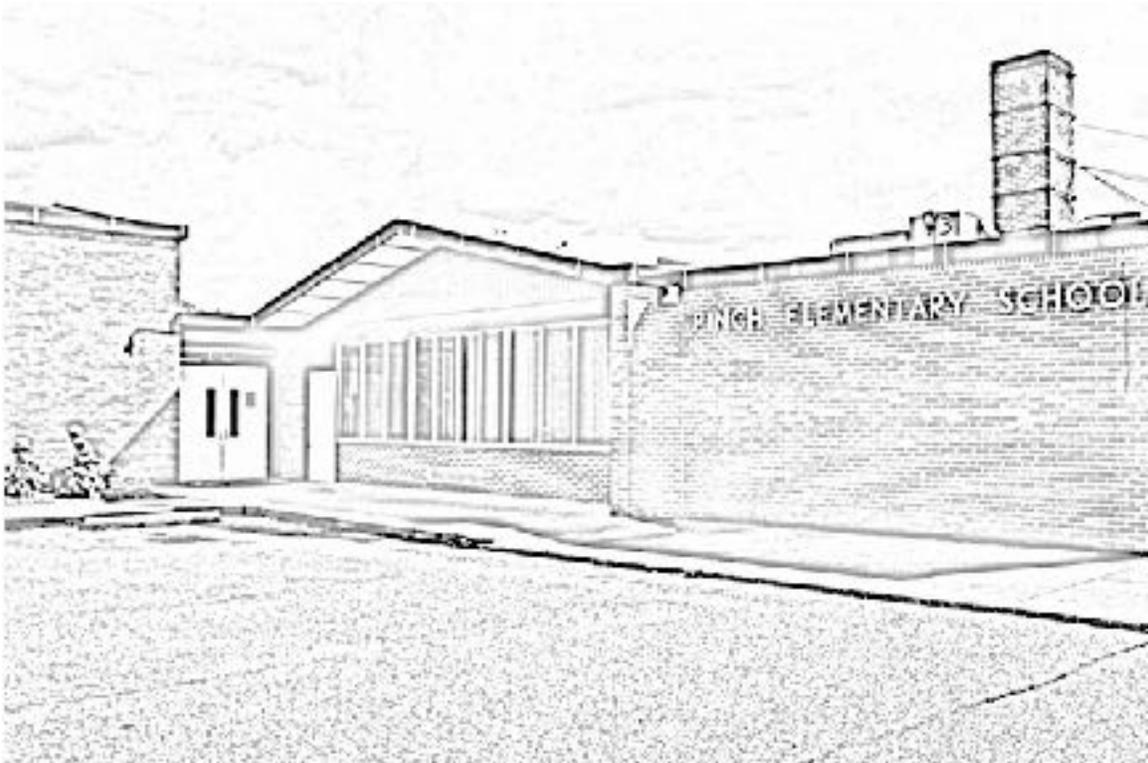


Pinch Elementary School

Unleashing Student Potential



“To Live, To Love, To Learn, to Leave a Legacy.”

2017-2018
Parent and Student
Handbook

August 2017

Dear Parents,

Welcome to the 2017-2018 school year at Pinch Elementary! We are looking forward to a great year. The staff here at Pinch is ready to meet the challenge of educating your children.

We invite you to become an active participant in our school community through volunteering, joining our PTO, or attending and supporting school events. Research clearly supports that when parents/guardians participate and are involved in their child's education, there is a greater likelihood of academic success for the child.

The staff at Pinch truly believes that communication is the key to a successful educational experience. Together, we will continue to improve the quality of our school community and provide the best for the children of Pinch Elementary. Education is a partnership between the school, students, parents/guardians, and community. All children are more successful when we work as a team to achieve educational goals.

The intent of this handbook is to provide you with information about Pinch Elementary School and to establish some common procedures for all of us to follow. Although we have tried to include as much information as possible, if you have additional questions, please contact your child's teacher or the school office.

Should you have any questions or ideas about how we can improve our school, my door is always open.

Sincerely,

Elizabeth Moore
Principal



*“We only get one chance to prepare our students for a future
that none of us can possibly predict.
What are we going to do with that one chance?”
Dr. Stephen R. Covey*

Pinch Elementary focuses on Leadership and the Covey Habits to create well-rounded students who know their strengths. It is our mission to unleash student potential. As we continue to implement this program in our school, we find improved student achievement, significantly enhanced self-confidence and esteem in students, dramatic decrease in discipline problems, increases in staff job satisfaction, a greatly improved school culture, engaged parents and business and community leaders who want to lend support. We hope that you will work with Pinch Elementary and your students as we unleash a culture of leadership at Pinch Elementary.

The Covey Habits

Be Proactive: I am a responsible person. I take initiative. I choose my actions, attitudes, and moods. I do not blame others for my wrong actions. I do the right thing without being asked. I do the right thing without being asked, even when no one is looking.

Begin with the End in Mind: I plan ahead and set goals. I do things that have meaning and make a difference. I am an important part of my classroom and contribute to my school’s mission and vision, and look for ways to be a good citizen.

Put First Things First: I spend my time on things that are the most important. This means I say no to things I know I should not do. I set priorities, make a schedule, and follow my plan. I am disciplined and organized.

Think Win-Win: I balance courage for getting what I want with consideration for what others want. I make deposits in others’ Emotional Bank Accounts. When conflicts arise I look for third alternatives.

Seek First to Understand, Then to be Understood: I listen to other people’s ideas and feelings. I try to see things from their viewpoints. I listen to others without interrupting. I am confident in voicing my ideas. I look people in the eye when talking.

Synergize: I value other people’s strengths and learn from them. I get along well with others, even people who are different from me. I work well in groups. I seek out other people’s ideas to solve problems because I know that by teaming with others we can create better solutions than any one of us alone. I am humble.

Sharpen the Saw: I take care of my body by eating right, exercising, and getting sleep. I spend time with family and friends. I learn in lots of ways and lots of places, not just at school. I take time to find meaningful ways to help others.

PINCH ELEMENTARY STAFF

Office Staff

Elizabeth Moore	Principal	emoore@mail.kana.k12.wv.us
Susan Cummings	Secretary	scummings@mail.kana.k12.wv.us
Kelly Pile	Clerk	kpile@mail.kana.k12.wv.us
Todd Roatsey	Counselor	troatsey@mail.kana.k12.wv.us

Faculty

Ciara Teel	Kindergarten	cteel@mail.kana.k12.wv.us
Allison Douglas	Kindergarten	
addouglas@mail.kana.k12.wv.us		
Makia Mogielski	Kindergarten	mmogielski@mail.kana.k12.wv.us
Trudy Fragale	First	tbonnett-fragale@mail.kana.k12.wv.us
Melissa Stowers	First	mstowers@mail.kana.k12.wv.us
Ashley Wehrle	First	awehrle@mail.kana.k12.wv.us
Karen Messinger	Second	kmessinger@mail.kana.k12.wv.us
Lois Ferrari	Second	lferrari@mail.kana.k12.wv.us
Carrie Bailey	Third	cabailey@mail.kana.k12.wv.us
Steve Smith	Third	smsmith@mail.kana.k12.wv.us
Maria Lawson	Third	mlawson@mail.kana.k12.wv.us
Lesa Bailey	Fourth	lbailey@mail.kana.k12.wv.us
Raelena Anderson	Fourth	randerson@mail.kana.k12.wv.us
Debbie Bailey	Fifth	dlbailey@mail.kana.k12.wv.us
Laura Stewart	Fifth	lstewart@mail.kana.k12.wv.us
Kathy Christian	Fifth	kchristian@mail.kana.k12.wv.us
Becky Thumm	Resource	bthumm@mail.kana.k12.wv.us
Krystal Paxton-White	Reading Interventionist	kpaxton@mail.kana.k12.wv.us
Sonya McLaughlin	Math Interventionist	
smclaughlin@mail.kana.k12.wv.us		
Katie Patrizio	Autism	kpatrizio@mail.kana.k12.wv.us

Specialists

Michelle Idleman	Computer Specialist	David Bannister	Phys Ed
Terri Taylor	Music	Penny Rayhill	Computer Tech
Angelina Ashley	Art	Stephanie Petry	Speech
Adam Cox	Art	Jenny Woodson	
Social Worker			
Lori Haapala	Nurse		

Service Personnel

Wendy Goins	Kindergarten Aide	Kim Taylor	Head Cook
Lisa Taylor	Kindergarten Aide	Bonnie Crouch	Cook
Joyce Osbourne	Autism Aide	Preston Crouch	Cook
		Joe Harper	Custodian
		Charles Pence	Custodian

Attendance/Tardy Policy

When Absent/Tardy:

Your child is to bring in a doctor's excuse or a parent note when coming to school tardy or returning following an absence. Notes should indicate the day/days absent and the reason. Absences have to be coded correctly by the secretary or parents could face truancy charges by the county Attendance Director/Social Worker. **Parents with students who have 10 or more unexcused absences will receive a legal notice to appear in court.**

Parents must sign-in tardy students. Students not in the classroom ready to work at 7:20a.m. are considered tardy. Tardy students may be asked to sit in the office until an opportunity allows for them to be integrated into the classroom without causing interruption. Ten tardies will require a conference with the principal, parent and student. Eleven tardies will result in a referral to our Student Assistance Team. Fifteen tardies will result in a referral to central office.

A record of excessive tardiness or students leaving early for appointments will be kept. Students reporting to school more than

90 minutes after commencement of the school day, shall be reported **one half day absent**. If a student is taken out of school 90 minutes early he/she shall be reported **one half day absent**.

A student will be required to complete and return make-up work promptly. Make-up work will be provided on the day the student returns to school. **Teachers cannot be expected to gather work for absent students during instructional times**

Emergency Cards

Your child's emergency card must be on file. **The school must have telephone numbers where parents or guardians may be reached during the instructional day.** School facilities and staffing does not permit us to care for ill students longer than the time necessary to notify parents. If you relocate and your contact information has changed, please notify the school in writing immediately with the new information. A new Emergency Card will have to be completed and the West Virginia Educational Information System updated.

Schedule

6:40	Doors Open to Students
6:40-7:15	Breakfast Served
7:20	Tardy Bell
11:10-12:15	Lunch Served
2:00	Dismissal

Parent Involvement & Volunteer Program

Parent and volunteer involvement in our school is very important. All parents are encouraged to be involved and participate in school functions in accordance with KCS policies. Parents are invited to participate in numerous activities at the school such as the following:

- Parent Teacher Organization
- Local School Improvement Council
- Homeroom Parents
- Strategic Planning Committee
- Counselor workshops and informal meetings
- Parent/Teacher conferences
- Classroom observations by appointment

The goals of our volunteer program are to aide school staff in clerical tasks, provide community resource persons in music, art, careers and other areas and finally to provide better school-community relations via involvement in the decision making process concerning the needs of our school.

Safety/Security

In order to make our school a safe and nurturing place for students to learn and staff to work we are asking the following:

Visitors:

- **All visitors must report to the office.** All visitors must sign in and obtain a visitors pass. (Driver's License Required)
- When picking-up students from school early or at the end of the day, please wait in the office until students are dismissed by their teachers. **Parents are not to wait outside of classrooms, in the office or in the hallways.**
- Only the front door is to be used for entering and exiting the building.

Safe School Plan

- **Fire Drills:** 10 drills are held per year. Students line-up outside a safe distance from the building.
- **Shelter- In- Place:** No one is permitted in or allowed out of the building during a shelter-in-place. All entrances/exits will be sealed and locked.
- **Lock Down:** No one is permitted in or allowed out of the building. All entrances/exits will be locked.
- **Evacuation:** Evacuation site is New Beginnings Church.

Bus/Reporting Home:

- Students are to report home immediately after school. This will prevent anxious moments by parents and school personnel. Students are still under the protection of KCS once they exit the bus and prior to getting home. Students are subject to KCS Board Discipline Policies during this time. Note that flowers, glass and balloons are not permitted on buses.
- Inappropriate bus behavior could result in suspension from the bus.

Permission Policy

- If your child is to go to a different location after school, or will be picked-up by someone other than a legal guardian, **it is necessary to send a signed note** by the parent. This note must be signed and approved by the principal or secretary. Bus drivers will not admit a student on the bus without this notice. These arrangements must be made prior to arriving at school. Students will not be permitted to call parents to make these arrangements. Students without a note will be required to follow their usual routine. Avoid calling the school with schedule changes.

Legal/Custody Orders:

Legal papers are required to be on file at the school when custody issues prevent certain adults from having access to student records. Legal orders must be resubmitted when expired and also resubmitted at the beginning of every school year. Out of date orders will be discarded and will not be honored. Make sure your child's emergency card accurately reflects your legal order.

Nutrition/Health/Wellness

The Nutrition Policy by the West Virginia Department of Education must be enforced by our school. Foods and beverages made available on school premises during the school day must meet the requirements. Foods and beverages are defined as any food or beverage, sold, served or distributed to students including snacks from vending machines, school stores, parties/celebrations, and school day fund raising activities. This does not include foods brought to school by individual students for their own consumption, however compliance is recommended.

Guideline highlights are as follows:

- Limit calories to no more than 200 per product/package
- Limit total fat to no more than 35% of calories per product/package excluding nuts, seeds or cheese
- Limit saturated fat to less than 10% of the total calories
- Limit trans-fat to less than or equal to 0.5 grams per product/package
- Reduce sugar content of food items to no more than 35% of calories per product excluding fruits.
- Limit sodium to no more than 200 milligrams per product/package
- Only water, 100% fruit and/or vegetable juice and non-fat and/or 1% low-fat milk, flavored or unflavored is to be served
- No candy, soft drinks, chewing gum, or flavored ice bars
- Juice beverages are not to contain added sugar
- Fruit and vegetable portions are to be no more than 4oz.
- No caffeine containing beverages
- No foods containing non-nutritive/artificial sweeteners
- No food or beverage items are to be sold, served or distributed from the time the first child arrives at school until 20 minutes after all students are served lunch
- Foods and beverages shall not be offered as a reward or used as a means of punishment or disciplinary action for any student.
- All fund raising activities involving foods and beverages shall comply with the standards set forth in this policy

Other School Guidelines:

- **There are children in our school that have peanut and nut allergies. Exposure to peanuts or nuts can cause a life threatening allergic reaction. Children with this allergy are not to eat or inhale anything with peanuts or nuts. All foods now have an allergy disclosure under the ingredients list. Anything that contains nuts, may contain nuts, or is processed in a plant that processes nuts should not be sent to school with your child.**
- If the teacher approves snacks, they must be in their original packaging so the teacher can approve them. Any snacks that are brought to school must be approved by the teacher before being given to the students. If peanut or nut products are mentioned in the allergy disclosure, then the snacks cannot be distributed to the students. If the snacks do not meet the above nutritional guidelines, they will not be distributed.
- **Homemade items will not be accepted.**
- Note, that the guidelines **do** impact holiday celebrations such as Halloween, Valentine's Day etc...and must be followed.
- **Lunches from fast food restaurants are not allowed in the cafeteria.** We ask that parents eating meals with their children refrain from bringing in food from fast food restaurants.



Medications

Kanawha County Schools Administration of Medications policy allows students to take medications at school only if it is absolutely necessary in order for the students to attend school and learn. Please follow the regulations below when your child must take medications at school.

1. Send the written order from the physician. The order should include dosage instructions and the time the medication must be given. Written permission from the parent must also be included.
2. For medications that need to be given for longer than 21 days, an Administration of Medication form must be completed and signed by the physician and signed by the parent/guardian. This form may be obtained from the school.
3. The medication must be delivered to school in the original container. Prescription medication must be labeled clearly and accurately by the pharmacist or physician.
4. Over the Counter (nonprescription) medication must be delivered to school in the manufacturer's container and must be clearly labeled with the student's name.
5. All medications must be accompanied by an order from the physician except for the Over the Counter medications listed below. These medications must be accompanied by a note from the parent or guardian that gives permission to administer these medications and they must be delivered to the school in the original container. These medications will be administered according to the manufacturer's directions for up to three school days. After three days, an order from the physician will be required.
 - ◇ Ibuprofen medications such as Advil and Motrin
 - ◇ Acetaminophen medications such as Tylenol
 - ◇ Calamine lotion
 - ◇ Simple cough drops that contain only menthol or pectin.

This policy is in place for the safety and protection of your child. Thank you for your cooperation.

Students Sick At School

We will call you to pick up your child at school if:

- 1) Their temperature is 100 degrees or more
- 2) They have vomited
- 3) They have head lice or nits
- 4) Their eyes are red, itching, and have drainage
- 5) They have a rash that may be contagious
- 6) They have an infected draining wound
- 7) Other emergencies that may come up

On your child's emergency card, please list names of persons who can pick up your child in a reasonable amount of time if we have to call you.

Dress Code

Kanawha County Schools has developed a County Wide Dress Code. Students will not dress or groom in a manner that disrupts the educational process or is detrimental to the health, safety or welfare of others. In general, clothing for boys and girls at Pinch should consist of normal school attire. The following guidelines are consistent with KCS's Policy and will be enforced along with the rest of the policy:

- No clothing or attire that promotes or refers to the use of drugs, alcohol, or tobacco.
- The length of all shorts, skirts and dresses is to be no shorter than mid-thigh.
- No crop tops, tank tops, spaghetti straps, or other tops exposing the midsection
 - ***No holes or rips are allowed in jeans, shorts, pants, slacks, skirts or tops regardless of whether another garment (spandex, etc.) is worn underneath the garment containing the holes.***
 - No undergarments or pajamas shall be worn as outer garments
- Pants must be worn with the waistband at the waistline.
- No undergarments should be exposed.
- No hats, caps or other head coverings in the building.
 - **No “Flip Flops” or “Sliders” – this is a safety issue.**
 - Excess jewelry and makeup are distracting and are prohibited in school
 - Facial painting, facial tattoos, and hair painting will not be allowed.
 - “Heelies” or shoes with wheels are not allowed in school.
 - “Toe shoes” are not allowed in school- **this is a safety issue**

Parents will be asked to bring a change of clothing to school if student dress is not appropriate for a positive learning environment. If the parent is not available, the student will turn the t-shirt inside out to wear or change into clothing provided by the school. All students should practice good personal hygiene, including regular bathing, teeth brushing and clean clothing. Older students should use deodorant. Staff members will dress in a professional manner and set a positive model for students.

Personal Property

Possession of personal property items that are not needed for the instructional objectives of the school day are not permitted. The purpose of identifying specific items is to eliminate any items that disrupt classroom instruction or operation of the school, to eliminate the responsibility of school personnel for items that are expensive which could be lost or broken and to eliminate items that violate Board of Education Policy.

The following items are not permitted. Additional items may be identified by the individual classroom teachers:

- Toys (Especially collectible cards)
- Animals/Pets
- Electronic equipment (MP3, IPODs, Radios...)
- Regular games and electronic games
- Pagers and **Cell Phones**
- Medications without doctor and parent permission

Teachers have the authority to permit exceptions if certain items are part of a special/temporary classroom project. (Animals are specifically prohibited by Board of Education Policy, no exceptions)

Telephone Usage

Students will be permitted to use the school telephone in emergency situations. Messages will be relayed from the office to students if they are of an emergency nature. The school office should not be expected to deliver messages that could have been handled before leaving the home.

Make early dismissal day arrangement plans with your child ahead of time. It is not possible to allow each child to phone home for instructions. Notes should be sent to classroom teachers to make them aware of any issues or schedule changes.

Please avoid calling the school between 11:00-12:30 as office personnel are usually involved with supervising the lunchroom.

Parent Parking / Student Drop-off / Student Pick-up

Parents who transport their children to school will drop off students at the front circle. If you plan to walk your child into the building, **you must park on the lower lot or the church lot across the road- Do not park on Hughes Dr.** This is a school safety issue. We have students and parents walking in the parking lot **-only staff members are to pull in and park on the school lot.**

When dropping your child off, please pull as far into the circle as possible. This will allow more cars into the circle.

Students being transported by car will not be permitted to leave their classrooms until 2:10 p.m. Bus students will be dismissed first and must have left the parking area before other students will be dismissed. Those students being picked up will be escorted to the cafeteria. **Please wait for your child in the cafeteria - do not congregate in the hallways or office.** If students are to be picked up early, you are asked to please come into the office to pick them up. **If a child must be picked up early, they must be signed out before 1:45 pm so as not to interfere with the end of day dismissal for classrooms.** No student will be dismissed early to wait outside for a parent. This is to insure the safety of your child.

CLASSROOM VISITATION

Parents and guests are always welcome at Pinch Elementary. We do ask that you follow several guidelines when visiting or volunteering:

- Please enter and leave through the front doors next to the library. (The only exception to this will be from 7:00-7:25, during this time you will enter through the cafeteria doors.)
- **Upon entering, please go straight to the office to sign in.** You will receive a visitor's badge that we ask that you wear while in the building. By signing in we are able to monitor who is in the building for safety and for WV State Accreditation.

Birthdays/Celebrations

Invitations to student birthday parties may be passed out at school providing all students in the classroom receive an invitation.

Please do not send flowers, balloons, etc. to students at school. Again, this is for the feelings of all students in the classroom. Also, bus space and safety have limited items students can have on the buses.

Teachers may accommodate birthday celebrations for students, however they are to be kept very simple and take little of the instructional time. Arrangements for celebrations must be made well in advance with the classroom teacher. WVDE and KCS **nutritional guidelines must be followed for any celebrations.**

Field Trips and Excursions

Students are to meet guidelines in order to attend field trips. Students not meeting guidelines may be excluded from the trip by the classroom teacher.

- Displays acceptable behavior as outlined in the discipline code for the school and county.
- Maintains acceptable work habits in his/her classroom
- Meets positive behavior program guidelines
- Exhibits self-control in and out of the classroom
- Attends school faithfully in accordance with Kanawha County attendance policy. No excessive absences/tardies.
- Permission slips and medical forms must be signed and returned prior to trips. Students will not be permitted to call home for permission

School based staff members will be the sole chaperones on field trips unless determined by the principal that parent assistance is needed

Student Awareness

Students and parents must be aware of Policy J25 regarding Student Behavior including the sections dealing with weapons, drugs and sexual harassment. Please be aware of the consequences for violating these policies. Weapons, drugs, tobacco, alcohol and sexual harassment are not permitted on school property.

Strategic Plan

Core Beliefs:

- ◇ All children can learn.
- ◇ Good teaching matters
- ◇ Strong leadership is essential for success
- ◇ The education of a child includes the child, staff, parents and the community
- ◇ All teachers must be teachers of 21st Century literacy skills
- ◇ Our school is a safe and caring place.

Mission Statement:

Unleashing Student Potential.

Goals

- ◇ To increase the percentage of students achieving proficiency in Reading Language Arts on the WVDE Summative Assessment.
- ◇ To increase the percentage of students achieving proficiency in Math on the WVDE Summative Assessment.
- ◇ Students will achieve mastery of 21st Century Technology Skills

The Strategic Plan for Pinch Elementary School is available for your review at any time. If you would like more information about the plan or would like to be on the planning committee, please contact the principal. Your input and questions are appreciated.

Curriculum Standards

Teachers at all grade levels will be implementing the West Virginia Next Generation Standards. Adopted textbooks and other supplemental materials will be utilized to instruct students so that mastery of the content standards is achieved.

Conferences With Teachers

We believe that Parent-Teacher Conferences are most important for the welfare of each child and for the promotion of good understanding between the home and the school. Please understand that teachers arrive early, to prepare for the school day. Also, it is important that teachers spend all the time they can with the students. An appointment provides time for preparation and the privacy desirable for a satisfactory conference. Conferences, other than regularly scheduled ones, may be arranged by request of teacher or parent when a need arises. Please call

Parent Teacher Organization

The Pinch Elementary PTO meets 3-4 times per year. The PTO is made up of parents and teachers and is governed by an executive committee.

Fundraising money will be used to support the following PTO initiatives:

- School beautification projects
- Playground/Physical Activity Events
- Provide a Computer Technologist
- 21st Century Technology Integration
- Student and volunteer reward programs
- Teacher Appreciation Week
- Improve communication between home/ school
- Create awareness of instructional programs
- Involve parents more closely in educational affairs and operations.

No Requests for Teachers

We do not accept requests for teachers. Students will be grouped according to academic, social and behavioral needs. We will be looking closely at educational data to determine balanced student groupings in each classroom.

Data such as Smarter Balance, DIBELS, Achieve 3000, Reading/Math Benchmark tests, and formative assessments will be analyzed when making grouping decisions.

Creating a balanced educational setting for ALL students is essential to the overall success of our school and we are glad that you can understand the need for this policy.

Local School Improvement Council

The Pinch Elementary LSIC meets 4 times per year. The LSIC is made up of parents, educational personnel, community members and business owners. The LSIC is an elected council.

The LSIC does the following:

- Encourage the involvement of parents/ guardians in their child's education process and in the school
- Encourage businesses to provide time for their employees who are parents/guardians to meet with teachers concerning their child's education.
- Encourage advice and suggestions from the business community
- Encourage school volunteer programs and mentorship programs
- Foster utilization of the school facilities and grounds for public community activities.

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER DISCRIMINATION PROHIBITED

NOTICE OF NONDISCRIMINATION

Applicants for admission and employment, students, parents, employees, and sources of referral of applicants for admission and employment are hereby notified that the Kanawha County School District does not discriminate on the basis of race, color, religion, national origin, sex, age, or disability in admission or access to, or treatment or employment in, its programs and activities. Any person having inquiries concerning the Kanawha County School District's compliance with the regulations implementing Title IX or Section 504 is directed to contact: Title IX: Title IX Coordinator, Kanawha County Board of Education, 200 Elizabeth Street, Charleston, WV 25311-2119, phone 348-1379; Section 504: Section 504 Coordinator, Kanawha County Board of Education, 200 Elizabeth Street, Charleston, WV 25311-2119, phone 348-1366. These persons have been designated by the Kanawha County School District to coordinate the efforts to comply with the regulations implementing Title IX and Section 504.

IF PRINT MATERIALS ARE NEEDED IN AN ALTERNATIVE FORMAT DUE TO A DISABILITY OR LITERACY ISSUE, PLEASE CONTACT THE PRINCIPAL TO MAKE THOSE ARRANGEMENTS.

