

BAILEYSVILLE ELEMENTARY AND MIDDLE SCHOOL

2015-2016 STUDENT HANDBOOK



LORI STEWART, PRINCIPAL

BOX 409

BRENTON, WV 24818

304-732-6399

Baileysville Elementary and Middle School

Student Handbook

2015-2016

Baileysville Elementary and Middle School has a long, proud history, as our thousands of former students know. What many do not know, however, is that our tradition of education our community's children is over 150 years old. Former public education in what we call Baileysville began in a log cabin in this valley shortly before 1850. The first teachers were Mr. George Williams and Dr. Isaac Bailey. For over 100 years, elementary and secondary students were educated in the same buildings. The first school began with a crude log cabin, then progressed to a frame structure. Finally, the two schools were located in a stone block complex that was situated at what is now the intersection of routes 97 and 971 at the western end of Baileysville. In 1951, a new brick building was built that housed Baileysville High School and the block building became Baileysville Grade School.

In the late 1960's, the United States government decided to remove most of the residents of Baileysville because of construction of the R.D Bailey Reservoir. After they bought most of the town and forced the people to relocate elsewhere, the United States Army Corps of Engineers decided to move the school from the western end of Baileysville to the central part, which was barely one-half mile away. Construction of the new school took several years and was finally completed in 1974.

Our current principal is Lori Stewart. We have an enrollment of 325 kids. We still proudly wear our blue and white to show our school spirit. The century and a half tradition of education in this valley continues. From the 19th century, through the 20th century, and into the 21st century, we are Baileysville, and WE ARE THE ROUGH RIDERS!

Baileysville Staff

Principal	Lori Stewart
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Kindergarten	Andrea Fatoney
	Rebecca Morgan
	Linda Bailey, Aide
	Melissa Thomas, Aide

First Grade	Sarah Patrick
	Cindy Stepp

Second Grade	Tammy Jenkins
	Marie Olafson

Third Grade	Melinda Bowman
	Christy Massie

Fourth Grade	Brittany Miller
	Regina Redden

Fifth Grade	Tiffany Shaver
	Lisa Stafford

Sixth Grade	Rebecca Adams
	Kendra Keeney

Seventh Grade	Candice Bishop
	Zac Cox

Eighth Grade	Tina Adams
	Lauren Manning

Guidance Counselor	Denisa Thomas
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Technology	Lisa Collins
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Physical Education	Quinn Miller
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Art/Music Education	Barry Chambers
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Title 1	Brittany Smith
	Tammy Toler

Resource	LeAnn Gibson
	William Huff
	Sheila Jewell
	Chris Stacy
	Rhonda Toler
	Dina Burgess, Aide
	Gina Leong, Aide

Itinerant Teachers	Chris Baber, Band
	Kayla Kennedy, Spanish
	Rhonda Toler, Speech

Secretary	Delma Stacy
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Cooks	Rhonda Browning
	Cheryl Morgan
	Velva Osborne
	Darlene Toler

School Nurse	Sherry Walker
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Custodians	Nancy Barbour
	Mark Day
	Della Harris

Mission Statement

Our mission at Baileysville Elementary and Middle School is to ensure student success by providing a safe, positive, and nurturing environment fostering a desire for life-long learning in the 21st century.

Core Beliefs

The staff of Baileysville and Middle School values and believes in the following: student's success, professionalism, teamwork, respect, honesty, caring and positive learning environment, and building positive relationships with all stakeholders (staff, students, parents and community involvement).

Goals

Goal 1: Baileysville Elementary and middle School will increase Math proficiency percentage on the State Summative Assessment as measured in the annual measurable objective (AMO) in the "All" cell group from 28.77% in 2014 to 51.48% in 2015 to move forward toward the state expectation target of 75% by the year 2020.

Goal 2: Baileysville Elementary and Middle School will increase the English Language Arts proficiency percentage on the State Summative Assessment as measured in the annual measurable objective (AMO) in the "All" cell group from 46.22% in 2014 to 59.37% in 2015 to move towards the state expectation target of 75% by the year 2020.

Goal 3: Baileysville Elementary and Middle School students will increase their overall academic achievement in all content areas a minimum of 2% as measured by WV State Assessment data and other assessment data.

Goal 4: Baileysville Elementary and Middle School will work collaborative with all stakeholders, especially parents, to improve student learning and achievement within a positive school climate.

Five-Year Strategic Plan

A comprehensive plan for our school has been written by staff members, parents, community leaders, and students. This plan encompasses our goals and achievements for the past year and the future. We encourage all parents to read this document and contribute their thoughts/feedback to the staff. A copy of this plan is available to all parents in our school's library. Please contact the principal in order to arrange a time to view this document.

Academic Assessment

Students at Baileysville Elementary and Middle School are assessed in a variety of ways. These include assessments such as Smarter Balanced, Informal Reading Assessment, Informal Math Assessment, and teacher-made tests. Informal testing is also done through teacher observation and evaluation.

Internet Acceptable Use Form

Students will be required to access the internet during various classroom activities. They will be closely supervised by instructional personnel. Access to the internet requires an Acceptable Use Form for parents to complete. Please make sure that you arrange for this form to be on file in the office.

Homework Policy

Students at Baileysville Elementary and Middle School are expected to complete classwork and homework in a timely manner. If a student's work is late, the teacher will notify the parent by telephone. If a student's work is late 3 times, the teacher will notify parents of a meeting with the teacher, parents, and the principal.

If a student is absent, the total number of days absent plus one will be allotted as the time limit to make up work.

Tutoring Program

Tutoring services are available for students in grades K-8 that are having difficulty in either Reading and/or Mathematics. In order to be referred to the tutoring program, a student must have below 75% in either of these subjects. These students will be tutored for an hour and a half after school on Tuesdays and Thursdays. An "Activity Bus" is available for tutoring.

Title I Services

Remediation in Reading and Math is provided by our Title I Staff. These services are for students in grades K-5. Students that are academically at-risk in Reading in grades K-5 are placed in a Tier 2 reading class. This class builds on existing reading skills and helps formulate new ones. During the tiered instruction time, the other students will be given additional reading instruction by the regular reading teachers.

Counseling Services

A school counselor will be at our school every Monday, Wednesday and Friday. Counseling services are available during any school day, if needed. If you believe your child has a need for this service, please contact the principal.

Wyoming County Schools Grading Scales

Kindergarten Grading Scale

Performance at Satisfactory - S

Performance at Improving - I

Performance at Unsatisfactory - U

Grades 1-8

93-100 A

85-92 B

75-84 C

65-74 D

64 and below F

Grading Information 2015-2016			
Progress Reports	Parent-Teacher Conference	End Nine Weeks Grading Period	Report Cards
September 18, 2015	September 23, 2015	October 15, 2015	October 22, 2016
November 20, 2015	December 2, 2015	January 8, 2016	January 19, 2016
February 12, 2016	February 17, 2016	March 16, 2016	March 25, 2016
April 22, 2016		June 6, 2016	June 9, 2016 (mailed to homes)

2015-2016 Meal Prices

Breakfast

Adults \$2.60

Lunch

Adults \$3.60

Extra Milk

.30

All students in Wyoming County receive free breakfast and lunch.

Emergency Cards

Emergency cards are completed by parents during the first week of school. A doctor of preference and medical facility should be listed on the card. An emergency contact person and phone number along with the phone numbers where parents can be reached are crucial in case of an emergency.

Parents must inform the school secretary of address, phone number, or guardianship changes during the school year.

Accidents

Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school must be completed by the staff member and turned in to the office.

Medications

- 1. A doctor's order is required for all medication to be given at school by school personnel. This includes non-prescription over the counter medications.**
- 2. A doctor's order is required for any school personnel to administer medication to a child during extracurricular activities.**
- 3. If medication is received at school without doctor's order, school personnel will not administer the medication.**
- 4. A parent/guardian has the option of coming to school to personally administer the medicine to his/her child if they choose not to obtain an order from the doctor.**
- 5. Parents/guardians are responsible for the safe transport of all medication sent to school. Medications must not be sent on the bus.**
- 6. All medications must have, in addition to a doctor's order, Permission to Give Medication form. This form can be obtained in the office or through the school nurse.**
- 7. All medications brought to school must be taken to the office and given to the principal or designee.**

Students in possession of medication, either prescription or over-the-counter, during the school day will be in violation of the substance abuse policy and will be treated accordingly.

- 8. Medication must be sent to the school in a properly labeled, original container from the pharmacy.**
- 9. Over-the-counter medications must be in their original container with the student's name and date taped to the container. All medication must have a Medical Doctor's Order form filled out and brought to the office by the parent/guardian. Any unused medicine not picked up at the end of the school year will be discarded in a proper manner.**

UNAUTHORIZED POSSESSION OF MEDICATION WILL BE A VIOLATION OF THE SUBSTANCE ABUSE POLICY 5314.

Injuries and First Aid

Absolutely no over-the-counter medications, of any sort, can be administered by school personnel. Students who are injured or require first aid are to come directly to the office for assistance. Office personnel may only administer Band-Aids, soap/water, or ice to injured students. If a student is injured at school, he/she is required to immediately report the incident to his/her teacher and to the office.

Textbooks

Students will be provided textbooks free of charge for all classes. Students are expected to take care of these books and return them in the same condition in which they were received. Online access for textbooks is now available.

Attendance

The staff believes that attendance is crucial to the success of our students. However, sometimes absences are inevitable. Parents are encouraged to make sure their children attend whenever possible, but in the event of absences, excuses should be provided to the homeroom teacher. If doctor's excuses are unavailable, then the parent should write a note to their child's teacher. In order to encourage and reward good attendance, the staff has provided a variety of incentives. These include monthly prizes, certificates, and a

school shirt for those who have missed 5 or fewer days the entire year.

Schedule

8:10 Students arrive/Breakfast

8:30 Faculty Members Arrive

8:30 Teachers pick up students

8:35-8:45 Homeroom

8:45 Class Begins

11:10-11:40 Lunch for Kindergarten

11:15-11:45 Lunch Grades 1-2

11:45- 12:15 Lunch Grades 3-4

12:00-12:30 Lunch Grades 5-6

12:30-1:00 Lunch Grades 7-8

3:40 Dismissal

Student Arrival Time

Students are not allowed in the building until 8:10 a.m. Please do not leave your child at the school before this time since the doors are locked. On late schedule days, doors will be opened at 10:10 a.m. Parents will be notified of late schedule days and school cancellations by the School Messenger System.

School Rules

- 1. Treat others with respect**
- 2. Respect school property**
- 3. Be prepared for class.**
- 4. Keep hands, feet, and other objects to yourself**
- 5. Be quiet in the hall and lobby**
- 6. Treat others with kindness**

Classroom rules and school rules will be posted in each room. Each parent will be provided a copy of the Wyoming County Board of Education Student Code of Conduct. A copy will also be available in the principal's office.

Student Dress Code

- 1. Tops cannot expose the bare midriff. Crop tops must come to the top of pants/shorts/skirts. (NO SKIN SHOWING)**
- 2. No spaghetti straps and no tops that expose cleavage. Sleeveless tops may be worn, but they must be in good taste and not expose too much bare skin.**
- 3. No tank tops or "Muscle Shirts". This especially applies to boys. Boys cannot wear shirts with arm holes that are extremely large. Boys must wear a shirt with sleeves under a shirt that has big arm holes.**
- 4. No clothing can be worn that advocates the use of alcohol, drugs, and cigarettes. No distasteful shirts such as wrestling and rock star logo are allowed.**
- 5. No clothing can be worn that displays unacceptable language or remarks.**
- 6. No hat, bandanas, or other type of head coverings are allowed.**
- 7. Shorts may be worn. They must be the length or longer than the bottom of the fingers when the person's arms are extended straight down. This would be basically mid-thigh in length.**
- 8. Accessories must be acceptable. No accessory may be worn that would constitute a "danger" to others. This would include chains.**

9. **Pants must be worn at the waist and not on the hips.**
10. **Pants or shorts cannot have holes in them that are above the knee.**

Discipline Action for Violation of the Dress Code

1st Offense

- **Students must turn shirt inside out to cover unacceptable print, or change shirts.**
- **If clothing is too revealing, students must put on another layer of clothing or change clothes.**

2nd Offense

- **Rules of 1st offense apply.**
- **Students receive 4 days of detention hall and parents will be notified.**

3rd Offense

- **Rules of 1st offense apply.**
- **Students receive 1 day of suspension and a parent conference will be required.**

Discipline

Detention Hall

Grade 3-5 and 6-8 have detention hall during their lunchtime. Detention is for behavior problems. If a student gets 4 detention forms, the parent/guardian will receive a letter informing them of the D-hall forms.

The student will receive a letter informing them of the D-hall forms. The student will get a copy of the D-hall form as well. The parent/guardian will be required to come to the school for a conference where teachers will discuss the forms. The purpose of the conference is to try to keep the students from getting into more trouble. If the parent/guardian fails to come to the conference, the student will be suspended out-of-school until a conference is held with the parent/guardian.

5 D-hall forms will result in an in-school suspension.

Suspensions

If a student gets into a fight, they are automatically suspended out-of-school for 2 days or more. Before a student can return to school after a suspension, the parent/guardian is required to attend a conference. Other school violations for which students are suspended include continuous-disruptive problems, continuously disobeying a teacher, biting, etc. A letter will be sent home to parent/guardian stating a second fight could result in student being placed in an alternative setting.

Vandalism is a Level III Violation (WV Policy 4373-Student Code of Conduct). Defacing school property is defined as: actions such as writing in school textbooks, or library books, writing on desks or walls, carving into woodwork, desks or tables, and spray painting surfaces. Examples of damages to school property include, but are not limited to, ruining bulletin boards, intentionally clogging the plumbing system,

breaking light bulbs or fixtures and damaging school equipment to the point where repair is necessary.

This applies to the school building, athletic areas, and school buses during the school day and at any school activity during or after the regular school day.

Suspension of not less than 3 days could result and/or alternative placement.

Discipline Forms and Extra Curricular Activities

If a student has 3 or more discipline forms, he/she will not be allowed to participate in any activities. This includes trips, proms, etc.

Bus Conduct

- **Observe same conduct as in the classroom.**
- **Be courteous, use no profane language.**
- **Do not eat or drink on the bus.**
- **Keep the bus clean.**
- **Cooperate with the bus driver.**
- **No tobacco products.**
- **Do not be destructive.**
- **Stay in your seat.**
- **Keep head, hands, feet, and other objects inside of the bus.**
- **Bus drivers are authorized to assign seats.**
- **Do not throw objects out the window.**

It is important for students to know that conduct on the bus is subject to the same discipline as within the school building. The bus driver's responsibility is to drive the bus safely. He/she cannot, and should not, be watching every move made by the passengers. The students must be responsible for remaining seated and conducting their behavior with the same courtesy expected at Baileysville Elementary and Middle School. Improper conduct on the buses will result in bus privileges being denied.

Bus Discipline Forms

Bus discipline forms consist of 3 levels. Level 1 is a warning period. It consists of a conference with the principal, the bus driver, and the student. Level 2 is suspension from the bus for 3-5 days. A parent/guardian conference with the bus driver is required before the student can continue riding the bus. Level 3 consists of bus suspension for at least 5 days. The parent/guardian must report to the Wyoming County Bus Supervisor Jeff Hylton, and the bus driver. If a student gets a level 3 bus forms, he/she will not be allowed to go on any trips that the class may take.

School Visitations

We welcome and encourage parents/guardians to visit the school and will accommodate these visits in any way possible. However, please sign in at the front door and report to the main office. For security

reasons and to protect our students, visitors are not allowed down the halls to the classrooms. If parents/guardians want to visit/confer with a teacher, please arrange to come during that teacher's planning period. Call to schedule an appointment.

If a parent/guardian picks up their child/children after school, there will be a green form on the table next to the main entrance door. The parent/guardian will sign the student's name and sign their name on this form. Parents/guardians may return to their cars until dismissal. At 3:35, the names of the students on the list will be announced and called to the lobby for dismissal. The remaining students will be released when their bus is called. Students cannot be picked up by anyone other than the parent/guardian unless we have a note from the parent/guardian granting permission. If this person does not pick the student up every day, a dated note is necessary each time the student is picked up.

Sign In/Sign Out

Students arriving after morning roll must sign in with the secretary before reporting to class. The student must then report to their homeroom teacher. Parents are urged to leave students in school for the entire school day. If a student needs to be dismissed, he/she must be checked out of the school by either a parent or guardian. Parents/guardians must sign the students out in the school office.

Bus Notes

If the parent/guardian wants their child to ride a different bus or get off at a different stop, a note must be sent stating 1) child's name; 2) date; 3) bus number or stop; and 4) the name of the person he/she is to go to. Do not call if you can arrange to send a note. Also, do not call the school and ask us to hold your child until you get here. If you are not at the school by the time the bus leaves, your child will be required to get on the bus. All buses will be called at 3:45 p.m. If you plan to pick up your child, be sure to be there on time. We cannot hold students.

Phone Calls

Students will be allowed to call only in case of an emergency. Students will be required to have a phone pass from a teacher, get permission from the principal, and sign the phone log when they make a phone call. They will not be allowed to call for reasons such as overnight stays with another student. Also, students are not to call other people to check them out. We must have written permission or a phone call from a parent/guardian to allow someone to check students out of school. This is for security purposes.

Gym Shoes

Students are required to wear soft-soled shoes for physical education class or gym activities. Any student who does not have soft-soled shoes should come to the office and speak to the school principal.

Volunteers

Baileysville Elementary and Middle School would like to thank our many parent and community volunteers. Volunteers are an integral part of our success in academics and athletics.

Please feel free to visit our school or contact our staff. We welcome your participation in the education of your child.



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