

**Parkersburg Catholic Elementary School**  
**810 Juliana Street**  
**Parkersburg, WV 26101**  
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**Email: pces@pchs1.com**  
**Office Hours: 7:45 a.m. - 3:15 p.m.**  
**Website: www.pceswv.org**

### **MISSION STATEMENT**

Parkersburg Catholic Elementary School accepts the educational mission of the Church to provide its students with a Christian environment wherein God is loved, humanity is served, and community is formed. To carry out this mission parents, faculty, and administration work cooperatively with the parish communities to develop the child into a skilled, confident, responsible Christian individual.

The educational program contributes to the development of the whole child: spiritually, intellectually, socially, and physically. To this end the student will master the basic skills for communicating, problem solving, and reasoning. Students will model Gospel values in all aspects of their school experience and their day-to-day lives, now and in the future.

### **P.C.E.S. SCHOOL PHILOSOPHY**

Parkersburg Catholic Elementary School accepts the educational mission of the Church to provide its students with a Christian environment wherein God is loved, humanity is served and community is formed.

This educational program contributes to the development of the whole child, spiritually, intellectually, socially and physically. The administration and faculty recognize and respect the uniqueness of each student and provide an environment conducive to varying capabilities and diverse styles of learning.

Parkersburg Catholic Elementary School exists as a mandate from the Church to assist parents in their important role as primary educators. Parents, faculty and administration work cooperatively with the parish communities to develop the child into a confident, responsible Christian individual.

### **GENERAL OBJECTIVES**

To provide a sound religion program that will deepen the child's relationship with God through the sacraments, personal prayer, liturgical and para-liturgical celebrations.

To achieve academic excellence by providing an outstanding curriculum which promotes strong basic skills and study habits and enables each child to feel the joy of accomplishment.

To foster the Christian experience in which the child's individual character and contributions are accepted as a vital part of the school community.

To provide opportunities to strengthen a spirit of family life through parental involvement in school functions and activities

## Faculty & Staff

Principal.....	Kevin Simonton
3 Year Old Preschool.....	Teresa Roedersheimer
4 Year Old Preschool.....	Dena Sereno
Kindergarten.....	Gina Lewellyn
1st Grade.....	Leanne Sturm
2nd Grade.....	Anne Garvin
3rd Grade.....	Stephany Long
4th Grade.....	Leah Fulton
5th Grade.....	Tammy Cline
6th Grade.....	Marty Vierheller
Music .....	Heather Schaad
Physical Education/Technology.....	Rob Strcula
3 Year Old Preschool Aide.....	Michelle Westrick
4 Year Old Preschool Aide.....	Terrye Casto
Kindergarten Aide.....	Mary Huling
Secretary.....	Peggy Perkinson
Finance Secretary.....	Marilyn Clegg
Custodian & Head Cook.....	Rachel Snyder
Cook.....	Crystal Wilson
Title I/IRA.....	Linda Nedeff

## **WE ARE PROUD TO BE DIFFERENT**

As members of a Catholic school organization, the PCES faculty, staff and parents realize that there are certain areas of difference or uniqueness believed necessary for the school to have a distinctly Catholic character. These elements must be present, above and beyond what is required for a viable academic program.

### **CATHOLIC LEADERSHIP**

Effective leadership by a principal and teachers committed to Catholic Schools.

### **RELIGIOUS EDUCATION/MESSAGE**

Excellence in religious instruction which gives purpose to the Catholic School.

### **WORSHIP**

Liturgy, prayer and services in the Catholic tradition which give expression to the Catholicity of the school.

### **FAITH DEVELOPMENT**

An ongoing process begun in the home, fostered in the school and continued lifelong among the families of the students.

### **WITNESS/SERVICE**

Behaviors and programs consistent with Catholic teaching which impact the greater community.

### **FAITH COMMUNITY**

A special bond of faith which exists within the school as part of the larger church community.

### **TOTAL PERSON/STUDENT**

The whole child nurtured in an atmosphere of care and respect evident in all practices, programs and policies of the school.

### **PHILOSOPHY**

The school's guiding documents which give direction to the school and are observable in action.

### **TRADITION**

The preservation and transmission of Catholic traditions by the school.

### **PARENTAL INVOLVEMENT**

A partnership whereby the parents are recognized as the primary educators of the child and are thus deeply involved with the school.

## TABLE OF CONTENTS

Address Change	5
Admissions	5
Arrival and Dismissal	5
Attendance Policy	6
Awards	7
Behavior	7
Buses	8
Cancellation of School	8
Cell Phone Usage	8
Conferences	9
Daily Schedule	9
Dress Code	9
Emergency Information	10
Field Trips	10
Fire Drills	11
Grading Policy	11
Homework	11
Illness or Injury	11
Liturgies	11
Lost and Found	12
Lunch	12
Make-Up Work	12
Medications	12
Meetings at School	12
Non-Custodial Parents	13
Parent Volunteers	13
Parties: Birthday/Classroom	13
Partnership in Education	13
Pictures	13
Promotions and Retentions	13
P.T.O.	14
Recess Policies	14
Report Cards	14
Round-Up Letter	14
Sixth Grade Trip	14
Skating Parties	14
Special School Activities	15
Sports	15
Student Responsibilities & Conduct	15
Technology Concerns	16
Telephone Usage	16
Testing	16
Toys and Games	16
Transfers/Withdrawals	16
Tuition	16
Visitors/Parents	16
Weapons	17
Preschool/Kindergarten Program	18

**Revised 2012-2013**

## **ADDRESS CHANGE**

It is very important that parents maintain an up-to-date address and telephone number record in the school office. Please notify the school immediately if you have a change of address, telephone number, work number or emergency number during the school year.

## **ADMISSIONS**

Students attending 3 year old preschool must be three years old by September 1. All 3 year old students must be potty trained. Students attending 4 year old preschool must be four years old by September 1. Kindergarten students must be five years old by September 1 and first grade students must be six years old by September 1. Any exceptions to this rule, if classroom space is available, will be made by the administration only after preliminary testing and observation by the classroom teacher. Ages must be verified by a state certified copy of the birth certificate and immunization records must be complete and updated. We are required to have these records on file by the first day of the school or your child cannot attend. Parents of students who are transferring from other schools should arrange to provide copies of previous academic records.

Cost of registration is \$100.00, which is nonrefundable. No registrations will be accepted prior to September 1st of the year preceding the year admission is sought. Registrations will be accepted from September 1st through February 15th of the following year. At that time, the registrations will be prioritized according to the Admission Priority Policy. All registrations accepted from February 16th through March 15th will be prioritized according to policy. This second group of registrations receives no priority over the original group. All registrations after March 15th will be prioritized according to the date of the application and this group receives no priority over the original or second group.

### **\*\*\*Admission Priority Policy**

1. Child from a Participating Parish family who currently attends preschool - 12th grade in our school system.
2. Child from a Non-Participating Parish family who currently attends preschool - 12<sup>th</sup> grade in our school system.
3. Child from a Non-Catholic family who currently attends preschool - 12th grade in our school system.
4. Child from a Participating Parish family who has a sibling currently attending preschool - 12th grade in our school system.
5. Child from any Participating Parish family.
6. Child from a Non-Participating Parish family who has a sibling currently attending preschool - 12th grade in our school system.
7. Child from any Non-Participating family.
8. Child from a Non-Catholic family who has a sibling currently attending preschool - 12th grade in our school system.
9. Child from any Non-Catholic family.

\*\*\*Attention Catholic Participating Parish Members – for priority considerations parish participation will be confirmed with the local priests.

Participating Parishes are: St. Francis Xavier, St. Margaret Mary, St. Michael and St. Monica

Non-Participating Parishes are: St. Ambrose and St. Mary

## **ARRIVAL AND DISMISSAL**

Students being delivered to or picked up from school should use the playground side of the building. Because of the location of our school on a downtown street, dropping children off from cars can be difficult. Please pull over to the curb as you let them out of the car. Stopping in the middle of the street holds up traffic and can endanger your child.

It is important that you notify the school if there is to be a change from the normal routine by which your child gets to and from school. The supervisory teacher on the playground or at the bus stop can then be informed of the change in order to assist the student.

## ***Guidelines***

We have been in contact with the Parkersburg Police Department regarding the congestion on 9th Street during dismissal time. Hopefully these guidelines will ensure safety and help smooth traffic flow.

Students not walking or riding the bus will exit the building on the playground side. At this point, students can leave one of two ways: a) Parents/drivers may park and walk to the playground and let the teacher on duty know you are there or b) They may pull up to the driveway on 9th Street to pick up riders.

Please note the procedure for picking up students:

1. There will be **NO PARKING** or driving up and **STOPPING** in the alley beside the school to pick up riders.
2. All pick-ups will be done on 9th Street at the driveway.
3. All drivers are to pull as far to the right as possible so other cars can get around. Ninth Street is an ambulance route so you must never block traffic.
4. As you come to the driveway, pull far enough forward so the car behind you can also pick up riders.
5. If your riders are not at the yellow line waiting to walk to your car, you will be required to turn right down the alley and come back around the block. We will call them when you first come by so they should be ready on your second trip.
6. School buses load and unload at the corner of 9<sup>th</sup> & Juliana. When turning onto 9th Street from Juliana do not stop in front of the buses. They cannot pull out and it puts them behind schedule.

If everyone abides by these directions this will ease the traffic situation and save the Police Department from issuing citations.

## **ATTENDANCE POLICY**

Regular attendance is essential to student success in school. In order to receive maximum instructional benefits, students must attend school regularly and arrive on time.

### **Absences**

On the day that a child is absent, the parent must call the school office before 9:00 a.m. to report the reason for the absence. This does not preclude sending a note when the child returns. All student absences that remain unreported by 9:00 a.m. will be verified with parents by the school office.

When returning to school, the child **must present a written note (dated and signed)** from the parent explaining the reason for the child's absence. **Without a note, an unexcused absence will automatically be recorded.** If the illness was such that your child cannot go outside for recess for a day or so or is unable to participate in gym, please indicate such in the note. Any child absent for five consecutive days must have a physician's excuse.

### **Excused Absences**

Excused absences include personal illness or injury, medical and dental appointments, critical illness or death in the immediate family, and serious personal or family problems. A formal educational opportunity outside the school will be given an excused status and should be submitted in writing to the principal for approval.

### **Dental and Doctor Appointments**

We encourage scheduling medical and dental appointments outside of school hours, but students will be excused when this is not possible. Please send a note to your child's teacher the day before the appointment. An excuse note from the doctor's office is required for each appointment.

### **Unexcused Absences**

Unexcused absences include family trips, events and vacations scheduled during the school year, and are discouraged. These absences will require notification in writing 5 days prior to the scheduled event. Teachers will not provide work for the student while he/she is absent. It will be the student's responsibility to make up all work required when he/she returns. Any missed tests may be given either during lunch recess or after school at the teacher's convenience.

### **Releasing Students from Attendance**

Parents must always sign their children out in the office when taking them from school prior to scheduled dismissal time.

## **Tardiness**

School begins promptly at 8:10 a.m. All students arriving after the 8:15 a.m. tardy bell must sign in at the office. Late arrival disrupts class, and students often miss morning prayer and announcements which are broadcast over the intercom system. Tardiness also shows lack of respect for the teacher, other students and the educational process. All tardies will be recorded. Classroom work missed due to chronic tardiness could result in lower grades and make up work is at the discretion of your child's teacher. **Students arriving after 10:15 a.m. or leaving before 1:15 p.m. will be marked as a half-day absence.**

## **AWARDS**

Students at P.C.E.S. receive special recognition for their efforts as a matter of course through the year. These awards are intended to promote and recognize academic skills, athletic achievement, behavior and spiritual growth. On the final day of school each year a general assembly is held. At this assembly some individual awards are presented and the graduating class of sixth graders is honored.

## **BEHAVIOR**

Proper classroom and school behavior is important to us. Guidelines are set to ensure safety and guarantee a classroom and school environment that is conducive to learning and social growth. Although enhancing the positive aspect of behavior is our ultimate goal, certain rules, regulations and consequences for not following these guidelines need to be noted.

P.C.E.S. has rules for three areas: *Classroom, Playground and Respect*. The staff reaches consensus on 4 - 5 rules for each area. These rules are simple and easy to remember. Generally the procedure used for not following rules is as follows:

### Classroom

These rules are devised to ensure proper classroom management. Although very similar in nature, they will vary according to age group. Each teacher will send a copy of these rules home at the beginning of the school year. Generally the procedure used for not following classroom rules within a 24-hour period is as follows:

- |          |                                                                                               |
|----------|-----------------------------------------------------------------------------------------------|
| 1 Rule : | Warning                                                                                       |
| 2 Rules: | Time out in the classroom                                                                     |
| 3 Rules: | 10 Minutes in the noon room                                                                   |
| 4 Rules: | All time in the noon room<br>Talk to the principal and a note or call home regarding behavior |

Time in the noon room will be served during lunch recess and will require a form to be filled out. The information on the form will include the date, teacher's name, reason for noon room, and how behavior can be improved. All noon room visits of 20 minutes or longer will be signed by the principal and sent home for a parent to sign and return the following day.

### Playground

All incidents involving these areas are handled individually because of the varying degrees of activity and involvement in non-structured settings. Usually the child will be given a warning or time-out during recess. Certain activities such as hitting, kicking and fighting will be dealt with more sternly, thus ensuring safety of all students.

### Respect Rules

These rules are devised to teach and remind students to be respectful of others, both adults and peers. Although these may vary somewhat from class to class, they center on listening while others are talking, using proper manners, taking turns, etc. Each teacher will send a copy of these also. The consequences for not following the respect rules are usually reminder, warning, and repeating the rule.

In conjunction with our North Central Accreditation goals for improvement of student respect and behavior, the following consequences have been implemented for those students serving an excessive amount of "noon room" detentions:

- 1) Any student serving five detentions in one nine-week period will be required to report to after school detention, which will last until 3:30 p.m.
- 2) Six to eight detentions within the same grading period will require an "in school" suspension.

- 3) Any student serving nine detentions will be required to serve a one-day out of school suspension.

Each "noon room" detention will count regardless of the amount of time assigned for the infraction. Please remember by the time a student has received a detention, he/she has been warned at least 2 times before the detention was given. Positively, we will be rewarding good behavior and the following of school rules. Once a month all students with zero detentions will receive an extra recess. We also will be recognizing students with zero detentions for a nine-week period during an assembly where we will present them with certificates and gifts.

### **BUSES**

Wood County provides busing for PCES students in grades K-6, on all days Wood County Schools are in session. In the morning, students may ride a bus directly from our high school (located beside our preschool/kindergarten building) to the elementary or from the elementary to the high school & vice versa in the afternoon. If you have any questions please call the school office.

A bus list is drawn up by each teacher the first week of school. Please make sure that your child knows what bus number he/she rides. For children in the lower grades, it might be a good idea to write the numbers down and send it in to the teacher.

Please remember that riding the bus is a "privilege" not a "right." Proper behavior on the bus is required of all students, or the principal and/or Wood County School administration will revoke privileges.

### **CANCELLATION OF SCHOOL**

Cancellation of school takes place only during circumstances such as extreme weather or when a significant safety risk has been created unexpectedly.

#### **\*\* WE FOLLOW WOOD COUNTY'S DECISIONS PERTAINING TO SNOW DAYS \*\***

If Wood County is canceled, then PCES is canceled. If there is a 2 hour delay, then PCES is on a 2 hour delay. This would mean that our 3 year old preschool class and our 4 year old half day class would be canceled for that day. The 4 year old all day class will arrive at 10:15 a.m.

Every practical means is used to notify parents of a cancellation, including radio, TV and newspapers. In the unusual circumstances where school must be canceled during the school day, the staff of P.C.E.S. will determine that all students have satisfactory transportation and supervision at their home before releasing them from school.

### **CELL PHONE USAGE**

Cell phones are a way of life for many, however there is no need for a cell phone during school hours. Cell phone usage is prohibited by all students on school grounds. This includes arrival and dismissal times. The only time a cell phone would be allowed is under the supervision of an appropriate staff member.

While we discourage cell phones, we realize that parents feel a need for their children to have a phone for various reasons. Should you feel the need to provide your child with a phone, it will have to stay concealed either in the student's backpack or locker until your child is dismissed to you.

All cell phones being used during the day without the proper approval will be collected. Parents will need to come in and pick up the phone. Additional offenses may lead to the banning of the cell phone from the premises.

**Sexting:** Students involved in possession or transmission of inappropriate photos on their cell phones or other electronic devices face suspension and/or expulsion.

**Texting:** Students should at no time be involved in texting during the course of the school day. Students involved in texting at school face detention, suspension and/or expulsion.



## CONFERENCES

Formal conferences are scheduled in the fall after the first nine week grading period. If you are concerned about your child's academic progress, please contact the teacher involved. Parents are encouraged to communicate regularly with the faculty regarding the welfare of their child. Make appointments to see the teacher by telephone or written note. Please do not try to have a conference with a teacher after school on the playground or while on lunchroom duty; the teacher is busy supervising students and cannot give you full attention.

## DAILY SCHEDULE

7:50 a.m.	Teacher supervision begins in cafeteria
8:10 a.m.	First bell: Students go to class
8:15 a.m.	Tardy bell
11:30 a.m. - 12:00 p.m.	Lunch Grades 1 - 2 - 3
12:00 p.m. - 12:30 p.m.	Lunch Grades 4 - 5- 6    Recess 1 - 2 - 3
12:30 p.m. - 1:00 p.m.	Recess 4 - 5 - 6
2:45 p.m.	Dismissal
3:15 p.m.	End of teacher supervision
3 Year-Old Preschool:	8:15 a.m. – 10:45 a.m. (M-W-F)
4 Year-Old Preschool:	8:15 a.m. - 11:00 a.m. (half day)    8:15 a.m. – 2:45 p.m. (all day)
Kindergarten:	8:15 a.m. - 2:45 p.m.

## DRESS CODE

Our school uniform is indeed a source of pride and unity. All students, in grades kindergarten through sixth, will wear uniforms every day unless otherwise announced.

A child who is not in uniform will be sent to the uniform closet to find suitable clothes, or parents will be called to bring a change of clothes to the school. Students will also be assessed noon room for uniform violations.

**Girls:** **Blue plaid jumper or plaid skirt** (skirts for grades 4-6, only). Skirts and jumpers must be purchased through Flynn & O'Hara. Order forms are available in the school office or you can shop online at [www.fando.net](http://www.fando.net). There are other companies that offer similar plaids, but they are not acceptable for school uniforms. Length will be mid-thigh to knee. Navy blue or gray shorts are required under skirts and jumpers. Navy blue, gray, or white leggings are permitted under jumpers or skirts. Sweatpants or slacks are not to be worn under the uniform.

**Navy blue dress shorts.** Shorts or skorts may be worn from the first day of school until September 30 and from May 1 until the last day of school. Proper length is from mid-thigh to knee.

**Navy blue dress slacks.** These may be worn from November 15 - March 15.

**White polo shirt, traditional white blouse or white turtleneck...**see logo notice below

**Navy blue, white or gray socks** (solid colors) No logo socks or footies. Socks need to be at least 2 inches above the ankle.

**Navy blue, white or gray sweaters or sweater vests** (solid colors)

**Parkersburg Catholic logo sweatshirt only** (not hooded)

**Tennis or dress shoes** may be worn. Sandals, Crocs or boots are not permitted for appearance and safety reasons. Tennis shoes must be worn on gym days. No bandanas or scarves are to be worn unless they are standard uniform colors.

**Boys: Navy blue pants:** These are “docker” style dress pants, “no cargo pants”

**Navy blue dress shorts.** Shorts may be worn from the first day of school until September 30 and from May 1 until the last day of school. Proper length is from mid-thigh to knee.

**White or “light blue” polo shirt,** button-up dress shirt or turtleneck...see logo notice below

**Navy blue, white or gray socks** (solid colors). No logo socks or footies. **Socks need to be at least 2 inches above the top of the shoe.**

**Navy blue, white or gray sweaters or sweater vests** (solid colors)

**Parkersburg Catholic logo sweatshirt only** (not hooded)

**Tennis or dress shoes** may be worn. Sandals, Crocs or boots are not permitted for appearance and safety reasons. Tennis shoes must be worn on gym days.

**\*School Logo** – ordering shirts with a logo is strictly an option. The only acceptable logo for shirts and sweatshirts are those ordered through the school. The shirts and sweatshirts will be embroidered and can be ordered online by clicking on the Dress Code section of our website. It is always acceptable for students to wear blue or white polo shirts without a logo, which can be purchased from several local stores.

**\* Shirrtails must be tucked in at all times. Shirts must always be worn under sweatshirts.**

**\*Outside coats, jackets and “hoodies” cannot be worn in the building. Send a school sweater or sweatshirt to wear if your child needs more clothing inside.**

**\*Students may not have colored hair (i.e. blue, orange, etc.).**

**No Uniform Days: The last Friday of every month is a No Uniform Day.** Parental discretion is advised for No Uniform Days. Some examples of unacceptable clothing: hats, crocs, sandals, clothing showing midriff, spaghetti straps, shorts, pants, or shirts with holes or tears, T-shirts or sweatshirts with logo's advertising alcohol or tobacco products, or logo's depicting controversial issues. If you have any questions please call the school before the article is worn. The school administration has the final say on uniform issues.

**All students must be in uniform on the following days: Holy Days of Obligation and special program days such as, Grandparents Day, May Crowning, Penance Services, Catholic Schools Week and field trips, unless the teacher gives permission.**

## **EMERGENCY INFORMATION**

In case of an emergency each student is required to have on file in the school office an emergency medical card. These cards are sent home on the first day of school. All cards must be on file by the end of the first week of school.

## **FIELD TRIPS**

Field trips within our city and to nearby points of interest are scheduled by various classroom teachers throughout the school year. These trips are designed to supplement different aspects of the classroom curriculum and to introduce students to the resources of the community. Permission slips will be sent home prior to any field trip. Parents must sign and return the permission slip before the child will be allowed to go. Sometimes a small amount of money may be requested from each student to help defray transportation or facility use cost. Many times parents are asked to drive the children to and from field trip destinations. We appreciate this and could not have some of these trips without your help. Drivers must always return their carload of students directly to school as our liability only covers us on our planned itinerary. In order to drive on a field trip we must have a special Drivers Information Sheet completed and on file in the office.

## **FIRE DRILLS**

Fire drills are conducted each year in accordance with the regulations of the State Fire Marshal. Each classroom has fire drill exit routes clearly posted.

## **GRADING POLICY**

**Preschool:** Through Parent/Teacher Conferences

**Kindergarten:** Letter equivalents on skills introduced and required.

M = Skill Mastery

S = Satisfactory

NI = Needs Improvement

U = Unsatisfactory

X = Not Expected At This Time

**Grade One:** Ability Lettering on Report Cards will be used as follows:

M = Skill Mastery

S = Satisfactory

NI = Needs Improvement

U = Unsatisfactory

**Grades Two through Six:** Denoted by the following Scale:

93% - 100% = A

85% - 92% = B

77% - 84% = C

69% - 76% = D

68% - Below = F

Grades for **Art, Music (Grades 1-3) and Physical Education\*** will be:

M = Mastery    S = Satisfactory    U = Unsatisfactory

\*Receiving a "U" in any of these subjects will nullify honor roll status for that grading period.

Only students in grades 2 - 6 are considered for honor roll.

## **HOMEWORK**

We at P.C.E.S. think homework is important. It is an extension of the learning that takes place in school. Homework can provide practice and drill that reinforces classroom learning and can provide opportunities for independent study, research, and creative thinking. Parents can help their children by arranging a quiet comfortable place for the students to work and by seeing that assignments are completed.

## **ILLNESS OR INJURY**

In case of illness or injury a student will be cared for temporarily by a member of the school staff. School personnel will render first aid treatment only. If emergency medical treatment is necessary, the parents will be contacted as the child is en route to the emergency room at the hospital. Remember, an emergency medical card must be on file in the office by the end of the first week. The policy of Parkersburg Catholic Schools regarding head lice is that the student should stay home until all lice/nits have been removed.

## **LITURGIES**

We celebrate Holy Mass each Wednesday morning at 10:00 a.m. in the gymnasium. Holy Day Masses are generally celebrated at St. Francis Xavier Church on Market Street. Parents are welcome to join us whenever they can.

## **LOST AND FOUND**

All clothing and personal items found on the school grounds are placed in the “lost and found box” located in the downstairs hallway. Money and valuable articles are turned in and held in the office. Students may claim any article after proper identification. All uniform clothing, jackets, lunchboxes, backpacks, etc. should be labeled with your child’s name to allow for easy identification. After an appropriate amount of time the unclaimed articles of clothing will be donated to clothing closets at one of our parishes, given to the Salvation Army for distribution to the needy, or placed in the Uniform Exchange Closet located off the cafeteria.

## **LUNCH**

PCES participates in the National School Lunch Program (NSLP) sponsored by the Federal Government. Hot lunches are provided daily for our students. Weekly menus are sent home in the “Round-Up” and posted on our website. Students may bring a sack lunch from home and can purchase milk separately. They are not permitted to share food with others. Students that forget their lunch may not call home and will be charged a hot lunch. “Fast Food” is prohibited in our cafeteria unless it is for the celebration of a student’s birthday.

Students with food or milk allergies must have a doctor’s confirmation on file. The school will provide juice or water for hot lunch students with milk allergies.

Families that cannot afford to provide our school lunch for their children should fill out the National School Lunch Program form sent home at the beginning of the year. Suitable provisions will be made for free or reduced lunches according to government regulations.

Lunches and milks can be purchased daily, weekly, or monthly. The cost of a hot lunch is \$1.75 and milk is \$.25. Children may charge but we would appreciate pre-payments or at least daily payments. At the end of each month a computerized bill for charged lunches will be sent home with your child. Charged lunches will be limited to \$50.00 per child. Once you exceed this amount, the child’s privilege to charge may be revoked until payment is made.

In accordance with Federal law and U.S. Department of Agriculture (USDA) policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability.

To file a complaint alleging discrimination, write 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.

## **MAKE-UP WORK**

Teachers will gladly provide schoolwork for students (upon his/her return) who are absent due to illness. Make-up work will not be gathered for the first day of absence. If a student is absent for two days, let the office know by 9:30 a.m. if you would like to have work sent home. We ask that any work be picked up in the school office after 2:00 p.m. so that the teacher has time to prepare the lessons. We cannot guarantee that work will be sent home for any calls that come in later in the day. If dates of a student's absence are known in advance, the teacher should be notified, and planned assignments may be given.

## **MEDICATIONS**

If a student must bring prescription or non-prescription medication to school, a Dispensing of Medication Permit form must be completed. Forms are available in the office. Please stop in the office and fill out the form when you send any medication to the school. All medications must stay in the office for dispensing.

## **MEETINGS AT SCHOOL**

Any parent wanting to meet at the school for P.T.O. planning, classroom planning, etc. needs to call ahead and get approval from the principal for time and space availability.

## **NON-CUSTODIAL PARENTS**

In custody issues the school respects the rights of the non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and other school related information regarding the student(s). If there is a court order specifying that no information be given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

## **PARENT VOLUNTEERS**

P.C.E.S. considers our parent volunteers a very special resource. Parents are encouraged to help in extracurricular activities. Please call the office if you have time or skills you can share to make our school a better place for students to learn and grow. Our first P.T.O. meeting in the fall is a good time to sign up for the many volunteer opportunities that are sponsored by the P.T.O. or the school.

Individual teachers will be contacting parents regarding classroom volunteers. This is up to the teacher's discretion and will normally involve non-academic activities that require many hands. Sometimes we have more volunteers than activities to accommodate them. We love your help, but that "teacher/student only" time is also very important for the class to develop through the school year.

The Diocese of Wheeling-Charleston requires that all volunteers who work directly with children must have a background check (USIS Background Screening Release Forms are available in the school office), must receive and acknowledge the intent to read the Policy Relating to Sexual Abuse of Children (copies are also available in the school office), and must attend a VIRTUS Workshop (Protecting God's Children). Please watch for upcoming Virtus Training opportunities in your church bulletin and our school weekly round-up letter.

## **PARTIES: BIRTHDAY/CLASSROOM**

The three major classroom parties are Halloween, Christmas and Valentine's Day. Designated homeroom mothers will coordinate the 1:45 p.m. festivities. All party volunteers are to report to the cafeteria before going to the classrooms.

Birthdays are special days and some parents have chosen to bring treats for the whole class on their child's birthday. This is at the parent's discretion. If treats are brought to school, they are to be distributed in the classroom. **Please send in only one "individually wrapped" treat. Do not send in drinks, cupcakes, frozen treats or whole cookies or cakes.** Students who have summer birthdays are allowed to celebrate their ½ birthday. Birthdays that fall on weekends or days off must be celebrated on the closest following school day. Students do not have to wear their uniforms on their birthday.

\*If you are planning a private party for your child's birthday, party invitations are not allowed to be handed out at school unless the entire class is invited.

## **PARTNERSHIP IN EDUCATION**

Parkersburg Catholic Elementary School's Partner in Education is HEALTHSOUTH Western Hills Rehabilitation Hospital. Our business partner has such a positive impact on our school. We are involved in so many ways. The various activities, services, and interactions between us help create community and nurture our students toward a life of service and giving.

## **PICTURES**

Individual student pictures are taken during the fall and pictures are usually returned within six weeks. Class pictures are taken in the spring. A school yearbook is also available for purchase in May.

## **PROMOTIONS AND RETENTIONS**

Advancement to the next grade at Parkersburg Catholic Elementary School is based on a student's daily performance, test results, recommendations of teachers, and the student's ability to complete work successfully on a more advanced level.

Promotion to the next grade depends on successful completion of all subject areas. The administration may recommend the repetition of a grade, tutoring, or summer school classes as requirement for promotion when, after conferences with teachers and parents, it is believed that such action will better prepare the student academically or emotionally for the next grade. Promoting a child

who is not ready for the next grade puts undo pressure on the student and teacher. The final decision on retention is left up to the administration.

### **P.T.O.**

The members of our active Parent-Teacher Organization serve our school in a variety of supportive and substantial ways. We welcome all new members and encourage the involvement of all parents. The first P.T.O. meeting is held in September. P.T.O. membership is \$5.00 per family.

### **RECESS POLICIES**

Decisions to have outside recess during the cold weather depend upon the temperature and the wind chill factor. Duty teachers make this decision at the time of the scheduled break. Students should always dress for the outside recess. All students must remain on the playground during outside recess. Students returning from illnesses will be allowed to remain inside for three (3) days with written request by parents, after such time, a doctor's excuse will be required.

When students remain inside due to inclement weather, they have supervised play time in the gymnasium.

### **REPORT CARDS**

Report cards are issued following the completion of each nine week grading period. Report cards are sent home with the student in a sealed envelope. Please carefully review your child's progress and contact the school if you have questions regarding grades.

Parent-teacher conferences are scheduled directly following the first nine week grading period. The parent's attendance at conferences is very important. A parent may request a conference with their child's teacher at any time during the school year. Please call for an appointment if a meeting is desired. Likewise, a teacher may sometimes find it necessary to request a special conference with a parent. Please make every effort to meet with the teacher if you receive such a request.

Report cards can only be sent to parents whose tuition and fees are not in arrears.

### **ROUND-UP LETTER**

A weekly round-up letter is sent home on the last day of each week with the youngest family member in the main building or with any preschool/kindergarten student without a sibling in the main building. Please read over carefully. This round-up letter contains important dates, schedules & schedule changes, and the weekly hot lunch menu. Any information that needs to be included in the round-up should be written and turned into the office by Tuesday of that week. Any flyers that are to go home with the students should be sent in by Wednesday of that week.

### **SIXTH GRADE TRIP**

Each year the school offers the sixth grade students a two day trip. The students, parents and staff work on various projects throughout the year to fund this event. This trip is a privilege not a right. The destination and activities involved follow diocesan guidelines and are set by school policy.

The trip will consist of two days with one-night lodging. The students will be able to choose from cities in close proximity to our school to avoid a large portion of time on the bus as opposed to the students participating in activities. The cities meeting these criteria are Pittsburgh, Cincinnati, Cleveland, and Columbus.

The activities taken in by students will be educational in nature. The reasoning here is, using school time and money raised in the name of the school, the trip has to be matched to curricular goals and outcomes. All trips are contingent on sixth grade fund raising efforts each year. Availability of funds will help determine events and activities.

### **SKATING PARTIES**

Our students have a great time at the Saturday skating parties. These parties are held at Skate Country (6th Avenue & Gladstone on South Side). The parties are held from 12:30 p.m. until 2:30 p.m. on various Saturdays throughout the school year. Notices are sent home prior to these parties.

## **SPECIAL SCHOOL ACTIVITIES**

Keep an eye out for a few of these upcoming activities:

1. Open House (both buildings)
2. Christmas Play
3. Advent/Lenten Penance Services
4. School Book Fair
5. Catholic Schools Week
6. Social Studies or Science Fair (rotating years)
7. Grandparents' Day
8. May Crowning/Living Rosary
9. Award Assemblies
10. Spring Play/Spring Festival
11. Accelerated Reading Picnic

## **SPORTS**

Girls' basketball, boys' basketball, Elks Hoop Shoot, K of C sponsored Saturday basketball, and track are promoted as an extension of our physical education program. Fourth & fifth grade girls and boys basketball is under the auspices of the Wood County Recreation Commission. Our sixth graders are eligible to play all fall sports (tennis, golf, football, volleyball and cheerleading) offered at Parkersburg Catholic High School and will be required to have completed a sports physical prior to participating. Sixth grade basketball is under the auspices of the WVSSAC.

Participation is encouraged to gain additional physical exercise and to promote school unity. This is why we have a "no cut policy" for all sports. The face of elementary sports has changed over the years. Students come to our school sports at varying levels of ability and development, often as a result of middle school sports, year round opportunities, and sports camps. Every attempt is made to introduce the fundamentals of each sport while adding additional skills for the more experienced players. Just like homework, these skills need to be practiced at home.

While we do not have a "win at all cost" attitude, we do want to put our best foot forward on the field of competition and have our school represented well. All decisions regarding starting and playing time are left up to the coaches. These decisions are based on ability, the students' attendance for practices, willingness to work during practices, and improvement on skills.

## **STUDENT RESPONSIBILITIES AND CONDUCT EXPECTATIONS**

1. Catholic students are reminded of their obligation to attend Mass each Sunday. All other students are reminded to faithfully attend their Church's weekly worship services.
2. Students must conform to all rules and regulations of the school.
3. Students must conform to the dress code adopted by the school.
4. Students must obey the principal, teachers, teacher-substitutes, aides, and activity supervisors.
5. Students shall do all homework and class assignments required by the teacher.
6. No students shall steal or cheat.
7. No chewing gum on school property at any time.
8. Possession or use of alcohol, drugs, and tobacco or look alike substances is forbidden.
9. Students may not enter the building before 7:50 a.m. or after the 2:45 p.m. dismissal unless under the supervision of a faculty member.
10. Students in Before/After School Program must stay in the designated areas.
11. Students are not permitted to use the telephone, except in the case of a true emergency.
12. Students participating in extracurricular activities at Parkersburg Catholic Elementary must maintain passing grades in all subjects. Students may be removed from participation for failure to maintain acceptable work; improper conduct as determined by the supervisor, coach or principal; excessive absenteeism and/or tardiness.
13. Other inappropriate behavior or conduct unbecoming a Christian student may also be subject to disciplinary action.

## **TECHNOLOGY CONCERNS**

All technology use and internet access at PCES for all faculty, staff and students is provided solely for educational purposes. Students are prohibited from accessing social networking or gaming sites except for educational purposes under teacher supervision. Expressed permission to use internet and hardware/software in any area of the school must always be obtained by school administration.

**Blogs:** Engagement in online blogs such as, but not limited to, MySpace.com®, Xanga®, Friendster®, Facebook®, etc. may result in disciplinary actions if the content of the student's blog includes defamatory comments regarding the school, the faculty, other students or the parish.

**Virtual Reality Sites:** Virtual Reality Sites pose a developmental and moral risk to the life of a student. Parents are cautioned to be aware of the online sites visited by their children, knowing that often predators are not living in a neighborhood, but within the home via a computer.

## **TELEPHONE USAGE**

The telephone in the school office is a business phone and should not be used by students or visitors without permission. Students may not call home for forgotten homework, lunches, books, etc. or make personal arrangements, such as riding home with someone else.

## **TESTING**

**Standardized:** Standardized testing will be given to all students in grades K – 6. Testing will be done in the spring. Information from these scores is used for school curriculum planning, individual classroom instruction planning, and individual student needs.

**Special Needs:** Testing for gifted, learning disabilities, speech, and reading are important for many students' progress. All testing begins at the school. For testing to be done at the school, the classroom teacher and principal need to recommend this. If you feel your child may need testing in any of these areas, please confer with his or her classroom teacher to initiate the process. All preliminary tests are then sent to the Special Education Department of Wood County schools for further evaluation.

## **TOYS AND GAMES**

Toys, games, and stuffed animals are not permitted unless allowed by a teacher for a specific reason. Toys and games to be used in the after school program are required to stay in the student's backpack until they are in the after school program.

## **TRANSFERS/WITHDRAWALS**

Parents expecting to move or transfer a student out of Parkersburg Catholic Elementary must inform the administration & faculty of the fact as soon as possible. A "Release of Records" form must be signed by the parent or guardian before any records can be transferred. All textbooks and library books must be returned, and all fees and tuition payments paid in full before records can be transferred.

## **TUITION**

**According to diocesan policy all families must use FACTS Tuition Management Company.** Therefore, the school will not be able to accept tuition payments. There is a non-refundable \$38.00 fee for participating in the FACTS program. Families may apply for financial assistance. If interested please call the school office.

## **VISITORS/PARENTS**

For the safety of your children, all parents and visitors must report to the downstairs school office upon entering the building. Parents are not to take their children to the classroom or go directly to the classroom for any reason. Forgotten lunches, homework, books, etc. should be dropped off at the school office. Parents should never assume it is okay to go to their child's classroom to deliver materials, pick up make-up work, ask the teacher a question or initiate an impromptu conference. If you need to speak to your child's teacher, come to the office to see if they are available. This alleviates any unexpected disruptions in the classrooms. All queries and deliveries are handled through the school office.



**WEAPONS** (Diocesan Policy 5513)

Any instrument which is designed to be used to produce serious bodily injury or death, or is readily acceptable to such use shall not by any person be brought onto or otherwise permitted on the property of the schools or any other property under the jurisdiction of the Bishop of Wheeling-Charleston; nor shall any such instruments be brought onto or otherwise permitted on any premises where school functions are being conducted which are under the jurisdiction of the Bishop of Wheeling-Charleston. Deadly weapons shall include but not be limited to those instruments defined in West Virginia Code, Chapter 61, Article 7, Section 2, such as a blackjack, knives, nunchuka, metallic or false knuckles, pistol, revolver, or other deadly weapon of like kind or character which may be easily concealed on or about the person or any other type of firearm of any type or description. **Students who bring weapons as defined by diocesan regulations to school are subject to immediate suspension and/or expulsion.**

## **PRESCHOOL - KINDERGARTEN PROGRAM**

### **Religious Development**

Religious education at the kindergarten level becomes primarily a process of introducing the children to the wonders of God's creation by helping them to discover the uniqueness of the world about them, of themselves and of others. Early childhood is the time when foundations for a more mature appreciation of religion are laid.

### **Social - Emotional Development**

Kindergarten and preschool will provide experiences for children to learn to get along with others and to develop proper work habits at school. Skills to be developed:

Social Development:

- Getting along with others
- Sharing and taking turns
- Respecting the rights of others

Emotional Development:

- Feeling secure and happy at school
- Meeting new situations with confidence
- Demonstrating good self-control

Work Habits:

- Following directions
- Working accurately and neatly
- Working independently

### **Physical Development**

Kindergarten and preschool will emphasize developing the following skills:

Fine Motor Skills:

- cutting
- coloring
- printing
- painting
- drawing
- tracing

Gross Motor Skills:

- jumping
- marching
- ball throwing, catching & bouncing
- skipping
- hopping
- galloping

Some of these will be modified to appropriately meet the needs of the preschoolers.

**Academic Development**

Kindergarten will provide important academic preparation for first grade. Academic areas include:

Language Arts:

Speaking -- Learning to communicate effectively

Listening -- Developing important listening skills

Writing -- Learning to print the alphabet, numbers, and important words

Reading Readiness -- Learning the names of letters, their sounds, and blending sounds to read

Mathematics:

Experience will include number concepts, measurement, time, geometry, money, and graphing.

Also: Science, Social Studies, Health, Music, and Art Instruction

Preschool will provide:

Language Arts:

Speaking -- Sharing experiences

Listening -- Following directions

Drawing -- Emphasis on creativity

Reading Readiness -- Appreciation for books and storytelling

Mathematics:

Number concepts and shapes

Play Experiences:

Independent and group participation

Also: Music, Science, and Health