August 9, 2019

Dear Parents and Students:

Welcome to Melrose Elementary School, home of the Cardinals. This handbook contains basic school information. Parents will receive additional information about school and county policies and procedures in the student calendars and through classroom and school newsletters periodically. Policies and procedures are subject to change at county, state and/or school level as discretionary.

This school year, we look forward to a supportive and steadfast home-school partnership. Parent involvement is encouraged and welcomed. There will be countless opportunities for you to attend school events and to volunteer. Please be sure to sign up as a Popcorn Popper Volunteer with Mrs. Manley, classroom and/or Read Aloud Reader with your teacher, bulletin board assistant, SOAR Program Volunteer, LSIC and Safety Committee member, PTO member, or a host of other things!

In the morning, staff will be on duty from 6:38-7:20 in the cafeteria and at the bus door. The earliest a student may be dropped off is at 6:38 in the church parking lot from which they will enter the school through the bus door. Students may begin entering through the WV door from the church and loop when staff arrives there for duty from 6:50-7:20. At that point, students will need to enter through the door until 7:30, which is when the bus door will be locked. Parents will then need to enter through the front door for signing in their child for being tardy. In the afternoon, kindergarten students and siblings may be picked up at the WV door at 2:15. Parent pick-up for the remaining students begins at 2:25. K-2 students will remain at the WV door while 3-5 students will be escorted by a staff member to the loop to be picked up. When picking up students from the church, you must come to the WV door; students will not be sent up to the parking lot. Daycare students will be picked up from the cafeteria at 2:25; daycare providers are to park in the staff parking lot and will enter through the front door to the cafeteria to be seated; a staff member will be on duty.

Only staff will park in the front of the school. If you need to pick up your child for early dismissal prior to 10:00 am, park in the church lot and enter through the front door where a BUZZ IN system is in place. After that time, you may temporarily park in the front if space is available. DO NOT park your car in the loop lane or in front of the walkway into the building; the back of the school is reserved for service deliveries and buses only. Please tell family members this when scheduled to pick up your child. However, no one is to be picked up after 1:45 without a doctor’s appointment card.

We do have a buzz in and camera system. When entering the building, please press the button located at the left of the double doors. Office staff will be able to allow you to enter the building.

We have a WONDERFUL PTO and hope you will accept the occasion to join them in their efforts.
Your assistance is needed and always welcome in making our school a successful one.
As new projects arise and whenever new curriculum or ideas are shared by the state/or Mercer County Board of Education, the information will be forwarded on to you. We will work together, to succeed together! We will continue with our SOAR (Students Observing Awesome Responsibility) program.

Revisions may be made to the handbook at any time. If you have questions and/or concerns about anything not covered, please contact the office at (304-425-3757). Please read the handbook, sign, and return required documents as soon as possible.

Respectfully,
Edie Ann Bennett
Melrose Elementary Mission Statement
“To provide all students equitable opportunities to achieve their full potential.”

Melrose School Standards
Cardinals ARE:
Respectful, Responsible, and KIND

Melrose Cardinals:
Work Together, to Succeed Together
1. The school day for Melrose Elementary School during the 2017-2018 school year will be 7:30 AM- 2:16 PM. Parent pickup will be at 2:25 with daycare pickup at 2:20 (in order to assist in alleviating any traffic issues). Students will be dismissed at 2:16 for the first bus. Kindergarten parents may arrive at the bus door by 2:15 as the children will begin lining up.

2. Students will be considered tardy if they are not in class by 7:30 AM, which is when the instructional day begins. Tardies cause students to lose instructional time and interrupts the rest of the class when they arrive late. If your child receives 3 tardies or more each nine weeks, they may lose extra-curricular privileges, such as field trips, school programs, and etc. Tardies will also prevent a student from receiving Perfect or Faithful Attendance at the end of the year. Please be mindful that tardies may be turned in to the Attendance Director and the courts, especially if they are excessive (refer to county policy on the webpage at [http://boe.merc.k12.wv.us](http://boe.merc.k12.wv.us) and in your child’s calendar.) Three (3) tardies are equivalent to ONE ABSENCE. Excuses are needed for tardies, too. Obviously, emergencies do arise and those things will be taken into consideration. An adult (18 years or older) must sign students in and out at all times.

3. The ATTENDANCE POLICY is in your child’s calendar, please read in its entirety. If a student is out for two (2) or more days parents may request make-up work before the student returns. However, please pick up these assignments in the office when requested –around 2:45. If you wish to pick up work for only one (1) day absent, the same applies. Make sure that you call the school by **NO LATER THAN 10:00** to make a request.

4. Breakfast and lunch will continue to be free with breakfast being held in the classroom.

5. In the event of a two (2) hour delay schedule, the school day will begin at 9:30 AM and dismiss at 2:16 PM. The bus schedule will operate in conjunction with the two (2) hour delay schedule.

Please indicate on the EMERGENCY CARD which telephone number is to be called for the SCHOOL MESSENGER system.

**Schools Website for School Closings and Delays:**

[http://boe.merc.k12.wv.us](http://boe.merc.k12.wv.us)

Melrose also uses an APP to relay messages to parents. On your smartphone download the Mercer County Public Schools APP and select Melrose Elementary for up to date information.

We also have a facebook page: Melrose, a school for those who care…

**Melrose School “Spirit Day”**

Each Friday parents, students, and staff are invited to show their school pride by either wearing their school pride shirts or school colors. The school colors are brick red and white.
PTO INFORMATION

The Melrose School Parent and Teacher Organization will meet throughout the 2018-2019 year. All parents and staff are encouraged to become active members of the Melrose PTO.

Officers are:
President: Travis Collis
Vice President: Kim Bland
Secretary: Amy Williams
Treasurer: Beth Bailey

LOCAL SCHOOL IMPROVEMENT COUNCIL (LSIC)
The Melrose School LSIC/Safety Committee is comprised of the following members: principal, three teachers, two service personnel, two parents, PTO president and the school’s business representatives. Elections for membership onto the council are to be held once every two years. The LSIC will meet on Tuesdays before PTO meetings once every four months unless a meeting should be required sooner. The LSIC will discuss the development and revisions to the school’s Strategic Plan, School/County Discipline Policies, and any other school related topics.

TEXTBOOKS
Students will be expected to treat all textbooks with respect. If a student chooses to deface or destroy a school textbook, the student/parent will be held responsible for the replacement cost. If a textbook is lost, you will be responsible for replacing it.

Mercer County has adopted a new math series beginning this school year.

INAPPROPRIATE DRESS AND GROOMING
The responsibility for the appearance and cleanliness of students rests with the parents, students, faculty, and school administration. A student’s grooming and dress should be appropriate for school and not be disruptive to the educational process or be detrimental to the health, safety or welfare of the student or others. Students and parents are reminded that apparel that is “in fashion” is not always appropriate for school. FOR ADDITIONAL INFORMATION REFER to Mercer County Policy J-16.

Examples: Backless, strapless, or spaghetti strapped blouses, shirts, or dresses; Very short skirts, dresses or shorts that violate the ‘fingertip rule’, Sagging pants or shorts that expose underwear or bare midriff; Clothing that displays illegal drugs, alcohol, or tobacco; Clothing that is sexually suggestive, racially offensive, or profane; and, sunglasses, hats, bandannas, or sweatbands.

HONOR ROLL
At the end of each nine weeks, we will recognize students in grades 1-5 for holding an ‘A’ or ‘B’ average.

GRADING SCALE
A= 90-100   B= 80-89   C=70-79   D=60-69   F= 0-59
Grades 1-2 (HONOR ROLL) & Grades 3-5 (A or B HONOR ROLL) Mid-Reports are distributed every 4 ½ weeks. This is a means of informing parents/guardians of the student’s progress in each subject. Refer to the student calendar for report card dates.

EMERGENCY INFORMATION

Please update the annual school emergency card and return to school as soon as possible. Located on the card is a section for parents to list names of individuals who are permitted to pick up their child if a situation warrants it… UNDER NO CIRCUMSTANCE WILL AN INDIVIDUAL BE ALLOWED TO PICK UP OR SEE A CHILD WHOSE NAME IS NOT ON THE EMERGENCY CARD! Please highlight the telephone number, which you wish to be notified by School Messenger as needed.

HEALTH PROCEDURES

Students who are ill should not attend school. A school nurse is here one full day a week from 7:30-2:30. Students who become ill at school will be referred to the nurse and if needed, the parent will be contacted; if a nurse is needed on days that she is not here, she will be notified. This is why it is absolutely necessary to have correct current contact phone numbers. Her days and times may vary.

ADMINISTRATION OF MEDICATION

All medicines, prescription and otherwise will be stored in the school office and administered only by the school principal or designee. Parents are to submit proper form of permission to allow the school principal to give the medicine to their child along with instructions of how to administer the medicine. Prescription medicines will only be given following the submission of the county approved ‘Administration of Medicine’ form. Please request as needed. ALL medicines need to be in the box or bottle with the child’s name on it. (Inquire with the secretary for all forms).

VOLUNTEERS

Melrose School welcomes any family member of students and community individuals who are interested in serving our school as a volunteer. If you are interested, please contact the school to receive information on what areas are in need of volunteer work. Fill out a yellow volunteer form in the office or in the final page of this handbook. When visiting Melrose, please sign in upon arrival to the office each time and wear a school’s sticker or badge.

CONFERENCES

Parents need to be aware of educational expectations and the progress of their children, and teachers need to know their students’ progress. A conference is an ideal way for parents and teacher to get to know one another so that the best interest of the child is realized. Teachers will be available for conferences during planning (if previously scheduled) or after hours of student attendance beginning at 2:25. Conferences MUST be scheduled via telephone, email or a note to the teacher. Parents are expected to respect the teacher’s duty to provide instruction from 7:30-2:16.
Faculty Senate Days

Please refer to your child’s calendar for early releases.

VISITORS

All visitors of Melrose School are to report to the secretary’s office upon entering the building. DO NOT GO DOWN THE HALLWAY WITHOUT THE PRINCIPAL’S PERMISSION.

BUS LOADING ZONE

Only school employees and delivery trucks to the school are permitted to park behind the building.

DAY CARE CENTERS

- Kid Connection (304-425-8676)
- Kidz at Heart (304-487-1222)
- Learning Tree (304-487-1594)
- Lifeline (Church of God) (304-425-6505)
- Princeton Health and Fitness (304-487-7876)
- Kreative Kidz (304-425-4747)

EARLY DISMISSAL

Students are encouraged to schedule doctor and dental appointments after school. NO parent pickup after 1:45 without a doctor’s appointment card or the result of a family emergency. Otherwise, wait in the appropriate parent pickup area (church lot or loop).

TELEPHONE USE

Students will only be permitted to use the telephone in the event of an emergency (student’s illness (meds), injury, etc., or warranted by office staff). **Cell phones will be taken if caught displaying or using them. If one is absolutely necessary for the child to have, it must be handed to the classroom teacher upon arrival to the classroom. A guardian will be required to pick them up. Disciplinary action may be taken. Refer to the county policy on cell phones located in the Student Calendar.

HOMEWORK

Meaningful homework can be a way for children to practice what they learned in school, and in doing so, communicate the curriculum to parents. Although homework is primarily the responsibility of the students, there needs to be a homework partnership with parents providing guidance and encouragement. Homework assignments may be made to an entire class, to small groups, or to individual pupils. The amount and type of assignments vary with the student’s placement and teacher. These assignment are made to make sure the child understands the Academic Knowledge and Skill and is better prepared for the next day’s class. Please follow up to see that your child completes his/her homework. Teachers will only allow the time that was originally given for work to be turned in, unless there have been absences; at that time, please refer to the county attendance policy.
LOST AND FOUND

Please label outer clothing and lunch boxes with your child’s name. All items found will be placed in the Lost and Found area of the cafeteria.

Melrose Elementary School Safe Schools Plan

Students Drop-Off/Pick Up times: To better assist parents with providing safety for their child(ren), the following drop-off and pick-up times will be implemented:

6:38 is the earliest a student can be dropped off. Kindergarten students and their sibling(s) will be dismissed at 2:15 to the church parking lot and 2:25 will be dismissal for DAYCARE students from the cafeteria. The first bus dismissal will be at 2:16. Parent pickup will dismiss at 2:25.

Students shall walk to their classrooms unescorted by a family member as their teacher waits to greet them at the door each morning. For first time students and Kindergarten students, parents may escort them to class on the child’s FIRST DAY of school.

- Students will be dropped off either in the loop or in the church parking lot.
- Early dismissal prior to 1:45 will need to be made from the office.
- The parent should be seated while waiting for the student.
- Visitors need to park in the church lot and enter the building through the bus door or come around to the front entrance.
- A buzz in system and cameras are utilized for front entrance to the building. Please press the button to be allowed into the school.
- School Education Zone: No one other than staff members will be permitted down the hallway during the regular school day.
- All visitors to the school must sign in at the front office and have their visit verified before permission will be given to proceed.
- No Loitering: Any individual who does not have official business or a valid reason for their visit to Melrose School will be asked to leave. If an individual is suspected of questionable behavior, local law enforcement will be immediately notified.

Thank you to everyone in helping keep Melrose School safe for ALL of its students.

FIRE DRILLS/TORNADO/OTHER

Every precaution is taken to ensure the safety of your child during normal school hours. Periodic drills are executed to make certain students learn proper procedures and adhere to all safety guidelines.

MELROSE SCHOOL DISCIPLINE POLICY

The staff of Melrose School believes strongly that all students must maintain a high level of self-discipline in order for the educational process to be fulfilled. The staff of Melrose School is also committed to the requirements called for in the West Virginia Schools Act of 1995. Procedures will be implemented in each classroom to address misconduct. A list of these procedures will be placed in each classroom as well as sent home.

Policy 4373: Office of Healthy Schools: (Expected Behavior in Safe and Supportive Schools) and is comprised of several county policies. You should be able to view this online at:
DISCIPLINE

Each staff member at Melrose School accepts responsibility for maintenance of discipline and for the promotion of a program for the development of good relations, such as PBIS. A student’s behavior should conform to acceptable standards of conduct as established by the state Safe Schools Act, county policies, principal and teachers. Refer to the Student Calendar.

The staff requests parental support in helping maintain appropriate conduct in the school. Students’ and adults’ behavior should reflect self-respect and consideration for the rights, feelings and property of others.

Each teacher has a classroom discipline procedure to follow for students; for those of you who were with us last year, you should have received a copy of it with your child’s report card at the end of the year. If not, the teacher will be providing information on the first day of school.

*The principal will be following the county policy. Additional procedures may be necessary for Melrose School. In order to guarantee all Melrose students the excellent educational climate they deserve, no student will be allowed to prevent a teacher from teaching or a student from learning.*

HARASSMENT WILL NOT BE TOLERATED!!!

‘Harassment is unwelcome and unwanted behavior related to your sex, race, religion, or ethnic group that makes you feel afraid, embarrassed, helpless, angry, or unsafe… or upsets you to the point that you can’t learn you can’t teach or you can’t be effective in your job.’ The Board prohibits any form of harassment, whether it is physical or verbal.

BULLYING POLICY

The Melrose staff is committed to providing an environment for students to study and learn that is free from bullying. Bullying is any CONTINUOUS intentional gesture, verbal or physical act, that harms a student or staff member; places them in reasonable fear of damage to his/her property; or is sufficiently inappropriate, severe, persistent, or so pervasive that it creates an intimidating, threatening or abusive educational environment for a student. Any student who believes he/she has been a victim of bullying is encouraged to immediately report the alleged act to any staff member. The staff member will report the incident to the designated administrator who will report the incident to the Human Rights Officer who will investigate and take appropriate action.

SOAR

Students Observing Awesome Responsibility will continue. SOAR supports students demonstrating positive behavior at Melrose.

Cardinals are: Responsible, Respectful, and KIND

All students and staff will practice positive procedures and hold high expectations for oneself.

SOAR Student
Teachers will select a SOAR student and Student of the Month each month that has exhibited and/or demonstrated outstanding Cardinal Character.

**MELROSE CARDINAL PERSON OF CHARACTER**

At the conclusion of each school year, a Cardinal Person of Character will be chosen from each classroom. One will also be chosen to represent the entire school, which is most often a 5th grader. This person is a good person, someone to look up to and admire. They know the difference between right and wrong and always try to do what is right. They set a good example for everyone. They make the world a better place by living according to the Six Pillars of Character: Trustworthiness, Respect, Responsibility, Fairness, Caring, and Citizenship.

**STUDENT CLUBS/ORGANIZATIONS**

- **Make a Difference Club** Several students are selected by the principal and staff to be members of the Make a Difference Club. These students go the extra mile to demonstrate the Six Pillars of Character inside and outside of the classroom and school. In the past, these students have traveled to read to nursing homes and pick up trash to keep the community clean. We look forward to implementing more service projects this year.
- **Art Club** - We have a parent volunteer, Mrs. Amy Williams, who works with students in grades K-2 and then grades 3-5 on alternating Wednesdays. Information will be sent home.
- **Tennis Club** - This is a 9-week program and sponsored by TGA and Concord University. Details will be sent home.
- **Girls Run the Nation Running Club** - This is sponsored by Child Law Services and is a 9-week program. Details will be sent home.
- **Robotics Club** - This is a new program to Melrose. Details will be sent home.

**CHILD NUTRITION PROGRAM**

All meals are free to students this year.

Adult Breakfast: $2.85  
Adult Lunch: $3.75  
Extra Milk $.25

**SNACKS:**

You may provide a snack for your OWN child. Please do not ask if cupcakes, cakes, etc can be shared for birthdays or other events. There will be two parties allowed. The homeroom mothers will discuss this with the teachers. In the past they have been during winter and spring.

***Please send healthy snacks such as fruit, raisins, or a juice, 100 calorie packs, etc.

**FUNDRAISERS**

We do sell popcorn (.50) and ice cream (.75). The specific items selected meet the child nutrition guidelines. Students generally eat these snacks after lunch. The money raised helps support FUN DAY, field trips, special school programs, materials such as kidney tables, carts, additional literacy, staff incentives, math manipulatives, certificates, refreshments, SOAR, etc. Melrose also gives ice cream and popcorn to students on various occasions.
SOME MANDATORY EDUCATIONAL PROGRAMS

Assessment instruments such as STAR, QPS (Quick Phonics Screener), Oral Fluency Passages, Odyssey just to name a few, will be used in addition to other teacher instruments for determining student progress or regression. Students in K-3 will be placed into focus reading groups during the reading block based on assessment results. Groups may change periodically according to Intensive, Strategic and Benchmark results. Literacy and/or focus stations will be created with an emphasis on the five components of reading. SPL (Support for Personalized Learning) - commonly known as RTI (Response to Intervention) - integrates assessment and intervention within a multi-level prevention system to maximize student achievement. This is used in math and reading.

SCHOOL NEWSLETTER

Our school newsletter, Cardinal News, will be sent home with report cards. The newsletter will provide parents with information about school and PTO activities.

SCHOOL WEBSITES

Please add the APP Mercer County Public Schools to your smartphone to get updates on events at Melrose. We also have a Facebook page, Melrose, a school for those who care. PTO also has a Facebook page.

STATE TESTING

The WV Air Assessment will take at least 4 days to complete in the spring. Dates will be provided at a later time. The WV Air Assessment is given to students in grades 3, 4, and 5.

REQUEST FOR TEACHERS

Please do not ask for your child to be placed in a particular teacher’s classroom.

EDUCATIONAL FIELD TRIPS

Properly supervised and planned educational field trips are an important part of the instructional program. A signed permission form from a parent or guardian is required for all field trips.

PROCEDURES FOR STUDENT ENROLLMENT

1. Copy of state issued birth certificate
2. Copy of social security card (optional)
3. Immunization Record
4. Request for transfer form if coming from another school.
5. Verification of Residency
6. Verification of Dental Check
7. WV Health Check or Physical Form
REMINDER (CHANGE IN STUDENT INFORMATION)

It is imperative that the school be notified immediately of a change of address, home or office telephone number, or emergency information during the academic year.

Feel free to email me at eacoo@k12.wv.us

**At any time the school has the authority to amend this handbook.

Thank you for supporting our school!
Melrose Elementary School Handbook Signature Page

Dear Parents:

We ask that you review the student handbook for the 2018-2019 school year with your child.

My child, ________________________________, and I have reviewed and understand the student handbook.

Parent: ________________________________________________

Homeroom Teacher: ________________________________

Date: ________________________________________________

RETURN TO SCHOOL
From time to time we may be featuring students on bulletin boards, in the newspapers, Melrose Elementary School and Mercer County websites. Please sign this form allowing us to include your child’s picture. Please indicate if it is okay for your child to use the INTERNET for educational purposes, too.

My child, ___________________________, may/not be featured in the newspaper articles, on bulletin boards and included in Melrose Elementary School and Mercer County Schools’ websites.

_______YES/NO, it is/not okay for my child to use the Internet for educational purposes.

Parent Signature: ____________________________

Date: ____________________________

RETURN TO HOMEROOM TEACHER
VOLUNTEER APPLICATION

Parent Name:
________________________________________________________________

Child’s Name:
________________________________________________________________

Address:
________________________________________________________________________
________________________________________________________________________

Phone:
Home: ______________________________
Cell: __________________________________

Days available:
________________________________________________________________________

Homeroom Teacher’s Name:
________________________________________________________________________

Wish to Assist with:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

________________________________________________________________________