Mary C. Snow
West Side Elementary

PASSPORT TO LEARNING



Staff Handbook

Supplemental to the KCS Handbook

2026-2027

100 Florida Street 304-348-1902/6610 *tel* Charleston, WV 25302 304-348-1903 *fax*

TABLE OF CONTENTS

Mission, Vision, Strategic Plan
Meet Our Staff
KCS Calendar
MCSWSE Events
Attendance
Behavior
Committees/Meetings
Communication
Community
Expectations
Extra-curricular Activities
Grading and Assessment
Homework Policy
Instruction
Planning
Purchasing
Safety
Schedule
Technology
Visitors
Appendices
Cash Receipt Form
Committees
Movie Request Form
Discipline Referral
Travel Form
Field Trip Permission

Mission, Vision, Strategic Plan

Kanawha County Schools Mission Statement

The mission of Kanawha County Schools is to use all available resources to become a world-class educational system within a safe and nurturing environment. Our schools will be places where teachers can teach and students can learn academic skills, acquire appropriate social behaviors, achieve individual potential and develop positive character in order to become productive citizens and life-long learners.

MCSWSE Mission/Vision Statements and Goals

MCSWSE Mission Statement
Here At MCSWSE,

R - We're Respectful
O- Own Our Actions
A- Achieve our Goals
R- And are Responsible

Hear us ROAR!!

MCSWSE Vision Statement
Meeting our goals now to become productive citizens in life.

CORE BELIEFS
At Mary C. Snow West Side Elementary School, we believe:

1. Learning is Active
2. Learning is Challenging
3. Learning is Meaningful
4. Learning is Public
5. Learning is Collaborative

STRATEGIC PLAN GOALS- Keep the magic alive, 8 or less to thrive = lots of incentives and fun!

1. DIBELS Reading Proficiency in grades K-5 will increase from _ to at least 50% by the end of the 2026-2027 school year.
2. I-Ready Math Proficiency in grades K-5 will increase from _to at least 40% by the end of the 2026-2027 school year.
3. WVGSA Reading Proficiency in grades 3-5 will increase from _ to at least 30% by the end of the 2026-2027 school year.
4. WVGSA Math Proficiency in grades 3-5 will increase from _ to at least 33% by the end of the 2026-2027 school year.

5. MCSWSE will increase family participation at family engagement events by 2-4% by the end of the 2026-2027 school year.
6. MCSWSE will reduce chronically absent students to 19% by the end of the 2026-2027 school year.

MEET OUR WILDCAT MAGICIANS

Principal	**Destiny Spencer -304-993-2443**	**103**
Vice Principal	**Jan Scott**	**102**
Vice Principal	**Kristi Sayres -304-767-8639**	**125**
Secretary	**Holly Dunigan**	**109**
Nurse	**Crystal Foley 304-419-0881**	**114**
Counselor	**Chelsey Cosby (3-5)**	**121**
Counselor	**Ashley Thaxton (K-2)**	**116**
Student Support	**Kia Lacey**	**187**
Attendance Director	**Liz Oldaker**	**122**
Speech Therapist	**Laura Bennett**	**117**
Speech Therapist	**Allison**	**116**
Front Conference Room	**Front Conference Room**	**110**
Psychologist/Specialist	**Savana Earnest /Deb Moss (Tues/Friday)**	
Dental Office	**Linda Osborne**	**229**
Medical Clinic	**(304) 414-4015 (Fax) (304)-414-4018**	**302**
Cooks	**Karen Shelton, Tina Jones, Lawrence Shepherd, Will Lawrence**	**257 / 268**
Custodians	**Howie Calfee, Dillon Jones, Brittany Good**	**128/ 207**
Teachers' Lounge/Copy Room	**Lounge/Copy Room**	**159/161**
Technology Office	**James Taylor**	**146**
Title I Instructional Coach	**Julie Savilla**	**188**
Title I Interventionists	**Joyce Ballard/Stephanie Gregory**	**142**
Pre-K	**Kimberly Tinsley, Joseph Amburgey, Alisha Smith**	**134**
Pre-K	**Myra Sayre, Martina Davis-Guthrie, Jala Brown**	**129**
Kindergarten-K	**Barbara Dils, Chesney Pomeroy**	**226**

Kindergarten-K	**Kate Dunlap**	**135**
Kindergarten-K	**Logan Hughes, Kendra Edwards**	**221**
First-1st	**Natalie Smith, Keairah Thomas**	**201**
First-1st	**Valerie Smith, James Taylor**	**206**
Second-2nd	**Brianna Boyd, Aimee Renick**	**214**
Second-2nd	**Ashlyn Bell, April Matheney (Sub-Annika Meloy)**	**200**
Third-3rd	**Brooklyn Elkins**	**220**
Third-3rd	**Vanessa Legg**	**215**
Third-3rd	**Cyndi Shuman, Angela Cunningham**	**163**
Third-3rd	**Ben Flanagan, Karin Hamer**	**168**
Third-3rd	**Madison Groves**	**195**
Fourth-4th	**Carol Greene**	**175**
Fourth-4th	**Rebecca Williams**	**186**
Fourth-4th	**Kiana George**	**126**
Fifth-5th	**William Herrald**	**174**
Fifth-5th	**Miranda Starcher**	**169**
Fifth-5th	**Jacob Gill**	**180**
Fifth-5th	**Charlesa Roy**	**181**
Special Ed. Reading Resource	**Katie Jones**	**209**
Special Ed. Math Resource	**Detria Waller**	**140**
Special Ed. ID (3-5)	**Jessica Lynch, Cara Patton**	**154**
Special Ed. ID (K-2)	**Keyaina Johnson, Sarah Humphrey**	**149**
Special Ed. Autism (2-5)	**Yasmeen Jenami, Rebekah Switzer**	**189**
Special Ed. Autism (K-1)	**Tina Lilly, Jennifer Rutherford,**	**194**
Library/ Library Office	**Robin Bland**	**148/144**
Music	**Nickie Hanshew**	**280**
Art	**Alyson Pennington (T,W,TR)**	**277**
PE	**Christina Hopkins**	**263**

CALENDAR

Jul

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Aug

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

11 - First day of employment for 200-day employees

12-14 - Professional Meeting Days

17-18 - Professional Learning Days (no school for students)

19 - First Day for Students

Sep

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

7 - Labor Day: Schools/Offices Closed

18 - mid-terms

Oct

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

5 - Parent Teacher Conference Day

6 – Professional Learning Day (no school for students)

16 – 1st 9 weeks ends

19 – 2nd 9 weeks begins

Nov

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

3 - Election Day (schools/offices closed)

11 - Veterans Day (schools/offices closed)

23-25 - Out of Calendar Days (schools closed)

26 Thanksgiving Holiday (schools/offices closed)

27 OS Day (schools/offices closed

Dec

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

4 - mid-terms

18 - Professional Learning Day/FS (half day for students)

21-24 - Out of Calendar Days (schools closed)

25 - Christmas Day Holiday (schools/offices closed)

28-31 - Out of Calendar Days (schools closed)

1 - NYD Holiday (schools/officed closed)

4 - students return to school

18 - Martin Luther King Jr. Holiday (schools/offices closed)

15 - last day of 1st semester

19 - 3rd 9 weeks and 2nd semester begins

Jan

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

12 - Professional Learning Day/FS (half day for students)

19 - mid-terms

Feb

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

19 - 3rd 9 weeks ends

22 - 4th 9 weeks begins

Mar

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

2 - Professional Learning Day/FS (no school for students)

5-9 - Out of Calendar Days (schools closed)

23 - mid-terms

Apr

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

28 – Last Day for Students

31 - Memorial Day Holiday (schools/offices closed)

May

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

1-4 - OS Days (schools/offices closed)

7 – OS Day (schools/offices closed)

8 - Prep Day for closing/FS

Jun

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

EXPECTATIONS

- Respectful behavior is expected at all times with staff, students, families, and community members.
- Arrive promptly at 6:55 a.m. (long term subs sign in at the office)
- Leave at 2:55 p.m.
- Be prompt for duties. Find coverage in the event of an absence.
- Review and practice rules and daily procedures for the first week of school. Consistency is key!
- Wildcat Information such as Lesson plans, resources, etc. - updated online in schoology group TB8QJ-DNVQ6
- Lesson plans:
  - All teachers will upload lesson plans weekly to Schoology or on Planbook.
  - 3 days of sub packets need to be prepared and labeled in your room in case of emergency.
  - Must include: Skill, Procedures, Textbook Pages, and activities.
  - Use County Curriculum/programs - SAVVAS, Heggerty, Iready, Math and You, Class Dojo, WVGSA Test Authoring/Modules- anything not approved will need to be logged in the Senate Sheet on Schoology.
  - Lesson plans will be checked periodically and given feedback.
- Communication - Schoology, Class Dojo emails, Phone, and Remind (staff only)
- Intervention Groups can't be canceled unless approved by administration
- Grade levels will have a weekly math and reading collaborative planning. Follow the county pacing guides and teach the WV state standards.
- Adhere to due dates.
- Adhere to schedule times.
- Use Class Dojo behavior system **daily**.
- Weekly newsletters need to be sent home **and** posted on Schoology/Dojo each week.
- Check your email in the **a.m. and p.m**. The WWG needs to be read when sent out.
- If absent: send Ms. Spencer a text (304.993.2443) ASAP (**before 5:00 am)** and put it on the system. Submit leave form. Personal leave should be submitted 5 days in advance. Put absence in the system under the Employee Portal.
- No movies! Short clips or videos (20 minutes) to go along with instruction are permitted. If using a movie for a reward, get prior permission from the administration.
- Professional dress code
- Cell phones - not used during instruction
- Treat the children as you would want a teacher to treat your own child or family member. There is to be no yelling at students. Do not put your hands on students.
- Students should be supervised at all times. No students should be in the halls or classrooms by themselves unless they have a particular location they are going to (I.E. Nurse)
- Follow KCS policy regarding social media.
- **Confidentiality is a top priority!**
- If an issue arises, please inform administration immediately. We are here to support you. Please explain the issue to the administration BEFORE a parent has the opportunity to.
  - If CPI (Crisis Prevention Intervention) has to be used, call the office immediately and fill out a restraint form and notify families.
- Students are not permitted to chew gum unless given as an incentive- needs to be

thrown away before lunch.
● Teachers or staff members who realize they might be late should call administration immediately in order to make sure all students are supervised.

ATTENDANCE

Attendance Reporting Procedures/Student Sign-In Procedures
Attendance will be taken using Excel and Class Dojo no later than 8:00 a.m. If a student comes to class after 7:35 a.m. he/she must have a tardy slip from the clerk. If the student does not have a tardy slip/admit slip, please do not allow the student to leave class, but make a note of it and follow up with Holly at a later point in the day. Teachers should update their attendance in Excel as soon as possible.

Student Sign Out Procedures
Students who are being signed out by a parent or guardian will be called to the office. Please do not send students to the office until you are contacted. Students need to go around to the school to sign out so they will come out of the office. Do not let families get their students from the doorways without signing them out.

Child Custody
At times, a parent may indicate that a non-custodial parent should not pick up or visit with their child at school. If this should occur, inform the parent that they must provide the office with a copy of the court order indicating the child custody arrangements. If you have a situation regarding a parent's legal rights or a custody situation, please see the principal and Chenelle to discuss the school's legal responsibilities. **Just because a parent says a parent can't have contact, does not mean that is the case.**

Personal Leave
Requests for Personal Leave should be submitted to the principal **a minimum of 5 working days prior** to the requested time off. At the minimum, per county policy, **Personal Leave should be requested at least 24 hours in advance** unless adverse circumstances make that impossible. It is the responsibility of the employee to make all substitute arrangements. When taking Personal Leave, we ask that you consider substitute availability. The principal reserves the right to deny request due to overall faculty and staff attendance for the requested day(s) or due to consecutive days that do not have prior approval.

Professional Leave
Teachers planning to attend off-campus professional development sessions must submit requests at least one month in advance of the day of departure/development when possible. These requests must be completed on the appropriate form on Kanawha County Schools Intranet and submitted to the principal for approval. They are to be sent to the Central Office for final approval and submission to the Board of Education. For any professional leave that is paid from another account, the teacher requesting leave must (1) get all account numbers (2) inform the principal of the account number, and (3) secure a

substitute. Travel requests must be submitted to the Board of Education by proper date.

Substitute Procedures
If a substitute is required, contact the sub system at least 24 hours prior to the date of the absence. If an emergency arises, your absence should be entered no later than 5:00 a.m. on the day of absence.

Website: http://kcs.eschoolsolutions.com/logOnInitAction.do

1. Log in using your Username and Password
2. Click Attendance/Jobs under Quick Links on left

3. Log in-Username = 939#, Password = Pin Number (listed on Intranet under Employee Information)

Employee Overtime (custodians and secretary only)
Any hourly employee must have **prior approval** from their direct supervisor before requesting compensatory time.

Employees Leaving Campus During the Instructional Day
For safety purposes, if you leave the building for lunch, Dr. Appointments, etc, call the office and let Ms. Holly know.

New Enrollments
Students arriving after the first day of school are required to report to the main office. New students will be enrolled after completing enrollment requirements/paperwork. The new student will be escorted to the appropriate classroom.

Class Dojo BEHAVIOR PROGRAM

Discipline
At the beginning of the school day and after each break, every teacher will review classroom rules and procedures with students. A firm policy on class expectations from the beginning will prevent problems. Teachers who handle their own discipline problems gain the respect of the class immediately. DO NOT SEND A STUDENT TO THE OFFICE. Write an office referral, call the office and/or contact administration to come and get the student. Teachers must complete the discipline referral form accurately and completely when sending it to the office.

MCSWSE Behavior Program
Through our behavior system, our students and parents will know what is expected of the students. By respecting the teacher and fellow students, more learning can take place in the classroom. Students will receive a behavior conduct grade on report cards. S is for Satisfactory and N is for Not Satisfactory. Teachers will monitor behavior and communicate with parents using Class Dojo. See the details of the plan outlined below. This is a positive reinforcement system. So, points are earned and not taken away.

BEHAVIOR PROGRAM

Teacher Responsibilities:

- First 5 Days Lesson plans are to implement classroom/school procedures and expectations along with core instruction in order to practice, practice, practice!
- Teachers will remind and model to students daily and during transitions what is expected of them.
- Post weekly newsletter/homework to Dojo & Schoology Page each week.
- Use Class Dojo, phones, and Schoology to communicate with parents.

Class Dojo Point System:

- Students will start with a clean slate every day.
- Students will start out with 0 points for the day.
- Students can earn 7 points throughout the day for each of their classes (Reading, Math, Specials, Intervention, lunch and recess.
- Students can also be awarded additional Dojo points (up to 2 per day) for going above beyond for drastic academic and/or behavioral actions (based on teachers' discretion)

Points will not be earned for the following:

- Not following directions/ Not on task
- Poor Hallways behavior
- Poor lunch room behavior
- Disrespectful to staff or peers
- Hitting, kicking, or pushing staff or students
- Office referral

At MCSWSE, we believe in SECOND CHANCES. The students have an opportunity to earn 1 point back per day for improvement for behavior if they didn't earn the point at a specific time. Parents will have been contacted first by the teacher before an office visit unless physical activity occurs..

BEHAVIORS

Level I See pg. 4-5 in J25	Level II See pg. 6-8 in J25	Level III See pg. 8-13 in J25	Level IV See pg. 14 in J25
• Cell Phones / technology - Follow JXX Policy • General disruptive behavior - not following ROAR • Dress code violation • Inappropriate affection • Inappropriate language • Skipping class • Unsafe play	• Chronic Level I • Technology misuse • Name-Calling • Non-Compliance / refusal • Cheating • Stealing • Possession of Knife or Weapon not meeting dangerous weapon defintion • Horse Play • Threats • Inappropriate Language/Gesture towards employee • Physical Fight w/out injurty • Minimal vandalism	• Chronic level II behaviors • Racist/sexual conduct - file title 9 with counselor • Possession of drugs • Fighting with injury • Bullying/harassment • False fire alarm • Threat of injury against an employee • Vandalism	• Battery against school employee • Illegal substance abuse • Felony

CONSEQUENCES

Level I or II	Level III or IV
• Redirection • Calm Down Corner • No Dojo Point • Ignore behavior • Loss of privilege / ROAR • Change of seats • Phone call home • Lunch detention • Behavior Plans • ISS Push-In Support • Counseling referrals • Level II- WVEIS doumentation	• WVEIS documentation • Phone call home • ISS • OSS if determined • Removal from class • Lunch detention • Behavior Plans • Chance if possible • SAT

.

Medical

Nurse

Please do not send students to the clinic without a slip. Call the office or the nurse's cell. She will come to the classroom and check the student out. If she feels like he/she needs to come to the clinic, she will ask the student to come with her. The nurse will also provide the times when students come to the clinic and take their medicine to the teacher. The teacher and nurse will discuss the procedure. The nurse and administration will determine whether or not a student goes home. The teacher is not allowed to call a parent to send them home due to illness. Out of respect for the students and the health and safety of yourself, please do not use the clinic as an entrance to the office.

COMMUNICATION

Announcements
Announcements will be made every morning and afternoon over the intercom. Everyone in the building is expected to be quiet and attentive during morning announcements. Wildcat Leaders will be asked to participate during announcements.

Schoology
Schoology will be the main source of communication for staff, students, and parents. Schoology is utilized for grading, assignments, and communication.

Class Dojo
All teachers at MCSWSE will use Class Dojo. This is a great way to communicate with parents for both growth and positive situations. However, telephone calls should be used for major incidents (physical, medical). Weekly parent newsletters can be shared on Class Dojo in addition to any other method you use to disseminate information to parents. All specials, Title I teachers, and administration should be added to your class so that they can provide feedback. You are also encouraged to share special events and students completing classroom work throughout the week on the School Story.

Communication Form	Audience	Frequency	Person Responsible
Weekly Newsletter/Agenda	MCSWSE Staff	1 per week	Administration
Remind Messages	MCSWSE Staff	As Needed	Administration
Parent Link Calls	Parents/Students	As Needed	Administration
MCSWSE Facebook Page	All Stakeholders	As Needed	Administration/Staff
Class Dojo	Staff, Parents, & Students	1 per week/as needed	Teachers/Administration
Weekly Newsletters	MCSWSE Parents	1 per week	Classroom Teachers
Emails	All Stakeholders	As Needed	Administration/Teachers/ Staff
Telephone Calls	All Stakeholders	As Needed	Administration/Teachers/ Staff
MCSWSE Website	All Stakeholders	As Needed	James Taylor
Schoology	All Stakeholders	As Needed	Administration/Teachers/ Staff

Student Handbook
It is the responsibility of every MCSWSE teacher to read and be familiar with all of the policies located in the MCSWSE Staff/student Handbook as well as the KCS staff Handbook..

Bulletin Boards
Our bulletin boards communicate information to everyone who enters our school. Please take pride in the bulletin boards in your area. Grade level teams are asked to coordinate the decoration of bulletin boards in their areas. They are a great way to showcase student-generated products. The culture committee will update/fix the grade level bulletin boards quarterly, Our theme is Passport to Learning.

Committees

Committees/Meetings -required to attend and participate
Sign-ups for committees will be available and everyone is expected to sign up for a committee. Committee Meetings happen once monthly from 2:15-2:55. Leadership meetings are held once monthly as well.

Crisis Management Team- Administration, ISS teacher, and/or Cosby
In the (RARE, like never) event that a student has to be restrained, administration should be notified immediately and it should be done using the CPI techniques by a trained staff member and the proper documentation form must be completed. **A child should only be restrained due to safety issues, and as a last resort.** Please see the administration if you have additional questions or concerns.

Meeting Minutes
Minutes will be recorded for all committee meetings and shared with the staff. Each committee will have a person responsible for keeping minutes.

Faculty Meetings
Faculty Meetings will begin promptly when all students have gone home. An agenda will be sent to all staff members via email and/or at meetings. Please do not schedule appointments or make plans for these days as your presence at these meetings is important. Professional development hours will be awarded for participation in designated meetings/trainings. Staff must be respectful and attentive during all meetings.

COMMUNITY

Family Engagement Opportunities
MCSWSE will host family engagement opportunities during the school year. Professional and Service personnel may be paid a stipend to attend each event. Both Professional and Service personnel need to check with the principal regarding possible payment prior to the family engagement opportunities.

Extended Day Program
We will do an Extended Day Program (Bob Burdette After School and after school or before school tutoring). This program will be held at the end of the instructional day. A report will be completed at the end of each nine weeks to help complete the End of Year Report for the Extended Day/Year Report required of Title I. Teachers must complete a Supplemental Service Agreement in order to work the extended day program. Teachers are expected to communicate with the Extended Day staff as to what skills they should be working on.

Open House
Open House will be all grade levels on August 17th, pre-k at 9:00 am and K-5 @5:00pm.

Support Resources
Teachers are to support the Dental Clinic, Family Care, Outside mental health agencies, and Lawyer in School through proper referrals and making sure that students' needs are being met. Healthcare days are designated on Thursdays, however, we will be flexible if they need students on other days.

EXTRA CURRICULAR ACTIVITIES

Awards Assemblies
There will be one Award Assembly at the end of the year that will take place in the cafeteria and parents will be encouraged to attend.

Recess
Recess is not to exceed 30 minutes. It is the responsibility of the teacher to monitor his/her class during recess. Teachers should be walking around the playground/field. At no time should a teacher be on his or her cell phone while supervising recess unless it is a school-related emergency. Students should observe playground safety rules (do not climb on the slide, don't stand in front of the swings, no running on the playground, etc.). "EXTRA" recess should be used sparingly and approved by the principal and should not exceed 15 minutes.. Please keep in mind that two grade levels are NOT to have recess at the same time.

Field Trips
Virtual field trips are encouraged. Field Trips request forms (located in the office) must be educational and approved by the principal at least a month in advance, preferably at the end of the year. The secretary will contact

you once the field trip has been approved. Please get with the kitchen staff and the nurse at least a month in advance if arrangements with meals need to be made.

GRADING AND ASSESSMENT

Student Assessment
Student assessment is a continuous process. Teachers will assess students as soon as they start school to determine learning strengths and deficiencies. Extra credit is not a useful measure of student performance and should never be used to impact a student's grades.. Teachers will NOT use the practice of giving "extra credit" in their classrooms. An emphasis should be placed on quality, not quantity of student work and performance. A variety of activities should be incorporated so students can demonstrate their learning. This learning should be assessed in a variety of ways. The use of worksheets should be limited. Student work should be **completed and evaluated** within 1 to 3 days and in Schoology by 7 days. The teacher should make every effort to work with the student and parent in cases where a student is not turning in work.

Honor Roll
Teachers will be asked to complete awards for report cards each 9 weeks. These include but are not limited to: Principal's List, Honor Roll-Students, and Exceptional Citizenship.

Student Grading Policy
Kanawha County Board of Education Policy 127A governs elementary student evaluation. Achievement marks for permanent records and the purpose of reporting to parents are assigned as follows:

Grading Scale	
Mark	Descriptor Grade Average
A	Excellent 90-100%
B	Above Average 80-89%
C	Average 70-79%
D	Below Average 60-69%
E	Unsatisfactory Below 60%
S	Satisfactory 70-100%
N	Needs Improvement 0-69%

Students in grades K and 1 will receive S or N for all skills and subject areas.

Students in grade 2 will receive letter grades for language arts and math. S or N will be given for social studies, science, health, handwriting, music, art, and physical education. Students in grades 3-5 will receive letter grades for language arts, math, science, health, and social studies. S or N will be given for handwriting, music, art, and physical education.

HOMEWORK POLICY

Kanawha County Schools Homework Policy:

Homework is a necessary and integral part of the total education process. The habit of homework is to be initiated early in the school experience. Homework should be an extension of classroom instruction and NOT new skills. It is suggested that homework be given Monday through Thursday. Homework should not exceed 30 minutes and cannot be taken for a grade. Expectations for homework should be communicated to students and parents. Feedback on homework should be timely and specific. Recess cannot be taken for not doing homework.

Purpose of Homework

1. To give students opportunities to practice a skill
2. To prepare students for a new topic
3. To elaborate on introduced material

Homework Assignments Should Not

1. Be busy work, useless repetition, or copying from books
2. Monopolize the time of the pupil to the point that no time is left to enjoy hobbies, music, art, or participate in family activities
3. Be used as punishment
4. Be taught by a guardian but monitored by the guardian.

INSTRUCTION

Core Instruction

Instructional time will be utilized and managed effectively. Core is considered Tier I and where **80% of your students should be mastering content**. **Tier 2 should be about 15% of your students and Tier 3 should be about 5%**. Teachers and students will be actively engaged in **standards-based** instruction. Teachers are expected to be engaged with students at all times and not disengaged from instruction sitting at their desks. All county curriculum is expected to be used and taught to fidelity. The master schedule must be followed at all times unless it is changed by the administration.

Protecting Instructional Time with Students and Classroom Celebrations One of the greatest responsibilities we have as educators is to protect the instructional time we have with our students. This means that every minute of every school day is important to the learning process. Teachers are to use scrutiny when scheduling any kind of classroom or grade level celebration. No classroom or grade celebration (with the exception of school-wide planned celebrations) should exceed over 20 minutes in length and should be used on a very limited basis. Please obtain principal approval prior to scheduling any classroom or grade level celebrations that interrupt any part of the instructional day. This includes any "extra" recess.

Writing, Posting, and Communication Learning Goals and Objectives/Essential Questions
All teachers are expected to write student learning goals and objectives in student friendly, positive language for all content areas (ELA and Math). Post these so that they are clearly visible to all students and refer to them prior to, during, and at the conclusion of all instruction. Teams should work collaboratively to ensure learning goals/objectives are written and posted in the same manner in every classroom for their respective grade and/or content area. Student work is expected to be displayed frequently. Please make sure the work matches a grade-level standard and the standard is displayed as well.

Multi-level Instructional Model
The multi-level instructional model provides a framework for the delivery of increasingly more intense academic support. The model is preventative in nature and assumes that most children's academic difficulties can be addressed with additional instructional support provided within the context of general education.

A few students need INTENSIVE support in addition to the CORE instruction to learn. 5%
Some students need intermittent additional support in addition to quality CORE instruction. 15%
The majority of students respond to high- quality, standards-based CORE instruction that is differentiated and delivered with relevant scaffolding. 80%

Variables	Targeted Instruction	Intensive Instruction
Time per session	15-30 Minutes	30-60 minutes
Length of Session	- Time will vary based on student needs - Suggested 9 weeks minimum prior to moving to intensive - Continues only until specific skill, concept, behavior is in place (usually short term)	- Suggested 9 week minimum period
Number of Sessions	3-5 per week	3-5 per week
Frequency of Progress Monitoring	Every 2-3 weeks	Every 1-2 weeks

Classroom Walk-Throughs (will be adjusted as needed and communicated to teachers)

The goal of the principal and the assistant principals is to complete an instructional walk-through of each classroom at least 2 times a month. There will be feedback given on each walk-through and the teacher is supposed to respond back to each walkthrough question.

Walk-Through "Look Fors"

1. Classroom Environment-Inviting? Clean? Student Centered? Student Reflection?
2. Assessments-Formative? Summative? Appropriate?
3. Resources-Adopted Curriculum? Textbooks? Supplemental? Technology Based?
4. Technology-Who is using it? Teacher? Student? Skill Practice? Enhancing Skill?
5. Standards/Target-Does instruction align with WV State standards?
6. MCSWSE Core Beliefs
7. Instructional Delivery
    a. Teacher was-Direct Instruction, Explicit Instruction, Giving Directions, Playing a Game/Activity with Students, Small Group Instruction, Assisting with Projects, etc.
    b. Students were-Groups/Cooperative Learning, Independent Work, Teacher Led Discussion, Writing, Project, etc.

8. Student engagement
9. Classroom management program being implemented
10. Teacher teaching county approved curriculum
11. Lesson plans created from Data-Based Decision Making
12. The “Look-Fors” are stated on WildCat Week at a Glance.

Teacher Observation/Evaluation

The teacher observation/evaluation will be posted on the Wildcat Week at a Glance. Emails will be sent to schedule observations.

Schoology/NTID Checklist

Teacher contact information
Accessing Schoology via website vs app
How to find conferences
Accessing assignments
How students submit
Updates are being used for communication
Where to find course calendar
Directions on accessing Clever Family Portal
Setting Notifications
Grades 3-5 upload assignments

Student Communication Components

Directions on "how to communicate with your teacher"
How to access programs located inside of Schoology (Ex. SAVVAS)
How to access the Clever programs
Updates are being used for communication
How to access conferences
Information available on Schoology calendar
Accessing adopted curriculum through app
The following components are present
Picture for each course
Welcome Section targeted to students
Course Expectations
Syllabus posted (if applicable)

Grade Setup Components

Each grade level has a different set up. Please see the document in schoology resources to ensure your gradebook is set up properly. Failure to do so will result in incomplete report cards/inaccurate grades.

PLANNING

Lesson Planning Expectations

1. All teachers must upload their plans to schoology weekly.
2. All teachers must upload the weekly collaboration log to Schoology.
3. Plans must include: Skill, Procedures, Textbook Pages, and activities.
4. Use County Curriculum/programs - SAVVAS, Heggerty, Iready, Math and You, Class Dojo, WVGSA Test Authoring/Modules- anything not approved will need to be logged in the Senate Sheet on Schoology.

5. Lesson plans will be checked periodically and given feedback.
6. A sample lesson plan template is available on schoology under resources.

Emergency Sub Folder
The emergency sub folder will be used when a teacher is absent due to an emergency. There is a free template located in the schoology resource folder. Your grade level team will develop the folder. Each folder needs to include the following:

1. Daily Schedule for each teacher
2. Classroom Procedures/Rules
3. Student roster
4. Emergency lesson plans for 3 days at all times
6. Single copies of worksheets/assignments that can be easily duplicated
8. Discipline procedures/discipline forms
9. Name and location of colleagues who can provide assistance
10. Duties (with specific directions)
11. Directions for fire drills, lockdowns, and other emergencies
12. Nurse form
13. Confidential Information Folder (Red)

PURCHASING PROCEDURES

MCSWSE follows the purchasing procedures and guidelines for individual schools listed in the **Manual of Financial Record of Kanawha County Schools.** It is imperative these procedures are followed at all times so that we remain in compliance with proper accounting procedures.

Depositing School Funds
Any money received by teachers must be counted and turned into the secretary by 1:00 PM on the same day that the money is collected or received. No money may be kept in the school overnight. This is an extremely important policy and must be followed without exception.
A Deposit Form is used to list all checks and cash when making your deposit.

To Submit a Purchase Order
1. Acquire the correct Requisition Form from the office.
2. Name and Address of a KCS Approved Vendor
3. Account number or name of funds from which the purchase is to be made (check with Holly or Ms. Spencer for information if needed)
4. List of items to be purchased-catalog item number, quantity, price, description, etc. 5. Include the total cost of your purchase
6. Include shipping costs-if you do not know the shipping costs, contact the company for more information. Shipping costs are usually estimated at 8-10% of total cost purchase.
7. Turn completed requisition form into the principal for signature.

To Purchase from CREDE Warehouse
To order items from the warehouse, fill out the **Warehouse Requisition Form** identifying what funds are to be used and give to your secretary to process. Use the KCS warehouse catalog to find items.

SCHEDULE

Morning Arrival/Breakfast

- Students in K-2 will eat breakfast in the cafeteria. Grades 3-5 will eat breakfast in the classroom.
- Teachers should be in their doorway to greet students and also monitor their classroom.
- Designated personnel (see Duty Schedule) will monitor the hallways to allow teachers to focus on their classroom.
- When students are tardy, they will get a tardy slip from the office. It is not their fault, they are tardy, please make them feel welcomed.

Evening Dismissal:

- Staggered dismissal will begin at 1:50.
- Do not leave your classroom until your grade level has been called.

SAFETY

Safety Procedures
Each classroom will have a KCS Crisis Prevention and Response Plan Quick Reference Guide.

Students should never be left in an unsupervised classroom or hallway. Students should never be allowed to enter an unsupervised classroom and wait for a teacher to report to class. Nor should they ever be left unattended in the hallway. Any teacher who must be out of the classroom during instructional time should contact the office. Each teacher is responsible for the condition of his/her assigned classroom. To protect or guard against damage to assigned areas of the building, each teacher must supervise students at all times in their classroom. The supervision of students includes instruction, safety, and the care and maintenance of school equipment, furniture, and supplies.

Emergency Communication
In the event of an emergency, immediately notify the administration using the emergency button, walkie talkie, or cell phone.

Communication
For non-emergency communication or assistance, contact administration using the white call button or your cell phone.

Fire Drills
A total of at least ten (10) fire drills will be conducted each year. Two of the ten drills will be held during the first ten days of school. The purpose of these drills is to teach routines and learn exit routes. An exit route is to be posted on the right side of each classroom door (entrance).

ID Badges/Classroom Keys
ALL staff members will consistently wear their KCS ID Badge each day. If you do not have an

ID badge, please contact the central office for assistance. You should also keep your classroom keys on you at all times as all classroom doors are to remain locked at all times for security purposes.

Exterior Doors
All exterior doors will remain shut and locked at all times. Teachers and staff will use their ID Badge to gain access to the school building. Direct any person trying to come in an exterior door to the main entrance and the office.

Protocol for Reporting Neglect, Abuse or Suicide
If you suspect that a child is the victim of neglect or abuse, you are **mandated** to report your suspicion. Include the name of the child, what you observed that raised your suspicion, how and where you made this observation, and the date. This should be reported to both the principal, counselor and proper authorities (Title IX representative, DHHR, police, etc.). This report must be made in a timely manner and the same day it is suspected in order to execute the proper responses.

If you receive information regarding a threat or risk of suicide by a student or an employee, you are to notify the principal immediately, escort the individual considered at-risk of suicide to the principal or assistant principal. In NO case should the individual concerned be left alone for any reason.

TECHNOLOGY

Computer Usage
Each teacher has been assigned a MacBook and an iPad for professional use and with a unique log-on/password. Each teacher must sign an **Acceptable Use Policy** agreement annually, included in your SafeSchools. It is expected that computers will be used in conjunction with the employee's current job assignment. Technology should only be used for professional purposes.

Movies
Movies cannot be shown for any reason without administration approval. Movies should supplement other instructional strategies. If a movie is watched, and it has a PG rating, there must be parent consent. Parents will be advised that a movie will be watched and the parent will give permission.

VISITORS

Visitors/Volunteers
Visitors will be permitted once they have signed in to the office and they are wearing an ID Badge. If there is a visitor without a badge, please ask them to go to the office and get a badge. No visitor must go beyond the office without a yellow visitor pass. Volunteers cannot be left alone with a student. This includes Grannys, reading volunteers, and students from West Virginia State University.

Dismissal

It is important that all staff follow the dismissal procedures so that students are safe and where they need to be for efficiency. Please do not let students just go and do what they want during dismissal. Students are supposed to be in the cafeteria if they are car riders, walkers, or Emmanuel, so that they can be called to go out back. Bus students will be taken to the buses. Grade levels will be dismissed at certain times. Please do not dismiss before or after your grade level is dismissed. It is important you listen during announcements so that you can take your students where they need to be.

*** The Staff Handbook is subject to change and staff will be notified immediately once improvements and decisions are made.**