

"Home of the Bulldogs"

Student Handbook



Burch PK8
275 Bulldog Blvd.
Delbarton, West Virginia 25670

PHONE: 304-475-2700 FAX: 304-475-5106

Paula Brown, Principal
Christina Jewell, Asst. Principal
Missy Warden, Counselor
Angela Fleming, Secretary

WELCOME

Welcome to Burch PK8 School. We hope that this year will be an exciting year for you, both academically and socially. Many questions you might have can be answered in the following pages. Please read carefully, and you will better understand the procedures, rules, and expectations of our school.

MISSION STATEMENT

ALL IN – Academics, Arts, Athletics, Community

VISION STATEMENT

Burch PK8 strives to be the first in preparing all students for the challenges of the 21st century.

CORE BELIEFS

- Every student can learn and has the right to be educated to his/her potential.
- Schools are responsible for creating classroom opportunities and culture necessary for all students to be successful.
- Commitment to high standards for all staff members and students at Burch PK8 is essential to produce effective 21st Century citizens and leaders.
- Strong instructional leadership and highly qualified personnel are required to create systemic change and develop a culture that values every student.
- Education requires a working relationship among the home, the school, and the community. Parents and community members are treated as valuable partners in our school.
- Education will include: rigorous and relevant academic and technical skills needed to compete in a global society, an exploration of the arts, a focus upon wellness, and opportunities to make real life connections.
- Equal opportunity and success require appropriate resources (human, material, and technological) distributed in accordance with the varying needs of students
- Commitment to maintaining a safe learning environment free of bullying.

PARENT/TEACHER CONFERENCES

Parents desiring a conference with a teacher, administrator, or the counselor are urged to contact the school to make an appointment. Parents are strongly encouraged to communicate with teachers on a regular basis. School Phone: 304-475-2700

MAKING THE GRADE

The following grading scale will be used:

Marking explanation for Kindergarten through Second Grades:

X=not assessed this grading period

1=needs improvement

2=making progress toward standard

3=meeting standard

4=consistently above standard

Grades 3-8 will use the following scale:

90-100 A

80-89 B

70-79 C

60-69 D

0-59 F

GUIDANCE DEPARTMENT

Our school offers a wide range of guidance services. Students may see Mrs. Warden by making an appointment.

PROHIBITED ITEMS

Students may not possess the following items on school property **without the explicit permission of a teacher or administrator**. Such items will be taken and held for parents.

- CD players, cell phones, cameras, IPOD, IPAD, or any other electronic items of distraction.
- Air Pods (Wireless head phones)
- Gambling devices
- Alcoholic beverages, narcotics, over the counter medications, cigarettes, tobacco products, inhalants, cigarette lighters, matches, vapes, and look-a-likes.
- Skateboards, silly bands, baseball cards, trading cards, etc.
- Blankets
- Flags
- White Out
- Shoes with wheels
- Energy drinks

Cell Phones: Cell phones are prohibited to be in use during the school day. Burch PK8 is not responsible for any lost or stolen cell phone. Any student found in violation of this policy will be disciplined as follows:

1st offense- Teacher will take phone and turn it in to office. Administration will return the phone to student at the end of day.

2nd offense- Phone will be turned in to office and parent will be contacted and required to come in and pick up their child's phone from administration.

3rd offense: Phone will be turned in to office, parent will be contacted and required to pick up phone, and student will receive ISS.

(This policy will also cover Air Pods and any other electronic device that is a distraction and/or violation of school policy.)

Any student who refuses to relinquish his or her cell phone will be considered insubordinate and this violation can result in out-of-school suspension.

COMPUTER USE

Computers are available to all students. A student user policy must be read and signed by student and parent each year before students are allowed to use computers. Use of the Internet is approved for research only. Getting into chat rooms, undesirable sites, Facebook, Twitter, Snap Chat, etc. is a violation of Burch PK8 School rules and the State Student User Policy.

- Students who violate this policy will be warned on the first offense.
- Second offense the parent/guardian of the student will be contacted.
- Third offense may result in the student's loss of computer privileges.

Student Computer Device

Students are to take care of their school issued computer equipment. Students will be charged a fee for damaged or lost school issued computer devices and chargers.

2023-2024 School Year Repair and Replacement Charges

Lost or Damaged Chargers	\$ 25.00
Broken Screens	\$ 50.00
Lost or Damaged Computer Devices	\$ 100.00

VISITORS

We encourage parents to join our Parent Support Group. We also encourage parents to participate in our Parent Volunteer Program and PTO (Parent Teacher Organization). All visitors must sign in and out with the office upon entering and exiting the building. All volunteers must be approved and have a background check.

DELAYS AND SCHOOL CLOSINGS

All students and/or parents will receive a phone call from the BOE when there are school delays or closings. You should also listen to the local radio/news stations for information on school delays and/or closings. Please do not call the school to obtain this information, as we get informed by the call down system as well.

CLOSED CAMPUS POLICY

Burch PK8 is a closed campus. This means that students remain on school grounds from the time they arrive in the morning until dismissal.

MONEY AND VALUABLES

Please do not bring large amounts of money to school. All valuable articles should be in the possession of the owner at all times. **THE SCHOOL CANNOT ACCEPT RESPONSIBILITY FOR LOST MONEY OR OTHER ARTICLES.**

STUDENT DRESS CODE

The Board authorized the Superintendent to establish a reasonable dress code in order to promote a safe and healthy school setting and to enhance the educational movement. The dress code shall be incorporated into the Student Code of Conduct or Discipline Code. The Mingo County Board of Education is committed to an atmosphere conducive to learning, which includes limited distractions and disruptions. Student dress will conform to the standards of limited distractions and the integrity of a formal education.

OBJECTIONS

- To preserve an environment conducive to learning
- To promote character education, concepts of self –esteem and self-value.

Burch PK8 is committed to providing a safe, friendly learning environment for its students. Attire is not only a reflection of the individual student, but also of the general learning environment. Therefore, students have the responsibility to wear clothing that projects a positive attitude of pride in self, school and the community. Students are required to wear appropriate, comfortable and safe clothing that is neat, clean and in good taste. No article of clothing shall be worn that distracts from the educational process. Burch PK8 views the Dress Code as a serious issue and expects parents to promote the observance of this policy. **Building administrators have the final decision as to the appropriateness of all clothing and attire. Burch PK8 Student Dress Code Regulations:**

1. Vulgar, illegal (including alcohol, drugs, tobacco, weapons) and/or sexually oriented statements or suggestions on clothing, belt buckles, or other wearing apparel are not permitted. Any dress or statement that may cause a hostile, intimidating, degrading, offensive, harassing or discriminatory environment is prohibited.
2. Hats (or other head coverings) and sunglasses will not be permitted to be worn inside the school building unless approved by a principal, a physician and/or the school nurse. Such items are to be stored in your locker - not carried with you.
3. Chains, spurs and/or studded accessories are prohibited and will be confiscated until the end of the school year. Accessories that increase a student's risk for accidents are not permitted.
4. Oversized clothing, which compromises the safety of students, is not permitted.
5. Pajama pants or bedroom shoes are not permitted except for medical reasons. No blankets of any type are permitted.
6. Appropriate and safe shoes or sandals will be worn at all times. Metal taps and cleats are not acceptable.

7. Coats are to be worn to and from school only and must be placed in student lockers. Teacher may make exceptions to this based on temperature of classroom.
8. Shirts, tops and dresses must have straps of two-inch minimum width at the shoulders. Multiple straps equal to two inches do not meet dress code.
9. Halter tops (no exposed shoulders/backs/midriff/cleavage), spaghetti straps, and racer backs are not permitted. While standing straight, shirts, tops, or blouses must overlap the top of the pants or other lower body attire.
10. Shirt necklines must be no lower than the student's palm width from the base of their necks.
11. Muscle shirts (where sleeve hangs below armpits) and shirts with the sides cut out are not permitted. Shirts must have sleeves.
12. Garments which expose the underwear are not permitted. Shorts, slacks and jeans should be worn at waist level, as designed - no "saggin" or baggin."
13. Shorts, slacks, dresses, or skirts that are tight fitting or inappropriate in length are not permitted. Students' shorts/skirts/dresses must have a length that is at least mid-thigh. Generally, a good rule is longer than the students' longest fingertip when their hands are extended fully at their sides. Slits must conform to this code as well. **Holes may not be above mid-thigh unless another garment (spandex, etc) is worn underneath the garment containing the holes.**
14. As much as possible, dress code standards will be applied equally to both men and women. For example, no one may wear hats in the building during the school day except with special permission of the principal.
15. In the event the school identifies items of apparel, accessories, buttons, or jewelry that are not set forth in this dress and appearance code, but that are inappropriate or unsafe, the school may prohibit such items through publication and announcements included in the school newsletter.

Some school programs, such as laboratory activities, physical education and interscholastic athletics may require special hair care, clothing, footwear or restrictions on jewelry to ensure the health and safety of all students.

Failure to comply with the Dress Code guidelines is considered to be an insubordinate act and will be treated as such. Following are the procedures for violations of the high school Dress Code:

1. First Offense: Warning and Documentation
2. Second Offense: The student will be sent to the Main Office. Student will change clothes or will be sent home to change his/her clothes. Inappropriate accessories will be confiscated. If the student is sent home, this absence will be treated as an unexcused absence. Student may be placed in ISS until appropriate clothing can be obtained.
3. Third Offense: The student may be suspended from school. When a student is sent to the office for disciplinary measures, the teacher must inform administration via email or by phone that the student is on his/her way to the office.

In order to attend Burch PK8 special events, the school dress code must be followed for girls and boys. (This includes but is not limited to Homecoming, school sponsored dances, and Varsity Court.)

TARDINESS AND EARLY RELEASE

Students arriving late to school must SIGN IN at the office. Tardiness should only be due to an emergency. It is important for the students to be in class on time. Important instructional time is lost due to tardiness. It is not only disruptive to the tardy student, but also the entire class.

A student may be released from school during the school day when in the custody of a parent or guardian or with the consent of the principal or designee if the parent has provided written consent for the prearranged medical or dental appointments or other reasons that the principal or designee deems acceptable. Early releases should be kept at minimum as the student is still missing class. The student shall be reported as absent, if he/she leaves school early. The absences shall be excused if it is in compliance with the attendance policy.

MAKE-UP WORK

The student shall be allowed the number of days absent to complete the makeup work.

All Mingo County Policies may be found at www.neola.com/mingo-wv/

Electronic copy of WVDE Policy 4373: Expected Behavior in Safe and Supportive Schools is available at <http://wvde.state.wv.us/policies/>

USDA Non-discrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.

USDA is an equal opportunity provider, employer, and lender.

Policy Guidelines are subject to change due to recommendations of federal, state and/or local health, educational and/or governmental agencies.

As required by federal laws and regulations, the Mingo County School District does not discriminate on the basis of the Protected Classes of race, religion, color, national origin, ethnicity, ancestry, sex (including transgender status, change of sex, or gender identity), pregnancy, age, blindness, disability, veteran status, military status, genetic information, socioeconomic status, physical appearance, sexual orientation, mental/physical/developmental/sensory disability or any other characteristic protected by law (collectively, "Protected Classes") in employment or in the administration of and access to any of its educational programs or activities. Please report any concerns to the Title IX Coordinators: Rocky Hall or Leah Wireman, Mingo County Schools 110 Cinderella Road Williamson, WV 25661 Phone: 304-235-3333 Email: Rocky-Hall-rahall@k12.wv.us or Leah-Wireman-lwireman@k12.wv.us. If you have web accessibility issues, please contact: Virginia Lee Taylor-Mounts @ vmounts@k12.wv.us or 304-235-3333.