

Mary C. Snow West Side Elementary

Parent-Student Handbook

Dates and Policies subject to change as needed

2023-2024



100 Florida St.
Charleston, WV 25302
(304) 348-1902

Dear MCSWSE Students and Families:

It's a great year to be a Wildcat! Welcome to the beginning of the 2023-2024 school year at Mary C. Snow West Side Elementary. I can't believe it's already time for school to begin. I hope that everyone had a fun and relaxing summer! Our school theme this year is a sports theme and our motto is **"Go for the Go!"**

New Staff Each year brings change which often includes staff who have moved on or those who have simply changed positions. We would like to welcome all of our new staff that have joined us this school year. In particular, we will continue to honor our Superhero, the late Dr. Carena, by proving that the West Side is the Best Side!

School Hours The doors open for breakfast at 7:00. The tardy bell rings and instruction begins at 7:30 a.m. every day. Students that come after 7:20 will be expected to eat breakfast in the cafeteria so that instruction is not interrupted but they will not be counted tardy. Students **who are** consistently tardy are at a clear disadvantage and usually arrive feeling frantic and unprepared. All students who arrive **after 7:30 a.m.** must sign in at the office with a parent. If your child will not be present, please call and inform the attendance office at (304) 348-1902 or (304) 348-6610. In the interest of safety, please do not drop off your child(ren) before 7:00 a.m. as there is no supervision before that time. Dismissal begins at 1:55 p.m. Students need to be picked up by 2:15 p.m.

Drop-off and Pick-up Student arrival and student dismissal are always a challenge. Parent Drop-off and Pick-Up will be at the back side of the school for all students this year. Cars will enter the parking lot from 2nd Avenue and exit onto Kanawha Boulevard. Please remain in your cars and try to have the students get in and out of the back of the passenger side of the car. Pre-K parents will park in the slanted parking spots in the back of the school and will sign their students in and out of Door 14. Buses will be located at the front of the school. Walkers will be dismissed at the intermediate doors near the playground.

For safety reasons, parents will not be allowed to accompany students to classrooms unless they have a visitor's pass. Due to safety concerns, students may not be checked out from 1:30 p.m. to 2:00 p.m. Please call the school before 1:30 if there are any transportation changes. The school will not accept changes made to students on their cell phones. Thank you for your cooperation with this matter. The safety of your child(ren) is a priority to us!

Other Information

You can also visit the school website at mcs.kana.k12.wv.us or the Mary C. Snow West Side Elementary Facebook Page. There are weekly call outs that are made on Sundays to tell you what is happening for the upcoming week and weekly newsletters are sent home by teachers to tell what is going on in the classroom each week. We strongly believe that parental involvement is an essential component to student success, as research continues to show strong correlation between increased involvement and high student success. As the principal, my door is always open and I welcome your input. Should you have any questions, please don't hesitate to contact the main office by phone (304) 348-1902.. I can also be reached at dnspercer@mail.kana.k12.wv.us

I look forward to seeing all of the students on the first day of school, Friday, August 18th, 2023.

Sincerely,

Destiny Spencer, Principal

Mary C. Snow
West Side Elementary
Go for the Goal!



AUGUST 2023

SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18 First day of school	19
20	21 First Day of Pre-K	22	23	24	25	26
27	28	29	30	31		



Our Vision: Meeting our goals now to become productive citizens in life.

Our Mission: Here at MCSWSE we:

Are Respectful

Own Our Actions

Achieve our Goals

Are Responsible

Hear us ROAR!!

2023 SEPTEMBER

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4 Labor Day- No school	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22 Mid-Terms	23
24	25	26	27	28	29	30



MARY C SNOW
WEST SIDE
ELEMENTARY SCHOOL

2023 OCTOBER

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9 Parent-Teacher Conferences No School	10 PL Day for Staff No school	11	12 PTO/LSIC + Family Night	13	14
15	16	17	18	19	20 End of 1st 9 Weeks	21
22	23	24	25	26	27	28
29	30	31				



2023 NOVEMBER

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10 Veteran's Day No school	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
--- Thanksgiving Break ---						
26	27	28	29	30		



2023 DECEMBER

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 Mid-Terms	2
3	4	5 PTO/LSIC	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20 PL Day for Staff No School	21 — Christmas Break —	22	23
24	25 — Christmas Break —	26	27	28	29	30
31						

WESTSIDE
BESTSIDE

2024 JANUARY

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 -- Christmas Break --	2	3 Students Return	4	5	6
7	8	9	10	11	12 End of 2nd 9 Weeks	13
14	15 MLK Day No school	16 PL Day for Staff No School	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3

YOU
are
LOVED

A hand-drawn graphic on a dark blue background. The text "YOU are LOVED" is the central focus. "YOU" is written in large, teal, hand-drawn capital letters with white outlines and motion lines. "are" is written in a smaller, white, cursive font. "LOVED" is written in large, pink, hand-drawn capital letters with white outlines and small black dots along the edges. Several small hearts, some red and some white, are scattered around the text, adding to the affectionate theme.

2024 FEBRUARY

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8 LSIC/PTO + Family Night	9	10
11	12	13	14	15	16 Mid-Terms	17
18	19 PL Day for Staff No School	20	21	22	23	24
25	26	27	28	29	1	2



2024 MARCH

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22 End of 3rd 9 Weeks	23
24	25	26	27	28	29	30
	--- Spring Break ---					
31	1	2	3	4	5	6



HELLO SPRING



APRIL 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	1 PL Day for Staff No School	2	3	4	5	6
7	8	9 PTO/LSIC	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4

SCHOOL'S



★ OUT FOR ★

SUMMER

May 2024



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3 Mid-Terms	4
5	6	7	8	9	10	11
12	13	14 Election Day No School	15	16	17	18
19	20	21	22	23	24	25
26	27 Memorial Day No School	28	29	30 Last day of school	31	

Student Handbook

Vision Statement

Meeting our goals now to become productive citizens in life.

Mission Statement

Here at MCSWSE:

R- We're Respectful

O- Own our Actions

A- Achieve our Goals

R- Are Responsible

Hear us ROAR!

Grades: Pre-K thru 5th

School Colors: Black and Gold

School Mascot: Wildcat

LET'S CELEBRATE

We at MCSWSE believe in celebrating students' successes. Listed below are the awards you may work hard to receive at an Awards Assembly.

Rewards and Awards

Grades K-2

Master Scholar (all S's) -MVPs

Scholar (only 1 N) -All Stars

DIBELS (grade level proficient)

Successmaker

Perfect Attendance

Kickboard Behavior (80% or higher) and no in school and/or out of school suspensions

R.O.A.R (Teacher/Admin Recommendation)

Grades 3-5

Principal's List: All A's, all S's (strictly grades)- MVPs

A Honor Roll: GPA 3.5-3.9 (strictly grades- All Stars

B Honor Roll: GPA 2.5-3.4 (strictly grades)- All Stars

Successmaker

Comprehensive Interim Assessment and General Summative Assessment

Perfect Attendance

Kickboard Behavior (80% or higher) and no in school and/or out of school suspensions

R.O.A.R (Teacher/Admin Recommendation)

IMPORTANT INFORMATION

ATTENDANCE

Good Attendance Creates Student Academic Success!

You are expected to be in your classroom by 7:30 a.m. to begin instruction. If you are tardy, your parent/guardian must walk in with you and sign you in at the office. At this time, please make sure you get a tardy slip from the office. If you are going to be absent, please have your parents call and inform the attendance office at 304-348-1902.

Be aware of the policy for absences: Written excuses must be turned in within three school days after you have returned from an absence. Your parent may write a total of 5 excused absences for any reason.

The school will call concerning absences which do not have a written excuse. This call will be followed by a letter from the administration at 5 unexcused absences, administrative phone calls at 6 unexcused absences, and a conference will be required after 7 unexcused absences. 10 unexcused absences will be directed to the court system.

TARDIES

In an effort to support your learning, the following policy is being implemented in all schools:

5 tardies - Phone call from teacher

7-8 tardies - Letter via US Mail

10 tardies - Conference with student, teacher, principal, and parent

15 tardies - Refer to Central Office

HOMEWORK POLICY

As a student at MCSWSE, you can expect homework Monday through Thursday. In addition to your homework, you are encouraged to read at least twenty (20) minutes each day.

YOUR RESPONSIBILITY AS A STUDENT AT MCSWSE:

You are expected to:

- Respect everyone and all property
 - Speak kindly to everyone
 - Keep hands and feet to yourself
 - Listen and follow directions
- Come prepared to school and class on time

GRADING SCALE

Average Grade

90-100% A

80-89% B

70-79% C

60-69% D

0-59% F

S-Satisfactory

N- Non-Satisfactory

DRESS CODE

You are expected to adhere to common practices of modesty, cleanliness, and neatness; to dress within the acceptable standard of the community and in such a manner as to contribute to the academic atmosphere, not take away from it.

Hats, bandanas, and hoodies are not to be worn in the building. Students should wear their pants properly-the waist at the waist. No sagging. Crop tops, tube tops and halters are not acceptable.

You must wear shoes. You are required to wear tennis shoes for gym.

ILLNESS

Students who show signs of illness should not be sent to school. If you are not feeling well, please let your guardian know so they can make proper arrangements. If you become ill during the school day, your teacher or school nurse will notify your parent/guardian.

BOOK BAG AND LOCKERS

Please place your book bags in your locker when you arrive in the morning. Book bags must remain in lockers during the school day. You are not permitted to keep book bags with you. Locks are not permitted on lockers.

CELL PHONES

If you bring a cell phone to school, it must remain in your book bag or ask your teacher to keep it during the day. (No pictures or social media on school property. This is a privilege not a right.) If you are caught using a cell phone, the **first offense will be a verbal warning**. The **second offense will result in your telephone being taken by the staff**. The **third offense, your parent/guardian will have to come and pick up the phone**. The **fourth and future offenses will result in further disciplinary action**.

SCHOOL WIDE BEHAVIOR PLAN

Through our behavior system, you will know what is expected of you. By respecting the teacher and fellow students, more learning can take place in the classroom . Teachers will monitor behavior and communicate with your parents using Kickboard or Schoology.

KICKBOARD BEHAVIOR SYSTEM

You have an opportunity to earn 5 Behavior Points each day with an opportunity to earn above that if demonstrating “above & beyond” behavior. Teachers track your Behavior Points on Kickboard. If you are following the rules you will earn points throughout the day (ex: Math, Reading, ELA & Math Intervention, and Specials). At the end of each day, the students will write their points in their data notebook.

The following will result in a visit to the principal or vice principal office:

- Extreme class disruption that doesn't stop
 - Extreme disrespect
- Battery Against a staff or student resulting in injury
 - Fighting
- Use of Profanity directed toward adults or students
 - Illegal drugs or substances
- Possession of a weapon (fake or real)

BEHAVIOR INCENTIVES:

1. **ROAR Time**- 15 minutes at the end of every day. Students who earn 5 points will receive the full 15 minutes. Students who receive 4 points will receive 10 minutes. Lastly, students who earn 3 points will receive 5 minutes. During this time students will participate in fun and engaging activities of their choice. (ex. iPad time, crafts, socializing with friends, etc.)
2. **Wildcat of the week**- this student who has the most points in each class on kickboard at the end of the week will get to shop in the Wildcat student store.
3. **Quarterly behavior incentive**- students who receive a percentage of 80% or above on kickboard get to attend the award.
4. Students that receive In School Suspension or Out of school suspension **will not attend** the behavior incentive or field trips that are planned during that quarter.

STUDENT PERFORMANCE AND EVALUATION

Report cards and Schoology are a means of informing parents/guardians of your progress.

Report cards will be sent home at the end of each nine weeks and mid-term reports will be available on our online Schoology program as well as on a paper document. If a student has academic, behavioral, or attendance concerns, parents will be notified and a SAT (Student Assistance Team) meeting will be scheduled. This allows parents and the SAT Team to find solutions for students in need.

MAKE-UP WORK

You will be given an opportunity to make-up missed assignments due to necessary absences.

You will be given one day for each day missed to return work. Make-up work and homework can be given in advance if students will miss the following day. If you are absent for three or more days, your guardian may contact the school and request to pick up homework and make-up work. School personnel will notify the teacher and the teacher will have homework/make-up work ready for pick-up after three days of absence.

ADDRESS/PHONE NUMBER CHANGES

If you move or have a change in phone number, please advise us immediately as emergency cards and school documents must be kept current. We rely on emergency cards to reach you in case you become ill, school is dismissed early, or an emergency should arise.

SCHOOL PATROLS

A vital part of our safety program is the School Patrol. Fifth grade students serve as Safety Patrols to help maintain a safe environment and assist with duties around the school.

TECHNOLOGY

You and your guardian must sign a “KCS Acceptable Use Policy” (AUP) before using iPads or other devices. The rules and responsibilities for acceptable use revolve around a theme of using good manners and legalities. Each year you are trained about what acceptable use means. If you do not follow the rules and laws you may not use electronics of any kind. iPads have to go home every day, but they must be brought back fully charged every day. If you have issues or need help with your iPad, please let your teacher know and they will let the Technology Specialist know. We highly encourage your guardian to purchase the damage waiver given out at the beginning of the year, this will cover lost, stolen, and/or damaged iPads and charging cords.

LIBRARY MEDIA CENTER

The Library Media Center’s policies are as follows:

- You may check out one book at a time for one week. Books can be renewed at the end of that period.
 - Reference books may not be checked out by students, but may be used in the library.
- **Payment from parents is expected for lost or damaged books or robotics equipment.

ALLERGIES

Please remember not to bring any latex products (balloons, gloves, etc.) and peanut products to school. You never know when one of your classmates might have an allergy to these items and it could cause them to get sick.

MEDICATIONS IN SCHOOL

You are not allowed to bring any medicine to school. If you need medications, your parent/guardian will need to make arrangements with the school nurse or office staff according to state and county policies.

PARTIES/CELEBRATIONS

Due to Federal Nutritional Guidelines and State and County policies, food items must be prepackaged. We encourage you to bring healthy snacks for celebrations or parties. Guardians must notify the teacher at least a week in advance if they want to bring food in for birthdays, so that the school can prepare for students with allergies.

CLASSROOM VISITATION

Your parents are welcome to visit your school. Please help us maintain a SAFE SCHOOL.

All visitors in the building MUST:

1. Notify the teacher in advance.
2. Report to the office.
3. Sign our Visitor's Log and wear a visitor's pass.

SHELTER IN PLACE/EMERGENCY EVACUATIONS

If we need shelter in place, you are to remain indoors until the outside emergency is cleared. Our doors will be locked so that no one can enter or exit. If evacuation is needed, be sure to listen to what your teacher says to do. Please be quiet and remain calm as you follow the directions of your teacher. Our evacuation sites are 2nd Avenue and/or St. Paul AME Church.

FIRE DRILLS

During fire drills, please listen to your teachers and/or adults in charge. Follow the safety guidelines you have practiced and exit the building in a quick but calm manner to your designated spot. ABSOLUTE SILENCE is required during a fire drill.

EMERGENCIES

In the event of an emergency, every attempt will be made to contact your parent/guardian. If your phone number or address changes, please let your teacher know so they may notify the office.

ACCIDENTS

If a serious injury occurs on school property or on the bus, your parent will be notified and asked to pick you up. If they are unavailable, we will contact the other names on your emergency card.

TITLE 1 PARENT INVOLVEMENT:

Why is being an active part of Mary C. Snow West Side Elementary School important to your child?

EDUCATION BEGINS IN THE HOME

- **Students do better in school and in life.** They are more likely to earn higher grades and test scores, graduate from high school, and go on to higher education.
- **Parents become empowered.** Parents develop confidence by helping their children learn at home. Many go on to further their own education and become active in the community.
 - **Teacher morale improves.** Teachers who work with families expect more from their students and feel a stronger connection to and support from the community.
- **Schools get better.** When parents are involved at home and at school, in ways that make them full partners, the performance of all children in the school tends to improve.
- **Communities grow stronger.** Families feel more invested in the school system, and the school system becomes more responsive to parent and community needs.

Title I Required Documents for Families:
2023-2024 - Title I Parent Involvement Policy
2023-2024 - Title I Parent/Student/Teacher Compact

Title I Parents Right to Know

Federal law allows parents to ask about the professional qualifications of their child's classroom teachers, and requires school systems to provide the information in a timely manner if they request it. Specifically, parents have the right to ask for information regarding teacher certification, college major and advanced degrees. Parents also have the right to request information about aides and paraprofessional personnel who provide services to their child. Parents who desire this information may contact the school principal or the Department of Human Resources, Kanawha County Schools, 304-348-7721.

What is Title I?

Title I the largest federal aid program for elementary, middle and high schools. Through this program the government gives money to school districts around the country based on the number of low income families in each district. Each district uses its Title I money for extra educational services to help children who are behind in school.

You may remember this program by its old name, Chapter I.

The new title is different and based on three important ideas:

1. All students should work toward the same high standards.
2. Local districts, schools and parents know best what their students need to succeed.
3. Parents are partners in helping students achieve.

Here are some questions that parents commonly ask:

How can Title I monies be used?

Districts, schools, and parents have a lot of choice in how they set up their Title I programs, as long as it helps low-achieving students meet the same standards that have been set for all other students. The money can be used for after school programs, weekend programs or summer school programs. The money can also be used to train teachers and other staff members, to buy equipment and learning materials, to hire special teachers, tutors or aides. The money can be used to support parental involvement activities.

Which students can get Title I help?

Title I programs are for those children who need help most - those who are furthest behind in school. Each school community decides which students are most in need of services. This is called "targeted assistance."

Schools where more than half of all students are low income can operate on a "school-wide Title I project." This means that all students in the schools can receive Title I services.

How can Title I help me as a parent?

Title I money can be used for many types of parent involvement activities such as family literacy, parent meetings and training, transportation and childcare.

Money can be used to purchase materials for parents to use at home and to fund parent resource centers.

How can I find out what my Title I program offers?

All Title I programs have a plan in place for including parents. This plan is called a parent involvement policy. This policy explains how the school district supports the role of parents in education. This plan must include a compact which is a written document explaining what schools and parents

Will do to help students succeed.

If my child is in Title I, how can I help?

Parents can help by adding to what the teacher is doing with their children, by learning more about the school, by supporting their children in school and becoming actively involved in making decisions about their children's education. Parents can find out what their child is being taught, keeping close touch with the teachers, making sure their children do homework and attending parent-teacher conferences. Parents can also become school volunteers or join the local parent-teacher organization.

How can I help my school's Title I program?

Parents can help by reviewing the school's Title I program, helping to develop the parent involvement program, or working on the committee that reviews the state's Title policies.

How will I know if the Title I program at my child's school is working?

Parents can get this information from the school profile. This is like a report card for the school. It gives information about the progress of the students in the program. If the programs are not working, schools and districts are required by law to improve them.

What else do I need to know?

Ask about how a Title I program is put together, ask how Title I is working in your school, or you can ask about Title I and your child. Your child's teacher may be able to answer many of these questions, or you can ask the school principal. The directors, the superintendent of schools, and members of the school board, are also good sources of information. You can ask members of the parent-teacher organization (PTO), the parent coordinators, staff members, the parent resource center, and even other parents.

It's a Great Year

to be a Wildcat!

The Administration and Staff at Mary C. Snow West Side Elementary is dedicated to ensuring that you're safe, your needs are met, and you are provided a fun and appropriate education so that we can continue to make the West Side the Best Side!