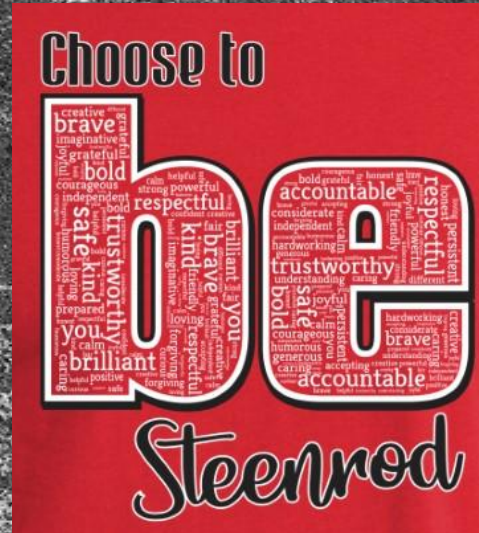


*Educating the whole child on a journey through kindness, compassion and respect.*







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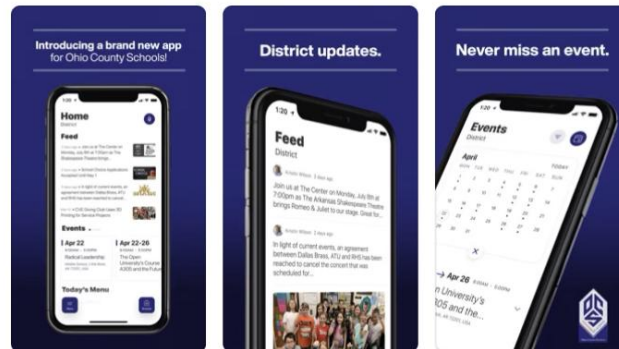
Mr. Rick Jones, Assistant Superintendent



## Ohio County Schools, WV Education

OPEN

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## Steenrod Staff, 2023-24

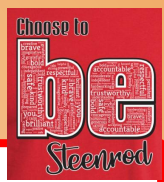
<p>Office:</p> <p>Mrs. Dietrich, Principal</p> <p>Ms. Nickie, Secretary</p> <p>Ms. Rebecca, Counselor</p> <p>Mrs. Harvey, Mental Health Specialist</p> <p>Nurse Crystal, School Nurse</p>	<p>Custodians:</p> <p>Mr. Mike</p> <p>Mr. Barker</p> <p>Child Nutrition:</p> <p>Ms. Darla</p> <p>Ms. Rachel</p>	<p>Mrs. Fritter, Library Media Specialist</p> <p>Mrs. Vanhorn, PE</p> <p>Ms. Stamper, Art</p> <p>Dr. Day, Music</p> <p>Mrs. Milton, Reading Interventionist</p> <p>Mr. Imer, Special Education</p> <p>Mrs. Nick, Speech Language Pathologist</p>
<p>PreK:</p> <p>Ms. Beth, Teacher</p> <p>Ms. Corrie, Instructional Aide</p> <p>Ms. Stephanie , Instructional Aide</p>	<p>Kindergarten:</p> <p>Mrs. Schmitt, Teacher</p> <p>Mrs. Kuhns, Teacher</p> <p>Ms. Charity, Instructional Aide</p> <p>Mrs. Walter, Instructional Aide</p>	<p>1st Grade:</p> <p>Mrs. Kiedaisch, Teacher</p> <p>Mrs. Franke, Teacher</p> <p>Mrs. Brubaker, Interventionist</p> <p>Ms. Kathleen, Instructional Aide</p>
<p>2nd Grade:</p> <p>Mrs. Daugherty, Teacher</p> <p>Mrs. Wade, Teacher</p>	<p>3rd Grade:</p> <p>Ms. Iverson, Teacher</p> <p>Mrs. Perry, Teacher</p> <p>Mrs. Bankey, Instructional Aide</p>	<p>4th Grade:</p> <p>Ms. Craig, Teacher</p> <p>Ms. Hohman, Teacher</p>
<p>5th Grade:</p> <p>Ms. Anderson. Teacher</p> <p>Ms. Railing, Teacher</p>	<p>Specialists (not at Steenrod daily)</p> <p>Ms. Beth Andlinger, OT</p> <p>Mrs. Shae Miller, PT</p> <p>Mrs. Arianne Goneau, DHH</p>	<p>Instrumental:</p> <p>Mrs. Hails, 4th/5th Grade Strings</p> <p>Mr. Lilley, 5th Grade Band</p>

Choose to be Steenrod

The word 'be' is formed by a dense collection of positive adjectives and verbs, including: brave, bold, confident, capable, respectful, trustworthy, honest, brilliant, you, fruitful, accountable, perfect, and many others.

- Drop off begins at 7:50. Please have your child(ren) remain in the car with you until a staff member is outside on duty.
- **Students arriving after 8:20 must be signed in to the office.** You will need to ring the doorbell and wait to be buzzed in. Students will be marked tardy if they arrive after 8:20.
- Breakfast is available from 8:00-8:40.
- Lunches
  - Pre-K, 11:20
  - Kindergarten, 10:40
  - First Grade, 11:15
  - Second Grade, 11:55
  - Third Grade, 10:55
  - Fourth Grade, 11:30
  - Fifth Grade, 12:05
- Pre-K Dismissal, 2:15 (Mon-Thur)
- Grades K-5 Dismissal begins at 3:00 - **do not arrive for pick up prior to 2:30**
  - 3:05, Walkers will leave the building
  - 3:10, Car Riders will begin to dismiss
  - Car Riders should be picked up by 3:20
- Aftercare is available through Willow Springs until 5:30 - **students must be signed up to attend.**

# Meals



- Students in all Ohio County Schools will receive 1 free breakfast meal and 1 free lunch meal each school day for the 2023-24 school year. No new charges can be incurred on student's Child Nutrition accounts this school year as we continue to take part in the countywide Community Eligibility Program (CEP) of USDA. *Child Nutrition bills and/or reminders for unpaid balances will continue to be mailed monthly. Outstanding debt on Child Nutrition accounts remains the responsibility of the parent/guardian of the student. Accounts with no payment for 60 days will now be considered delinquent and may be reported to a collection agency, which may negatively impact the credit rating of that individual. If financial hardships have occurred, the parent/guardian or staff member must make contact with the Child Nutrition Department by calling 304-243-0477 or 304-243-0486 to set up a payment plan to pay back the owed debt. Payments can be made online free of charge by visiting: [www.schoolcafe.com](http://www.schoolcafe.com). You can also view your account using the student ID number. A minimum of \$20 must be paid online. In addition, check or money orders can be sent to the Child Nutrition Office, 1976 Park View Road, Wheeling, WV 26003. Please include the student ID number on all payments. These can also be dropped off at the Board of Education Office at 2203 National Road, Wheeling, WV 26003.*
- You can view the menus and nutritional information at [ocs.nutrislice.com](http://ocs.nutrislice.com) or download the **Nutrislice App**. Information and forms for special dietary needs are available from the [Office of Child Nutrition](#).
- Students will have the opportunity to get a breakfast in the cafeteria (kindergarten) or a "Grab and Go" breakfast to eat in their classroom (grades 1-5). We encourage each child to eat a nutritious breakfast provided by the Ohio County Schools Child Nutrition Program. If your child brings a lunch from home, please **do not send caffeinated beverages**. They may buy **milk for 50 cents** collected daily.
- The Ohio County Board of Education does not discriminate on the basis of sex, race, color, religion, disability, or national origin in employment and in the administration of any of its educational programs and activities. Inquiries may be referred to our Title IX Coordinator, or to the Section 504 Coordinator, 304-243-0322, Ohio County Schools; or to the Section 504 Coordinator, 304-558-2696, WV Department of Education, Charleston, WV 25305-0330, or to the US Department of Education's Director of the Office for Civil Rights, 215-596-6795.





# NUTRISLICE

## WHAT'S FOR LUNCH??

Download the app!  
[ocs.nutrislice.com](https://ocs.nutrislice.com)



# NUTRISLICE

## WHAT'S FOR LUNCH??

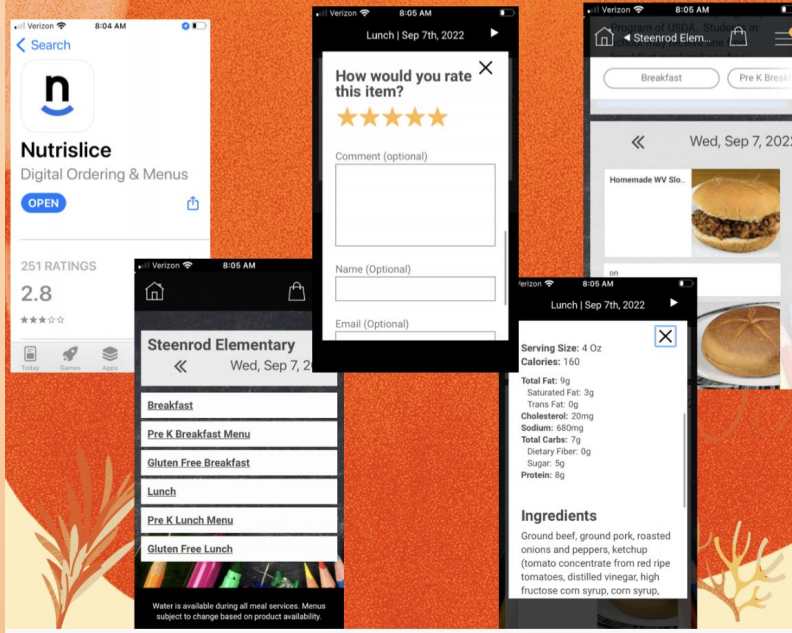
Download the app!  
[ocs.nutrislice.com](https://ocs.nutrislice.com)



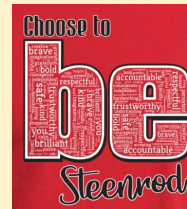
# NUTRISLICE

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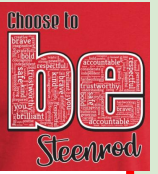
## Choose to



# Health Services

- Medical Information Form MUST be completed and returned to school each year. Make sure to contact the school nurse **immediately** if there are any changes including new medications.
- *If your child has a chronic medical condition which leads to multiple absences, please obtain a Chronic Medical Absence form from the office of Student Services. **This will be reviewed every nine weeks.***
- When your child has a doctor appointment during the school day, please make sure to get a note so that the absence is excused. This can also be faxed to the school, 304-243-0357.
- School nurse: [Crystal Law](mailto:crystal.law@k12.wv.us) - [crystal.law@k12.wv.us](mailto:crystal.law@k12.wv.us)
- School secretary: Nickie Phillips, [nphillips@k12.wv.us](mailto:nphillips@k12.wv.us)

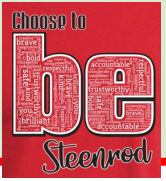
# Office Information



- If your child is ill or requires an excused absence (illness, injury, religious holidays, school-approved field trips, death in immediate family, etc.) **CALL THE SCHOOL BY 8:45 A.M. TO REPORT THE ABSENCE**. You can also email: [nphillips@k12.wv.us](mailto:nphillips@k12.wv.us). If your child was seen by a physician, obtain a doctor's note and send it to school with your child. Your doctor's office can also fax, 304-243-0357 or email to Miss Nickie.
- If a child does not come to school at the beginning of the day, and a parent or guardian has not called the school or sent a note to report the child's absence, parents will be telephoned at home.
- If you move, notify the school office as soon as possible with your new address and telephone number. If you plan to move to another school area, notify your child's teacher and the school office at least three days in advance. **Notify the office immediately of any other changes in pertinent information**, such as telephone numbers, changes in emergency contacts, medical caregivers, custodial parent status, allergies, etc.
- If you have a doctor's appointment for your child or another reason for early dismissal, **write a note or communicate to your child's teacher in the morning**. Be sure to note if someone other than a parent is picking up your child. When you arrive at school to pick up your child, come to the main entry and ring the buzzer. You will then be asked to identify your reason for requesting entry. Miss Nickie will summon your child to the office; you are asked to stay in the lobby to wait for your child.
- **All parents, visitors, and volunteers are required to register in the office when entering the building and are expected to follow health mandates established by Ohio County Schools.**
- **To request a parent/teacher meeting, call the office or contact the teacher through Schoology. You can email your child's teacher through the Apptegy App.**



# Attendance Information



***Research shows that your child's attendance may be the biggest factor influencing their academic success.***

**\*\* 10 parent notes are allowed per year (for vacation, illness, etc). After 10 parent notes it is considered an unexcused absence**

**\*\* Doctor and Medical notes must be turned in for any medical appointments -which will NOT count toward your 10 allowable parent notes.**

**\*\* If no excuse is turned in, the absence is considered unexcused**

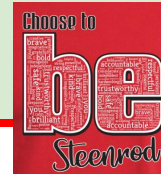
**\*\* It is the parent/guardian's responsibility to make sure the excuses are turned in to the school**

*After 5+ unexcused absences, Ohio County Schools Attendance policy is to refer to mediation and/or court.*

Chronic absence is considered missing 10% of school days. If we have been in school for 20 days, your child is considered chronically absent if they have missed 2 of those days.

*"By seven, most kids have begun to see themselves in relation to their peers. They don't want to stick out," says Jenn Berman, Psy.D., author of The A to Z Guide to Raising Happy, Confident Kids and punctual mother of twins. "When they walk in late, literally all eyes are on them. They feel responsible, but, ultimately, you control everything. He wants to do what's right, and you're letting him down."* <https://www.parenting.com/child/end-school-morning-tardiness-really/>

# Dress Code and other information



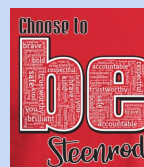
- Dress comfortably for school - the building can be cool in some areas and warm in others.
- Wear tennis shoes on gym days.
- Students go outside for recess when the “feels like” temperature is 30 or above. **Make sure your child has appropriate outerwear for recess!** Even if we are not going out for recess, please send a jacket/coat as there may be an unplanned need to be outdoors.
- Shirts must fully cover the midriff - no crop tops. *We will provide a t-shirt to put on over a crop top.*
- Flip-flops or open back sandals/shoes present a safety risk on stairwells and while playing outdoors.
- No offensive language or images are permitted on clothing.
- No heelys (shoes w/ wheels)

Please do not arrange to have flowers, balloons or other gifts sent to your child while in school. If they are sent, we will hold in the office until the end of the day. Food may **not** be sent in for classroom parties or other occasions during school hours.

Be prepared to identify yourself prior to being buzzed into the school building.

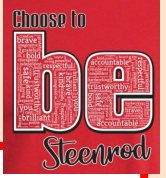
There is no smoking or vaping on school property - this includes the parking lot.

# Volunteers/PTA/LSIC



- [OCS Volunteer Application](#) (MUST be filled out EACH YEAR before volunteering in the school). The online application is available on the OCS website, <https://www.boe.ohio.k12.wv.us/>.
- **Our PTA is a vital part of our school.** All parents, grandparents, and friends of children are invited and encouraged to join PTA. If you have any questions about PTA or would like to volunteer for PTA/school activities, visit the [website](#), <https://steenrod.memberhub.com/>, or contact one of the officers listed below:  
2023-24, PTA Officers
  - Jennifer Gomez, President, [jennifertrader13@hotmail.com](mailto:jennifertrader13@hotmail.com)
  - Summer Evans, Vice-President, [summerlgevans@gmail.com](mailto:summerlgevans@gmail.com)
  - Jenn Schmitt, Secretary, [jschmitt@k12.wv.us](mailto:jschmitt@k12.wv.us)
  - Chris Sengewalt, Treasurer, [chris.sengewalt52@gmail.com](mailto:chris.sengewalt52@gmail.com)
- **LOCAL SCHOOL IMPROVEMENT COUNCIL:** Members of the council are parents, teachers, service personnel, business and community representatives, and the school principal. The council's goal is to facilitate and encourage the involvement of the school community in the operation of the school. We meet four times during the year. **LSIC meetings will be announced at least a week in advance and are open to the community.**

# Policy 4373 / PBIS



## WVDE POLICY 4373: EXPECTED BEHAVIORS IN SAFE AND SUPPORTIVE SCHOOLS

*This rule sets the requirements for the development of safe and supportive schools that provide optimum learning conditions for both students and staff. Whereas safety and order is the foundation of a positive school climate/culture that supports student academic achievement and a personal/social development, this rule also establishes disciplinary guidelines for student conduct that outline behaviors prohibited in West Virginia schools that must be consistently addressed in order to assure the orderly, safe, drug-free, violence and harassment-free learning environment.*

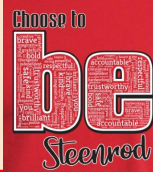
### **POSITIVE BEHAVIOR INTERVENTION SUPPORT (PBIS)**

Steenrod Elementary is a school with a high level of respect across staff, students and families. As such, we have a School Wide Positive Behavior Interventions and Supports plan that is designed to foster cooperation, academic excellence, respect and safety. The tenets of our plan are Safe, Trustworthy, Accountable, and Respectful (STAR). ***When people receive recognition for good work, they feel more satisfied in their environment.***

Each grade level will utilize developmentally age appropriate methods of classroom management and rewards. Parents are invited to GET INVOLVED through the PBIS committee and LSIC.



# PBIS



Steenrod uses a two-pronged approach to behavior. First, we use positive supports to acknowledge desired behavior. Then, in grades 2-5, we use tally charts to note undesirable behavior and determine interventions to encourage more positive behavior.

Each grade level has a different level of expectations before issuing a tally, and while it varies by grade level it is consistent within the grade.

When there is a disruption (*any behavior that is not following school expectations*), teachers generally follow this hierarchy:

- **First Disruption:** Non-verbal reminders (moving closer, the “teacher look”, etc.) will be given.
- **Second Disruption:** Verbal reminder (re-statement of rules/expectations with reminders of consequences).
- **Third Disruption:** The student receives a tally mark in the corresponding column.
- **Fourth Disruption:** The student receives another tally mark and may conference with teacher.
- **Fifth Disruption:** The student receives another tally and **\*Parent notification may be sent home for parents to sign and return the next day\***

*If a student receives three parent notifications, they are sent to Mrs. Dietrich with an office referral.*

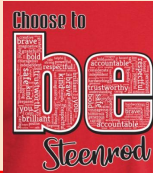
As you can imagine from your parenting experience, there are times when we may go “off script” depending on the severity of the behavior.

Teaching our children to be **safe, trustworthy, accountable and respectful** involves a bit of subjective judgement and we do our best to respond in a way that will help a child make better decisions the next time.

Each month, our PBIS committee meets, and we review data from tally charts to determine the next course of action. In some cases, we will assign a “check out” adult mentor. Other cases will be handled with a daily behavior sheet or a self-monitoring checklist for our older students.

We get better results when we partner with parents and students to determine interventions. If your child has been referred to a “Tier 2” for behavioral intervention, you will be notified and informed of the interventions that we think will work best and we will invite you to discuss this with us. We are open to parent and student feedback!

# PBIS - categories for classroom infractions



Excessive Talking/Talking Out

Not Prepared

Missing Homework

Violation of Classroom Policies

Defiance/Disrespect of Teacher

Inappropriate Language/Tone/Noise Level

Invasion of Personal Space

Disrespect for School Property

Resource/Cafeteria Violation

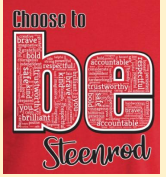
“Do Not Pass Go” (this is when a behavior leads to a conference with Mrs. Dietrich)

*On the following page, you will see the matrix which shows expected behavior in common school areas.*

<b>STAR Cardinals</b>	<b>Cafeteria</b>	<b>Hallway</b>	<b>Restroom</b>	<b>Dismissal</b>	<b>Playground</b>
<i><b>Safe</b></i>	<ul style="list-style-type: none"> <li>*Use an indoor voice.</li> <li>*Sit appropriately on the benches.</li> <li>*Walk in the cafeteria</li> </ul>	<ul style="list-style-type: none"> <li>*Walk on the right.</li> <li>*Face forward while walking.</li> </ul>	<ul style="list-style-type: none"> <li>*Wash your hands with soap.</li> <li>*Keep your feet on the floor and use your hands for the door.</li> <li>*Keep water in the sink</li> </ul>	<ul style="list-style-type: none"> <li>*Stay quiet in line while waiting to leave the building.</li> <li>*Inside voices unless otherwise instructed.</li> <li>*Remain with the teacher or staff member in charge until given permission to leave.</li> </ul>	<ul style="list-style-type: none"> <li>*Use equipment properly.</li> <li>*Watch out for others while you are playing.</li> <li>*Report any incidents to teachers immediately.</li> <li>*Stay in designated play areas.</li> </ul>
<i><b>Trustworthy</b></i>	<ul style="list-style-type: none"> <li>*Ask for permission to leave your seat.</li> <li>*Take scan card to get breakfast and return with it to your classroom (Grades 1-5).</li> <li>*Bring scan card to lunch.</li> <li>*Quiet time is “no talking”</li> </ul>	<ul style="list-style-type: none"> <li>*Go directly to your destination.</li> </ul>	<ul style="list-style-type: none"> <li>*If you notice something wrong, report it to the teacher immediately.</li> <li>*Use the restroom appropriately.</li> <li>*Pens/pencils/markers are NOT to be in the restrooms.</li> </ul>	<ul style="list-style-type: none"> <li>*Look out for younger siblings.</li> <li>*Go directly to your destination.</li> </ul>	<ul style="list-style-type: none"> <li>*Follow game and activity rules.</li> <li>*Line up when time is called</li> </ul>
<i><b>Accountable</b></i>	<ul style="list-style-type: none"> <li>*Take the lunch choice you picked in the morning.</li> <li>*Keep track of your lunch belongings if you are a packed lunch.</li> </ul>	<ul style="list-style-type: none"> <li>*Pick up any items which you may drop.</li> <li>*Clean your space after eating</li> </ul>	<ul style="list-style-type: none"> <li>*Use the hallway sink to wash your hands when you go to the restroom with a group.</li> <li>*Make sure paper towels land in the garbage can.</li> </ul>	<ul style="list-style-type: none"> <li>*Stay in your designated area unless you receive permission to leave.</li> <li>*Make sure you have all necessary materials packed before leaving your classroom.</li> </ul>	<ul style="list-style-type: none"> <li>*Care for the playground equipment.</li> <li>*Try to keep balls from going on the roof or bouncing against the classroom windows.</li> </ul>
<i><b>Respectful</b></i>	<ul style="list-style-type: none"> <li>*Use good manners – “please”, “thank you”, and “excuse me”</li> <li>*Mind your personal space.</li> </ul>	<ul style="list-style-type: none"> <li>*Mind your personal space.</li> <li>*Remain quiet in the hallway, using an indoor voice unless otherwise instructed.</li> </ul>	<ul style="list-style-type: none"> <li>*Mind your personal space.</li> </ul>	<ul style="list-style-type: none"> <li>*Mind your personal space.</li> </ul>	<ul style="list-style-type: none"> <li>*Play fair and be a good sport!</li> <li>*Mind your personal space.</li> </ul>

# Drop Off Procedures

**DRIVE SLOWLY AND CAUTIOUSLY.** POSTED SPEED LIMITS ARE 15 MPH ON CLARKS LANE AND **5 MPH** IN FRONT OF THE SCHOOL.



## PreK

Pull into the second lane of the parking lot. Park and walk your child to the front door where one of the PreK staff will greet your child and walk them into school. Parents will return to their cars and wait until it is safe to exit .

## K-5

Please follow the flow of traffic and directions provided by staff on duty. Drive down Clarks Lane and turn left in the lane directly in front of the building. Pull as far forward as you can. Students can exit when you stop; if they need help, school personnel/student ambassadors will be on hand to assist. **Having your child exit on the passenger side of the vehicle will make the process more efficient.** If possible, arrange car seats to allow your child easy exit.

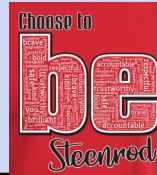
**Parents (“chauffeurs”) should remain in their cars.** Exit by following the driveway behind TMS.

***If your child is tardy (after 8:20), you will need to walk them into the school and sign them in.***



# Dismissal - K-5

\*PreK will follow directions provided by PreK Teacher



**Walkers** will be dismissed from Steenrod at 3:05 p.m. and will walk with staff supervision up the steps to TMS. Parents/approved adults must check in with the staff member on duty for students in grades K-3 at the top of the steps. Once younger students are met by parents, staff will walk older students to the intersection of Clarks Lane and National Road. The teacher will then walk students across National Road to Romney or Clarks Lane. **Students in Grades K-3 will not be permitted to walk on their own. Permission to walk with an older sibling requires a parent note.**

If a parent or approved adult is not present to pick up, the students will walk back to the school with staff.

**Students in Grades 4-5 are permitted to walk without a parent or approved adult present. If your child is to be a walker, and is in grades 4-5, please let us know if they ARE NOT permitted to walk without supervision.**

**Call the office BEFORE 2:30 p.m. if there are changes in your child's dismissal!**

**Car Riders** - will be dismissed beginning at approximately 3:05. Parents/approved adults should pull into the parking lot aisles. **Stay in your car.** A staff member will come to your car to get your name and radio into the gym where students will be waiting. Exit around Triadelphia Middle School. Do not turn into the bus lane which is immediately in front of the school.

While waiting for students, please consider our air quality and do not sit with engines idling.

**DO NOT PARK IN THE AISLES  
BEFORE 2:30!**

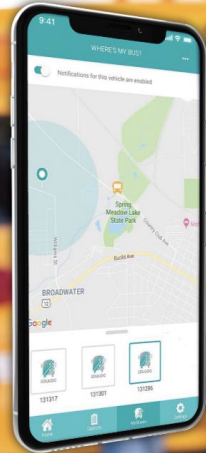
*Please be courteous to all staff who are responsible for the safe dismissal of the students.*

# Edulog Parent Portal Lite

UP-TO-THE-MINUTE BUS ARRIVAL INFORMATION



DOWNLOAD



PARENTS  
EMPOWERED!

Parent Bus Tracking Application

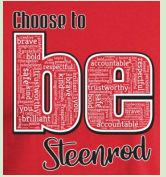
- ▶ Where's My Bus?
- ▶ Incoming Transportation Messages
- ▶ Bus Arrival Notifications
- ▶ Apple (iOS) and Android
- ▶ Multiple Notification Zones
- ▶ Secure Access

## Real Time Bus Location Information



Parent Portal Lite lets parents see the location of their school bus to gauge arrival times. Further, the app sends a push notification to their smartphone when the bus enters a user-defined geographic area. This area can define the neighborhood where the bus stop is located, the school location, or other locations providing meaningful information to the parents. Parents only receive access by using a district-provided registration code. These codes can even be created for single-use purposes such as field trips. With this information, parents feel secure about their child's trip on the school bus!

# Bus Transportation

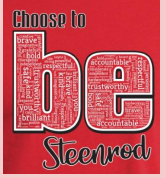


All children receive bus safety instruction twice during the school year. Bus safety rules are posted on the bus and in the classroom. For the safety of all students, bus rules must be followed without exception. If you have a question or concern regarding your child's bus, please contact the principal who will work with you and Ohio County Schools Transportation Department to resolve any issues.

**\*\*\*Grades K-3 must have a parent/responsible adult meet them at the bus stop.**

**Download the app!**  
**Edulog Parent Portal Lite**  
Bus drivers will provide a code to students; you can also get the code by calling the school.

# Aftercare

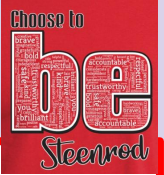


- Willow Springs, a division of Crittenton Services, Inc., licensed by the West Virginia Dept. of Health & Human Resources, will be our provider of after school childcare. After school care will be from 3:00 p.m. - 5:30 p.m. **Willow Springs cannot accept a child without a completed enrollment packet.**
- For any questions please call 304-242-7060 ext. 125. All billing will be done through Crittenton Services.

2023-24 Aftercare Packet is available upon request\*

*\*please note, Before Care is NOT available at Steenrod*

# Cell Phone Policy



If students bring a cell phone to school, it **MUST** be kept (on silent or turned off) in their backpack prior to going to the classroom and in their locker during the school day. If a child has a cell phone out of their backpack or locker without permission, it will be kept by the teacher until the end of the school day and parents will be notified. The second infraction will result in the phone being sent to the office for parent retrieval. Additional infractions will result in the child being required to turn their phone into the office daily upon arrival.



[www.waituntil8th.org](http://www.waituntil8th.org) - Join the movement!





The following forms have been sent with the handbook.  
**SIGN AND RETURN TO SCHOOL:**

Acceptable Use Policy  
Photo/Media Permission

**Student Profile Sheet - it is critical that you check and update this  
form before returning it**

Health Form (Blue)

Teacher Information Sheet (Pink)

*There is nothing to return for Asbestos and Pest Management*