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### **Welcome to Pratt Elementary**

Welcome to Pratt Elementary. The faculty and staff join me in saying we are happy to have you as part of our family. Our hope is that this will be an exciting and enjoyable for each of you.

This handbook is provided to give important information regarding school policies and procedures. Please review the contents with your child. If you have questions, please do not hesitate to call the school for answers.

Communication that is clear is so important to the success of our educational program.

This agenda is provided to assist your child with daily, weekly and long term assignments as well as communication between you and the classroom teacher.

We welcome your support and participation in your child's academic growth. Please consider becoming members of the PTO and LSIC.

Sincerely,  
Jackie Hersch, Principal

### **Our Mission**

The mission of Pratt Elementary is to enable all students to be responsible, respectful, and prepared at all times.

### **Kanawha County Schools Mission**

The mission of Kanawha County Schools is to provide a high-quality, world-class education that ensures success for every student through excellence in teaching and learning.

### **Our Belief**

1. All students learn
2. Students who feel valued work to achieve their goals.
3. Classroom management is an integral part of the instructional practice.
4. Parents are crucial partners in their children's learning.
5. Students are most successful in a consistent environment.

### **Our Vision**

The vision of Pratt Elementary is to provide each student an education that will equip them to be successful in the 21<sup>st</sup> Century and be lifelong learners.

### **Our Goals**

Increase overall academic achievement in language arts and mathematics to meet the state's high academic standards. Improve student achievement through the integration of twenty-first century learning skills and technology tools.

### **School Hours**

Breakfast in the Cafeteria - 7:15-7:45

Classroom Bell - 7:30

Tardy Bell - 7:45

Dismissal Bell - 2:10

### **Grading Scale**

93 – 100% A – Excellent

85 – 92% B – Above Average

75 – 84% C – Average

65 – 74% D – Below Average

Below 65% E – Unsatisfactory

ded with a free breakfast and lunch program.

### 2015 – 2016 School Calendar

August 10 – First Day of School

September 7 – Labor Day

October 12 – Parent/Teacher Conference

November 11 – Veteran’s Day

November 23-27 – Thanksgiving Break

December 18 – End of 1<sup>st</sup> Semester

December 21 – January 1 Holiday Break

January 4 – Second Semester Begins

January 18 – Martin Luther King Jr. Day

February 15 – CE/FS Day – no students

March 25-April 1 – Spring Break

May 10 General Election

May 24 – Last Day for Students

Outside School Environment Days are built into the calendar for inclement weather days.

### Responsible Student Program

Students at Pratt are expected to follow the Three B’s:

- Be Respectful
- Be Responsible
- Be Prepared

### Tardy

Kanawha County Schools has high expectations for students to arrive to school on **time**. If your child is tardy, you **MUST** come into the office and sign them in. The following tardy policy is implemented for all schools. Out of area students risk losing their privilege to attend a school if tardiness is an issue.

- 10 – Letter via student
- 11 – Refer to S.A.T.
- 15 – Refer to Central Office

### Telephone Usage

Pupils are not permitted to use the school telephone except in emergencies Messages will be relayed from the office to pupils if they are of an emergency nature. **Make plans ahead of time for early dismissal due to weather. It is not possible to allow each child to phone home for instructions. Discuss the plan in advance with your child. An emergency early dismissal form will be sent home. It is very important to return to your child’s teacher.**

The use of cell phones by students is prohibited at school. If students bring cell phones or other electronics to school, they are to be put in their backpacks upon entering the building. Students who are caught with cell phones or other electronic devices in the building will have them taken. The first time they are taken, the device will be given back at the end of the day. If taken again, the parent must come in and pick the device up.



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**For the safety of our students, we ask those parents who drive their children to and from school to please use the Pratt Avenue entrance.**

Buses will unload at the side of the school on Stark Street. They will have lights flashing while students are loading in the afternoon. State law requires cars to stop at the flashing lights. Bus students must have **written** permission to get off a different bus stop or to ride a different bus. Phone calls will not be taken for bus changes.

Students who walk or are driven to school by parents should arrive after 7:15. Please drop your students off at the front of the school on Pratt Avenue. We will try to make every effort to ensure that an adult is on duty daily.

Due to the Safe Schools Act, all classroom doors are locked throughout the day. Teachers and students are instructed not to open the classroom doors even if someone knocks. **All visitors must report to the office through the main doors.**

#### **Title I**

Pratt Elementary is a Title I school. We have two Title I teachers who assist with interventions and enrichment. During the school year we will have a Title I Open House and several Title I Family Nights. Please help us to reach our goal of 100% of Title I Compact returns.

#### **School Closing Reports**

Information about the closing of Kanawha County Schools for inclement weather will be communicated by radio and television stations.

Parents and students are asked not to call the radio and television stations, the schools, or the police department. Lines must be kept free.

When schools are closed for the day (or when schools are to be closed early) all regular classes, extracurricular activities, vocational education, and community education classes scheduled for the morning and evening will be canceled.

#### **Kanawha County Code of Conduct**

All students shall be subject to the provisions of a code of conduct in the following circumstances:

- (a) When on property owned by Kanawha County Schools
- (b) During time periods when a student is scheduled to attend school or other activities conducted under the auspices of Kanawha County Schools regardless of whether a student is in actual attendance.
- (c) During any extracurricular activity or trip conducted under the auspices of Kanawha County Schools in which a student elects to participate.
- (d) While a student is in transit to or from school or extracurricular activity, including transit on a school bus.
- (e) Offenses against employees of Kanawha County School, regardless of time or place.
- (f) Bomb threats involving Kanawha County Schools' property, regardless of time or place.
- (g) The consumption of alcoholic beverages or controlled substances, in any amount, prior to any school-related activity, regardless of place.

#### **Safe Schools Violations**

Possession of a deadly weapon – A deadly weapon is considered to be any device intended to cause harm or bodily injury, any device used in a threatening manner that could cause injury or bodily harm, or any device used primarily for self protection. Deadly weapons include, but are not limited to: blackjack, gravity knife, nunchuks, any knife, regardless of blade length, metallic or false knuckles, pistol, and revolver. The term deadly weapon also includes explosive, chemical, biological, or radiological materials. A deadly weapon may also include the use of a legitimate tool, instrument, or equipment as a weapon including but not limited to pens, pencils, compasses or combs with the intent to harm.

also include: blank pistols, signal pistols, starter pistols, stun-guns, repellants, mace, chemical sprays, chains, clubs, nightsticks, rings, bullets, ammunition of any type, fireworks or any type and size, smoke bomb, stink bomb, any type of homemade bomb, or item by virtue of design gives the appearance of any of the aforementioned.

Students shall not sell or possess any narcotic drug.

Possession of any of the above mentioned items on any school property or at any school function is considered a Safe Schools violation and the principal is required by law to suspend the student and recommend expulsion to the superintendent.

### **Permission Required**

The West Virginia State School Law says that the teacher should at all times “stand in the place of the parent.” It also holds the teacher responsible for the child from the time the child arrives at school until the child returns home following the dismissal from school.

Therefore, in the interest of your child’s safety and well-being, we require that upon an occasion where the child, if permitted by you, is to go anywhere except directly home, the child must bring a note of permission to school signed by you. Otherwise, we require the child to

### **Attendance Policy**

**Excused Absence** – Shall mean absences from school or individual classes due to:

- ☑ Illness or injury of the student requiring physician’s verification
- ☑ Medical and/or dental appointment which cannot be scheduled outside the school day when the absence is verified in writing by the physician or dentist.
- ☑ Illness of student verified by parent not to exceed three consecutive or five total days per school year.
- ☑ The principal shall designate the Student Assistance Team (SAT), County Attendance Director, Assistant Attendance director, or School Personnel to review each student who exceeds five days absence per school year.
- ☑ Illness or injury in family when student absence verified as essential by physician.

### **Penalties For unexcused Absences –**

School attendance procedures may include reasonable penalties for the accumulation of unexcused absences or tardiness. Excessive absenteeism and tardies shall be referred to the County Attendance Director or the Assistant Attendance Director for appropriate legal action. Parents/guardian shall be contacted by written legal notice if the student accumulates five consecutive or ten total unexcused absences in a school year. A conference shall be required within ten days to resolve any problems contributing to the absences. Continued absences after legal notice has been served may result in legal action against the parents. State Code stipulated that a fine of \$50 - \$100 or jail sentence might result for each unexcused day.

### **Kanawha County Student Dress Policy**

Policy and Purpose:

- ☑ The appropriateness of a student’s dress for the school environment should dictate the choice of clothing and grooming practices on each given day.
- ☑ All students are expected to adhere to common practices of modesty, cleanliness and neatness; to dress within the acceptable standards of the community and in such a manner as to contribute to the academic atmosphere, not detract from it. The student who fails to comply with this dress code may be sent home and be subject to disciplinary actions.
- ☑ Any clothing, accessories, symbols, jewelry, or other paraphernalia, which depicts or suggests association with a gang shall not be brought to school, worn at school, or in any way be present at any school related event.
- ☑ Any other considerations, i.e. religious, medical, et al., will be determined by the individual school principal. The school administration shall have the right to consider any current fashion to determine its acceptability for school wear.

of enforcing student dress code policy in their classes as well as on  
Personnel share the same responsibility. Teachers shall follow building  
procedure for discipline referral regarding dress code violations.

☐ No attempt will be made to dictate fashion styles as long as they are in keeping with district policies.

#### **General:**

Any clothing, jewelry or accessories with decorations, patches, lettering, advertisements, etc., that may be considered obscene or offensive are not to be worn to school. This includes any clothing, jewelry, accessories that may be used as weapons, which have drug emblems, contain obscenities, tobacco or alcoholic beverage references, which may be considered derogatory towards a race, culture or religion, or which may be considered sexual harassment.

Crop tops, tube tops and halters are unacceptable. Strapless dresses without jackets are unacceptable. Tops should cover the shoulder.

Transparent and / or see through material is considered unacceptable. Shirts or blouses must cover the entire torso at all times, even in movement.

#### **Dresses, Skirts, Shorts and Pants:**

**The length of a skirt, dress, or shorts must extend to at least the student's mid-thigh.**

**Form-fitting pants, such as spandex or bicycle pants, may only be worn with another layer of clothing, which meets the dress code. Torn pants are considered inappropriate.**

**Students shall wear their trousers or overalls properly – the waist at the waist; no sagging.**

#### **Accessories:**

All students must wear shoes. **Flip flops are considered unsafe and, therefore, are not allowed.**

No wheels in shoes (Heelys) are allowed in the school.

Hair should be kept neat, clean, and reasonably styled.

**Any type of head covering is unacceptable.**

Chain or spike jewelry is unacceptable.

Pierced body ornaments are restricted to the ear.

Tattoos, which would violate this policy if worn as clothing, must be covered.

#### **Equal Opportunity/Affirmative Action Employer**

As required by federal laws and regulations, the Kanawha County Board of Education does not discriminate on the basis of sex, race, color, religion, disability, marital status, age, or national origin in its employment practices and or in the administration of any of its education programs and activities.

Inquiries may be directed to

☐ Title IX Coordinator: Jeane Ann Hersher

Kanawha County Board of Education

200 Elizabeth Street

Charleston WV 25311-2119

Phone 348-1379 ext. 219

☐ Jim Mullins

Section 504 Coordinator

Kanawha County Board of Education

200 Elizabeth Street

Charleston, WV 25311-2119

Phone 348-7770 ext. 347

☐ U.S. Department of Education

Director of the Office of Civil Rights

Phone: (215) 596-6795



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I understand that following the procedures as set forth in this handbook is important to my child.

**Return this signed page with your child**

Parent Signature:  
Date:

\_\_\_\_\_

My parents have read and explained the procedures for Pratt Elementary outlined in this handbook. I understand that the procedures are important to my education and safety.

Student Signature:

\_\_\_\_\_

Date: \_\_\_\_\_