

Berlin McKinney Elementary School



2026-2027
Student Handbook

Mission Statement:

At Berlin McKinney Elementary School,
EVERYONE is a star! We provide a safe and positive school
where excellence is expected by shining through learning, respect, and responsibility.

Core Beliefs:

1. Through a combined effort of all stakeholders, our students will reach their full academic potential in a safe and engaging learning environment.
2. Students need consistent daily attendance, motivation and highly effective teaching strategies to be successful learners.
3. A literacy-enriched environment will provide equity-driven, individualized learning opportunities, and a growth mindset.
4. Data-driven instruction, support services, and rigorous instructional strategies will empower students to achieve their academic math goals.

Vision:

We aim to create a positive, safe, and inclusive, learning environment where every student is supported academically, socially, and emotionally.

Through purposeful collaboration among staff, students, and families, we strive to foster a school culture built on respect, high expectations, and continuous growth.

We are committed to providing engaging instruction, meaningful relationships, and supportive systems that empower all learners to reach their full potential.

School Strategic Plan

A comprehensive plan has been written for Berlin McKinney Elementary School by staff members, parents, and community leaders. This plan encompasses our goals and achievements for the past year and the future. We encourage all parents and guardians to read this document and contribute their thoughts and feedback to the staff. A copy of this plan is available to all parents and guardians in the school's office. Please contact the principal in order to arrange a time to view this document.

Local School Improvement Council

The West Virginia legislature mandates that every public school in West Virginia establish a Local School Improvement Council (LSIC) to collaborate with administrators and faculty to promote innovations and improvements in the teaching and learning environment in the schools. Membership of the LSIC is comprised of teachers, service personnel, bus drivers, parents, business and community representatives. An election occurs annually for membership. The LSIC is directly involved with the operation of the local school in many ways. The LSIC reviews discipline data and procedures yearly and submits written recommendations to the local school board. They encourage involvement of the school community with the school operation through regular LSIC meetings and collaboration. They support local initiative for school improvement by being directly involved with the strategic planning and innovative ideas. A direct link with the local school board occurs through an annual meeting at which all school aspects inclusive of

academics, athletics, discipline, school climate, facilities, needs, improvement and recommendations are presented and discussed.

Grading Information

Students at Berlin McKinney Elementary School are assessed in a variety of ways. These include assessments such as the spring summative assessment, informal reading and math assessments, and teacher made tests. Informal testing is also done through teacher observation and evaluation.

WVEIS Grade Book

Your child is enrolled in a school that now uses WVEIS to track grades. WVEIS will bring teachers together with parents/guardians and students to allow live and real time access to student's grades, secure online communications with teachers and more. Information on creating an account on WVEIS will be provided to the parent/guardian when the student is enrolled. If you have not received your WVEIS information, please contact the school at 304-682-6481.

Kindergarten Grading Scale

Below Standard Performance	N
Approaching Standard Performance	I
Above Standard Performance	S

Grades 1 to 4 Grading Scale

90 – 100	A
80 – 89	B
70 – 79	C
60 – 69	D
59 or below	F

Attendance

Attendance is crucial to the success of our students. However, sometimes absences are inevitable. Parents are encouraged to make sure their children attend whenever possible, but in the event of absences, excuses should be provided to the homeroom teacher. If doctor excuses are unavailable, then the parent should write a note to their child's teacher. **Parents are allowed to write five (5) days of parent notes per semester according to West Virginia Board of Education policy.** In order to encourage and reward good attendance, the staff has provided a variety of incentives. **The attendance policy and incentive program for Berlin McKinney will be sent home separately with all students.**

Student Arrival Time

Berlin McKinney Elementary students are allowed in the building at **8:10 a.m.** Please do not leave your child at the school before 8:10 a.m. because the doors are not open. On a three hour late schedule the doors will open at 11:10 a.m. Parents will be notified of a late schedule and school cancellations by the Wyoming County School Messenger System. Students are to report directly to their homerooms upon arrival to school. No second breakfast will be offered on delay schedules.

Sign In/Sign Out

Students arriving after the morning bell must sign in with the secretary before reporting to class. The student must then report to their homeroom teacher. Parents/guardians are urged to leave students in school for the entire school day. If a student needs to be dismissed, he/she must be checked out of the school by either a parent or guardian. Parents are to utilize the school drop-off line to drop students off to be signed in or to pick them up.

Bus Notes

If the parent or guardian wants their child to ride a different bus or get off at a different stop, a note or phone call must be directed to the school **by 3:00pm**. If you are going to pick up your child, please be at school by 3:25 p.m. If you are not at the school by the time your child's bus is called, he/she will be required to get on the bus. All buses will be called starting at 3:30 p.m. If you plan to pick up your child, PLEASE be sure to be on time.

Homework Policy

Students at Berlin McKinney Elementary School are expected to complete classwork and homework in a timely fashion. If a student is absent, the total number of days absent plus one will be allotted as the time limit to make up work.

Textbooks and Folders

Students will be provided textbooks free of charge for all classes. Students are expected to take care of these books and return them in the same condition in which they are received.

All students in grades K-4 may be given folders and/or student planners. They will be used as another form of parent communication and to keep students on track academically.

Safe School Policy & Dress Code

Any clothing or accessories distracting to the educational process will be banned. The school reserves the right to take steps to ensure the learning atmosphere will remain unhindered at all times.

1. No clothing or accessories shall be worn with pictures or writing which is offensive, suggestive, or distracting. Examples would include: a) obscenities, b) vulgarity, c) any form of profanity, d) any ethnic or racially offensive signs or designs, e) promotion of alcohol, tobacco, drugs, or any gang-related information, or f) any form of clothing that promotes violence.
2. See-through types of clothing and bare midriffs (either front or back) are not allowed. At no time should the midriff become exposed through normal movement.
3. Pants or shorts must be worn at the waistline.
4. Halter tops are not allowed. Shirts with open mesh may be worn over another article of clothing.
5. Head coverings such as hats or bandannas or sunglasses are not to be worn inside the building without permission from the office.
6. Clothing accessories that could be considered dangerous are not permitted. Neither chains nor dog collar necklaces are allowed.
7. Students may not wear clothing with significant tears or pants that are too baggy or too long for the child. This is a risk factor because a student could fall on stairs.
8. No form of undergarment should be visible at any time.
9. Flip flops and other forms of open-toed shoes are not to be worn. Students have been injured in the past due to wearing these types of shoes – especially on stairs.

Any clothing that is seen as inappropriate will be prohibited. Please keep in mind the purpose of this policy is to take EVERY precautionary measure to keep your child safe while he or she is at our school. If your child comes to school in clothing deemed inappropriate disciplinary action can be taken. This could be calling the parent to have more clothing brought to school, asking the child to turn a garment to cover inappropriate material, or a higher level of discipline as deemed necessary by the Principal.

This Safe School Policy is subject to modification as needed.

Positive Behavioral Interventions and Supports

The school PBIS plan will be sent home separately. This program encourages and recognizes positive behaviors. (PBIS) is an evidence-based, tiered framework for supporting students' behavioral, academic, social, emotional, and mental health. Students will be rewarded with Berlin Bucks to spend at the school store and/or classroom incentives.

Emergency Cards

Emergency cards are completed by parents during the first week of school. A doctor of preference and medical facility should be listed on the card. An emergency contact person and phone number along with the phone numbers where parents can be reached are crucial in case of emergency. Parents must inform the school secretary of address, phone number, or guardianship changes during the school year.

Accidents

Every accident in the school building, on the school grounds, at practice sessions, or at any school athletic event sponsored by the school must be reported immediately to the person in charge at the time of the activity and the school principal. The appropriate accident report form must be completed by the staff member and turned in to the office.

Injuries and First Aid

Absolutely no over-the-counter medications, of any sort, can be administered by school personnel. Students who are injured or require first aid are to go directly to the office for assistance. Office personnel may only administer bandages, soap/water, or ice to injured students. If a student is injured at school, he/she is required to immediately report the incident to his/her teachers and to the office.

Medication

1. A doctor's order is required for all medication to be given at school by school personnel. This includes non-prescription over-the-counter medications.
2. A doctor's order is required for any school personnel to administer medication to a child during extracurricular activities.
3. If medication is received at school without a doctor's order, school personnel will not administer the medication.
4. A parent/guardian has the option of coming to school to personally administer the medicine to his/her child if they choose not to obtain an order from the doctor.
5. Parents/guardians are responsible for the safe transport of all medications sent to school. Medications must not be sent on the bus.
6. All medications must have, in addition to a doctor's order, a Permission to Give Medication form. This form can be obtained in the office or through the school nurse.
7. All medications brought to school must be taken to the office and given to the principal or designee. Students in possession of medication, either prescription or over-the-counter, during the school day will be in violation of the substance abuse policy and will be treated accordingly.

8. Medication must be sent to the school in a properly labeled, original container from the pharmacy.
9. Over-the-counter medications must be in their original container with the student's name and date taped to the container.
10. Any unused medication not picked up at the end of the school year will be discarded in a proper manner.

UNAUTHORIZED POSSESSION OF MEDICATION IS CONSIDERED TO BE A VIOLATION OF THE SUBSTANCE ABUSE POLICY 5314.

Student Code of Conduct

All students enrolled in Berlin McKinney Elementary School shall behave in a manner that promotes a school environment that is nurturing, orderly, safe, and conducive to learning and personal-social development.

1. Students will help create an atmosphere free from bullying, intimidation, and/or harassment.
2. Students will demonstrate honesty and trustworthiness.
3. Students will treat others with respect, deal peacefully with anger, use good manners, and be considerate of the feelings of others.
4. Students will demonstrate responsibility, use self-control, and be self-disciplined.
5. Students will demonstrate fairness, play by the rules, and will not take advantage of others.
6. Students will demonstrate compassion and caring.
7. Students will demonstrate good citizenship by obeying laws and rules, respecting authority, and by cooperating with others.

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Crisis Plan

Berlin McKinney Elementary School has developed a Crisis Plan for several emergency situations, including but not limited to fire, weapons, intruder, bomb threat or explosive device, angry/out of control person and inclement weather/tornado. All staff members will maintain a copy of the Crisis Plan in their rooms and a copy will also be available in the office. In the event of a LOCK DOWN, parents/guardians will not be permitted into the building until all safety measures have been met. Lockdown Drills are practiced throughout the year as are Fire Drills.

School Visitations

If parents/guardians want to visit/confer with a teacher, please arrange to come during that teacher's planning period. Call to schedule an appointment.

If a parent/guardian picks up their child/children after school, parents are to pull into the drop-off line. Teachers and/or school staff members will approach the cars and get the names of the students to be picked up. At 3:25 p.m., the names of the students to be picked up will be

announced and walked out to the vehicles. The remaining students will be released when their bus is called. Students cannot be picked up by anyone other than the parent/guardian unless we have a written note or phone call from the parent/guardian granting permission. If this person does not pick the student up every day, a dated note is necessary each time the student is picked up. This is for your child's safety.

Phone Calls

Students will be allowed to use the telephone as deemed necessary and for emergencies only. Students will be required to have a phone note from a teacher.

Internet Access

Students will be required to access the internet during various classroom activities. They will be closely supervised by instructional personnel. Access to the internet requires an Acceptable Use Form for parents to complete, sign, and have notarized. This can be taken care of at the school with the principal and school secretary. Please make sure that you arrange for this form to be on file in the office.

Bus Discipline Forms

Bus Discipline forms consist of 3 levels. Level 1 is a warning. It consists of a conference with the principal, the bus driver, and the student. Level 2 is suspension from the bus for 3-5 days. A parent/guardian conference with the bus driver and principal is required before the student can continue riding the bus. Level 3 consists of bus suspension determined by the County Director of Transportation. The parent/guardian must report to the Wyoming County Bus Supervisor, and the bus driver. **If a student gets a Level 3 bus form, he/she will not be allowed to go on any trips that the class may take.**

Lunch and Lunch Detention

Students will be provided school lunch each day or they may pack a lunch from home. **Fast-food deliveries are not to be made during the school day.** Students in grades K-4 may be placed in lunch detention. A detention form will be sent home to parents and a phone call will be made informing parents of the detention.

11:10 – 11:55	PreK and K
12:00 – 12:45	1 st and 2 nd
12:50 - 1:35	3 rd and 4 th

Teacher Planning and Conference

Pre-K: 12:00-12:45

Kindergarten: 10:20-11:05

First Grade: 12:50-1:35

Second Grade: 1:40-2:25

Third Grade: 2:30 - 3:15

Fourth Grade: 9:30-10:15

Art/Music/PE/Health/Computers: 8:45-9:30

K-2 Resource: 2:30-3:15

3-4 Resource: 2:30 – 3:15

ID Classroom: 11:10-11:55

Title I: 2:30-3:15

Counseling

A school counselor will be at Berlin McKinney Elementary every day for half of the day. Counseling services are available during any school day, if needed. If you believe your child has a need for these services, please contact the principal.

Tutoring Program

Tutoring services are available for students in grades K-4 that are having difficulty in either reading and/or mathematics. In order to be referred to the tutoring program, a student must have below 75% in either of these subjects. These students will be tutored for 1 hour after school one day per week. Tutoring services will begin in October and will be held on Thursdays for ELA and math. Buses will run to transport students after tutoring is over. Later in the year, based on need, tutoring may change slightly. Parents will be notified if this happens.

Title I, SAT, & AIM

Targeted Reading and Math instruction is provided daily by our Title I Staff and/or homeroom teachers. These services are for all students in grades K-4. This additional intervention builds on existing reading skills and helps formulate new ones. Since Berlin McKinney is a school-wide Title I school, all students are automatically eligible for Title I services. The school also utilizes interventionists to help students with ELA and math during school. Students may also be placed in SAT or AIM to provide additional intervention to meet the needs of individual students.

Wyoming County on Social Media

The Board of Education has created an App that is available through the Apple App store. This App is free and can be used to keep up with news and information pertaining to any school in the county. An Android version of the App is currently in production and will be available shortly.

There is also a Facebook page for the Board of Education and Berlin McKinney Elementary. These pages will provide a variety of information and pictures to followers.

Wyoming County Tobacco Policy

The Wyoming County board of Education is committed to providing students, staff, and visitors with a tobacco and smoke-free environment. The use of tobacco products, tobacco-derived products, alternative nicotine products, and/or vapor products is strictly prohibited on Wyoming County Board of Education property. This stipulation encompasses the regular school day as well as any school or community function conducted on school premises after the regular school day. Wyoming County Schools strives to create a learning environment where ALL students can achieve success and feel safe.

Wyoming County Zero Tolerance Policy

Wyoming County Schools will have Zero Tolerance for the following:

- Bullying of any kind
- Harassment of any kind
- Possession of dangerous weapon
- Drugs or drug paraphernalia
- Vapor products are considered drug paraphernalia by the Wyoming County Board of Education.
- Tobacco or tobacco products including vape pens/electronic cigarettes
- Felony
- Violence or threats of violence
- Behavior that compromises school safety
- Alcohol
- Physical fight
- Insubordination (direct defiance)
- Misuse of technology resources
- Gang related activity

Parent/Student Signature Page

Students should return **this page only**, with signatures, to their homeroom teacher by Friday, September 11, 2026.

I have been given a copy of Berlin McKinney Elementary School's Student Handbook to read and follow. My teacher has also discussed the information in this handbook with me. I understand that the information in this handbook is there to create and maintain a safe, comfortable, and focused learning environment at Berlin McKinney Elementary School. I have also discussed the information in this student handbook with my parent or guardian.

Student Signature _____

Date _____

My Homeroom Teacher is _____

My child has been given a copy of the Berlin McKinney Elementary School Student Handbook to read and follow. I have discussed the information in this handbook with my child and the importance of following the rules and policies set forth.

Parent Signature _____

Date _____