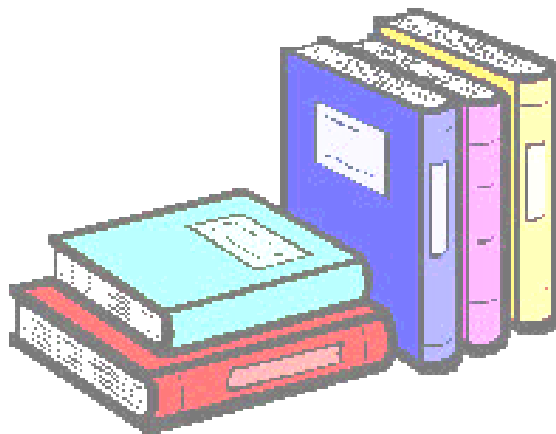


Hurley Elementary Middle School



Student Handbook

2014-2015



Working Together for Academic Success

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SUPERINTENDENT'S MESSAGE
2014-2015

TO THE TEACHERS, PARENTS, AND STUDENTS:

As we begin a new school year, let me CHALLENGE our teachers, parents, and students to work on SOL'S in a new way. In a way in which you have never done before, and in a way that will bring the highest achievement to our schools. I am not talking about a standardized test, but I am talking about creating our own SOL.....a **STUDENT OF LEARNING.** With our parents, students, and educators working together we can create students who are willing to learn, want to learn, and shall learn, and then we will make substantial educational gains county-wide in our schools. If we all remember that education is a shared commitment between dedicated teachers, motivated students, and enthusiastic parents with high expectations for their children, we shall accomplish this goal.

If we develop a passion for learning within our students, they will never stop growing as an individual. The whole purpose of our efforts is to turn the mirrors of the world into windows of opportunity for our youth. Not only should we expand their intelligence, but we should also build their character as well which will give them a true education which is needed for life's challenges in today's world.

So, I challenge everyone this year to create our own SOL.....**STUDENT OF LEARNING.**

HAVE A GREAT SCHOOL YEAR!!!!!!!!!!!!!!

LARRY ASHBY
SUPERINTENDENT
BUCHANAN COUNTY PUBLIC SCHOOLS

Administrator's Message

Dear Students and Parents:

Welcome to our school! The faculty, staff, and administration are very excited and hold great expectations for the upcoming year. We are eager to embrace new innovations in education. This challenge expands to encompass the unique needs of the individual in an ever-changing and demanding world.

We believe it is our responsibility to prepare our students for the future as useful, productive individuals who are able to adjust and contribute to society. The faculty and administration will provide a school program that encourages students to recognize their value and potential, and guides them in developing healthful attitudes and habits.

We recognize that cooperation between the home, school, and community is vital to the effectiveness of the school program. Parents are encouraged to take an active role in their child's education process and to provide a home atmosphere that fosters a desire and respect for learning.

Our school is asking for your support in following the Student Conduct Policy adopted by the Buchanan County School Board as well as our Crisis Management Plan. These plans were developed to attain the following goals:

- 1. To establish and maintain an environment conducive to teaching and learning.**
- 2. To establish and maintain a school environment free of physical violence.**
- 3. To protect the public's monetary investment in property, equipment, and the education of its youth.**
- 4. To protect the civil liberties of all individuals in the educational process.**

Ruth Tester

Philosophy

The philosophy of our school is to create an atmosphere conducive to learning. We realize that each student is a unique individual with different learning rates, interests, and motivations and our curriculum is designed to provide for individual differences.

Our school will offer an educational program to promote learning, develop skills, and formulate attitudes that will meet the demands in today's rapidly changing democratic society. We recognize that cooperation between the home, school, and community is vital to the effectiveness of the program. The task at hand is to allow the student to enjoy life while motivating him/her to prepare for the future. Each student's psychological, emotional, social, and educational needs must be addressed at their present level of maturity.

It is our commitment to access the current needs within the areas of curriculum, teaching methods, and motivational techniques as they relate to the student and to the total learning process. Our analysis of these roles and relationships within the school and community initiates the first step toward actual improvements of our educational process.



Objectives and Goals

I. OBJECTIVES

A. Intellectual Objectives

1. To provide a curriculum where students will develop their maximum potential in the basic skills of reading, mathematics, writing, oral expression, listening, and comprehension.
2. To provide the opportunity for students to progress at the rate of his maturational and intellectual level through remedial instruction and enrichment process.
3. To develop within the student logical and critical thinking process.
4. To implement an evaluation system, which includes standardized and teacher-made tests, for measuring the students' strengths and weaknesses.

B. Social Objectives

1. To make each student aware of his/her obligation to function in the democratic society as a responsible citizen.
2. To develop desirable attributes which enable the student to function in leadership roles in society.
3. To incorporate career awareness in the school through community participation.
4. To promote an atmosphere with high moral and social demands.

C. Personal Development Objectives

1. To create an environment in which the student will develop and recognize a feeling of self worth.
2. To promote an environment in which the student recognizes the individual abilities of himself and others.
3. To create an atmosphere that instills self-discipline in the student this enabling him/her to attain higher standards and accept greater responsibility.

4. To encourage each student to participate and become involved in activities available to them.

II. PROFESSIONAL GOALS

A. Intellectual Goals

1. This school will strive to provide resources and materials to make innovative and effective teaching possible.
2. Our school's faculty will continually seek in-service opportunities and appropriate course work to adequately assist in the acquisition of knowledge.

B. Social Goals

1. This school will provide and maintain a school environment that stimulates and motivates individual students to learn.
2. The staff will assist in providing students the opportunity to socialize and participate in school community events.
3. The Parent-Teacher Organization will provide an excellent opportunity for establishing better communication between parents and teachers.

C. Personnel Goals

1. The school staff will endeavor to update in their knowledge of sound learning theories and methods to educate students most effectively.
2. Teachers will evaluate needs and abilities among students and provide for these individual needs.
3. The staff will encourage and foster a sense of self-worth in the students and help them realize their unique potential and individual abilities.

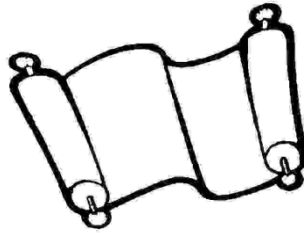
Report Cards/School Performance Report Cards

The BUCHANAN COUNTY School Board will publicly disseminate the information in the annual report card to all schools in the division and to all parents of students attending those schools in an understandable and uniform format. To the extent practicable, the information will be provided in a language the parents can understand. The Board will also make the information widely available through public means such as posting on the Internet, distribution to the media, and distribution through public agencies.

School Performance Report Cards

The Buchanan County School Board shall ensure that every school in the division, regardless of whether or not that school receives funds under Title I, Part A, shall provide annually to the parents and community a School Performance Report Card containing information for the most recent three-year period.

See Buchanan County Public Schools Policy Manual (File CMA) for additional information.



Cafeteria, Visitors, and School Insurance

Cafeteria The cafeteria is computerized and allows students to keep money in their accounts for lunch. Parents may send funds for their child to use to purchase meals or other items sold in the cafeteria in advance, and the funds will be withdrawn as the student makes purchases. When sending money for lunch and breakfast, please put it in an envelope with the child's name and lunch number.

Breakfast Breakfast will be served each morning. All prices are subject to change.

Student's Breakfast: Full: \$1.00 Reduced: \$0.30

Lunch Your child may purchase lunch or bring a box lunch. (All prices subject to change.)

Student Lunch: Elementary: \$1.80

Reduced Lunches: (All) \$0.40

*****No outside meals may be delivered by businesses or parents.**

*****There are no open charge accounts for breakfast/lunch.**

Visitors Parents are an important part of our school. In order for the school to operate safely, we require all visitors to report to the office and sign in. Visitor passes are required to be worn when visiting any part of the school facility.

School Insurance

(Optional) Insurance is offered in case of accidents or injuries. All checks should be made payable to the insurance company. Make sure the insurance is completed and signed before returning to the school.

Schedules and Drills

Early Arrivals

No student should arrive before 7:45 A.M. Teachers are not on duty before this time. All students should leave school grounds no later than 3:30 P.M. We ask that you comply with this request in order to keep our halls clear in case of an emergency.

*** Any student remaining on school grounds after 3:30 P.M, or after second bus run is released, MUST be supervised by a parent/guardian or coach. (This includes any athletic practice, etc.)

Late Arrivals

Students should make every effort to be at school before 8:15 A.M.(breakfast will be served from 7:40-8:10). Students will be dismissed to their classrooms at 7:50 A.M. to prepare for their instructional day. Any students arriving after 8:15 A.M. must report to the office.

Snow Schedule

During inclement weather, the school system used the “snow schedule” one or two hours late. The schedule changes will be announced on the radio and television stations each morning. This announcement will be made early so the students will be aware of the change and can readjust their own time schedules accordingly. Please do not call the school to request this information because calling ties up the telephone lines, which may be needed for the central office to contact the school about updated schedule changes.

***When deemed necessary to dismiss school early due to severe weather changes, parents should listen to radio stations WMJD/WNRG or TV station WCYB.

Fire Drills

The primary purpose of fire drills is to have students evacuate the building in an orderly, rapid, and safe manner whether there is a real fire or merely practice drill. Students should evacuate the building without talking, with a rapid normal walk going through designated doors to designated areas, where they will remain and await further instructions. There shall be a fire drill at least once every week during the first month of a new school session. During the remainder of the school session, fire drills shall be held at least monthly. Each teacher should have either a grade book or list of students’ names. Safety is a major concern at this school, and thus other drills may be practiced as needed to insure proper procedures are followed in the case of an emergency.

Policies and Services Relating to Students

ATTENDANCE POLICY

School attendance is the first step a child takes in succeeding in his/her educational career. The Buchanan County School Board encourages all students to attend school daily. In an effort to support this philosophy and to assist a child in achieving his/her educational goals, the Board has adopted this attendance policy.

State law requires school-age children to attend school on a regular basis. A student who expects to be successful should attend school regularly, be prepared, and behave in a manner conducive to learning.

All absences, except those that are absolutely necessary are discouraged. A reason for absence must be presented to the office. Each school shall provide an incentive program to recognize and reward students for perfect attendance. Any student who maintains perfect attendance or has excellent attendance for any grading period will be rewarded by receiving special privileges, treats, or special activities provided by the principal.

SEE Buchanan County Policy Manual (file JED) For Legal and Cross Reference.

GENERAL RULES

1. Parents should fill out a pick-up form at the beginning of the school year if someone other than yourself needs to pick up your child/children at school. The telephone number and name of someone other than the parents are extremely important in case of an emergency and the school is unable to contact the child's parents.
2. When a student is absent, it is the responsibility of that student to present in writing and signed by a parent an excuse for an absence. This excuse shall be submitted the first day he or she returns to school.
3. Any student who has excessive absences will be referred to the guidance counselor and/or the attendance officer. A child may be truant on one absence, if the absence is unexcused.
4. Teachers are not required to be on duty until 7:40 A.M. when the first bus arrives. Do not bring your child to school until after the first bus arrives. No one will be at school to supervise your child. Parents will have to assume responsibility for children brought to school before this time.

5. Students are expected to go directly to school when leaving home and go directly home when dismissed from school.
6. Once a student arrives at school, he is not permitted to leave the school campus without permission from the school office.
7. Students who require medication while at school must have a medical form signed by the parent and the physician who prescribes the medication. Parents can get a form at the school and have the doctor sign it. The form should be returned with any medication to be administered. Parents must turn their child's medication into the office administration.
STUDENTS ARE NOT ALLOWED TO HAVE IN THEIR POSSESSION ANY MEDICATION (OVER THE COUNTER, PRESCRIPTION, ETC.) ON SCHOOL PROPERTY.
***Exception—student diagnosed with asthma may carry an inhaler prescribed by their doctor. Form must be updated each school year.
8. If possible, make medical and dental appointments for your child in the afternoon and on Saturdays.
9. All students should be dressed appropriately for school. (Refer to Student Conduct Code).
10. Parents are encouraged to be in integral part of the school. If you wish to talk with your child's teacher, please call the school for an appointment during the teacher's planning period.
11. Please refer to the Student Conduct Code for a list of items prohibited at school.
12. Students are not allowed to bring glass containers on school property.
13. If there are custody problems and/or the child remains with someone other than biological parents then the school **MUST** be informed. The school **MUST** have the court order or a notary statement. Files must be updated each school term.

Issues Relating to Academics

Grade and Reporting Procedures (Elem/Middle School)

Each teacher maintains a grade book showing the results of students' work. Grades are assigned fairly and impartially to students.

The grading scale used is as follows:

94-100	A	S	Satisfactory Progress
87-93	B	U	Unsatisfactory Progress
79-86	C	N	Needs Improvement
70-78	D	*	Kindergarten classes may
Below 70	F		use progress reports to show
I	Incomplete		achievement in readiness, socialization, and cognitive areas.

Reports will be made to parents on the Progress Report Form every six (6) weeks. Report cards shall be sent home seven (7) school days after the end of the six weeks.

Selection of students for the honor roll will be according to the Buchanan County School Board Policy.

Awards for Achievement

Honor Rolls – Elementary

1. **Grading Period Honor Roll**

To be eligible for the honor roll at the completion of each six week Grading period, the student must meet the following academic Criteria:

- a. The student must be working on grade level (grades 1-8)
- b. To be considered for inclusion on the honor roll, the student Must achieve an average grade each six-weeks of 94 or above.
- c. Art, music, physical education, handwriting and citizenship Are excluded in honor-roll computation.

2. Superintendent's Honor Roll

To be eligible for the Superintendent's Superior Academic Achievement Award:

- a. The student must maintain a numerical grade average of 94 Or higher in each subject each six-weeks report of the current school year.
- b. A Superintendent's Certificate of recognition will be

Presented to each qualifying student during the final six-weeks of school. The names of these students will be published in the local newspaper.

Homework

The Buchanan County School Board supports the assignment of homework to pupils when its use has the purpose of enriching and extending school experiences. Please refer to the Student Conduct Code for adopted guidelines.

Homework Guidelines

The purpose of homework is to benefit the students. It aids in extending school activities at home. Homework should supplement and reinforce the skills taught during the school day. Homework assists the student in becoming an independent and responsible learner.

Homework—Student Responsibilities

1. Each student is expected to exert his/her best effort to complete each assignment on time as directed by the teacher.
2. It is the student's responsibility to inform the teacher if he/she does not understand the assignment at the time it is made.
3. Students will be responsible for all make-up work due to absenteeism.

Homework—Parent Responsibilities

1. Parents should maintain an awareness of the child's work assignments.
2. Parents should make available appropriate materials and resources in a quiet, well-lighted workspace during a regularly uninterrupted scheduled work time.
3. Parents should give assistance to the child when necessary, however, parents should not do the homework for the child.

Parental Assistance with Instruction

The Buchanan County School Board encourages parents to provide instructional assistance to their children in the home. The school division offers a voluntary training program to the parents of children in kindergarten through third grade, to assist them in developing the skills necessary to provide effective instructional assistance to their children. Information regarding parent training on instructional assistance shall be available in every primary and/or elementary school within the division.

Promotions and Retention

1. Soon after the end of the first semester (January or February) parents of those students who are not making satisfactory progress will be informed. This will let the students and parents aware of the possibility of failure so that appropriate corrective measures may be taken.
2. Notification of pupil's grade assignment for the following year will be included as part of the final report. Teachers, after consultation with the principal, have the authority to decide whether a student shall be promoted or retained.

Discipline

All discipline will follow the Student Conduct Policy Manual. This manual is given to all Buchanan Co. Public School students each school year.

Bus Rules

1. If at any time throughout the school year your child needs to ride another bus for any reason, please notify the school in writing. This permission slip **MUST** be approved by the office administration and presented to the bus driver before the student is allowed to ride the bus. No phone calls will be accepted. If anyone other than a parent is to pick up a child at school, that person must have written permission of the parent or be listed on the emergency form at the school.
2. Students will board buses in the afternoon according to the appropriate PA announcement. Students are to remain in class until their appropriate bus number is announced. Students are not permitted out of class unless accompanied by a teacher.
3. Students will remain seated at all times when aboard a bus in motion.
4. Seating charts developed by the bus driver will be observed. Students assigned a given seat are expected to occupy it.
5. Students will enter and leave the bus in a quiet manner. Do not attempt to go to your bus until it has come to a complete stop on the bus lot.
6. Students will observe and obey all rules of conduct established by the bus driver.
7. Bus riding privileges may be suspended for repeated misbehavior. Bus safety depends upon the cooperation of all.
8. Students are not allowed to eat, drink, or bring glass containers on the bus.



Buchanan County Public Schools

School Name: _____

Student's Name: _____ Grade: _____

The following people have my permission to pick-up my child/children. These people may also be contacted in case of an emergency if I am not available.

Name	Relation to Child	Phone Number
1.		
2.		
3.		
4.		
5.		

***If there are custody problems and/or the child does not live with the biological parents, the school must be informed. The school must have the court order or the notary statement on file.

***There may be times during the school year when school will dismiss early due to snow, water, or an emergency situation. At such times, we need to know what procedure you want your child to follow.

Please complete the following:

If school is dismissed early due to an emergency, my child should:

FIRST:

SECOND:

Parent Signature: _____ **Date:** _____

Buchanan County Public Schools

Parents: Please complete and return to school.

PURPOSE: To secure important information regarding administration of medications and any allergic reactions.

Student's Name: _____

Grade: _____ Homeroom Teacher: _____

Is your child using any medication? ___ Yes ___ No If yes, please fill out attached form:

___ YES ___ NO PRESCRIPTION DRUGS: (Identify drug and condition requiring drug).

___ YES ___ NO OVER-THE-COUNTER DRUGS (NON-PRESCRIPTION):
(Identify drug and condition requiring drug).

___ YES ___ NO DRUG ALLERGIES: (Identify drug and reaction):

___ YES ___ NO ALLERGIC REACTIONS: (Identify—For example, Bee Sting, etc.):

**Please indicate any other health condition(s) your child has that is not covered above:

Parent's signature: _____ Date: _____