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*Burch PK8*  
*“HOME OF THE BULLDOGS”*

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**STUDENT HANDBOOK  
2024-2025**

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

**Paula Brown, Principal  
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Missy Warden, Counselor  
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**275 Bulldog Blvd.  
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**This book belongs to:**

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## **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.

### **Burch PK8 MISSION STATEMENT**

ALL IN – Academics, Arts, Athletics, Community

### **Burch PK8 VISION STATEMENT**

Burch PK8 strives to be the first in preparing all students for the challenges of the 21<sup>st</sup> 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 21<sup>st</sup> 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.

### **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 an administrator.** Such items will be taken and held for parents.

- 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
- Shoes with wheels
- Open food and drink containers
- 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:

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

2<sup>nd</sup> 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.

3<sup>rd</sup> offense: Phone will be turned in to office, parent will be contacted and required to pick up phone, 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, X (formerly Twitter), SnapChat, 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 (conference with administration).
- 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.

**2024-2025 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 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.**

**5511- 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.

## SELF-HARM POLICY AND PROCEDURES

Mingo County Schools are committed to safeguarding and promoting the welfare of students and expects all staff and volunteers to share this commitment. We are alert to the signs of self-harming and follow our procedures to ensure that children receive effective support and protection.

A threat is an expression of intent to harm one's self or someone else and may be spoken, written, gestured, or communicated in some other form, such as via text messaging, email, or other electronic means. An expression of intent to harm is considered a threat regardless of whether it is communicated to the intended victim(s) and regardless of whether the intended victim is aware of the threat. Threats may be implied or stated in an indirect manner if a recipient would reasonably regard the behavior as a threat. **WHEN IN DOUBT**, treat the expression as a threat and conduct a threat determination.

Any student or faculty member expressing self-harm or harm to another must be evaluated by a medical professional and be medically released to return to school/work.

## 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, cleats, and steel toed boots 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/back/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 (example: Playboy bunny) 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's in compliance with the attendance policy.**

#### **Attendance:**

Monthly attendance incentives may be awarded for students with perfect attendance. Semester attendance incentives shall be implemented for students with faithful attendance, those who have missed 3 or less days per semester (excused or unexcused).

### **MAKE-UP WORK**

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

### **Administrative Guidelines for Attendance and Participation in Athletics and Extracurricular Activities**

#### **Attendance Required for participation in Extracurricular Activities:**

1. Students must be in attendance for at least 50% of the school day to participate in an athletic practice or contest, or to participate in an extracurricular activity (does not pertain to attending a public athletic contest as a spectator). A medical excuse or parent excuse is required the day of the partially missed school day. Exceptions will be made for documented medical appointments. Medical

emergencies will be considered on a case-by-case basis. The school principal's decision is final.

2. An athlete/extracurricular participant suspended out of school is automatically suspended from the team. The suspended athlete/participant cannot practice or participate in a game/event until the suspension is over and he/she is reinstated to school by the school administration. This means, for example, that a student who is suspended from school on Friday will not be eligible to practice or play in any games on Friday or Saturday because reinstatement to school can occur no earlier than Monday morning.

3. Parents/Guardians are encouraged to make medical appointments at times that will allow the student to be at school no less than half the school day. Exception for appointments made at health care facilities located at distant proximities, which will not allow for travel back to the extracurricular event will be considered.

**All Mingo County Policies may be found at [www.neola.com/mingo-wv/](http://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/>

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

#### **NOTICE OF NON-DISCRIMINATION**

The Board does not discriminate on the basis of sex (including sexual orientation or gender identity), in its education programs or activities, and is required by Title IX of the Education Amendments Act of 1972, and its implementing regulations, not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. The Board is committed to maintaining an education and work environment that is free from discrimination based on sex, including sexual harassment (See Mingo County Board policy 2266). Furthermore, the Board does not discriminate on the basis of race, religion, color, national origin, ethnicity, ancestry, sex (including gender 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"), or any other legally protected category in its programs and activities including employment practices (See West Virginia State Board of Education policy 4373).

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 (The coordinators also serve as Compliance Officers for non-sexual harassment, 504/ADA). If you have web accessibility issues, please contact: Virginia Lee Taylor- Mounts @ vmounts@k12.wv.us or 304-235-3333.