Kenna Elementary School 2020 – 2021 Student and Parent Handbook



Growing Respectful Citizens and Lifelong Learners

Home of the Kenna Cubs



# Jackson County Schools, Blaine C. Hess, Superintendent

Maggie Holley, Principal

# FOREWARD

WELCOME

The faculty and staff at Kenna Elementary School welcomes all new and returning students!

Welcome to the 2020-2021 school year!

Each year the student handbook is sent home with students. Included is a Handbook Review and Agreement Form that needs to be signed and returned to the school by **September 30, 2020.** This handbook will provide most of the important information needed to understand the policies and procedures at Kenna Elementary School. It is important that the handbook be read and discussed by both students and parents/guardians. Any changes will be updated on the school website.

The teachers, counselor, and office staff are here to assist students and parents/guardians with problems or concerns. If you have any questions or concerns, feel free to contact your child’s teacher.

Mission:

Growing Respectful Citizens and Lifelong Learners

School Theme:

At Kenna We STICK Together!

# OUR SCHOOL

## STUDENT SCHOOL DAY

Preschool: Monday – Thursday 7:45 am – 3:15 pm

Kindergarten through Grade 5: Monday – Friday 7:45 am – 3:15 pm

## KENNA ELEMENTARY SCHOOL PHONE NUMBERS

Main Line: 304 – 372 – 2262 Secondary/Fax Line: 304 – 372 – 2202

## KENNA ELEMENTARY SCHOOL WEBSITE

http://kenna.jack.k12.wv.us

## Doors Open

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| --- |
| Our doors open at 7:15am. All car riders are to be dropped off in the back of the school at the café. PLEASE DO NOT DROP OFF STUDENTS BEFORE 7:15am. There will not be supervision prior to that time. |

## Bus Lanes

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| Image result for bus free image |

 | From 7:10 to 7:55 the lane in front of the school is a BUS LANE ONLY. Please pull around to the back of the school to drop off and pick up your child at school start/dismissal  |

## KENNA ELEMENTARY SCHOOL STAFF

|  |  |
| --- | --- |
| Staff Members | Grade Level  |
| Karen Barnette - TeacherAimee Kibble - Aide | Pre-school |
| Deanna Cunningham - TeacherDreama Pursley - Aide | Kindergarten |
| Kristi Hatcher – TeacherCheryl Stover - Aide | Kindergarten |
| Sammi Faber | First Grade |
| Amy Hinzman | First Grade |
| Kristabelle Collins | Second Grade |
| Shalena Settle  | Second Grade |
| Kim Herron | Third Grade |
| Krista Baker | Third Grade |
| Julia Boggess | Fourth Grade |
| Brandi Munday | Fourth Grade |
| Liz Cecil | Fifth Grade |
| Robin Chancey | Fifth Grade |
| Heidi Horvath  | Special Education |
| Candise Anderson  | Special Education |
| Sunny Enoch | Title I Services |
| Rachelle Bennett  | Art K – 5 |
| Hilary Groves | Music K – 5 |
| Eric Staats | Grade 5 Band |
| Scott Ullom | Physical Education K – 5 |
| Deidra Darst | Speech Language Therapist |
| Kristi Robertson | Speech Language Therapist |
| Susan Curry | School Counselor |
| Christa Rucker | School Psychologist |
| Dwayne Merritt  | Gifted Specialist  |
| Sherri Eagle | School Nurse |
| Missy Hall | School Secretary |
| Karen Barnett | Head Cook |
| Angie Kay | Cook |
| Heidie Bragg | Cook |
| Janie Scarberry | Head Custodian |
| Brian Miller | Afternoon Custodian |
| Gary White | Evening Custodian |
| Maggie Holley | Principal |

## There are several changes to our day to day procedures due to the COVID-19 pandemic. Those specific guidelines can be found online on the JCS Re-Entry Plan and WVDE Re-Entry and Recovery Guidance.

## VISITORS

**\*\*During the pandemic, for the safety of all students there are no visitors allowed in the building.**

In the interest of safety for students and staff, **visitors to the school are required to report to and sign in at the main office.** Please be prepared to present photo identification. Children will only be released to persons other than the parents/guardians with written permission from the parent(s) or guardian(s) either in a separate note or as indicated on the student’s emergency card.

**Classes are not to be interrupted by a parent or visitor during school hours.** One of our goals is to teach and foster student responsibility. Encourage your child to prepare for the next school day by gathering the items needed for school the night before. If it is necessary to leave a message or deliver other items to a child while school is in session, the office staff will gladly take care of it for you. Children will not be allowed to call home unless an adult deems the situation to be an emergency.

**Parents are welcome and encouraged to volunteer in the school or in their child’s classroom. If you would like to observe your child’s classroom, please contact the principal.**

## VOLUNTEERS

**\*\*During the pandemic, for the safety of all students we are not using volunteers at this time.**

Kenna Elementary owes a great deal of thanks to our volunteers. We appreciate all the assistance they provide for both the students and staff. Our volunteers create a sense of community in our classrooms and school.

**Any volunteer who plans on working in the building during the school day will need to become a Registered Volunteer.** This includes serving as a chaperone on a field trip or classroom/building helpers. In order to volunteer, parents or guardians need to complete a volunteer application, which must be approved by the principal and district superintendent. **If you have registered as a volunteer during or after the 2015 – 16 school year, you do not need to reapply. ALL** volunteers must attend a volunteer orientation session at the beginning of the school year or after their approval as a volunteer.

The following are considered visitors and not volunteers and do not need to complete a volunteer application: guest speakers/presenters; those coming in to help only their child with a project or presentation; attendees at a teacher/school-invited event – such as promotion ceremonies, art shows, science fairs, concerts, Halloween parade, Mother’s Day tea, etc. In addition, volunteers at PTO/Friends of Kenna events and meetings that take place outside of the regular school day do not need to turn in a volunteer application.

For more information, contact the school principal or secretary.

## PARENT ORGANIZATIONS

Kenna Elementary School has two active parent organizations: PTO and Friends of Kenna. The PTO sponsors many events during the school year and conducts an annual fall festival to raise funds for the school. Friends of Kenna is an organization that raises funds to enhance the outdoor learning environment at the school. Please become involved with these groups at our school. The chairpersons from both groups will introduce themselves at various school events.

## LOCAL SCHOOL IMPROVEMENT COUNCIL (WVBOE Policy 2200)

The Local School Improvement Council (LSIC) meets approximately four times throughout the school year. The LSIC is comprised of parents, school staff and community representation. The LSIC is an elected council whose purpose is to: 1) encourage the involvement of parents/guardians in their child’s educational process and the school; 2) encourage businesses to provide time for their employees who are parents/guardians to meet with teachers concerning their child(ren)’s education; 3) encourage advice and suggestions from the business community; 4) encourage school volunteer programs and mentorship programs; and 5) foster utilization of the school facilities and grounds for public community activities.

## EMERGENCY DRILLS

Throughout the year a variety of emergency drills take place. Fire drills are held throughout the year as required by the State Fire Marshall’s office. Lock down drills are held once per nine weeks. Severe weather and shelter in place drills are practiced periodically. These drills are designed to instruct students and staff in procedures that are specific to the drill. The purpose of these drills is to ensure the safety of all students and staff.

## EMERGENCY CLOSING OF SCHOOL/DELAYS/EARLY DISMISSALS

When the decision is made by the Superintendent of Jackson County Schools to close, delay, or have early dismissal from schools, radio and television stations in the immediate and surrounding areas are notified to make the appropriate announcement. The county calling system will be used to notify households of school closings, delays, or early dismissals. You can call 304-373-0001 for information about closings or delays.

The **codes** for school closings are as follows:

**Code A** - Schools are closed. Principals and custodians will report to work.

**Code B** - Schools are closed - Principals will report to work.

**Code C** - Schools and offices are closed.

**Code D** - Schools are closed—additional instructions will be communicated to everyone.

**Please notify the school office of changes in home phone numbers, cell phone numbers, or other pertinent personal contact information throughout the school year.**

## SECURITY MEASURES

Kenna Elementary School is committed to providing a safe and secure facility for both students and staff. In accordance with the West Virginia Safe and Secure Schools policy, Kenna Elementary has implemented the following safety measures:

Parents may drop off students to the school using the rear entrance drop off area from 7:15 to 7:45. Students will enter the building through the rear main entrance. Students may be picked up beginning at 3:15 up in the rear (back) of the building. Students will be dismissed to your vehicle from the cafeteria. If you pick up your child from school on a daily basis, you will be provided with an identification card for you and your child. **After 7:45 am, students are tardy, and parents need to enter through the front entrance to sign a student in for the day.**

Staff and students will not be permitted to open building entry doors to allow visitors access. All visitors/parents/etc. must enter through front entry doors and be buzzed into the waiting room by the office staff. All volunteers and visitors are required to check in at the office and wear an identification tag while they are in the school or on the school grounds. Volunteers and visitors must also sign out in the office when they leave the school.

**\*\*During the pandemic and for the safety of all students, there are no visitors allowed in the building.**

For the safety of our students, there will be no trespassing onto the playground during school hours by outside of school individuals.

# SERVICES

## COUNSELING SERVICES

Kenna Elementary School’s counselor is available upon request by a student, teacher, principal, or parent to discuss issues important to student adjustment and achievement. Classroom or small group activities are offered concerning friendships, study skills, career exploration and self-concept. Children practice life skills such as processing feelings, making decisions, and listening and communicating effectively.

## SCHOOL HEALTH SERVICES

Kenna Elementary School has a nurse available to provide basic nursing services. The nurse’s schedule is posted in the nurse’s office. Although the nurse’s hours vary on a daily basis, we have staff members that are trained in basic procedures. Emergency coverage is provided as needed by a school nurse.

## WELLNESS POLICY

Kenna Elementary School recognizes that students’ wellness and proper nutrition are related to students’ physical well-being, growth, development and readiness to learn. The school and district are committed to providing a school environment that promotes student wellness, proper nutrition, nutrition education, and regular physical activity as part of the total learning experience. In a healthy school environment, students will learn about and participate in positive dietary and lifestyle practices that can improve achievement.

## MEDICATION POLICY

In accordance with West Virginia State Board Policy 2422.8, **MEDICATION ADMINISTRATION,** and Jackson County Schools Policy 5330: **Administration of Medications,** the following procedures have been established for administering medications to students while at school.

* Parents are encouraged to administer medications to students at home whenever possible.
* All prescription **and** non-prescription medications require the parent to provide written information including:
	+ the name of the medication,
	+ the dosage, time and route it is to be given,
	+ reason(s) for the medication (if to be given only for specific symptoms),
	+ intended effect of medication,
	+ the duration of time it is to be taken,
	+ allergies,
	+ date of prescription and/or medication expires,
	+ the signature of the physician/licensed prescriber,
	+ the signature of the parent or guardian, and
	+ emergency contact information including parent name, address, phone numbers and at least two telephone numbers other than the parent/guardian in case of emergency.
* Parents may bring the amount of medication needed up to a one-month supply. Medication must be in the original package or pharmacy bottle with the student’s name affixed for over the counter medications. Parents are to leave the medication with the nurse, principal, or approved designee for proper storage and monitoring of administration. The only exceptions to this requirement are students who are authorized to carry medications that require immediate administration such as an epi-pen or inhaler. The physician order must specify that it be maintained in the student’s possession, and the student must be able to demonstrate that he/she is able to carry/maintain the medication in a responsible manner and use only as prescribed.
* When medications other than those authorized for self-carry/self-administration are discovered in a pupil’s possession, they will be confiscated, and the parent contacted to discuss the substance abuse policy and disciplinary action, and to pick up the medication.
* Schools may possess and maintain a supply of epinephrine auto injectors for use in emergency medical care or treatment for anaphylactic reaction.
* In the event of a medication emergency, the school nurse and/or administrator will be notified to respond and call the physician and/or parent/guardian as necessary.

If prescription and/or non-prescription medication is to be dispensed at school, please have the physician complete and sign the form JC-72 for prescription medication and/or a form JC-72a- OTC for non-prescription medication. Please return these forms to the school.

The school nurse or principal will store the medication in a locked container in a secure area. All prescription medications brought to the school shall be picked up by the parent at the end of the school year or the end of the period of medication administration, whichever is earlier. All medication not picked up by the last day of the school year will be destroyed.

A medication log or written record will be maintained indicating the name of the student, the name and dosage of the medication dispensed, the date and time of day, the duration of the order, and the name (initials) of the person administering the medication.

# ACADEMIC INFORMATION

## HOMEWORK

Kenna Elementary school advocates the concept of homework to provide an additional positive learning opportunity that enhances home/school communication. In general, homework should take no longer than 20 – 30 minutes depending on the grade level. We encourage parents and guardians to read to/with your child for at least 20 minutes daily.

## ACADEMIC INTEGRITY

Kenna Elementary School expects students to follow ethical academic standards. Academic dishonesty is a serious matter. Academic dishonesty encompasses, but is not limited to:

**Cheating** – Cheating includes, but is not limited to, a student copying an assignment or tests and submitting it as his/her own; allowing someone to copy an assignment or test and submit as his/her own; unauthorized use of or communication during an exam or project; telling other students what is on a test or quiz or providing specific questions or answers

**Plagiarism –** Plagiarism includes, but is not limited to, a student intentionally or negligently using someone else’s ideas, words or artistic creations without citing the source.

**Fabrication or Forgery –** Fabrication/forgery includes, but is not limited to, a student using invented information in assignments, using imitations or copies of images (i.e. Photoshop), documents, signatures, etc.

## TEXTBOOK/LIBRARY BOOK POLICY

Jackson County Schools provides free textbooks to all students. These books are considered to be on loan to the student. Normal wear and tear is expected, however, if as student loses, defaces or destroys textbooks or workbooks, the parents will be responsible for replacing the item.

## iPad

Jackson County Schools provides iPads for remote learning for students in grades 2-5. Students and parents sign a technology agreement that covers the use and care of the iPad.

## BAND PROGRAM

When a student enters fifth grade, they will be offered the opportunity to take band classes. Band students receive instruction once or twice a week. Daily practice at home is encouraged.

Parents may rent or buy instruments from local music stores. There will be an opportunity for students to try out instruments in the fall at Ripley High School. Additional information will be sent home in a few weeks after the start of school.

## STUDENT RECORDS

Records are maintained in both paper and electronic form for students at Kenna Elementary School. Divorced parents are entitled to copies of student records unless a written court order prohibits this. Parents may contact the school office to acquire copies of these records.

## STUDENT ASSISTANCE TEAM (SAT)

When students have difficulty academically, behaviorally, socially or due to truancy, a meeting is scheduled with parents/guardians to discuss the situation. The SAT team will meet each grading period for the student. The SAT team will design a plan using available resources to help the student. The goal is for every student to be successful.

## PROMOTION AND RETENTION OF STUDENTS

The promotion of a student from one grade level to the next shall be based primarily on mastery of required competencies as contained in the West Virginia College and Career Readiness Standards. Retention of students is an option for students who, after intensive interventions, are performing below grade level standards. Interventions must occur before the retention decision is made. Retention may be considered only after the Student Assistance Team (SAT) has met and all options are discussed fully. If a parent does not attend the SAT meeting, parents shall be provided notice via telephone or mail. Report cards are to reflect the student's inclination for promotion or retention. School professional personnel and parents/legal guardians shall make decisions regarding promotion and retention. In the case of differing opinions, the school principal, after consulting with the SAT, shall render a final decision.

# ATTENDANCE

## ATTENDANCE AND TARDIES

The faculty and staff of Kenna Elementary School believe that faithful attendance is essential to success in school. In an effort to increase attendance at our school the following policy has been developed:

* Students are expected to be in the building ready to learn upon the ringing of the bell at 7:45 a.m.
* All tardies will default to unexcused until an excuse is turned into the school. Students who are brought in or signed out for half of the day will be counted with a ½ day absence.
* Students signed out after 3:00 are dismissed with Parent pick-up out of the cafeteria at 3:15.

**\*\*\*Important:** Please understand that it gets quite hectic in the front office during dismissal.
For the safety of all students, please refrain from calling the office with dismissal changes or entering into the front office to sign out your student(s) from 3:00pm and after unless it is an emergency.

Sign-in/Sign-outs may be excused by the following means:

* + Parent notes (limited to 5 per semester). Excused or unexcused will be determined by BOE and WVDE attendance policy. For example, oversleeping is NOT an excused tardy.
	+ After 5 parent notes, all sign-in/sign outs must be accompanied by a doctor’s note to be excused.
	+ Doctor’s Excuses (unlimited)
	+ Sent home by school staff (example: school nurse sends student home).
	+ Chronic tardies or absences may result in assignment of after school tutoring to cover missed content.

**Students who are absent from school for the entire day must bring in an excuse for the absence.**

Full day excused absences by the following means:

* + Parent notes (limited to 5 per semester for illnesses as per Jackson County BOE Policy).
	+ Excused absences will be determined by BOE and WVDE attendance policies.
	+ After 5 parent notes, additional absences must be accompanied by a doctor’s note to be excused.
	+ Doctor’s excuses (unlimited)
	+ Sent home by school staff (example: Nurse sending student home)

EXCUSES MUST BE TURNED IN 3 DAYS (on or before) AFTER THE CHILD RETURNS TO SCHOOL.

## PERFECT ATTENDANCE AND FAITHFUL ATTENDANCE

At the conclusion of the school term, the State of West Virginia recognizes students with perfect and faithful attendance at school. Perfect attendance means a student is present for every day that school is in session. Faithful attendance is when a student is absent for less than five days during the school year.

## FAMILY EDUCATIONAL TRIPS

Parents who are planning to take their children on an educational trip during a time when school is in session must provide the information on the request form **two weeks prior to the trip.** The principal will review the request and approve. Trips longer than ten school days will require the approval of the county superintendent.

The student is expected to complete all schoolwork that is assigned during this time. Every effort will be made to provide the work to the student prior to the absence. The student will be expected to submit the work and take missed tests during the first week of their return. Please make every effort to limit the amount of time your child is absent from school.

# SCHOOL RULES AND POLICIES

## KENNA ELEMENTARY SCHOOL DISCIPLINE POLICY

2020 – 2021

 Kenna Elementary School is committed to providing all students a learning community that promotes responsible, respectful, and safe behaviors towards others.

 In order to maintain a positive learning community, Kenna Elementary School developed a discipline policy that is both positive and prevention-oriented. The consequences of violating the discipline policy align with West Virginia Board of Education Policy 4373 and Jackson County Schools Code of Conduct for Student Behavior. Links to these policies are found below.

|  |  |
| --- | --- |
| **Policy** | **Link** |
| WV Policy 4373 | <http://wvde.state.wv.us/policies/p4373-new.pdf> |
| Jackson County Schools Code of Conduct | <http://boe.jack.k12.wv.us/education/components/scrapbook/default.php?sectiondetailid=199&linkid=nav-menu-container-4-21534>  |

 The discipline policy outlines expected behaviors, provides training in those expected behaviors, and holds students accountable for choosing not to display the expected behaviors.

 Cooperation among staff, students, and parents is essential to the success of providing our students with a foundation for lifelong learning. Parents, students, and staff are responsible for a positive learning community at Kenna Elementary. The expectation is that ALL members of the Kenna Elementary School community are empowered to make good decisions and be productive citizens of our learning community.

 Kenna Elementary School has developed a positive behavior support program based on the work of several programs including Time to Teach, Seven Habits of Happy Kids, The First Days of School, Responsive Classroom, APL, and a focus on Social and Emotional Learning. From these resources, we have established rules for all common areas of the school and classroom teachers have established classroom rules and procedures that support positive behavior among students, teachers, staff, and parents/guardians.

 Three behavior goals are necessary to establish a positive learning community at Kenna Elementary School.

* ***Be Respectful***
* ***Be Responsible***
* ***Be Safe***

## JACKSON COUNTY SCHOOLS CODE OF CONDUCT SUMMARY STATEMENT

All students enrolled in Jackson County Schools shall behave in a manner that promotes a school environment that is nurturing, orderly, safe, and conducive to learning and personal-social development.

Students enrolled in Jackson County Schools will:

1. Help create an atmosphere free from bullying, intimidation, and harassment.
2. Demonstrate honesty and trustworthiness.
3. Treat others with respect, deal peacefully with anger, use good manners, and be considerate of the feelings of others.
4. Demonstrate responsibility, use self-control, and be self-disciplined.
5. Demonstrate fairness, play by the rules, and will not take advantage of others.
6. Demonstrate compassion and caring.
7. Demonstrate good citizenship by obeying laws and rules, respecting authority, and by cooperating with others.

These regulations apply to all students attending Jackson County Schools during any education-sponsored event, whether in a classroom, elsewhere on school premises, on a school bus or other vehicle used for a school related event, or at a school-sponsored activity or event, whether or not it is held on school premises, in a building or other property used or operated by a county board of education, state department of education, or in another facility being used by any of these agencies.

Jackson County Schools, in compliance with State of West Virginia mandates, has established four levels of Student Code of Conduct violations in this policy with progressively severe consequences for each level. School administrators or their designees will receive complaints of violations.

*The Jackson county Schools Student Code of Conduct, Policy JCDA defines more specifically all parameters of expected behaviors. This code of conduct applies to all students enrolled in Jackson County Schools. It does not supersede any rights granted to students by state or federal law or by West Virginia Board of Education policy.*

## DRESS CODE

Kenna Elementary School believes that students learn best in an environment that is both safe and free from unnecessary distractions. Therefore, the following dress code will be implemented.

1. No spaghetti strap shirts for students at any grade level. Straps on shirts must be one inch or wider.
2. No short-shorts or mini-skirts are allowed. Shorts and skirts must reach the tip of the middle finger when arms are held in front of legs.
3. Any article of clothing deemed disruptive to the educational process is prohibited. This may include, but is not limited to, shirts with inappropriate language and/or displaying advertisements for alcohol/tobacco.
4. No hats or hoods are allowed inside of the building. Special circumstances, including medical conditions, will be handled on an individual basis.
5. All shirts must cover the abdomen completely.
6. Students need to wear appropriate footwear every day. Students will be participating in recess every day and physical education classes throughout the week.

## CELL PHONES AND ELECTRONIC DEVICES

The use of electronic devices and cell phones by students are prohibited during the school day according to Jackson County Schools policy. **Kenna Elementary School will not be responsible for lost, stolen, or damaged electronic devices.** These devices include, but are not limited to cell phones, iPads, iPods, tablets, e-readers, MP3 players, and gaming devices such as DS, PSP, Gameboy, etc. The staff of Kenna Elementary School understands that some students spend time at more than one residence and these devices travel between homes.

When it is absolutely necessary for these devices to be with the student, they must remain in their backpack/locker and turned off. Devices that are observed to be in the classroom without teacher permission or used inappropriately will be confiscated and a parent will be required to come and pick the device up from the school.

School issued iPads will be going home for certain grades. See Kenna Elementary Student and Parent Ipad Expectations Sheet for specific iPad care and guidance.

## CHEATING

Students are expected to complete assignments and projects in a variety of ways. When given cooperative learning (group/partner) opportunities, students are expected to work together within that group. When individual assignments are given, students are expected to work independently. Students caught using another student’s answers will be considered to be cheating. The first offense for cheating will result in a zero on the assignment and contacting parent/guardian. The second offense will result in a zero on the assignment, contacting parent/guardian and assignment of detention.

## TOBACCO VIOLATIONS

Jackson County Schools and the West Virginia Department of Education require every school have a policy in place in the event that a student possesses or uses tobacco at school. The consequences for tobacco use or possession at Kenna Elementary are:

* **First Offense –** Parents will be notified of the use/possession of tobacco products. Student will meet with the principal and/or guidance counselor to discuss the tobacco policy and the harmful effects of tobacco use.
* **Second Offense** – Parents will be notified of the use/possession of tobacco products and will be asked to meet with the principal and/or guidance counselor. The student will receive two days of after school detention and/or in-school suspension.
* **Subsequent Offenses** – Parents will be notified of the use/possession of tobacco products. The student will be suspended for 1 day.

## DRUG, ALCOHOL and SMOKING POLICY (WV BOE Policy 4373)

No person (student, staff member or public guest) may unlawfully possess, use or be under the influence of any substance containing tobacco and/or nicotine or any paraphernalia intended for the manufacture, sale and/or use of tobacco/nicotine products in any building/area under the control of the county school system, including all activities or events sponsored by the county school district.

## BEHAVIOR MANAGEMENT – INCENTIVES AND CONSEQUENCES GRADES PK - 2

**Students at Kenna Elementary School are encouraged and motivated to do their best. Students can earn something good tickets from teachers, counselors, and administrators. Students are recognized quarterly for academic accomplishments, good citizenship, perfect attendance each nine weeks, Accelerated Reader points, and other achievements.**

**Kenna Elementary students are expected to behave in accordance with the Jackson County Schools Code of Conduct and the Kenna Elementary School Discipline Plan. The chart below summarizes inappropriate behaviors and the possible consequences.**

**Inappropriate Language Noncompliance**

**Disrespect Classroom Disruptions**

**Unprepared Dishonesty**

**Teasing Disruptive Transitions**

**Unsafe/Rough Play Inappropriate Restroom Behavior**

**Technology Violation**

**Redirect Reteach Think Time Parental Notification After school detention**

**\*Certain violations will result in immediate referral to the principal.**

**A student will be assigned after school detention after serving three (3) Think Times in a two-week period.**

**Parent Contact Alternative School Placement**

**Detention Suspension**

**In School Suspension Expulsion**

**Loss of Privileges (field trips, field days, etc.)**

**Aggressive/Profane Language Fighting**

**Disrespect Theft**

**Insubordination Vandalism**

**Bullying/Threatening Possession of Weapons**

**Physical Aggression/Contact Habitual Violation of School Rules**

**Harassment Technology Violation**

## BEHAVIOR MANAGEMENT – INCENTIVES AND CONSEQUENCES GRADES 3 – 5

**Students at Kenna Elementary School are encouraged and motivated to do their best. Students can earn something good tickets from teachers, counselors, and administrators. Students are recognized quarterly for academic accomplishments, good citizenship, perfect attendance each nine weeks, Accelerated Reader points, and other achievements. Kenna Elementary students are expected to behave in accordance with the Jackson County Schools Code of Conduct and the Kenna Elementary School Discipline Plan. The chart below summarizes inappropriate behaviors and the possible consequences.**

**Redirect 🡪 Think Time 🡪 Lunch Detention 🡪 Parental Notification and After School Detention**

**Redirection – The teacher verbally or nonverbally reminds the student to get back on task/correct behavior**

**Think Time – A student will move to a specific location in the classroom to fill out a form about their behavior. The teacher will discuss this with the student and they will return to their activities. When a student accumulates, (3) think time sessions in a period of 2 weeks or less, they will be assigned after school detention.**

**Lunch Detention – A student will sit at a table separate from their peers during the lunch period.**

**After School Detention – Students will serve 30, 60 or 90 minutes of detention depending on the number/severity of the offenses. \*Certain violations will result in immediate referral to the office.**

**Inappropriate Language Noncompliance**

**Disrespect Classroom Disruptions**

**Unprepared Dishonesty**

**Teasing Disruptive Transitions**

**Unsafe/Rough Play Inappropriate Restroom Behavior**

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**Detention Suspension**

**In School Suspension Expulsion**

**Loss of Privileges (field trips, field days, etc.)**

## KENNA ELEMENTARY SCHOOL EXPECTATIONS

|  |
| --- |
| Use appropriate and positive language in all situations.Follow directions the first time given.Treat others, as you would like to be treated. |
|  | **Classrooms** | **Bathroom** | **Cafeteria** | **Recess/****Playground** | **Hallways** | **Arrival/****Departure** | **Office** |
| Be Respectful | * Listen when others are speaking, and speak when it is your turn.
* Respect others, all staff, and property.
 | * Respect the privacy of others.
* Get in and out as quickly as possible.
* Keep bathrooms clean.
* Conserve water, and paper products by using only what you need.
 | * Say, “Please “and “thank you “when talking to the lunch room workers.
 | * Play in a way that is respectful of the staff, other students, and the playground equipment.
 | * Walk quietly.
* Respect all hallway displays.
* Keep our hallways clean by not leaning on the walls as you walk or stand in the hall.
 | * Place your personal items in the appropriate place. (Coats, Backpacks etc.)
* Remove hats and hoods upon entering the building.
 | * Report to the window and address the staff politely.
* Wait quietly.
* Use “please”, “thank you”, and “excuse me”.
 |
| Be Responsible | * Take care of your personal belongings and clean up after yourself.
* Give your best effort.
* Be prepared.
 | * Report graffiti, damage, or disturbances to a staff member.
* Clean up after yourself.
 | * Keep all food in the cafeteria.
* Clean up after yourself.
 | * Tell a staff member of any problems, accidents, or injuries.
* Put all materials away.
 | * Tell a staff member of any problems.
 | * Wait at your assigned area.
 | * Tell the truth.
 |
| Be Safe | * Keep hands, feet, and objects to yourself.
 | * Wash hands with soap.
* Dry hands quickly with the air dryers.
 | * Get permission to leave your table.
* Keep hands, feet, and objects to yourself.
* Walk at a safe pace.
 | * Keep hands, feet, and objects to yourself.
* Use games, equipment, and materials properly.
* Enter and exit in orderly lines.
 | * Walk at a safe pace in line.
* Keep hands, feet, and objects to yourself.
 | * Use the sidewalks when entering and exiting the building.
* Walk at a safe place in line.
* Keep hands, feet, and objects to yourself.
 | * Wait patiently while sitting or standing in one place.
 |

## TEACH TO EXPECTATIONS

The staff of Kenna Elementary School believes that students must be properly trained in expected behaviors. The following “Teach-To’s” provide instruction in core behaviors that are common to all students at Kenna Elementary. Each student will be instructed using the following “Teach-To’s” at the beginning of each school year. Re-teaching will occur on an as-needed basis throughout the school year.

|  |  |
| --- | --- |
| **Teach-To Activity** | **Procedures** |
| Hallway Behavior | 1. Walk single file.
2. Face Forward.
3. Stay on the right side of the hallway.
4. Keep hands, feet, and belongings to self.
5. Walk in a way so that you are not leaning on or touching the walls.
6. Silence to respect the other classrooms that are working.
 |
| Manners – Behavior  | 1. Be respectful to everyone.
2. Say please, thank you, and excuse me at appropriate times.
3. Answer “Yes, Ma’am, “No Ma’am, “Yes, Sir,” “No Sir,” as appropriate.
4. Make eye contact with the person to whom you are speaking.
5. When adults are talking, walk around them instead of walking between them.
6. When others are talking, wait your turn to speak.
 |
| Electronics | 1. Personal electronic devices (eg. cell phones) are not allowed at school.
2. If a student MUST bring one to school it should remain off and in the locker.
3. Follow all rules regarding cyber safety and acceptable use in a school.
4. Devices are NOT allowed to be in use before school in the gym or cafeteria.
 |
| Personal Items | 1. Personal items (i.e. electronics, jewelry, trading cards) are not to be traded, shared, or sold.
2. Fidget Spinners and other toys are not allowed at school.
 |
| Bathroom | 1. Walk directly into the bathroom.
2. Use only the amount of toilet paper you need.
3. Make sure the toilet flushes and check to see that the toilet is clear.
4. Wash hands with soap and water; dry hands with the hand dryer. Do not play with the hand dryers.
5. Walk directly out of the bathroom.
 |
| Going to the office | 1. Ask permission to leave.
2. Tell the secretary or parent volunteer what you need.
3. Follow hallway procedures.
4. Use your manners.
5. Reenter the classroom quietly and resume your classroom activity.
 |
| Assemblies\*NO assemblies will occur during the pandemic  | 1. Walk.
2. Keep hands and feet to self.
3. Voices off-If an adult raises their hand that is your signal to stop talking.
4. Sit in the designated area.
5. Be respectful to guests.
6. Applaud when appropriate.
7. Use a single file line to enter and exit the assembly.
 |
| Guest Safety | 1. Outside doors are to remain closed at all times. Only adults let people into the building.
2. Do not let anyone into the building. Notify a staff member if someone wants in the building.
3. Be respectful and courteous to guests.
4. Report to your teacher if you see someone without a visitor pass.
 |
| Visitors to Classrooms | 1. Students will stay on task and quiet until otherwise directed by teacher.
2. Be respectful and remember your manners.
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| **Teach-To Activity** | **Procedures** |
| Library/Computer Lab | 1. Make sure an adult is in the library/lab before entering.
2. Turn your voices off or low volume.
3. Follow directions given by your teacher.
4. Raise your hand if you need help.
5. Take care of the equipment and books. Do not move keyboards or computer mice.
6. Return books to their proper location.
7. Exit computer back to the home screen; put headphones away; and push in your chair.
8. Clean the desk area of any paper or debris.
9. Follow teacher out of the library/lab area quietly.
10. Do not adjust the height of the monitors.
11. Leave the chairs at the desks or stations. Only move with teacher permission.
 |
| Playground | 1. Walk to playground in single file line.
2. Face forward when running or walking on playground. Do not chase when near equipment.
3. Take turns.
4. Stay on playground or in designated areas.
5. Keep hands, feet, and equipment to self.
6. Return equipment to where it belongs.
7. Take turns on the Stand ‘N Spin. K – 2 – Three at a time; 3 – 5 – Two at a time.
8. Walk in the mulched areas. Keep the mulch in the bordered areas.
9. Think win-win. Be a good sport.
10. Line up immediately when given the signal.
11. Stay off the top of all playground equipment or toys.
12. Keep the playground clean by using the trash can or picking up litter.
 |
| Playground equipment | **Swings**1. Keep your bottom in the seat.
2. Hold onto chains with both hands.
3. Swing straight ahead.
4. Stop before getting out of swing.
5. Keep a safe distance from moving swings.

**Slides**1. Never stand at the top of the slide.
2. Sit feet first to go down the slide.
3. Do not walk up the slide.
4. When the slide is clear, go down one at a time.

**Monkey Bars on Big Toy**1. Only students in grade 3 or above are to use the monkey bars.

**Tire Swing**1. Only one person at a time on the tire swing and one person can push them. Others stand away from the swing outside of the mulch area.
 |
| Morning Arrival | 1. Walk from the bus or car to your designated area.
2. Stay in one place. Ask the duty teacher if you need to use the restroom.
3. Walk at all times.
 |

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| --- | --- |
| **Teach-To Activity** | **Procedures** |
| CafeteriaBreakfast/Lunch | 1. Follow all directions given by adults in the cafeteria.
2. Get all items you need when you first go through the line (milk, your tray, silverware, napkins, and any condiments while first going through the line.
3. Say “Thank you” to the cafeteria workers when receiving your tray.
4. Sit at the table as assigned by the staff on duty.
5. Raise your hand if you need help opening containers or have a question.
6. Use quiet voices to talk to your classmates sitting at your table.
7. Use silverware appropriately.
8. Wipe your face and hands with a napkin after you have finished eating.
9. Be careful not to drop food or trash on the table and floor.
10. Wait to be dismissed by the staff on duty before dumping your tray.
11. Walk to the trashcans. Follow directions of the staff on duty.
12. Walk to your dismissal area. Use quiet voices to talk to your classmates.
13. Raise your hand if you have a question. The teacher on duty will come to you.
14. Remain in your seat until your teacher picks you up from the cafeteria.
 |
| Afternoon Dismissal | 1. Students will be dismissed by intercom.
2. Car pick-up students must report to the cafeteria and sit until the teacher on duty calls your name.
3. Use quiet voices while waiting.
4. Line up with all your belongings when instructed by the staff on duty.
 |

# MISCELLANEOUS INFORMATION

## CAFETERIA INFORMATION

Jackson County Schools provides free breakfast and lunch to all elementary aged students.

We invite parents to eat lunch with your children. The cost of an adult lunch is $3.00. Due to the high demand of school lunch on special days – turkey dinner at Thanksgiving and Christmas – we are unable to accommodate parents who wish to eat lunch with their child on these days. \***\*\*During the pandemic, for the safety of all students there are no visitors allowed the building.**

If you pack your child’s lunch, please make sure it is ready to eat. Students do not have access to a microwave during lunch. We encourage healthy choices for packed lunches.

Lunches from outside establishments are not allowed in the cafeteria. It is requested for parents eating meals with their children at school refrain from bringing in such items.

 **The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)**

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**Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at****(800) 877-8339****; or****(800) 845-6136****(Spanish).**

**"USDA is an equal opportunity provider and employer."**

## RECESS

West Virginia state law states that students shall receive at least 30 minutes of physical activity (recess) daily. If there is inclement weather, students will participate in indoor recess activities. Students should wear appropriate shoes for recess each day (time will not be provided for students to change shoes each day.

## FIELD TRIPS

\*The pandemic may impact fieldtrips this school year.

In order to supplement students’ educational experiences, each class at Kenna Elementary School takes at least one field trip per year. Parents will be notified in advance of any field trip and need to return the 2020 – 21 field trip permission form with the other back to school documents.

In most instances, school personnel serve as chaperones for field trips. There are occasions where parent chaperones may be necessary to ensure proper supervision of students**.** Any individual who serves as a chaperone for a field trip must be an approved volunteer in the district. There are no exceptions.

**NOTE: The principal can permit or deny a student’s field trip based on individual circumstances.**

## CLASSROOM CELEBRATIONS

\*At this time for the safety of the students and staff we are not having classroom celebrations with outside food items brought in.

Classroom celebrations are held throughout the year for special themes or events. Each classroom has a volunteer parent who coordinates the materials or food needed for these events. We encourage parents to attend and any donations are greatly appreciated. **Any food for student consumption needs to be purchased at a store or bakery. “Homemade” items are not permitted due to potential food allergies.** All food for classroom celebrations that are sent to school must be preapproved by the teacher and must be sent to school in original packaging.

Note that WVDE nutrition guidelines do apply to holiday celebrations such as Halloween, Valentine’s Day, etc.

Parents may request that their child not participate in a celebration if it conflicts with their beliefs at home. Please notify your child’s teacher and they will make other arrangements for the child by consulting with the principal. These arrangements will not penalize your child in any way.

In order to prevent hurt feelings, please do not send private party invitations to be distributed at school unless you are including the entire class.

**Flowers and Balloons**

\*No deliveries at this time.

Student deliveries have the potential to result in a disruption of instructional time, hurt feelings and safety issues. For example, some students are allergic to latex balloons. Please refrain from sending flowers and balloons to students during the school day.

## STUDENTS AND MEDIA

During the school year, we have many opportunities to take photos of our students and display their work.  As part of using technology in the classroom, there may be times where teachers or students use tablets to video other students working on a project or presentation.   Student photographs and work may be used on bulletin boards throughout the building, in school newsletters, the local newspapers, or on our district/school website and social media pages. We want to share with our community the exciting things that are happening at Kenna Elementary School.

 Each year a form is sent home with your child indicating whether you would like their names or images published. Please note that any pictures placed on the school or district website or social media will not include the name(s) of any child (ren). Please indicate your preference and return the form with the other papers sent home during the first week of school.

## NON-DISCRIMINATION NOTICE

The Board of Education does not discriminate based on religion, race, color, national origin, gender, disability, age, or genetic information in its programs, activities, or employment.

The Board does not discriminate in the employment of administrative staff based on the Protected Classes of race, religion, color, national origin, ethnicity, ancestry, or sex.

The Board also does not discriminate based on Protected Classes in its employment policies and practices as they relate to students, and does not tolerate harassment of any kind.

Equal educational opportunities shall be available to all students, without regard to the Protected Classes, age (unless age is a factor necessary to the normal operation or the achievement of any legitimate objective of the program/activity), place of residence within the boundaries of the County, or social or economic background, to learn through the curriculum offered in this County. Educational programs shall be designed to meet the varying needs of all students.

## TITLE I INFORMATION

**Purpose of Title I**

The purpose of Title I is to help ensure that all children meet challenging state academic standards and provide additional academic support and learning opportunities to help low-achieving children master challenging curricula and meet state standards in core academic subjects.

**School-wide Program Model**

Title I schools in which at least 40 percent of the student enrollment are from low-income homes are eligible to use Title I funds for school wide programs.  This means the funds may be used to serve all the students in the school.

**Title I in Jackson County Schools**

Jackson County Title I schools (including Kenna Elementary) provide services to students and families utilizing the school wide program model.  Additional academic support is provided to low-achieving students in kindergarten through grade five by Title I teacher(s) during the school day.  These schools also provide several opportunities throughout the year for parents to participate in learning activities and trainings that will engage families in positive learning experiences.