C.W. Shipley Elementary School

Student/Family Handbook
2026 - 2027



652 Shipley School Road
Harpers Ferry, WV 25425
Phone: 304-725-4395

West Virginia School of Excellence
West Virginia Exemplary School
West Virginia High Progress School
West Virginia High Performing School
National Blue – Ribbon School

About Our School

The present C. W. Shipley Elementary (CWS) opened its doors in 1972 on the perimeter of the scenic Civil War battlefield near Harpers Ferry, WV, in historic Jefferson County. Sitting atop the site of the Civil War battle of School House Ridge, the school is nestled in the Blue Ridge Mountains at the confluence of the Shenandoah and Potomac Rivers. This grade K–5 school was established to service the small rural communities of Harpers Ferry, Bolivar, Millville, Bakerton, and the surrounding countryside. In recent years we have become a suburban community for Frederick and Baltimore, Maryland, Leesburg, Virginia, and Washington, D.C. Our school embraces a rich tradition in strong academics, character values, and family/school relations.

Each student at CWS is recognized as an individual and we work to accommodate the needs of all students. Children come first in the eyes of our staff members as we strive to instill a love of learning into each student – our future. Our faculty awards scholarships to graduating seniors who are alumni of CWS. These are in honor of a beloved art teacher, the late Elizabeth Seibert. Students are inspired through integrated studies that have included a memory garden, St. Jude Children's Research Hospital, Math-A-Thon, and recycling (just to name a few!). These activities enhance students' roles in and around the school community, creating an awareness of service towards our community and its citizens.

As visitors approach our school, our Bradford pear trees that line the circular drive welcome them. CWS students involved in our school beautification project planted these trees. Our memory garden is dedicated to students and faculty members and is located in our front circle. Our outdoor amphitheater enables us to enjoy many outdoor assemblies. Approximately 15 acres serve as a beautiful play area with rolling hills and flat playing areas. Some enjoy swings, jungle gyms, horizontal ladders, and slides, while others can play basketball, four squares, or hopscotch on our large blacktopped area.
Children can also engage in football, funnel ball, or kickball. A walking & running trail and a softball/kickball backstop were added in 2014. As visitors enter our building, a mural of Harpers Ferry welcomes them. A portrait of Mr. Charles W. Shipley hangs to the left. Educational exhibits are always on display in our showcase. Students' artwork and wall graphics adorn the halls to motivate students to excel. Bulletin boards are attractively decorated, displaying the children's creations as well as offering information to parents. Our school colors are blue and white. The front hallway also houses our school mascot, the raccoon.

We are fortunate to have an experienced staff that actively seeks out educational trainings, graduate courses, and professional development sessions to provide quality instruction for our learners. Our teachers and staff hold themselves accountable for student achievement, and believes that all students can learn. Our staff has had multiple nominees and winners for teacher and service personnel of the year. In 2003-2004 CWS received the West Virginia School of Excellence Award. In 2005-2006, 2008-2009, 2009-2010, 2010-2011, 2011-2012, 2012-2013, 2013-14, and 2014-15 CWS was recognized as a West Virginia Exemplary School. Additionally, CWS was selected as a WV High Progress School, WV High Performing School, and National Blue-Ribbon School in 2014 and 2022. CWS has been blessed with the legacy given to us by our predecessors, the teachers who opened our doors in 1972. The teaching traditions have been passed on to all who have served at CWS. Teachers, students, parents, and our community pull together to provide an outstanding and equal education for each student. Encouragement, compassion and knowledge are provided at CWS. Striving to fulfill their potential, SHIPLEY STUDENTS SUCCEED!

Philosophy, Mission and Vision

Philosophy

We, the Faculty and Staff Members at C. W. Shipley Elementary, believe that the acquisition of a wide range of skills and knowledge, in a value-positive context, can best equip each student to become a productive member of society, with a lifelong appreciation for learning.

We recognize that each student is a unique person with individual academic needs. We strive to provide a varied program to accommodate different learning rates and styles.

We believe that a positive self-concept contributes to reaching one's full intellectual potential. We strive to build feelings of self-worth in each child.

We believe that learning best takes place in a safe, orderly, and mutually respectful environment. We strive to enforce a code of discipline which will ensure that the behavior of one student will not infringe on the rights of others. We want all students to have a positive school experience.

We further believe that the school, home, and community should work together to help the student appreciate his/her responsibilities toward self, family, school, society, and the natural world.

Mission Statement

Engaged Learners Preparing for the Future

Vision

As our students journey into the future, we envision an explosive growth in technology and information. We must continue to encourage and inspire all students to comprehend and apply knowledge.

We want our students to enjoy learning. It is essential that they become life- long readers in order to become critical thinkers and problem solvers. In addition to these goals, we also hope that each child will develop a positive attitude and learn to become a confident, successful citizen. Our students can enjoy a promising future with high quality instructors, concerned community leaders, and supportive family members.

Student Arrival Procedures -

In-district students are encouraged to ride the bus to help with heavy traffic before and after school. If you do plan to drop your student off in the morning, please refer to the traffic pattern on page 4. Doors open at 8:45 AM each morning, and students will report directly to class. Staff on duty outside will assist with unloading students. If your child cannot exit the vehicle independently, please park in one of our visitor spots to unload and walk up to the building entrance. Parents are not permitted to walk their child to their classroom during student arrival. Staff on duty will ensure students arrive at their appropriate classroom safely.

Student Dismissal Procedures –

If you plan to have your child ride the bus:

- Please make certain your child knows their bus number
- Bus stop information can be viewed on JCS website: https://www.jcswv.org/page/bushttps://www.jcswv.org/page/bus-procedures-frequently-asked-questions-2025procedures-frequently-asked-questions-2025 This includes bus number along with pick up/drop off times
- Students in grades K-2 must have an adult meet them at the bus stop in the afternoon

If you do not pick your child up everyday, but you will SOMETIMES:

- Communicate this information to the school no later than 3:00 PM.
- Park in the visitor spaces and remain in the vehicle.
- After the buses depart from the front of the building, then you will proceed to the front loop to sign out your child.
- Please be prepared to show photo ID
- Share this process with any other adult(s) who may pick your student up for the day

Walkers:

- Permission to walk home must be put in writing and sent to the office
- Only students in the adjoining neighborhood may walk
- Parents should wait outside of the fence by the gate. Our custodian will be sure the gate is open

Quicker Picker Uppers (QPU):

- A form will be sent for parents to submit appropriate information including student names, teacher, grade, and adults authorized to pick students up in the afternoon. The adults listed should carry a valid

Photo ID and also be listed as a parent contact/emergency contact in WVEIS. If you need paper form, please contact the main office. Once all information is completed, you will receive an approved name card. This card should be visible in the vehicle daily.

- Students must enter vehicle on the passenger side. Please remain in line and do not drive around other vehicles

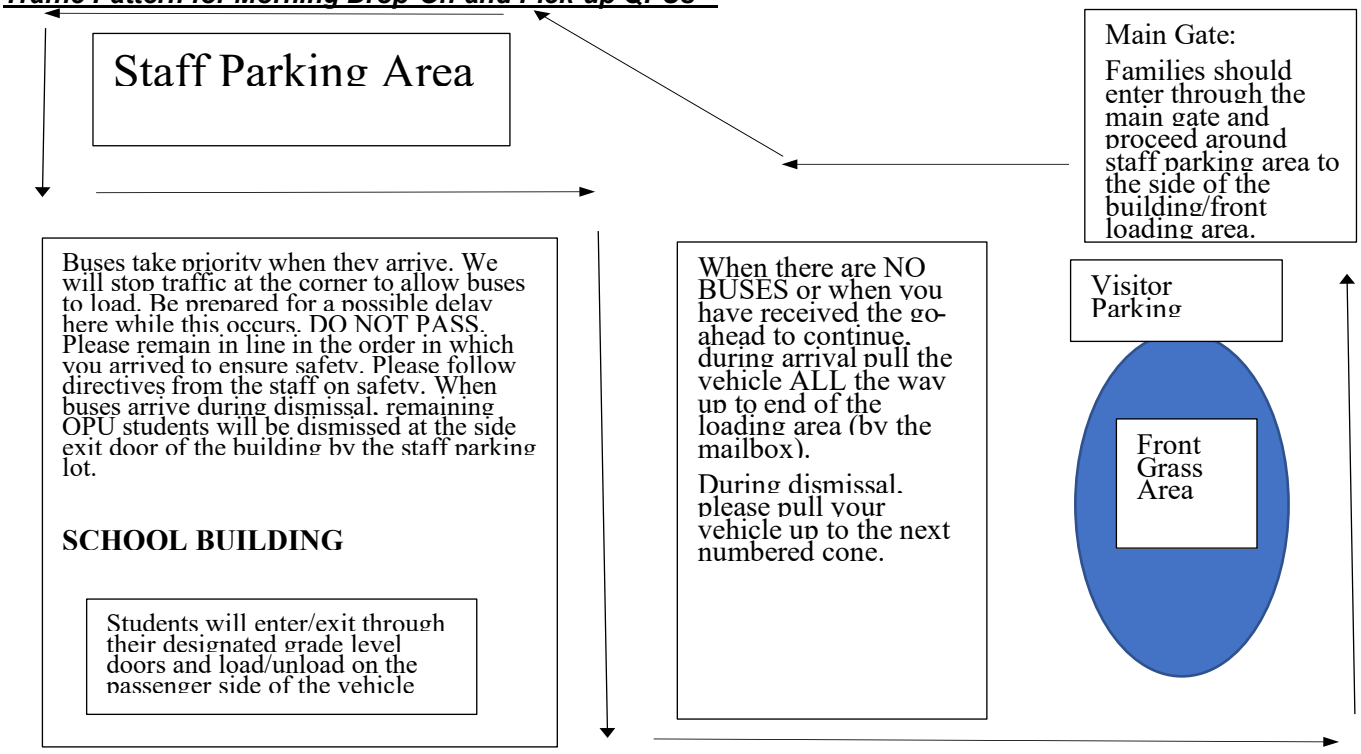
Loading Area:

- Follow the same traffic pattern as arrival
- Cones will be labeled 1-6
- Pull up to the next available numbered cone (staff identifies which cone to send each child)
- Do not exit the vehicle. If you feel your child cannot independently complete the process, please park in a space and follow the procedure to sign your child out.
- If your student(s) do not report to the cone when you arrive, you may be asked to pull down to the mailbox to wait until your child exits the building.
- QPU will continue until buses arrive. Once buses arrive students will be dismissed from side exit door by staff parking lot

Making Changes to Transportation –

- We recognize that circumstances sometimes warrant changes in your child's transportation home from school. No problem. Please communicate any changes in your child's transportation as early as possible (no later than 3:00 PM).
- Preferably we would like a note to be sent with your child to school in the morning, but you may also call the mainline at the school. Please do not rely on emailing the teachers or principal since they may not access their email during the school day. Unless it is an emergency, please contact the school office.
- The end of the day is when the greatest number of errors can occur. This is only allowable for specific, isolated circumstances. Please know it is not appropriate practice to contact the main office daily notifying the school of your child's transportation arrangements. At that point, you will be asked to make consistent transportation arrangements.
- In the event your student needs to ride home with another family any particular afternoon, permission must be put in writing and sent to the main office. If you are making changes to your child's bus transportation, please visit the JCS website for additional information.

Traffic Pattern for Morning Drop-Off and Pick-up QPUs –



Attendance –

- Shipley recognizes the importance of daily attendance and its' relationship to student achievement. Though we recognize that absences are sometimes unavoidable, as long as students are medically healthy and safe, we expect them to be in school on time. Attendance Matters: All Day. Every Day.
- **PRESENT/FULL DAY**
  - Being present at least .74 of the school day.
- **PRESENT/ HALF DAY**
  - Being present at least .50 of the school day.
- **ABSENT**
  - Not being physically present in the school facility for any reason or failing to engage in virtual or remote learning.

Excused Absence –

- Any absence that meets the defined criteria.
- WVDE Policy 4110: https://wvde.us/school-improvement/attendance/
- WV Code 18-8-4: https://code.wvlegislature.gov/18-8-4/
- All documentation relating to absences must be provided to the school no later than three (3) instructional days after the student returns to school. Absence notes can be submitted using the electronic absence form found on the JCS website or as a note to the student's home school www.jcswv.org/absence.
- *Parents and guardians may submit up to 10 notes per school year for student illness for a total of 10 school days. Note: The state of West Virginia no longer recognizes Leave of Educational Value. Any absences due to trips or vacations will be unexcused.*

Attendance Procedures –

- In the case of three (3) total unexcused absences of a student during a school year, the attendance director, assistant, or principal shall make meaningful contact with the parent, guardian, or custodian of the student to ascertain the reasons for the unexcused absences and what measures the school may employ to assist the student in attending and not incurring any additional unexcused absences. WV Code 18-8-4: https://code.wvlegislature.gov/18-8-4/
- In the case of five (5) total unexcused absences, the attendance director or assistant or principal shall make meaningful contact with the parent, guardian, or custodian of the student to ascertain the reasons for the unexcused absences and what measures the school may employ to assist the student in attending school and not incurring any additional unexcused absences. WV Code 18-8-4: https://code.wvlegislature.gov/18-8-4/
- In the case of five (5) total unexcused absences, the attendance director or designee will serve written notice to the parent, guardian, or custodian of the student requesting the recipient contact the student's school to address attendance concerns.
- In the case of ten (10) total unexcused absences of a student during the school year, the attendance director, or their designee, may make a complaint against the parent, guardian, or custodian before a magistrate or the county for truancy. Jefferson County Schools uses an automated calling system to notify parents/guardians when students are absent and/or tardy to school. Please ensure all contact information is up to date at the student's school to ensure calls can be received. WV Code 18-8-4: https://code.wvlegislature.gov/18-8-4/

School Start	Late Arrival	Late Arrival	Early Dismissal	Early Dismissal	School End
9:00 AM	**10:44 AM** Students must arrive by this time and leave at school at the end of the day to be marked for a full day but tardy	**12:24 PM** Students must arrive by this time and leave school at the end of the day to be marked for a half day but tardy	**12:16 PM** Students must arrive by school start and leave after this time to be marked half day	**1:56 PM** Students must arrive by school start and leave after this time to be marked full day	**3:40 PM**

Tardiness -

- Students who arrive later than 9:00am must be accompanied by a parent to sign their student into school. Please **DO NOT** drop your child off at the door and drive away. You MUST sign your student in the front office.
- We ask that you please ring the buzzer on the left side of the front wall, and you will be asked to complete a tardy slip along with the reason for being tardy.
- The student will then be escorted to the classroom. Breakfast will be provided for the student if needed.
- In accordance with Jefferson County Schools Attendance Policy, parents or legal guardians will be notified in writing by the school principal should there be excessive days tardy. The Jefferson County Schools Attendance Director may also be asked to investigate any subsequent incidences or tardiness

Daily Schedule-

Student Arrival: 8:45 AM Instructional Day Begins: 9:00 AM Instructional Day Ends: 3:40 PM Student Dismissal: 3:40-4:00 PM	Student Lunch Times: Kindergarten: 12:05-12:35 1st Grade: 11:40-12:10 2nd Grade: 12:15-12:45 3rd Grade: 12:50-1:20 4th Grade: 12:40-1:10 5th Grade: 11:30-12:00

Student Cell Phone & Apple/Smart Watch Usage -

- Should a student bring a cell phone, Apple Watch or other electronic devices to school, as soon as the student enters the school, the phone MUST be turned off, put into their bookbag, and will NOT be utilized for the day.
- As per the JCS policy and state House Bill, cell phones and/or other electronic communication devices are NOT permitted to be on the student during the school day.
- Should the student NOT follow the above procedures and utilize their device throughout the school day, engaging in behaviors such as (but not limited to) taking pictures, texting, or make phone calls, their device will be taken by administration, and the parent/guardian will be contacted. In order to retrieve the student's device, the parent/guardian will need to pick the device up.
- C.W. Shipley Elementary, staff and teachers, are NOT responsible or liable for lost, stolen, or broken cell phones or electronic devices, that are brought to school.

Student Emergency Information -

- Photo identification is required and mandatory when dropping off or picking up your student.
- It is critically important that any individual that is to pick up your student is listed on the Emergency Student Information Form.
- If the individual is NOT listed on the Student Emergency Form, the child WILL NOT be released to this individual.
- It is very important that emergency telephone numbers and address information are kept updated for each student and is on file in the school office.
- If the Emergency Student Information changes throughout the school year, it is the responsibility of the parent, guardian, or designated adult to make the school aware in writing accompanied by a signature of the updated change.
- Updated court documents and/or court orders MUST be provided to the school office, so that priority can be given to the student.
- *Please make sure any known allergies are added and updated to the student medical form.*

Volunteers/Chaperones Guidelines -

- In order to be considered by the homeroom teacher as a classroom chaperone or volunteer, a background check MUST be completed, and all individuals must be school board approved.

- At the start of the year, paperwork will be sent home to be completed for anyone wishing to be considered for a classroom volunteer or a field trip chaperone. Please complete this paperwork.
- The documentation will be returned to the homeroom teacher, who will submit it to the administration. The school administration will send the documentation to the central office for approval from the school board.
- We welcome the opportunity to have parent volunteers in our building. However, this will need to be arranged with the classroom teacher. You will not be able to volunteer if it has not already been previously arranged. Please provide the teacher with 24-hour notice.
- Parents are invited to volunteer and chaperone at our school. You can volunteer as a homeroom parent, PASS volunteer, field trip chaperone, read aloud volunteer, tutor, playground clean up, speaker, etc. Please contact your child's classroom teacher(s) if interested. Any parent(s) wishing to become an approved chaperone or volunteer will need to complete the application and submit it to the front office for approval.

Visitor/Volunteer Expectations/Procedures -

- Visitors will not be permitted in the school building unless an appointment has already been established by the teacher or principal, at least 24 hours in advance.
- *Any visitors will be asked to show photo identification. If you do not have photo identification, you will not be permitted to enter the building, even with an appointment.*
- Visitors will be asked to ring the buzzer on the left side of the entry door, speak into the camera, and will be greeted at door by a staff member to confirm your appointment.
- Upon showing photo identification and confirming your appointment, you will be permitted to enter the building and will come directly to the school office to finish the admittance procedure.
- You will be asked to sign in, obtain an identification pass/sticker, sign out and return the pass prior to exiting.
- Your photo identification will be scanned into our Raptor's System, and you will be provided with a pass that must be visibly worn throughout your visit. This "pass" is to ensure the continued safety of our staff and students.
- All volunteers will be asked to complete proper documentation prior to being able to volunteer for a class party, field trip, or assist in a classroom, you MUST be board approved.

Medication Policy -

- Jefferson County Schools Administration of Medication Form includes a written doctors and parent's permission stating the name of the student, birth date, grade, diagnosis, name of medication, type of administration, method of administration, and dosage of medication to be given.
- Medication must always come to school in the original container accompanied by the parent or legal guardian.
- No medication for any reason will be given to a student without a doctor's order/consent and parental written permission.
- A medication log of administering the medication will be kept on each student and medication will be kept locked in the office.
- You may request the above forms from the school nurse at any time.
- We are not permitted to give any student medication, prescribed or over the counter, including cough drops, ointments, Tylenol, Advil, etc. if a doctor's note does not accompany the student. Please do not send these to school, even in your student's bookbag.

Phone calls for teachers -

- We encourage parent/teacher communication on a regular basis. Please keep in mind that if you need to call the school to speak to your student's teacher, a message will be taken, and the teacher will call you back within 24 hours. Exception being the weekend or school breaks, teachers will contact parents upon return to school.

Lunch with your student -

- We encourage our parents or guardians to eat lunch with our students during the school day, however, you will need to call the school **at least 24 hours in advance** to have lunch with your student. ***We will not honor a request to have lunch with a student if the notification is not made in advance (24 hours' notice).***
- **Please limit to only 2 guests per student.**

- You will be permitted to have lunch with your child ONLY during his or her designated lunch time in a designated location. If you have another child and would like to eat lunch with them, you will need to return during their lunchtime.
- We will need to have photo identification, sign in at the front office, wear a visitor pass, and wait in the front office until your child's lunch time in which you will then be escorted by a staff member to the location for lunch.

Agenda -

- Agendas will be provided to all students in grades K - 5th. All graded work and important papers will be sent home on Tuesdays in the take-home folder.
- Agendas are to be signed daily and can be used to communicate parent notes to the classroom teacher. The agenda is a great way to have constant communication with you.
- If the agenda is not being signed, a phone call or email from the teacher will be sent. If it continues to not be signed, the principal will be calling home to assist with signatures.

General School Rules -

- Always walk throughout the school.
- Voices are always quiet in the hallway.
- Hats or hoods are not to be worn in school.
- Gum is NOT permitted in any area of the school, including outside on school grounds.
- Toys, playing cards, Pokémon cards, and other items used for trading are to remain home or they will be taken, and parents will be asked to come and get the items.
- School property and the property of others are to be respected at all times.
- Students should not be in the building before or after school hours for any purpose.
- Cell phones are to be turned off and given to the teacher when entering the class. Cell phones will be returned to the students before leaving for the school day.
- Students are NOT permitted to make phone calls or text messages during school hours or on the bus to and from school.
- All electronics are to remain at home (game systems, iPods, laser pointers, and/or SMART watches) unless given special permission and parental written consent.
- ***C.W. Shipley Elementary is NOT responsible for lost, stolen, or damaged items.***

Student Dress Code -

- Any article of apparel that is determined by the teachers or principal to be disruptive of the learning environment, destructive to school property, or hazardous to the health and safety of the child shall not be permitted. Some items that are **not** acceptable as normal school apparel are:
  - ***Pajamas are NOT school appropriate clothing. Parents will be called and students will be expected to change.***
  - Obscene or suggestive words, symbols or pictures on clothing.
  - Articles of clothing displaying symbols or advertising associated with alcoholic beverages, tobacco products or controlled substances.
  - Excessively worn, torn, dirty, or smelly clothes.
  - Flip flops, open backed shoes, slides, or other open toed shoes, high heels, or shoes with wheels are not permitted. **This also includes slipper slides.**
  - Belts are required with pants should they be loose and must be worn at the waist.
  - Tops, shirts, shorts, and pants that do not cover appropriate body areas and/or ill-fitting including spaghetti straps (tops must be wider than two inches on the shoulder).
  - Shorts, skirts, pants, must be fingertip length from the middle finger by holding your hand straight down your side.
  - Tops, shirts, shorts, skirts, jeans, pants that have holes or tears that expose skin.
  - ***Students in violation of the dress code listed above will need to call home for appropriate clothing or wear clothing provided by the school.***

Classroom Parties/outside food -

- There are to be only 2 parties per teacher, per year (follow teacher guidance).
- Parties will be limited to no more than 1 hour on the given party day and will need to be held during the last hour of the day.
- Only 1-2 parent/guardians are permitted to assist should you need.
- **All food must be prepackaged, and homemade items are not permitted. Please check with homeroom teacher BEFORE buying any items.**

School Lunch & Breakfast -

- Breakfast is served daily. If a student is late and has already missed breakfast, a grab and go option will be provided.
- Lunch is served daily to students during their designated lunch times.
- Jefferson County is currently participating in the Community Eligibility Provision county wide. All JCS students have the opportunity to eat a no-cost breakfast and lunch at school through the Community Eligibility Provision (CEP) program. The CEP was enacted as a result of the Healthy, Hunger-Free Kids Act and provides universal meal service to children in high-poverty areas. This program only covers student meals.
- A typical lunch includes:
    - 1 serving of meat or meat alternative
    - 1 serving of fruit and 1 serving of vegetable
    - 1 serving of bread or bread alternative
    - 1 serving of milk (cup of water provided instead of milk if child is lactose intolerant or has a documented milk allergy ONLY).
- Children who choose to bring a packed lunch from home, and forget a drink from home, may pay 25 cents for milk or a cup of water can be provided.
- No soda drinks or other carbonated beverages are permitted.
- **Please refrain from brining McDonald's, Chick-fil-a, and/or other outside food to school for your child to eat. If these types of lunches are brought to school, they will be asked to each lunch in an alternate lunch area. This does not follow the Child Nutrition Guidelines.**
- The cost of an adult breakfast is $3.25, and an adult lunch is $4.25.
- Updated and current menus for each week/month can be found on our school website: https://cwses.jcswv.org/o/cwses/dining

Communication –

- Communication regarding school updates, alerts, and reminders will come via text message, email, or phone call as needed. Please make sure you have a current email and phone number on file, and that you have downloaded the JCS App and Rooms feature. More information about the JCS App and Rooms can be found on the JCS website: https://www.jcswv.org/page/communications. If you need to update or change your communication information, please contact the main office.

Expected Behavior in Safe and Supportive Schools –

Overview

- The WV Board of Education recognizes the need for students, teachers, administrators, and other school personnel to have a safe, stimulating, educational environment that is conducive to learning. West Virginia public schools must respond immediately and consistently to incidents of harassment, intimidation, bullying substance abuse, violence or other Student Code of Conduct violations. Public schools should undertake proactive, preventive approaches to ensure that these standards of conduct are applied in the classroom, on the playground and buses and at school sponsored activities. Any form of harassment, intimidation, bullying, substance abuse, violence or other policy violations is unacceptable.
- Administration and staff at C.W. Shipley prioritize quality instruction and teaching appropriate behavior to ensure each child reaches their full academic potential. We believe all students should arrive at school each day ready to learn, be respectful of themselves (and others), do their very best on each given task, and hold themselves accountable for their behavior and learning. Classroom teachers will review rules and procedures the first weeks of school, and will reteach rules and behavior when appropriate.
- The staff at C.W. Shipley will implement appropriate classroom level behavior interventions when needed for each child. If a child's behavior risen to a level where it is referred to the office, Violations of general school rules will result

in a reprimand, detention, behavioral reteach session, or suspension at the discretion of the teacher and/or principal depending on the severity of the offense. In the next section of this handbook, you will see expected discipline progressions for minor and major infractions. In determining appropriate interventions, school staff will consider surrounding circumstances, intent, patterns of behavior, relationships between the parties involved and the context of the behavior.

- C.W. Shipley is governed by policy 4373 in regards to student misconduct and instances of misbehavior. Definitions of behaviors and expected outcomes/interventions in relation to the defined level of behavior are outlined below. Policy 4373 can be found in the JCS Student and Family Handbook and on the West Virginia Department of Education Website.

Expected Behavior

- All students should show respect for teachers, school staff, visitors, and for one another.
- School property and the property of others is to be respected by all students
- All students should behave properly on school buses, showing respect for the bus driver and the safety rules. **NOTE:** Students should remember that when on a field trip, school rules are still in effect, and that chaperones will have authority over the students.
- All students should walk quietly on the right side of the hallways.
- The use of profane language by any student will not be tolerated under any circumstances.
- Students are not permitted to threaten injury against other staff or students
- Students are not permitted to verbally discuss guns, weapons, or knives. Students are not permitted to participate in gun play.
- Students will be responsible for completing homework and for conveying papers to and from home on the same day they receive them.
- No knives, sticks, or any other items that could result in injury to another student or the disruption of classes.
- Students should not be in the school building before or after school hours for any purpose unless permission has been granted by the principal or the principal's designee.
- No students are allowed in the kitchen or copy rooms at any time.
- Toys and other technology items should be left at home unless a teacher requests that a specific item be brought in for an educational purpose. (This would include iPods, cell phones, etc.)
- No person shall bring to school grounds any item that could be hazardous to their health and safety, such as cigarettes, tobacco products, e-cigarettes, alcohol, or other controlled substance (perfume and cologne). Any person using tobacco or alcohol on school property (inside the fence) is subject to being banned from all Jefferson County Board of Education property for a period of not less than a year.
- No flip flops (this does not include sandals or sports shoes). No inappropriate words or graphics on clothing. Hats should be removed immediately upon entering building.
- While it is impossible to cover every little thing that can happen during school hours, the teachers and principal will also discipline a student if he/she acts in a way that is disruptive to the school environment or is dangerous to himself/herself or to others.

Hallway Procedures

- Students must walk quietly on the right side of the hall.
- Students may not change places or push in line.
- Students should refrain from jumping and grabbing door frames.
- Students should keep hands and feet to themselves.
- Students must be lined in single line.

Bathroom Procedures

- Students are expected to enter the bathroom and immediately exit once they are finished and have washed hands.
- Toilet paper and paper towels should never be thrown on the floor.
- Students should not engage in inappropriate behavior in the bathroom (verbally or physically).
- Students should be monitored at the bathroom when using it as a class.
- Students are not permitted to talk in the hallway once they are finished using the restroom. They are to immediately report back to class.

Playground Procedures

- All students should use playground equipment appropriate. No going up the slide.
- No fighting is allowed.
- Children should swing on their bottoms and should slide feet first on their bottoms one at a time.
- No hard balls (baseball) are allowed at any time. Ball games should be played so the ball will go away from the building.
- Appropriate clothing (e.g., shirts, shoes,) should be worn at all times. Sandals and flip-flops are not permitted.
- When participating in activities or games, it is expected students show respect toward each other, follow the rules of the activity or game, and show the qualities of good sportsmanship.

Appropriate Cafeteria Behavior

- Students remain quiet while entering the cafeteria and going through the line.
- Students should use normal talking voices and appropriate table manners once seated
- Students should not be talking when the lights are out.
- Students should not get out of their seats without raising their hand and getting permission.
- No sharing food.
- Students are not to put hands on each other during lunch or in the cafeteria.

Expected Outcomes for Inappropriate Behaviors -

Definitions

- ISS=In School Suspension
- OSS=Out of School Suspension
- ISS/OSS=In School Suspension and/or Out of School Suspension
- ASD=After School Detention
- LD=Lunch Detention
- SAT=Student Assistance Team

Expected Outcomes for Level I Behaviors

Cheating: Plagiarizing or copying the work of others or breaking rules to gain advantage in a competitive situation. Interventions could result in academic sanctions.	• **First Offense:** Teacher/Parent Contact and Retake Assignment **Second Offense:** Teacher/Parent Contact and Retake Assignment (average 2 scores) • **Third Offense:** Teacher/Parent Contact and Failing Grade on Assignment • **Any other offense:** Admin/Parent Contact, ISS/OSS (1-3 days) and referral to SAT team
Cell Phone Violation: Not adhering to classroom, school, or county rules or policies regarding the use of cell phones, tablets or other electronic devices.	• **First Offense:** Admin/Parent Contact and Phone Remains in Office for Remainder of Day **Second Offense:** Admin/Parent Contact and Phone Remains in Office Until Parent Can Pick Up Device. Student is Also Subject to Further Discipline Outlined in Policy 4373 for Habitual Violation of School Rules
Deceit: Deliberately concealing or misrepresenting the truth, deceiving another, or causing another to be deceived by false or misleading information.	• **First Offense:** Verbal Warning to Student **Second Offense:** Teacher/Parent Contact and Student Reteach **Third Offense:** Admin/Parent Contact and Detention • **Any Other Offense:** Admin/parent contact, referral to SAT Team, ISS/OSS (1-3 Days)

Inappropriate Appearance: Dressing or is grooming in a manner that disrupts the educational process or is detrimental to the health, safety, or welfare of others. Distractive or indecent dress that interferes with the teaching and learning process, including wearing any apparel that displays or promotes behavior and/or items prohibited by this policy.	• **First Offense:** Student/Admin Conference and Parent • Contacted for Change of Clothes **Second Offense:** • Student/Admin Conference and Parent Contacted for Change of Clothes, Student Referred to Counselor Any Other Offense: Admin Contacts Parent for Change of Clothes, ISS/OSS (1-3 Days), Student Referral to SAT Team
Inappropriate Language: Using profanity in general context whether verbally or in writing, with or without photographs or drawings. (not directed toward any individual or group).	• **First Offense:** Teacher/Parent Contact and • Reteach **Second Offense:** Teacher Refers Student to Counselor and Parent Contact • **Third Offense:** Teacher Refers Student to Counselor, Admin/Parent Contact, Detention • **Fourth Offense:** Admin/Parent Contact, ISS/OSS (1-3 Days), Referral to SAT Team
Disrespectful/Disruptive Conduct: Exhibiting behavior that violates classroom/school rules, and results in a distraction and/or obstruction of the educational process	• **First Offense:** Teacher/Student Conference, • Reteach Behavior, Teacher/Parent Contact **Second Offense:** Teacher/Student Conference, Reteach Behavior • **Third Offense:** In-Person Parent Meeting with Admin/Teacher, Student Conference, Behavior Contract • **Any Other Offense:** Admin/Parent Contact, ISS/OSS (1-3 days), Referral to SAT Team
Possession of Inappropriate Personal Property: Possessing personal property that is prohibited by school rules or that is disruptive to teaching and learning.	• **First Offense:** Teacher/Student Conference and Verbal • Warning **Second Offense:** Teacher/Parent Contact and Reteach • **Third Offense:** Admin/Parent Contact and Detention • **Any Other Offense:** Admin/Parent Contact and ISS/OSS (1-3 days)

Expected Outcomes for Level 2 Behaviors

Disruptive/Disrespectful Conduct: Exhibiting behavior that violates classroom/school rules, and results in a distraction and/or obstruction of the educational process *Behavior is considered disruptive and/or disrespectful if a teacher is prevented from starting an activity or lesson or has to stop instruction to address the disruption.*	• **First Offense**: Admin/Parent Contact, Detention, and • Reteach of Behavior • **Second Offense:** Admin/Parent Contact, ISS/OSS (1-3 • days) **Third Offense:** Admin/Parent Contact, ISS/OSS (3-5 days), Referral to SAT team **Any other offense:** Admin/Parent Contact and OSS (5-10 days)
Habitual Violation of School Rules or Policies: Persistently refusing to obey the reasonable and proper orders or directions of school employees, school rules, or policies. Student must have had one or more previous discipline referrals. *Student has 4 plus documented Level I behaviors*	• **First Offense:** Admin/Student Contact, Detention, • Reteach of Behavior • **Second Offense:** Admin/Parent Contact, ISS/OSS (1-3 days) **Third Offense:** Admin/Parent Contact, ISS/OSS (3-5 days), Referral to SAT Team • **Any Other Offense:** Admin/Parent Contact, OSS (5-10 days)

Physical Fight Without Injury: Engaging in a physical altercation using blows with intent to harm or overpower another person or persons.	• **First Offense:** Admin/Parent/Student Conference, ISS/OSS (1-3 days) **Second Offense:** Admin/Parent Contact, ISS/OSS (3-5 days), Referral to SAT • **Third Offense:** Admin/Parent Contact, OSS (3-5 Days) • **Any Other Offense:** OSS (5-10 days)
Insubordination: Ignoring or refusing to comply with directions or instructions given by school authorities. Refusing to open a book, complete an assignment, work with another student, work in a group, take a test or do any other class- or school-related activity not listed herein, refusing to leave a hallway when requested by a school staff member, or running away from school staff when told to stop, all constitute insubordination/unruly conduct.	• **First Offense:** Admin/Parent Contact, Detention, Reteach • **Second Offense:** Admin/Parent Contact, ISS/OSS (1-3 days) • **Third Offense:** Admin/Parent Contact, ISS/OSS (3-5 days) **Any other Offenses:** Admin/Parent Contact, OSS (5-10 days)
Possession of Imitation Weapon: Possesses any object fashioned to imitate or look like a weapon.	• **First Offense:** Admin/Parent/Student Conference, ISS/OSS (1-3 days) • **Second Offense:** Admin/Parent Contact, OSS (3-5 days) • **Third Offense:** Admin/Parent Contact, OSS (5-10 days), Referral to SAT team • **Any other Offense:** Admin/Parent Contact, OSS (5-10 days)
Possession of Knife Not Meeting the Definition of Dangerous Weapon: Possessing a knife or knife-like implement under 3½ inches in length. W. Va. Code §61-7-2 clarifies that a pocket knife with a blade 3½ inches or less in length, a hunting or fishing knife carried for sports or other recreational uses, or a knife designed for use as a tool or household implement shall not be included within the term knife as defined as a deadly weapon unless such knife is knowingly used or intended to be used to produce serious bodily injury or death.	• **First Offense:** Admin/Parent/Student Conference, OSS (1-3 days) • **Second Offense:** Admin/Parent Contact, OSS (3-5 days) • **Third Offense:** Admin/Parent Contact, OSS (5-10 days) **Any other Offense:** Admin/Parent Contact, OSS (5-10 days)
Profane Language/Obscene Gesture/Indecent Act Toward an Employee or Student: Directing profane language, obscene gestures or indecent acts towards a school employee or a fellow student. This includes but is not limited to verbal, written, electronic and/or illustrative communications intended to offend and/or humiliate.	• **First Offense:** Admin/Parent Conference, Detention, Reteach • **Second Offense:** Counselor Parent Contact, Referral to School Counselor **Third Offense:** Admin/Parent Contact, ISS/OSS (1-3 days), Referral to SAT team **Any Other Offense:** Admin/Parent Contact and OSS (3-5 days)
Technology Misuse: Violating W. Va. 126CSR41, WVBE Policy 2460, Educational Purpose and Acceptable Use of Electronic Resources, Technologies and the Internet.	• **First Offense:** Warning by teacher, Reteach Appropriate Use **Second Offense:** Admin/Parent Contact, Loss of Device (with exception of required instructional activities), Detention • **Third Offense:** Admin/Parent Contact, Continued Loss of Device Privileges, ISS/OSS (1-3 days) • **Any Other Offense:** Admin/Parent Contact, Continue Loss of Device Privileges, ISS/OSS 3-5 days
Unintentional Aggressive Conduct: Creating an unsafe environment through actions that are not intentionally directed towards someone. (i.e., carelessly throwing a door open, shoving a chair or other object that inadvertently strikes or nearly strikes another, etc.)	• **First Offense:** Admin/Parent/Student Conference, Detention, Reteach, Referral to Counselor • **Second Offense:** Admin/Parent Contact, ISS/OSS (1-3 days) **Third Offense:** Admin/Student/Parent Conference, OSS (3-5 days), Referral to SAT Team • **Fourth Offense:** Admin/Parent Contact, OSS (510 days)

Expected Outcomes for Level 3 Behaviors

Battery Against Another Student: Injuring another student unlawfully or intentionally **Defacing School Property/Vandalism:** Defacing or damaging property of the school or others. Actions such as writing in school textbooks or library books, writing on desks or walls, carving into woodwork, desks, or tables, and spray-painting surfaces are acts of defacement. Examples of damage to school property include, but are not limited to, ruining bulletin boards, intentionally clogging the plumbing system, breaking light bulbs or fixtures, and damaging school equipment to the point where repair is necessary. **Disruptive/Defiant Conduct:** Exhibiting escalating behavior that violates classroom/school rules resulting in distraction and obstruction of the overall educational process. Conduct becomes defiant when the student refuses to comply with any redirection and will not obey the directives they have been provided; responding in an aggressive or insubordinate way. **False Fire Alarm:** Setting off fire alarm without cause **Bullying/Harassment/Intimidation:** W. Va. Code §18-2C-2 defines harassment, intimidation, or bullying as any intentional gesture, or any intentional electronic, written, verbal, or physical act, communication, transmission, or threat that: a reasonable person should know will have the effect of harming a student, damaging a student's property, placing a student in reasonable fear of harm to his/her person, and/or placing a student in reasonable fear of damage to his/her property; is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or emotionally abusive educational environment for a student; or • disrupts or interferes with the orderly operation of the school. An electronic act, communication, transmission or threat includes, but is not limited to, one which is administered via telephone, computer, pager, or any electronic or wireless device, and includes, but is not limited to, transmission of any image or voice, email, or text message using any such device. **Threat of Injury Against Employee/Student:** Threatening (verbal or written) or attempting to injure another student, teacher, administrator, or other school personnel. (This includes assault on a school employee defined in W. Va. Code §61- 2-15.) ***Additional Level III Behaviors and Expected Outcomes can be found on the West Virginia Department of Education Website under Policy 4373***	• **First Offense:** Admin/Parent • Contact, OSS (1-3 days) • **Second Offense:** Admin/Parent • Contact, OSS (3-5 days) **Third Offense:** Admin/Parent Contact, OSS (5-10 days), Referral to SAT Team **Any Other Offense**: Admin/Parent Contact, OSS (510 days)

Expected Outcomes for Level 4 Behaviors

Level IV Behaviors Require Immediate Notification of Law Enforcement and Will Result in 10 days of OSS. Examples of Level IV Behaviors and Expected Consequences Can Be Found in Policy 4373 Located on the West Virginia Department of Education Website.

Senate Bill 199

Senate Bill 199 (Effective July 2, 2025) states that a teacher may exclude students from his or her classroom any student who is guilty of disorderly conduct; who in any manner interferes with an orderly educational process; who behaves in a manner that obstructs the teaching or learning process of others in the classroom; who threatens, abuses, or otherwise intimidates or

attempts to intimidate a school employee or a student; who willfully disobeys a school employee; or who uses abusive or profane language directed at a school employee.
Should any student's classroom behavior rise to the level of invoking Senate Bill 199, students will be referred to the building principal or appropriate designee, and a parent or guardian will be contacted to discuss immediate next steps regarding your student and how we are going to support their behavior moving forward.

Standard Response Protocols –

- Throughout the year we will practice required drills: Active Threat/Intruder, Precautionary Lockdown, Secure, Hold, Medical Emergency, and Weather Emergency drills will be practiced to ensure your child's safety. More information about our Standard Response Protocol can be found on the JCS website.

Academics -

Overview

- CWS utilizes many methods to monitor student performance including parent teacher conferences, work samples, phone calls/notes, and standardized tests. Please reach out to your child's classroom teacher if you would like to review any of this information or discuss your student(s)' academic performance.
- Elementary report card grades are determined by use of daily activities, formal and informal tests, special projects, and other such activities that are not part of daily work.
- Teachers in Grades 3 through 5 should assess and document each student's progress at least once each week in each content area (reading, math, science/health, and social studies). Teachers of Grades 3 through 5 should record a grade determined from daily activities of the student at least once each week and more often when possible.
- In Grades K through 2, the grade should indicate the degree of progress of each student in each subject area taught, making a total of no less than nine recorded grades to aide the teacher in determining the report card grade each reporting period. More information on grading and reporting for K-2 and 3-5 students can be found in the JCS Student and Family Handbook on the JCS Website.

Interims –

- Interims will be issued to ALL students within three days (plus or minus) of the mid- point of the grading period. After interims have been issued, if a student is to receive an "F" average, contact must be made with the parents. Acceptable means of this communication will be e-mail, U.S. mail (including certified), or a phone call. Teachers will maintain a log of evidence of these contacts (grades 3-5).

Grading -

Grading Scale Grades K-2

- Teachers of Kindergarten through grade two assess and document each student's independent levels of performance based upon West Virginia Content Standards and Objectives (CSO's). Social studies, science, and health are integrated in the core subjects. Student skills are reported to parents using the indicators identified below.
    - A=Above Standard: Student consistently demonstrates a deep understanding of skills
    - S=At Standard: Student demonstrates proficient understanding of skills and meets grade level goal
    - D=Developing: Student is advancing forward, but has not met grade level goal
    - E=Emerging: The student is beginning to show an understanding of skills

Grading Scale Grades 3-5

- A=100-90
- B=89-80
- C=79-70
- D=69-60
- F=59-0

Grading Scale Specials (All Grades)

- O = Outstanding
- S = Satisfactory progress and performance (May include "+" or "-" notation where "S+" shows strong progress and performance and "S-" shows progress but lacks consistency)
- U = Unsatisfactory progress and performance

Homework -

- Homework is a vehicle to establish student responsibility as well as a brief practice to demonstrate learned knowledge acquired from daily objectives. Homework reinforces, enriches, and enhances instruction. It encourages families to become more involved with education. It also allows students to work independently and to become more responsible for their own achievements.
- Homework is review and practice of previous lessons. Other homework examples may be unfinished class work, review for tests, and special projects such as educational fairs. It should not be busy work, punishment, useless repetition, or useless copying from books. Practice assignments should be kept to a minimum number of examples or problems of the same type because, without immediate feedback, time may be spent doing the practice assignment incorrectly.
- All completed homework should be checked and reviewed with the students by the teacher. Assigned homework will not exceed 10-30 minutes for primary students (K-2), and 40-60 minutes for upper grade students (3-5).

Requesting Homework when Child is absent –

- Please submit these requests no later than 10:00 AM so our teachers have time during the day to prepare make-up work. Students will be given 1 day for every absent day to complete their assignments. If you contact the school after 10:00 AM it is not guaranteed make-up assignments will be ready by the end of the day.

Technology –

- All CWS students have a Chromebook, and our classroom teachers utilize technology in the classroom daily.
- Students and parents will be required to complete an acceptable use form and take-home agreement, indicating everyone knows and understands how to use the device correctly. All students are expected to use technology appropriately in accordance with school and county policy.
- Student internet activity is monitored and failure if students fail to utilize the technology appropriately, they are subject to disciplinary action as outlined in Policy 4373. More information regarding appropriate and acceptable technology use in school can be found in the JCS student and Family Handbook.

Birthday Celebrations –

- Students will not be able to have their birthday celebrations in the school. Please host these events outside of the school day.

Canvas –

- Jefferson County Schools uses Canvas as its' learning management system for students in grades 3-5. Parents and students in grades 3-5 use Canvas to view their grades and daily academic progress. Your student(s) classroom teacher will provide information on how to log into Canvas as the beginning of the year. Please check Canvas daily to efficiently monitor your student(s) grades and view other pertinent information.

Teacher Requests –

- Specific teacher requests will not be honored. Parents may request students not to be placed with their student. However, please know these are not guaranteed.
- Class lists are completed with a great amount of care and with the intention of placing each student with a teacher that best fits his or her academic, social/emotional, and behavioral needs.

Continuous School Improvement -

Character Counts

- Our Character Counts program at CWS reinforces expected behaviors for all students in all areas of the building. Every grading period all students will have a theme associated with expected behaviors, and the staff at C.W. Shipley will provide incentives for students who consistently show behaviors associated with the themes for each marking period.

Pillars of Success:

First Nine Weeks: Caring

Second Nine Weeks: Respect and Fairness

Third Nine Weeks: Responsibility and Trustworthiness

Fourth Nine Weeks: Citizenship

Shipley Education Association (SEA) –

- **C.W. Shipley Education Association:** The purpose of the SEA is to unite the parents, staff and community to work together to benefit the children of our school.
- **What does the SEA do?:** SEA provides programs and events like school assemblies, festivals, fund raising activities, and supports teachers in enhancing your child's educational experience.
- **Recent Projects:** In recent years the SEA has fundraised and provided a new-swings for grades 3-5, a basketball hoop for our K-2 students, teacher appreciation week meals, a retirement tree, and a teacher parade. The SEA also provides motivational messages and items of encouragement for students during the school year.
- **How is SEA Funded?** The SEA is funded through the fundraising projects done by the school.
- **What does SEA do with its money?** All money raised by SEA is spent for the benefit of the children.
- **How can I get involved?** Any parent interested in becoming involved with the SEA can email cwshipley.sea@gmail.com or attend one of the monthly meetings.
- **C.W. Shipley Education Association Officers:**
    - **President:**
    - **Vice President:**
    - **Secretary:**
    - **Treasurer:**

Local School Improvement Council (LSIC) –

- LSIC committees are required by state code and membership consists of teachers, service personnel, bus drivers, parents, business and community representatives. This committees meets each year to review discipline and procedural data to provide written recommendations of improvement to the board of education.
- More information about LSIC can be found on the WVDE website: https://wvde.us/data-schoolhttps://wvde.us/data-school-improvement/accountability/local-school-improvement-council-lsicimprovement/accountability/local-school-improvement-council-lsic

C.W. Shipley Staff – 2026 - 2027

Office Staff
Mr. Lance Astorino, Principal
Mrs. Tracey Brinson, Asst. Principal
Mrs. Tara Lusby, Academic Coach
Mr. Joe Shepherd, School Counselor
Ms. Jennifer Opseth, Nurse
Mrs. Allison Graves, Secretary
Ms. Emily Liston, Clerk Aide

Kindergarten
Mrs. Connie Reed-Davis
Mrs. Crystal Cooper – ECCAT aide
Mrs. Heather Williams
Mrs. Jennifer Burkhart – ECCAT aide

1st Grade
Ms. Christine Westbrook
Mrs. Marina Moseng – ECCAT aide
Mrs. Lori Korcsmaros
Ms. Terra Palmer – ECCAT aide

2nd Grade
Mrs. Danielle Chinnock
Mrs. Allison Collins

3rd Grade
Mrs. Paige Vazquez
Mrs. Cindy Butcher

4th Grade
Mrs. Jean Nedorostek
Mrs. Pamela Flanagan

5th Grade
Mr. Seth Gilbertson
Mrs. Amanda Fanelli

Interventionist
Mrs. Crystal Fales
Ms. Hannah Rose – 2nd grade
Mrs. Crystal Breeden – 3rd grade

Specialists
Library/Media –
Ms. Wendy Wasson
Art –
Ms. Kristin Green
Music –
Ms. Emma Harbour
Physical Education –
Mr. Clay Anders

Multi-Subject
Mrs. Sheila Angelo Caffrey
Mrs. Assunta Wight
Mrs. Luz Calzada - Aide
Mrs. Donna Sutch
Mr. Shawnreco Washington
Mrs. Jennifer Landis

Aides
Ms. Britnei Jones
Ms. Savannah Jamison
Mr. Christopher Troxell

Cooks
Ms. Margaret Courtney
Mrs. Shelia Woods
Ms. Jessica Dorsey

Custodians
Ms. Shelby McDaniel
Mr. Phillip Pollard