webpage https://www.woodcountyschoolswv.com/

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# **WCS APP**

# Find us on Facebook!



@Lubeck Elementary@Wood County Schools



