

## A MESSAGE TO PARENTS:

WELCOME to a new school year!

To the new parents and students we extend a hearty welcome and hope that you will soon feel the warmth of the group of which you are now a part. Your contribution of new ideas and varied experiences are eagerly anticipated.

To those of you who have had children in our school previously, we want to again express our appreciation for your wonderful cooperation and help last year and to urge you to work with us for higher goals and greater success this year.

Our mutual concern is the children, for whom we must plan and work together, that they will develop physically, mentally, and socially to the greatest extent possible, and that they will be happy children exploring this wonderful world with interest and enthusiasm.

We pledge our patience, love and understanding as we work with your child, and we would appreciate your patience, goodwill and open-mindedness in working out any problems that arise.

The staff and I welcome you as partners in helping your children become independent, self-confident learners.

Sincerely,  
*Mary Lou Munoz, Pricipal*



## WEBERWOOD ELEMENTARY SCHOOL MISSION

Weberwood: Where pride, attitude and work lead to success.

## WE BELIEVE:

1. That all students should be provided a clean, safe and nurturing environment that is characterized by high academic expectations and mutual accountability.
2. All students and adults have the right to be treated with dignity and respect.
3. Instruction should be designed to meet the needs of all students through the use of a variety of effective, research-based instructional learning strategies.
4. Strong leadership promotes a positive learning environment for students and staff.
5. Parents, teachers, and members of the community should work together as a team to enhance student success.

The responsibility and benefit of education is shared by students, staff, parents and community.

**\*Please note the changes in our schedule for the 2018-2019 school year. Weberwood's schedule is basically ONE HOUR earlier than the previous years. Teacher hours are 6:55-2:40. These are the designated work hours posted by Kanawha County Schools for our teachers.**

## DAILY SCHEDULE

6:55	Students may arrive
6:55-7:15	Breakfast is served
7:15	First Bell (students enter classroom)
7:25	Tardy bell rings - Instruction Begins
1:55	Dismissal

## LUNCH SCHEDULE

Preschool: 10:45-11:15  
11:05-11:35 Kindergarten, 1<sup>st</sup> grade, 2<sup>nd</sup> grade  
11:40-12:10 3<sup>rd</sup> grade, 4<sup>th</sup> grade, 5<sup>th</sup> grade

ALL elementary students will receive free breakfast and lunch again this year.

## COLD LUNCHES

If a child is to perform to the best of his/her ability, it is important that he/she has a nutritious lunch. Please do not pack soft drinks in your child's lunch. Encourage your child to drink milk or juice. Milk may be purchased with cold lunch for 45 cents. Water is also available in the lunchroom.

## SNACKS

Students will be allowed to bring a nutritional snack to eat during a specified time during the school day.

## DROP OFF AND PICK UP PROCEDURES:

### Drop Off

Since the safety of our students is our main priority, **NO CARS are allowed to park in front of the building in the morning until after 7:45AM.** This allows cars to pull in the parking spots (off of the main road) and drop off their child safely. Please pull your car down to the **lowest spot that is vacant.** If you are coming from the other direction, please let your child out by the crossing guard so he/she can safely guide them across. We would prefer that you let your child out of the car **after** you pull in the parking area so he/she will not have to walk close to the street.

Please be alert!

### Pick Up

After school, you may pick up your child at the side door of the school (on the basketball court). **PLEASE** get out of your car and walk to the bottom of the steps to meet your child. **Be very careful and aware of students and parents walking to their cars on the blacktop. Do not arrive too early as this area will be blocked off for student use until right before 1:55. Arriving too early causes a huge problem for those people who are driving on the street, plus, it is against the law to block a traffic lane.**

The buses will be loading and unloading on the parking lot, so we ask that you **not** be in that area when it is time for the buses.

## BIRTHDAY INVITATIONS

If birthday party invitations are to be distributed **at school**, an invitation must be given to **all** children in the class. We need to be considerate of the feelings of students who may be left out. Please do not bring any invitations to school unless they are for everyone.

## BIRTHDAY LUNCH

Each month one day is designated as "birthday lunch" for the students who have a birthday in that month. You will receive an invitation to join your child for lunch, if you so choose. The price for an adult lunch is \$4.25.

## **ATTENDANCE POLICY**

### **Excused**

1. Verified by parent (phone call/note) not to exceed 5 days per year.
2. Verification by a physician is required when the absences exceed 3 consecutive or 5 total days.
3. Hazardous conditions
4. Serious illness or death in the immediate family of the student.
5. Observances of religious holidays.
6. Leaves of educational value with **prior approval** of the school principal not to exceed 10 days.
7. Calamity such as fire in the home or flood.

### **Unexcused**

1. Absences exceeding 5 days parent verification without a doctor's verification.
2. Vacation, hunting, fishing, babysitting, oversleeping, suspensions or missing the school bus.

### **Tardy**

If your child arrives at school **after 7:25**, he/she will be counted tardy. Students who arrive late are often embarrassed to enter the classroom and have already missed important opening exercises. Please refer to the tardy policy for more information. Students arriving **after 9:00 AM** or that leave **before 12:30 PM** will be counted as a half-day absence.

**Please call the school by 8:00 AM (304-348-1924)** if your child will be absent from school that day. Also, please contact the office if your child will be late due to an appointment.

## **POSITIVE BEHAVIOR PROGRAM**

Our goal is to instill in the students the types of behaviors that will carry them throughout their lives. As such, we will focus on the "PAWS" words in our school:

**P**ride

**A**ttitude

**W**ork

**S**uccess

We define what these responsibilities should look like in each of these areas of the school: in the classroom, in the halls, in the breakfast room, in the lunchroom, on the playground and on the bus.

Weberwood's principal, teachers, and support personnel join the parents and members of the community in providing a positive and encouraging environment for our students. We realize that it takes home, school, and community working together to ensure responsibility, academic, and character success for our students. All of us working together make a great team. **TEAMWORK in any school community is always the best work!**

## **HOMEWORK POLICY**

Homework is a necessary and integral part of the total educational process. The habit of homework is to be initiated early in the student's experience. Any questions that relate to homework may be discussed with the teacher or the principal. All students are encouraged to do extra reading and to use the library as much as possible. These activities are necessary to enable the students to increase reading speed and comprehension.

### **Suggested Time Allotments:**

Homework assignments are encouraged consistent with the following suggested time allotments.

#### **Grade**

#### **Time**

K-1	15 minutes daily
2-3	30 minutes daily
4-6	1 hour daily

## **KANAWHA COUNTY SCHOOLS GRADING SCALE**

<u>Grade</u>	<u>Percent</u>
A	93-100
B	85-92
C	75-84
D	65-74
E	Below 65

### **STUDENT DISMISSAL**

Please remind your child to report home immediately after school. This will prevent anxious moments for parents and school personnel. **Permission notes are required when children are to go anywhere other than their “regular” destination or if they are to go home with someone else.** The notes must be brought to the office and signed by the principal. Children who stay after school for regularly scheduled activities need only ONE permission slip for the year.

Early dismissal: Please try to limit picking up your child early to emergencies only. The students have a “dismissal” routine at the end of the day and early dismissals cause a disruption in that routine for your child as well as other students.

Phone messages: If an emergency arises and you need to inform your child about an alternate plan for picking him/her up after school, please call the office as early in the day as possible. Our lines are often busy, and you may not be able to get through at the end of the day.

### **PARENT TEACHER ASSOCIATION**

The PTA officers for this year are:

President:	Amber Walker
1 <sup>st</sup> Vice President:	Katie Nichols
Vice President	Krissi Ellis
Secretary:	Mary Ann Nelson
Treasurer:	Marci Wandling

### **COMMITTEE CHAIRS**

LSIC	William Ballard
Homerom Parents	Becky Kessler
School Website	Shirley Yoke

### **PTA FUNDRAISERS**

The PTA will be planning several fundraising events throughout the year to raise money for equipment and academic supplies. Information will be sent home with your child concerning these activities.

We have a very active association and urge all parents to join the PTA and become involved with volunteering for the events. WE NEED YOU!

### **SCHOOL PHONE NUMBERS**

Please make a note of our phone numbers:

School: (304)348-1924    (304)348-1925

Fax: (304)347-7421

Email: [mmunoz@mail.kana.k12.wv.us](mailto:mmunoz@mail.kana.k12.wv.us)

The email addresses of all staff members are listed on our school website:

<http://weberwood.kana.k12.wv.us/>

Feel free to communicate to us using any of these methods.

## Code of Conduct – Kanawha County Schools

Kanawha County Schools has a thorough and comprehensive code of conduct for students (Kanawha County Board of Education Policy, Series 22.00, Section 22.05). This policy will be explained in an age appropriate manner within each classroom in the school during the first week. Students will sign a form stating that they have had the policy explained and understand it. This form will be kept on file in the school office for the course of the school year. A copy of this policy may be found in the KCS handbook. Please keep a copy of the handbook and familiarize yourself with the contents of this policy.



## Medications at School

School personnel are not allowed to administer ANY medication to your child unless:

- A written order form for each prescription medication is completed and signed by your child's physician, signed by a parent and returned to the school before any medication will be administered.
- Each medication must be sent to the school in a properly labeled container from the pharmacy.
- Medications that will be given for short periods (antibiotics, etc.) can be given if the medication is in the original packaging from the pharmacy with a note from the parent specifying times for administration.
- Non-prescription medications such as acetaminophen, ibuprofen or simple cough drops with the active ingredient of menthol and calamine lotion may be given only for a period of three days. There must be specific instructions and permission to administer these medications from the parent. Manufacturer's guidelines must be followed as to dosage and times of administration.
- Schools are no longer allowed to treat students with antibiotic cream, poison ivy medicine, or any topical ointments. If your child is injured and requires attention, we will call you to pick him/her up to administer proper medication.
- Students are never to have medications on their person. Medications must be delivered and picked up at the school by an adult.

The policy is in place for the safety and protection of your child. As a parent or guardian, you always have the additional option of coming to the school to administer medications to your own children.

## VISITATION POLICY

Board policy requires that any person visiting the public schools **MUST** go to the office area and sign the visitor's log. Due to the interruption it would cause in the learning process, **no parents/visitors** are allowed to go to the classrooms. We also have instituted additional safety measures for our students, which include locking the classroom doors and not allowing any visitors in the hallways. The outside doors to the building are locked at all times.

## **CONFERENCES**

We believe parent/teacher conferences are very important. Prompt attention to problems is much better than prolonging an existing misunderstanding or situation that should be improved. Conferences may be scheduled at the request of the teacher or parent when the need arises.

The County scheduled conferences will be held on November 5<sup>th</sup>.

## **STUDENT FUNDRAISING**

No student is allowed to sell door-to-door. Any student selling door-to-door MAY NOT participate in any prize program or any future fundraising events. This is the policy of Kanawha County Schools.

## **FLOWERS AND BALLOONS**

Students are **not allowed** to receive flowers, balloons, etc. during the school day. These items cause disruption in the classroom and there is no place to store them until school is over. Please send these items to your homes. We appreciate your cooperation in this matter. If items do arrive, we will hold the item in the office until the end of the day and then let your child come and pick them up.

## **ANIMALS AT SCHOOL**

Please be aware that insurance regulations for the school system prohibit animals of any kind from being on school property (inside or outside) **unless they are a service animal**. Anyone not following this regulation will be asked to leave the premises.

**WEBERWOOD CLOTHING:** The PTA will be sending out information concerning the ordering of Weberwood shirts, etc.

**WEBSITE:** Please make a note of our school website and save it as one of your “favorites.” Our webmaster, Mrs. Yoke, keeps it up to date with pictures, activities, educational sites, calendars, and other important information concerning our school: <http://weberwood.kana.k12.wv.us/>

**CALENDAR:** We will be sending home a monthly calendar which will include school events and PTA activities for that month. Please check your child’s backpack and folder for any communication from the school.

**LOST AND FOUND:** You would be surprised how many jackets and coats that we donate to charities at the end of the school year because none of these items are claimed by the students. We hold up the jackets in the lunchroom, lay them out on the tables, place them in the lost and found, and the students have never seen them before! So, please, mark all items, especially jackets and coats, with your child’s name.

We look forward to a great school year! If you have any questions, feel free to call or send an email. Mary Lou Munoz – (mmunoz@mail.kana.k12.wv.us) or any of the teachers.

# Kanawha County Schools

## 2018-2019 Calendar

August 20	First Day of School
September 3	Labor Day - NO SCHOOL
September 7	Early Dismissal - 11:55
October 12	Early Dismissal - 11:55
November 5	Parent Teacher Conferences - NO SCHOOL
November 6	Election Day - NO SCHOOL
November 9	Early Dismissal - 11:55
November 12	Veteran's Day - NO SCHOOL
November 19-23	School closed for Thanksgiving Break
December 14	Early Dismissal - 11:55
December 24-January 1	Christmas Holiday - NO SCHOOL
January 18	Early Dismissal - 11:55
January 21	Martin Luther King holiday -NO SCHOOL
February 8	Early Dismissal - 11:55
March 8	Early Dismissal - 11:55
April 12	Early Dismissal - 11:55
April 15-19	Spring Break - NO SCHOOL
May 10	Early Dismissal - 11:55
May 27	Memorial Day - NO SCHOOL
May 29	Last day for students

