

## PRINCIPALS' WELCOME

Welcome to the 2018-2019 school year at Rock Cave Elementary School! The faculty and staff join me in saying we're excited to have you as part of our school family. This handbook was created to help with your understanding of the procedures of our school and is to be used as an aid in planning your participation this school year. The pages of the handbook are filled with important information regarding school, county and State policy and procedures. We suggest that parents and students review the contents together. If you have questions that remain unanswered after reading the handbook, please feel free to give us a call. We believe that open and clear communication between school and home is important to the success of our students.

The School Planners (received by 3<sup>rd</sup>, 4<sup>th</sup> & 5<sup>th</sup> grade students) are designed to assist your child in organizing his/her daily, weekly, and long-term assignments. We hope this planner will improve your child's organizational skills and assist with personal accountability for their work. In addition, we feel that the planner will serve as a helpful reference for parents as they seek to provide academic support at home. Our parents are our partners in the important job of educating the children of this school.

We welcome your participation and support during the school year and solicit your membership in the PTO, LSIC and other volunteer activities. Working together, we will be able to reach our collective and individual goals of seeing our students achieve to the best of their abilities and become college or career ready.

Sincerely,

Amanda S. Craig, Principal  
Rock Cave Elementary School

**When you have reviewed this document, please sign the final page and return it to the school so we will have a record of your understanding of how things work in our school. Thank you!!**

### **RCES Faculty and Staff 2018-2019:**

Principal: Amanda Craig

Secretary: Tracy Hissam

Nurse: Lori Jestice

Counselor: Lauren Nicastro

Pre-school: Jill Stemple

Kindergarten: Samantha Gainer

Kindergarten Aide: Melody Powers

First Grade: Beverly Davis

Second Grade: Shanah Carpenter

Third Grade: Nicky Smith

Fourth Grade: Sheila Shannon

Fifth Grade: Hannah Lively

Title I: Pam Hissam

Special Education: Amber Posey

Art: Lena Samples

PE: Zach Fowler

Music: Noel Hardman

Speech: Adrienne McVey

Cafeteria Manager: Roseann Linger

Half-time cook: Betsy Jackson

Custodian: James Friend

PK Aide: Crystal Frederick

**ROCK CAVE ELEMENTARY SCHOOL MISSION STATEMENT:**

The faculty and staff of Rock Cave Elementary School firmly believe in providing a quality education through a safe, student centered learning environment in a respectful, caring atmosphere. Students, staff, parents and other community members share mutual responsibility and are accountable for student mastery of essential skills and curriculum. The faculty, staff and parents believe in Learning Without Limits.

**INSTRUCTIONAL HOURS:**

School hours are from 8:00 a.m. until 3:15 p.m. each day. Supervision will **not** be provided for students who arrive before 7:10 a.m. or who remain after the last bus (approximately 4:00 p.m.).

**Students are considered tardy if they arrive to school at 8:00.**

**\*\*\*New for the 2018-2019 School Year\*\*\*\***

**Snow day packets** will be provided to all students K-5<sup>th</sup>, prior to September 1, 2018. Accrued time will be used for the first 5 snow days. Upon the 6<sup>th</sup> snow day, students will be instructed to complete a snow day packet. This information will be shared when the parentlink call is made. These packets should take students no more than two hours to complete and must be turned in within two days of the missed day of instruction. Each assignment **will be graded** and credited to the student's overall grade for the course. (5 packets at 20 points each) Each core content will be covered (Math, English, Science and Social Studies) It is the child's/families responsibility to keep these packets at home where they can be found and completed throughout the winter months. Teachers will make themselves available by email between 10:00am and 2:00pm on these days. Specific information about these packets and how to contact your child's teacher will be shared on or before September 1<sup>st</sup>. If you have questions, please call the school. All grade level packets are the same across the county. They will also be available online.

**\*\*\*CHANGE IN EXPECTATIONS FOR ATTENDANCE AND BEHAVIOR\*\*\***

RCES will have a reward once a quarter for students who are working hard on their academics and having regular school attendance. In order to participate, all students in K-5<sup>th</sup> must:

1. Have no more than 3 detentions
2. Have no more than 3 unexcused absences
3. They then earn one ticket toward the drawing by Horace Mann

If a student does not complete work or return homework 3 times, they will receive one recess detention. Three detentions are a loss of the reward for that quarter.

Students who have earned perfect attendance will have an ice-cream party once a month. (All food served will meet the county nutritional requirements) This will be in addition to the dog tags and recognition on the school intercom and in the newsletter.

**House Rewards for the 2018-2019 School year:**

- 1<sup>st</sup> Quarter: Swim party and lunch at WVWC
- 2<sup>nd</sup> Quarter: Superparty from Skateland
- 3<sup>rd</sup> Quarter: Bowling Party in Buckhannon
- 4<sup>th</sup> Quarter: Picnic and Fun day at Holly River State Park

\*Events subject to change if weather and schedules have conflict.

### **VISITORS TO OUR SCHOOL/SECURITY CAMERA PHONE:**

We care about the safety of our students! We continue to use the "A" phone to monitor the security of our school. This security system assists school personnel in monitoring all visitors to our school. When coming to the school, please use the main entrance, located on the side of the building next to the modular classrooms. Please press the button and wait for staff to acknowledge you. You will be welcomed and asked to state the reason for your visit to school. When you enter the building, please go directly to the office and **have your picture I.D. ready (each time) if you are volunteering, or picking your child up from school.** Upshur County and State policy require that **ALL VISITORS** report to the office so that we may know who has access to our children. **Please do not open the doors or hold open the doors for people coming in after you.** Students are told NOT to open doors, even for their parents. Students will not be released to anyone who is not indicated on the Emergency Procedures Card.

Volunteers must sign in and present a picture I.D. and will then receive a pass to enter the building. When your volunteer duties are over, please sign out, and your photo I.D. will be returned to you. (Per Closed Campus Policy) When you attend an activity or program at school, including school parties and programs, you will be asked to sign in and get a visitors tag. If there were to be an emergency while parents / families are in the building, we will know who is here and where they are. Please plan to arrive a few minutes early so the proper procedures can be followed. Please help us keep our children safe and follow all policy expectations.

Because we are a closed campus, parents cannot walk their students to their lockers. PK parents who are dropping off their students at school can enter the building long enough to take their students to the gym, then leave the building. It is important that we keep our school safe, and encourage independence for the students. Dropping them off at the front entrance and saying good-byes is a great way to send them on their own to class.

**The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99)**, is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. Under FERPA, a school must annually notify parents of students in attendance of their rights under FERPA. The annual notification must include information regarding a parent's right to inspect and review his or her child's education records, the right to seek to amend the records, the right to consent to disclosure of personally identifiable information from the records (except in certain circumstances), and the right to file a complaint with the Office regarding an alleged failure by a school to comply with FERPA. Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, **FERPA** allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- § "School officials\*" with legitimate educational interest;
- § Other schools to which a student is transferring;
- § Specified officials for audit or evaluation purposes;

- § Appropriate parties in connection with financial aid to a student;
- § Organizations conducting certain studies for or on behalf of the school;
- § Accrediting organizations;
- § To comply with a judicial order or lawfully issued subpoena;
- § Appropriate officials in cases of health and safety emergencies; and
- § State and local authorities, within a juvenile justice system, pursuant to specific State law.

\*Districts have the right and responsibility to determine who is a "school official" for the purpose of accessing student data, within any boundaries set by FERPA or WVBE Policy 4350. The list of who constitutes "school officials" must be included in the annual FERPA notification. At RCES, "school officials" are the principal and secretary.

### **REQUIRED FORMS/INFORMATION AND REGISTRATION:**

Please return all required forms to school within the first week:

1. Emergency Procedure Card—please update as changes occur (especially phone numbers for the Parent Link call system)
2. Permission to Photograph/Video Forms/ post to website or shared with newspaper
3. Student Residency Form for new students
4. Asbestos Notification Form
5. Acceptable Use Policy (for internet and computer use)
6. Library permission form
7. Parent Involvement Policy
8. Parent Rights Handbook
9. Student insurance application
10. Student Handbook

All student registration requires current and complete immunization (shot) records and birth certificate (Certificate of Live Birth) to enroll student. **If shot records are incomplete, your child cannot start school.** Any other pertinent information (testing, evaluation or any medical conditions) would be beneficial to appropriately place your child.

### **ATTENDANCE:**

Rock Cave Elementary operates under the Upshur County Schools Attendance Policy that is distributed each school year. Regular attendance at school for students is directly related to their success and attitude about school. Therefore, it is very important for them to attend school every day. State laws and policies regarding attendance are very structured and strict. For every day that your child is absent from school, the parents **must** provide a written note within 2 days of the absence, or the day will remain an unexcused absence. When a child accumulates 5 unexcused absences, a letter from the Attendance Director will be sent requiring a face-to-face meeting with the principal. (WV Code 18-8-4) A meeting is scheduled at school when there are 5 days unexcused, and at 10 days unexcused the meeting is in Magistrate Court.

*Your child's success in school depends on having a solid educational background - one that can only be gained through regular school attendance.*

**EXCUSED ABSENCES:** consist of illness of the student, death in the immediate family, or a family emergency. After three (3) consecutive days of absences, a doctor's excuse is required at school. **\*\*\* Parents will be notified when there are 3 unexcused days from the Attendance Director's office. After five (5) unexcused absences you will receive a letter from the attendance director requiring you to attend a meeting, face-to-face with the school principal. The legal guardian /parent may have a legal notice served compelling them to Magistrate Court if their child continues to have additional unexcused absences (beyond 5) or if they fail to attend the scheduled conference. Contact with the principal allows for families to meet and formulate a plan to improve the student's attendance. A parent may only excuse for sickness; five (5) absences per semester or ten (10) days per year as per county and state policies. These excuses must be in writing. Please refer to State Attendance Policy 4110 for further information or clarification.**

**TARDINESS/EARLY DEPARTURE:**

Tardiness shall be defined as being late for school, arriving at 8:00 or later. Early departure is defined as leaving school early without missing a half-day of school. Tardiness and early departure can be excused by the school principal or designee provided the reasons correspond with the guidelines of excused absences. If these unexcused times from school continue, a referral to the school SAT team may be made. Students arriving late should bring a note with them explaining the reason for their tardiness and **must be signed into school by a parent or guardian. Please do not have your child come into the building on their own.** Being late for school hurts a child's learning. A student who is 10 minutes late every day will miss 30 hours of instruction during the year.

From time to time, we understand that there may be a need to pick your child up from school prior to dismissal. We respect and appreciate the need to do this, but request that these instances be kept to a minimum so as not to interrupt learning. Whenever possible, please schedule appointments after school. We can only teach your children if they are consistently in school. In addition, releasing children midway through a class disrupts the learning process for other students. **School is dismissed at 3:15. Parents are not to go to classrooms to collect their students. Any meetings/contact with teachers needs to be scheduled. Stopping by a classroom at the end of the day is discouraged.**

**In order for a child to receive a perfect attendance certificate at the end of the year, they must not miss ANY school. This means they cannot be tardy, absent at all during the day and remain at school the entire day.**

**DELAYED OPENINGS/EARLY DISMISSALS:**

During inclement weather, please listen to one of the local radio stations or watch television concerning the status of school closing or delayed openings. If you do not have a radio, please call a neighbor. Please do not call the school or the Board of Education Office, as these lines must be kept free for emergency communication and administrative use.

**Parent Link** is an automated calling system that allows the county to communicate weather related closings directly to you. **Please make sure that the school has a current telephone number of the primary parent/guardian so you can be reached and promptly informed.**

It is most important that every family have a contingency plan for children in the case of early closings or delayed openings, or if no one is home at the time the students return or leave.

When school has been delayed, students should not arrive at the school earlier than the announced opening time since school staff may also be arriving late. When schools are dismissed early, it is the parent's responsibility to inform children as to where they should go. Please accurately complete the Emergency Procedure Card at the beginning of the year and update the information as needed to provide us with your emergency plans. **WE DO SERVE BREAKFAST ON DELAYED OPENINGS.**

On weather delay days, students at Rock Cave Elementary are dismissed from the busroom at 9:45 a.m. to report to the classrooms; however they are considered tardy at 10:00 a.m. Scheduled Early Dismissals include: Faculty Senate, In Lieu and PLC / Early Dismissal (accrued time). These dates will be communicated in newsletters.

### **RELEASE OF STUDENTS:**

Students will be dismissed from the office; **NOT** from the classroom. Authorized adults who want to pick up a student **MUST** report to the office, present a photo ID, and sign the student out. Teachers will not release a student without clearance from the office. **ANYONE WHO DOES NOT NORMALLY PICK UP A STUDENT MUST HAVE A WRITTEN REQUEST FROM THE PARENT OR GUARDIAN GRANTING PERMISSION FOR THE SCHOOL TO RELEASE THE STUDENT TO THEM AND PRESENT A PICTURE ID TO THE OFFICE STAFF.** This person must sign the student out in the office. Students leaving the school campus for any reason must sign out in the office. Students returning to school or arriving late should also sign in on the sheet provided in the office. **Please do not plan to pick up your child during the last 15 minutes of the day as this disrupts instruction in the classroom. Please make sure that any changes that require a bus note are to the office before 3:00.**

**\*\*Pre-K students must be signed in and out in the Pre-K classroom and NOT in the main school office.**

### **Kroger Community Rewards:**

If you shop at Kroger, you can use your Kroger Plus Card and earn money for our school with each purchase. All you need to do is go online to [krogercommunityrewards.com](http://krogercommunityrewards.com) and have your Kroger card handy. Register your card with our organization and sign up for Kroger Rewards Account, find the Buckhannon store by entering the zip code 26201 and enter the NPO number 87084. This will tie your card to our school and all you have to do is shop! Each time you scan your card a % of the total purchase is awarded to our school and every quarter, we receive a check. This is a quick and easy way to support our school all year long!

### **CONFERENCES:**

Formal conferences are scheduled twice during the school year. Any additional conferences must be scheduled through the office. "Drop-by" conferences cannot be held with teachers. They cannot leave their classrooms while instructing or supervising students to have a conference. Please

do not wait on a Parent-Teacher Conference if you have a concern for your child. Our staff will make time to meet with you, please call and schedule an appointment. Information about conferences for 2018-2019 school year will be distributed to students prior to each conference and in monthly newsletters.

### **STUDENT SUPPORT SERVICES:**

Rock Cave Elementary offers many opportunities for assistance and support which include: guidance and counseling, general health screening, Title I services, a referral process for students with special needs, and SAT Teams (Student Assistance Team). All students have access to Title I services and students who are struggling receive additional small group instruction. (intervention services) The SAT Process can be initiated by staff or a parent, when there is an attendance, behavior or academic concern. This process requires the completion of certain SAT forms which can be found on the county website or at the school office. Once the referral is completed, the SAT Leader contacts school staff, which includes the classroom teacher, Title I teacher and principal, and when appropriate, the speech and special education teacher. A meeting time is scheduled with the family and plans for addressing the students' needs are discussed in this meeting. Intervention goals are established and a plan of action is put into place. If after intervention services are provided there has been no progress, further services are sought, which could include further academic evaluation.

The IT (Instructional Team) is another support service which works to support or increase services for students who already have an IEP. The referral process is similar, but uses different paperwork. For students who have IEP's for speech and may need academic intervention added, this team, along with the family, meets to communicate about adding goals to a plan or referring for additional evaluation.

### **Discipline:**

The belief of Rock Cave Elementary is that people should treat one another with dignity and respect, every day. This means staff, students, volunteers, and our community visitors...**everyone**. We use a positive discipline approach where we focus on what is right and teach what actions are wrong. When students make poor choices, we follow disciplinary steps provided in county and state policy to address the concern. The principal reserves the right to assign severe consequences out of progression when behaviors are considered dangerous or extreme. Each referral for disciplinary action will be reviewed individually. The school will work closely with parents to assist all students in showing appropriate behavior at all times. Violation of the school rules may result in disciplinary action including one or more of the following.

- \*Recess, lunch or afterschool reflection time
- \*Silent lunch (sitting alone and not visiting with peers)
- \*Office referrals
- \*Removal from class (time-out)
- \*Corrective counseling
- \*Student conferences with a teacher, principal or counselor
- \*Parent contacts by phone, email or a note
- \*Referral to SAT team
- \*Loss of recess (all or part of the time)

- \*Behavior contracts or support plans
- \*Referrals to appropriate community agencies
- \*In-school or out-of-school suspension

Rules for students at our school are few. We believe that all children are different and come from a variety of homes with different values and expectations. Situations in this school will be dealt with as they arise with the focus on enabling the child to grow and learn from his or her actions. Students are expected to take responsibility for their choices and understand how their actions affect others around them. Consequences for disrespectful and irresponsible behavior will be handled on an individual basis. Our school follows the policy 4373 Expectations for Safe and Supportive Schools.

**DISCIPLINE: WV State Policy 4373 EXPECTED BEHAVIOR IN SAFE AND SUPPORTIVE SCHOOLS (PREVIOUSLY KNOWN AS STUDENT CODE OF CONDUCT)**

All Upshur County Schools follow Policy 4373 Expected Behavior in Safe and Supportive Schools that took effect July 1, 2012. This state law was fully adopted by Upshur County, which is now our Policy 4011. This is an extensive policy that can be accessed on the West Virginia Department of Education website ([wvde.state.wv.us](http://wvde.state.wv.us)) and on [upshurschools.com](http://upshurschools.com). There are 6 chapters within this policy that address expected student behavior, students' right and responsibilities, inappropriate behavior and meaningful interventions and consequences, procedures for addressing allegations of inappropriate behavior and procedures for taking action on substantiated inappropriate behavior. This policy classifies inappropriate student behavior in four levels. All Level I violations are now addressed by the classroom teacher. These behaviors include cheating, disruptive behavior, inappropriate language and disrespectful behavior. Level II-IV behaviors are addressed by the principal. Rock Cave Elementary takes very seriously the behaviors of our students. We have developed documentation forms that allows all faculty in the building to document inappropriate behaviors witnessed, that then allows the classroom teacher and principal to apply a consequence. Parent signature is required when this form is sent home. This is one way that we will communicate about behavior concerns occurring at school. Please sign and promptly return to school. Upshur County teachers will document the incident in the WVEIS data base, which is part of their permanent record.

Teachers have lists of Level I-IV behaviors that are taken from state law. These consequences are provided when the individual classroom management programs have been exhausted. \*There are exceptions to every rule and consequences are applied accordingly. When there is a substitute teacher in the classroom, students are expected to follow all rules and expectations. If they do not, it is "double trouble" and any consequences earned that day are doubled. Consequences will be on a continuum and increase with the on-going misbehaviors.

Expectations for students behavior is a joint responsibility of the school and individual home. Your support of the need to teach our children respect and responsibility for self, others and community is appreciated. It is important that you and your child understand the consequences to inappropriate behaviors and how the school will handle each situation. Your understanding and support will allow us to better address each situation, and the consequences for rule infractions are clearly stated and understood by you and your child. If you are interested in viewing the new policy, please contact the school office or access it online.

### **Inappropriate/Disrespectful Behavior:**

All Rock Cave students are expected to treat one another with kindness and respect. Teasing, name calling, taunting, physical contact of an aggressive nature, spreading rumors, gossiping or intentional isolation will not be tolerated. **If any of these behaviors create an imbalance of power and cause a child to be fearful, it is considered bullying.** Students are expected to report any incidents to the nearest adult at the time inappropriate behavior is happening. This is NOT to be considered tattling....it is "telling", and staff needs to be aware so we can attempt to stop these behaviors. Every child has the right to attend school in a safe environment. Choose your behaviors wisely and treat everyone with respect at all times.

W.Va. Code 18-2C-2 (effective June 30, 2011) Bullying behaviors expressly prohibit the harassment, intimidation, or bullying of any student on a school bus or at a school bus stop.

Each student and staff member will receive a copy of the Upshur County Harassment and Violence policies. Please read them carefully and report any known instances of bullying and harassment to the school principal.

**Field Trips:** Trips are scheduled during the academic year to provide learning opportunities outside our community for our students. These trips can be taken from students whose behavior would be considered a safety risk or detrimental to the overall trip. Respectful behavior is expected on ALL trips outside our school. Students and parents should be aware that trips will be taken if necessary. It is an unexcused absence to remain at home during a field trip for the purpose of avoiding attendance with a class.

### **SCHOOL PLANNING COMMITTEES:**

The following committees which are required by school law include, but are not limited to: Faculty Senate, Curriculum Team, Leadership Team and Local School Improvement Council. Parent support groups include: PTO, Parent Volunteer Programs and Title I Parent Advisory Committee.

### **HOMEWORK POLICY:**

Homework is designed to practice a skill that a child is to learn. It is important for homework to be completed daily and to help the student master a skill. Therefore, grades are often given for homework or a homework check is made and recognition is given for completed assignments. Students will be given a reasonable amount of time to complete assignments (State Policy requires one day for each day a child is absent). After that, the grade for the work may be cut to a zero (0) if no work is turned in. These expectations are carefully explained to the students and are repeated several times throughout the year.

**MAKE UP WORK FROM ABSENCES** will be provided with 24 hours notice. Absences of 1 to 2 days may be made up when a child returns to school. For absences of 3 or more days, please call the office and request homework assignments so that the work may be prepared to be sent home. Teachers need advance notice (24 hours) to collect work. Assignments may be picked up in the office until 3:45 p.m., when school officially closes.

## **FOOD SERVICES:**

Continuing this school year is the CEO program which will allow **ALL** students to eat free meals at school. The CEO was enacted as a result of the Healthy, Hunger-Free Kids Act and provides universal meal service to children in high poverty areas. The CEO is an alternative to collecting, approving and verifying household eligibility applications for free and reduced price eligible students in high poverty Local Education Agencies (LEA). If at least 40 percent of a school's students are directly certified for free meal benefits, the entire school qualifies for the option.

**All Upshur County schools are now free.**

A "Grab and Go" breakfast will be available from 8:45-9:00 for students who arrive late to school without having eaten, or for those who do not want what is served that day. This is NOT an additional meal, but an optional meal. This light breakfast will consist of milk, fruit and cereal bar (for example) and will be eaten in class while instruction is underway. This is also a free meal. For more information contact, Cynthia Nesselrode, Director of Child Nutrition, Upshur County Schools. (304)472-5480 ext. 1015.

Breakfast and lunch are available daily. Children need to arrive at school by 7:30 a.m. in order to eat breakfast, unless the student's bus runs late. Menus for breakfast and lunch will be posted in each classroom and by the front office. Soft drinks as a cold lunch drink are discouraged. Students who cannot drink milk due to health problems **must** complete required paperwork with written verification from their doctor.

**Prices for the 2018-2019 School year: \$3.60 lunch; \$2.60 breakfast; regardless of age.**

In accordance with Federal Law and USDA policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint alleging discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Ave. SW, Washington, DC 20250-9410 or call, toll free, (866)-632-9992 (voice) Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay at (800)877-8339 or (800)845-6136 (Spanish). USDA is an equal opportunity provider and employer.

## **Standards for School Nutrition Policy 4321.1 effective date July 1, 2008**

Beginning in the 2008-2009 school year, there were new guidelines and restrictions regarding school nutrition created by the WV Legislature and updated July 2017. A complete overview of 126-86-5 Nutrition Standards for Other Foods and Beverages will be supplied at the beginning of the school year. Any food brought into the school **MUST** be commercially packaged and adhere to the nutritional guidelines offered in this policy. Please contact the office for a copy of the policy and a snack suggestion list. Menus for school holiday celebrations will be planned by the homeroom parents and principal. Your cooperation with this procedure is appreciated.

## **SCHOOL PARTIES / CELEBRATIONS:**

Throughout the school year, there are several opportunities to celebrate holidays and birthdays. Part of the fun of being a child is celebrating these events with their class or with school parties.

If you chose to be a trained volunteer and be the homeroom parent, meetings will be held prior to each holiday to set the snack that is to be provided. Due to confidentiality laws, the school cannot release student phone numbers or addresses, so it is **YOUR** responsibility as a parent to call the homeroom parent and assist with planning, sending food or money, or arranging to be in class to help with these events. When the homeroom parent list is available, it will be sent home with your child and will also be on the school newsletter. The Rock Cave PTO, Inc., will also assist with providing items or planning a holiday celebration. Please attend PTO meetings to learn more about how you can help and be involved in the planning of these events and other activities throughout the school year.

**Please make certain that any pictures / photos taken during a class party have the parent's permission to take. Parents can only post pictures to social media of their student ONLY, unless you have the permission of the parent, not the child.**

### **DRESS AND GROOMING POLICY:**

According to the Upshur County Faculty/Student Dress and Grooming Policy (Section II.21), the following are prohibited:

- Clothing that exposes the mid part of the body.
- Short shorts and mini skirts that don't reach the tip of the index finger when standing
- Spaghetti straps or halters, unless worn with a button-up shirt (there is a two finger rule for tank tops; straps must be at least 2 fingers wide)
- Boots or shoes with black soles that may leave scuff marks on the floors
- See-through mesh or fishnet clothing or clothing with cut-out places (except over appropriate clothing)
- **Hats (are to be removed when entering the building and will remain in lockers until dismissal. Hats will not be worn at recess)**, bandannas, and sunglasses
- Clothing depicting violence, blood, knives, guns or skulls (except the Buccaneer emblem)
- 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

Student Consequences:

1. Cover, remove, or turn item.
2. Other consequences as referred to in the Student Code of Conduct (Section 3.3.D) regarding interruption of the educational process.

**SHOES:** Your child will need to wear appropriate shoes to participate in gym class. Please contact the school if you need assistance in providing your child with tennis or sport-type shoes.

**\*\*\*\*NO WHEELIES** will be permitted at school due to safety issues.

### **ITEMS BROUGHT TO SCHOOL:**

- Items (toys, balls, trading cards, fidget spinners, etc) brought / used to or at school will be confiscated and returned to the student at the end of the day for a 1<sup>st</sup> offense violation. If the item is brought (or used) again (2<sup>nd</sup> Offense) the item will be confiscated again and a parent/guardian must come to school and sign for it. If is it brought again, it will remain in the school office until the end of the school year.

## **Electronics:**

Students are not allowed to bring personal electronics to school. Due to several thefts and damages in previous years, use will be restricted to long field trips and classroom special use days. Use will be requested in writing from the teacher for special activities. When using electronics, students must be reading, playing a game, or listening to music (with headphones or at a volume level that is low) appropriate for school. Students are only allowed to use their own device and be cautious when sharing. (We have had things broken when sharing) Students will not be allowed to download from the school's wireless connection. All devices should be turned off and stored away before leaving the bus. They are to be kept in their lockers at all other times. The school does not accept any responsibility for broken, lost, or stolen electronic devices (including phones). When brought to school, these devices are the sole responsibility of the student at all times. Students will lose their privilege of electronics if any expectations are not met. Electronics are NOT allowed outside the gym, including evening bus when the weather is nice.

## **Computer Use:**

Students will be using computers, iPad and other forms of technology daily. You and your child will need to sign an acceptable use policy giving permission to use the internet. When using computers, students will be expected to follow the rules and procedure given by the teacher. Not following the rules will result in loss of privileges on the computers, iPad, internet, etc. Any intentional damage to a device is expected to be covered/replaced by the family.

## **PARENT INVOLVEMENT POLICY:**

Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities. Parents are encouraged to be actively involved in their child's education at school. The PAC (Parent Advisory Council) meets twice a year to review the school's Title I school-wide program.

Parents will be informed of the Title I services at Rock Cave Elementary School and their right to be involved in this program. The compact, specific to each grade, describes how parents and school staff share the responsibility for improved student's achievement. This will be accomplished in an annual meeting at our Open House in August and through written notification to every child's home. Title I funds will be used to pay any necessary expenses associated with parent involvement activities.

Parents will be involved in the planning, review, and improvement of the school's parent involvement policy and school wide program plan during Local School Improvement Council meetings, PTO meetings, and Title I meetings. This will be accomplished throughout the school year with opportunity provided for participation at flexible meeting dates and times. At all times, prompt attention will be given to any and all suggestions.

Parents will be provided:

- a. Understandable and timely information about programs and opportunities for parent involvement through special invitation and school-wide announcements.

- b. School performance profiles, their child's individual student assessment results, and, as appropriate, an interpretation of such results.
- c. A description and explanation of the curriculum in their child's school, forms of assessment used to measure student progress, and the proficiency levels students are expected to meet.
- d. Opportunities for regular meetings to formulate suggestions, share experiences with other parents, and participate, as appropriate, in decisions relating to the education of their children, if the parent so desires. In addition, opportunities will be provided for training parents in helping their children achieve success.
- e. Timely responses to parent suggestions and concerns.

### **Charity/Volunteering:**

We encourage our students to become caring, concerned citizens for those who may be in need. We collect pop can tabs for Ronald McDonald House in Morgantown. We also sponsor a food drive every fall and a clothing drive in the spring. During the school year, information will be sent home regarding these and similar events for helping others. Please read the monthly newsletter so you know when students need money or items.

### **SCHOOL HEALTH:**

#### **IMMUNIZATIONS**

All students attending West Virginia Schools are required to be immunized against certain diseases including polio, diphtheria, whooping cough and tetanus (DPT), mumps, rubella, and rubella measles and others. Immunization records are checked when a student first enters school to make certain they have the required immunizations. If the record is incomplete, your child **cannot start school**. Please contact the school office for more information. *For PK, Head Start requirements are different than public schools so additional documentation is required.*

#### **MEDICATIONS:**

All medication, physician ordered and over-the-counter, must have a permission form completed for each medication. Forms may be obtained in the school office. All medication is to be kept in a locked location identified by each school. Schools may not purchase medicine to give to students. **\*\*Medication given three times per day does not need to be given at school; it needs to be given before school, after school, and at bed time.** If your child must bring medication to school, the following requirements must be met:

#### **PRESCRIPTION MEDICATIONS:**

- Must be clearly identified as to the name and type of medication
- Must be in the original container
- Must be personally delivered by the parent
- Must carry a prescription label with the child's name, drug identity, dosage instructions, doctor's name and prescription date
- The prescription must be current
- A permission form, dated and signed by the physician and parent, must accompany the medication, giving the child's name, dosage amounts, specific dosage times and other instructions if necessary.

#### OVER-THE COUNTER MEDICATIONS:

- **MUST HAVE A DOCTOR'S PRESCRIPTION FOR ALL OVER THE COUNTER MEDICINES (NEW REQUIREMENT BY STATE AS OF JULY 2016).**
- Must be in the original container (cough medicine bottle, Tylenol bottle, cough drops, etc.)
- Must be clearly identified as to the name and type of medication and dosage instructions
- A permission form signed and dated by the parent giving the child's name, medication name, dosage instructions, specific dosage time and other necessary instructions must accompany the medication.

The student will help take the responsibility for taking the medicine at the prescribed time. Medication cannot be kept from one year to the next so it should be picked up at the end of the school year.

#### **HEALTH SCREENINGS:**

Vision, hearing, dental and speech screenings are provided by Upshur County Schools on a scheduled basis. Vision and hearing screenings on an individual basis may be completed on request by the parent.

#### **INSURANCE:**

Accident, health and dental insurance will be offered to the students of Upshur County Schools. If you choose to purchase insurance, please read the brochure carefully and return it directly to the company, not to school.

#### **TOBACCO USE ON CAMPUS and FIELD TRIPS:**

As per state and county policy, smoking or use of any tobacco product is prohibited anywhere on school grounds and during any school sponsored activities. Smokers who attend school field trips are asked not to use tobacco while on the trip and not use these products in the presence of the children. We are always modeling healthy behaviors for our students and teaching personal wellness. Please be respectful of this policy and the health of our children.

Please refer to Upshur County Tobacco Control Policy V.12 and the Tobacco-Free Environment IV.10 for further information.

#### **LICE POLICY:**

In the interest of all students and to ensure compliance with the guidelines provided by the National Association of School Nurses and the West Virginia Council of School Nurses, Upshur County will implement this policy for the control of head lice. Information regarding head lice and the treatment of head lice will be sent annually to parents of all students in Upshur County at the beginning of the school year and posted on the Upshur County Schools website.

When a student exhibits symptoms of head lice, that student will be checked for head lice by the principal or principal's designee. When live head lice are found, the student's parents will be notified and the student sent home, if at all possible. At this time, the parent will receive a letter with instructions for the treatment of head lice. The school nurse must be notified at least by the next school day when head lice are found. If the results of a head lice check are questionable, the principal will contact the school nurse for confirmation.

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.

When treatment is completed, the parent must accompany the child to school for examination by the principal/principal's designee or school nurse. A Proof of Treatment document must be completed and signed by the parent stating that treatment has been completed. In order for a student to return to school, that student's hair must be lice free. If the student is found to have head lice, the student will be sent home with the parent. There will be a follow-up check in eight to ten days done by the principal, principal's designee, or school nurse.

All forms and letters required by this policy shall be supplied by Upshur County Schools. No substitute forms will be accepted. Approved by the Board 9/2/97, Revised 4/21/09

### **Emergency Plan/Drills:**

Staff and students will regularly participate in mock emergency situations. These drills are very important and may save loss of life or severe injury should there be an actual emergency. Everyone must take these drills seriously and behavior during these drills **MUST** be appropriate. Other than the first fire drill of the year, all other drills are random and unannounced. Should you be in the building during this time, please follow the teacher's directions to safely complete the drill. These drills occur at least quarterly and practice safety for lockdowns, weather emergencies, and evacuation, medical and precautionary crisis. **If there was ever an emergency at school, Parents/guardians should go to the Banks District Fire Department for reunification with your child.**

### **TRANSPORTATION:**

All students transported by buses will follow the approved rules:

- Observe the same behavior as in the classroom
- Be courteous, use NO profane language
- Do not eat or drink on the bus
- Keep the bus clean
- Cooperate with the driver
- Do not smoke
- Do not be destructive
- Stay in the seat
- Keep head, hands, and feet to yourself, inside the bus
- Bus driver is authorized to assign seats

Students are expected to exhibit appropriate behavior on the bus. Any student misconduct on the bus shall be addressed on an individual basis. Parents are responsible for transporting any student attending school out of district. Students may not ride another bus except the one they are assigned unless they have a note signed by the parent and the principal's designee.

**\*\*We ask that when dropping off or picking your child up from school that you do not drive down next to the building, but stay in the upper lot. Please do not remove the cones or drive past them. Remember that buses need to stay on schedule, so please do not block in the buses. WV State Law requires that PreK-3<sup>rd</sup> grade students **MUST** be met at their bus stop by an adult or they will not be allowed to exit the bus. ANYONE WHO PASSES A BUS WHILE THEY ARE LOADING OR UNLOADING WILL BE REPORTED. FINES ARE A MINIMUM OF \$350.00 AND**

**POSSIBLE LOSS OF DRIVER'S LICENSE.....NO EXCEPTIONS! If the lights are red and flashing, do not pass. This includes when they are loading or unloading in front of the school.**

\*\*Please keep in mind that during the last few weeks of school, there are fewer students to transport due to graduating students and other activities. Buses will run up to 5 min. or more early as they will make their runs quicker. Please adjust your morning schedule to make sure your child does not miss the morning bus.

### **GRADING:**

Students in grades 1-5 receive quarterly reports with letter grades. These grades follow the Upshur County Schools grading scale:

93-100	A
85-92	B
75-84	C
65-74	D
Below 64	F

Some assignments may be assessed using letter grades and in primary grades, a skill inventory may be used to show the learning progress. Students who are not on grade level may have work modified and graded accordingly. Academic progress is measured in many ways; for example; assessments, teacher-made tests, hands on activities, class participation, skill inventories, presentations, reflections/journal, homework, written assignments project-based or quizzes.

Students in kindergarten receive progress report cards based on level of skill mastery.

### **ABUSE/NEGLECT:**

West Virginia State Law **requires** teachers and administrators to report **suspected** cases of child abuse or neglect within 24 hours of receiving the information. The law protects them against liability for referring such cases in good faith. DHHR workers investigating complaints legally cannot be denied access to your child at school. It is not school policy to inform a parent that DHHR has had contact with their child.

### **WITHDRAWAL OF STUDENTS:**

If your child must withdraw from school, please notify the school in advance. It is most helpful if the school is informed of the date you anticipate the student is leaving and the location to which you will be moving. Please return any school materials and/or books and pay any outstanding debts to school prior to withdrawing from the school. School records will be sent when enrollment confirmation is received from the new school.

### **PARENT TEACHER ORGANIZATION (PTO):**

Rock Cave School's PTO has been very active and has greatly aided the overall programming and improvements to the school. Regular meetings are held with programs of interest and activities for students and parents. Fundraisers are held with all proceeds from PTO benefiting the school. All fundraisers are optional. Meeting times and dates can be found in the school newsletter where you can also be kept up to date on the activities and goals of the PTO.

## **SCHOOL VOLUNTEERS:**

Parents, grandparents and community members are always welcome to volunteer at school. Volunteers are encouraged to read to classes or individual students, help with the library, class parties and provide support in the office and work room after training in the fall. We appreciate our volunteers! We have a variety of needs and we encourage you to call the school to get actively involved. Anyone who volunteers will be asked to check in at the office and report only to the teacher they are helping that day. When their time is completed, they need to sign out at the office. We cannot allow volunteers in the building without a specific area / job to help with. Volunteers are discouraged from coming to school during the instructional day without a specific volunteer purpose. All those interested in being a volunteer in the school **MUST** complete an application and volunteer training that is held at the beginning of each school year where policies and expectations are explained. If you are unable to attend the scheduled training, individual training will be arranged. The times and dates will be sent home with your child, so please check backpacks daily for information on this training and other school related events. All volunteers, PTO officers included, are expected to be respectful and responsible when on school grounds completing their activity. If at any time, there is an occurrence of disrespect, inappropriate behavior / attitude or open, negative remarks about staff, students or other families, **either in person or in social media (Facebook)** the privilege of being a volunteer could be revoked. This expectation applies to each and every person who walks in the door. Rock Cave Elementary strives to provide a safe and positive climate for ALL who are in our building. Call the school if you have any questions or if you have witnessed any such behavior.

## **TITLE I:**

Title I is a federally funded reading and math support program. School qualification is assessed annually based on the number of free and reduced applications at the school. Currently, Rock Cave has a school-wide program to assist students and has been successful in building skills with our students. All students, regardless of need, have access to the Title I teacher. She is actively involved in the classrooms, provide small group instruction, and assist with strategic interventions with struggling /at-risk students.

## **NEWSLETTERS / SCHOOL INFORMATION:**

Children receive a school newsletter at least once a month. In this way, parents can be aware of school events and changes in the regular routine. In addition, teachers send letters to announce special events in their classrooms and to keep parents informed about Title I student/parent activities. It is important that you check your child's backpack and folders DAILY. Information about school activities can also be found on the website. (<http://www.upshurschools.com> , then go to schools and locate Rock Cave Elementary) or go directly to <http://rces.upshurschools.com>.

**Remind** is a text messaging and email system that allows reminders be sent to your cell phone and/or email about school activities. If you would like to sign up for this service, please complete the "Get Connected" form sent home during the first few days of school. This has come in VERY HANDY during field trips, especially when there are issues. Everyone is encouraged to sign up!

## **ROCK CAVE ELEMENTARY SCHOOL RESPONSIBLE STUDENT PROGRAM (RSP):**

The mission of the RSP is to provide a safe, disciplined environment where students focus on learning and where discipline problems diminish. The intent of RSP is to teach desired behaviors that will promote lifelong learning, success in future endeavors and good citizenship. RSP advocates orderly conduct inside and outside the classrooms, as well as preparation for class and accountability. It recognizes students who act as models and provides guidance to those who are developing desired behaviors.

### **RCES House System**

Rock Cave Staff are excited to share the new house system beginning this school year. We are transforming our school culture and placing additional focus on character, manners, community/ volunteerism and mutual support and respect. This house system is modeled from the Ron Clark Academy in Atlanta, GA. (Google Ron Clark Academy for more information). The houses, which our teachers created, represent three different values. Mrs. Smith's class is the House of Bravoure (pronounced brehver) which represents valor and courage; their color is yellow and a lion is on their crest. Ms. Shannon's class is the House of Savant (pronounced sevah) which represents scholar and knowledge; their color is purple and they are represented by the fish. Miss Lively's class is the House of Digne (pronounced deen) and represents merit, worthy; their color is green and their crest has a bear. Students within these three grades will be "sorted" into their houses. This special ceremony will take place in the gym where a random sort will occur. Monthly, House meetings (in place of monthly clubs) will meet to discuss school events/projects and community support projects and form tighter bonds with one another (they will be a mix of students in different grade levels). House Recognition will occur once a month, students will be recognized for their academics, attendance, outstanding acts of kindness and name a house champion. The exceptional student will spin the wheel to earn points for their house. Students can also earn points for their house with their behavior, character acts, academics, honor roll and attendance. All school staff can award points. The positive write-ups (House Honor) are shared on announcements and will earn a point for that student's respective house. Students in grades K-2 are considered "Honorary House Members" but will not participate in the sort until they are in 3<sup>rd</sup> grade. Once sorted, that student will stay with that house for the rest of their time at our school. The points earned by the houses will be represented in the paper chain that we have always done for Rachel's Challenge. This recognizes the positive efforts of ALL of our school.

Each class will continue to have a behavior system. Several classes are using clips with the negative levels of: warning, late to lunch (because conferencing with teacher about problems), silent lunch (student will not be permitted to sit with or visit with friends at lunch), loss of recess, call home, then conference with Mrs. Craig. The positives will vary by classroom and will include various rewards such as prize boxes, seating choices, extra recess, choice reward time, etc. School-wide rewards will be given quarterly and can include anything from house party, breakfast, lunch or off campus trips.

## **CHARACTER EDUCATION:**

Character education is the process of learning common attitudes, beliefs and behaviors that are important for people to have as responsible citizens. Good character education can provide ground rules for life for young people and adults, and it stresses the importance of helping children learn and practice behaviors that reflect universal ethical values. Each month we will be focusing on a character trait and a color to reinforce that trait. We encourage students to wear something in that color every other Friday when we celebrate student accomplishments with our House Recognition Day.

September	Respect	Red
October	Fairness	Orange
November	Citizenship	Red, White & Blue
December	Caring	Green
January	Trustworthiness	Gold
February	Responsibility	Pink
March	Honesty	True Blue
April	Self-Discipline	White
May	Perseverance	Purple

As required by federal laws and regulations, the Upshur County Board of Education (Rock Cave Elementary School) does not discriminate on the basis of sex, race, color, religion, handicapping condition, or national origin in employment or in its education program and activities. Inquiries may be referred to the Title IX Coordinator, Upshur County Board of Education, 102 Smithfield Street, Buckhannon, WV 26201, phone 304/472-5480; the Section 504 Coordinator, Upshur County Board of Education, 102 Smithfield Street, Buckhannon, WV 26201, phone 304/472-5480; to the State Elimination of Sex Discrimination Project Coordinator, phone 304-558-7867; or the U.S. Department of Education's Director of the Office of Civil Rights, phone 215/596-6795.

## **EXPECTATIONS FOR BUS ROOM, CAFETERIA AND RECESS:**

It is important that orderliness is maintained in all areas of the school, especially during the unstructured times. In order for students to be safe, rules were developed to clarify behavioral expectations. Assigned seating may be necessary for any student who does not follow the expectations.

### **Bus Room Expectations:**

- \*Walk from the bus to the gym - no running
- \*Walk in the gym when dismissing for breakfast and classrooms
- \*Sit in assigned bus lines. (Even if you are being dropped off or picked up)
- \*Stay seated and use quiet voices
- \*Raise your hand if you have a question or need to use the restroom
- \*Keep area clean and pick up any trash
- \*Obey the supervising adult
- \*Keep hands and feet to self
- \*When the whistle is blown, hands should be raised and voices are off
- \*No student in classrooms without a teacher present

**\*\*\*Fresh fruit and vegetables will be provided as after school snacks for all students Monday-Thursdays. This is an opportunity for our students to be exposed to fruits and vegetables they may have not tried before. They are free for all students.**

\*When the weather cooperates, students will be allowed to use the playground during evening bus time. (No equipment or electronics) When staff blows the whistle, all students need to line up and be ready for buses.

\*Bus restriction is implemented when students have repeatedly had problems behaving during evening bus. Students will not be permitted to go to the gym or go outside to play. Instead, they are restricted to a classroom or office area until their bus arrives at school. It is our goal to correct behaviors and provide an opportunity to reflect on poor choices. The length of the restriction will be on an individual basis and parents/ guardians will be informed.

#### Cafeteria Expectations:

\*Stand in line facing forward with voices off until everyone is seated. Teacher on duty will tell you when it is time to talk

\*Keep hands and feet to yourself

\*Stand on the blue line and 4 to a bench

\*No more than 5 students in the serving line at one time

\*Use good table manners

#### Playground / Recess Expectations:

\*Each piece of playground equipment has its' own rules for safety. These rules are explained in detail by the classroom teachers and are enforced by the teachers' on duty. As with all areas of the school, it is important to keep your hands and feet to yourself, follow instructions by the adult on duty and listen for the whistle when playtime is over.

\*Please do not bring toys or games to school. This includes footballs and other sports equipment. The school has ample outdoor equipment and recess games to play with and we cannot replace lost, stolen or broken items brought to school.

\*Due to the aggressive nature of some games, dodge ball and football are not played at our school.

#### Items prohibited at school:

Chewing gum

Wheelies on shoes

Personal toys or games or sports balls (school will not replace if lost or stolen and they will be confiscated by staff if they are repeatedly brought)

Trading cards of any type

**Lockers:** Each student is assigned a locker to use during the school year for their coats and book bags. We ask that students not decorate their lockers with stickers, mirrors, etc. in order to maintain clean attractive lockers for all to use beyond this school year. Encourage your child to clean out their locker on a regular basis. Fifth grade students are the only students allowed to place a combination lock on their locker. We allow this to give them practice using a lock and going to their locker at designated times in preparation for middle school.

## **PARTNERS IN EDUCATION:**

Rock Cave Elementary is very fortunate to have businesses that sponsor learning by providing materials, participating in student and staff recognition, utilizing the facility and encouraging good behavior, manners, attendance and academics. The following businesses are very important to our school. Please give them your business!

<b>Arlington Mini Mart</b> Rt. 20, South Rock Cave, WV 26234	924-6704	Lisa Williams
<b>Harper Lumber &amp; Building Supply</b> P.O. Box 187 Rock Cave, WV 26234	924-6800	Mark Harper
<b>Holbrook's Nursing Home</b> 346 South Florida Street Buckhannon, WV 26201	472-3280	Vicky Kelley
<b>Rock Cave IGA</b> P.O. Box 189 Rock Cave, WV 26234	924-5296	Glen Hawkins
<b>StarGazers Garden Club</b> HC 32, Box 92-D Rock Cave, WV 26234	924-6863	Mary Hyre
<b>Premier Bank</b> 14 N. Locust St. Buckhannon, WV 26201	924-6667	Denny Klingensmith
<b>McDonalds</b> 917 W. Main Street, Suite 201 Bridgeport, WV 26330	476-1285	Lisa West Cook
<b>Tri- County Health Clinic</b> P.O. Box 217 Rock Cave, WV 26234	924-6262	Rick Simon
<b>Loudin Insurance Agency, Inc.</b> 207 S. Kanawha St. Buckhannon, WV 26201	472-1532	Jamie Powell
<b>World Vision</b> 420 Chestnut Street Philippi, WV 26416	457-6612	Kathy Zirkle
<b>Lowe's Home Improvement</b> 40 Clarksburg Road Buckhannon, WV 26201	(304) 878-1000	Chad Corley

<b>Kroger</b> 80 Skyline Plaza Dr. Buckhannon, WV 26201	472-0918	
<b>Wendy's</b> 44 S. Kanawha Street Buckhannon, WV 26201	472-7563	Debbie Huber
<b>Strader &amp; Associates</b> Rt. 20 & Eden Road Kanawha Head, WV 26228	924-5840	Wayne Strader
<b>Coldwell Banker / Armstrong Realty</b> 56 S. Kanawha Street Buckhannon, WV 26201	472-7100	Sarah Davis
<b>Art of Eden Gallery</b> Rt. 20 S. and Eden Road Kanawha Head, WV 26228	924-5840	Michelle Strader
<b>Cogar Trucking, LLC</b> P.O. Box 87 Rock Cave, WV 26234	924-6740	Jimmy or Floyd Cogar
<b>Mark Riggs</b> Rt. 1 Box 18 C French Creek, WV 26218	924-5712	
<b>French Creek Christmas Trees</b> Rt. 2 Box 14 French Creek, WV 26218	924-5584	Ron & Tillie Fowler
<b>Horace Mann Insurance</b> 726 E. Park Ave., PMB 274 Fairmont, WV 26554	304-402-3034	Taylor Michael
<b>State Farm Insurance</b> 830 Rt. 20 S. Road Buckhannon, WV 26201	304-472-5390	Sharon Sabo
<b>WVDNR Fish / Wildlife</b> P.O. Box 38 French Creek, WV 26218	304-924-6211	James Walker
<b>WVU Extension Office</b> 91 W Main Street Buckhannon, WV 26201	304-473-4208	Craig Presar
<b>Williams</b>	405-935-1930	Kevin Yokum

Parent/Guardian:

We ask that you review the Rock Cave Elementary Student Handbook with your child. Please complete the information below after your review.

My child, \_\_\_\_\_ and I have reviewed and understand the Student Handbook for the 2018-2019 school year.

Grade \_\_\_\_\_

\_\_\_\_\_  
Student Signature (where able)

\_\_\_\_\_  
Parent/Guardian Signature

COMMENTS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_  
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\*\*Please return this form to the school office or classroom teacher.  
Thank you!