



# **Marmet Mustangs**

## **Kindness. Respect. Accountability.**

### **Marmet Elementary School**

408 94<sup>th</sup> Street  
Marmet, WV 25315  
Phone: (304) 949-2382

**Facebook- Marmet Elementary PTO**

**Student/Parent Handbook**  
**2021-2022**

## **Our Vision:**

**A world where children are safe, valued, and empowered.**

## **Our mission:**

**Together, with the community, we will create a positive and encouraging environment, while supporting each student in reaching their fullest potential.**

## **Core Values:**

- **All students can achieve.**
- **Strong, competent leadership is essential for a school's success.**
  - **The school and students' families are partners.**
  - **Schools must be safe and caring.**
- **Educators must have high behavioral and academic expectations.**

# WELCOME TO MARMET ELEMENTARY

Dear Parents,

Welcome to Marmet Elementary! We are excited to have the opportunity to work together with your family as we teach your children and guide them through what we hope will be a very successful school year!

The staff would like to encourage you to be involved in your child's experience here at Marmet Elementary by being familiar with staff members, attending events throughout the year, volunteering for special programs and joining the PTO.

This handbook will answer common questions that families often have. You may want to keep it in a visible place in your home, so that you can refer to it often this school year. Please read through the information, as your child will be held to the standards described.

The office at Marmet Elementary is open from 6:45-2:30 daily, and we encourage you to stop in or call 304-949-2382 to discuss any questions or concerns you may have.

We look forward to working with you,  
Cindy Schilling, Principal  
Email- [cschilling@mail.kana.k12.wv.us](mailto:cschilling@mail.kana.k12.wv.us)

## 2021-2022 Staff Directory

Principal  
Secretary  
Counselor  
Preschool  
Preschool Aide

Cindy Schilling  
Kay Coon  
Kalynn Barrett  
Eileen Jones  
Amy Stewart

[cschilling@mail.kana.k12.wv.us](mailto:cschilling@mail.kana.k12.wv.us)  
[kcoon@mail.kana.k12.wv.us](mailto:kcoon@mail.kana.k12.wv.us)  
[kbarrett@mail.kana.k12.wv.us](mailto:kbarrett@mail.kana.k12.wv.us)  
[efjones@mail.kana.k12.wv.us](mailto:efjones@mail.kana.k12.wv.us)  
[astewart@mail.kana.k12.wv.us](mailto:astewart@mail.kana.k12.wv.us)

Kindergarten	Bethany Fisher	<a href="mailto:bnthomas@mail.kana.k12.wv.us">bnthomas@mail.kana.k12.wv.us</a>
Kindergarten Aide	Joyce Payne	<a href="mailto:jpayne@mail.kana.k12.wv.us">jpayne@mail.kana.k12.wv.us</a>
First Grade	Mary-Lynn Pell	<a href="mailto:mpell@mail.kana.k12.wv.us">mpell@mail.kana.k12.wv.us</a>
Second Grade	Emily McMillion	<a href="mailto:emcmillion@mail.kana.k12.wv.us">emcmillion@mail.kana.k12.wv.us</a>
Third Grade	Debbie Phillips	<a href="mailto:dphillips@mail.kana.k12.wv.us">dphillips@mail.kana.k12.wv.us</a>
Fourth Grade	Elizabeth Ukiwo	<a href="mailto:eukiwo@mail.kana.k12.wv.us">eukiwo@mail.kana.k12.wv.us</a>
Fifth Grade	Erin Burgess	<a href="mailto:eburgess@mail.kana.k12.wv.us">eburgess@mail.kana.k12.wv.us</a>
Resource		
Title I Math	Jill Savage	<a href="mailto:jsavage@mail.kana.k12.wv.us">jsavage@mail.kana.k12.wv.us</a>
Title I Reading	Heather Balser	<a href="mailto:htaylor@mail.kana.k12.wv.us">htaylor@mail.kana.k12.wv.us</a>
Librarian	BJ Fontalbert	<a href="mailto:bfontalbert@mail.kana.k12.wv.us">bfontalbert@mail.kana.k12.wv.us</a>
P.E.	Trey Bartlett	<a href="mailto:tbarlett@mail.kana.k12.wv.us">tbarlett@mail.kana.k12.wv.us</a>
Music	Alisha Robinson	<a href="mailto:arobinson@mail.kana.k12.wv.us">arobinson@mail.kana.k12.wv.us</a>
Art	Chet Lowther	<a href="mailto:clowther@mail.kana.k12.wv.us">clowther@mail.kana.k12.wv.us</a>
Speech	Jenna Sankoff	<a href="mailto:jsankoff@mail.kana.k12.wv.us">jsankoff@mail.kana.k12.wv.us</a>
Occupational Therapy	Claudette Pauley	<a href="mailto:cmpauley@mail.kana.k12.wv.us">cmpauley@mail.kana.k12.wv.us</a>
Nurse	Don Springer	<a href="mailto:dspringer@mail.kana.k12.wv.us">dspringer@mail.kana.k12.wv.us</a>
Custodian	Gary Ferrell	<a href="mailto:gferrell@mail.kana.k12.wv.us">gferrell@mail.kana.k12.wv.us</a>
Custodian		
Cook	Debbie Ridgway	<a href="mailto:dridgway@mail.kana.k12.wv.us">dridgway@mail.kana.k12.wv.us</a>
Cook	Kathy Petty	<a href="mailto:kpetty@mail.kana.k12.wv.us">kpetty@mail.kana.k12.wv.us</a>
Resource Officer	Officer Chuck Buttrick	<a href="mailto:mpdchuck@gmail.com">mpdchuck@gmail.com</a>

#### **ATTENDANCE POLICY**

Attendance is vital to your child's success in school. We encourage parents to please make all appointments after school or on days when school is not in session.

- YOUR CHILD MAY HAVE ONLY 5 ABSENT DAYS (TOTAL FOR THE ENTIRE YEAR) EXCUSED BY PARENT NOTES.
- ALL OTHER ABSENCES MUST BE ACCOMPANIED BY A DOCTOR'S EXCUSE.
- WHEN RETURNING AFTER AN ABSENCE, STUDENTS HAVE 3 DAYS TO SUBMIT DRS' EXCUSES OR PARENT NOTES.

- WHEN THE STUDENT REACHES **3 UNEXCUSED ABSENCES**, TARDIES, OR EARLY CHECKOUTS, YOU WILL RECEIVE A WARNING LETTER FROM KANAWHA COUNTY AND A PHONE CALL FROM MRS. SCHILLING. STUDENT ASSISTANCE TEAM WILL BE NOTIFIED.
- WHEN THE STUDENT REACHES **5 UNEXCUSED ABSENCES**, YOU WILL RECEIVE A LEGAL NOTICE. YOU WILL THEN BE LEGALLY REQUIRED TO ATTEND A MEETING, AT SCHOOL, WITH MRS. SCHILLING, MS. BARRETT, THE COUNTY ATTENDANCE DIRECTOR, AND THE STUDENT ASSISTANCE TEAM.
- WHEN THE STUDENT REACHES **10 UNEXCUSED ABSENCES**, WE WILL LEGALLY FILE AGAINST THE PARENT WITH MAGISTRATE COURT. YOU WILL RECEIVE A COURT DATE TO APPEAR FOR YOUR ARRAIGNMENT. THIS IS PUNISHABLE BY FINE OR ARREST.

#### **SOME POINTS TO KEEP IN MIND:**

- HALF DAYS ADD UP!
- YOUR CHILD IS MARKED A HALF-DAY ABSENT IF THEY MISS 90 MINUTES OF ANY PART OF THE DAY.
- WHEN YOUR CHILD IS LATE, EVEN BY A FEW MINUTES, IT DOES CAUSE A PROBLEM. THEY MISS INSTRUCTION WHILE THEY ARE PUTTING THINGS AWAY AND GATHERING NEEDED MATERIALS. Please have your child at school so they are seated, and prepared, at 7:30.
- WHEN YOUR CHILD MISSES ONE DAY, THEY MISS 3 READING LESSONS AND 3 MATH LESSONS. AFTER SO LONG, IT IS IMPOSSIBLE FOR YOUR CHILD TO CATCH UP. THEY WILL BE RETAINED IF THEY ARE NOT ABLE TO END THE YEAR ON LEVEL.
- **IMPORTANT!!!** EVEN IF YOUR CHILD HAS A DOCTOR'S EXCUSE, THEY STILL MISSED INSTRUCTION. WE CAN NOT REPEAT 6 LESSONS. PLEASE ONLY ALLOW YOUR CHILD TO MISS IF THEY ARE ACTUALLY SICK.
- DENTAL CHECK UPS SHOULD NOT BE MADE DURING SCHOOL.
- STUDENTS MUST BE IN SCHOOL, ALL DAY, EVERY DAY POSSIBLE.

#### **DAILY SCHEDULE**

7:00 Doors open to bus riders only	10:45-11:15 PreK, K, 1, 2 Lunch
7:10 Doors open to car riders and walkers	11:15-11:45 3,4, 5 Lunch
7:00-7:25 Breakfast served	1:55 PreK and Kindergarten Dismissal
7:30 Instruction begins	2:00 Bus Rider Dismissal

**Breakfasts and lunches from fast food restaurants will not be permitted in the lunchroom or classrooms.**

#### **EMERGENCY CARDS**

Emergency cards, and other required forms, should be completed online. Please visit the Kanawha County Schools Homepage to access these online documents. If you do not have access to a computer, we will be sending printed versions home with your child, or you are welcome to come to the school to complete the forms online. We will also be sending paper copies of school-specific forms.

### **LEGAL/CUSTODY ORDERS**

If a legal situation or custody agreement results in any person being prevented from having access to a child or their records, legal documents **MUST BE ON FILE** in the office. **It is the parents' responsibility to notify the school and provide court-ordered documents.** These documents must be updated and resubmitted EVERY school year. Please make sure your child's emergency card indicates this legal order. If the order is not signed by a judge, it will not be enforced.

### **Morning Arrival Procedure**

If you will be driving your child to school, please do not enter the bus loop in front of the school (where the flagpole is located). Please pull onto the parking lot by the empty field, from west to east, and drop your child off. Unless you need to speak with someone, there is no need to walk your child to the door. **Any parent entering the building MUST park IN A PARKING PLACE. DO NOT block traffic.**

**No traffic will be permitted to pass the front entrance after 6:50. This road will be blocked at 6:50 for safety.**

No students will be permitted into the building until 7:00 am. Please be aware that supervision will NOT be provided for any student before 7:00.
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At 7:30, ALL students must be seated in their classroom, prepared to work. Instruction begins at 7:30.

In order to ensure the students' safety, parents will not be permitted to walk to the classrooms.

Any adult wishing to speak with the principal is welcome to sign in, in the office, at any time.

### **Afternoon Dismissal Procedure**

- All PreK and Kindergarten students who are picked up in cars will be dismissed through Door 3, at the back of the building, at 1:55.
- All students who ride a bus will be dismissed at 2:00.
- All students in grades 1-5, who are picked up in cars, will be dismissed to the bus loop, beginning when the buses leave, around 2:10. If your older child has a sibling in Prek or Kindergarten, they will be exiting through Door 3, with their younger sibling.
- Bus students are dismissed BEFORE any students who are walking or being picked up. **(Adults will not be permitted to take students out of the bus line.)**
- Students who are picked up in cars will wait quietly INSIDE.
- Those adults picking students up should remain inside their cars.
- If someone the staff does not recognize attempts to pick up your child, ID will need to be shown and must match the child's emergency card.
- Children who walk home will be dismissed after all traffic has gone.

- Students must have written permission to ride a different bus, change bus stops, or ride home with a classmate.
- Students will not be permitted to call home in order to change their normal, daily routine.
- Students must report home immediately after getting off the bus or being dismissed to walk.
- No glass vases or balloons will be permitted on the bus.
- Inappropriate behavior to or from school can result in suspension from the bus and/or school.
- If you fail to meet the bus to pick up your child 3 times, it will result in suspension from the bus.
- **If you change your child's routine unexpectedly, you must call the school BEFORE 1:30 to ensure your child gets the notice. It is very difficult to relay information at the end of the day.**

We appreciate your support and patience. Marmet Elementary staff is committed to ensuring that every student is dismissed to the proper adult. **We must dismiss each child individually to be absolutely sure your child remains safe.** If everyone cooperates, this can be a very fast and safe dismissal procedure.

### **LUNCH PROCEDURES**

- Monthly lunch menus will be posted on the county web page, as well as the Marmet Facebook page.
- Changes will sometimes need to be made due to delivery problems.
- Every effort will be made to post changes to the menu on Facebook when they become necessary.
- Students are welcome to bring a lunchbox from home; however, these lunches will not be refrigerated, nor heated.
- If you plan to purchase a school lunch, please call and notify the main office before 8:00AM.
- Birthday lunches will be held on the last Friday of every month, family members are welcome. Please notify the office by 8:00AM.

### **TARDY STUDENTS / EARLY CHECK OUTS**

Arriving to school on time teaches responsibility and consideration of others. When your child arrives late, they must enter the room after the class has received instructions for the day, causing the teacher to repeat them. This causes disruption for the office, the teacher, and the entire class.

**Please make every effort to have your child at school on time.**

- **ALL** students who are not **in their seats, ready to work by 7:30** are considered tardy. Any student arriving after 7:30 must be brought to the office by an adult. **Please do NOT allow your child to walk in alone after 7:30.**
- When a student reaches 5 tardies, or early check outs (or a combination of both) a meeting with the principal will be held. The SAT team may also be involved.
- If you must check your child out early, please sign them out in the office. Reminder- Only those listed on the emergency card will be permitted to check out the student.
- **We ask that you not check your child out after 1:45. After that time, the teachers are reviewing their day, explaining homework and making final preparations for dismissal. It is a very busy time.**

### **SCHOOL MESSENGER**

Parents will receive calls at home, work, or cell phone to communicate important information. **It is important that phone numbers be current so that you may receive this notification.** Please update the school's office with information as it changes (phone numbers, addresses, etc.).

### **Shelter in Place/Lockdown/Evacuation**

There are three different types of security measures to protect the students and staff from a threat. The type of situation will determine the steps taken.

- **SHELTER IN PLACE**- EVERYONE in the building will gather in a designated area. Windows and doors will be sealed for chemical release. No one will be permitted in or out of the building. (2 drills per year)
- **LOCKDOWN**- Staff and students will remain in a locked room, which will not be unlocked for anyone. (4 drills per year, supervised by law enforcement)
- **EVACUATION**- Staff and students will exit the building and remain in a common meeting place. (1 drill per year)
- We will also have 10 fire drills throughout the year.

### **FIELD TRIPS**

Students must meet specific guidelines in attendance, behavior and work ethic in order to earn field trips. Students who do not meet these expectations may be excluded from any field trip as determined by the classroom teacher and the principal.

The student must...

...display appropriate, respectful, and safe behavior both in school and when on a school bus as outlined in KCS Code of Conduct.

...maintain acceptable work habits in the classroom.

...exhibit self-control at all times.

...attend school faithfully and adhere to KCS attendance policy.

All permission slips and forms must be turned in to the office in a timely manner. **Students will not be permitted to call home and ask permission to attend a field trip.** School-based staff will be the sole chaperones for field trips unless otherwise noted. When noted, parents will be asked to attend. No parents will be included as chaperones on overnight trips.

### **Local School Improvement Council**

The Local School Improvement Council is made up of the following members: three parent representatives who are elected by a parent group; three teachers who are elected by Faculty Senate; two service representatives who are elected by the service staff; a business representative and community representative who are appointed by the principal.

The purpose of the Local School Improvement Council is to:

\*Encourage the involvement of parents and guardians in their child's educational process and in the school; \*Encourage businesses to provide time for their employees who are parents, guardians, or custodians to meet with teachers concerning their child's education;

\*Encourage advice and suggestions from the business community; \*Encourage school volunteer programs and mentorship programs; and \*Foster utilization of the school facilities and grounds for public community activities.

### **PARENT INVOLVEMENT / VOLUNTEERS**

Parental involvement an important part of your child's success. We encourage you to stay informed and involved. There will be many opportunities for you to participate throughout the school year.

- PTO, LSIC, Homeroom Parents, Strategic Planning Committee, Teacher conferences, SAT meetings, Parent/Teacher/Student conferences, informal meetings, school beautification projects, Family Nights, various programs and performances



Remember, you are welcome to schedule a meeting with the principal, counselor, or teachers at any time.

### **STRATEGIC PLAN**

Marmet Elementary's Strategic Plan is available in the main office for your review. It is a comprehensive plan for the constant improvement of our school. It is a living document, meaning we make changes throughout the year as we see areas of needed improvement. Families and community members are encouraged to attend meetings and make suggestions as to what should be added to this plan.

### **WHEN STUDENTS ARE SICK AT SCHOOL**

You will be called to pick your child up from school if...

- ...they have a temperature of 100 degrees or higher, at school or within the last 24 hours at home.
- ...they have vomited, at school or within the last 24 hours at home.
- ...they have live head lice.
- ...their eyes are red and have drainage.
- ...they have a rash.
- ...there is an injury or situation about which we determine the parents should be notified.
- ...the school nurse instructs you to pick up your child, for any reason he or she deems necessary.

### **Medications at School**

- Prescription medication must be labeled clearly and accurately by a pharmacist or physician.
- Non-prescription medications must be delivered to school in the manufacturer's container, clearly labeled with the student's name.
- All medication must be stored in a locked cabinet located in a suitable area designated by the principal. Medications that are needed for immediate emergency use in a life-threatening situation only may be carried on the student's person, if there is a physician's order explaining the necessity to have the medication available immediately, and an assessment by the school nurse verifies that this can be safely done.
- No medication, prescription or non-prescription, will be kept in a student's backpack, classroom or on their person.
- We may not keep medication for more than 3 days without a doctor's order.

### **School Psychologist**

Kanawha County Schools provides psychological services to children who are experiencing academic difficulties and are in need of a thorough evaluation. Parental permission is required for any testing.

### **Speech Therapy**

A qualified speech therapist works with those pupils in need. Services for both articulation and communication development are available. Areas stressed in class include auditory processing or listening skills, word finding skills, vocabulary enrichment, abstract

language, verbal reasoning skills, syntax, grammar, and fluency. A primary objective is to improve motivation and attitude and to encourage growth in communication skills.

### **DRESS CODE**

Marmet staff members will dress in a professional manner as positive role models for students and will enforce the following dress code policy for students:

STUDENT DRESS CODE for girls and boys:

- No hats or hoods will be worn inside the building.
- No undergarments, or undergarment straps, may be exposed.
- Shorts and skirts must reach mid-thigh.
- All tank tops must have straps that cover the top of the shoulder. Shirts with thin straps will NOT be permitted.
- We encourage all students to wear tennis shoes every day to prevent injury.
- All sandals must have a strap around the heel to keep the shoe on. No flip-flops or slides will be permitted. These types of shoes often come off the foot, causing students to fall. **Tennis shoes are ALWAYS best.**
- Pajamas are NOT to be worn to school, except on designated days.
- All private areas of the body must be appropriately covered, as determined by the staff.

If a student's clothing is found to be inappropriate, parents may be called to bring a change of clothes, we may provide clean, alternative clothing or the student may be asked to turn shirts inside out to hide offensive graphics or language.

No clothing will be permitted that...

- ...creates a disruption in the learning process of other students.
- ...has weapons, alcohol, tobacco, drugs, or racial/sexual references.
- ...has holes which expose skin of, or near, a private area.
- ...leaves the stomach area exposed.

Marmet Elementary students are expected to dress in a manner that displays self-respect and reasonable modesty. We believe in teaching the students to dress appropriately for a professional learning environment. They will also be required to follow the dress policy of KCS.

### **Technology Use**

Your child will be assigned a school iPad for use during school., therefore, every child in the school will be required to sign an Acceptable Use Agreement. This agreement must also be signed by the parent or legal guardian. This agreement will explain what Kanawha County Schools has determined to be responsible use of technology. If this agreement is broken by the student, their right to use technology at school will/may be terminated. This includes accessing sites or apps other than the ones assigned by staff, for example, playing a game instead of completing an assignment. They may also only access their iPad when asked to do so. Otherwise, iPads should remain turned off.

**Please be aware, that this agreement also covers conduct outside of school hours and off of school property when other students are involved. This means, if your child is found to have bullied, slandered, or threatened another student, even from a personal device off of school property, they will lose the right to use technology at school for a period of time as determined by the teacher and principal.**

**PERSONAL TECHNOLOGY-** Students who bring cell phones, personal electronic tablets, or other types of technology must leave them **OFF and in a designated area** the entire school day. PARENTS, please understand that while staff members will provide a place to keep these devices, they are NOT responsible for their care. Students are NOT permitted to talk, text, take pictures, or video on devices while at school, however, individual staff members may grant permission to make exceptions to this rule as part of an assignment or activity.

#### **Telephone Usage**

**Except in the case of an emergency, students will not be permitted to use the school telephone.** Forgotten homework, books, permission slips, etc. are not considered to be emergencies. Also, we do not call students out of class to talk on the phone. We will relay any emergency messages to the student.

Make plans for early dismissals 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.

**In addition, students are not allowed to be on cell phones in school without specific permission. This includes talking, texting, social media, taking pictures and video. If a student is caught on a cell phone without permission, it will be taken and returned only to a parent or guardian.**

#### **Student Assignment Folder**

All students in grades 3-5 will have a school binder that must be sent to school each day. This binder will/may contain your child's homework folder, assignment book and any information sent home by the school. Any notes for your child's teacher must be sent in this binder. Students will be instructed in how to organize their binders and record homework each day. **Parents should check the folder each evening.**

#### **Textbooks, Computers, iPads**

Students are expected to handle school materials and equipment with care and respect. Students will be held responsible for any damage done to textbooks, computers and iPads as a result of negligent behavior. Parents will be held financially responsible for repairs or replacement costs.

#### **Change of Address/Phone Number**

If you change your address or telephone number, report that change to the office as soon as possible. **Any other changes, such as parent or guardian name, parent or guardian workplace or telephone number should also be reported to the school so that there is accurate information in case of an emergency.**

**Please do not call the school before 6:45, as the cooks are the only ones to answer and they are preparing breakfast. If you need to contact the school before school hours, a Facebook message is best. You may ask questions or ask that a school staff member call you**

#### **Code of Conduct for West Virginia Students**

Students in West Virginia public schools, in order to have the opportunity to reach their potential, shall:

1. Attend school faithfully; complete assignments on time and work to his or her full potential.
2. Behave in a manner that does not disrupt classroom learning or the operation of the school.
3. Obey teachers, principals, and others in authority.
4. Refrain from aggressive or threatening behavior toward fellow students, and school staff.
5. Refrain from the possession or use of any weapons, illegal drugs, alcohol, or tobacco products.

**Fighting and bullying are prohibited and will not be tolerated. When an incident occurs, all parties who show active aggression will be suspended.**

#### **Authority of Teachers (State Code 18A-5-1)**

**The teacher shall stand in the place of the parent or guardian in exercising authority over the school, and shall have control of all pupils enrolled in the school from the time they reach the school until they have returned to their respective homes.**

#### **How to contact Mrs. Schilling, Principal**

I want to be as available as possible to the staff, community, students, and families. The best way to reach me immediately is through email or our school Facebook page. Both of these go directly to my phone and will send me a notification. I can usually respond immediately. **If it is a confidential issue, however, the Facebook posts, even messages,**

**will be seen by parents, so an email, phone call or message to my personal Facebook page would be best.** You can always call the office, as well. Please understand that I am usually in classrooms and cannot always come right to the phone. Please leave a message, and if I do not call you back that same day, call the office again. If you have a special situation, such as a medical concern, please see me and I will give you my personal cell phone number. I also stand at the front door every morning and would be happy to talk with you. I want you to feel comfortable coming to me with any situation and I will make myself available to you.

### Marmet Elementary Behavioral Consequence Chart

Key:

ISS= In-school suspension

OSS= Out-of –school suspension

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All consequences will be determined at the principal's discretion. Most behaviors will also result in a classroom consequence according to the teacher's discretion. These behaviors will also result in loss of Kickboard points.

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Behavior	Consequence
Disobeying a teacher in a willful manner	Warning/Exclusion/ISS/OSS
Profane language toward employee	Warning/1 day of ISS or OSS
Inappropriate language	Warning/Exclusion/ISS/OSS
Disrespect to staff	Warning/ISS
Harassment/bullying	Warning/1-3 days of ISS
Harassment- race, religious, ethnic, sexual	Title IX Grievance Filed
Physical Fight	1-3 days of OSS for physical contact
Assault/battery against employee	5 days of OSS pending expulsion
Aggressive Behavior	1 day of ISS/OSS
Disruptive Conduct	Warning/ISS/OSS
Threat of Physical Harm	1 day of ISS/OSS
Throwing objects	1 day of ISS/OSS
Aggressive touching	Warning/ISS/OSS (Title XI report)
Non-aggressive touching	Warning/ISS/OSS (Title XI report)
Failure to obey authority	Warning/ISS/OSS
Inappropriate dress	Call home for a change of clothing/appropriate clothing provided/clothing inverted
Off- campus without permission	1 day of ISS/OSS
Defacing of school property	Monetary restitution and 1 day ISS/OSS
Stealing	ISS/OSS
Vandalism	Repair or Monetary restitution and 1 day ISS/OSS
Possession and/or use of dangerous weapons other than firearms or knife-like implement	Kanawha County Schools Policy
Possession and/or use of firearms	Kanawha County Schools Policy
Possession and/or use of knife-like implement	Kanawha County Schools Policy
Cheating	Loss of points on assignment and 1 day of ISS

Possession and/or use of alcoholic beverage	Kanawha County Schools Policy
Possession and/or use of illegal drugs or substances	Kanawha County Schools Policy
Excessive Tardies	See KCS Policy as stated in Student/Parent Handbook
Violation of ISS/Detention	Added days

## School Parent and Family Engagement Policy

### PART I. GENERAL EXPECTATIONS

The **MARMET ELEMENTARY SCHOOL** agrees to implement the following statutory requirements:

- ☐ Consistent with section 1116, the school will ensure that the required school level parent and family engagement policy meets the requirements of section 1116 of the ESEA, and includes, as a component, a school-parent compact consistent with section 1116(d) of the ESEA.
- ☐ Schools will notify parents of the policy in an understandable and uniform format and, to the extent practicable, in a language the parents can understand. The policy will be made available to the local community and updated periodically to meet the changing needs of parents and the school.
- ☐ In carrying out the Title I, Part A, parent and family engagement requirements, to the extent practicable, the school will provide full opportunities for the informed participation of parents and family members (including parents and family members with limited English proficiency, parents with disabilities, and parents of migratory children) including providing information and school reports required under section 1111 of the ESEA in an understandable and uniform format and, to the extent practicable, in language parents understand.
- ☐ If the school-wide program plan for Title I, Part A, developed under section 1114(b) of the ESEA, is not satisfactory to the parents of participating children, the school will submit any parent comments with the plan when the school submits the plan to the local educational agency (school district).
- ☐ The school will involve the parents of children served in Title I, Part A schools in decisions about how funds reserved under this part are spent for parent and family engagement activities. The school will build its own and the parent's capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school, parents, and the community to improve student academic achievement.
- ☐ The school will provide parental involvement activities under section 1116 of the ESEA in the areas of improving student achievement, child development, child rearing and additional topics parents may request.

### PART II. DESCRIPTION OF HOW SCHOOLS WILL IMPLEMENT REQUIRED SCHOOL PARENT AND FAMILY ENGAGEMENT POLICY COMPONENTS

NOTE: The School Parent and Family Engagement Policy shall include a description of how the school will implement or accomplish each of the following components. *[Section 1116, ESEA.]*

- I. The **MARMET ELEMENTARY SCHOOL** shall take the following actions to involve parents and family in the joint development and review of its school parent and family engagement policy under section 1116 of the ESEA: *Parent and Family Nights, LSIC meetings, Family Advisory Council, PTA*
2. The **MARMET ELEMENTARY SCHOOL** shall take the following actions to involve parents and family members in the process of planning, joint development of the program, review and improvement of programs under Title I Part A of the ESEA: *Parent and Family Nights, LSIC meetings, Family Advisory Council, PTA*
3. The **MARMET ELEMENTARY SCHOOL** shall hold an annual meeting to inform parents of the school's participation in Title I, Part A programs, and to explain the Title I, Part A requirements and the right of parents to be involved in Title I, Part A programs. The school will invite all parents of children participating in Title I, Part A programs to this meeting. *Open House, held Aug 2021*

4. The **MARMET ELEMENTARY SCHOOL** shall provide parents of participating children information in a timely manner about Title I, Part A programs that includes a description and explanation of the school's curriculum, the forms of academic assessment used to measure student progress, and the achievement levels of the challenging State academic standards.

II. The **MARMET ELEMENTARY SCHOOL** shall, at the request of parents, provide opportunities for regular meetings, held at flexible times, for parents to formulate suggestions and to participate, as appropriate, in decisions about the education of their children. The school will respond to any such suggestions as soon as practicably possible.

III. The **MARMET ELEMENTARY SCHOOL** shall provide each parent an individual student report about the level of academic achievement and academic growth performance of their child on the State academic assessment by: Score reports sent home on Aug. 22, 2021, with explanation of scores.

IV. The **MARMET ELEMENTARY SCHOOL** shall take the following actions to provide each parent timely notice when their child has been assigned or has been taught for four (4) or more consecutive weeks by a teacher who does not meet applicable State certification or licensure requirements at the grade the level and subject area in which the teacher has been assigned by letter.

8. The **MARMET ELEMENTARY SCHOOL** shall provide assistance to parents of children served by the school, as appropriate, in understanding topics by undertaking the actions described below –

- ☐ the challenging State academic standards,
- ☐ the State and local academic assessments including alternate assessments,
- ☐ the requirements of Title I Part A,
- ☐ how to monitor their child's progress, and
- ☐ how to work with educators

9. The **MARMET ELEMENTARY SCHOOL** shall provide materials and training to help parents work with their children in the areas of improving student achievement, such as literacy training and using technology (including education about the harms of copyright piracy), as appropriate, to foster the achievement of their children.

10. The **MARMET ELEMENTARY SCHOOL** shall, with the assistance of its parents, educate its teachers, specialized instructional support personnel, principals, and other school leaders, and other staff in how to reach out to, communicate with, and work with parents as equal partners in the value and utility of contributions of parents, and in how to implement and coordinate parent programs and build ties between parents and schools.

11. The **MARMET ELEMENTARY SCHOOL** shall, to the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with other Federal, State, and local programs. The school will also conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children.

12. The **MARMET ELEMENTARY SCHOOL** shall take the following actions to ensure that information related to the school and parent-programs, meetings, and other activities is sent to parents of participating children in an understandable and uniform format and, to the extent practicable, in a language the parents can understand.

### **PART III. DISCRETIONARY SCHOOL PARENT AND FAMILY ENGAGEMENT POLICY COMPONENTS (Sample Template)**

**NOTE:** The School Parent and Family Engagement Policy **may** include additional information and describe other discretionary activities that the school, in consultation with its parents, chooses to undertake to build parents' capacity for involvement in the school to support their children's academic achievement, such as the following discretionary activities listed under section 1116l of the ESEA:

- ☐ involving parents in the development of training for teachers, principals, and other educators to improve the effectiveness of that training;
- ☐ providing necessary literacy training for parents from Title I, Part A funds, if the school district has exhausted all other reasonably available sources of funding for that training;
- ☐ paying reasonable and necessary expenses associated with parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions;
- ☐ training parents to enhance the involvement of other parents;
- ☐ arranging school meetings at a variety of times, or conducting in-home conferences between teachers or other educators who work directly with participating children, arrange meetings with parents who are unable to attend conferences at school in order to maximize parental involvement and participation in their children's education;
- ☐ adopting and implementing model approaches to improving parental involvement;
- ☐ establishing a school parent advisory council to provide advice on all matters related to parental involvement in Title I, Part A programs;
- ☐ developing appropriate roles for community-based organizations and businesses in parent involvement activities; and

- ☐ providing such other reasonable support for parental involvement activities under section 1116 as parents may request.

#### **PART IV. ADOPTION**

This School Parent and Family Engagement Involvement has been developed jointly with, and agreed on with, parents and family members of children participating in Title I, Part A programs, as evidenced by meetings agendas and sign-in sheets.

This policy was adopted by the **MARMET ELEMENTARY SCHOOL** on **JULY 1, 2021** and will be in effect for the period of 12 MONTHS. The school will distribute this policy to all parents of participating Title I, Part A children on or before **AUGUST 16, 2021** OR UPON ENROLLMENT IN MARMET ELEMENTARY SCHOOL.

#### **Parents' Right to Know (ESSA, §1111(h)(6)(B)(ii))**

Parents have the right to request information regarding the professional qualifications for their child(ren)'s teachers, including at a minimum, the following: 1) whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction; 2) whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; 3) the baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher and the field of discipline of the certification or degree; and 4) whether the child is provided services by paraprofessionals, and if so, their qualifications.

#### **West Virginia Department of Education Office of Federal Programs Title I Procedures for the Investigation and Resolution of Complaints**

An individual or other eligible entity may submit a complaint to the West Virginia Department of Education (WVDE) under these procedures regarding any of the following ESEA programs:

- Title I, Part A: Improving Basic Programs Operated by local educational agencies
- Title I Part D: Prevention and Intervention Programs for Children and Youth Who Are Neglected, Delinquent, or At-Risk

#### **Purpose**

This document addresses the requirements of 20 USC §7844 and 20 USC §7883 for resolving complaints applicable to the federal programs identified above. A complaint may be submitted by any individual, group of individuals or organization, in-state or out-of-state, who alleges that a federal or state law, rule, or regulation has been violated by a local educational agency (LEA) or the WVDE. All complaints will be directed to, and reviewed by, the Executive Director of the WVDE Office of Federal Programs. The procedures set forth below will be used by the WVDE to investigate and resolve any complaint by an individual or organization.

#### **Definitions**

"*Complaint*" shall be defined as a signed, written statement by an individual, group of individuals or organization which alleges that a local educational agency or the state educational agency has violated a requirement of federal law that applies to *No Child Left Behind Act of 2001* (P.L. 107-110). The statement of complaint must identify the alleged violations of the law and include pertinent facts upon which the allegation is based. The complaint must allege a violation that occurred not more than 90 working days prior to the date that the complaint is received, unless a longer period is reasonable because the violation is considered systemic or ongoing. Written complaint statements must contain original signatures. Complaints that have been received via facsimile or email will not be accepted, as the document does not provide an original signature. If a complaint is filed on behalf of a student by an individual who is not the parent or legal guardian of the student, WVDE shall provide the complainant an opportunity to obtain parent/guardian release of information.



Upon receipt of a signed, parental consent for release of information, the non-parent complainant will be entitled to a copy of the letter of findings upon the conclusion of the complaint investigation.

*“Complainant”* shall be defined as public agencies, teachers, administrators, parents, or other individuals and organizations. West Virginia Department of Education will not accept nor investigate allegations or violations from anonymous sources.

## **Timelines**

West Virginia Department of Education, Office of Federal Programs shall investigate and resolve any written complaint within **sixty (60) business days from the date the complaint is received** unless “exceptional circumstances” justify an extension of the time limit. For the purposes of these procedures, the term “exceptional circumstances” means circumstances related to school closings, the volume of information/documentation submitted for review, the complexity of the issues, or the need for legal consultation. The amount of time to be granted for an exceptional circumstance shall be determined on an individual case basis. The district and complainant will be notified in writing of the time of the extension and the basis for the WVDE decision. Timelines shall not be extended for refusal or failure by the public agency to cooperate with the complaint investigation.

## **Procedures for Complaints Filed Regarding the Local Educational Agency**

Should the SEA receive a complaint regarding a school and/or district issue, the complainant will first be asked if this complaint has been addressed at the LEA level. If not, the complainant will be referred to the respective school principal and LEA Title I director. The LEA will investigate and respond to the complaint in accordance with district policy and/or procedures. Therefore, complaints that originated at the local level shall not be filed with the West Virginia Department of Education until every effort has been made to resolve the issue through local complaint procedures. If the complaint is not resolved at the local level, the complainant shall submit a written complaint to the state educational agency in accordance with the information found in the definition section of this document.

## **Procedures for Complaints Filed at the State Educational Agency Level**

- I. **Registration of Complaints** – Persons filing written complaints shall register such complaints with the Executive Director of the WVDE Office of Federal Programs. The written documentation shall be mailed to the following address:

Executive Director  
West Virginia Department of Education Office of Federal Programs  
Building 6 Room 330  
1900 Kanawha Boulevard East Charleston, WV 25305-0330

**B. Receipt of a Complaint** – Upon receipt of a complaint, West Virginia Department of Education shall issue a letter of acknowledgement within **ten (10) business days** to the complainant that contains the following information:

- ▪ The date that WVDE received the complaint;
- ▪ The identity of the assigned complaint investigator(s);
- ▪ A verification of the complaint to be investigated;
- ▪ A request for additional information from the complainant and/or the LEA for the purposes of verifying

the allegations. – In the event that the information is not submitted as requested, WVDE will investigate and issue the “Letter of Findings” based on the information at hand. Any information submitted to WVDE is subject to disclosure as part of the public record in accordance with WVBE Policy 1230: Freedom of Information Requests.

- ▪ A statement of the procedures in which WVDE may investigate the complaint;
- ▪ The WVDE’s commitment to issue a resolution in the form of a “Letter of Findings”.

If the complaint involves a local educational agency, a copy of the acknowledgement letter and the written complaint will be issued to the district superintendent.

**C. Assignment of an investigator** – A complaints investigator will be assigned by the Executive Director of the Office of Federal Programs.

**D. Investigation** – The West Virginia Department of Education, Office of Federal Programs shall investigate and resolve any written complaint within **sixty (60) business days** from the date the complaint is received unless “exceptional circumstances” justify an extension of the time limit. Complainant(s) will be notified, in writing, if exceptional circumstances exist requiring an extension of the sixty (60) day time period. (See Timeline section of this document.) The complaint investigator retains authority for determining how the allegations will be investigated. On site investigation may be announced or unannounced visits. The investigator may use, but is not limited to, the following investigative options:

- ▪ Review of submitted written documentation to determine whether the LEA has complied with the federal program in question;
- ▪ Request copies of existing documents;
- ▪ Request written responses to additional questions posed to the complainant in writing;
- ▪ Conduct telephone or person to person interviews with school officials, employees, student(s), the

complainant or other relevant persons;

- Conduct an on-site investigation to gather additional information;
- Conduct an on-site visit for the purpose of providing the LEA and the complainant an opportunity to present additional information;
- Investigate using only one or a combination of any of the above options.

**E. Review of Information and Determination of Compliance or Non-Compliance** – WVDE shall review the information at the conclusion of the final investigative procedures to determine if the public agency and/or individual(s) have violated federal law(s) regarding any of the following ESEA programs:

- Title I, Part A: Improving Basic Programs Operated by local educational agencies;
- Title I Part D: Prevention and Intervention Programs for Children and Youth Who Are Neglected,

Delinquent, or At-Risk;

**F. Issuance of “Letter of Findings”** – Once determination is made, consistent with federal and/or state laws and/or procedures and policies, the complainant investigator shall issue a “Letter of Findings” to the named LEA, and a copy to the parent and complainant who has submitted the required confidentiality release. The “Letter of Findings” shall include the following information:

- ▪ A statement of the allegation(s) investigated;
- ▪ A statement of additional allegation(s) determined during investigation;
- ▪ Investigative procedures, findings of fact, and applicable federal and state laws;
- ▪ Conclusions for each of the investigated issues;
- ▪ Statement indicating the corrective action(s) which must be undertaken by the local educational agency

to correct each identified violation of federal and/or state law and the timelines for implementing the

corrective action(s); **or**

- A statement, supported with justification, that WVDE does not sustain the complaint.

**G. Implementation of Corrective Actions** – WVDE shall require the local educational agency to submit documentation verifying the implementation of the corrective action(s) within **thirty (30) business days** following the date of issuance of the “Letter of Findings”. Timelines for completing corrective actions will only be extended in circumstances related to building/renovating classrooms, physical relocation of classes, reassignment/reorganization of personnel, employment of additional personnel or unforeseen circumstances (e.g. natural disasters). A request for an extension of timelines shall be made within **ten (10) business days** of the issuance of the “Letter of Findings”.

**H. Review of Corrective Action Documentation** – Within **ten (10) business days of receipt of the documentation**, WVDE shall approve appropriate actions, negotiate and approve a request for extension because portions of the corrective action have not been implemented for reasons stated in section G, and/or disapprove inadequate actions. If the documentation is approved, WVDE shall provide the local educational agency confirmation that the documentation is acceptable, and the case is closed. If the documentation is disapproved, the local educational agency shall complete additional actions required by WVDE on or before the date specified in a written notice. Documentation of the implementation of further actions shall be submitted to WVDE by the date specified. WVDE reserves the right to conduct announced or unannounced visits to confirm compliance. Once the additional documentation is approved, WVDE shall provide the local educational agency confirmation that the documentation is acceptable, and the case is closed.

**I. Complaint Closure** – WVDE shall issue a “Letter of Closure” to the complainant and the local educational agency upon acceptance of the local educational agency’s documentation of the implementation of corrective action.

#### **Appeal of Resolution of Complaints Relating to Participation of Private School Children**

For complaints filed as an alleged violation of 20 USC §7883, (participation by private school children and teachers) the resolution may be appealed by an interested party to the Secretary of Education (U.S. Department of Education) in accordance with 20 USC §7883 and any applicable procedures of the U.S. Department of Education.

\*\*\*\*\*DETACH AND RETURN\*\*\*\*\*

Please read the attached handbook, review with your student(s), sign below, and return to your child's teacher.

I have read and understand the attached Marmet Elementary Family/Student Handbook.

I agree to adhere to all policies listed, and understand that I am encouraged to contact school staff, at any time, with questions or concerns.

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**PRINT** Parent / Legal Guardian Name

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Parent / Legal Guardian **Signature**

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Date

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Students' Names