

Fayetteville PK8 Student Handbook 2026-2027

Preparing Students for Success



Fayette County Schools

Fayetteville PK8 Student Handbook

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Welcome to Fayetteville PK8

This handbook is designed to help you understand our school's policies and procedures. Please review it with your child so you're both familiar with its contents. If you have any questions about the handbook or your child's education, feel free to call us at (304) 574-0560.

Student Arrival

Students may enter the building at 7:45 AM, with classrooms opening at 8:00 AM. This early entry supports parents who need to be at work by 8:00. Students planning to eat school breakfast should arrive by 8:15 AM. All students must be in their classrooms by 8:20 AM when the instructional day begins. Students arriving after 8:20 AM will be marked tardy. To protect instructional preparation time, parents are asked not to accompany students into classrooms in the morning.

Student Dismissal

Student dismissal begins at 3:30 PM.

If you need to check your child out early, please do so before 2:45 PM. After 2:45 PM, early check-outs disrupt dismissal and create safety concerns. For this reason, parents will not be admitted to the building between 2:45–3:30 PM for student sign-out. Please try to schedule appointments after school whenever possible, as early departures interrupt instructional time.

At 3:30 PM, students are dismissed to their designated areas based on one of three dismissal types:

- Car Riders – Picked up after school in the car rider line. The person picking up must have your student's official car rider tag. Anyone without a tag must report to the main office, present ID, and be on the approved pickup list.
- Bus Riders – Dismissed to the bus hall for loading onto assigned buses.
- Walkers – Must be in at least fourth grade or accompanied by a middle school sibling. Parents must provide a written note granting permission for their child to walk after school.

If you need to change your child's normal dismissal procedure, the request must be made in writing or in person by 2:00 PM. The office cannot accept dismissal changes over the phone. Please make sure your child is aware of any changes before arriving at school. All written requests should include your child's full name, teacher's name, and your phone number.

For afternoon pick-up, please do not arrive before 3:35 PM. Buses must clear campus before car riders are released. Thank you for helping us keep dismissal safe and orderly.

Tardy Policy (AM/PM)

Regular, on-time attendance is essential for student success. Arriving late or leaving early interrupts learning and can impact academic progress.

- Students are considered AM tardy if they arrive after 8:20 AM and must be signed in at the office.
- Students are considered PM tardy if they sign out between 1:45 PM and 2:45 PM without a doctor's excuse.

To address chronic tardiness, FPK8 follows this process:

- 3 tardies – Parent receives a notification letter
- 5 tardies – Parent meeting with school administration
- 7 tardies – Student receives school-based consequences
- 10 tardies – Student referred to the Attendance Director

Class Change - Tardy Policy (Grades 5-8)

Tardies also include being late and unexcused to any assigned instructional class during the school day.

To address chronic tardiness, FPK8 follows this process:

- 1 tardy – Teacher warning/student conference
- 2-4 tardies – Teacher/Parent Contact
- 5-9 tardies – Student receives (1) after-school detention
- 10-15 tardies – Student receives (2) after-school detentions/Referred for an SOS Plan
- 16+ tardies - Discipline Referral

By working together to ensure students are present for the entire instructional day, we can support both academic achievement and responsible habits.

Bus Transportation

Public school transportation is a privilege, not a legal requirement. Bus rules and regulations are outlined in the Fayette County Parent Handbook, and students who do not follow these rules may lose bus-riding privileges. If a student needs to ride a different bus, the request must be made in writing or in person.

Bus notes must include:

- Date of the request Student's full name
- Address where the student will be dropped off
- Bus number Teacher's name
- Parent/guardian signature

The office will issue a special bus pass for approved requests. Students must give this pass to the bus driver when boarding. For safety reasons, bus changes will not be accepted by phone.

Safe School / Crisis Management

The safety of our students is our highest priority. Fayetteville PK8 has detailed plans in place for a variety of emergency situations, following the I Love U Guys protocols. These procedures are practiced regularly so that both students and staff know exactly how to respond in the event of an emergency. If an emergency occurs, parents will receive updates and instructions through our text messaging system; please follow these directions carefully to be reunited with your child. To further protect our school community, we use the EVOLV weapons detection system, which all students, staff, and visitors walk through upon entering the building each day.

Visitor Procedures

While your children are at school, we are responsible for their safety and ensuring uninterrupted classroom supervision and instruction. For this reason,

Visitor Procedures

all visitors must present a valid photo ID upon entering the building, sign in at the main office, and obtain a visitor's pass. Visitors will also be required to walk through the EVOLV weapons detection system. All exterior doors, including the main entrance, remain locked during the school day. Upon completing a visit, visitors must return to the office to sign out and return their visitor's pass.

Student Information

Please ensure that your phone numbers and address are always current, and that the yellow emergency card accurately reflects who is permitted to check out your child. If there are any special restrictions—such as relatives who should not have contact with your child—notify the FPK8 administration. This information will be kept confidential but is necessary to ensure student safety.

Students arriving after 8:20 AM must be signed in by a parent at the main office before reporting to class. During sign-in, students will walk through the EVOLV weapons detection system. Any student arriving after 10:05 AM will be recorded as having a half-day absence.

The instructional day ends at 3:30 PM. In emergency situations, parents may sign their child out before dismissal; however, sign-outs are not permitted after 2:45 PM. Anyone signing out a student must present a valid photo ID and be listed on the approved pickup list. Students signed out after 1:45 PM will be marked with a PM tardy, and those signed out before 1:45 PM will be recorded as a half-day absence.

Unless certified legal documentation is on file granting one parent sole custody, school officials cannot deny either parent access to their child.

Participation in extracurricular activities depends on regular school attendance. Students who are signed out early without a doctor's excuse will not be allowed to participate in extracurricular events that day. Eligibility is monitored daily by the school events coordinator.

Attendance Policy

Prompt and regular attendance is essential for student success. While missed work can be made up, the direct instruction and interaction provided in the classroom cannot be replaced. Parents may submit up to five written excuses per semester for illness; all other absences require a doctor's excuse. Excuses must be submitted to the office within three school days of the absence. Excuses received after the three-day window will not be accepted.

Attendance concerns will be addressed as follows:

- 3 unexcused absences – Parent contacted by school staff
- 5 unexcused absences – SOS (Support Our Students) plan implemented
- 10 unexcused absences – Referred to the county Attendance Director

Excuses may be submitted using the link on the school website or emailed directly to Ms. Duncan at angel.duncan@k12.wv.us. This year, Fayette County Schools is launching the "Strive for Less than 9" campaign, encouraging students to miss fewer than nine days of school per year. FPK8 will host attendance incentives throughout the year to celebrate and encourage strong attendance.

Extracurricular Activities

Students must be present at school on time and remain for the entire instructional day to participate in extracurricular activities, including school dances, athletic practices, and athletic competitions. The only exceptions are absences excused with a doctor's note or those approved in advance by the principal; parent notes will not be accepted for this purpose. Attendance will be monitored daily by the school's Athletic Director to ensure eligibility.

Outside Food Policy

Students may bring a packed lunch from home or choose a school lunch. Breakfast is served daily in the cafeteria. Parents are not permitted to bring outside food for students during the school day. In the classroom, students may only consume water. Caffeinated energy drinks are prohibited anywhere on campus, including during extracurricular activities.

Skipping Policy

If a student is caught skipping school, parents will be notified immediately. A conference with the parents, student, and a school administrator will be held the same day if possible. The absence will be recorded as unexcused, and the Fayette County attendance policy for unexcused absences will be followed. The student will receive in-school suspension or after-school detention as a consequence. Following the incident, the student's attendance will be monitored closely, and parents will be contacted by phone any time the student is not present.

Acceptable Use Policy

Fayetteville PK8 believes that the benefits to educators and students from access to the Internet and other online services far outweigh any potential disadvantages. However, parents and guardians are ultimately responsible for setting and communicating the standards their children should follow. We respect each family's right to decide whether to allow student Internet access.

While FPK8 intends to use the Internet strictly for educational purposes, it is important to understand that the school cannot control all content available online, and some sites may not be suitable for young students. Students who disregard the school's access policy may encounter inappropriate material.

Student online activity is monitored and can be retrieved, even if the activity occurs outside of school. Inappropriate behavior online—whether during or outside of school hours—can be flagged at the central office level for investigation.

Before a student is granted access to telecommunications resources such as the Internet, a "Consent and Waiver" form must be signed by the student, parent/guardian, and teacher. A complete copy of this policy is provided to each student upon enrollment, and the consent form must be completed annually.

Parents Right to Know

In accordance with Title I law, parents have the right to request information about the professional qualifications of their child's classroom teachers. For students receiving paraprofessional services, parents will be notified of the support provided and may request information about the paraprofessional's qualifications.

Lost and Found

Items found in and around the school should be turned in to the office where owners may identify and claim them. After a reasonable amount of time, unclaimed items are given away.

PBIS / Student Code of Conduct

At Fayetteville PK8, we use PBIS to create a safe, respectful, and supportive learning environment for all students. PBIS focuses on teaching and reinforcing positive behaviors rather than simply responding to misbehavior. Our school expectations—**We come to school to learn, we respect ourselves and others, and we are responsible for our own actions**—are taught, modeled, and practiced throughout the year. Students are recognized for meeting expectations through incentives, celebrations, and positive feedback. By working together—staff, students, and families—we can ensure a positive school climate where every child can thrive.

Student Devices

Students in grades K–2 are issued iPads, and students in grades 3–8 receive a laptop and charger. Families are responsible for the cost of lost or damaged devices or chargers. Device insurance is available for purchase through the county. An information sheet about device care and insurance is sent home at the beginning of the school year and is available upon request.

Grading Policy

Report cards are issued to students at the end of each nine-week grading period and sent home approximately one week after the grading period ends. If a report card is lost, a replacement will be issued upon request. Report cards include both numerical percentages and letter grade equivalents.

Grade Scale (K–8):

- A = 90–100% (4.0 GPA)
- B = 80–89% (3.0 GPA)
- C = 70–79% (2.0 GPA)
- D = 60–69% (1.0 GPA)
- F = 0–59% (0 GPA Points)

Parents and students can monitor academic progress through our online grading platform. We encourage families to check grades weekly and engage in productive conversations about academic performance and progress.

Student Withdrawal or Transfer

The school should be notified at least two days in advance if a student will be withdrawing. All textbooks, library books, computers, iPads, and chargers must be returned and cleared before a transfer record can be issued to another school.

Student Code of Conduct

At Fayetteville PK8, maintaining a safe and productive learning environment is a top priority. Students are expected to follow school rules and behave in ways that support learning for themselves and others. Interfering with the learning environment will result in appropriate consequences. We also believe in helping students succeed through supportive measures, including our Student Assistance Team, which works with students, families, and staff to address behavior concerns and create a plan for improvement. Please review the Student Code of Conduct for detailed information about expected behaviors and disciplinary procedures.

Parent/Teacher Conferences

Parents are welcome and encouraged to schedule conferences with their child's teachers. Appointments must be arranged during the teacher's planning period, before school, or after school. Conferences can be scheduled by calling the school during the teacher's planning time. Staff email addresses are available on the school website and may also be used to request a conference.

School-wide Parent-Teacher Conferences are held twice each year, with notices sent home in advance of the scheduled dates.

School Closure/Emergency Dismissal

When school is closed, delayed, or dismissed early due to weather, heat, water issues, or other emergencies, parents will be notified through the school's text messaging system. Updates will also be posted on the school's Facebook page.

In the event of an emergency dismissal, bus riders will be transported home as soon as buses are ready to depart. Students who are picked up will be dismissed as parents arrive.

Because it is not possible to contact all parents individually during an emergency, it is essential that families have a plan in place for early dismissals. Parents should discuss with their child what to do if school is dismissed early and no one is home. Taking time to plan ahead will help reduce confusion and make the situation less stressful for your child. We appreciate your cooperation in preparing for emergency situations.

Parent Involvement

Volunteer Program

FPK8 offers many opportunities for parent volunteers. Volunteer forms are available at Open House and can also be requested from the school office. Parents are encouraged to complete and return the form, indicating their areas of interest. Volunteers will be contacted as needs arise.

Local School Improvement Council (LSIC)

FPK8's LSIC is comprised of elected members who meet at least four times per year to promote community involvement and improve the educational performance of our school. For a list of current council members, please contact the school office.

Parent-Teacher Organization (PTO)

FPK8 has an active PTO that meets monthly at the school. Parents and teachers are encouraged to become members and attend meetings to support school programs, events, and activities

Student Illness/Injury at School

If a student becomes ill or injured during the school day, they should notify their teacher and receive permission to go to the office. If necessary, the office will contact the parent/guardian or a relative listed on the student's emergency card to arrange for the student to go home or visit the school-based clinic (if registered). A parent or guardian must sign the student out in the main office.

Standard procedure for illness or injury:

1. Administer first aid
2. Notify school nurse or clinic
3. Contact parent/guardian
4. Call 911 if illness or injury is serious (In life-threatening situations, 911 will be called first)
5. Unless certified legal documentation is on file granting one parent sole custody, school officials cannot deny either parent access to their child.

Dress Code

To maintain an academic focus, student attire should be neat, clean, and appropriate for school. FPK8 is air-conditioned and may feel cool at times, so students should dress accordingly.

1. Shorts and skirts must be fingertip length or longer.
2. Shirts must cover the stomach area.
3. Spaghetti straps, halter tops, or tube tops may only be worn with another shirt over or underneath.
4. Clothing with inappropriate language or images is prohibited.
5. Hats, caps, and hoods must be removed upon entering the building, unless otherwise approved by administration.
6. For safety reasons, flip-flops and shoes without straps are discouraged.

Medication Policy

To comply with Fayette County Health Policy for dispensing medication at school:

1. An Administration of Medication form must be completed annually by both a physician and the parent/guardian. This is required for all prescription and over-the-counter medications, whether for short-term or long-term use.
2. Medication must be delivered to the office in the original container labeled by the doctor or pharmacy, including: student name, medication name, dosage, dosage time, and reason for medication.
3. All medications are stored in a locked cabinet in the office.
4. Authorized staff members will administer medication at the designated time.
5. Parents may choose to come to school to administer medication themselves

Physical Education

PE is an important part of the instructional program, and all students are required to participate. Each spring, students must prepare for and take the Fitnessgram Physical Fitness Test.

1. Students must wear appropriate attire and tennis shoes for PE.
2. Tennis shoes are also required for morning classroom exercises and recess activities. Students who do not have on tennis shoes will participate in socked feet.
3. If a student is ill or injured and unable to participate, a doctor's note should be sent to excuse them from activities

Student Record Disclosure

Student cumulative records include grades, attendance, health information, standardized test scores, and discipline history. Parents/guardians may review their child's records by making a request through the school office.

FERPA (Family Educational Rights and Privacy Act)

FAYETTE COUNTY SCHOOLS

Family Educational Rights and Privacy Act (FERPA)

Notice for Directory Information

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Fayette County Schools, with certain exceptions, obtain written consent prior to the disclosure of personally identifiable information from your child's education records. However, Fayette County Schools may disclose appropriately designated "directory information" without written consent, unless you have advised the school to the contrary in accordance with Fayette County Schools' procedures.

The primary purpose of directory information is to allow Fayette County Schools to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition list;
- Graduation programs; and
- Sports activity sheets such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses, and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

FERPA (Family Educational Rights and Privacy Act)

If you do not want Fayette County Schools to disclose directory information from your child's education records without your prior written consent, you must notify your child's school in writing by August 31, at the beginning of each new school year.

Fayette County Schools has designated the following information as directory information:

- Student's name
- Address
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended

These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the No Child Left Behind Act of 2001 (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the National Defense Authorization Act for Fiscal Year 2002 (P.L. 107-107), the legislation that provides funding for the Nation's armed forces.