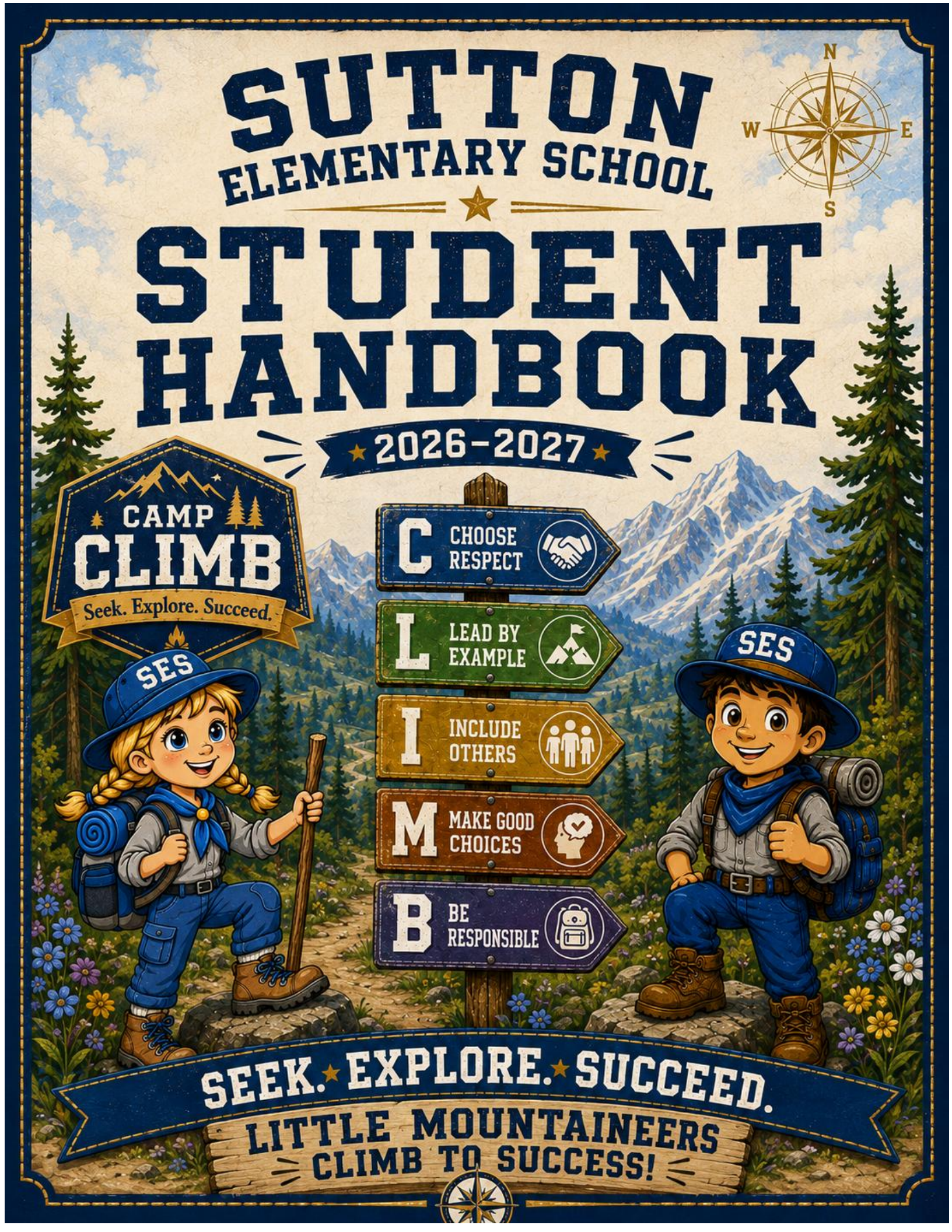
SUTTON ELEMENTARY SCHOOL

STUDENT HANDBOOK

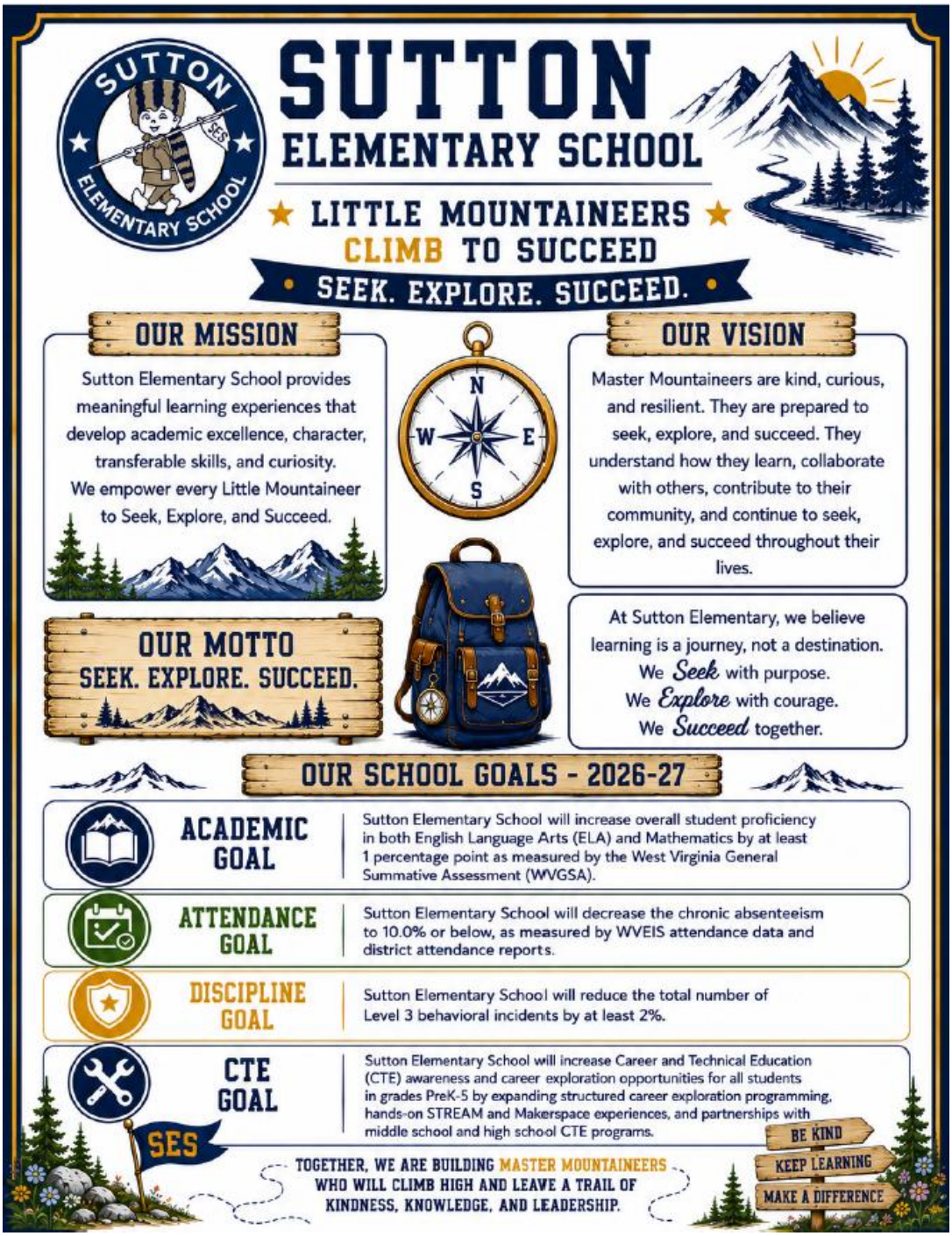
2026-2027



Welcome students, parents, and grandparents to Sutton Elementary School! We are happy that you will be a part of our school family!

Anita Lambert, Principal

Heather Dobbins, Secretary



STUDENT RIGHTS AND RESPONSIBILITIES:

Briefly stated, students and teachers alike have the same civil rights and responsibilities while in school, as they would have anywhere. Section 18A-S-1 of the West Virginia Code gives teachers (meaning all professional personnel) the authority of the parent during school. Every teacher, regardless of their teaching station, has the right and duty to correct a child for misconduct.

CODE OF CONDUCT FOR WEST VIRGINIA STUDENTS

The West Virginia Code of Conduct for Students can be found on the WV Department of Education website. https://wvde.state.wv.us/ All students will adhere to WVDE Policy 4373 for Expected Behavior. Each classroom has a positive behavior support system per 4373, and SES will reinforce behavior with these plans first and foremost. Classroom teachers have established classroom rules which will be communicated to parents. We also have specific rules for our playground which will be sent home along with a letter from our PE teachers. Any disciplinary referrals to the principal will be communicated in a timely manner to parents. **For extracurricular and extended learning opportunities, teachers may make recommendations to the principal for exclusion based on behavior and safety prior to the events. This will follow policy 4373 and parents will be notified in advance for these circumstances.**

MANDATORY REPORTER

All employees, professional or service, coaches, substitutes, or anyone holding a contract with Braxton County Schools is a mandatory reporter and shall immediately report or cause a report to be made if there is a "reasonable cause to suspect that a child is neglected or abused or observe the child being subjected to conditions that are likely to result in abuse." W.Va **§49-2- 803** Reports are to be made to the person in charge of the school, local law enforcement agency, or the Department of Health and Human Resources regardless of time of day. In compliance to W.Va. Code §49-2-803, mandatory reporters are required to report any sexual offenses involving a student if disclosure is from a credible witness or if they observe the abuse themselves. Failure to report is a misdemeanor that could result in loss of employment, fines, or jail. W.Va. Code **§49-2-803** Protecting the interests of all students in or out of school is our responsibility.

PARENT AND/OR STUDENT COMPLAINT PROCEDURES

If a parent has an issue with a teacher or a problem with something that is occurring in their child's classroom, they need to set up an appointment to meet with the teacher first. If a resolution cannot be made, the parent will then set up an appointment with the principal and the teacher. If no resolution can be made, the next step is to speak with the county superintendent. If a student needs to speak with the principal or the secretary for whatever
reason, they will need to get permission from their teacher. All students will be allowed to have this communication but must first have written permission. Students are not allowed to leave a class, bus room, recess area, etc. without permission.

DISCRIMINATION PROHIBITED

As required by federal laws and regulations, the Braxton County Board of Education does not discriminate based on gender, race, religion, handicapping condition, age, or national origin. Inquiries may be directed to Braxton County Board of Education at 304-765-7101; to the Elimination of Sex Discrimination Program Coordinator at 304-346-7864; or the U.S. Department of Education Director of the Office for Civil Rights at 215-596-6795.

PARENTS' RIGHT TO KNOW/HOME/SCHOOL COMPACT/PARENT INVOLVEMENT POLICY

Student records are protected under the Family Rights and Privacy Act of 1974 and can only be reviewed by school officials and parents. As a public institution we are required to make available copies of all policies, regulations, etc. that relate to the direct operation of the school.

A COPY OF THE PARENT INVOLVEMENT POLICY IS PROVIDED AS A HANDOUT AND SENT HOME IN STUDENT FOLDERS AT THE BEGINNING OF THE YEAR. PLEASE READ, SIGN AND RETURN.

SES IS PROUD TO BE A TITLE I SCHOOL! Visit our school website anytime.

https://sutton.brax.k12.wv.us/o/ses

STUDENT ENROLLMENT PROCEDURES

Basic requirements for student enrollment:

1. Copy of the LIVE BIRTH CERTIFICATE from the Department of Vital Statistics
2. Health / Immunization records
3. Well-Child Checkup
4. Proof of dental exam for Kindergarten and 2nd grade students
5. Basic Enrollment Form/Medical Information Form/Medication as needed
6. Proof of guardianship if other than the parent

A child shall not be admitted or received in any public school until he or she produces the required documents.

CHANGE IN STUDENT INFORMATION

It is essential that the school have a telephone number that parents or guardians may be reached at during the school day in case of emergency. It is imperative that you notify the school office immediately of a change of address, home or office telephone number, or emergency information during the academic school year. School facilities do not enable us to care for sick children longer than time necessary to notify parents.

ATTENDANCE POLICY

If a student **ARRIVES**

between 8:00 and 9:40 the student is tardy

from 9:45 to 11:15 the student is counted ½ day absent

If a student **LEAVES**

after 1:45 the student is **tardy**

from 11:15 to 1:45 the student is counted ½ day **absent**

Excessive absences, as well as tardies, affect your child's academic performance. Please help us to stress the importance of good school attendance by scheduling appointments after 3:00 pm

STUDENT ABSENCES

West Virginia State Law is very explicit on student absences. Normally, students may not be absent from school except for personal illness. A note from a -physician or parent stating the reason for absence must be sent to school upon returning**. Parent notes will not be accepted if received more than three (3) days after the absence.** Students who are suspected of being absent without a valid reason are referred to the attendance director. If a child's activities are to be restricted on returning to school, a note of explanation from a doctor is necessary. Without an excuse, your child is considered "unexcused". You are allowed ten (10) parent notes, related to illness, per year. If you forget a doctor's excuse, you may call and have them fax the excuse to us at 304-765-5547. After five (5) unexcused absences, any additional unexcused absence will be referred to the Braxton County Attendance Director. Further, according to School Laws of West Virginia 18-8-2 and Braxton County Policy 4115, the attendance director is required to become involved if unexcused absences exceed five (5) per semester.

TRANSPORTING STUDENTS

All parents who transport their children to school must drop off and pick up by way of the alley. The alley must remain clear during school hours. Parents are not to arrive before 7:30 am for drop off and 3:05 for pick up. Do not drop off any child before 7:30am as there is no staff on duty. Furthermore, parents shall not drop students off in the road. Drop off must be through the alley. Parents shall not drop students off without a school personnel present. **If no school personnel are present, you must park your car and walk your child to the school office.** Some teachers may get to school earlier; they are preparing for the day and are not on duty. **After 8:00, you must sign your child in at the office.** The gym doors will be the main entrance during bus duty and a school personnel will allow access during these times. The gym door will be locked at 8:00. When picking up your child, please drive down the alley and stay in your vehicle. Bus duty personnel will bring your child to you beginning no earlier than 3:12pm (or when our first bus arrives). This is when we dismiss. The alley is a public road. We have been given permission from the Town of Sutton to use the alley for bus duty/parent pick up and drop off. You may not block the alleyway until 3:05; therefore, do not arrive before that time. You may temporarily park in the staging area beside of the old Sutton High School per Town of Sutton permission before 3:05pm. **Due to our parking and wait time for pick up and drop off, we encourage all students to ride the bus possible. We have been advised that the Town of Sutton will be issuing tickets to any car in a no parking zone, obstructing a fire line, alleyway, residential driveway, or main thoroughfare as this is common courtesy to the residents of Town Hill and a safety issue. Please help us in respecting our neighbors and the Town of Sutton by following these rules.**

VISITOR'S POLICY

All visitors, other than employees of Braxton County Schools, must enter the school through the main entrance. If it becomes necessary for a person to go anywhere other than exiting the building, a Visitor Pass will be issued. All visitors are required to sign in and out. All students arriving after 8:00am must be signed in by a parent/guardian. This is not to discourage visitors, rather it is to protect the security of our students. When you are A VISITOR AT SES (on school grounds or during school functions off campus), **PLEASE DO NOT TAKE ANY PICTURES UNLESS THEY ARE JUST OF YOUR OWN CHILD.** We have many situations where permission is not granted from parents/guardians with pictures being published in the paper, our newsletters, or social media. **We respect the prerogative and privacy of all parents.**

END OF DAY PROCEDURE

The end of the instructional day is 3:10. Please make every effort to not pick up your child until after that time. Parent Pickup will be dismissed at 3:12 (or when the first bus arrives) and sent to the gym to meet parents. Walkers will be dismissed at 3:30. Per Braxton County School policy, all students in grades PREK- 3rd must have adult supervision for transportation on and off the buses and for walking to and from school. All students who walk home must have written permission to do so on file in the office.

If your child is to go to a different location after school or will be picked up by someone other than you, it is necessary to send a note or an official BOE bus pass signed by the parent. All arrangements for change in schedule must be made prior to students coming to school or by noon the day of at the very latest**. In case of emergencies, you may call the school BEFORE 2:30 to advise us of the emergency change in** schedule.

TWO HOUR/THREE HOUR DELAY/EARLY DISMISSAL

Braxton County Schools may use a two- or three-hour delay as needed. Notification of delays will be through School Messenger, local radio and television. All school and bus schedules will be two or three hours later, respectively. For example, if your child's bus is normally at 7:15, it will not load until 9:15. School will not open until 9:30 so parents may not drop off students before that time. Further, there may be instances where school will need to be dismissed early – either two(2) or three (3) hours, depending on the circumstance. All schedules will then operate on an early schedule. School will dismiss at 1:10 for a two (2) hour early dismissal and 12:10 for a three (3) hour early dismissal. Lunch will be served at a time to allow for early pickup. Breakfast will NOT be served on three-hour delay days.

SNOW DAYS

School cancellation due to bad weather will be relayed via the school messenger system, local radio and television, or you call the BOE office at 304-765-7101.

SCHOOL MESSENGER

The School Messenger system is used for emergency school closings, early dismissals, reminders, or announcements.

MEDICATION ADMINISTRATION AT SCHOOL

West Virginia State Medication Administration Policy 2422.8 and Braxton County Schools Medication Administration Policy #4310 can be found at each respective website. The
"Medication Order for West Virginia Public Schools" form is required before your child will be given any medication. Both the physician and the parent/guardian must sign the form. These forms can be picked up in the school office or found on the county website. Medication needs to be in the original container, bottle, or box in which it was picked up from the pharmacy. The parent/guardian is responsible for maintaining an adequate supply of medication at school.

Medication must be brought in by a parent or responsible adult. Students are NOT permitted to transport medication on the school bus.

LICE POLICY

Braxton County Schools Head Lice Policy #4321 states that any child found to have LIVE head lice will be sent home and upon returning must be checked and free of LIVE head lice.

REPORT CARDS AND GRADING PROCEDURES

Report cards will be issued four (4) times each school year for grading periods of 45 days. Parent/Teacher conferences will be scheduled to discuss each child's progress throughout the school year. Grades are based on the WV Uniform Grading Policy:

Grade 1

E+ = Excellent (96% and above)

E = Excellent (93-95%)

E- = Excellent (90-92%)

S+ = Satisfactory (76-89%)

S = Satisfactory (73-75%)

S- = Satisfactory (70-72%)

N = Needs Improvement

I = Incomplete

Grades 2-5

A (90-100%)

B (80-89%)

C (70-79%)

D (60-69%)

F (0-59%)



WVEIS Parent Portal (3rd through 5th Grades)

The WVEIS Parent Portal is a secure online parent and staff site that will help keep you informed of your child's grades. Parents/guardians, as well as students, can check their progress daily using this online service. It is our intent that all parents/guardians have access to this service. Directions for accessing the Parent Portal will be sent home with your child.

PROGRESS REPORTS Early Learning Reporting System "ELRS" (Prek-2nd Grade)

Students in these grades will receive a progress report each nine weeks. The progress reports will let parents/guardians know what skills have been mastered and which skills are still being reviewed.

Preschool will receive Progress Reports three times per year.

PARENT / TEACHER CONFERENCES

We believe that parent / teacher conferences are very important. Prompt attention to problems is much better than prolonging an existing misunderstanding or situation that should be improved. Conferences other than ones regularly scheduled may be arranged at the request of the teacher or parent when a need arises. Parents will be notified in advanced of each conference date.

HOMEWORK POLICY

Homework generally serves four main purposes. They are:

Practice - builds reading fluency, spelling words, vocabulary, and math computation or facts

Preparation - read a book, text or article prior to class discussion of a topic, or gathering needed supplies

Extension - application of learning to new situations

Creation / Integration - combination of many learned skills to construct a new product (project, report)

The ultimate purpose of homework is to increase learning, student success, and to foster the development of the positive character traits of responsibility and self-discipline. Students are expected to review daily class work and return homework assignments on time.



STUDENT DATA FOLDERS

Students will be bringing home a planner daily which is in the form of a folder for parent/guardian to review and sign. The planner will list skills that will be explored during the week. Best practices show that planners are highly beneficial for teaching organization to students and a useful tool for home-school communication. Students in grades PREK-2 will continue using the monthly calendars for communication with parents in folders. These folders will also have data from assessments that your child takes during the year as well as behavior information. We will ask that you review this information from time to time to communicate your child's progress at school during the year.

REQUESTING ASSIGNMENTS FOR STUDENT ABSENCES

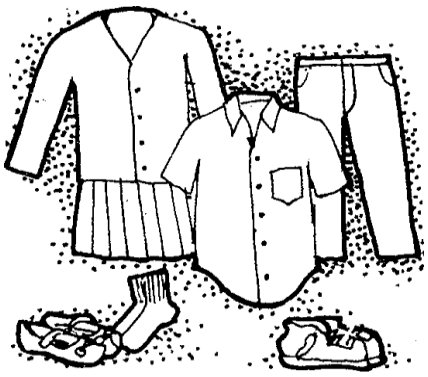
Students are occasionally absent from school for a day or two due to personal illness, medical appointments, family emergencies, etc. When an absence occurs, the parents/guardians are asked to please observe the following homework policy: When a child is absent from school, they have one day for each day absent to make up their work. Assignments will be provided to the student upon their return to school. Please do not call or ask for homework on the day that your child is absent as this is not necessary. It is most beneficial for your child and the teacher to get the makeup work when they return to school. Should students be out of school for an extended period for any purpose, the following policy applies: Since homework is both an extension and reinforcement of class work, it is less effective when done as an isolated exercise. Teachers also find it difficult to accurately project exactly what will be taught during a child's extended absence. As a result, formal homework assignments will not be prepared in advance for extended absences. The specific assignments will be gathered during the period of absence and provided to the child upon his/her return to school. The child will be given a reasonable period to complete the assignment

DRESS CODE

SES will follow Braxton County Schools Dress Code Policy #4235 which can be found on the county website.

The following guidelines will be used:

Any clothing, accessories, or other paraphernalia, which depicts association with a gang shall not be brought to school, worn at school, or in any way be present at any school related activity. Any clothing, jewelry, or accessories with decorations, patches, lettering, advertisements, etc. that may be considered obscene, or offensive are not to be worn at school. This includes any clothing, jewelry, accessories that may be used as weapons, which have drug emblems, contain obscenities, tobacco, alcoholic beverage references, which may be considered derogatory towards a race, culture, or religion, or which may be considered sexual harassment. Spaghetti straps, halters, or tank tops, unless worn with a buttoned-up shirt are prohibited. Elementary principals may use discretion when dealing with younger children. Transparent and/or see-through material is considered unacceptable. Shirts or blouses must cover the entire torso at all times. Students shall wear their trousers properly -at the waist; no sagging.



The length of a skirt, dress, or shorts must extend to at least the base of the index finger when the student is standing. Shoes are required at all times. Shoes with wheels, cleats, or other appendages attached not allowed. Any type of head covering is unacceptable. Consideration of exceptions will be given for religious and medical purposes. In addition to the above statements, please keep in mind the following: Athletic shoes, as well as shorts under dresses or

skirts, are required for gym class. Please dress your child appropriately to go outside at recess (weather permitting). Marking your child's name on all clothing apparel will enable your child to find lost items.

ELECTRONIC DEVICE and TOY POLICY

SES policy states that a student can possess a cell phone or an ECD while at school, but it must be turned off and kept in a book bag during the entire school day. These devices will not be allowed to be used at school during the instructional day, in bus room, or on the school bus. The school assumes no responsibility for any device, should your child bring them to school. Devices include cell phones, tablets, other smart devices, or electronic games. Principal has discretion to approve use intermittently for an emergency or reward scenario with the classroom teacher. We prescribe by the SEE IT - TAKE IT Rule.

First Violation: The teacher will take the phone, seal in an envelope, and will send to the office for that day, to be returned at the end of the day.

Second Violation: Teacher will take the phone, seal in an envelope, send it to the school office where a parent must come and get it.

Third Violation: Student has lost all privileges to bring a cell phone to school.

From time to time, teachers may ask students to bring in items for show and tell or allow students to bring toys to school. **The school assumes no responsibility for any toy, should your child bring them to school**. Also, due to recent safety issues, Fidget Spinners or off brands of this toy are NOT allowed to be brought to school at any time. Students are not allowed to bring toys to recess.

CLASS PARTIES AND ACTIVITIES

Only students within a particular class may attend school parties, field trips, or other class functions specific to that class. During all school trips or functions during school hours, an SES student will be under the supervision of his or her homeroom teacher (unless other arrangements have been made through the principal's office). Unacceptable student behavior may result in the loss of special trips, activities, or participation at the current trip. **Approval for parent organized parties or snacks must be arranged with the classroom teachers and principal prior to the occasion.**

SUPPORT PROGRAMS

SES provides a full range of support programs for the benefit of our students. The programs include:

Counseling, Communities In Schools, speech and language therapy, gifted education, specific learning disabilities, mentally impaired, behavior disorders, physical therapy, physically handicapped services, adaptive physical education, behavior disorders, health services, occupational therapy, preschool, preschool handicapped, hearing and visually impaired services, art, and music.



COMMUNITIES IN SCHOOLS:

Communities In Schools, also known as CIS, is the nation's leading dropout prevention organization, helping kids
stay in school and prepare for life. The program focuses on partnerships that bring resources into schools.

INTERNET

Each student is required to have Internet Safety training, which is an instruction on the proper use of the Internet, approved sites, and Internet safety. A permission form signed by a parent or guardian must be on file for your child to use the Internet. Braxton County School's Acceptable User Policy will be enforced at all times during the school year.

1 TO 1 INITIATIVE

All students in Braxton are provided with an iPad to assist with improving student achievement. Students are responsible for damaged iPads and lost power cords.

SUTTON ELEMENTARY SCHOOL

BUS SCHEDULE

Students arrive between 7:30 and 7:50 am.
Breakfast in the classroom (Grab & Go)

BUS NUMBER	DRIVER'S NAME	MORNING DROP OFF	EVENING PICK UP
31A	Mary Rose	7:55	3:05 (Daycare) 3:12 (31A)
32A	Bill Rose	7:42	3:41
44	Travis Jagielski	7:32	3:50
43A	Matt Pitcock	7:49	3:50
45	Mike Singleton	7:32	3:53
40A	Bonnie Gendreau	7:30	4:00
46	Darla Shaver	7:45 Morning Overflow	

Busses 31A and Daycare: 3:05 (Will be called down at 3:00)

Parent Pick Up at 3:05 (Will be called down at 3:00)

Busses: 32A, 44, 43A, 45, 40A: Will be called down at 3:30

Teachers & other staff may leave at 3:30 (unless on bus duty)



STAFF

Principal: Anita Lambert

Secretary: Heather Dobbins

Preschool: Melissa Kitzmiller

Special Education: Megan Facemire

Kindergarten: Jessica Rose

First Grade: Rebecca DeNuzzo

Second Grade: Jaime Currence

Third Grade: Jennifer Knowles

Fourth Grade: Melisa Keener

Fifth Grade:

Physical Education: Kassidy Dobbins

Occupational Therapist: Kristen Moore

Counselor: Tanya Shingler

Classroom Aide: Sue Jagielski

Classroom Aide: Vanessa Vaughan

Classroom Aide: Missy Jones

Classroom Aide: Addi Facemire

Classroom Aide: April Garrett

Head Cook: Jessica Huffman

Cook: C a s s a n d r a R o s e

Custodian: Billy Helmick

To contact your child's teacher, message your child's teacher on Class Dojo. You may also call the school at 304-765-5202 and speak to a staff member during their planning period.

8:00-8:40	PE Planning Period
8:40-9:20	2nd Grade
9:20-10:00	1st Grade
10:00-10:40	Kindergarten
12:50-1:30	3rd Grade
1:30-2:10	4th Grade
2:10-2:50	5th Grade

Sutton Elementary School Song

by: Elaine Wine

Oh we're the Little Mountaineers and we'll raise a mighty cheer for Sutton Elementary

Oh we're the Little Mountaineers and we'll raise a mighty cheer for Sutton Elementary

We're proud of our school where they teach the golden rule here at Sutton Elementary

The principal is nice and she gives us good advice here at Sutton Elementary

The teachers are so fair, oh they show us that they care here at Sutton Elementary

The kids here are not rude and the cooks prepare good food here at Sutton Elementary

We learn to read and write so our future will be bright here at Sutton Elementary

We do math and science too, oh there's lots of work to do here at Sutton Elementary

Our playground is so cool we have lots of fun at school here at Sutton Elementary

Oh, we're the Little Mountaineers and we'll raise a mighty cheer here at Sutton Elementary

Oh, we're the Little Mountaineers and we'll raise a mighty cheer here at Sutton Elementary

We're proud of our school where they teach the golden rule here at Sutton Elementary School



SCHOOL WIDE PLEDGE

SES student and staff pledge the following for high expectations.

