



2024-2025

Kanawha County Schools Student-Parent Handbook

INTRODUCTION

The Kanawha County School System is charged with the responsibility of providing for the intellectual, social, physical, and emotional needs of all students. In order to do this in a manner that reflects equity and consistency, it is imperative that certain policies and procedures be communicated to all parents who have students in Kanawha County Schools; the purpose of this document is to share these common policies and procedures.

The information contained in this handbook has been reviewed and is considered current as of the date of publication. However, the rules, regulations and policies set forth herein are subject to change from time to time. Additionally, changes to state law, state policy or KCS policies through the school year may override the contents of this handbook.

Dear Community Members:

Over the years, educators have become increasingly aware of the importance of family and community involvement in our children's education. We have a tough job of educating both the minds and hearts of our children. Together, we can work to take care of our children and our schools.

As we enter into a new school year, all of us play a central role in this great endeavor to educate our children. We must drive home the message to our children that what they choose to do today determines how they will live tomorrow. As parents, community members, and educators, we must demonstrate to our children that we are committed, caring and involved in helping our young people strive for behaviors that invite success.

It is our hope that this publication will provide everyone with the necessary information to better communicate with the schools and central office employees. We continually strive to better serve you and the students in opening the lines of communication and providing a better education for our children. The information provided in this handbook, and more, is available on our website at <https://kcs.kana.k12.wv.us/> and through Schoology. Please visit there often for important information. You may also follow us through on Twitter (@KCBOE), Facebook (KCSWV), Instagram (KCSWV) or our YouTube page.

Kanawha County Board of Education Members

Ric Cavender

Mr. Ric Cavender was re-elected to his third term on the Kanawha County Board of Education in 2024 and currently serves as board president. Ric is the Executive Director of Charleston Urban Works (formerly known as Charleston Main Streets), a non-profit organization focused on urban economic development, community development, business district marketing, and public space improvements. Since the programs' inception, the districts have experienced public and private investments totaling over \$420 million. He has a combined 23 years of nonprofit and business development experience in Kanawha County. A 2000 graduate of Sissonville High School and 2005 graduate of West Virginia State University (Business Administration - Management & Marketing), Ric currently serves as Past-Chairman of the Board of Directors of the YMCA of Kanawha Valley. He is a 2015 graduate of Leadership West Virginia, serves on the Marketing Committees for the Charleston Convention & Visitors Bureau and FestivALL Charleston, as well as the Economic Development Committee of the Regional Intergovernmental Council. In 2018, Ric was among 30 urban development professionals selected worldwide for the Emerging Leaders Fellowship through the International Downtown Association. He resides in Charleston and is the parent of two boys in high school and middle school.

Jim Joseph Crawford, Sr.

Mr. Jim Crawford Sr. has served on the Kanawha County Board of Education since 2000. Mr. Crawford graduated from Winfield High School and West Virginia State University at Institute, where he played varsity football and received a Bachelor of Science Degree in Education. He received his MA Degree in Education from West Virginia University. He and his wife Marilyn are the parents of one son who also teaches in the school system. Jim Sr. is a retired teacher/coach from St. Albans High School having served the Kanawha County School system for fifty-six years and served as an assistant football coach, golf coach, Head Wrestling Coach, Head Girls Track Coach, and Athletic Director. Mr. Crawford was a past President of the West Virginia School Boards Association. Crawford is a former Director of the Gazette Relays Track and Field Spring Sports. He currently serves on the Board of the WVSSAC.

Becky Jones Jordon

Becky Jones Jordon has served on the Kanawha County Board of Education since 2002. She is a lifelong resident of this area and attended Charleston's west side schools. She received a bachelor's degree in Social Work from West Virginia University and a master's degree in Social Work from WVU. Mrs. Jordon has worked many years in the Kanawha Valley in the areas of substance abuse, child protective services, psychiatric services, home health, and with the incarcerated. She is currently working as an addiction therapist in the area. She is a member of the National Association of Social Workers and serves on the board for Rea of Hope. She raised four children who all attended Kanawha County Schools.

Kate White

Kate White is the parent of three children in Kanawha County Schools. Kate works as an attorney at Legal Aid of West Virginia, a non-profit law firm where she manages programs that provide free legal assistance to low-income and vulnerable West Virginians. At Legal Aid, Kate led the development of the Lawyer in the School program, which partners with the West Virginia Department of Education and county school systems across the state to offer free legal help to low-income students and families seeking to stabilize the lives of children at home, so they can focus on school.

A native of West Virginia, Kate graduated with a B.A. from Carnegie Mellon University in 2003, and received her J.D. from West Virginia University College of Law in 2007. She has also served as an AmeriCorps VISTA working to assist low-income women entering or re-entering the workforce. Following law school, she worked as a judicial law clerk for the Honorable Louis H. Bloom of the Circuit Court of Kanawha County and also served as counsel to the West Virginia Senate Health Committee during the 2012 legislative session. Kate is the recipient of a Skadden Fellowship, a national public interest law award, and was honored with a Lawyers and Leaders Award in 2019 by the West Virginia Executive Magazine.

Kate and her husband, Ryan, live in Charleston with their children. She enjoys being active in her community and at her children's school. She is an active member of Piedmont Elementary's PTO, previously serving as President and Vice President, and playing a coordination role in the revitalization of the school's playground, Celebration Station, through the partnership between Kanawha County Schools, the City of Charleston, and Charleston Rotary. She currently serves as a board member of the YWCA Charleston and volunteers as a youth soccer coach for the West Side Soccer Association. She formerly served as a board member for FamilyCare HealthCenters, East End Main Street, East End Community Association, and the East End Family Resource Center, and was a Read Aloud WV volunteer at Mary C. Snow West Side Elementary.

Tracy White

Tracy White was elected for her first term on the Kanawha County Board of Education in 2018. As a member of the Board, she sits on the Head Start & Preschool Policy Council. Tracy has received both local and national awards for her tireless efforts of improving the lives of people living with diversities. She is a small business owner, a graduate of Nitro High School and studied Psychology at Liberty University. She received her certification as a Christian Life Coach as well as Crisis Counseling and is certified as a Positive Behavior Support Specialist. Tracy has been an active volunteer parent in Kanawha County Schools for many years, a parent assistant, substitute Autism Mentor, and Special Education advocate. Tracy currently resides in Cross Lanes where she is a strong community leader along with her husband, Jerry, and their three sons Nathan, Connor, and Bailey.

Tom Williams, Superintendent

Dr. Tom Williams took office on July 1, 2020, and was formerly the deputy superintendent of Kanawha County Schools. He was deputy superintendent for six years. Before that, he served as the assistant superintendent for curriculum and instruction in Kanawha County. He served as principal of St. Albans High School for ten years and as a teacher there for seven years, among other positions in the system. He has been an employee of Kanawha County Schools for 39 years. Dr. Williams was born and raised in South Charleston, WV, and was educated in the Kanawha County School system. He possesses his doctorate in education from West Virginia University. He currently resides in Kanawha County with his wife of 36 years. They have a son, a daughter, and three grandchildren.

KANAWHA COUNTY SCHOOLS MISSION

The mission of Kanawha County Schools is to provide a world-class education that ensures success for every student.

KANAWHA COUNTY SCHOOLS BELIEF STATEMENTS

We Believe:

- All students CAN achieve.
- Quality teaching and meaningful relationships are the key to student success.
- Schools, parents and community must be partners in learning.
- Schools must be safe and caring places.
- Students and teachers must be prepared for life-long learning in a global society.
- Effective leadership skills are essential for creating successful citizens.

KANAWHA COUNTY SCHOOLS GOALS

- GOAL I: Improve the social/emotional health and well-being of students and staff.
- GOAL II: Good teaching and student engagement will be evident in all classrooms.
- GOAL III: All Kanawha County teachers will utilize data to plan and provide data-driven instruction to students.

ADMINISTRATIVE TEAM

Lindsey McIntosh, General Counsel.....348-7798
Melanie Meadows, Treasurer.....348-6691
Paula Potter, Deputy Superintendent.....348-7731

Tom Williams, Superintendent	348-7732
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ASSISTANT SUPERINTENDENTS

George Aulenbacher, Middle/High School, CTE/Adult/Alt. Education	347-7484
Amanda Mays, Elementary Education	348-1345
Megan McCorkle, Special Education & Support Services.....	348-7740
Missy Ruddle, Curriculum & Instruction	348-6145

EXECUTIVE DIRECTORS

Alan Cummings, Purchasing & Supply Mgt	348-6120
Jason Redman, Transportation.....	348-6616
Erica Fuller, Accounting – Reporting & Compliance	348-7770
Travis Martin, Information Systems & Operation.....	348-6180
Diane Miller, Office of Child Nutrition.....	348-6661
Ronald Pauley, Human Resources.....	348-6656
Andrew Crawford, Facilities Planning	348-6148
Travis Brotherton, Maintenance.....	348-6628
Leah Sparks, Technology.....	348-6116
Ryan Bremer, Safety.....	348-1346
Jon Duffy, Counseling/Testing/Student Support	348-7720

DIRECTORS

Steven Hinchman, Information Systems.....	348-6180
Keith Vititoe, Security	348-1346
Elaine Gayton, Staff Development/ESL	348-6105
Carol Lane, Preschool.....	348-1942
Jennifer Mathis, Community Education	766-0378
Kim Thompson, Accounting – Operations.. ..	348-7770
Briana Warner, Communications.....	348-6675
Melissa Wilfong, Federal Programs/Title I	348-6170
Matt Brumfield, Technology.....	348-6116
Chuck Smith, Facilities Planning.....	348-6148

SCHOOL SYSTEM COMMUNICATIONS

Kanawha County Schools provides information to parents and students via the following channels: School Messenger Communicate, Schoology, website (kcs.kana.k12.wv.us), television station (KCS-TV, Optimum Channel 17), Facebook page, Instagram, YouTube and Twitter. Your school may also communicate in additional ways.

FREQUENTLY CALLED NUMBERS

Accounts Payable - 348-6636
Alternative Education - 348-6135
Attendance - 348-1343
Budget and Finance - 348-6691
Counseling/Guidance - 348-7720
Curriculum and Instruction - 348-6145
Drug Education - 348-7740
Elementary Schools - 348-1345
Exceptional Students - 348-7740

ESL (English as a Second Language) - 348- 1375/348-6105
Food Services - 348-6660
GED Program – 348-6195
General Counsel - 348-7798
Head Start - 348-1942
Health Services - 348-6694
High Schools - 347-7483
Homebound - 348-6694
Human Resources – 348-7712 (Professional), 348-7770 Ex 115 (Service)
Laidley Field - 348-1134
Mail Room - 348-7795
Middle Schools – 348-7787
Payroll - 348-7750
Preschool Special Needs –348-1353
Psychological Services – 348-1393
Pupil Transportation - 348-6616
Records & Transcripts - 348-6633
Regulatory Training Center - 348-1346
Social Services – 348-1343
Speech Therapy - 776-0355
Staff Development - 348-6105
Superintendent’s Office -348-7732
Technical/Adult Schools – 347-7483
Television Studio (KCS) - 348-1914
Testing – 348-7720
Title I/Federal Programs – 348-6170
Title IX – 348-1379
Transportation - 348-6616
Treasurer - 348-6691
Work Permits - 348-6666
WV-Pre K - 720-0420

2024-2025 KCS Traditional School Calendar

First Month – August

12 – First Day for Teachers/200 Day Employees Return/Professional Learning Day
13-14 – Professional Learning Days
15 – Prep Day for Opening Schools/Faculty Senate
16 – First Day for Students

Second Month – September

2 – Labor Day (No School for Students/Offices Closed)
20 – 1st Nine Weeks Midterm

Third Month - October

14 – Parent Teacher Conferences (No School for Students)
15 – Professional Learning Day/Faculty Senate (No School for Students)
18 – End of 1st 9 Weeks
21 – 2nd 9 Weeks Begins
25 – Report Cards

Fourth Month – November

- 5 – Election Day (Schools & Offices Closed)
- 11 – Veterans Day (Schools & Offices Closed)
- 22 – 2nd 9 Weeks Midterm
- 25-27 – Out of Calendar Days (Schools Closed)
- 28 – Thanksgiving Holiday (Schools & Offices Closed)
- 29 – OS Day (Schools & Offices Closed)

Fifth Month – December

- 20 – Professional Learning Day/Faculty Senate (No School for Students)
- 23-24 – Out of Calendar Days (Schools Closed)
- 25 – Christmas Holiday Observed (Schools & Offices Closed)
- 26-31 – Out of Calendar Days (Schools Closed)

Sixth Month – January

- 1 – New Year’s Holiday Observed (Schools & Offices Closed)
- 2-3 – Out of Calendar Day (Schools Closed)
- 6 – Schools Reopen following Break
- 17 – End of 2nd 9 Weeks and 1st Semester
- 20 – Martin Luther King, Jr. Holiday (Schools & Offices Closed)
- 21 – Professional Learning Day (No School for Students)
- 21 – 3rd 9 Weeks and 2nd Semester Begins
- 22 – Classes Begin for 3rd 9 Weeks/2nd Semester
- 24 – Report Cards

Seventh Month – February

- 17 – Professional Learning Day/Faculty Senate (No School for Students)
- 21 – Midterm

Eighth Month – March

- 21 – End of 3rd Nine Weeks
- 24-27 – Spring Break (Schools Closed)
- 28 – OSE Day (Schools & Offices Closed)
- 31 – 4th 9 Weeks Begin

Ninth Month – April

- 4 – Report Cards
- 18 – Professional Learning Day/Faculty Senate (No School for Students)
- 25 – 4th 9 Weeks Midterm

Tenth Month – May

- 26 – Memorial Day Holiday (Schools & Offices Closed)
- 30 – Last Day for Students/2nd Semester Ends
- 30 – Report Cards (Distributed or mailed)

Eleventh Month - June

- 2-5 – OSE Days (Schools & Offices Closed)
- 6 – Prep Day for Closing/Faculty Senate/Last Day for 200 Day Employees
- 20 – WV Day (Schools & Offices Closed)

Twelfth Month – July

4 – Independence Day (Schools & Offices Closed)

Documentation for Admission to School

18-2-5c Birth certificate required upon admission to public school; required notice to local law enforcement agency of missing children.

(a) No pupil shall be admitted for the first time to any public school in this state unless the person enrolling the pupil presents a copy of the pupil's original birth record certified by the state registrar of vital statistics confirming the pupil's identity, age, and state file number of the original birth record. If a certified copy of the pupil's birth record cannot be obtained, the person so enrolling the pupil shall submit an affidavit explaining the inability to produce a certified copy of the birth record: provided, that if any person submitting such affidavit is in the U.S. military service and is in transit due to military orders, a three-week extension shall be granted to such person for providing the birth records.

(b) Upon the failure of any person enrolling a pupil to furnish a certified copy of the pupil's birth record in conformance with subsection (a) above, the principal of the school in which the pupil is being enrolled or his designee shall immediately notify the local law enforcement agency. The notice to the local law enforcement agency shall include copies of the submitted proof of the pupil's identity and age and the affidavit explaining the inability to produce a certified copy of the birth record.

(c) Within fourteen days after enrolling a transferred pupil, the principal of the school in which the pupil has been enrolled or his designee shall request that the principal or his designee of the school in which the pupil was previously enrolled transfer a certified copy of the pupil's birth record.

(d) Principals and their designees shall be immune from any civil or criminal liability in connection with any notice to a local law enforcement agency of a pupil lacking a birth certificate or failure to give such notice as required by this section.

First Time School Entry Immunization Requirements

According to state law, no student is to enter school without written documentation (month, day and year) for each dose of required immunization as given below: These requirements are for all students entering school in West Virginia for the first time in grades K-12.

TDap/DTP --Four (4) doses required; the last dose must be received on or after the 4th birthday.

(DT may be accepted if a medical excuse is signed by a physician or if the student is seven years of age or older)

Polio -- Three (3) doses required; the last dose received on or after the 4th birthday.

Measles (Rubeola), Mumps and Rubella (MMR) – Two doses, first dose received after the first birthday.

Varicella – Two doses, first dose received after the first birthday.

Hepatitis B -- Three doses, last dose received after the age of six months.

Tuberculosis testing is NO LONGER required for entry into preschool or kindergarten in West Virginia schools. The TB test is also no longer required for students transferring into West Virginia from out of state. Students transferring from another county will still have to be assessed for TB risk by the local health department.

Exception 1: A student who is enrolling from an out of state school and has received one dose of each required vaccine may be provisionally enrolled pending completion of an immunization schedule that meets state requirements. This schedule must not exceed 90 days. Any student failing to complete the required immunization within this time (90 days) will be excluded from school pending fulfillment of requirements. The 90 day rule is for all immunizations except Hepatitis B. That series takes 6 months to complete. They must receive the first two in the 90 day time line.

Exception 2: A few other states and countries require only the year when documenting immunizations. When the complete date is not available, we will accept the date of the year without the day and month. This applies to out-of-state transfer students only.

Exception 3: Any parent or guardian wishing to receive a medical exemption for immunization must follow the process from the WV Office of Epidemiology & Prevention Services, available here: <https://oeeps.wv.gov/Pages/Medical-Exemptions-Information.aspx>. If you are unable to access the form here, your school administration or school nurse can assist.

Immunization Requirements for All Students Entering 7TH and 12TH Grades

The West Virginia Bureau for Public Health requires all students entering the 7th and the 12th grades of West Virginia schools to show proof of the following additional immunizations. This rule applies to students currently in West Virginia schools and moving up to the 7th or 12th grades and to students who move to West Virginia and are entering the 7th or 12th grades.

7th grade students – Must show proof of one TDap Booster, received after the 11th birthday, and one dose of the Meningococcal vaccine.

12th grade students – Must show proof of one TDap Booster, received after the 11th birthday, and one dose of the Meningococcal vaccine received after the 16th birthday, or a Meningococcal vaccine booster after the 16th birthday if one dose was received prior to the age of 16.

Medical exemptions from these required immunizations must state the specific vaccines exempted, the medical reason that the immunizations cannot be given, whether the exemption is temporary or permanent, and the date temporary exemptions must be reevaluated. Any parent or guardian wishing to receive a medical exemption for immunization must follow the process from the WV Office of Epidemiology & Prevention Services, available here: <https://oeeps.wv.gov/Pages/Medical-Exemptions-Information.aspx>. If you are unable to access the form here, your school administration or school nurse can assist.

West Virginia Policy also requires that all students entering Preschool, Kindergarten, 2nd grade, 7th grade and 12th grade show proof to the school that the students have received a well-child physical from a licensed health care provider and a dental examination from a licensed dentist within the past year. Please provide the school with this proof by or on the first day of school. If parents need assistance locating a health care or dental provider, please contact the school nurse at your child's school.

Minimum Immunization Requirements for Entering All Pre-Kindergarten Programs

All children entering Pre-Kindergarten programs should be age appropriately immunized. The following guidelines for parents and school personnel indicate the minimum number of doses for each vaccine needed for Pre-Kindergarten entry.

Hepatitis B – Three (3) doses required, the final dose at age 24 weeks or older.

DTaP – Four (4) doses required, Booster dose after 4th birthday is not required.

IPV – Three (3) doses required, Booster dose after 4th birthday is not required.

MMR – One (1) dose required, after the 1st birthday

Varicella – One (1) dose required, after the 1st birthday

Medical exemptions from these required immunizations must state the specific vaccines exempted, the medical reason that the immunizations cannot be given, whether the exemption is temporary or permanent, and the date temporary exemptions must be reevaluated. Any parent or guardian wishing to receive a medical exemption for immunization must follow the process from the WV Office of Epidemiology & Prevention Services, available here: https://oeeps.wv.gov/immunizations/Pages/Medical_Exemptions.aspx. If you are unable to access the form here, your school administration or school nurse can assist.

**Kanawha County Schools
PRESCHOOL PROGRAM
2024-2025**

Kanawha County Schools Preschool works collaboratively with Head Start, the Kanawha County Schools Special Needs Program, and West Virginia Birth to Three to offer a preschool experience to eligible 3 and all 4-year-old children. Priority is given to 4-year-old children, prek special needs and Head Start eligible children.

Kanawha County Schools Head Start is a comprehensive federal program that has been collaborating with Kanawha County Schools since 1965. In 2003, Kanawha County Schools Head Start was required to work within collaborative partnerships with faith-based programs and licensed child care centers as well as within Kanawha County Schools facilities. At that time, the West Virginia Legislature passed the law which placed West Virginia among the top five states in the nation in offering quality preschool services to all 4-year-old children. Currently, the Kanawha County Schools Preschool program offers services to children and families in 63 classrooms within school-based sites and 18 classrooms within childcare partnership locations. We currently have classroom space for 1400 plus 4-year-olds in Kanawha County.

The philosophy of Kanawha County Schools Preschool program is that children learn through well-planned, developmentally appropriate learning experiences. The areas of learning emphasized include social and emotional development, the arts, physical and health development, language and literacy, and mathematics and science. The West Virginia Pre-k Standards, as well as the Head Start Outcomes Framework, provides the standards for preschool to meet these areas of development as mandated by the West Virginia Department of Education (WVDE) Policy 2525 and Head Start Performance Standards.

The WV Early Learning Reporting System helps collect assessment data for individual child progress and reports for parents. The parent connection enables them to follow the child's progress over the school year and encourages communication between the parent and teaching staff. Every school and community-based site is mandated to provide two face to face home visits and two conferences per child per year. Collaborative child care sites are required to provide two conferences. KCS Preschool also encourages families to be a part of their child's education and development by attending monthly "Parent Celebrations".

Parents of a child who is four or before June 30th are eligible to register for a Kanawha County Schools Preschool program. Parents will need the child's West Virginia State vital statistics birth certificate, up to date immunization records, and a current physical and dental examination for registration. You may call Carol Lane, Preschool Director at 304-348-1942 or email clane@mail.kana.k12.wv.us for more information. For a complete listing of all sites, please refer to the Kanawha County Schools website under Preschool Application and Information or go directly to the Preschool Application login at <https://kcs.preschoolsteps.org/login.cfm>.

Parents, family members, child care providers and the Kanawha County Schools System are working together to offer a program that puts Kanawha County Schools and West Virginia at the forefront of programs for preschool children. This opportunity enables our children to build a strong foundation for a lifetime of learning.

Locations:

School-Based Programs: Alban, Alum Creek, Andrews Heights, Anne Bailey, Belle, Bridgeview, Cedar Grove, Chesapeake, Clendenin, Cross Lanes, Dunbar Primary, Edgewood, Elk Center, Flinn, Grandview, Holz, Kanawha City, Kenna, Lakewood, Malden, Mary C. Snow West Side, Mary Ingles, Midland Trail, Montrose, Nitro, Overbrook, Piedmont, Pinch, Point Harmony, Pratt, Richmond, Ruffner, Ruthlawn, Sharon Dawes, Shoals, Sissonville, and Weberwood.

Community-based Programs/Collaborative: Bream, CCCLC Shoenbaum, Country Kids, Creative Learning, Discovery, First Presbyterian, The Growing Place, Kiddie Kollege, Morris Memorial, Oakhurst Childcare, St. Francis of Assisi, Union Mission, YMCA Hillcrest and YMCA of Cross Lanes.

Preschool services provided at all locations include:

- Early Childhood education program with certified early childhood teachers in every classroom
- Early Childhood Certified Assistant Teachers (ECCAT) in all classrooms
- School Readiness Goals implemented
- Health screenings by registered nurses and speech pathologists
- Monthly parent involvement celebrations and all staff trainings
- Opportunities for parents to be involved in program decision making / program governance- Policy Council
- Family Engagement

- Volunteer Recognition
- Social Services offered with certified Social Workers
- Mental Health support offered with Preschool psychologist, counselors, behavior specialist (BCBA's)
- Free Nutritional services and training
- Parent and Staff wellness training offered
- Services to children with disabilities and special needs
- Family Literacy Opportunities
- Healthy Families/Fatherhood/Grand Families Involvement Program
- Oral Health Education and Services
- Childhood Obesity Prevention Program
- Drug Awareness education program
- Additional Services Provided
- Day Care before and after school option at some collaborative sites
- Summer Transition to Kindergarten programs
- Extended School Services offered
- **Preschool services are free to all children**

Kanawha County Schools Community Education Program

The Kanawha County Schools Community Education Program (KCSCEP) operates 17 Third Base (private pay after-school care) programs throughout the county during the school year. These programs are available to students, K-5, currently enrolled in Kanawha County Schools at the sites where the programs are located (see list below). In some cases, students from other schools are transported by bus to these program sites. Enrollment is based on availability of space and staffing, and students must be enrolled before attending. All services are provided at an affordable weekly rate. CONNECT or LINK assistance is accepted. **The 2024-2025 Third Base program will begin on Monday, August 19, 2024.**

KCSCEP also offers private pay summer camp programs during summer months when school is not in session. CONNECT or LINK assistance is accepted. You must be a KCS K-5 student from the previous school year to participate in summer camp.

All KCSCEP employees are trained in CPR and first aid. They have state and federal fingerprint background checks, a drug test and CPS check. All programs are licensed through WV DHHR.

Open enrollment begins in April each year for the upcoming summer and school year. For more information about these KCSCEP programs, visit <http://kcscep.kana.k12.wv.us/> or call us at 304-766-0378, or email us at KCSCEP@mail.kana.k12.wv.us.

Third Base Programs

Alban Third Base

Bridgeview Third Base (also serves Dunbar Primary, Dunbar Intermediate and Richmond)

Central Third Base (also serves Andrews Heights, Anne Bailey and Lakewood)

Cross Lanes Third Base

Elk Center Third Base

Flinn Third Base (also serves Sissonville Elem. and 5th grade at Sissonville Middle)

Holz Third Base

Midland Trail Third Base (also serves Belle, Cedar Grove, Chesapeake, Malden, and Mary Ingles)

Montrose Third Base
Nitro Third Base
Overbrook Third Base
Pinch Third Base (also serves Clendenin)
Pt. Harmony Third Base
Ruffner Third Base
Ruthlawn Third Base (also serves Alum Creek and Kenna)
Shoals Third Base
Weberwood Third Base

Summer Camps

Central Summer Camp
Elk Center Summer Camp
Flinn Summer Camp
Overbrook Summer Camp

Elementary Curriculum Information

The elementary curriculum provides students with a strong foundation in the fundamentals of reading, writing, mathematics, and 21st Century learning skills. Students also receive instruction in the areas of science, social studies, art, music, physical education, and health. As early as kindergarten, students are involved in career awareness activities. Technology is integrated into instruction and the work students do throughout the day. Elementary students are also engaged in character education and multicultural activities throughout the school year.

Elementary schools will use My Math as the math program and MyView/Savvas Literacy Program for reading. Student progress is monitored throughout the year by using assessments such as DIBELS, Success Maker and benchmark tests. Small-group intervention and enrichment is provided to students based on these results.

Several Kanawha County schools also receive services from Title I funds. Title I programs are designed to improve teaching and learning for low-achieving students in high-poverty schools so they can meet challenging academic content and performance standards. Funds are allocated based on the percentage of students at poverty level.

Staff development workshops and conferences are held throughout the year to train teachers in effective, research-based teaching methods and strategies. Many teachers are also involved in writing grants that help bring new programs to their schools.

Parents having any questions about the elementary curriculum should contact Dr. Mellow Lee, Assistant Superintendent for Elementary Schools or Missy Ruddell, Assistant Superintendent for Curriculum and Instruction.

KANAWHA COUNTY BOARD OF EDUCATION POLICY

Promotion and Classification of Students K-5

Series: I11

[Available Online](#)

Middle Level Education

Kanawha County Schools has 12 middle schools that serve students in grades 5-8 and/or 6-8. Students benefit from a developmentally appropriate and challenging curriculum that reflects 21st Century learning skills. The core areas of reading, math, science, and social studies are often integrated to help make connections to student learning. Students also have opportunities to explore foreign language, art, music, technology, health and fitness, careers, and other related areas.

Kanawha County Schools supports the culture of successful schools for young adolescents with the following components:

- Educators who value working with this age group and are prepared to do so. Effective middle level educators understand the developmental uniqueness of the age group, the curriculum they teach, and effective learning and assessment strategies. They need specific teacher preparation before entering the classroom and continuous professional development as they pursue their careers.
- Courageous, collaborative leadership. Middle-level leaders understand adolescents, the society, and the theory and practice of middle-level education. As the prime determiner of the school culture, the principal influences student achievement and teacher effectiveness by advocating, nurturing, and sustaining an effective instructional program.
- An inviting, supportive, and safe environment. A successful school is an inviting, supportive, and safe place, a joyful community that promotes in-depth learning and enhances students' physical and emotional well-being. In such a school, human relationships are paramount.
- High expectations for every member of the learning community. Educators and students hold themselves and each other to high expectations. Such confidence promotes positive attitudes and behaviors and motivates students to tackle challenging learning activities. Successful schools recognize that young adolescents are capable of far more than adults often assume.
- Students and teachers engaged in active learning. The most successful learning strategies are ones that involve each student personally. When students routinely assume the role of teacher, and teachers demonstrate that they are still learners, a genuine learning community is present.
- An adult advocate for every student. Academic success and personal growth increase markedly when young adolescents' effective needs are met. All adults in successful middle level schools are advocates, advisors, and mentors.

Parents having any questions about the middle school curriculum should contact Missy Ruddle, Assistant Superintendent for Curriculum and Instruction.

High School Curriculum

The high school curriculum for Kanawha County Schools is based on West Virginia's content standards and objectives. It supports programs that expand on personal and career development and provides engaging learning opportunities for students. Our goal is to ensure all students are on target to achieve career and/or college readiness.

PROMISE Scholarship Information

What is PROMISE?

The West Virginia PROMISE (Providing Real Opportunities for Maximizing In-state Student Excellence) Scholarship Program, approved by the Legislature in 1999, offers each West Virginia high

school graduate who meets PROMISE standards and requirements a partial tuition scholarship to a state college or university or an equivalent dollar scholarship to an in-state private college.

The PROMISE Scholarship is based on the student's achievements not on his or her parent's financial resources, not on the college's resources, not on other factors. We are tying this opportunity, this investment, directly to the achievement on the part of the individual. For eligibility requirements and other information on the PROMISE Scholarship, contact your school counselor or visit their website at <https://www.collegeforwv.com/programs/promise-scholarship/>

Interpretation of Grades

Achievement marks for permanent records and for the purpose of reporting to parents are assigned as follows:

Grade	Grade Average Percent
A mastery of subject	90-100
B above average work	80-89
C average achievement	70-79
D below average work	60-69
F poor work, non-mastery	0-59

Progress Reports

Progress reports are available through Schoology for parents at all times. If a parent would prefer a written copy, please notify the school. Grade report cards will be issued at the end of each grading period.

College Entrance Exams

The college entrance tests are given by two testing agencies: the College Board which administers the PSAT/NMSQT, SAT and Achievement Tests, and the American College Testing Program which administers the ACT. For detailed information on the nature of these tests and the preferred testing dates, contact your child's guidance counselor.

Athletics

Kanawha County Schools follows all rules, regulations, and policies set forth by the West Virginia State Board of Education and the West Virginia Secondary Schools Activities Commission. Any specific questions regarding participation, eligibility, transfers, etc., should be directed to the administrator of the school.

NCAA College Freshman Athletic Eligibility Requirements

If you intend to participate in Division I or II athletics as a freshman at a college or university, you must register and be certified by the NCAA Initial Eligibility Clearinghouse. You may access the NCAA website at <https://www.athleticscholarships.net/ncaa-eligibility.htm> to determine the initial eligibility standards that apply to you. Students should check with their counselor for specific registration information and materials.

KCS Career and Technical Education Centers

Ben Franklin Career and Technical Education Center and Carver Career and Technical Education Center are available to Kanawha County students. Courses taken at the centers are treated as electives. Ben Franklin is located in Dunbar and Carver is located in Malden. The two centers serve all county high schools. Their purpose is to develop good work habits and teach entry-level skills needed in today's work world. Students attend Franklin and Carver for one half of the school day. They may earn four

units of elective credit per year that may count toward high school graduation. Students interested in attending either center should contact a counselor.

Ben Franklin

Ben Franklin Career Center is a recognized leader in technical education for over thirty years. Ben Franklin offers both high school and adult students opportunities for learning, training and further education that enrich their lives and also promotes the economic growth of our region and state. All instruction is designed to meet the needs, abilities, and interest of our students, our community and the businesses we serve. High school students can obtain 4 credits a year in their CTE program when they attend Ben Franklin Career Center for half a school day. Two of the high school CTE programs (Medical Assisting and Pre-Nursing) offer honors credits. These classes count as elective credits towards high school graduation and the student can also be certified in their CTE program.

Ben Franklin Adult CTE programs offer high-quality career and technical training for adult students. The school provides training in many different occupational areas—Practical Nursing, Electrical Technician, Certified Welder, and Commercial Driving. HVAC Technician and part-time Phlebotomy Technician programs are available in the evenings. Classes provide students with training for in-demand careers. Ben Franklin Adult programs are accredited by the Council on Occupational Education (COE). The Practical Nursing Program is also accredited by the West Virginia Board of Examiners for Licensed Practical Nurse.

Applications for high school and adult programs can be found on Ben Franklin's website at <https://bf.kana.k12.wv.us/>.

Carver Career Center

Carver Career Center offers nineteen CTE programs for high school students. The program offerings include: Advanced Medical Preparedness, Agriculture and Natural Resources (Animal Systems and Natural Resource Management), Dental Assisting, Automotive Technology, Baking and Pastry, Career and Work Skills Training, Carpentry, Collision Repair, Therapeutic Services, Electrical Technician, Emergency and Firefighting Management Services, Entrepreneurship, Graphic Design, Sports Medicine, Marketing Management, Plumbing, Pre-Cosmetology, Principles of Business, ProStart Restaurant Management, Robotics (FANUC Robotic Arm and Drones), Welding.

All nineteen programs follow the Simulated Workplace protocols, which incorporate real workplace practice into the daily curriculum. Students not only learn technical skills but also the soft skills necessary to be successful in the workplace. Students have the opportunity to earn EDGE credits, which are accepted by several area colleges. The vision of Carver Career and Technical Education Center is to build a successful future one skill at a time.

Carver also offers 8 adult programs. The adult program offerings include: Aesthetics, Barbering, Cosmetology, Electrical Technician, Massage Therapy, Respiratory Therapist, Surgical Technician, and Veterinary Technician.

Applications for high school and adult programs can be found on Carver's website at: <https://ccc.kana.k12.wv.us/>.

WIN Academy

The WIN Academy through BridgeValley Community & Technical College provides an accelerated degree program for up to 120 high school juniors and seniors who are passionate and focused on starting a career in nursing. More information is available online at: <https://www.bridgevalley.edu/winacademy>.

Honors & Advanced Education

Honors/Advanced Education experiences are designed to meet the needs of students who have the potential to complete curriculum more demanding than that offered in the regular classroom and their current grade level. These classes are advanced in terms of content and performance expectations and provide credit toward graduation or possible college credit. Honors experiences may include, but shall not be limited to, specifically identified honors courses, research and in-depth studies, mentorships, content-focused seminars and extended learning outcomes instruction in the content areas. Advanced education includes classes recognized or offered by the College Board, post-secondary institutions and other recognized foundations, corporations or institutions, accelerated instructional courses offered via satellite and other courses and arrangements, approved by the local board of education and state board. Advanced Placement Courses (AP) must follow the course descriptions provided by The College Board and students are required to take the AP test. It is strongly recommended that the instructors of these courses receive the training provided by the West Virginia Advanced Placement Center. Those students who do not take the AP examination will not receive AP credit.

Curriculum approved under this section shall be designed to advance the achievement of students in the subject area or areas in which the student has achieved at least two of the following criteria: (a) demonstrated exceptional ability and interest through past performance; (b) obtained the prerequisite knowledge and skills to perform honors or advanced work; and, (c) received recommendations from the student's former or present teachers.

All courses designed as Honors and Advanced Education will receive a weighted grade. Honors course criteria and standards have been developed. For more information, contact your school counselor.

Procedure for Special Courses

Upon recommendation of the principal, individual schools may petition the Division of Curriculum and Instruction for approval of special courses taught at that school and post-secondary courses identified by that school. Such petitions must be reviewed by Division of Curriculum and Instruction staff and approved prior to inclusion. Each petition will be considered on an individual basis.

Class Ranking

Computation for class ranking shall be made **at the end of the first semester of the senior year**. The following scale shall be used to determine class ranking:

<u>Non-Weighted Courses</u>	<u>Weighted Courses</u>
A = 4	A=5
B = 3	B=4
C = 2	C=3
D = 1	D=2
F = 0	F=0

Commencement Recognition

Honor graduates may be given preference by leading the processional and in seating arrangements at commencement exercises. GPA is never rounded up. Students will be recognized with honors, high honors, and highest honors:

- 3.8 GPA Honors
- 4.0 GPA with a minimum of 14 weighted credits by the end of 7 semesters or 1st term of the senior year - High Honors
- 4.5 GPA with a minimum of 14 weighted credits by the end of 7 semesters or 1st term of the senior year - Highest Honors

Credit for Courses below Grade 9

Students who take high school courses before grade 9 (i.e., Foreign Language I or II, Algebra 1 or Earth Science Honors) will receive high school credit. These courses will be used in calculating the student's GPA and will be used to determine class rank. These courses and any high school virtual courses taken before the 9th grade cannot be removed from the high school transcript.

Transfer Students

Students transferring from one school to another within the county shall have their credits accepted at face value and shall be considered for honors.

Students transferring to Kanawha County Schools from a school outside the county must have spent the whole of their senior year in Kanawha County Schools before they can be considered honor graduates; however, they may be given recognition.

Dual Credit Options

Students may take college level courses that carry credit toward high school graduation as well as credit toward a college transcript. At the present time, juniors and seniors who meet admissions and pre-requisite requirements from the participating college may be eligible to participate. Courses vary among high schools from semester to semester with a minimum of 15 students needed to be enrolled. Depending on specific course content, a few classes may replace required courses; most classes will count as electives. Each high school will determine its own policy regarding curricular alignment and sequencing in regard to college level courses.

Area colleges are part of the Dual Credit Consortium; all dual credit courses are college level classes and therefore carry a weighted grade on the high school transcript. Students expecting to attend other colleges should see their counselor and contact their prospective college prior to enrollment to ensure credit will be accepted. In some cases, credit may be granted for electives rather than replacement of specific course requirements.

Classes are normally offered during the school day and generally follow the KCS calendar with minor adjustments. Teachers will be either public school instructor qualified as college adjunct staff or college professors. Online dual-credit courses from WVU and Marshall are also accepted, with counselor approval. Any college courses taken by a student during the summer must be approved ahead of time by the student's high school counselor to be considered for dual credit.

The fee for a 3-hour credit course is set by the West Virginia State College System (with additional hours being charged on a pro-rata basis). Deposits may be required to determine offerings; full payment is expected during the first week of class. Students will purchase their own books, which will be made available on the high school campus; price of textbooks varies according to the course. Students who plan

to enroll in dual credit courses should take the ACT during the spring of their junior year and may be required to take a placement assessment before being allowed to enroll.

Promotion, Retention, and Classification

Promotion from grade 9 to 10 (sophomore) occurs when the student has earned five (5) credits and passed six (6) of eight (8) semesters in English, Social Studies, Mathematics, and Science. Promotion from grade 10 (sophomore) to 11 (junior) occurs when the student has earned 11 credits. Promotion from grade 11 (junior) to 12 (senior) occurs when the student has earned 17 credits.

Career Academies/Magnet Schools

Kanawha County Schools is in the process of developing career academies and ninth grade academies in the high schools. Career academies are designed to develop peer support and improve achievement through highly focused small learning communities built around a broad based career theme. The academies are organized to allow a small group of students to stay with a core group of teachers from grades 9-12. This personalized learning environment helps students build strong relationships with peers and teachers. Academic courses are integrated with technical and applied courses around the career theme. Connections are also made with local businesses to provide students with a range of career and work based learning experiences.

Along with the development of career academies, KCS will continue to offer magnet programs at Capital (Performing Arts and Human Performance Management), George Washington (STEAM), Nitro (BioScience), Riverside (Robotics/Computer Science), Sissonville (International Studies), South Charleston (International Baccalaureate). Currently, South Charleston has a Pre-Engineering Academy, St. Albans has a Hospitality Academy, and Herbert Hoover has Fabrication Technology.

For more information, please contact Dr. George Aulenbacher, Assistant Superintendent for High Schools/Technical and Adult Education at 348-7788 or gaulenbacher@mail.kana.k12.wv.us.

Students in Kanawha County Schools will be able to choose the high school they wish to attend based upon the academics offered at that school. The schools may be a Magnet, Magnet/Career Academy or a Career Academy.

What is the difference between a Magnet school and a Career Academy? The Magnet school is one that specializes in particular subjects, in addition to providing a general education while a Career Academy is a small learning community built around a career theme. All schools will continue to offer the high academic standards that Kanawha County Schools has been known.

Capital High Performing Arts & Human Performance Management

CHS is a performing and visual arts center. The band gives students dynamic people, a team-oriented environment, travel, competition, and an opportunity to achieve. The VIP's was created to help in the development of teenagers using choral music, dance and theatre as a vehicle. The dance program offers something for everyone from beginner to advance to even the most dancing challenged. The mission of the theatre dept. is to provide an intimate theatre experience. The Visual Arts Dept. students will learn the fundamentals of painting, drawing, sculpting and pottery, photography, printmaking and fiber arts. Human Performance Management will engage students in learning experiences that encourage healthy living through the study of medical sciences.

George Washington High School: Advanced Placement / STEAM Magnet School

George Washington High School continues to offer over 18 Advanced Placement & 24 Dual credit courses in grades 9 through 12. Our school continues to use our PSAT as a guide in placement as well as

student need and teacher recommendations. Our passage rate exceeds both the state and global average in all tested areas. Additionally, GWHS continues to offer a STEAM experience to all freshman students followed by guided scheduling in grades 10 through 12. Ultimately providing a number of unique learning experiences through our college trusts, internships, advanced placement experiences and our Career & Technical partnerships.

Herbert Hoover Academy of Criminology

At Herbert Hoover High School, we offer Career and Technical programs such as Millwork & Cabinetry, Computer Science, Business Management and Marketing that work together to form the Academy of Fabrication Technology. All four programs work together as one cohesive company that utilizes a variety of computer-controlled tools and machinery to produce products for market. Examples of products made include 3-D printing ornaments and keychains, as well as a variety of wood products such as cabinets, desks, and signs. Our program provides students with the opportunity to participate in a simulated workplace with the aim to mentor, create and provide a place for learning and innovation!

Nitro High Biomedical Program / Computer Science

Empower Tomorrow's Biomedical Professionals Today. Whether discovering new cancer treatments or teaching healthy lifestyle choices to their communities, today's biomedical science professionals are tackling big challenges to make the world a better place. PLTW Biomedical Science students are taking on these same real-world challenges – and they're doing it before they even graduate from high school. Working with the same tools used by professionals in hospitals and labs, students engage in compelling, hands-on activities and work together to find solutions to problems. Students take from the courses in – demand knowledge and skills they will use in high school and for the rest of their lives, on any career path they take. PLTW Biomedical Science courses are part of the AP + PLTW biomedical science pathway. The goal is to build a strong foundation for college and career. By immersing students in activities like practicing suturing and constructing body structures from clay, PLTW biomedical science empowers students to build knowledge and skills in biomedical science, as well as in-demand, transportable skills like problem solving, critical and creative thinking, communication, and collaboration.

Project Lead The Way (PLTW) Computer Science

At a time when computer science affects how we work and live, PLTW Computer Science empowers students in grades 9-12 to become creators, instead of merely consumers, of the technology all around them. PLTW Computer Science courses are part of the AP & PLTW computer science pathway; integrating career and college-readiness courses into one unique program. The program's interdisciplinary courses engage students in compelling, real-world challenges and encourage students to become better thinkers, communicators, and collaborators to not only learn how to code, but how to design solutions to complex, real-world applications. The ultimate goal is for students take from the courses in-demand knowledge and skills, and apply them to any career path they take.

Sissonville High Business, Marketing and Entrepreneurship

The magnet school for Business, Marketing and Entrepreneurship is designed to prepare students for today's dynamic world of varied business opportunities. From incubating new ideas to marketing a product through manufacturing to encouraging fresh new solutions to tomorrow's needs, our magnet school will produce the business leaders for the 21st century and beyond. Utilizing school-based simulated workplaces, our Career and Technical Education programs provide real-world experiences and academic credits while still in high school.

South Charleston Magnet/Career Academy

The International Baccalaureate (IB) program is a globally-recognized, comprehensive, honors-level program for high-achieving juniors and seniors. It is offered at South Charleston High School as a

Kanawha County Schools magnet program. Approved students may participate in the full IB program, or they may elect to enroll in selected courses. Full IB diploma candidates complete IB courses in each of the major subject areas, and they may earn an international diploma in addition to their KCS diploma. The IB program culminates in a series of exams and other assessments which are evaluated by examiners from around the world. Like AP, the IB Program is an opportunity for students to earn college credit for their high school coursework. Currently, South Charleston High School is the only WV high school approved to offer this challenging and rewarding program.

Our Pre-Engineering Academy utilizes the Project Lead The Way curriculum to offer a practical, hands-on experience in the application of math, engineering, and science concepts to solve problems. Our students have this opportunity in four Honors Engineering-based classes in order to achieve completion of this program: Introduction to Engineering Design, Principles of Engineering, Civil Engineering/Architecture, and Aerospace/Aviation Engineering. South Charleston High School is excited to partner with Kanawha County Schools, Yeager Airport, and Marshall University's Bill Noe Flight School to help prepare students for careers in aviation through the Aerospace Engineering course option. The Academy also offers Robotics and encourages students to take part in our Vex Robotics Competition Team.

Riverside Computer Science/Pre-Engineering/Grow Your Own Program

Computer Science (PLTW):

With an emphasis on computational thinking and collaboration, this year-long course provides an excellent entry point for students to begin or continue the PLTW Computer Science PreK-12 experience. Computer Science Essentials will expose students to a diverse set of computational thinking concepts, fundamentals, and tools, allowing them to gain understanding and build confidence. In Computer Science Essentials, students will use visual, block-based programming and seamlessly transition to text-based programming with languages such as Python to create apps and develop websites and learn how to make computers work together to put their design into practice. They'll apply computational thinking practices, build their vocabulary, and collaborate just as computing professionals do to create products that address topics and problems important to them. Computer Science Essentials helps students create a strong foundation to advance to Computer Science Principles, Cybersecurity, Computer Science A, and beyond.

Pre-Engineering (PLTW)

Project Lead the Way Engineering is a real-world centered curriculum designed to introduce students to the principles and disciplines available in the world of engineering. The courses engage students in interdisciplinary activities using a set, but flexible curriculum that can simultaneously respond to the needs of both industry and the community. In addition to the engineering skills and mindset created through PLTW, students will gain skills in problem-solving, critical thinking, creative thinking, communication, collaboration, and most importantly, perseverance. In other words, skill sets that are applicable to all areas and walks of life. The curriculum consists of three required courses and one elective (Introduction to Engineering, Principles of Engineering, Computer Science Principles (AP), and a choice of Aerospace Engineering or Civil Engineering and Architecture).

Grow Your Own

Riverside High School currently offers one of the few "in seat" Grow Your Own programs in the state. The WVDE Grow Your Own Program is an innovative initiative designed to address teacher shortages in West Virginia by fostering the development of local talent. This program offers high school students a pathway to a career in education through a combination of coursework, mentorship, and hands-on

experience. Participants can earn college credits while still in high school, significantly reducing the time and cost required to obtain a teaching degree. By investing in local students and providing them with the resources and support needed to succeed in the field of education, the WVDE Grow Your Own Program aims to cultivate a new generation of dedicated teachers who are committed to serving their communities.

St. Albans Academy of Hospitality

The Academy of Hospitality is designed to give students a close look into the culinary business. It incorporates a school-to-work program which allows students to work at several fine culinary establishments. The program is a partnership between students, teachers, school and local restaurateurs.

SCHOOL	MAGNET	CAREER ACADEMY
Capital	Performing Arts & Human Performance Management	
George Washington	AP/STEAM	
Herbert Hoover		Fabrication Technology
Nitro	Biomedical Science	Computer Science (Project Lead the Way)
Riverside		Computer Science (Project Lead the Way) Pre-Engineering (Project Lead the Way) Grow Your Own – Teacher Training Program
Sissonville		Computer Science Pre-Engineering Agricultural Business Information Systems (All Project Lead the Way)
So. Charleston	International Baccalaureate Diploma (IB)	Pre-Engineering (Project Lead the Way)
St. Albans		Hospitality

APPLICATION PROCESS

More information is available on our website by searching High School Choice. Application Deadline is July 20th at 4:30 p.m. For more information contact your school counselor or Dr. George Aulenbacher at 304.348.7788 or email at gaulenbacher@mail.kana.k12.wv.us. Students will be notified by mail after August 1 regarding the status of their acceptance.

Credit Recovery

Kanawha County Schools offers multiple options for credit recovery. Students should speak with their school counselors for more information. The district encourages students to work with teachers and school administrators for needed assistance (which may include after-school or Saturday support) while they're in their classes. If a course needs to be recovered during the school year, students will enroll in the adopted credit recovery program and all students will be charged \$75 per half credit.

Kanawha County's VEX Robotics Program

Since receiving a district grant from the Robotics Education and Competition Foundation in 2017, the county has expanded the program into a comprehensive educational offering. Its influence can be seen in

numerous CTE Pathways (Computer Science, Pre-Engineering, Robotics, FANUC). Now being offered at every school either as part of their daily curriculum or as an after-school activity (Elementary – High), the programs work to expose students to mechatronic and software system applications that are the basis behind many 21st-century technology professions that we see around us today. Middle and high school students can even now earn varsity letters for their program participation since the WVSSAC now recognizes robotics as a sanctioned activity in the state. By encouraging students to take control with the program's student-centered philosophy, they are able to drive the engineering design process. Through its problem-based learning models, the courses set up dynamic learning experiences that keep the students engaged throughout the entire class. The courses are complemented by 2 cooperative competition platforms (the VEX IQ Challenge and the VEX Robotic Competitions) that work as formative assessment tools and help them determine the next action steps that will drive the group's creative process. Competitions accomplish this, while also encouraging the development of student teamwork, cooperation, communication, and problem-solving skills. The program's ability to sustain student success will ensure our students will leave their schools having gained translatable skills that will enable them to adapt quickly to an increasingly technologically advanced workforce.

Kanawha County's Aerial Drone Program

Introduced as a pilot program during the 2021-2022 school year, the county's drone program has taken off with students' skills and abilities. By developing and utilizing students' programming knowledge, and precision motor controls, these programs produce students with the technical skills necessary to enter various drone-dependent industries. Programs accomplish this by introducing these foundational and functional elements through the lens of competitive education. Going into this school year, middle and high schools will have the ability to offer competitive drone programs to their students. Students who wish to progress beyond those foundational skills can then continue on and explore its industrial and professional applications by specializing in our drone courses at Carver Career Center, via the robotics CTE pathway; and earn industry recognized certifications in flight and ground safety.

Kanawha County's E-Sports Program

A program that started as an after-school competitive club and has morphed into comprehensive course offerings, either as a standalone elective, or part of a revamped CTE pathway (Coding, AI, and Game Design). The E-sports programs go well beyond just “playing games.” Students learn the industrial components and professional applications of a quickly growing technology-rich field. Students learn how to create robust desktop PC systems that maximize user capabilities, construct racing and gaming simulators that provide haptic feedback to mimic real-life movements and experiences and produce and broadcast digital content for public viewership. Students gain the skills necessary to contribute in a gaming industry whose earning potential, and fanbase reach, rival that of traditional professional sports.

KCS Virtual Online Program

Kanawha County Schools began offering a virtual program in the Spring of 2018. Students can participate in a full-time or part-time virtual school program where we customize the courses to meet the students' needs. Students can also take a course or more physically at the school in conjunction with the virtual program, or choose to have all of their classes virtual. Students can participate in sports as well as school functions and clubs. This program is free to students not receiving the Hope Scholarship. There is a fee for Hope Scholarship recipients. KCS will provide an iPad, the courses, and the support for your child to succeed. Every student has the flexibility to work when they want to, how they want to, and where they want to. Please contact Executive Director Valery Harper at vharper@mail.kana.k12.wv.us or 304-348-7738 or go to <http://virtual.kana.k12.wv.us/>.

Special Education

Kanawha County Schools Special Education Department is located at:
Kanawha County Board of Education
Room 327
200 Elizabeth Street
Charleston WV 25311

Kanawha County Schools provides programs for identified students with disabilities between the ages of 3-21 inclusive, regardless of the severity of their disability, gifted students from first through eighth grade and exceptional gifted students in grades nine through twelve.

KCS procedures are consistent with federal and state law including formal procedures for searching and screening students who are eligible for exceptional education services. These procedures include due process guidelines that are followed in all cases where the parents/adult students do not agree with their child's program or placement. The **Procedural Safeguards** are available on the KCS website under the Exceptional Students Department.

Each identified student will have an IEP meeting at least one time a school year to determine the appropriate services. A re-evaluation is conducted every three years to determine continued eligibility for special education services. KCS employs special education process specialists, school psychologists, Speech Language Pathologists, Occupational Therapists, Physical Therapists, and Itinerant support personnel certified in Autism, Deaf and Hard of Hearing, Visual Impairments and Developmental Delay to meet the needs of the students. Transition services are also offered to prepare students for the world of work after graduation.

The Kanawha County Board of Education has adopted Regulations for the Education of Students with Exceptionalities, WV Policy 2419 effective March 13, 2023 for the implementation of state and federal regulations for students with disabilities.

Please contact the following offices for additional questions or information:
Preschool Special Needs, Developmental Delays (ages 3-5) [304-348-1353](tel:304-348-1353)
Preschool Communication Disorders (ages 3-5) [304-720-5810](tel:304-720-5810) or [304-766-0355](tel:304-766-0355)
All others please call Special Education Office [304-348-7740](tel:304-348-7740). Fax number: [304-348-6671](tel:304-348-6671)

Alternative Education

Kanawha County Schools offers a variety of alternative education programs for students with behavioral challenges as well as students who are excelling academically.

Alternative programs for students:

West Virginia State University Collaborative Program - This program was formed through a partnership between Kanawha County Schools and West Virginia State University. 11th grade students with average or above-average ability currently enrolled in Kanawha County Schools will be eligible for the program. Kanawha County high school classes are taught by Kanawha County Schools virtual instructors along with in-person instruction provided by West Virginia State University professors on campus. Students enrolled in this program must be goal-oriented and maintain an internal motivation for academic success.

Chandler Academy is the alternative program for middle and high school students struggling with behavior. In order to be placed in this program a student must either have (1) committed a safe schools violation as defined in the WV Code of Conduct (2) continually broken school rules even after documented interventions by the school, or (3) been expelled from Kanawha County Schools. Students are placed in the alternative program by the County Student Assistance Team or an IEP meeting and can return to their home school after meeting criteria set by the Team or completion of the term of expulsion. A counselor, social worker, and a school psychologist provide services for these programs. Chandler Academy also partners with a contracted mental health provider, Project Pathways, for additional mental health services and therapy for students.

Kanawha County Youth Reporting Center (Day Report) is serviced by Kanawha County Schools and the West Virginia Division of Juvenile Services. Students within this program are placed by the juvenile court system and receive their education from Kanawha County Schools teachers in a controlled setting operated by the West Virginia Division of Juvenile Services.

School-Aged Expectant Mothers Program

School-aged Expectant Mothers Program is available to students referred by a physician due to medical concerns related to pregnancy. The girls in this program attend a separate section of the Chandler Academy building until their babies are born. Students are provided with an education that leads them to graduation along with parenting and child care classes. After the birth, the girls are provided with educational services at home for six weeks. The girls then return to the program to complete the current semester before returning to their home schools.

Homebound/Out of School Environment (OSE)

Kanawha County Schools offers educational services to students unable to attend school due to medical reasons or safe schools violations. A variety of homebound/OSE options are offered to students who qualify. The goal of homebound/OSE education is to provide students with temporary educational services enabling them to be academically successful upon their return to school.

All secondary students and elementary students will be assigned teachers. When teachers are not available, schools are responsible for providing assignments. Teachers meet with the student's classroom teacher to coordinate instruction that will be provided to the student. The homebound/OSE teacher meets with each student approximately four hours a week in a setting outside of the home unless the child requires services in the home due to medical reasons. Grades are given to the school at the end of each grading period. Kanawha County employs seven full-time homebound teachers and contracts with additional Kanawha County teachers throughout the school year.

Medical Homebound Instruction

The purpose of medical homebound instruction is to provide instruction that assists students in keeping up with their schoolwork when a temporary medical illness or injury, as verified by a licensed physician, makes it impossible for them to attend school for three consecutive weeks or more. Certified Kanawha School teachers, in collaboration with classroom teachers, provide the instruction in the home setting.

Medical homebound instruction is provided only when accommodations cannot be made by providing a reduced-day schedule and/or modifications at the school level to allow the student to remain in school.

Medical homebound instruction is intended to be temporary and is not a substitute for a comprehensive education.

The goal is always to return the student to the classroom as quickly as possible.

Students receiving medical homebound instruction are not permitted to participate in any extracurricular activities or be employed either part-time or full-time, unless a written order from the physician explains that this is an important part of a student's recovery and the student is physically able to participate.

Homebound instruction will not be provided for students to be caregivers or for childcare purposes.

Each request for medical homebound instruction will be reviewed. Physicians/Medical care providers may be contacted for further information. In some instances, Kanawha County Schools may require a second opinion.

Students who are recommended for medical homebound instruction for mental health reasons must be receiving therapy and must submit a treatment plan which is completed and signed by the parent and a licensed psychiatrist or mental health provider.

Parent Community Resource Center (PCRC)

The Parent Community Resource Center (PCRC) of Kanawha County Schools is staffed by a team of parents and educators. The purpose of the PCRC is to assist all parents and school staff of children pre-school through grade 12. The mission of the PCRC is "working together to build relationships between families, educators, and the community for greater student achievement". Our address is 157 2nd Avenue, South Charleston, WV.

The PCRC provides information, assistance, trainings, and referrals to parents and educators which will empower parents and educators to make informed decisions regarding the education of children. The PCRC also provides general information to the community about Kanawha County Schools and connects families and educators with community resources and services. Individual assistance is available to parents for SAT, IEP, 504, transitioning from WV Birth to Three into the KCS school system, and any other type of meeting at a parent's request. Informed, effective parents and educators working together for students present a powerful, positive team.

The PCRC has a library of materials which focus on child/family issues, general education and specific disability information. KCS educators may borrow videos/DVDs for up to ten days. Parent, family, and community members may view them in the PCRC office by appointment.

The PCRC will offer trainings on such topics as *Understanding Special Education (U.S.E. course)*, which is a 3 ½ hour session that explains educational rights and responsibilities during each phase of the special education process and helps families learn how to work in partnership with school personnel. Other workshops include: Home Tips (Help, Organize, Manage, Enjoy homework time), *Cybersafety: Texting/Sexting; Living With 10 to 15 Year Olds; Behavior Management Techniques; How to Help Your Child with Homework; and Parenting Children and Teens with ADHD*. The PCRC team is available to present these trainings in schools or other community locations. **Sessions are free and open to all.** Trainings are available during daytime and evening hours

For more information or if you would like a brochure contact the PCRC at 348-7715 or email perc@mail.kana.k12.wv.us for assistance. Business Hours: Monday –Friday 8:00 am – 4:00pm. Also available after 4:00pm by appointment.

Kanawha County Schools Parent and Family Engagement Policy 2024 – 2025

PART I: DISTRICT LEVEL ACTIVITIES

In support of strengthening student academic achievement, each school district that receives Title I, Part A funds shall develop and distribute to parents and family members of participating children a written parent and family engagement policy. To foster meaningful parent and family engagement, KCS agrees to implement the following:

- Provide programs, activities and procedures for the involvement of parents and family members in all of its schools with Title I programs with input from parents and family members.
- Work with its schools to ensure that school-level parent and family engagement policies meet the requirements of Title I including parent compacts.
- Include the district wide parent and family engagement policy into its district plan.
- Provide full opportunities for the informed participation of parent and family members by providing information and school reports in a language parents understand.
- Submit parent comments to the WV Department of Education when Title I plan is unsatisfactory.
- Involve the parents and family members of children served in Title I schools in decisions about how parent involvement funds are used.
- Support programs that reach parents and family members at home, in the community, and at school.
- Provide information on best practices focused on parent and family engagement to increase the engagement of economically disadvantaged parents and family members.
- Encourage schools to collaborate with community with the purpose of improving and increasing parent and family engagement.
- Provide coordination, technical assistance, and other support to assist Title I schools in planning and implementing effective parent and family involvement activities to improve student academic achievement and school performance.
- Parents will be invited to participate in the annual Superintendent's Retreat to provide input into the district's strategic plan and to review the district's progress in meeting jointly established goals for all students.
- Provide support to the KCS Parent and Community Resource Center to better enable them to be a joint partner in parent and family engagement at the district and school levels.
- Annually publish a Parent and Student Handbook that contains information that is pertinent to their child's participation in KCS schools.
- Maintain a website (<https://kcs.kana.k12.wv.us/>) that provides a link on the home page for parents and families (https://kcs.kana.k12.wv.us/family_students).
- Conduct surveys of parents of English Learner students to determine the need for translated documents and arrange for special assistance for non-English speaking parents such as translators.
- Engage in activities and strategies that KCS determines are appropriate and consistent with our parent and family engagement policy.

PART II: SCHOOL LEVEL ACTIVITIES

Parent representatives of students attending Title I schools will participate in the development of the school's parent involvement policy through attendance at school sponsored parent and family engagement events and through participation on Title I schools' parent groups such as Local School Improvement Councils.

Each Local School Improvement Council will maintain parent representation to address school review and school improvement needs. The LSIC will participate in on-going school review and school improvement. Each school will also involve parents as part of their strategic plan committee.

Parents in all Title I schools will be invited to offer input into parent involvement activities through the school's annual strategic planning process and review through participation on the school's LSIC, PTO/PTA organization, parent committees, or other means.

Title I schools will conduct an annual fall meeting with parents and families to review parent and family school and district policies, parent compacts, required academic standards, school assessments and curriculums, and the performance status of the school based on the results of the State's testing, discuss the requirements of Title I and the meaning of being a Title I schoolwide school, and review the opportunities for parent and family involvement at the school. (That fall meeting may look a little different this year).

Schools will conduct a variety of parent and family engagement and involvement activities where parents are invited to observe, monitor and discuss their child's academic progress and progress along other indicators.

Title I schools will provide materials and training to help parents work with their children to improve their children's academic achievement, and to foster parental involvement including providing materials and supplies for use at home.

Schools will communicate with parents and families through school handbooks, newsletters, and school websites. Parents also have access to Schoology to track their child's progress and maintain contact with their child's teacher(s).

PART III: ADOPTION

This policy was adopted by the Kanawha County School District and will be in effect for the period of school year 2024 - 2025. The school district will distribute this policy to all parents and family members of participating Title I children on or before September 30, 2024.

Parents' and Students' Rights Under the McKinney-Vento Act

The federal McKinney-Vento Act and West Virginia state law and policy guarantee that a student can enroll in school if they live:

- In a shelter (family shelter, domestic violence shelter, youth shelter or transitional living program);
- In a motel, hotel or weekly rate housing;
- In a house or apartment with more than one family because of economic hardship or loss;
- In an abandoned building, a car, at a campground or on the street;
- Living with an adult who is not your parent or legal guardian;
- In substandard housing (no electricity, no water, and/or no heat); or
- With friends or family because you are a runaway or unaccompanied youth.

The student may also:

- Continue to attend the school in which they were last enrolled, even if they have moved away from that school's attendance zone or district (if feasible and in the best interest of the child);
- Receive transportation from the current residence back to the school of origin;
- Qualify automatically for Child Nutrition Programs (Free and Reduced-Price Lunch and other district food programs);
- Participate fully in all school activities and programs for which they are eligible; and,
- Contact the district liaison to resolve any disputes that arise during the enrollment process.

Enrollment Forms

If a student lives in one of these situations, as for all students enrolling in West Virginia schools, they may enroll in school without the following documents in hand; however, their full cooperation is needed with county and school personnel in trying to obtain these documents as soon as possible.

- Proof of residency
- School records
- Certified birth certificate
- Legal guardianship papers
- Immunization records and/or a TB skin test result (in-state students only)

However, if the student is coming from out of state without proof of at least the first series of immunizations and a TB skin test result, they will be enrolled, but homebound instruction will immediately be provided until appropriate immunizations and TB test results can be obtained.

If the student moves, the following should be done:

- Contact the school district's liaison for help in enrolling in a new school or arranging to continue in the school they have been attending.
- Contact the new school and provide any information necessary to assist the teachers in helping them adjust to new circumstances.
- Ask the local liaison, shelter staff, or a social worker for assistance with clothing and supplies, if needed.

Helpful questions to ask the school so that you may receive all needed services:

- What transportation is available to stay in the same school?
- If I have to change schools, can someone help transfer records quickly?
- Are any tutoring services available?
- If special education services are needed, how long is the wait for testing?
- Are there special classes to benefit a talent I have?
- Are there sports, music or other activities available to me?
- How can I receive free meals at school?
- Are school supplies available?
- Will I be able to go on class field trips, if unable to pay?
- How can I get a required school uniform, if one cannot be bought?

For More Information, Please Contact Your Local School District Liaison:

Alicia Hawkins and Kathleen Allen
Homeless Facilitators
200 Elizabeth Street
Charleston, WV 25311
ahawkins@mail.kana.k12.wv.us / kmallen@mail.kana.k12.wv.us

Kanawha County Truancy Plan

In response to state legislation, Senate Bill 393, requiring county school systems to develop a plan to reduce truancy, excessive unexcused school absences, a truancy diversion plan has been established for middle and high school students.

Kanawha County Schools Assistant Attendance Directors assess juveniles with excessive unexcused absences, notify parents/guardians of these absences and work in collaboration with a school-based team to develop a plan to improve the student's attendance. If the student continues to accumulate unexcused absences the student or parent/guardian will be referred to Kanawha County SBAC where a Prepetition Truancy Diversion Agreement may be implemented. Community-based services may be utilized to provide services to the student and family to assist with improving school attendance. Noncompliance with the prepetition diversion agreement and continued truancy will result in a truancy petition filed in Kanawha County Magistrate Court.

Kanawha County School's goal is to provide students and their families with the assistance necessary to ensure that every student maintains daily school attendance.

KANAWHA COUNTY BOARD OF EDUCATION POLICY

Homework

Series: I04

[Available Online](#)

Community Agency/Independent Contractor Visitation Policy

The Board welcomes professional visitors to the Kanawha County Schools. However, to minimize disruptions in educational programs, the District requests that individuals who desire to visit classrooms make arrangements through the Central Office. The superintendent or designee can then make the necessary arrangements or have someone knowledgeable in the area to be visited assist them in their visit. This also will ensure that the part of the program which visitors wish to see will be in operation upon their arrival. Conflicts also may be avoided with such other activities as testing, field trips, or assembly programs.

All visitors shall be required to report to the office upon entering a school. They are not to stand in the hallways, visit classrooms, or loiter on the campus without approval from the office. School personnel shall notify the office of any persons who may be visiting them, and those visitors should report to the office upon arriving at the school.

Any person, other than student or member of the school staff, shall have permission from the principal of the school before entering a classroom while classes are in session.

CLASSROOM VISITATION PROCEDURES

VISITATION REQUEST Participate in a meeting with the Office Of Exceptional Students staff and describe program. Submit a Community Agency/Independent Contractor Information Sheet (EEA1) and list of Assigned Students (EEA2).

Submit to the Office of Exceptional Students a Classroom Visitation Request (EEA4). Include in each request the school name, teacher name, student name, parent name, reason for the request, and expected outcome of the observation. Sign Community Agency/Independent Contractor Visitor Agreement (EEA3) that is signed by the student's parent(s) which gives permission for classroom observation. If there is need to speak to the teacher after the observation, document that in the request.

Submit in writing to the Specialist/Case Manager assigned to student's school a description of home programs, etc., that are being provided by agency which impact the student's educational program.

3.05 Removal of Students from School Premises. Only custodial parents or guardians may pick up their children after school or remove their children from school. Other persons, including non-custodial parents, must be authorized in writing by the custodial parent or guardian to pick up a student after school or to remove a student from school. The District shall not undertake to monitor or enforce any Visitation schedule that may govern the day or days that parents and non-custodial parents pick a student up after school.

KANAWHA COUNTY BOARD OF EDUCATION POLICY

Student Records

Series: J27

[Available Online](#)

Kanawha County Schools Directory Information Refusal Form

“Directory Information” as defined by Kanawha County Schools, includes the following categories: Student name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, indication of “graduate” or “non-graduate”, degrees and awards received, most recent previous school attended, and photograph.

Once such information is published as Directory Information, it may be disclosed at the discretion of the school system without parent/guardian or student permission.

If you so refuse, you must inform the school in writing by September 30th.

Please use the following form for informing the school of the specific categories in the Directory Information that you do not want released without your written approval.

I refuse to permit the designation of the following information as Directory Information:

(Specific Categories)

(Name of School)

(Student Name)

(Birth date)

(Signature Parent/Guardian/Eligible Student)

(Date)

Student Rights and Responsibilities

Every student has the right to attend school free from fear for his/her personal safety and from the threat of psychological abuse.

Every student has the responsibility for not disturbing or interrupting the education of others or intimidating students and teachers.

Every teacher has the responsibility for assisting in maintaining an orderly learning environment.

Every parent has the responsibility for ensuring that school rules are legal, clearly stated, well publicized and fairly enforced.

A copy of Kanawha County Student Rights and Responsibilities Handbook which is approved by West Virginia Board of Education is on file in the principal's office. If you wish to examine it, please feel free to come in at any time.

English as a Second Language (ESL) Program Services

Kanawha County Schools offers English as a Second Language Program to students with limited English proficiency. The goals of the English as a Second Language (ESL) Program are to help limited English proficient students learn English as quickly as possible through specific ESL instruction and to help them be successful in their academic programs. The ESL Program is a content-based program which is staffed by seven certified ESL teachers. For more information about this program, please contact the ESL Office at (304) 348-1375.

German

Eltern von Schülern die eine andere Sprache als Englisch sprechen, können Informationen über verfügbare Dienste des Kanawha County School Systems in ihrer Muttersprache erhalten, wenn sie die Nummer 348-1375 anrufen.

Vietnamese

Nếu cha mẹ nào có khó khăn về tiếng Anh.
Thì có thể liên lạc bằng tiếng Việt với nhà
trường Kanawha County Schools qua số
điện thoại 348-1375.

French

Les Services du Programme de la Langue Alternative

Les parents de la langue minoritaire peuvent obtenir les renseignements dans leur langue primaire au sujet des services fournis par les écoles de Kanawha County s'ils téléphonent au 348-1375.

Spanish

Servicios de Programa de Lengua Alternativa

Los padres que no tienen el inglés como lengua nativa pueden obtener información en su idioma sobre los servicios ofrecidos por las escuelas de Kanawha County, contactando al número de teléfono: (304) 348-1375.

Japanese

英語以外を母国語とする保護者の方には、子供の英語のプログラムについて
母国語（日本語）でご案内します。カナワ郡教育部の304-348-1375に連絡
してください。

Hindi

विद्यार्थी, शिक्षक, अभिभावक, समाज
सबका विकास, सबका विकास, सबका विकास
सबका विकास, सबका विकास, सबका विकास
सबका विकास, सबका विकास, सबका विकास
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Mandarin Chinese

另外的 交替语言公司
少数语言(学生的)家长们, 可以得到有他们
的第一语言或本国语言的消息. 只要打 (304) 348-1375

KANAWHA COUNTY BOARD OF EDUCATION POLICY

Subdistrict Transfers

Series: J32

[Available Online](#)

Office of Attendance and Social Services

The Office of Attendance and Social Services is staffed by the Lead Attendance and Social Services Director and secretary; along with 24.5 full-time Assistant Attendance Directors (ADDs), three Homeless Facilitators, and a Truancy Diversion Worker. The Homeless Facilitators play a vital role of delivering services to identified homeless students. Resources are available in an effort to continue schooling without delays for students identified as homeless. The Truancy Diversion Worker (TDW) will work closely with our staff with monitoring truancy programs in our schools, staff training, and serve as our linkage to the court system and other agencies in Kanawha County. Our office is the link between the school, home, and the community. Pursuant to West Virginia Code 18-8-1, attendance of students is the primary focus of the Assistant Attendance Directors. Attendance problems can be an indicator of other problems a student may be experiencing, such as psychological, emotional, social, or socioeconomic issues. The Assistant Attendance Director assist with developing and providing those interventions necessary for the families and students to optimize the student's potential to learn in their educational programs.

It is imperative that students arrive at school on time. Arrival time should allow for school breakfast (if breakfast is eaten at school), going to locker and being prepared to begin the school day. **Tardiness** is a school distraction and can easily become a serious problem. Academic failure can be associated with students coming to school tardy. Learning begins immediately and it is important for students to be well prepared for the school day. Signing your child out early is discouraged. Early sign out is a disruption to the total learning environment of all students. In order to promote a positive learning environment, we request parents send their child/children to school every day and schedule all appointments after school hours if possible. Some of the services provided from our office are:

- Student attendance data
- Dropout prevention

- Homeless intervention
- Clothing and shoes
- Community resources
- Homeschooling assistance
- Identifying and reporting child abuse and neglect
- Crisis intervention
- Advocate for students, parents, and school system
- Documentation for restriction of driver's license
- Universal Pre-K services
- Truancy Diversion
- Healthy Grandfamilies program
- Hope Scholarship Assistance

Attendance

KANAWHA COUNTY BOARD OF EDUCATION POLICY

Attendance

Series: J19

[Available Online](#)

KANAWHA COUNTY SCHOOLS ADMINISTRATIVE REGULATION

Home/Hospital Instruction

Series: I30A

[Available Online](#)

CODE OF CONDUCT/STUDENT BEHAVIOR INTRODUCTION

Schools are not only charged with the responsibility of providing instruction in the area of academics, but are also expected to prepare students to be successful in a society governed by rules and moral responsibilities. Our first duty is to challenge students with high standards and expectations. A positive approach which emphasizes the benefits of good citizenship should be followed.

However, the duty of schools to provide safe, orderly environments where learning may be achieved also requires that certain minimum standards of conduct be clearly communicated to the school community. There must be a knowing appreciation that real consequences attend both poor judgment and intentional acts of misconduct.

It is the objective of the policy to achieve the following goals: the right of every student to attend school free from fear for personal safety; the prevention of disturbances or interruptions of the educational process; the responsibility of teachers to assist in preserving an orderly learning environment; and, the responsibility of parents in maintaining an atmosphere conducive to learning.

Each school shall maintain and publish a code of conduct which shall include a schedule of offenses, penalties and a description of due process rights and procedures. The Code of Conduct shall also incorporate the productive and safe schools plan developed by the Local School Improvement Council. A copy of the code of conduct shall be posted in each school in a prominent place.

At the commencement of each school year all students and their parents shall be provided with copies of a school's code of conduct. Students who transfer into a school during the course of a school year and their parents shall also be provided with copies of a school's code of conduct. Each year students shall be required to sign a statement acknowledging that they have read the code of conduct or have had it read to them and that they understand the code of conduct.

All students must provide written acknowledgment of this policy annually. This policy is part of the online forms. Schools may also ask for a different method of acknowledgment.

Please be sure that you are familiar with the KCS J25 policy, which was updated in 2023.

Student Behavior

Series: J25

[Available Online](#)

**VERIFICATION – STUDENT AWARENESS
SCHOOL YEAR 2024-2025**

**STUDENT BEHAVIOR, SERIES J25
Kanawha County Board of Education Policy**

I, _____,

Print Student Name

(# _____)

Print Student Number

have read and/or have had read to me Kanawha County Board of Education Policy Series J25, Student Behavior, including the sections dealing with weapons and sexual harassment. I understand the consequences of violating this policy.

Date

Signature of Student

**STUDENT RECORD
CONFIDENTIAL**

**Principal's Request to the
Superintendent for a
Recommendation that a Student
be Expelled From School**

_____ School

Student _____

Student WVEIS # _____

Special Education Yes ____ No ____

504 Yes ____ No ____

Parent, Guardian or Custodian _____

Address _____

Misconduct _____

Mandatory Principal's Request	<input type="checkbox"/> Battery on a school employee <input type="checkbox"/> Possession of a deadly weapon on school premises, school bus or school function <input type="checkbox"/> Sale of narcotic drug
Mandatory Suspension/ Discretionary Expulsion Request	<input type="checkbox"/> Act, if committed by an adult, would constitute a felony <input type="checkbox"/> Use, Possession or Being Under the Influence of Substances (3 rd offense possession or 2 nd offense distribution)

Discretionary Principal's Request	<input type="checkbox"/> Gang Related Activity <input type="checkbox"/> Insubordination <input type="checkbox"/> Leaving School Without Permission <input type="checkbox"/> Possession of Imitation Weapon <input type="checkbox"/> Possession of a Knife Under 3 ½" in length <input type="checkbox"/> Technology Misuse <input type="checkbox"/> False Fire Alarm <input type="checkbox"/> Fraud/Forgery <input type="checkbox"/> Gambling <input type="checkbox"/> Hazing <input type="checkbox"/> Trespassing <input type="checkbox"/> Sexual Misconduct <input type="checkbox"/> Use, Possession or Being Under the Influence of Alcohol on school premises, school bus or at a school function (3 rd offense possession or 2 nd offense distribution) <input type="checkbox"/> Imitation Drugs (3 rd offense possession or 2 nd offense distribution) <input type="checkbox"/> Inhalant Abuse (3 rd offense possession or 2 nd offense distribution) <input type="checkbox"/> Harassment/Bullying/Intimidation <input type="checkbox"/> Intentionally defaced school property <input type="checkbox"/> Willfully disobeyed a teacher <input type="checkbox"/> Use of profane language directed a pupil or school employee <input type="checkbox"/> Theft of property valued at less than \$999.99 <input type="checkbox"/> Improper or Negligent Operation of a Motor Vehicle <input type="checkbox"/> Participated in a physical altercation while under the authority of school personnel <input type="checkbox"/> Threatened to injure or injured a pupil or school employee <input type="checkbox"/> Habitual violation of school rules or policies
---	--

The above-referenced student has been suspended pending a hearing to be conducted by the Kanawha County Board of Education or an impartial hearing officer

Date of Misconduct: _____

Principal

Date

**BEFORE THE BOARD OF EDUCATION OF THE
COUNTY OF KANAWHA**

To: _____
[Parents, Guardians or Custodians]

[Student]

[Address]

[Address]

Statement of Charges

Recommended Disposition

Hearing

A hearing shall be conducted on _____, at _____ m.,
in Room _____, at 200 Elizabeth Street, Charleston, West Virginia.

The student may be represented by counsel, may call his or her own witnesses and may confront and cross-examine witnesses supporting the charges. The hearing shall be recorded by mechanical means. The hearing may be postponed for good cause shown by the student, but he or she shall remain under suspension until after the hearing.

Superintendent

Date

Safe Schools Form 4
Appendix E

NOTICE OF VIOLATION OF W. VA. CODE §61-7-11a

_____ School

To: State Superintendent of Schools
West Virginia Department of Education
1900 Kanawha Boulevard East
Charleston, WV 25305

Superintendent
West Virginia State Police
Jefferson Road
South Charleston, WV 25309

Name of Individual who possessed a deadly weapon in violation of W. Va. Code §61-7-11a: _____

Date of violation: _____

Description of violation: _____

Principal

Date

**STUDENT RECORD
CONFIDENTIAL**

**REGISTRATION STATEMENT REQUIRED BY W.
VA. CODE §18-5-15f**

(PUPIL NOT CURRENTLY UNDER SUSPENSION OR EXPULSION)

I, _____ (name of parent), do hereby swear/affirm
that _____ (name of student) is not at this time, under suspension or
expulsion from attendance at a private or public school in West Virginia or another state.

Pupil's Parent, Guardian or Custodian

STATE OF WEST VIRGINIA,
COUNTY OF KANAWHA, to-wit:

The foregoing instrument was acknowledged before me this _____ day of
_____, _____, by _____.
My commission expires _____.

Notary Public

**STUDENT RECORD
CONFIDENTIAL**

**REGISTRATION STATEMENT REQUIRED BY W.
VA. CODE §18-5-15f**

(PUPIL CURRENTLY UNDER SUSPENSION OR EXPULSION)

I, _____ (name of parent), do hereby swear/affirm
that _____ (name of student) is at this time, under suspension or
expulsion from attendance at a private or public school in West Virginia or another state. The
name and address of the school from which _____ (name of student) is
under suspension or expulsion is

(name of school)
(address of school).

STATE OF WEST VIRGINIA,
COUNTY OF KANAWHA, to-wit:

The foregoing instrument was acknowledged before me this _____ day of _____, _____, by _____.
My commission expires _____.

Notary Public

Safe Schools Form 6b

STUDENT DRESS POLICY

KANAWHA COUNTY BOARD OF EDUCATION POLICY

Student Dress Policy

Series: J36

[Available Online](#)

KANAWHA COUNTY SCHOOLS ADMINISTRATIVE REGULATION

Racial, Religious/Ethnic Harassment and Violence

Series: G50A

[Available Online](#)

SECTION 504 INFORMATION

Section 504 of the Rehabilitation Act insures that the education system provides services necessary for a student with disabilities to participate in and benefit from public education programs and activities. Section 504 allows for modifications and accommodations for a student with disabilities. Section 504 is designed for those students having any physical or mental impairment that substantially limits one or more major life activities including seeing, hearing, walking, and learning. Section 504 is not an aspect of special education but is the responsibility of the regular education system to provide accommodations and modifications for eligible students. Students who have physical or mental disabilities that limit the ability to access and participate in the education program are entitled to rights (protection) under Section 504. Students who qualify for Section 504 modifications receive a Section 504 Plan, which is a written document describing the student's needs and the way the school district plans to meet those needs. The 504 Plan documents the modifications and accommodations necessary for the student to access the educational program, services related to the impairment, instructional methods, and/or equipment which are needed for the eligible student. The Section 504 Plan is written to provide a more successful experience in school. For further information, contact the Section 504 school coordinator at your school. Parents may also contact the Board Office at 348-7770.

POLICY OF NONDISCRIMINATION ON THE BASIS OF DISABILITY

Section 504 of the Rehabilitation Act of 1973

EDUCATION POLICY STATEMENT

The Kanawha County School District will identify, evaluate, and provide an appropriate public education to students who are disabled within the meaning of Section 504 of the Rehabilitation Act of 1973.

NOTICE OF NONDISCRIMINATION

Applicants for admission and employment, students, parents, employees, and sources of referral of applicants for admission and employment are hereby notified that the Kanawha County School District does not discriminate on the basis of race, color, religion, national origin, sex, age, or disability in admission or access to, or treatment or employment in, its programs and activities. Any person having inquiries concerning the Kanawha County School District's compliance with the regulations implementing Title IX or Section 504 is directed to contact: Title IX: Title IX Coordinator, Kanawha County Board of Education, 200 Elizabeth Street, Charleston, WV 25311-2119, phone 348-1379; Section 504: Section 504 Coordinator, Kanawha County Board of Education, 200 Elizabeth Street, Charleston, WV 25311-2119, phone 348-1366. These persons have been designated by the Kanawha County School District to coordinate the efforts to comply with the regulations implementing Title IX and Section 504.

DUE PROCESS

Due Process as required by PL 101-476 (formerly PL94-142) requires a system of procedural safeguards with respect to actions regarding the identification, evaluation or educational placement of persons who need or are believed to need, because of disability, special instruction or related services. Due Process procedures are handled through the Office of Exceptional Students.

The Office for Civil Rights enforces federal laws prohibiting discrimination against persons on the basis of race, color, national origin, religion, sex, age or mental and physical disability and investigates discrimination complaints brought by individuals under these statutes.

NOTICE OF 504/ADA NONDISCRIMINATION

The Board of Education of the County of Kanawha (BOARD) ensures its policies; practices, procedures and working environment are free from discrimination on the basis of disability. BOARD will not tolerate disability discrimination, which is a violation of state and Federal law. Any individual, including a parent, student or employee, may file a grievance if it is alleged that a policy, practice, procedure, or direct service provided by the BOARD has resulted in a violation of Section 504 or the Americans with Disabilities Act (ADA). Any retaliation or reprisal against individuals who file complaints or participate in the complaint process is prohibited by BOARD. ADA Coordinator for Operations Division, 348-6628.

Education Policy Statement

The Kanawha County School District will identify, evaluate, and provide an appropriate public education to students who are disabled within the meaning of Section 504 of the Rehabilitation Act of 1973.

GRIEVANCE PROCEDURE 504/ADA

KANAWHA COUNTY SCHOOLS ADMINISTRATIVE REGULATION

504 Of The Rehabilitation Act/Americans With Disabilities Act

Grievance Procedure

Series: E05A

[Available Online](#)

FEDERAL LAW SUMMARY SHEET

<u>Law or Executive Order</u>	<u>Prohibits</u>	<u>Covers</u>
Equal Pay Act 1963	Sex Discrimination (in pay only)	Employee
Vocational Education Act of 1963	Sex Discrimination in Vocational Education	Student
Title VI Civil Rights Act of 1964	Race, sex, color, & national origin	Student
Title VII Civil Rights Act of 1964	Race, sex, color, national origin & religious discrimination, sexual harassment	Employee
Executive Order 11246 (as amended by E.O.11375), 1968	Race, sex, color, national origin & religious discrimination, sexual harassment	Employee
Title IX, Educational Amendment of 1972	Sex Discrimination Sex Harassment	Employee &Student
Rehabilitation Act, 1973, Section 504	Handicapped Discrimination	Student
Public Law 94-142, 1976	Handicapped Discrimination	Student
Pregnancy Discrimination Act, 1978	Sex Discrimination	Employee
Age Discrimination in Employment Act, amended 1978	Age Discrimination	Employee

KANAWHA COUNTY SCHOOLS ADMINISTRATIVE REGULATION

Title IX Grievance Procedure

Series: J12

Reference: Title IX Educational Amendments of 1972

[Available Online](#)

KANAWHA COUNTY SCHOOLS ADMINISTRATIVE REGULATION

Citizen Complaints

Series: K06A

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CITIZEN APPEAL PROCEDURE

The West Virginia Board of Education has created a Citizen Appeal procedure to allow citizens to work with county boards of education and administrators to solve problems at the lowest possible administrative level. A Citizen Appeal is a claim by one or more citizens of a violation of state law or a state board of education policy, rule or regulation. The written appeal will identify the specific state law or policy alleged to be violated. Copies of the state board's policies are available for review at the central office.

Citizen Appeals are not applicable to any situation where the county board is without authority to act or where the method of appeal is specifically established by law, such as appeals regarding the placement of exceptional children. Personal complaints against school employees and other complaints not governed by the Citizen Appeal procedure must be resolved through the Citizen Complaint procedure.

The Citizen Appeal procedure requires citizens and parents to first informally discuss their concerns with the proper administrator, usually the school principal or the supervisor/director at the county office, prior to filing a formal appeal. If the matter cannot be resolved informally, the administrator shall provide the citizen with the proper appeal form.

The procedure has four levels: 1) the principal or school administrator; 2) the county superintendent of schools; 3) the board of education; and, 4) the state superintendent of schools. There are prescribed timelines and provisions for written responses, representation and conferences/hearings. Copies of the procedure and forms are available at the Office of the State Superintendent of schools, the central office and each school.

SCHOOL HEALTH SERVICES

A certified school nurse is assigned to your child's school and is there on a regular schedule. The school nurse checks all students and makes recommendations for any needed corrections to keep students healthy and in school. The school nurses work with parents and health care providers to ensure that a student's health needs are adequately met during the school day. It is important that the Student Emergency Health Information form, which your child brings home at the beginning of the school year, is completely filled out and the school nurse is informed of any health conditions that could impact on your child's education. The school nurse should also be informed of any health concerns for your child that occur during the school year.

Please note that new-enterers in WV public schools at first entry in PreK or Kindergarten and all students progressing to grades 2, 7 and 12 should have a HealthCheck screening (vision, hearing, speech and language, developmental, etc) or other comprehensive health screening comparable to the HealthCheck protocol. If the student does not have proof of a HealthCheck, the classroom teacher shall be informed to ensure any potential learning deficits will be referred to the appropriate school personnel for screening as individually indicated.

Students suspected of having a communicable disease will not be admitted to class until cleared by the school nurse. It is the parents' responsibility to get their children home if they should become ill at school. Parents must make arrangements for this type of emergency. School facilities do not enable us to care for a sick child longer than it takes to notify parents. Medical

and dental appointments should be made after school hours or on days when schools are closed if at all possible.

If your child is running a fever of 100° or more, is vomiting, has diarrhea or has the symptoms of a communicable disease, you are responsible for arranging transportation to be take the child home immediately. A student must be fever-free and have no vomiting or diarrhea for twenty-four hours without the use of fever-reducing medication before returning to school. The school should be provided with at least three emergency contact names and phone numbers so someone can be contacted promptly when your child is ill or shows symptoms of a communicable disease.

STUDENT INSURANCE PROGRAM

Group student insurance is available through your school. This is the economical group insurance program selected by your school officials for your child's protection. Contact your school for information.

SCHOOL HEALTH INFECTIOUS DISEASE PROCEDURES

Fever	Must be without fever (fever is 100° or above) for 24 hours without the use of fever-reducing medication before returning to school
Fifth's Disease	Student NOT excluded from school unless fever present
Hand, Foot, Mouth	Student NOT excluded unless fever present, unable to participate or instances such as excessive drooling from mouth
Unidentified Rash	RN discretion. If RN is unable to be reached for consultation and school staff is concerned with the possibility of a contagious rash, or the safety of the student, a note from a licensed healthcare professional may be requested before student returns to school
Strep Throat	May return after 24 hours of antibiotic treatment and without a fever
Mononucleosis	Student NOT excluded from school unless fever present
Influenza	Must be without fever for 24 hours
Pink Eye	Student NOT excluded unless unable to participate
Ringworm	Student excluded at the end of the day, treatment to return
Gastroenteritis	Must have absence of vomiting and/or diarrhea for 24 hours before returning to school.
Impetigo	Excluded at the end of the day, treatment to return. Area should be washed and covered prior to returning to class
Herpes Simplex	Student NOT excluded unless uncontrolled drooling present

The above guidelines are at the discretion and direction of the professional school nurse.



200 Elizabeth Street, Charleston, West Virginia 25311-2119 • (304) 348-7732 • Fax: (304) 348-7735

Thomas E. Williams, Jr., Ed.D, Superintendent

KANAWHA COUNTY SCHOOLS HEALTH SERVICES

PEDICULOSIS (HEAD LICE) PROCEDURES ON SCREENING

Kanawha County Schools Health Services, in cooperation with Kanawha –Charleston Health Department, and in accordance with the West Virginia Department of Education, American Academy of Pediatrics and the National Association of School Nurses, has determined that “no-nit and no lice” policies are ineffective in controlling outbreaks of head lice. Therefore, students found to have nits and live lice will no longer be excluded from the classroom. If the lice or nits are less than ¼ inch or 1 cm from the scalp, then the parent/guardian shall be called and made aware of the situation. According to the CDC, head lice should not be considered a medical or public health hazard. A proper management tool in controlling head lice outbreaks is parent/guardian education.

School Responsibilities

1. Keep coats and jackets separated
2. Sweep all carpeted areas daily
3. Prohibit dress up hats or wigs in the classroom
4. Personalize towels or mats that are used for naps and store them so they aren’t touching
5. Have two persons in the building trained by the school nurse to check for live lice infestation
6. Notify parent/guardian of head lice infestation. Provide parent/guardian with head lice treatment letter and head lice management information.

School Nurse Responsibilities

1. Train designated persons to screen for head lice.
2. See that schools have copies of the head lice treatment letters and head lice management information sheets.
3. Work with parents of students with chronic re-infestations to educate them regarding head lice management.
4. Upon request, provide information for students and staff about lice and lice management.

Parent Responsibilities

1. Arrange, if possible, for an infested student to be transported home
2. Appropriately, treat the student with a pediculicide, remove nits, treat other infested family members and do all appropriate house cleaning to rid the house of possible head lice infestation.
3. Check children periodically for signs of head lice. Notify the school if you determine that your child has head lice.

Confidentiality of infested students will be maintained at all times. After a child is sent home with a case of head lice, and the parent/guardian is informed of the treatment policy, a maximum of two excused absences will be allowed to complete the treatment process.

It is ineffective and inefficient to check an entire school population for head lice.

The Lead School Nurse, in collaboration with the Kanawha-Charleston Health Department, may temporarily enforce stricter exclusion rules for situations of serious and widespread head lice infestations.

Revised: 8/2023

KANAWHA COUNTY BOARD OF EDUCATION POLICY

Administration of Medication by School Personnel

Series: C50

Reference: Basic and Specialized Health Care Procedures Manual for West Virginia Public Schools; W. Va. Code 18-5-22a

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KANAWHA COUNTY SCHOOLS HEALTH SERVICES

ADMINISTRATION OF MEDICATION

This is to be completed at the beginning of each school year for students on long-term medication. If any change in medication or dosage takes place, a new form must be completed.

Student Name _____
Last First Middle

WVEIS No: _____

Birthdate: _____ Age: _____

School: _____ Grade: _____

Date: _____, 20__

USE ONE FORM FOR EACH MEDICATION

DIAGNOSIS: _____

ICD-9-CODE: _____

NAME OF MEDICATION: _____

DOSAGE: _____

TIME OF ADMINISTRATION: _____

METHOD OF ADMINISTRATION: _____

COMMENTS, e.g., Side effects, reactions, and/or other instructions: _____

NOTE: The medication will be administered by designated employee(s) of Kanawha County Schools under the supervision of the school nurse. The school nurse may contact the ordering physician to discuss this order and the student's condition.

Physician's Name _____
(Please Print)

Physician's Signature _____

Date _____, 20__ Telephone Number _____

Parent's Signature _____

(Parental Signature Approving the Administration of the Medication)

Date _____, 20__ Telephone Number _____

Revised: 5/2010

INTEGRATED PEST MANAGEMENT

TO: Parents/Guardians
SUBJECT: Pest Management Services

As you know, the Kanawha County School System is committed to maintaining a safe and healthy learning environment for all children in our schools. Recently, a state law went into effect which requires all Kanawha County Schools to implement an Integrated Pest Management (IPM) Program. The IPM program is designed to be an environmentally sound and safe pest control program.

Kanawha County Schools, in keeping with our commitment to provide a safe school environment and to comply with state law, participates in an IPM Program

The Pest Management Company is scheduled to conduct its monthly inspection/service. General pesticides may be applied. In all cases, the least hazardous material will be used.

Please provide the information below if you wish to request a 24-hour notice prior to the application of any pesticides. The application of pesticides will be done judiciously and in all cases the least hazardous materials will be used.

NOTICE

I request a 24-hour notice prior to the application of any pesticide in my school.

School Name:

Parent/Guardian Name:

Student's Name:

Address

Phone Number:

Sensitivities to pesticides?

 If so, please list

GENERAL NOTIFICATION FOR ASBESTOS MANAGEMENT PLAN

TO: Employees, Students, Parents, and Teacher Organizations

SUBJECT: Asbestos Management Plan

As you know, the Kanawha County School system is committed to maintaining a safe and healthy learning environment for all children in our schools. Building materials, known as “asbestos”, which may pose a health problem, have been identified in our schools.

Kanawha County Schools, in keeping with our commitment to provide a safe school environment, is identifying all asbestos in the schools in compliance with the Asbestos Hazard Emergency Response Act. This information has been placed in the school’s Asbestos Management Plan and may be reviewed in each school.

In recent years, Kanawha County Schools has removed friable asbestos-containing material from several schools. Some asbestos-containing material will be rendered non-friable by the use of encapsulating materials or simple repairs. The response action section of this plan addresses this type of corrective work. Efforts will be continued as needed to provide a safe environment for all students, staff, and public. These efforts include the following:

- Six month periodic surveillance
- Three year re-inspection
- Emergency repairs as required

Kanawha County Schools’ plan for asbestos control is on record in the United States Environmental Protection Agency and with the West Virginia Department of Education.

REGULATION FOR PUPILS TRANSPORTED IN SCHOOL BUSES **Jason Redman – Executive Director of Transportation for Kanawha County Schools** **304-348-6616**

(Policy 4336 – Approved by the State Board of Education)

State of West Virginia
State Department of Education
Office of School Transportation and Facilities

1. OUTSIDE THE BUS

- a. Walk on left side of road, facing traffic.
- b. Wait on the bus at the designated bus stop in an orderly manner.
- c. Board the bus in a safe, orderly manner.
- d. Follow the bus operator/aide’s instructions at all times.

2. INSIDE THE BUS

- a. Change seats only with bus operator’s permission, and only when bus is not in motion.
- b. Be responsible for the vandalism that occurs on a seat in which they ride.
- c. Cooperate with the bus operator to keep the bus clean. Except when medically necessary, eating and/or drinking on the bus is prohibited.
- d. Avoid unnecessary conversation with the bus operator.
- e. Keep head and arms inside bus windows at all times.
- f. Report any open exit or released latch to the bus operator immediately.

- g. Provide enrollment information to the bus operator.
- h. No riding in stepwell or forward of front row of seats.
- i. No standing while bus is in motion any time a seat is available.
- j. No use of profane or obscene language, gestures or images.
- k. Do not throw or pass any object of any nature into or from the bus through a door or window.
- l. Unless directed by the bus operator, do not open emergency exits, except during emergencies.
- m. No ear buds or headphones or any type of earpiece that may prevent hearing a warning signal or horn while loading or unloading from the bus. Must keep the volume of electronics at a level not causing issues hearing instructions while on the bus.
- n. Comply with the Expected Behavior in Safe and Supportive Schools policy.
 - 1) Students enrolled in West Virginia public schools shall behave in a manner that promotes a school environment that is nurturing, orderly, safe and conducive to learning and personal-social development
 - 2) Students shall help create an atmosphere free from bullying, intimidation, harassment, or any other inappropriate behavior.
 - 3) Students shall demonstrate honesty and trustworthiness.
 - 4) Students shall treat others with respect, deal peacefully with anger, use good manners and be considerate of the feelings of others.
 - 5) Students shall demonstrate responsibility, use self-control and be self-disciplined.
 - 6) Students shall demonstrate fairness, play by the rules, and will not take advantage of others.
 - 7) Students shall demonstrate compassion and caring.
 - 8) Students shall demonstrate good citizenship by obeying laws and rules, respecting authority, and by cooperating with others.
 - 9) Students shall have proper approval to exit the bus other than at their regularly assigned bus stop.

PERIODIC INSTRUCTION

School principals, teachers and bus operators shall work cooperatively in instructing all school pupils with these regulations governing transported pupils. Special emphasis should be given toward pupil discipline while being transported on curricular and extracurricular trips. The county board of education shall furnish a copy of the above regulations to the following persons: superintendent, principals and teachers of schools where pupils are transported, director of transportation, bus operators, attendance directors, and parents.

Be a Star Player

The driver will be responsible for the orderly conduct of his passengers. While on the bus, the pupil is under the authority of and directly responsible to the bus driver. Pupils shall conduct themselves on the school bus as they would in the classroom except that reasonable conversation is permissible.

The right of pupils to ride in the conveyance is conditioned on their good behavior and observance of these rules. Bus operators shall enforce the rules.

Should any passenger persist in violating any of these rules or regulations, after due warning has been given by the operator, **such disobedient passenger shall then be forbidden by the operator the privilege of further transportation on a school bus until permission has been restored.** Written notice of the action of the operator shall be furnished the parent through the school **but such notice need not precede action by the operator.**

In order to resolve some of the student discipline problems, the following procedures have been established.

(1) Any student who cuts a school bus seat or damages a school bus in any way will lose all transportation privileges until a conference is held involving the student, parent or guardian, driver, principal, and supervisor. When the school system has been monetarily reimbursed for the damages and been given assurances from both parent and student of no further violation, transportation privileges will be restored. A second offense within the same school year will result in the loss of all transportation privileges for the remainder of the school year. The cost of repairs to the bus to cover the damages by the student will be defrayed by the parent or guardian, up to a maximum of \$5,000 as provided by state law. According to policy 4336, family must pay for damages to the school bus.

(2) Any student who vaping or using tobacco of any type on the bus will be expelled from all bus transportation privileges until a conference is held involving the student, parent or guardian, driver, principal, and supervisor. When the school system has been given assurances from both parent and student of no further violation, transportation privileges will be restored. A second offense within the same school year will result in the loss of all transportation privileges for the remainder of that school year.

(3) If conditions require a bus to be removed from a run as a result of extensive vandalism or student conduct, it will be removed from the run until the situation can be corrected. This includes regular bus runs, vocational, extra-curricular, and other trips necessary for the operation of the school system. Parents will be notified immediately of the corrective measures taken to assure the safety of every Kanawha County student. Bus runs will not be reinstated until such a time as we can guarantee a safe trip to and from school for the students and drivers.

Know the Team Signals

GETTING ON AND OFF THE BUS

Help the driver maintain the schedule by being ready and waiting at the bus stop at the scheduled arrival time. Too frequent stops and unnecessary waiting increase traffic congestion. They are unfair to other highway users and multiply hazards for the bus and its occupants.

It is the responsibility of the parent to have the student at the designated bus stop five minutes before the scheduled time for bus arrival and on the proper side of the roadway (except in cases where the safety of the student involved may be jeopardized, the proper side of the roadway shall mean the side of the road on which the bus is traveling).

It is the responsibility of the parent to provide supervision at all bus stops until the bus arrives. All students PreK-3rd grade must have adult supervision at the AM and PM stops. All PreK and Head Start students must be met at the bus door by an authorized guardian.

If it is necessary for you to wait for the bus on the left side of the road, wait until the bus stops and you get a signal from the driver before crossing the highway to get on the bus.

Wait to cross the highway until the driver gives the student/s a thumbs up signifying that it is safe to cross the highway.

Walk quickly – don't loaf, you may be holding up traffic.

Use caution in crossing road after getting off the bus. Some drivers may not observe the rules.

Avoid crowding or pushing when getting on or off the bus.

Students, employees, and/or any other passengers shall be required to use the handrail when getting on or off the school bus.

Students will not be allowed to board the bus with skate boards, animals, reptiles, laser lights, etc. Loose objects, toys, pencils, and pens will be kept in a book bag...

Highly flammable materials, fire arms, explosives, aerosol cans and other objects of a dangerous or objectionable nature are prohibited.

Play Your Position

RIDING THE BUS

Take the seat assigned by the driver or sit with your grade level to the extent possible. Do not ride in the rear of the bus unless necessary.

Take your seat as soon as you get on the bus. Please do not stand!

Share your seat with other pupils. Every effort is being made to fill buses to their capacity to make our service as efficient as possible.

Keep head, hair and limbs inside bus windows at all times.

Do not throw anything in the bus or out of the open window.

Do not eat or drink on the bus.

Talking quietly is permitted. At intersections and at railroad crossings there is to be no talking.

Pupils shall be held responsible for vandalism that occurs to the seat in which they ride or are assigned. (If damage is found, report it promptly to the bus operator.)

Do not transport band instruments to and from school by school bus unless absolutely necessary. Any item too large to conveniently hold on lap or between feet is not permitted.

Learn how to get off the bus in case of emergency. Your driver will have practice drills.

A copy of the rules and regulations that are posted on each bus are included. Please review them thoroughly!

TRACKING SYSTEMS FOR PUPIL TRANSPORTATION

Kanawha County School buses may be equipped with the use of digital video/audio recording systems, Global Positioning Systems (GPS), and/or student tracking systems for the purpose of reducing disciplinary problems, improving security, and providing for safer transportation for the general wellbeing of students and employees.

*****Bus Behavior Report*****

A Bus Behavior Report may be delivered to an administrator at your student's school. The report must be signed and returned to the school bus driver the following school day. Failure of student to return the Bus Behavior Report will result in further disciplinary action.

SCHOOL CLOSING REPORTS

Information about the closing of Kanawha County Schools for inclement weather may be communicated by radio and television stations and any other electronic communications devices.

A Wide Area Rapid Notification system (School Messenger Communicate) is used for phone notification of emergencies including school closing information. **It is very important that the phone numbers (home, work, cell phones, etc. are correct at your child's schools.**

Parents, employees, and students, are asked not to call the radio and television stations, the schools or the police department. Lines must be kept free. Make rainy day and snow day plans ahead of time with your child. It is not possible to allow each child to phone home for instructions. Discuss the plan in advance with your child.

When schools are closed for the day (or when schools are to be closed early) all regular, night, and alternative classes, extra-curricular activities, vocational education and community education classes scheduled for the morning or evening will be canceled.

When schools are opened two hours late; (for example, if school normally starts at 8:15 delayed starting time would be 10:15) all pre-school, which includes Head Start, LEAP and Full Start will be canceled. All morning vocational classes will also be canceled. Announcements about changes in bus schedules and routes will be made by 8:00 a.m.

New lockdown procedures are followed by each facility in order to provide a safe environment for students and staff.

ELEMENTARY EARLY DISMISSAL PROCEDURE

In the event school must be closed or dismissed early due to bad weather or other emergency, have you made plans to ensure that your child has a safe place to go? It is impossible to allow the children to call when the buses are waiting to leave. A procedure and plan need to be developed now to ensure the safety of our children.

Discuss this plan with your child to be sure he/she understands. Everyone needs an alternate plan. Maybe you are always home, but on this day you have a doctor's appointment. Make an alternate plan now. For example, if your child comes home early and you are not there, he/she will go to Aunt Jane's next door. Emergencies do happen. Let's be ready.

In summary, make your plans; discuss them with your child. Be sure he/she understands. Return your plan to the school so that we will know where the child is supposed to go and so the teacher can help any child who forgets where they should go. Staying at school is not an option, the building will be closed.

KINDERGARTEN THROUGH THIRD GRADE KANAWHA COUNTY SCHOOL BUS IDENTIFICATION SAFETY TAG PROGRAM

West Virginia State School Bus Transportation Policies and Procedures Manual (4346) requires County School Systems to formulate a policy to assure that a young child's guardian be at the bus stop for pickup and delivery of his/her child. The Kanawha County School Bus Identification Safety Tag Program will meet this state requirement.

Each parent of transported K-3 students MUST complete their portion of the Kanawha County School Bus Identification Safety Tag Form and return it to the appropriate teacher. Kindergarten through third grade teachers must maintain a copy of this form and provide the Transportation Department with the original. The Pupil Transportation Department will make sure the correct bus terminal supervisor receives a copy of all forms. The terminal supervisor must provide the appropriate bus driver(s) a copy of the form.

Pursuant to a new rule under State Policy 4336 (4.1.2.) – parents are responsible for providing supervision for all K-3 students at all bus stops until the bus arrives for both pickup and delivery.

It takes a team effort on the part of each K-3 student, parent, teacher, principal, supervisor and bus driver to make sure each child is transported safely while not compromising security.

Child Nutrition

If children are to perform to the best of their ability, it is very important from them to have a healthy breakfast and lunch. We encourage each and every student to eat in our school cafeterias daily. Kanawha County will follow all USDA guidelines under the National School Lunch Program, School Breakfast Program, and the Child and Adult Food Program. Our menus will feature an assortment of fresh fruits and vegetables, whole grain breads, school made dressings, and lower fat dairy items daily. Our salad bars feature many locally grown vegetables, including fresh romaine lettuce, cucumbers, and carrots. We will continue to reduce the usage of processed main entrées and evaluate student preferences each month. Suggestions are always welcome.

Cost of School Meals

All Kanawha County Schools currently offer one free breakfast and one free lunch to all students, thanks to the Community Eligibility Program (CEP) offered through the [U.S. Department of Agriculture](#).

1. Pregnant or lactating students can be provided additional nutritional supplements at the school site. Please contact the Child Nutrition Department office at [\(304\) 348-6660 ext. 151](#).
2. Any student who has a medically based reason for a dietary accommodation must complete a new special dietary needs statement for school year 2022-2023 completed by a physician. These forms are available on line on the web site or at the individual school

location. These are reviewed at the Child Nutrition office and by school nurses at each school.

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

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

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. **mail:**
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2. **fax:**
(833) 256-1665 or (202) 690-7442; or
3. **email:**
Program.Intake@usda.gov

This institution is an equal opportunity provider.

KANAWHA COUNTY SCHOOLS ADMINISTRATIVE REGULATION

Telecommunications Network Access

Series: J33A

[Available Online](#)

KANAWHA COUNTY BOARD OF EDUCATION POLICY

Volunteers in the Schools

Series: C55

[Available Online](#)

KANAWHA COUNTY SCHOOLS



RECRUITING AND RETENTION OF TEACHERS

We are committed to accelerating student achievement and creating a positive school culture. We educate, support and prepare every student to achieve academic excellence. When you choose Kanawha County Schools, you:

- Join a mission-driven organization, committed to impacting the lives of children.
- Help our students succeed.
- Receive the support and feedback you need to grow as a professional.
- Have opportunities to lead and advance in your career.
- Receive a competitive salary and benefits.
- Enjoy living and working in a vibrant county.

Each and every Kanawha County Schools staff member plays an important role in delivering on our District's vision.

Applicants for admission and employment, students, parents, employees, and sources of referral of applicants for admission and employment are hereby notified that the Kanawha County School District does not discriminate on the basis of race, color, national origin, religion, sex (including pregnancy and gender identity), sexual orientation, genetic information, disability or age in admission or access to, or treatment or employment in its programs and activities. Any person having inquiries concerning the Kanawha County School District's compliance with the regulations implementing Title IX or Section 504 is directed to contact: Title IX Coordinator, Kanawha County Board of Education, 200 Elizabeth Street, Charleston, WV 25311-2119, phone 348-1379 or Section 504 Coordinator, Kanawha County Board of Education, 200 Elizabeth Street, Charleston, WV 25311-2119, phone 304-348-7740 #347. These persons have been designated by the Kanawha County School District to coordinate the efforts to comply with the regulations implementing Title IX and Section 504.

Kanawha County Schools
200 Elizabeth Street
Charleston, WV 25311
304.348.7770 (Phone)
<http://kcs.kana.k12.us>

