

Clay Elementary School

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SCHOOL MISSION

Children Experience Success

SCHOOL OBJECTIVES

1. Implement high quality activities that will maintain students' ability in mathematics, total reading, and language as measured by the WESTEST.
2. Implement high quality activities that will increase parent/community involvement in both school activities and home educational activities.
3. Implement high quality activities as part of a Health Schools program that will increase students' physical fitness level while increasing the opportunities to demonstrate positive behavior.
4. Increase student access to and usage of technology for educational purposes.

ATTENDANCE/ ABSENCES

West Virginia law requires attendance at school for children between the ages of six and sixteen. Student absences will be excused for the following reasons only:

- A. Illness or injury of the student*
- B. Medical or dental appointment
- C. Illness or injury in family and student's presence is deemed essential by physician.
- D. Calamity, such as fire in the home, flood, or family emergency.
- E. Death in the family. (Limit: 3 days except extraordinary circumstances.)

* Parents may provide written verification for an absence due to illness or injury for no more than ten total days in a year, not to exceed three consecutive days. A doctor's excuse will also be required for any absences over the ten parental excuses. **Excuses must be presented directly upon return to school.** Days missed because of suspension from school will count as absences.

STUDENT CODE OF CONDUCT

In order for every student to have the opportunity to reach his/her potential, every student in the public schools of West Virginia shall:

1. Attend school faithfully, complete all assignments on time, and work to his/her full potential.
2. Behave in a manner that does not disrupt classroom learning or the operation of the school.
3. Obey teachers, principals, and others in authority.
4. Refrain from any intimidating, aggressive or threatening behavior toward fellow students, teachers, or other school staff.
5. Refrain from the possession or use of any weapons, illegal drugs, alcohol, or tobacco products.

ORDERLY ATMOSPHERE

The following rules have been established to provide an atmosphere that is conducive to learning.

Classroom Rules:

1. Come to class prepared.
2. Do not leave your seat without permission.
3. Raise your hand to ask or answer questions.
4. Follow directions the first time given.
5. Keep hands, feet, and objects to yourself.

Hallway/Cafeteria Rules:

1. Walk, don't run.
2. Talk quietly.
3. Use single file on right side of hall.
4. No pushing or shoving.
5. Follow directions the first time given.
6. Put trash in proper cans.
7. Do not throw or play with food.

Restroom Rules:

1. Talk quietly.
2. Do not write or mark on wall/floors.
3. Only two at a sink or one in a stall.
4. Put used towels in trash containers.
5. No playing or loitering.

EARLY ARRIVAL AT SCHOOL

Students are under school supervision from the time they leave home until they arrive home in the evening. Students must go to the gym bleachers upon arrival and remain on school grounds until dismissal.

The school is not responsible of students who arrive before 7:35 A.M. Students should be off school grounds by 3:30 P.M. unless participation in an extracurricular activity under adult or teacher supervision.



LATE ARRIVAL/EARLY DEPARTURE

Parents who plan to meet or pick up students during regular school hours must come to the office to do so. Individuals on students sign out sheets may sign a student out. All students must sign out in the office when leaving campus and sign back in upon return or when arriving late.

DELAYS, CANCELLATIONS AND EMERGENCY EARLY DISMISSALS

School delays, cancellations, and emergency early dismissals are broadcast over local radio and TV stations. Sarah the School Messenger will call each student's home and this information can also be found on the Internet at this URL: www.claycountyschools.org

Parents should make arrangements for children to have an alternative location to go in case of an early dismissal, and parents are not at home. Please provide your child's teacher with the name, address, and phone number of a person who can be responsible for them in the event of an emergency dismissal.



BUS PASSES

Students who may need to ride a different bus may do so only if their parent or guardian sends a note to school to make this request. Phone calls will be accepted only in an emergency situation.

Notes should be given to homeroom teachers before 8:10.

VISITORS

We allow visitors with legitimate school business. All visitors must register in the office and have a visitors pass. Visitors must leave promptly when business is finished.

You are welcome to visit with an administrator at any time during school hours. However, it is best to make an appointment to make sure we are available.

If you need a conference with a teacher, you must arrange an appointment during the teacher's planning period.

To avoid distractions, and for matters of safety, you will need special permission to visit any classroom or be in our hallways. Visitors should enter the school through the main entrance on Church Street. Other doors are locked at 8:15 A.M.

TELEPHONE USE

Telephones in the school office are only for official business. Students may use the office phones only for emergency calls, and permission must be obtained before phones are used.

DRESS CODE

Students are expected to dress appropriately every day. Students are strictly forbidden from wearing clothing or items that refer to alcohol, drugs, or tobacco; contain profane or abusive language, or have sexual or vulgar implications.

We will not allow dress that distracts from the educational process or poses a safety risk. Platform shoes, short shorts, halter tops, tops that reveal belly buttons, large muscle shirts, see-through shirts, or any other distracting clothing may not be worn. Pants may not hang on students hips. Any violation of this code must be corrected before a student may attend class.

SAFE SCHOOLS HELPLINE

1-866-723-3982

BULLYING/ HARRASSMENT

Bullying, harassment, and/or intimidation may be defined as any intentional gesture, or any written, verbal, or physical act, or threat that is sufficiently inappropriate, severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive education environment.

Bullying is also an act or gesture that a reasonable person under the circumstances should know will have the effect of harming a student or creating a reasonable fear of being harmed, or damaging a student's property or creating a reasonable fear of property damage.

Bullying will not be tolerated at Clay Elementary School. A student who believes he or she has been the victim of any form of bullying, harassment, or intimidations shall report the alleged acts to the Principal.

Any staff member have knowledge or reasonable belief of conduct which may constitute any form of bullying, harassment, or intimidation toward a student shall report the alleged acts immediately to the building Principal. The Principal shall become the designated investigator. If the results of the investigation support disciplinary action, appropriate disciplinary action may include, but is not limited to , warning, written reprimand, suspension, exclusion, expulsion and / or termination. Disciplinary action will be determined at the discretion of the designated investigator and/or the superintendent.

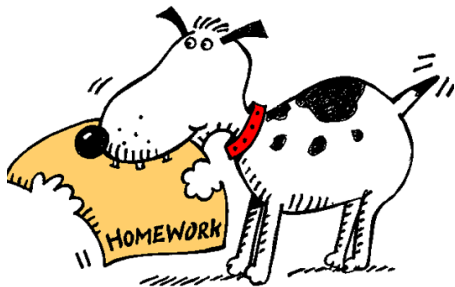
HOMEWORK

Teachers at Clay Elementary will assign homework with two goals in mind:

Reinforcement of skills taught in the classroom and enrichment opportunity for our students.

Secondly, we attempt to strengthen the home-school bond by providing assignments that students and parents can work together to complete. All homework will be assigned with the following guidelines in mind:

1. At grade levels K-3, homework will not exceed 90 minutes per week – with no more than 30 minutes assigned on an given night.
2. At grade levels 4 and 5, homework will not exceed 120 minutes per week – with no more than 30 minutes assigned on any given night.
3. Homework will not be assigned as a punishment or disciplinary measure.
4. Homework assignments must reinforce or extend concepts previously introduced in the classroom.
5. Homework assignments will not be given on Friday nights or on nights proceeding holidays or vacations.
6. Written homework assignments must be checked for completion (or graded) and
7. No more than 10% of any final, semester, or nine-week grade may be determined by homework assignments.



MAKE-UP WORK

The make-up of all work is mandatory, and it shall be the responsibility of the student or parent/guardian to contact the class instructor or school in order to arrange to make up work missed. Make-up work does not necessarily have to be exactly the same as that which was completed in the regular classroom.

A student must make up assigned work within two consecutive days after a single day's absence. For two or more days of consecutive absence, the student has up to five consecutive days, including weekends, to complete assignments. In extreme cases, an extension of time may be granted by the principal.

There may be no withholding of any credit and/or grades for absences unless the student, after being given an opportunity to make up work, fails to do so.

PROMOTION AND GRADES

Decisions to promote or retain a child must be based on academic achievement and the best interest of the child involved. Factors which relate to best interest of the child involved.

Factors which relate to the best include: prognosis for future achievement in a repeated grade, previous retentions, and chronological age.

Parents or guardians must be informed no later than February 1st of the current school year if a child's progress indicates that retention may be necessary. Notification shall be made by written letter and by checking the area of the county K-6 report card marked "Danger of Retention..." Parents of students who enter school (transfer) after January 1 of the current school year must be notified of a decision to retain within two months of the date of transfer.

Building principals must be informed of the decision to retain individual students. Notification of principals shall be made prior to notification of parents.

SAFE SCHOOLS/WEAPONS

The Safe Schools Act was passed by the West Virginia Legislature in 1995. It mandates that a student must be expelled from school for twelve calendar months if he or she commits any of the following:

- A. Possesses a firearm or other dangerous or deadly weapon on the school grounds or bus.
- B. Physically assaults a school employee.
- C. Sells narcotics or drugs on school grounds or at a school-sponsored event.

In addition, the bill also makes it a felony to possess a firearm or other deadly weapon at school and increases the penalty for malicious wounding or abducting students within 1,000 feet of a school

A deadly weapon means any instrument that is designed to produce serious bodily injury or death, or is readily adaptable to such use. The term deadly weapon shall include, but is not limited to the following items: blackjack, knife, nunchucks, false knuckles, or firearm. If a student or parent has any questions about this law, please contact the school administration.



TOBACCO

West Virginia's School Law Section 16-9A-4 prohibits the use of tobacco and tobacco products in school or on school grounds. Any student caught possessing and/ or using tobacco will be assigned ALE and will be required to attend an after-school tobacco education class.

ALCOHOL/ DRUGS

This school will not tolerate the possession or use of any prohibited drugs or alcohol by any of its students. Marijuana, pep pills, LSD, and other stimulants are not only illegal, but may result in permanent physical and psychological damage. Students are warned against their use. Any student found using or in possession of prohibited drugs will be dealt with in the following manner:

First Offense:

- A. Ten-day suspension from school.
- B. The student and at least one parent/guardian must attend a rehabilitation program designed by the school.
- C. The student may not participate in any extracurricular activities during the remainder of the school year.
- D. A parent or legal guardian must come to the school for a conference before the student is readmitted.

Second Offense:

- A. The student will be recommended for expulsion.
- B. The West Virginia State Police will be notified.

SEXUAL HARASSMENT

Sexual harassment is a form of sex discrimination that is illegal under both Title IX of the Federal Civil Rights Act of 1964 and West Virginia Code 5-1-9 (a) (1). CES will not tolerate sexual harassment, and the penalty for such is severe. To report any incident of harassment or violence, go directly to a teacher or an administrator.

RESPONSE TO INTERVENTION

Response To Intervention is a process based on using scientific research-based instructional strategies that are matched to individual student reading needs. Teachers use assessment data to monitor students' progress and make important decisions about **what** and **how** to teach children who are not making sufficient progress. In West Virginia, there are three tiers of instruction and intervention provided to assist students.

Tier 1: Screening and Differentiated Classroom Instruction. In Tier 1, the classroom teacher delivers scientific research-based reading instruction to all students. There are five essential reading areas that are emphasized in the core reading curriculum: **phonemic awareness, phonics, fluency, vocabulary, and comprehension.**

Tier 2: Intervention

Tier 2 focuses on students who do not achieve the minimum levels of satisfactory reading performance based on screening results. At this level, students receive additional reading intervention. This instruction is recommended to be 30 minutes each day, **beyond** the 90-minute core reading program, to small groups of children (three to 5 students) who need help with similar skills.

Tier 3: Intensive Intervention

At tier 3, students might receive up to an additional 60 minutes of intervention each day in addition to the general education core reading program. Instruction at Tier 3 is even more intense and explicit than at tier 2. Group sizes are smaller, one to three students, so that individual needs care be addressed by the interventionist.

NO CHILD LEFT BEHIND

Under NCLB, you have the right to request information regarding the professional qualifications of your child's teacher(s). Contact the county office if you would like to request this information.

MEDICATION POLICY

Clay County Schools' medication policy is to ensure the safety of students who must take medicine at school. All medicine brought to school must be labeled with the student's name, prescription name, dosage, and time of administration. All medicine brought to school must be registered with teacher and principal. This includes over the counter medicines, such as aspirin and Tylenol.

Any student who takes a prescription medicine at school or any non-prescriptions medicine for more than 15 days must provide the school with a doctor's order to administer the medicine. The forms for this order are available at school.

Any child who needs an over the counter medicine occasionally, such as Tylenol, must have a written note. This note must contain the child's name, the name of the medicine, and the time to give the medicine. A parent/guardian must sign this note.

All prescription or nonprescription medicines must be in the original bottle. Parent/Guardians are required to bring in the medicine and talk with the teacher or nurse about their child's medical condition. **Sending medication on the school bus is not permitted.**

HEAD LICE

Parents should do a preliminary check of their child's head at home. Parents must accept the responsibility for the health and personal hygiene of their child/children.

Any student found having "lice" **shall be excluded** from school until this matter has been corrected. **Days missed during this time will be counted as absent.** **Please take time to check your child's head and hair at home regularly.** Your cooperation in this matter will be greatly appreciated.

WELLNESS CENTER

The Wellness Center is a collaborative effort between the Clay Co. Board of Education and Primary Care Systems, Inc. It is open two days a week. It is staffed by the county health nurse and Primary Care personnel. Primary Care can treat students only if the consent form has been signed and returned.

ARTICLES PROHIBITED IN CLASS

Items such as CD players, laser pointers, cell phones, cameras, electronic equipment, **and other play items** should not be brought to school. They disrupt the learning process and are at risk of being stolen. Articles of this nature will be confiscated by the teacher and turned over to the office. Parents may make arrangements to pick up the item from the office.

SCHOOL PROPERTY

Students are responsible for the proper use and care of all school property. Students who vandalize school property or equipment will be required to clean and pay for the damage, or replace the item.

TEXTBOOKS

Textbooks are the property of Clay County Schools, and are for your use during the school year. You are responsible for an lost or damaged textbooks or library books. Additional books will not be issued until previous book fines or replacement costs have been paid.

PHYSICAL EDUCATION

Each child is required to wear tennis shoes or soft-soled shoes in physical education classes. For safety reason, open-toed shoes, platforms, or heeled shoes will not be permitted. Wearing of improper shoes may make it impossible for a student to meet the West Virginia Content Standards and Objectives of the physical education program.

Any student who cannot participate in physical education due to injury or illness must bring a note from a parent or a doctor's excuse. For exemptions of more than two days, a doctor's excuse is required.



TITLE 1 COMPACT

Clay Elementary School and the parents of the students participation in activities, services, and programs funded by Title 1, Part A of the Elementary and Secondary Education Act agree that this compact outlines how the parents, school staff, and students will share the responsibility for improved student academic achievement and the means by which they will develop a partnership that will help children achieve the State's high standards.

School Responsibilities:

Clay Elementary School will:

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment by use of a focused instructional and assessment program emphasizing individual instruction, time on task, teacher-parent communication, and improved student self-concept and peer relationships.
2. Provide parents reasonable access to staff by means of arranged conferences with school administrator or teacher. Appointments with teachers must be scheduled during teacher's planning period.
3. Hold parent-teacher conferences during which this compact will be discussed as it relates to the individual child's achievement.

Parent-teacher conferences will be scheduled as follows:

Thursday, October 27, 2011

Thursday, February 9, 2012

4. Provide frequent progress reports

1 st Grading period	08/18/11 – 10/21/11
1 st Progress Report	09/19/11
1 st Report card	10/25/11

2 nd Grading Period	10/24/11 – 01/06/12
2 nd Progress Report	11/18/11
2 nd Report Card	01/10/12

3 rd Grading Period	01/09/12 – 03/09/12
3 rd Progress Report	02/07/12
3 rd Report Card	03/13/12

4 th Grading Period	03/09/12 – 05/23/12
4 th Progress Report	04/20/12
4 th Report Card	05/23/12

GRADING SCALE

A:	93-100	Superior
B:	85-92	Above Average
C:	75-84	Average
D:	65-74	Below Average
F:	0-64	Unsatisfactory

5. Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities during holiday parties, school assemblies, competitions, carnivals, and Students of the Month luncheons. Parents are also encouraged to meet with teachers during their planning time to arrange classroom visits.

Parent Responsibilities:

- Monitoring attendance.
- Monitoring assignment completion.
- Communicating with the school.
- Serving on policy advisory groups.
- Participating in decisions relation to the child's education.

