

# ***Randolph County Schools Elementary Handbook***

*Dear Parent/Guardian:*

*Included in this handbook you will find various Policies and Procedures for Randolph County Schools. The school system is required to inform parents of these policies and must have documentation on file that such information was provided. Copies of the policies that require parent signature are located in the first 8 pages of this handbook. Please sign them and return them to your child's teacher. The complete handbook contained herein also contains specific details on the programs, policies, and procedures listed below (pages 8 - 24). These policies do not require individual parent signatures but do require close review. (A hard copy of this handbook is also available for review in your school office.)*

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*Thank you,*

*Randolph County Schools County Office Administration*

## Randolph County Schools Parental Policy Review

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- #1. I have seen and had the opportunity to review the current Randolph County Schools Handbook that is located in the front of my child's agenda book. I understand that detailed information on the policies and procedures listed in this handbook are available on the RCS web page and in the school office. By signing this form, I acknowledge that I am aware of the policies and procedures.

Student's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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- #2 Please read the Integrated Pesticide Management Notification form on page 4 of this handbook and if you wish to be notified about Level 3 and Level 4 pesticides, complete the section entitled **To be Completed by Parent/Guardian.** (You only need to complete page 4 if you wish to receive this notification.)
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- #3 Please read the Acceptable Use Agreement on pages 6 and 7 of this handbook and complete by signing and dating each section of the Agreement. **Please note that both student and parent signatures** are requested in multiple sections of the Agreement.



## INTEGRATED PESTICIDE MANAGEMENT NOTIFICATION

Randolph County Board of Education adheres to an integrated Pest Management Plan in accordance with "Title 61, Legislative Rules, Series J" of the WV Department of Agriculture. Pests are controlled primarily through preventative measures. When pesticides are required, the least hazardous material will be used. A copy of the Pest Management Plan for each school is available in the main office.

Pesticides are classified as Level 1-4 based on degree of hazard associated with application:

Level 1 – Non-chemical (preventative).

Level 2 – Least hazardous (low toxicity, non-volatile baits, gels or dusts).

Level 3 – EPA Caution (limited volatility-liquids).

Level 4 – EPA Warning or Danger (broadcast and large space treatments-spraying or fogging).

As a parent, guardian, or employee, you have the right to be notified if and when Level 3 and 4 pesticides are to be applied.

PLEASE NOTE: LEVEL 3 AND LEVEL 4 PESTICIDES WILL NOT BE APPLIED WHEN STUDENTS OR EMPLOYEES ARE IN THE AREA TO BE TREATED. Notifications will be posted and sent home with students 24-hours before any applications.

**To receive notification, please complete ONLY Section 1 below.**

### **SECTION 1: TO BE COMPLETED BY PARENT/GUARDIAN IF THEY WISH TO RECEIVE NOTIFICATION**

STUDENT: \_\_\_\_\_ SCHOOL: \_\_\_\_\_ Teacher: \_\_\_\_\_

PLEASE NOTIFY ME AT LEAST 24 HOURS PRIOR TO THE APPLICATION OF LEVEL 3 AND LEVEL 4 PESTICIDES.

FROM: \_\_\_\_\_ Phone: \_\_\_\_\_

(Signature of Parent or Guardian)

Address: \_\_\_\_\_

### **SECTION 2: TO BE COMPLETED BY THE OFFICE AND GIVEN TO PARENT IF/WHEN LEVEL3 OR 4 PESTICIDES ARE APPLIED**

Please be advised that pesticides will be applied in this facility. The pesticide being used will be applied when no students and/or employees are present with the re-entry items observed. Information concerning this pesticide is on record in the main office or can be obtained from the IPM provider (ACE Exterminators).

SCHOOL: \_\_\_\_\_

LOCATION: \_\_\_\_\_

DATE: \_\_\_\_\_

PESTICIDE: \_\_\_\_\_

LEVEL: \_\_\_\_\_



## STUDENT NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY

### ACCEPTABLE USE POLICY FORM

#### STUDENTS:

As a user of the Randolph County Schools computer network, I have read (or it has been explained to me) and agree to comply with the Acceptable Use Policy (AUP) Agreement. Should I commit any violation, my access privileges may be temporarily or permanently revoked and disciplinary action may be taken, up to and including suspension/expulsion. I understand that commission of any crime via Internet falls under State and Federal authority.

Student Name (PLEASE PRINT) \_\_\_\_\_ Date \_\_\_\_\_

School \_\_\_\_\_ Grade \_\_\_\_\_

#### PARENTS/GUARDIANS OF MINORS:

As a parent or legal guardian of the above signed student, I have read this Acceptable Use Policy. I grant permission for him/her to access networked computer services such as electronic mail (E-mail) and the Internet for educational purposes. I understand that he/she is expected to use good judgment and, to follow rules, policies, and classroom guidelines in making contact on school telecommunication networks (e.g. the Internet). I understand that Randolph County Schools and the West Virginia Department of Education have taken precautions to minimize objectionable material. However, I recognize it is impossible to restrict access to all controversial materials. When using the Internet, I realize that students might read material, including e-mail, that is controversial or offensive. If a violation of this policy occurs, the offending student will be subject to school discipline policy, and if actual laws were broken, possible criminal penalties. I give my permission to access Internet and apply/obtain at no cost a West Virginia Department of Education E-mail account for my child. I voluntarily agree to release, hold harmless, defend, and indemnify, the Randolph County Schools, its officers, board members, employees and agents, for and against all claims, actions, charges, losses or damages which arise out of the user's use, including, but not limited to negligence, personal injury, wrongful death, property loss or damage, delays, non-deliveries, mis-deliveries of data, or service interruptions.

These permissions are granted for an indefinite period of time, unless otherwise requested. I understand that individuals and families may be held liable for violations. I understand that some materials on the Internet may be objectionable, but I accept responsibility for guidance of Internet use -- setting and conveying standards for my son or daughter to follow when selecting, sharing or exploring information and media. I have read and discussed the Randolph County Schools Acceptable Policy with my child.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## PERMISSION FORM FOR WORLD WIDE WEB PUBLISHING OF STUDENT WORK

I understand that my child's work or writing may be published on the district's web page and any official board-owned social media accounts. I further understand that no last name, home address or home telephone number will appear with such work. I grant permission for World Wide Web publishing. I may withdraw permission in writing at any time.

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## PERMISSION FORM FOR WORLD WIDE WEB PUBLISHING OF STUDENT PHOTOGRAPH

I understand that my child's photograph may be published on the district's web page and any official board-owned social media accounts. I further understand that no last name, home address or home telephone number will appear with such work. I grant permission for the World Wide Web publishing. I may withdraw permission in writing at any time.

Student Name \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

State Board policy 2460 – Safety and Acceptable Use of the Internet by Students and Educators

H.R. 4577, P.L. 106-554, Children's Internet Protection Act of 2000

47 U.S.C. 254(h), (1), Communications Act of 1934, as amended (2003)

20 U.S.C. 6801 et seq., Part F, Elementary and Secondary Education Act of 1965,

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as amended

18 U.S.C. 1460

18 U.S.C. 2246

18 U.S.C. 2256

20 U.S.C. 6777, 9134 (2003)

76 F.R. 56295, 56303

## **Administration**

### **ELEMENTARY SCHOOLS OF RANDOLPH COUNTY**

#### **BEVERLY ELEMENTARY**

**Paul Zickefoose, Principal  
304-636-9162**

#### **COALTON ELEMENTARY**

**Melissa Walters, Principal  
304-636-9164**

#### **GEORGE WARD ELEMENTARY**

**Ricky Sharp, Principal  
304-335-4975**

#### **HARMAN SCHOOL**

**Dawn Kittle, Principal  
304-227-4114**

#### **JENNINGS RANDOLPH ELEMENTARY**

**Rochelle Chenoweth, Principal  
304-636-9181**

#### **MIDLAND ELEMENTARY**

**Teena Wallace, Principal  
304-636-9186**

#### **NORTH ELEMENTARY**

**Alyssa Tallman, Principal  
304-636-9188**

#### **PICKENS SCHOOL**

**Christine Long, Principal  
304-924-5525**

#### **THIRD WARD ELEMENTARY**

**Hollie Pritt, Principal  
304-636-9183**

### **RANDOLPH COUNTY SCHOOLS CENTRAL OFFICE ADMINISTRATION**

Debra Schmidlen, Superintendent

Joseph Arbogast, Assistant Superintendent

Brad Smith, Chief Financial Officer

Denise Fletcher, Director of Human Resources

Amy Rowan Smith, Director of Elementary Curriculum and Federal Programs

LaDonna Rosencrance, Director of Child Nutrition and Pre-school

April Senic, Director of Special Education and Assessment

Hilary Ramsey, Director of Technology and Communications

John Lawson, Director of Attendance

# Annual Notices

## Annual Notices

Below is a list of annual notices that are to be shared with our students, parents, and staff as part of Randolph County Schools policies and procedures. These notices may be viewed on the Randolph County website at <http://boe.rand.k12.wv.us> under Current Parents – Annual Notices. A copy of these Annual Notices can also be viewed at the school and a copy can be requested.

2260 - Nondiscrimination and Access to Equal Educational Opportunity	5610.04 - Suspension of School Transportation Privileges and Exclusion from the School Bus
2260.F8 - Notice of Nondiscrimination and Grievance Procedures (Including Title II, Title VI, Title VII, and Title IX, Section 504, and ADA)	5611 - Disciple-Student Due Process Rights
2340.F2 - Parent Consent for Trip	5771 - Due Process Rights (Search and Seizure)
2416 - Student Privacy and Parental Access to Information	5771.F2 - Record of Student Search and Seizure
2431 - Interscholastic Athletics	5772 - Weapons
2431.F1 - Parent Acknowledgement of Risk and Release	5902 - Employee Code of Conduct (WVBE Policy)
2431.F2 - Student Acknowledgment of Risk and Release	6700 - Fair Labor Standards Act (FLSA)
2623D - Testing Code of Ethics	7211 - Appeals Procedures for Citizens
3122 - Nondiscrimination and Equal Employment Opportunity	5771 - Due Process Rights (Search and Seizure)
3122.F8 - Notice of Nondiscrimination and Grievance Procedures (Including Title II, Title VI, Title VII, and Title IX, Section 504, and ADA)	5771.F2 - Record of Student Search and Seizure
3122.01.F2 - Certification Regarding Drug Free Workplace	5772 - Weapons
3122.01.F3 - Memorandum to Staff Members on Federal Regulations Concerning Drug Prevention	5902 - Employee Code of Conduct (WVBE Policy)
3160.F1 - Emergency Medical Authorization Permit	6700 - Fair Labor Standards Act (FLSA)
3170 - Student Abuse and Neglect	7211 - Appeals Procedures for Citizens
3213 - Students Supervision and Welfare	7217 - Weapons
3217 - Weapons	7430.F1 - Physicians Certification for Use of a Respirator
3362 - Anti-Harassment and Violence	7430.F2 - Acknowledgment Training
3430.01 - FMLA Leave	7430.F3 - Parent Notification Authorization
	7440.01 - Video Surveillance and Electronic Monitoring
4122 - Nondiscrimination and Equal Employment Opportunity	8310 - Public Records
4122.F8 - Notice of Nondiscrimination and Grievance Procedures (Including Title II, Title VI, Title VII, and Title IX, Section 504, and ADA)	8330 - Student Records
4170 - Student Abuse and Neglect	7430.F3 - Parent Notification Authorization
	7440.01 - Video Surveillance and Electronic Monitoring
4217 - Weapons	8310 - Public Records
4362 - Anti-Harassment and Violence	8330 - Student Records
4372 - Student Rights and Responsibilities (WVBE Policy)	7430.F3 - Parent Notification Authorization
	7440.01 - Video Surveillance and Electronic Monitoring
4373 - Student Code of Conduct	8310 - Public Records
4430.01 - FMLA Leave	8330 - Student Records
5230 - Late Arrival and Early Dismissal	8330.F4 - Consent for Student Record Release
5310 - Health Services	8330.F9A - Parental Permission for Release of Publication of Students Photograph/Image
5341.F1 - Emergency Medical Authorization Permit	8431 - Asbestos in Schools
5517 - Anti-Harassment and Violence	8453.01.F2 - Training Record
5517.01 - Aggressive Behavior Towards Students	9130.F4 - Notification to Public Regarding Inspection of Instruction Materials
5530 - Substance Abuse Prevention	9150 - School Visitors

## Attendance

A student who is frequently late causes an interruption in the education of the student as well as the other students in the class. Randolph County Schools believes that regular attendance is required for a student to be successful in school. There is a direct relationship between good attendance at school and student performance and good work habits in a job. The principal is to contact the home when **five unexcused absences** have been accumulated. The principal has the choice of contacting the home concerning absences any time he or she feels it is necessary to talk to the parents or guardians of a child.

### **Excused Absences:**

Students shall be excused by the school principal *for*:

1. Personal illness or injury
2. Death in the immediate family
3. Compliance with religious holidays
4. Necessary medical appointments
5. Disaster in the home or community
6. Essential court appearance

Any student who is absent from school must bring a written excuse signed by the parent or guardian stating the reason for the absence. The excuse must be brought in within two (2) days following the absence; otherwise the

absence will be counted as unexcused. We encourage parents to try to make medical appointments outside the school day if possible. However, if medical appointments have to be made during school time, then the student should be in school before and after the appointment if possible. Keeping or taking a child out of school when there is no reason is considered an unexcused absence.

### **Unexcused Absences:**

When the student has five (5) unexcused absences during the school year, the parent or guardian will be notified in writing by the principal, with a copy sent to the attendance officer. A meeting shall be held to discuss the absences. If a negative pattern of attendance continues beyond 10 unexcused absences during the school year, the attendance officer may file a complaint with Magistrate Court or the Department of Health and Human Resources.

### **Notes from Parents:**

A note from parents is required at these times:

1. A child is absent from school (A doctor's excuse is required after 5 parent notes per semester.)
2. Returning to school from a medical or dental appointment
3. Any time the child is staying after school (for example: Girl Scouts; Cub Scouts; etc.)
4. A child is going home with another child after school- a note is required from BOTH parents
5. A child is being picked up by someone other than the parent.

## **Child Nutrition Program**

### **School Meals**

Randolph County Schools participates in the USDA Child Nutrition Program. Breakfast and lunch are served every day school is in session. Some schools may offer afterschool programs where snacks are available as well. All children are encouraged to participate in each school's Child Nutrition Program. Students may choose to bring a cold lunch from home. Milk or extra milk may be purchased at meal time at a cost of \$.35.

### **Food Brought from Home**

Due to special dietary needs of students and food safety concerns, foods and beverages brought from home or outside sources may be consumed only by the individual students for which they were brought and not by the general student population.

Organized food events and celebrations held during the school day shall be regulated by Standards for School Nutrition – Policy 4321.1. Commercially made, individually wrapped food items are suggested for celebrations. Further information will be available at your school concerning appropriate food items for school activities and celebrations.

### **USDA Nondiscrimination Statement**

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

To file a complaint alleging discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue SW, Washington, DC 20250-9410 or call, toll free, (866) 632-9992 (Voice). Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay at (800) 877-8339 or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.

## **Counseling and Developmental Guidance Services**

Each elementary school has a Guidance Counselor assigned to the school. The basic guidance program includes counseling, consultation, and coordination with the students, teachers and parents. Students will receive developmental and remedial help in the areas of personal, social, and academic skills, as well as career awareness activities by the certified Guidance Counselor.

The guidance program is necessary to the curriculum because it helps students to apply themselves and adjust to the school environment. Guidance services complement the curriculum through the emphasis on developing self-understanding, interpersonal skills, decision-making skills, and career awareness. The State Department of Education requires that all students receive guidance services at the elementary level.

## **Discipline and Student Behavior**

### **Positive Behavior Intervention/Support**

School-wide Positive Behavior Interventions and Support (PBIS) is a program put in place to guide and monitor behavioral practices for improving important academic and behavior outcomes for all students. All students are taught appropriate behaviors by staff in all educational settings and are expected to exhibit these behaviors throughout the school year to maximize academic engagement and achievement to create a more engaging, responsive, and productive learning environment.

### **Discipline**

The staff of Randolph County Schools believes in the importance of ensuring an orderly, healthy, and safe environment conducive to learning. In order to accomplish this, Randolph County School follows WVDE Policy 4373-Expected Behavior in Safe and Supportive Schools which may be viewed at <http://wvde.state.wv.us/healthyschools/ElectronicManual4373New.html>.

Infractions and corresponding interventions and consequences at each level are detailed within this policy. In addition, the Student Code of Conduct (County Policy 5500) may be accessed at <http://www.neola.com/randolph-wv/>. All discipline expectations and regulations also apply to off-campus, school-sponsored activities and bus transportation. Specific details regarding the individual expectations for each school and classroom will be sent home by the principal and/or classroom teacher.

## **Dress Code**

While we recognize that choice of attire and grooming are matters of personal expression and are subject to current styles and trends, we expect that students come to school in good taste. Any article of apparel that is determined by the teachers and principal to be disruptive of the learning environment, destructive to school property, or hazardous to the health and safety of the students or teachers, shall not be permitted.

## **Emergency Closing and Early Dismissals of School**

### **Emergency Closings**

- When schools must close due to bad weather and other emergencies, the radio and television stations are among the first to be notified. Please listen and watch for such announcements rather than calling the schools or the stations.
- School officials will send telephone messages out via School Messenger to all families. The primary phone number provided to the school will be utilized for this purpose.
- Any decision to close schools will be made before 6:00 a.m. or the night before, whenever possible. If there is no announcement, schools will be in session on the regular schedule.
- On certain mornings, it may be necessary for the Superintendent to delay the opening of school due to certain weather conditions.
- School closures and delays will be announced via radio and television stations, the Randolph County Schools Facebook page, the West Virginia Department of Education website <https://wvde.state.wv.us> and the Randolph County Schools website <http://boe.rand.k12.wv.us>.

## **Early Dismissal of Schools**

Early dismissals from schools will be avoided unless it is determined that further delay might result in hazardous conditions endangering student safety. Communication with the school by telephone during an emergency situation will be difficult, if not impossible. Please talk to your child about what they are to do if school is dismissed early. Due to the potential communication problem during an emergency, please be sure you have completed the emergency care form that is sent home at the beginning of each school year so everyone is aware of where your child is to go in case of an early dismissal. Please be reminded that if this change occurs during the school year, it is the parent's responsibility to notify the principal as soon as possible so that school records can be updated.

## **Enrollment Requirements**

All students entering school in the county for the first time shall provide a certified birth certificate, a current Health Check including vision and hearing, a current Dental Check, and up-to-date immunization records. Immunization Schedules that outline the requirements for entrance to Pre-School and Kindergarten are located on pages 16 and 17 of this handbook. **No child shall be admitted in any school of the county until all immunization records are obtained and up to date.**

Kindergarten programs are provided for all children who have reached the age of five on or before June 30<sup>th</sup>.

Kindergarten registration sessions are held each spring with the schedule being shared via various local media outlets. At these sessions, students are screened in basic readiness skills; vision; hearing; and speech. Students who have participated in the Randolph County Pre-K Collaborative as a four-year-old do not have to participate in a Kindergarten registration session.

## **Every Student Succeeds Act (ESSA)**

The Every Student Succeeds Act (ESSA), which was signed into law on December 10, 2015, was designed to strengthen and support student achievement. The major components of the ESSA state plan address school accountability and support for improvement, academic standards and assessment, support for excellent educators, and supports for all students. West Virginia's plan is a comprehensive, individualized system of support that will utilize education partnerships to promote student growth.

ESSA includes provisions designed to help ensure success for students and schools by

- Advancing equity by upholding critical protections for disadvantaged and high-need students.
- Requiring that all students in be taught to high academic standards that will prepare them to succeed in college and careers.
- Ensuring that vital information is provided to educators, families, students, and communities through annual statewide assessments that measure students' progress toward those high standards.
- Helping to support and grow local innovations—including evidence-based and place-based interventions developed by local leaders and educators
- Sustaining and expanding access to high-quality pre-school.
- Developing an expectation that there will be accountability and action to effect positive change in our lowest-performing schools, where groups of students are not making progress, and where graduation rates are low over extended periods of time.

# Homework & Grading

## Homework Guidelines

Homework provides students with an opportunity to develop independent study habits and skills. Homework assignments should serve a specific instructional purpose such as reinforcing a learned skill, giving more practice, or providing enrichment activities. Directions for completing homework should be clear and easily understood by the child and the parent. The amount of homework should be reasonable as suggested hereafter:

**Kindergarten and First Grade = 15 minutes**

**Second and Third Grade = 30 minutes**

**Fourth and Fifth Grade = 45 minutes**

## Grading Procedures

A progress report card will be sent home with all students in grades K through 5 at the conclusion of each nine week grading period. Teachers of students in grades three through five will maintain students grades on WVEIS and LiveGrades from which report cards will be printed. LiveGrades can be utilized by parents via the Internet to monitor their child's progress throughout the school year. Each school will provide parents with information regarding this program, including a username and password that will provide access from any computer that has internet capability.

## Promotion and Retention Policy

The Board of Education recognizes that the personal, social, physical, and educational growth of children will vary and that they should be placed in the educational setting most appropriate to their needs at the various stages of their growth. It shall be the policy of the Board that each student be moved forward in a continuous pattern of achievement and growth that is in harmony with his/her own development. The teacher's recommendation relating to whether a student should be promoted to the next grade level shall be a primary consideration when making such determination. Such pattern should coincide with the system of grade levels established by this Board and the instructional objectives established for each.

A student will be promoted to the succeeding grade level when s/he has:

- demonstrated sufficient proficiency to move ahead in the educational program of the next grade.

A student may be accelerated when his/her demonstrated achievement, as well as measured ability, significantly exceeds that of his/her grade level peers. Consideration may be given to promoting him/her to a grade other than the next succeeding one, or permitting him/her to enroll in a course other than the next one in the academic sequence. A student will be accelerated in this manner when s/he has:

- achieved the grade/course objectives and State-mandated requirements, if applicable, for the grade/course in which s/he is presently enrolled as well as for the grades(s)/course(s) that will be skipped.

However, following sound principles of child development, the Board discourages the skipping of grades.

A student may be retained at his/her current grade level when s/he has:

- in the opinion of the professional staff, failed to achieve the instructional objectives set forth at the current grade level that are requisite for success at the succeeding grade level;

The Superintendent shall develop administrative guidelines for promotion, acceleration, placement, and retention of students that:

- require the recommendation of the relevant staff members for promotion, acceleration, placement, or retention;
- require that parents are informed in advance of the possibility of retention of a student at a grade level;
- assure that efforts will be made to remediate the student's difficulties before s/he is retained.

## Medical Information

### **Administration of Medicine at School:**

Giving medication is the responsibility of a parent or guardian. Medications should be given before and after school whenever possible (Example: Medications ordered to be given 3 times a day can be given before school, immediately after school, and at bedtime). If it is necessary for a student to take medication while at school, the medicine must be taken to the school office along with a 'Physician Order Form for Medications' which includes the student's name, grade, homeroom teacher, allergies, name/dose of medicine, route/time/reason it is to be given. The bottom of the form is then signed and dated by the parent.

All medicine must be in the original, labeled bottle/box and must be prescribed for the current illness. The student's name must be written on the bottle.

Physician Order Forms can be obtained at the school. Trained school personnel will administer medicine or supervise the student in taking medicine ONLY when the above rules are followed.

\*NO student should have medication in his/her possession. Individual cases will be evaluated by the principal and school nurse.

Situations in which a parent seeks permission for their child to carry medication (asthma inhalers) with them and self-manage it, when needed, must be considered on a case by case basis with involvement from the parent, principal, student's physician and the school nurse. (Generally, this is not allowed at the elementary level). Written permission from the parent and physician must be obtained for this to occur. It must be verified that the student is responsible and capable of proper use of the medications.

Parent/Guardians are to transport any medication to and from school. It is against school policy to send medication home with the students. At the end of the year, any medication not picked up by a parent or guardian (or another adult designated in writing by the parent) will be discarded.

### **Permission for Emergency Care**

Parents are requested to complete an emergency care form and return it to the student's teacher at the beginning of each school year. We need TWO emergency contact numbers listed on the form. The welfare of your child is very important to us; therefore, failure to return this form or to provide alternate instructions to be taken in the event of an emergency will be giving permission to the principal to take measures he or she thinks are appropriate to resolve the situation at the parent's expense.

## West Virginia Immunization Requirements for New School Enterers

State law and rules<sup>1</sup> require that all children entering school in West Virginia for the first time in grades K-12 must show proof of immunization against diphtheria, pertussis, tetanus, polio, measles, mumps, rubella, varicella and hepatitis B unless properly medically exempted<sup>2</sup>. The table below outlines immunization requirements as most commonly met.<sup>3</sup> The West Virginia Bureau for Public Health recommends that vaccine doses administered 4 days or fewer before the minimum interval or age should be considered valid.

Vaccine	Requirements	Provisional Enrollment	Additional Information
DTaP/DTP Td/Tdap	Before admission, four doses required. One dose must be after the 4 <sup>th</sup> birthday.	After one dose, student may be allowed up 8 months to complete the series if necessitated by the minimum intervals of the vaccine schedule.	<ul style="list-style-type: none"> <li>Three doses only for children completing primary series at age 7 years and older.</li> <li>Children exempted from the pertussis component of DTaP vaccine should receive DT vaccine instead, or if past 7<sup>th</sup> birthday, Td / Tdap vaccine, as applicable.</li> </ul>
Polio (IPV)	Before admission, three doses required. One dose must be after the 4 <sup>th</sup> birthday.	After one dose, student may be allowed up 7 months to complete the series if necessitated by the minimum intervals of the vaccine schedule.	<ul style="list-style-type: none"> <li>If polio immunization series included both OPV and IPV, then a total 3 of 4 doses are required depending upon the age of the child.</li> </ul>
Measles, Mumps & Rubella (MMR)	Before admission, two doses required. First dose must be after the 1 <sup>st</sup> birthday.	After one dose, student may be allowed up to 30 days to complete the series.	<ul style="list-style-type: none"> <li>Doses should be a minimum of 28 days apart.</li> </ul>
Varicella	Before admission, two doses required. First dose must be after the 1 <sup>st</sup> birthday.	After one dose, children <b>less than 13 years of age</b> may be allowed up to 90 days to obtain 2 <sup>nd</sup> dose; children aged <b>13 years and older</b> may be allowed up to 30 days to obtain the 2 <sup>nd</sup> dose.	<ul style="list-style-type: none"> <li>Children <b>less than 13 years of age</b> must have a minimum interval of 12 weeks between the 1<sup>st</sup> and 2<sup>nd</sup> doses.</li> <li>Children aged <b>13 years and older</b> may receive the 2<sup>nd</sup> dose 28 days after the first dose.</li> <li>Immunity may also be demonstrated through the legal guardian's written or verbal attestation of varicella (chickenpox) disease.</li> </ul>
Hepatitis B	Before admission, three doses required. Last dose must be after the age of 6 months.	After one dose, student may be allowed up to 4 months to complete the series if necessitated by the minimum intervals of the vaccine schedule.	<ul style="list-style-type: none"> <li>Final dose is not valid if administered before 24 weeks / 6 months of age.</li> </ul>

<sup>1</sup> See WV Code §16-3-4 and 64CSR95 for further information.

<sup>2</sup> Medical exemptions must be requested by a physician who has treated or examined the child and be reviewed and submitted to the Immunization Officer of the Bureau for Public Health. Requests for exemptions must be based on current standards of immunization practice and include the following information: the vaccine(s) being exempted, the

specific medical reason for the exemption, whether the exemption is temporary or permanent, and, if temporary, when the exemption should be reevaluated. West Virginia State Law does not allow for non-medical exemptions to immunization requirements.

<sup>3</sup> Occasionally, based on product used or the age at which a child is being immunized, deviations from these requirements may be acceptable. Any deviation must be consistent with applicable, age appropriate immunization schedules found at <http://www.cdc.gov> and searching under "Immunization Schedules".



## Requirements for Pre-Kindergarten Program Enterers

All children entering an approved pre-kindergarten ("Pre-K") classroom must have age appropriate immunizations<sup>4</sup> upon enrollment as mandated by state law.<sup>2</sup> The following chart shows the **minimum** number of doses for each vaccine required for entry.<sup>2</sup>

<p style="text-align: center;"><b>Hepatitis B</b></p> <p style="text-align: center;"><b>3 doses</b></p> <p style="text-align: center;">Final dose at age 24 weeks or older</p>
<p style="text-align: center;"><b>Diphtheria, tetanus, and acellular pertussis vaccine (DTaP)</b></p> <p style="text-align: center;"><b>4 doses</b></p> <p style="text-align: center;">Booster dose after 4<sup>th</sup> birthday is <u>not</u> required</p>
<p style="text-align: center;"><b>Varicella</b></p> <p style="text-align: center;"><b>1 dose</b></p> <p style="text-align: center;">After child's 1<sup>st</sup> birthday</p>
<p style="text-align: center;"><b>Measles, mumps, and rubella (MMR)</b></p> <p style="text-align: center;"><b>1 dose</b></p> <p style="text-align: center;">After child's 1<sup>st</sup> birthday</p>

Students may be provisionally enrolled in Pre-K with at least one dose of each required vaccine and allowed up to eight months, for minimum intervals, to obtain up-to-date status. The WVDHHR, Bureau for Public Health recommends that vaccine doses administered 4 days or fewer before the minimum interval or age be considered valid. **For questions, contact the Division of Immunization Services at 1-800-642-3634.**

· Applicable immunization schedules can be found at <http://www.cdc.gov> by searching "Immunization Schedules." <sup>2</sup> [West Virginia Code § 16-3-4](#) and [WVDHHR interpretative rule 64CSR95](#).

October 2018  
2018

## Student Support Services

### **Disclosure of information, confidentiality, and assurance of non-discrimination/section 504 information**

Disclosure of Information & Confidentiality Policies and procedures have been established to assure confidentiality rights to all students through the Family Educational Rights and Privacy Act (34CFRpart 99) and procedures *for* the Collection, Maintenance, and Disclosure of Student Data (WV Policy 4350) effective September 2003.

Additional confidentiality rights and requirements apply specifically to students with handicaps under the Individuals with Disabilities Act 2004, Policy 2419; Regulations for the Education of Exceptional Students, effective January, 2010. Copies of both documents are on file at the State Department of Education, in each principal's office, and at the Board of Education Office.

Randolph County Board of Education shall protect the rights of students and employees under the U.S. Constitution and their amendments, and recognizes that those rights cannot be abridged except in accordance with due process of law. Randolph County Schools operates as an equal opportunity institution and will not discriminate on the basis of race, national origin, religion, gender, marital or family status, age, or disabling conditions in its activities, programs, or employment practices as required in *Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation*

*Act of 1973, and the Americans with Disabilities Acts Amendments Act of 2008 (ADAAA)*. For information about your rights or grievance procedures, contact your Title IX Coordinator or your county Section 504/Americans with Disabilities Act Coordinator at Randolph County Schools, 40 Eleventh Street, Elkins WV 26241, 304-636-9150.

### **Special Education Services**

Randolph County Schools offers services to all identified exceptional students between the ages of three and twenty-one. Staff members or parents interested in making referrals for special consideration of school age students are to contact the School Assistance Team within the student's school. Preschool referrals can be made by parents, Early Intervention, and/or other parties/agencies. All referrals are given due process procedural safeguards.

Services are provided in the areas of Autism; Blindness/Low Vision; Deafness/Hard of Hearing; Developmental Delay; Emotional/Behavioral Disorder; Exceptional/Gifted; Mental Impairment; Orthopedic Impairment; Other Health Impairment; Specific Learning Disability; Speech/Language Impairment and Traumatic Brain Injury. The document that provides detailed information regarding the provision of special education services, Policy 2419: Regulations for the Education of Exceptional Students, is on file at the State Department of Education, in each school with the principal, and at the Randolph County Board of Education Office.

### **Child Find for Special Education Services**

Child Find is a continuous process of public awareness activities, screening and evaluation designed to *locate, identify, refer and evaluate as early as possible* all young children with disabilities and their families who are in need of services of the Individuals with Disabilities Education Act (IDEA) West Virginia Code §18-5-17 requires yearly developmental screening in the areas of vision, hearing, speech and language for all students entering kindergarten or preschool and all students entering West Virginia public and private schools for the first time. Children identified through the screening process will be referred for further evaluation. At least 10 days prior to initiation of screening activities, districts must provide public notice of the screening program.

# Teacher Qualification Review Notice

As a parent of a student in Randolph County Schools, you have the right to know the professional qualifications of the classroom teachers who instruct your child. Federal law allows you to ask for certain information about your child’s classroom teachers and requires us to give you this information in a timely manner if you ask for it. Specifically, you have the right to ask for the following information about each of your child’s classroom teachers:

- ✓ Certification areas in which the teacher is including the grades/subjects this individual may teach.
- ✓ Whether West Virginia Department of Education has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances.
- ✓ The teacher’s college major; whether the teacher has any advanced degrees and, if so, the subject of the degrees.
- ✓ Whether any teachers’ aides or similar paraprofessionals provide services to your child and, if they do, their qualifications.

If you would like to receive any of this information, please call your child’s principal.

## Title I / Federal Programs Information

### Federal Programs

Federal Programs provides funding to promote student achievement by ensuring access, opportunity and support to meet the diverse needs of all students and helps to ensure all learners meet challenging state academic standards. These programs also provide support to teachers and schools to promote the delivery of high-quality instruction.

- Title I:** This project provides additional instruction in Reading and Math for elementary students and opportunities for professional development for teachers and parent involvement activities for parents.
- Title II:** This project provides additional funding for professional development opportunities for Teachers, principals and school leaders; tuition reimbursement to assist teachers with obtaining required certification and meeting the highly qualified requirement. The fund also provides class size reduction teachers to schools.
- Title III:** This project provides funds to support the academic achievement of English Language Learners.
- Title IV:** This project provides additional funding for schools to provide students with access to a well-rounded education, improved school learning conditions, and technology.
- Title V:** This project provides additional funding to rural districts to assist them in ensuring student progress.

### Title I Parent Compact

Each Title I School must develop an agreement, or “compact,” that outlines how parents, school staff, and students will share responsibility for improving academic achievement. Compacts describe how the school and parents can work together to help students achieve the state’s standards. Compacts describe activities that directly affect learning in each school and classroom. Compacts will be sent home with each student who is enrolled in a Title I School in Randolph County.

## RANDOLPH COUNTY SCHOOLS PARENT AND FAMILY EENGAGEMENT POLICY

### **PART I.**

#### **GENERAL EXPECTATIONS**

Randolph County Schools agrees to implement the following statutory requirements.

Randolph County Schools will put into operation programs, activities, and procedures for the involvement of parents in all of its schools with Title I, Part A programs, consistent with the guidelines set forth in the Every Student Succeeds Act (ESSA). Those programs, activities, and procedures will be planned and operated with meaningful consultation with parents of participating children.

Consistent with the act, the school district will work with its schools to ensure that the school-level parental involvement policies meet the requirements set forth by the act and include as a component a school-parent compact.

In carrying out the Title I, Part A parental involvement requirements, to the extent practicable, the school district and its schools will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports in an understandable and uniform format and including alternative formats upon request, to the extent practicable, in a language parents understand.

Randolph County Schools will involve the parents of children served in Title I, Part A schools in decisions about how the 1 percent of Title I, Part A funds reserved for parental involvement is spent, and will ensure that not less than 95 percent of the one percent reserved goes directly to the schools. Randolph County Schools will be governed by the following statutory definition of parental involvement, and expects that its Title I schools will carry out programs, activities and procedures in accordance with this definition:

*(A) that parents play an integral role in assisting their child's learning;*

*(B) that parents are encouraged to be actively involved in their child's education at school;*

*(C) that parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committee to assist in the education of their child;*

*(D) the carrying out of other activities, such as those described in section 1118 of the ESEA*

### **PART II.**

#### **DESCRIPTION OF DISTRICT ACTIONS UNDER THE RCS PARENT AND FAMILY ENGAGEMENT POLICY**

Randolph County Schools will take the following actions to involve parents in the joint development, review and improvement of its district wide parental involvement plan under ESSA:

- PAC meetings
- Surveys
- LSIC meetings

Randolph County Schools will assist Title I, Part A schools in planning and implementing effective parental involvement activities including but not limited to

- Needs-based workshops
- "Lunch and Learn" series workshops
- Assessment review workshops

- Take home skill-based practice programs and materials (including access to software programs)
- Technology and Internet safety programs
- Study skills/organizational skills workshops
- Child Rearing and Child Development workshops
- Parent volunteer training and workshops
- Grandparent workshops
- Reading, Math, and Science Fun Nights
- Read-Aloud training and activities

Randolph County Schools will educate its teachers, administrators and 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 by

- Conducting "How to communicate and work with parents" trainings for all school staff members
- Including an overview of Title I programs (What is Title I) at Back to School Activities
- Making available information explaining what a school-wide Title I program is and what services are available by sending home pamphlets and fliers and publishing information on the county web site
- Conducting Parent Teacher Conferences

The school district will take actions to ensure that information related to the school and parent-programs, meetings, and other activities, is sent to the parents of participating children in an understandable and uniform format, including alternative formats and languages upon request. Information will be shared via

- Newspaper articles
- School newsletters
- School websites
- LiveGrades
- School Messenger phone calls
- Agenda books

### **PART III.**

#### **DISCRETIONARY DISTRICT WIDE PARENTAL AND FAMILY ENGAGEMENT POLICY COMPONENTS**

Discretionary activities that the district, in consultation with its parents, chooses to undertake to build parents' capacity for involvement in the school and school system to support their children's academic achievement, may include

- involving parents in the development of training for teachers, principals, aides, and other educators to improve the effectiveness of that training;
- providing necessary literacy training for parents from the Title I, Part A funds, if the school district has exhausted all other reasonably available sources of funding for that training;
- training parents to enhance the involvement of other parents;
- arranging school meetings at a variety of times, in order to maximize parental involvement and collaboration with teachers and other school staff, who work directly with participating children;
- adopting and implementing model approaches to improving parental involvement;
- providing other reasonable support for parental involvement activities as parents may request;
- developing appropriate roles for community and business organizations in parental involvement activities

## **PART IV.**

### **ADOPTION**

This District-wide Parental and Family Engagement Policy has been developed jointly with, and agreed on with, parents of children participating in Title I, Part A programs, as evidenced by minutes of Parent Advisory Council meetings

## **Transportation Policies and Procedures**

### **Pre-Kindergarten and Kindergarten Students**

- A. Children will sit in the first three (3) rows of the bus.
- B. Children will sit with age appropriate peers.
- C. Someone, other than the bus driver, will be available to assist the child on and off the bus.
- D. If a parent/guardian is unable to meet the bus, there shall be a person designated by the parent/guardian to assist the child off the bus. A responsible person (fifteen (15) years of age) designated by the parent.
- E. Bus drivers must inspect the bus at all final drop off points to assure that no children are left on the bus and these inspections must be charted. A log of daily inspections shall be maintained on file.
- F. Students who are being dropped off at a Day Care Center must be met by a responsible adult representing the Day Care Center. If an adult representative does not meet the bus, the student is to be transported to the Randolph County Board of Education or the school of origination.

If the parent is not at the drop off site, the bus driver will contact the school and return the child to the school. If a staff member is not at school, the driver will contact the transportation department who will then contact the family. If the family cannot be reached, the child will be brought to the Randolph County Board of Education to wait for pick up.

### **First through Third Grade Students**

- A. Students must be met by a parent, guardian, or accompanied by an older sibling (4<sup>th</sup> grade or older) at the point of departure at the end of the school day.
- B. Students who are being dropped off at a Day Care Center must be met by a responsible adult representing the Day Care Center. If an adult representative does not meet the bus, the student is to be transported to the Randolph County Board of Education at 40 11<sup>th</sup> St. or the school of origination.

### **Fourth through Twelfth Grade Students**

Students are to be dropped at their regular bus stop and proceed directly to their home.

### **Picking Up Students During the School Day**

All students who leave during the school day must do so through the school office. Students will not be permitted to wait outside for parents. Parents must sign their child out in the school office before a child can leave the building. School personnel will call the child to the office so the child can leave with the parent.

## **Visitors Policy**

All visitors, parents and guardians MUST sign in at the school office. This procedure is for your child's safety.

# West Virginia Tiered System of Support (WVTSS) Notification

West Virginia Tiered System of Support (WVTSS) is a framework used by West Virginia schools to provide all students with the instruction and support to master the academic, behavioral, and social-emotional skills they need to be successful at every grade and developmental level. WVTSS is characterized by a seamless system of high-quality practices allowing all students to sustain significant progress, whether they are considered at-risk, exceeding grade-level expectations, or at any point along the continuum. Although all students receive high-quality instruction daily in the classroom, some will receive additional instruction to focus on specific skills or area(s) of need. Additional supports are provided in academics, behavior, attendance, and social-emotional learning. These supports are NOT special education services. Rather, they are customized strategies based upon a student’s needs, progress, and level of learning. The WVTSS process has three tiers that function cohesively so that students can meet their potential.

- **Tier 1** is high-quality **Universal** instruction provided to all students in general education classrooms.
- **Tier 2** provides additional instruction **Targeted** to meet the needs of identified student groups.
- **Tier 3** includes **Intensive** interventions to meet the needs of individual students.

Your child’s progress toward meeting grade-level academic skills will be monitored three times throughout the school year via benchmark assessments in language arts and math. The results of these assessments will be sent home with your child and serve as notice as to which tiers of instruction your child will receive. If you have questions about your child’s progress, please contact his or her teacher.

