

TENNERTON ELEMENTARY SCHOOL

HANDBOOK



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SCHOOL FACTS

Name: Tennerton Elementary School

Address: 167 Gawthrop Road
Buckhannon, WV 26201
Phone Number: 472-1278
Fax Number: 472-8530

Enrollment: 294

School Mascot: Tiger

Staff:	Tristen Gray	Principal
	Jenny DeLong	Kindergarten Teacher
	Brenda Davis	Kindergarten Aide
	Casey George	Kindergarten Teacher
	Renee McDaniels	Kindergarten Aide
	Michelle Linger	First Grade Teacher
	Rachel Stump	First Grade Teacher
	Jeanine Allen	Second Grade Teacher
	Whitney Powell	Second Grade Teacher
	Susan Tenney	Third Grade Teacher
	Melissia Lamb	Third Grade Teacher
	Sherry Currence	Fourth Grade Teacher
	Carrie Barton	Fourth Grade Teacher
	Erin Anderson	Fifth Grade Teacher
	Christy Gaudet	Fifth Grade Teacher
	Megan Gray	Special Education Teacher
	Jenny Drake	Special Education Teacher
	Carmella McHenry	Special Education Aide
	Kathy Rolenson	Special Education Aide
	Laura O'Hara	Title I Teacher
		Art Teacher
	Krista Hardman	Music Teacher
	Karen Leigh	Physical Education Teacher
	Andrea Ellis	Speech Pathologist
	Donna Critchfield	School Nurse
	Connie Riggleman	
	Sharon Powers	Cafeteria Manager
	Sharon Lemons	Cook
	Karen Phipps	Cook
	Steve Long	Custodian
	Robert Westfall	Custodian
	Janet McDaniels	Secretary
	Suzanne Bohman	Counselor

SCHOOL SCHEDULE

7:15	School Opens/First Bus Arrives
7:30	Breakfast Begins
7:45	Students Report to Classrooms
8:00	Tardy Bell
10:50-11:50	Kindergarten and First Grade Lunch and Recess
11:30-12:00	Second and Third Grade Lunch and Recess
12:10-12:40	Fourth and Fifth Grade Lunch and Recess
3:15	Instructional Day Ends
4:00	School Office Closes

RELEASE OF STUDENTS

Students will be dismissed from the office. Parents who wish to pick up their child **MUST** report to the office to sign the student out. We will then page the classroom from the office. Additional adults who have permission to pick up a student must be listed on the Emergency Procedure Card. Parents may also call the school or write a note giving permission for another adult to pick up their child. We will not release your child to any other adult unless these conditions have been met. Students will not be dismissed from classrooms between 2:45-3:15.

UNUSUAL DISMISSALS

Delayed school openings occur due to weather or hazardous road conditions. When schools operate on a two-hour delay, children are not to report to school earlier than 9:15. Breakfast will be served.

Unscheduled early dismissals occur when weather conditions quickly become hazardous or for an emergency situation. Parent Link, the automated phone contact system used by the Upshur County Board of Education, is activated when early dismissals occur. The system dials the primary number listed on the Emergency Procedure Card, so please keep this number current. Local radio and television stations are notified and also communicate school closings.

BREAKFAST AND LUNCH PROGRAM

Breakfast and lunch meals are provided daily. Students that do not eat first breakfast may pick up a bag breakfast at 8:50 daily. Menus will only be available online at upshurschools.com and the nutrislice app for smart phones.

All Tennerton Elementary students will be permitted to eat breakfast and lunch each day free of charge. Pre-existing bills will still be in existence and will need to be paid off. All billing will be handled by the Upshur County Board of Education. Any bill received may be paid at the UCBOE Building in Buckhannon.

Adults are welcome to eat lunch with their children at TES. Please make arrangements with the office before 9:00 am if you would wish to eat school lunch with your child. Adult lunches are \$3.60. Please have correct change with you, as the school will not carry much coin money.

PTO

The Tennerton Elementary School PTO meets monthly and sponsors fundraising activities to pay for field trips and teacher supplies. Meetings are conducted in the cafeteria and all parents are encouraged to become a member by attending monthly meetings.

VISITORS TO THE SCHOOL

We welcome visitors to Tennerton School, however, in accordance with county policy, there are guidelines we must follow. Our school is equipped with a door buzzer and security camera for entrance into the school. Upon arriving at the front door, visitors must press the buzzer and identify themselves to be allowed entry. When entering the building, guests are to report to the office, sign in and trade their driver's license for a visitor's badge. Your driver's license will be returned to you when you leave the building.

Visitors are requested to make arrangements with teachers if a conference is necessary. This can be done by contacting the office or through individual teacher's communication network. Please understand that if no arrangements are made previously, a teacher may not be able to accommodate your request for a conference. Teachers will provide information concerning planning periods and how to best contact them with you at the beginning of school.

ATTENDANCE

Regular attendance at school is directly related to student success. Every day your child is absent from school, ParentLink will contact you by telephone to inform you of your child's absence. Parents must write a note explaining the reason for their child's absence or send in a doctor's excuse for the absence to be considered excused.

Excused absences consist of student illness, family emergency or death in the family. If a student accumulates three consecutive or five total days in any one semester because of illness without a doctor's excuse, any additional absences for illness during the remainder of that semester must be accompanied by a doctor's excuse otherwise it is recorded as an unexcused absence.

If a child accrues five unexcused absences during a semester, a meeting will be scheduled with the principal and the Prosecutor's office will be contacted by the county office. In addition, the county attendance director shall serve written notice to the parents.

Tardiness is considered an absence. Please remember school begins promptly at 8:00.

Leaving school early is another form of absence that causes your child to miss instruction. Please remember that students are not excused from the office between the times of 2:45-3:15.

LICE

When a student exhibits symptoms of head lice, that student will be checked for head lice by the principal or the principal's designee. When live head lice are found, the student's parents will be notified. At this time, the parent will receive a letter with instructions for the treatment of head lice.

All students in the classroom of a student who has live head lice will be checked by the school nurse, principal and/or principal's designee. Also, a letter informing the parents that lice have been found in their child's class will be sent home.

A proof of treatment document must be completed and signed by the parent stating that treatment has occurred. In order for a student to return to school, that student's hair must be lice free. If the student is found to have live head lice, the student will be sent home with the parent. The school nurse will perform a follow up on students that return to school after having head lice.

FIELD TRIPS

Each class participates in a trip during school year. The trips are planned by the teachers and approved by the principal and superintendent. They are correlated with the curriculum and are funded by the PTO. A universal permission form will be sent home at the beginning of school.

CLASSROOM PLACEMENT

Students are scheduled into classrooms based on needs and enrollment. Considerations for placement include academic achievement, peer interaction and teacher evaluation. Placement for each student is decided to best meet his or her unique needs. Students with varied academic abilities and developmental levels are placed in each classroom.

HOMEWORK

Teachers assign homework throughout the school year. Your child will need a quiet place at home to complete his or her assignments. Students have planners in which they will write their daily assignments. If parents have a question about homework that has been assigned for the evening, a quick look at the planner should tell you exactly what is to be completed.

When your child is absent, teachers will assign make-up work to each student upon their return to school. The student shall be allowed the number of days absent to complete the make-up work. Make-up work is not optional. Teachers are required to make assignments that are relevant to the material covered for all classes missed. If parents wish to pick up homework for a student who has been absent for a long period of time, please call the school and the teacher will have assignments ready for you to pick up at the end of the next school day.

PARENT-TEACHER CONFERENCES

Please plan to visit your child's teacher during the school year. Conferences are conducted twice during the school year during the evening hours. If you feel you need to talk to your child's teacher before the conferences occur, please call the school and a conference will be scheduled. Please remember that conferences cannot occur during instructional time.

In addition to grade cards, you will be made aware of your child's progress midway through each quarter with interim reports. Please remember that grades could change between the interim report and the time grade cards are issued. Grade cards are distributed four times a year.

PARENT VOLUNTEERS

Tennerton's parents provide a major contribution to the students and faculty by donating time to the school. The time you are able to give is extremely important to the faculty and students. Please look for letters throughout the year requesting volunteers and contact your child's teacher if you are interested in assisting. A parent volunteer training session will be

provided at the beginning of the school year. It is advised that any parent wishing to volunteer in the building attend the training or make arrangements with the principal to be trained at a separate time. Parents not trained will not be permitted to volunteer in the classroom.

PROGRAM DESIGN AND DELIVERY

At Tennerton School, instruction is designed around state mandated content standards. Classes are organized to maximize student learning and to meet individual student needs. Twelve regular classroom teachers provide instruction for students in kindergarten through fifth grade. Special education services are offered in communication disorders (speech), learning disabilities, mental impairment, behavior disorders, other health impaired, and gifted instruction. Traveling teachers provide art, music and physical education. The entire Tennerton staff consists of 12 regular education teachers, 1 special education teacher, 4 traveling teachers, 4 classroom aides, 2 ½ cooks, 1 ½ custodians, one secretary and one principal. The school also has counseling and nursing services on a limited basis.

SCHOOL SCHOLARSHIP

Tennerton's Scholarship Program provides a graduating senior who attended Tennerton a \$500 scholarship if he or she is planning to continue his or her education. This scholarship is funded through the school's PTO. Any interested student is invited to complete an application in the spring.

SCHOOL PARTIES

Parties are held for all classes four times during the school year: Halloween, Christmas, Valentine's Day and Easter. The parties are held in the afternoon during school hours.

SNACKS

Every day, classroom teachers take a break. You may send a snack to school for your child to eat during break. Children are to bring their own daily snacks from home.

PARTNERS IN EDUCATION

School-Business Partnerships are a joint effort between the school and the business community. They are designed to develop an understanding between these two vital groups. Each partnership is different, designed to meet the needs and personalities of the groups involved. Presently, Tennerton has partnerships with Tennerton Lion's Club, Aaron's, Sam's Pizza, Zul's, WVWC, and Corhart.

STUDENT RECOGNITION

Students are recognized for good behavior, faithful attendance, high academic achievement and academic improvement. Tennerton Elementary closes the school year with a recognition ceremony for all students.

MEDICATION AT SCHOOL

All medication, including over the counter drugs, must be accompanied by a doctor's note before school personnel can provide the medication. If a doctor's note does not accompany a medication, it cannot be provided even if parental consent is given. If notes are provided, medication must remain in its original container and be kept in the office at all times.

If medication must be provided and no note is issued, it is the responsibility of the parent to give the medication to the student when it is necessary.

BEHAVIOR

The children at Tennerton are very well behaved and mannerly. If there is a problem, however, we will be in touch with you. You may receive a letter from the teacher or a call from the principal. All misbehavior that results in a student being sent to the office is recorded and sent home to parents. Please refer to the Upshur County Schools Policy booklet for specifics concerning severe discipline issues.

Please remember that no toys are to be brought to school. This eliminates the problem of personal items being lost, stolen or broken.

Students who engage in appropriate behavior receive "Tiger Bucks" which can be used to purchase special privileges or items from individual classroom treasure chests.

DRESS CODE

In order to maintain a positive school environment, all members of the school community will observe the following dress code during the school day:

The following are prohibited:

- Clothing that exposes the mid part of the body
- Short shorts and mini skirts that do not reach the tip of the index finger when standing
- Spaghetti straps or halters, unless worn with a buttoned-up shirt
- Tops that expose a large area of the back and/or front
- See-through mesh or fishnet clothing or clothing with cut-out places
- Hats, bandannas, and sunglasses
- Clothing depicting violence, blood, knives, guns
- Clothing that evidences gang membership or references terrorism, suggestive sex, alcohol, drugs, tobacco, obscenities or profane language
- Spiked jewelry or chains that could be used as weapons
- Baggy clothing considered to be a safety hazard or exposes undergarments or mid sections.

INTEGRATED PEST MANAGEMENT

The West Virginia Legislature has passed into law a procedure (Integrated Pest Management Plan) for notifying parents and school staff 24 hours prior to the application of Level 3 (spray) and Level 4 (fog-out) pesticides in schools. Our school is checked weekly in order to monitor and control structural pests (roaches, ants, bees, mice, etc.). All other means of control will be used before a Level 3 or Level 4 pesticide will be used.

The county and school policy is available in the school office and includes procedures mandated by the Legislature. All parents will be notified by Parent Link if Level 3 and/or Level 4 pesticides are used.

ASBESTOS MANAGEMENT

All buildings owned by the Upshur County Board of Education, which are currently in use, have been inspected for asbestos during the year. EPA-accredited persons conducted these inspections. The Asbestos Management Plan for your building is on file in three locations:

1. Each School Office
2. Board of Education Office
3. WV Department of Health Office

All buildings are reassessed every six months and inspected every three years by accredited inspectors.

Any person may review the Asbestos Management Plan by visiting the school and requesting it from the principal or by contacting Mr. Keith Moran, Supervisor of Maintenance Services, Upshur County Board of Education, 102 Smithfield St., Buckhannon WV 26201 (Phone 472-5480). Mr. Mike Bosley is the Upshur County Board of Education Asbestos contact. He meets all annual training requirements of the Environmental Protection Agency.

Thank you for your continued support of our efforts to maintain safe, healthful environments in all buildings currently operated by the Upshur County Board of Education.

TES Handbook Acknowledgement Form

Please acknowledge that you have reviewed the TES Handbook and have shared pertinent information with individuals that may need to be aware of policy and procedures.

Please return this signed form with your child.

Parent Signature: _____ Date: _____
Student Name/Class: Name _____ Class _____