

Dear Parents,

The staff at Dunlow Elementary is very excited to begin the new 2015-2016 school year. We feel privileged to be able to serve the students of this community.

This handbook includes information that will be helpful to you as the year progresses. If you have any questions, please feel free to call the school office at (304) 385-4376.

Parent involvement is so important to student achievement. I encourage you to become involved with your child's education. Please know that you are welcome to participate in our parent volunteer program, fundraisers, and parent-teacher conferences throughout the year. Your participation will help increase student and school success.

You are the biggest influence in your child's life. Therefore, it is important to place great emphasis on education. When the importance of education is stressed to students, they will likely adopt the same beliefs. The value you place on education will make a difference as it will encourage your child to work to his/her full potential so that academic achievement can be attained.

I am looking forward to a productive and exciting year and working with you and your children.

Again, if we can be of any further assistance, please call.

Sincerely,

Kim Mills
Principal

"Enter to Learn, Leave to Achieve"

SCHOOL SCHEDULES

Daily Schedule

7:30	Students go to Classrooms
8:00	School Begins/Tardy Bell
10:50 –11:50	Lunch
3:00	School Dismisses 1 st Bus Runs
3:25	2 nd Bus Runs
3:30	Last Bus Runs

Faculty Senate Meetings

Staff meetings are held throughout the year.
School will dismiss two hours early on these dates:

October 8

December 18

March 3

May 24

Holidays for Students

Monday, September 7	Labor Day
Tuesday, November 11	Veterans Day
Mon. - Fri. November 23-27	Thanksgiving Break
December 22 – January 3	Christmas Break
Monday, January 18	Martin Luther King Day
Mon.-Fri. March 28-April 1	Spring Break
Monday, May 10	Primary Election
Wednesday, May 25	Last Day for Students
Monday, May 30	Memorial Day

HANDBOOK

DISCRIMINATION POLICY

In accordance with the Federal law and the U.S. Department of Agriculture (USDA) policy, Dunlow Elementary School is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability against students and employees as required by these laws: Title IX of the Civil Rights Act of 1964. Title VII of the Civil Rights Act of 1964; Executive Order 11246 (as amended by E.O. 11375). 1968: Federal Policy Interpretation No. 2 (religious objection to participation in coeducational classes) of 1978: Section 504 of the Rehabilitation Act of 1973.

If a student or employee believes there has been discrimination on the basis of sex, marital status, race, color, national origin, age or handicapping condition, they may make a claim that rights have been denied. This claim or grievance may be filed formally with Debbie Russell, Elementary Coordinator. Wayne County Board of Education, P.O. Box 70, Wayne, WV 25570. Phone (304) 272-5116.

You may also file a complaint alleging discrimination by writing USDA, Director, Office of Civil Rights, 1400 Independence Avenue SW, Washington, DC 20250-9410 or call toll free, (866) 632-9992 (Voice). Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay at (800) 877-8339 or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.

STUDENTS RIGHTS AND RESPONSIBILITIES

All students have the right to equal opportunity education. All students have access to a copy of the handbook "Student Rights and Responsibilities". Please ask your teacher or principal.

VISITORS TO SCHOOL

All visitors to the school must use the security camera button outside to be permitted to come in. In order to avoid interruptions to the learning process, please call or send a note to the school for an appointment if you need to have a conference with a teacher. No visitor will be permitted past the office without consent from the principal.

If you pick your child up early, you must sign the child out in the office for safety reasons.

STUDENT PROGRESS REPORTING

An effective program of evaluation must include a wide range of evaluative devices such as observation, conferences, homework, standardized tests, teacher-made tests, individual and/or group projects and pupil self-evaluation. A careful record of evaluations of students is recorded in the grade book. Absences from school are not used as penalties in grading but students and parents must understand that valuable instruction will be lost during absences.

A report card will be sent home every six weeks. These will be sent home with all students. This will allow you to see how well your child is doing in class and will allow time for your child to bring up his/her grades as needed.

Explanation of Grades - Kindergarten – 2nd Grade

The kindergarten through second grades will use a developmental scale. The evaluation will be an inventory of skills to be achieved for that particular grading period.

	Of capacity	
Explanation of Grades 3-5		
A.....	Excellent Progress	93-100%
B.....	Above Average	85-92%
C.....	Satisfactory Progress	75-84%
D.....	Minimum Progress	65-74%
F.....	Does not do assignments	
	At level of capacity	Below 64%

Two Parent Teacher Conferences will be held throughout the school year. These conferences will be from 3:30-6:00.

PROMOTION GUIDELINES

The Wayne County Board of Education believes that it is THE STUDENT who must benefit when retention is being considered. Although parents/guardians will be notified and consulted throughout the school year, the school board recommends that the final decision regarding promotion/retention remain at the school level.

From the commencement of this policy, every effort will be made to see that students enter Third Grade on level. Most retentions will occur in Kindergarten, First and Second Grade; therefore, it is possible that a child could be retained two times in K-2 Block. A student will be retained in the Third, Fourth, or Fifth grade if it is in his/her best interest.

The following steps will be followed when a student is being considered for retention:

1. The teacher will discuss the possible retention with the principal. If they are in agreement, the parent will be notified.
2. The teacher will request a meeting with the K-5 Curriculum Team or SAT Team. An intervention plan will be developed.
3. If interventions are not successful, the student will be considered "at-risk" for retention.
4. The teacher will complete Light's Retention Scale and Retention Worksheet and be prepared to discuss these along with other pertinent data collected by the teacher.
5. The report card should reflect that the student is being considered for retention, is experiencing academic difficulties, and is working below level.
6. The principal and teacher will arrange a conference as early as possible to discuss possible retention. The conference will occur no later than the first parent teacher conference of the school year. Documentation of the conference will be kept. Note: If the parent/guardian fails to respond to the conference at any time in the process with the teacher, the teacher will make note and keep documentation of such.
7. The decision to retain or promote rests at the school level and the decision is final.
8. If a parent requests retention, equal consideration will be given to this request.

The following factors will serve as a framework to be considered when retention is a possibility.

1. Poor Academic Performance – the student is consistently working below level for his/her age and developmental level.
2. Academic History – Low or below average on SMARTER BALANCED ASSESSMENT, poor reading and math test scores.
3. The student's age/maturity level.
4. School attendance
5. History of behavior problems
6. Previous retentions
7. Level of intelligence
8. History of learning disabilities
9. Parent's interest in school work
10. Student's life experiences will be considered.
11. Family moves
12. Emotional problems
13. Student's interest in school work.

Attendance Policy

Students will be counted tardy after 8:00AM. Students will be counted a half-day absent if they are signed in after 9:30AM or if they are signed out before 1:30PM.

Students who accumulate more than 10 tardies will be referred to child protective services (CPS).

After 3 unexcused absences, a letter will be sent home from the school.

After 5 unexcused absences, a conference will be held to discuss the absences.

After 10 unexcused absences, an official letter will be mailed from the county attendance office and there could be a referral made to family court.

MEDICATIONS

In order for students to be administered medication at school the school must have on file written permission from the doctor. Forms are available in the school office. **No medicine will be given or may be brought to school to be taken by the student without the form signed by the doctor.** Parents must bring medicine to school in the **original bottle**. Do not send medicine by the student. This is to protect your child as well as other students. Medicine will be kept locked in the school office and an administration log will be kept. The first dose of any prescription must be given at home. Emergency numbers in case of reaction must be provided. Non-prescription medications may be given with a doctor's signature.

WE CANNOT GIVE ANY MEDICATION (INCLUDING COUGH DROPS) TO ANY STUDENT WITHOUT WRITTEN DOCTOR'S ORDERS.

SCHOOL ADMISSION POLICY

According to West Virginia State Law, children who reach the age of five (5) prior to September 1st are eligible to attend kindergarten. Each school will hold a scheduled enrollment in May.

To be admitted to Dunlow Elementary the following documents must be submitted:

Certification of Live Birth

Up-to-date Immunization record

No student will be enrolled without these records. Any student living outside Dunlow Elementary School District must have written permission from the Wayne County Board of Education before enrolling. Intra-transfer forms may be obtained from the school office or the Wayne County Board of Education Office located in Wayne, WV.

SCHOOL DELAY AND CLOSING

Radio and TV will make announcements when regular school schedule is changed due to inclement weather. If school is delayed by one or two hours you should plan for buses to run accordingly. The beginning of school will also be delayed by the same amount of time. If you bring your child to school you should delay for the same amount of time as the announcement. Please do not drop your child off at the school before 8:15 on a one hour delay or 9:15 on a two hour delay. No one is on duty to watch the students before these times. If your child's bus does not run in the morning, it will more than likely not make the evening run. If you bring your child to school on the mornings that the bus may not run, you need to also pick them up in the evening.

The W.A.R.N. system is designed to call each home in the event that school is closed. It will be implemented this year. If you have any questions, please call.

EMERGENCY EARLY DISMISSAL

Please discuss with your children where you want them to go if school is dismissed unexpectedly. The staff makes every effort to contact parents if students do not know what to do, however; we are limited in the number of calls we can make in a short period of time. The school must have on file a list of emergency numbers and locations for all students.

MISSED WORK FOR ABSENCES

Within the following time lines students with absences are responsible for all work missed during absences. There may be no withholding of grades unless the student, after given an opportunity to make up the work, fails to do so.

Upon return to school, a student will be granted time to complete work missed during absences. It is the student's responsibility to request make up work within twenty-four (24) hours of returning to school.

Upon teacher approval, additional time may be granted to complete work missed by documenting and signing an agreement with the teacher, which shall be retained by the teacher until final grades are calculated at the conclusion of the school year.

All teachers and School Attendance Coordinators have the responsibility to encourage audits in a timely manner to insure that the requirements of the Wayne County Board of Education Attendance Policy are being met. For any student who has been absent ten (10) or more days during the school year, teachers will audit the records of such students using the attendance notes on file. The nature of the absence should be verified in sequences. Teachers should initiate communication with the parent(s) of any students exhibiting excessive absences prior to the referral to the Principal for a formal procedure to be initiated. Documentation of communication with the home must be maintained. These materials may be used in court. Should a student be absent five (5) consecutive days or ten (10) absences cumulatively per term, the disposition of the case will be based on West Virginia (Code 18-8-4). Furthermore, parents/guardian/student will receive notification at five (5) days and ten (10) days concerning students who are in danger of not achieving the minimum amount of instruction needed in order to be promoted to the next grade level.

If a student is unable to attend school, due to medical reasons, for an extended period of time, home instruction can be provided. Home instruction forms must be signed by a physician and returned to the school. Those forms may be obtained from the Central Office or Dunlow Elementary.

LICE POLICY

All students will be checked periodically for head lice either by the teacher, principal or school nurse. If lice are found, the parents will be notified and the student will be sent home from school. Students may **not** return to school until all bugs are gone from the hair. Students may return to school after all evidence of lice is gone. **The school will require a statement from the health department or physician.** Parents should contact the school if their child contracts lice so that all students in that class may be checked.

HOMEWORK FOR STUDENTS

The educative process operates throughout our waking hours and although the schools provide an essential part of our education, the home also plays a vital role. "Homework" in education is important. Children learn what they live and then live what they have learned.

It is recommended that there be some home study assignments at all instructional levels. The type and amount should vary with the grade. Teachers must use good judgement in the amount of work assigned each child. All work should be planned so that pupils can complete it without parental assistance. Primary children should not work more than thirty minutes. Intermediate students should not work more than forty-five minutes total. Please ask your child about their homework every night.

Primary children can profit much from supplementary reading done at home. Practice on number facts after understanding has developed is also helpful. The teacher's time is too valuable to spend on excessive drill sessions that can just as easily be done at home.

FINE ARTS CLASSES

Each student receives instruction in art and music at least one time per week. Additional opportunities are provided through art shows and musical performances. Teachers are at Dunlow Elementary each week to teach these classes for grades 1-5. These classes are incorporated into the kindergarten curriculum.

PHYSICAL EDUCATION CLASSES

State law requires that all children have physical education classes. These classes will be held outdoors unless it is very cold or raining. All children are expected to participate in these activities. If your child is ill and you do not want them outside, you must send a note to the teacher stating the reason. All students, 4-5, must participate in the Fitnessgram which is administered in the spring each year. Students need to have proper shoes for Physical Education Class. Our PE classes meet on Wednesday, Thursday, and Friday.

CRISIS PLANS

Wayne County Schools has adopted a Crisis Plan. A copy of the Plan is at the board office for public viewing. Dunlow Elementary also has a Crisis Plan for Emergencies.

COMPUTER LAB

Each student at Dunlow Elementary receives computer-assisted instruction every week. This instruction consists of basic computer skills and academic instruction in the areas of reading and math. This is part of the curriculum and is required for each student. Additionally, students may access the Internet as part of a class. All students will receive instruction as to proper use of the Internet and must have a signed acceptable use agreement on file that contains the signatures of the student, parent, and teacher prior to being allowed to use the Internet.

LUNCH AND BREAKFAST PROGRAM

A wholesome and nutritious lunch and breakfast will be served on all school days. Free and reduced lunch applications should be filled out every year. We must keep one form per family on file in the office. The school is required to verify a percentage of qualified applications. Applications are chosen randomly and verifying information is requested from the family and must be furnished.

Community Eligibility Option (CEO)

Wayne County Board of Education participates in a program that provides free meals in schools that have 40% or more students directly certified. Dunlow Elementary is again eligible to participate in the program this year.

In order for this program to be a success and continue, we must increase participation. You can do your part by encouraging your son/daughter to take breakfast and/or lunch in the cafeteria.

Remember: It is vital to apply for free/reduced lunch. Please make sure to fill out all lunch forms.

Menus will be sent home monthly. At certain times it may be necessary to change the menu. It will be done without prior notice.

SCHOOL BUS SAFETY

Wayne County school bus drivers are known for their safe transportation record. This is greatly due to the cooperation of the parents and students in maintaining bus safety regulations. At all times, student safety is a priority. Please review the following state school bus regulations, and safety tips. Bus rules apply to field trips, special events, and daily bus transportation.

The bus operator is in full charge of students and passengers. This is a big responsibility. Students must obey the driver promptly and respectfully.

Maintain a conversational tone of voice and use classroom manners on the bus.

Students must not put arms or heads out the window at any time; please remain seated.

No objects of any kind, including paper, may be thrown out of a bus window.

Students must stop talking and remain quiet at railroad crossings; the driver **MUST** be able to hear train signals.

Proceed safely and alertly when getting on and off the bus. If you have to cross in front of the bus getting on or off, walk well out in front of the bus so the driver can see you. Buses will continue the flashing lights until students have reached a safe destination.

Students who must continually be corrected for violating these rules may be denied transportation privileges on a school bus for a period of time. Due warning will be given and parents will be notified of any disciplinary procedures.

Please get to know your child's bus driver and discuss any concerns you may have with them. Wayne County bus drivers play an important role in your child's school day.

TEXTBOOKS AND SUPPLIES

The Wayne County Board of Education will provide free textbooks and other instructional materials that are necessary for use in the classroom. There is no supply fee. Please stress with your child the importance of taking care of the books and materials. Children will have to pay for books they lose or damage.

DISCIPLINE

In order for children to obtain the best education possible, appropriate behavior must be maintained within the school. Encourage your child/children to follow all rules and the Student Code of Conduct. We must all work together to ensure that your child is provided with the safest learning environment.

Dunlow Elementary will follow the West Virginia Student Code of Conduct.

In order for every student to have the opportunity to reach his/her potential, every student in public schools of Wayne County shall:

1. Attend school faithfully, complete his/her assignments on time, and work to his/her full potential.
2. Behave in a manner that does not disrupt classroom learning or the operation of the school.
3. Obey teachers and principals and others in authority.
4. Refrain from aggressive or threatening behavior toward fellow students, teachers, or other school staff.
5. Refrain from the possession or use of any weapons, illegal drugs, alcohol, or tobacco products.

Every classroom teacher employs positive discipline techniques in order to maintain classroom control. Occasionally, further measures must be taken to ensure that student learning is not disrupted. If classroom techniques do not stop the disruption, students will be sent to the principal for further discipline. Parents will be notified of action taken and parent input is encouraged. Fighting and assaulting other students will result in out of school suspension.

Bobcat Bucks

The State of West Virginia requires that each school have a responsible student program that encourages students to be responsible for their materials, homework, and actions. Dunlow Elementary operates a program called "Bobcat Bucks" as their responsible student program. This program does not replace the discipline program but encourages students to become more responsible in a positive manner.

“Bobcat Bucks” is a program that rewards students who meet the standards that have been set by the teachers as a group. All students will begin with 10 Bobcat Bucks each month. It is their responsibility to maintain these bucks by displaying appropriate behaviors throughout the instructional day. Students will lose a buck each time they display an inappropriate behavior. At the end of each month, students will be rewarded based upon the total amount of bucks they have obtained.

Student behavior has an impact on learning. Therefore, we want to always encourage good behavior so that learning is enhanced among students. This program will help provide students with a safe learning environment that is conducive to learning.

Students will be given a student assignment notebook (Grades 1-5). Assignment books at Grades 1 and 2 will serve as a communication tool between the classroom teacher and home. At grades 3-5, the assignment book becomes the first step in teaching students very basic organizational skills that they will need in the upper grades. Parents are asked to check the assignment book nightly, together with their child and to sign the book once a week. Daily work and homework assignments will be listed in the assignment book. Use of the assignment book will be linked to the Bobcat Bucks Program, as it is appropriate in each grade level.

Expectations of Students:

1. Students are in attendance for the full day. The school day begins at 7:30 AM and ends at 3:00 PM. Students will be considered tardy at 8:00 AM.
2. Students are in their seat and prepared for class by having pencil, paper, and books needed for classroom instruction. This includes the student assignment book.
3. Students will maintain a neat work area.
4. Students will complete homework as required by the classroom teacher.
5. Students must follow the proper hallway traffic patterns and use inside voices in the halls.
6. Cafeteria rules will be followed:
 - a. No running
 - b. No loud voices
 - c. During lunch, students must raise their hand and be recognized to leave their seats.

7. Students must follow computer lab rules. (Students who destroy or deface the computer equipment will be sent to the principal.)
8. Students will follow playground rules:
 - a. One student at a time on the ladder equipment.
 - b. Students will put trash in the trashcans.
 - c. Students will keep their hands to themselves.

Classroom teachers may also add to this list as it applies to their individual classes and these standards may change as needs arise.

Students with less than 15 points at the end of the six weeks will attend a “discussion” session with the principal about ways to rectify the behavior. If the behavior does not improve, parents will be notified and discipline procedures will begin.

WHEN SHOULD YOU KEEP YOUR SICK CHILD HOME?

--IF YOUR CHILD HAS A FEVER (a temperature of 100 and above can be considered a fever)

--WHEN YOUR CHILD HAS VOMITING AND DIARRHEA.

--IF YOUR CHILD HAS ITCHY, RED EYES THAT ARE COVERED WITH YELLOWISH DRAINAGE PARTICULARLY IN THE MORNING WHEN THEY GET UP (This could be pinkeye.)

--WHEN YOUR CHILD HAS A PAINFUL SORE THROAT (especially if they also have a fever, rash, complain of headache or nausea, or you can see white patches on the tonsils or the back of the throat.)

--IF YOUR CHILD HAS BEEN DIAGNOSED WITH STREP THROAT HE/SHE SHOULD STAY HOME UNTIL THEY HAVE BEEN TAKING ANTIBIOTICS FOR 24-48 HOURS AND DO NOT HAVE A FEVER.

--IF YOUR CHILD HAS OPEN SKIN SORES OFTEN KNOWN AS FALL SORES OR IMPETIGO

--THE FIRST 24 HOURS YOUR CHILD IS ON AN ANTIBIOTIC. (Most antibiotics will be ordered to be given 3 times a day, these can and should be spaced out so that these medications will not have to be administered while your child is at school.)

Nose, mouth and eye secretions are the most common source of respiratory infections. The secretions are usually spread by contaminated hands, but coughing and sneezing can also spread infectious droplets through the air. GOOD HANDWASHING HABITS can prevent the spread of many illnesses.

For more information, call the School Nurse's office at 272-3226

STUDENT ACCESS

It is essential that the school limit access to students during the instructional day. We strive to provide the best possible learning situation as safety. To help us, we ask that you observe the following:

1. Please begin your visit in the office when you enter school property.
2. You must sign in as a visitor and receive a visitor badge.
3. Students must be signed out in the office when they leave school during the day. You may be asked to provide identification.
4. Notify the school in writing of any special instructions regarding who may talk to or remove your child from school property. (Proper legal documentation must be on file in the school office to deny access to a child's parent.)
5. Students are not allowed to bring visiting friends or relatives to school to spend the day.
6. We will not be able to deliver messages during the school day regarding a change of plans or where students need to go after school. This must be done in writing and sent with the student when they arrive at school. Please do not call the school to leave messages unless it is an emergency. Students will not be allowed to ride a different bus without written permission from the parent.

TELEPHONE USE

The school telephone is extremely busy during the school day with school business. The telephone is not to be used by students making arrangements to go home with friends, etc. Class will not be interrupted to have a student or teacher take a call unless it is an emergency. It is extremely difficult to notify everyone when this happens. Class will not be interrupted for phone calls. Please make arrangements at home and send a note with your child regarding the arrangements.

Policy 4373- Wayne County Expected Behaviors in Safe and Supportive Schools Policy

http://boe.wayn.k12.wv.us/pdf/WCS_4373.pdf

Printed copies are available upon request in the school office.

School Parental Involvement Policy

PART I. GENERAL EXPECTATIONS

Dunlow Elementary agrees to implement the following statutory requirements:

- Consistent with section 1118, the school will ensure that the required school level parental involvement policy meets the requirements of section 1118 of the ESEA, and includes, as a component, a school-parent compact consistent with section 1118(d) of the ESEA.
- Schools will notify parents of the policy in an understandable and uniform format and, to the extent practicable, in a language the parents can understand. The policy will be made available to the local community and updated periodically to meet the changing needs of parents and the school.
- In carrying out the Title I, Part A, parental involvement requirements, to the extent practicable, the school will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under section 1111 of the ESEA in an understandable and uniform format and including alternative formats upon request and, to the extent practicable, in language parents understand.
- If the school-wide program plan for Title I, Part A, developed under section 1114(b) of the ESEA, is not satisfactory to the parents of participating children, the school will submit any parent comments with the plan when the school submits the plan to the local educational agency (school district).
- The school will involve the parents of children served in Title I, Part A schools in decisions about how funds reserved under this part are spent for parent involvement activities. The school will build its own and the parent's capacity for strong parental involvement, in order to ensure

effective involvement of parents and to support a partnership among the school, parents, and the community to improve student academic achievement.

- The school will provide parental involvement activities under section 1118 of the ESEA in the areas of improving student achievement, child development, child rearing, and additional topics parents may request.
- The school will be governed by the following statutory definition of parental involvement, and will carry out programs, activities, and procedures in accordance with this definition:

Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring:

- A. That parents play an integral role in assisting their child's learning;
- B. That parents are encouraged to be actively involved in their child's education at school;
- C. That parents are full partners in their child's education and are included, as appropriate, in decision making and on advisory committees to assist in the education of their child;
- D. The carrying out of other activities, such as those described in section 1118 of the ESEA.

PART II. DESCRIPTION OF HOW SCHOOLS WILL IMPLEMENT REQUIRED SCHOOL PARENTAL INVOLVEMENT POLICY COMPONENTS

NOTE: The School Parental Involvement Policy shall include a description of how the school will implement or accomplish each of the following components.

[Section 1118, ESEA.]

1. Dunlow Elementary School shall take the following actions to involve parents in the joint development and review of its school parental involvement policy under section 1118 of the ESEA:

We have a parent meeting at the beginning of the year along with multiple PTO meetings. The policy is included in our handbooks. The entire Title I Plan is open for review for a two week period in September. Our school's Parental Involvement Policy is reviewed each spring at a parent planning meeting.

2. Dunlow Elementary shall take the following actions to involve parents in

the process of planning, joint development of the program, review and improvement of programs under Title I Part A of the ESEA:

The plan is discussed at Open House and put on review for two weeks. Parent surveys and a needs assessment are conducted yearly. There is an annual Spring Planning Meeting to review the parent policy, and the policy is included in our handbook.

3. Dunlow Elementary shall hold an annual meeting to inform parents of the school's participation in Title I, Part A programs, and to explain the Title I, Part A requirements and the right of parents to be involved in Title I, Part A programs. The school will invite all parents of children participating in Title I, Part A programs to this meeting.

The Title I Informational Meeting is part of Open House.

4. Dunlow Elementary shall provide parents of participating children information in a timely manner about Title I, Part A programs that includes a description and explanation of the school's curriculum, the forms of academic assessment used to measure children's progress, and the proficiency levels students are expected to meet.

Notes are sent home at the beginning of the year along with handbooks containing the district's and school's parent involvement policies as well as bullying and attendance policies. SMARTER BALANCED ASSESSMENT information is sent home. An informational meeting is conducted at Open House. Parent-Teacher Conferences are also scheduled throughout the academic school year.

5. Dunlow Elementary shall, at the request of parents, provide opportunities for regular meetings, held at flexible times, for parents to formulate suggestions and to participate, as appropriate, in decisions about the education of their children. The school will respond to any such suggestions as soon as practicably possible by:

Our handbook lists county scheduled Parent/Teacher Conferences. In addition, teachers may be available before/after school or during their planning times. Monthly PTO and Parent Volunteer Meetings, as well as Parent Trainings, Open House and LSIC meetings are offered. Spring Title I Planning Meeting and a Fall Title I Plan Review occur.

6. Dunlow Elementary shall provide each parent an individual student report about the performance of their child on the State assessment in at least math, language arts and reading by:

All assessment results and grade cards are sent home, informing parents of their child's academic performance. Explanatory SMARTER BALANCED ASSESSMENT information is sent to individual homes from the county office during the summer. Teachers discuss individual student strengths and weaknesses with parents.

7. Dunlow Elementary shall take the following actions to provide each parent timely notice when their child has been assigned or has been taught for four (4) or more consecutive weeks by a teacher who is not highly qualified within the meaning of the term in section 200.56 of the Title I Final Regulations (67 Fed. Reg. 71710, December 2, 2002):

The highly qualified letter is sent to each parent of that teacher. In addition, Parent Notification letter from the county Superintendent and county Director of Federal Programs stating that all parents have the right to request professional qualification information about their child(ren)'s teachers is sent to each home.

8. Dunlow Elementary shall provide assistance to parents of children served by the school, as appropriate, in understanding topics by undertaking the actions described below:

- The state's academic content standards;
- The state's student academic achievement standards;
- The state and local academic assessments including alternate assessments;
- The requirements of Title I Part A;
- How to monitor their child's progress; and
- How to work with educators:

All the above are explained in the handbook and at Open House. A Title I Informational Meeting, also takes place during Open House. Informational pamphlets and/or alternate assessment pamphlets are sent home prior to taking SMARTER BALANCED ASSESSMENT. Report cards are sent home every six weeks and two evening parent conferences are scheduled throughout the school year. A parent training entitled "How to Work With Your Child's Teacher" and another, "Be a School Volunteer" is offered each school year. In addition, the County Parent Resource Office offers monthly trainings at various county sites on topics such as child development and child rearing. Finally, some parents attend Dunlow Headstart/Pre-K Program's parent trainings.

9. Dunlow Elementary shall provide materials and training to help parents work with their children in the areas of improving student achievement, (including literacy training and using technology) child development, child

rearing and additional topics parents may request.

Parent trainings take place and are listed above multiple times. Also, each teacher provides a training session for his/her class' parents on Content Standards and Objectives and helping students with homework in the areas of reading/math/study skills. Teachers suggest appropriate Internet sites and booklets/pamphlets on various topics which are made available to parents. For other trainings refer to question #8.

10. Dunlow Elementary shall, with the assistance of its parents, educate its teachers, pupil services personnel, principals and other staff in how to reach out to, communicate with, and work with parents as equal partners in the value and utility of contributions of parents, and in how to implement and coordinate parent programs and build ties between parents and schools, by:

All Title I rules are followed by the school to ensure equal partnership and understanding of the school's implementations. A teacher training entitled "How to Work With Parents" is presented at the first teachers' meeting in the Fall of each school year. Topics from monthly newsletters from "Educators' Notebook on Family Involvement" are also discussed at this meeting. In addition, the Title I Parent Coordinator serves as the liaison between the parents and the school. She recruits volunteers for various activities throughout the school year such as book fairs, Santa's Workshop, copying papers, attendance/discipline rewards, and AR. We are also very fortunate to have an active, supportive PTO.

11. Dunlow Elementary shall, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, Home Instruction Programs for Preschool Youngsters, and the Parents as Teachers Program, public preschool and other programs. The school will also conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children, by:

As written before in this plan, the school works collaboratively with outside entities. Dunlow's Head Start/Pre-K eats lunch with our students daily. They are also invited and attend any of our special programs such as Magic Show (Character Ed.), Seeing Eye Dog, Seasonal Music Programs and end of year "Fun Day". They are invited to attend Title I Parent Trainings, Planning Meetings, Open House and Informational Meeting. Refer to #8, #9 for more.

12. Dunlow Elementary shall take the following actions to ensure that information related to the school and parent-programs, meetings, and

other activities is sent to parents of participating children in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand:

All notes, letters, compacts, etc. are written in a way that parents can read and understand. Parents can also access academic information through Engrade. Dunlow Elementary also has a website to inform parents of school activities and upcoming events.

PART III. DISCRETIONARY SCHOOL PARENTAL INVOLVEMENT POLICY COMPONENTS

NOTE: The School Parental Involvement Policy may include additional information and describe other discretionary activities that the school, in consultation with its parents, chooses to undertake to build parents' capacity for involvement in the school to support their children's academic achievement, such as the following discretionary activities listed under section 1118(e) of the ESEA:

- Involving parents in the development of training for teachers, principals, and other educators to improve the effectiveness of that training;
- Providing necessary literacy training for parents from Title I, Part A funds, if the school district has exhausted all other reasonably available sources of funding for that training;
- Paying reasonable and necessary expenses associated with parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions;
- Training parents to enhance the involvement of other parents;
- Arranging school meetings at a variety of times, or conducting in-home conferences between teachers or other educators who work directly with participating children, arrange meetings with parents who are unable to attend conferences at school in order to maximize parental involvement and participation in their children's education;
- Adopting and implementing model approaches to improving parental involvement;
- Establishing a school parent advisory council to provide advice on all matters related to parental involvement in Title I, Part A programs;
- Developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities.

PART IV. ADOPTION

This School Parental Involvement Policy has been developed jointly with, and agreed on with, parents of children participating in Title I, Part A programs, as evidenced by written documentation.

This policy was adopted by **Dunlow Elementary** on **April 16th** and will be in effect for the **2015-2016** school year. The school will distribute this policy to all parents of participating Title I, Part A children on or before **October 1, 2013.**

(Signature of Authorized Official)

(Date)

SCHOOL-PARENT COMPACT

2015-2016

School Responsibilities:

The Dunlow Elementary School will:

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards as follows: SPL (Support for Personalized Learning) reading model, teaching the 5 essential components of reading using research-based strategies, Standards Based Math, Integrated Curriculum, Highly-Qualified Teachers, Small group instruction, cooperative learning, use of technology by staff and students.
2. Hold parent-teacher conferences during which this compact will be discussed as it relates to the individual child's achievement. Those conferences will be held in the fall and spring of each year.
3. Provide parents with frequent reports on their children's progress. 6 week report cards, SMARTER BALANCED ASSESSMENT, WV Writing Assessment, STAR Enterprise for Early Literacy (reading and math reports), Data Notebooks
4. Provide parents reasonable access to staff. Open House, Fall/Spring Parent Conferences, pre-scheduled conferences (by phone or in person) during the teacher's planning times.
5. Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities as follows: Parents may be asked to assist with props, costumes, and backgrounds for school music programs, plays or other projects. Parents may also volunteer for Read Alouds, library and nutritional activities.
6. Provide a safe learning environment. Specifically, a proximity door has been installed, drinking water is tested as required, and emergency notification cards are kept in the office and utilized when necessary. In addition, the school's emergency plan will be practiced each year. These include LOCK-IN, SHELTER IN PLACE OR BAD WEATHER, EVACUATION, and fire drills.

Parent Responsibilities

We, as parents, will support our children’s learning in the following ways:

1. Monitoring attendance.
2. Making sure that homework is completed.
3. Monitoring amount of television your children watch.
4. Volunteering, if possible.
5. Participating, as appropriate, in decisions relating to my children’s education.
6. Promoting positive use of my child’s extracurricular time.
7. Staying informed about my child’s education and communicating with the school by promptly reading all notices from the school or the school district either received by my child or by mail and responding, as appropriate.
8. Serving, to the extent possible, on policy advisory groups, such as being the Title I, Part A parent representative on the school’s School Improvement Team, the Title I Policy Advisory Committee, the District wide Policy Advisory Council, the State’s Committee of Practitioners, the School Support Team or other school advisory or policy groups.

This compact is voluntary and not legally binding.

_____	_____	_____
School	Parent(s)	Student
_____	_____	_____
Date	Date	Date

(PLEASE NOTE THAT SIGNATURES ARE NOT REQUIRED)