

SLANESVILLE ELEMENTARY SCHOOL

RISE TO THE CHALLENGE



#ONWARDANDUPWARD

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Dear Colleagues,

I am very excited to welcome you to a brand-new school year where we **Rise to the Challenge**. This year, we are moving **onward and upward** as we prepare our students for success in all areas. As the SES Principal, it is such an honor and a privilege to work with each of you. Through our dedication and hard work, SES will continue to be a high achieving school full of excellent teachers and motivated students. We all need to stay inspired while we inspire those around us each and every day.

As we look forward to welcoming students, new teachers, and other staff to SES, please remember we've all had firsts. Build each other up, share and inquire of one another, and treat everyone like they belong. As educators and school employees, we're role models and leaders. Our example is one of the most powerful illustrations for students and staff, so make a conscience effort each day to set a positive example.

It is my expectation that we enter this new school year invigorated, energized, and prepared to meet the educational needs of all students. Thank you for your enthusiasm and dedication to our students and community. I hope our year is filled with great success.

Sincerely,

Jodie Long
Principal,
Slanesville Elementary School

SES Mission Statement

All Slanesville Elementary students will achieve to their highest academic potential.

SES Vision Statement

To develop the abilities of ALL students through a positive team approach of faculty, staff, parents, and community members

SES Beliefs

- All children can learn.
- High expectations and challenging standards promote continuous improvement and high achievement.
- Education should adapt to the unique and diverse needs of students.
- Students will reach their academic potential through a combined effort of students, parents, faculty, staff, and community.

Educator and School Staff Leadership Principles

1. Know yourself and seek self-improvement.
2. Be technically and tactically proficient.
3. Develop a sense of responsibility among your students.
4. Make sound and timely decisions.
5. Set the example.
6. Know your students, and look out for their welfare.
7. Keep your students informed.
8. Seek responsibility and take responsibility for your actions.
9. Ensure assigned tasks are understood, supervised, and accomplished.
10. Train your students as a team.
11. Develop your students in accordance with their capabilities.

Leadership Traits

- | | |
|------------------|-------------------|
| 1. Justice | 8. Enthusiasm |
| 2. Judgment | 9. Bearing |
| 3. Decisiveness | 10. Unselfishness |
| 4. Initiative | 11. Courage |
| 5. Dependability | 12. Knowledge |
| 6. Tact | 13. Loyalty |
| 7. Integrity | 14. Endurance |

(Adapted from USMC Leadership Principles and Trai

WORK DAY:

S18A-4-14. Duty-free lunch and daily planning period for certain employees. The workday for all staff members will vary depending on one's roll. No staff member should leave before completing their 8-hour work day without prior approval from the administrator. Signing in daily at or before your start time is required of all staff. The Sign In sheet is located in the office as well as the lower entrance. Staff members are allowed to be off campus during their 30-minute duty free lunch break. Please report to the office to sign out if you are going off campus, and sign in when you return. A planning period within each school instructional day is to be used to complete necessary preparations for the instruction of pupils. Planning is not recreation or to be utilized for conducting personal business on or off campus.

ATTENDANCE & MORNING RESPONSIBILITIES:

Attendance will be recorded and submitted by 8:30^{AM}. If you realize you have made a mistake, let the secretary or principal know as soon as possible. Lunch counts should be taken and sent to the office. Students who have been absent should turn in their notes to their teachers at this time. These notes should be put in the envelope that is sent to the office. Accurate record keeping is mandatory.

Students arriving late to school should have a laminated late pass letting the teacher know that he/she has signed in at the main office. If they come without one, please send them up to see Kelley. Please let the Jodie know if a student is chronically tardy so she can touch base with the parent.

We WILL be monitoring attendance this year and recognizing students with perfect attendance at the end of each grading period. This will start fresh with each new grading period, so a student may not get recognized the first grading period but has the option to turn it around. Talk to your students about the importance of being present EVERY day.

DRESS:

HCBOE Policy 3216 Staff Dress and Grooming

All county employees shall dress in an appropriate manner that allows them to complete their work, meet health requirements, communicates pride in personal appearance and not disrupt the work site. They should also be groomed in such a way that their hair style or dress does not disrupt the educational process. Some service employees will be required to dress appropriately and uniformly for their position. **On Fridays, we wear JEANS!!**

SUPERVISION IN THE COMMON AREAS AND HALLWAY:

Supervision throughout the building is a shared responsibility. Please do your part to ensure the safety of others. Transitions to and from classes shall be orderly, and teachers **MUST** escort their students to resource classes, lunch, assemblies, etc. This includes recess, lunch, and specials.

Hallways should be a quiet area, so please be consistent and keep the noise level to a minimum when supervising your students.

HALLWAY RULES:

Walk on the right side of the hallway.

Trashcans should remain in the middle of the hallway.

Stay quiet.

Keep hands by your sides and off the walls.

PLAYGROUND RULES:

PreK and K use the fenced in area. 1st-5th use the playground outside the fenced in area.

*No climbing up slides.

*No jumping off swings.

*No swinging on bellies.

*No students on the track without a supervisory teacher.

CLASSROOM SUPERVISION:

WV Policy 4373 Expected Behavior in Safe and Supportive Schools

Do NOT leave your students unattended. Call the office to get coverage if you need to leave your classroom for any reason.

A classroom management plan should be in place to ensure clarity of rules, expectations, and boundaries. Having classroom management strategies in place will guarantee higher yields of student engagement, time on task, and overall learning.

Keep in mind that the more you teach and demonstrate the first couple of weeks, the better the year will unfold. A review of classroom procedures shall be held after a long break and any time you feel it is necessary to reinforce possible interruptions to the learning environment. We will begin earning coins for our classes on day one. Take time to read "Have you filled a Bucket Today?" to your class on the first day of school. I'd also like for all classes to begin Week 1 with Habit #1: Be Proactive. I will be around to read to all classes and begin our 7 Habits lessons. Please use the verbiage within your classrooms to help reinforce

our Leader in Me program. We will recognize weekly leaders every Friday (K-5) and Thursday for Prek.

LESSON PLANS:

§18A-2-12 Requirements on lesson plans and record keeping by classroom teachers
Weekly lesson plans are required. They shall be ready on the first day of the instructional week. Lesson plans should include the following:

- ✓ A clearly written objective that guides the orderly presentation of the curriculum
- ✓ Materials and resources
- ✓ Lesson synopsis
- ✓ A means of assessment or checking for understanding

Emergency lesson plans are the responsibility of the teacher. If you're absent, (planned or unplanned) lesson plans need to be in place.

REPORTING ABSENCES:

Employees must report their absences in a timely manner to the Smart Find system. Remember to leave very detailed lesson plans for every class and duty assigned to you. Arrange for a team member to fill in for duties that you hold so they can cover (this needs to be in your substitute folder). Remember to leave a student roster for each class. Be sure to make arrangements to deliver keys or passwords to your substitute if they are needed to complete assignments for the day. If you should become ill during the school day, please notify the office.

Arrange for coverage or check with the office for coverage issues. Call in to the system as quickly as possible so a substitute may be able to be attained.

Consistency and structure are vital components of classroom management. **There is no substitute for the highly qualified teacher in the class.**

FINANCES:

WV Policy 1224.1 Accounting Procedures Manual for Public Schools

You must have a purchase order form completed and signed before you purchase any item (unless you're using your declining balance card). The secretary will be our resource on purchase orders both for school and board funds. You must have a purchase order form completely submitted and completed by the secretary or the Board Office before you are allowed to order anything. If you order something without following proper procedures, you will be responsible for payment personally. This is something the finance office will be looking at very closely. Please follow proper procedures. When you receive an order, please return the

packing slips signed and dated to the secretary. If you wish to purchase something from Wal-mart, you may need to find the exact purchase price. Remember that purchasing items with faculty senate or Step VII funds means that the item is the property of the school and remains with the school if you should leave.

BREAKFAST:

We will be continuing our "grab-n-go" breakfast procedure. Students will report straight to the cafeteria upon arrival to pick up their breakfast before reporting to their classrooms. They will dump trash in the hallway trash can.***

FUNDRAISERS:

We will be doing the School Store fundraiser again this year. Packets will be distributed the week of August 29th.

If your club or organization wishes to have a fundraiser, you need to complete a fundraiser request form. You must completely fill out the form with the correct information. You need to find out the account information from the secretary.

When you have finished completing the form, submit to administration for approval

FIELD TRIPS:

Dates for ALL field trips need submitted for approval prior to September 15. We are back to pre-covid regulations.

VOLUNTEERS:

- I. Absolutely no one is to volunteer in the school without completing the proper volunteer agreement form with the Board of Education.
- II. Volunteers may have to have a time questionnaire before being placed on the board agenda to be approved as a volunteer. They need to fill out the TB questionnaire.
- III. The form can be found on the Hampshire County Schools website.
- IV. New volunteers must be interviewed. If you have reservations about an individual, please let administration know.
- V. Volunteers must have a schedule made by the teacher prior to their arrival day. Nobody should be in the building looking for something to do. When a teacher is done with their services, we need to return to our instructional day, please have them depart.

MORNING & AFTERNOON DUTY:

Mrs. Long will be on morning car rider duty EVERY day.

Teachers on evening car pickup duty, please do NOT use this time to conference with parents. We need to keep the line moving.

1. Duty teams should meet prior to their first day assignment and discuss delegation of duties. Schedule for duty will be given at the beginning of the school year. Please let administration know if there is a conflict with the time you have been assigned.

2:45-3:15 - Title I, Music, Art, Guidance, PE on Friday, Special Ed - Hold students in the cafeteria until car dismissal is finished at 3:00. No restroom breaks prior to the end of car dismissal to help eliminate added congestion at the dismissal area. Please adhere to Late Bus Duty rules.

Late Duty (3:15-3:50) Rules:

EVERYONE has duty. If you cannot carry out your duty, it is YOUR responsibility to find coverage.

*Every child must stay at their designated bus table.

*Students should not be wandering around the cafeteria.

*High Five is the signal for "quiet." The longer students take to get quiet, the less time they will have to play.

*K-2 and 3-5 play separately.

2. **The duty team needs to arrive on time.** They may leave for the day at their designated time.
3. If you are absent for your bus duty, please arrange with a member of your team to cover your duty. We have to have people present in order to supervise sufficiently. Include duty in your notes to subs on Smart Find.
4. One person on duty should be in the hallway as the students are coming in the door. They need to report to the cafeteria before using the restroom. After they report to the cafeteria, they are to ask to use the restroom.
5. If there are late buses, we will notify teachers. All teachers and professional staff will aide in dismissal.
6. Remember an orderly beginning to the day helps ensure a smoother day. Be vigilant in your supervision of students.
7. Teachers need to aide with assisting students getting onto the correct buses with the correct procedures.
8. All teachers have various duties such as PLC, Cafeteria duty during lunch, Playground etc. We will equitably assign duties and if there is a need for an adjustment, we are happy to try and accommodate you.

MEDICATIONS:

HCBOE Policy 5330 Use of Medications

We can no longer give over the counter medications unless there is a physician's statement. We cannot accept only a parent note to give this medication. HCBOE Policy 5330 states, "Before any medication or treatment may be administered to any student during school hours, the Board shall require the written statement from a licensed prescriber accompanied by the written authorization of the parent". Forms for this process are available from the secretary/nurse. If the child needs to be given an antibiotic or other short-term medication, please have the student bring it in its original prescription bottle.

FIRE DRILLS:

- 1) Fire drills are required by law and are an important safety regulation.
- 2) When the fire alarm sounds, EVERYONE must obey orders promptly and clear the building by the route prescribed by the teacher.
- 3) You must close the door and turn off the lights when you leave the room.
- 4) Exit the building quickly, but orderly by means of the closest exit.
- 5) Use the crisis procedure for exit strategies and positioning of class.
- 6) Instruct students to remain with the teacher at all times, as they must account for their presence.
- 7) Take roll. You should have your handheld radio with you. Radio the office ONLY if a student is unaccounted for. There is no need to radio if all students are accounted for. Listen for the "okay" to return to the building.
- 8) We will have two fire drills at the beginning of school and others to follow monthly during the year.

SAFETY:

*Doors must be locked at all times and should NOT be propped open.

*Anyone visiting the kindergarten building must use a key to enter and make sure the door is locked back upon entrance. There is an extra key in the principal's office for those who do not have an entrance key.

*Teachers must have their handheld radio with them when out of the classroom.

STUDENT ASSISTANCE TEAM (SAT) REFERRALS:

Please note the SAT team will NOT accept referrals unless a parent has been contacted first by you. You must document on the form when and how the parent was contacted. The SAT team will not accept referrals unless interventions have taken place by you prior to the referral. The interventions that you have tried shall be documented. Suggested interventions are found in many resources.

There are specific procedures for SAT team referrals this school year. Documentation of intervention strategies is required. This documentation should be kept in the student's individual folders in the team meeting rooms.

SAT Referral Procedures

1. Notify the parent that you are making a referral
2. Completely fill out the SAT referral form
3. Get copies of most recent test scores
4. Most recent report card, current grades and attendance records
5. Student work samples
6. Turn information in to team SAT representative (Sara Dailey)

TECHNOLOGY USE AND MAINTENANCE:

Ms. Lori Gnegy is our technology director. Please contact her with issues that are required for requesting assistance and reporting repair problems. All teachers should be incorporating the use of technology into their teaching strategies. If you need help on any computer skills, please ask. There are people who will be more than willing to assist you. Promethean Boards should never be off. They are a valuable tool. Use them.

SERVICE PERSONNEL:

Service Personnel are to work a 40-hour week. Professional staff members may not request service personnel to work beyond a 40-hour week.

TEACHER CERTIFICATION:

All teachers are responsible for keeping his/her certification up-to-date. If you're a coach in another school, coaches are responsible for attending appropriate clinics and keeping their CPR and First Aid certifications up-to-date.

STAFF ROOMS:

All staff members are encouraged to take advantage of the lounge/workroom. The following guidelines should be in effect when using them.

- If you use it, clean it
- Exercise confidentiality and professional practice
- No foul or profane language
- Work and talk quietly.
- Label your personals with your name
- Be respectful of your colleagues and don't take items that do not belong to you.

SALARY UPGRADES:

Professional and service personnel who qualify for salary upgrades should complete the proper forms. Forms are available from the states website. For funding purposes, forms should be completed and returned to the Personnel office. Carolyn Henderson and Pam Slocum are very helpful in this area.

OBSERVATIONS:

WV Policy 5310 Performance Evaluation of School Personnel

Observations will occur throughout the course of the school year. Professional and service personnel are required to have at least one evaluation regardless of progression. A conference between the observer and the person being observed will be done after all observations. Evaluators may observe teachers at any time.

CONFIDENTIALITY:

WV Policy 4350 Procedures for the Collection, Maintenance and Disclosure of Student Data

HCBOE Policy 8350 Confidentiality

There is no substitute for professional ethics and sound judgment. If you're unsure of a topic of discussion, disengage yourself or don't speak about it. There is nothing wrong with telling someone you're not sure if you're allowed to discuss a matter. As some general rules:

1. Speak to parents about their child only
2. Do not converse on private matters in front of non-essential school personnel
3. Do not leave confidential documentation (IEP's, 504's health records, et cetera) unsecured
4. Volunteers are not privileged to student, staff or school information.

EMAIL & MAIL BOXES:

Both email and the staff mailbox must be checked twice a day when you're in the building. Staff mailboxes are located in the staff lounge.

LETTERS HOME:

All letters home **MUST** be filtered through the office before being sent. Please provide ample time for administration to read, and make changes as needed.

EMPLOYEE RECEIPT AND ACKNOWLEDGEMENT PAGE

I acknowledge that I have received and read Slanesville Elementary School's Staff Handbook. By signing below, I acknowledge that I understand the expectations set forth by the administrator and will fulfill my responsibilities.

Staff Member's Signature

Staff Member's Printed Name

Date

