

STUDENT SERVICES BULLETIN

AUGUST 2017

Please read, complete,
and sign pages 35-53
and return to your
child's school.

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- **All students can install Microsoft Office on up to five PCs for free using their official Office 365 email accounts. See the county website for more details.**
- **Marshall County's 2018 Teacher of the Year is Ms. Tammy DeWitt of John Marshall. Congratulations!**
- **All parent/medical/legal excuses must be submitted to the school within THREE INSTRUCTIONAL DAYS of the student's return. See page 4 for the changed attendance policy!**
- **Check out page 9 for a list of planned assessments required by the West Virginia Dept. of Education and the United States Dept. of Education.**
- **All Marshall County students have an increased withdraw age of 18.**

A Letter from the Superintendent

Dear Marshall County Friends,

Serving as Marshall County's Superintendent is an exciting and humbling opportunity. I truly understand the tremendous responsibility that accompanies this position and the impact it has on our students and community. I take that obligation seriously and will perform my job with energy, determination, and commitment.

I officially took the helm as Superintendent of Marshall County Schools on July 1, 2017. First and foremost, let me take this opportunity to thank the staff for their warm welcome and hospitality. In this brief amount of time, I have already been fortunate to visit all of our schools, to meet with staff members, and to speak with local community groups.

The first step in this process is listening to you. It is important for me to know you and to understand your aspirations for our county's children. I want your thoughts on what we do well and what we can do better. Sincere and candid conversations will be important to enhance our district. My leadership style is visible, approachable, collaborative, and inclusive. While we might not always agree, I will interact with you in an honest, open, and respectful manner; we need each other to ensure our children's future.

One of my main goals is to be visible in our schools and community. I will meet with staff, parents/guardians, students, and community members. Parents play a very important role in the development of students. Developing partnerships is vital to our collaborative work. The children who succeed are usually those with someone behind them encouraging, pushing, and aiding them along the way. Working in concert with parent organizations and local officials is essential to the success of our mission. Of equal importance is building positive, professional relationships with district leadership and staff members throughout our school system. Seeking feedback and input will be a cornerstone of my efforts to help build the best school district possible.

The transition will proceed, and as we continue our journey together, I believe that we all will play a significant role in the continuous growth and improvement of our school district. My core belief in all decision making is making decisions based on the needs of the students. We may not always agree, but our primary mission must always be to ensure the safety and academic and social-emotional well-being of our students. The process of school improvement is always collaborative and focused on increasing student achievement. I look forward to our work together in providing a high quality education for ALL students in Marshall County.

We can work together to make a great school district one of the greatest that allows students to expand their knowledge and understanding of numerous areas that will help prepare them for the challenging 21st Century job market.

Our children and their future will be our district's purpose. As a school district, we have the capacity to provide wonderful educational opportunities for all of our children that will benefit the entire community. The Board of Education and I will work with you every day to meet our goals. Thank you for the opportunity to be your new superintendent. I look forward to a long and beneficial partnership.

With warmest regards,
Jeffrey R. Crook, Ed. D.

Please keep this bulletin for reference throughout the entire year. However, state/local policies may change.

Notice to Parents and Eligible Students Of Their Rights Concerning Educational Records

As provided by Procedures for the Collection, Maintenance, and Disclosure of Student, adopted by the West Virginia Board of Education, November 21, 2002, and county policies, parents and eligible students have the following rights with regard to the education records collected, maintained, or disclosed by the Marshall County School System. As a parent or eligible student* you have the following rights:

- To inspect and review the education records of your child. Upon the written request of a parent or eligible student to the school's administrator, you will be provided an opportunity to examine education records within 45 days of said request.
- To a response in regards to a reasonable request for an explanation and interpretation of education records.
- To obtain copies of records where failure to obtain such a copy would prevent you from inspecting education records. Copies, when required, will be provided at a fee not to exceed actual cost of reproduction/postage. A fee may not be charged if it prevents a parent or eligible student from inspecting and reviewing records.
- To request in writing to the school administrator, an amendment to the information contained in the education records you believe to be inaccurate, misleading or in violation of the student's privacy rights.
- To know the types and locations of education records maintained and the titles and addresses of the school officials responsible for those records. Information regarding the types and location of educational records maintained by the school may be obtained by contacting the principal.
- To know that personally identifiable information may be disclosed, without parental consent, from student education records to school officials, US, state and local educational authorities** whom the school system determines to have legitimate education interest***, to appropriate parties in connection with an emergency, to comply with a judicial order or subpoena, to the courts via legal action initiated by the educational agency, and to the school in which a student seeks or intends to enroll.
- To know that the school system may disclose, without written parental consent, certain categories of personally identifiable information designated as "directory information" which shall consist of the following: Student's name, address, telephone listing, date and place of birth, grade level, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student.
- To refuse to permit the disclosure of personally identifiable information with respect to a student's directory information. You must inform the school system, in writing, within ten (10) calendar days of notification that such information is not to be designated as directory information with respect to the student.
- To a hearing to challenge the content of a student's education record believed to be inaccurate, misleading or otherwise in violation of the privacy or other rights of the student.
- To know that education records may be destroyed subject to the following exceptions: (a.) If there is an outstanding request to inspect and review the records. (b) Exceptional students (as defined by IDEA) records shall not be destroyed without parental consent.
- To know that the school system shall give full rights to either parent to inspect and review the education records of the student unless the school system has been provided with evidence that there is a legally binding document, state statute, or court order that specifically revokes those rights.
- To know that the school system must obtain written consent from the parent or eligible student before disclosing personally identifiable information from the education records of the student except to the extent that this notification authorizes disclosure without consent.
- To know a record is maintained of disclosures of personally identifiable information from the education records of a student and you as a parent or eligible student may inspect that record.
- To effectively receive information regarding student rights annually.
- To review the complete school system policy regarding the Procedures for the Collection, Maintenance and Disclosure of Student Data. A copy is available for review at the Marshall County Board of Education Office.
- To file a complaint with the United States Department of Education concerning alleged failures by the educational agency or institution to comply with the requirements of this policy.

* A student who has attained eighteen years of age, or is attending an institution of post-secondary education.

** Representatives of the Board of Education who are acting as agents on its behalf.

***Personnel of the school system who have direct contact with the student in regard to his/her overall education program.

MARSHALL COUNTY SCHOOLS MISSION

Marshall County Schools will provide a safe, supportive, and high quality learning environment that fosters intellectual, emotional, and social growth, empowering all to become confident, self-directed, lifelong learners in a continuously changing and competitive world.

**Marshall
County
Schools
Core
Beliefs**

- The future depends on the success of our students
- Every student, in different ways and at different rates, will be educated to the fullest potential.
- Mutual respect and shared responsibility are the keystones of learning.
- Continuous improvement is imperative to enable students to become confident, self-directed, lifelong learners.
- All students and employees are entitled to a safe and caring environment.
- Family and community involvement are vital to maintaining a high quality educational system.

- Exhibit professional behavior by showing positive examples of preparedness, communication, fairness, punctuality, attendance, language, and appearance.
- Contribute, cooperate, and participate in creating an environment in which all employees/students are accepted and are provided the opportunity to achieve at the highest levels in all areas of development.
- Maintain a safe and healthy environment, free from harassment, intimidation, bullying, substance abuse, and/or violence, and free from bias and discrimination.
- Create a culture of caring through understanding and support.
- Immediately intervene in any code of conduct violation, that has a negative impact on students, in a manner that preserves confidentiality and the dignity of each person.
- Demonstrate responsible citizenship by maintaining a high standard of conduct, self-control, and moral/ethical behavior.
- Comply with all federal and West Virginia laws, policies, regulations and procedures.

**Employee
Code
Of
Conduct**

ATTENDANCE

The Marshall County Board of Education believes that regular attendance is a requirement for the delivery of formal education to the county's public school students. The intent is to promote school attendance and meet the individual needs of students to help them reach their potential. Since programs of studies are planned and learning outcomes taught so that each day's work builds on work previously completed, all students are expected to attend school regularly and to be on time for classes.

Admission Requirements

The adult who seeks to enroll a student must present a certified copy (raised seal) of the student's birth certificate that has been issued by the state registrar of vital statistics or affidavit, immunization documentation, (proof of immunization against diphtheria, polio, pertussis, measles, rubella, and tetanus), signed suspension and expulsion document and any other documents required by federal, state, and/or local policies or code.

An absence is defined as not being physically present in the school facility for any reason.

Tardies, 1/2 day Absence

- Students in attendance at least 74% of the day will be reported as a full day attendance.
- Students in attendance at least 50% of the day will be reported as a half day attendance.

Excused Absence: Present to the school within three instructional (3) days of return to school.

- Illness or injury of the student requiring physician's verification.
- Medical and/or dental appointment which cannot be scheduled outside the school day when the absence is verified in writing by the physician or dentist.
- Illness of student verified by parents/guardian not to exceed ten (10) total days per year. Verification by a physician will be required if absences exceed ten (10) days per year.
- Illness or injury in family when student absence is verified as essential by physician.
- Legal obligation with verification.

All medical/legal excuses/verifications: Present to the school within three (3) instructional days of return to school.

- Calamity, such as fire in the home, flood, or family emergency upon approval by the school principal.
- Death in the family, limited three (3) days for each occurrence except in extraordinary circumstances. "Family" is defined as mother, father, brother, sister, grandmother, grandfather, aunt, uncle, brother-in-law, sister-in-law, brother's children, sister's children, student's child(ren), or any person living in the same household.
- Leaves of educational value adhering to these stipulations:
 - Prior approval of school administrator
 - Prior submission and approval of educational plan detailing objectives and activities
 - Leave not to exceed ten (10) continuous days - verification of implementation of the education plan upon student's return
 - Leave to extend more than ten (10) continuous days requires county board approval
- School approved curricular or extra-curricular activities.
- Failure of bus to run or extremely hazardous conditions.
- Observance of religious holidays with verification.
- Military visitation (limited to three (3) days with Attendance Director approval).
- Medical Chronic Illness (with physician verification).
- Home/hospital instruction that warrants home or hospital confinement.
- Students with disabilities addressed in accordance with Policy 2419.

Unexcused Absence

Any absence not meeting the above requirements shall be considered an unexcused absence. Suspension and employment (unless school associated program) are unexcused absences.

Missed Work for Absences

All students shall be given the opportunity to make up missed work due to school absences. Students shall have two days to make up missed work. Any exemption to this timeframe for extenuating circumstances must be approved by the principal and classroom teacher.

ATTENDANCE

Driver's License Requirement

Any student age 15-17 years of age, who is properly enrolled in a West Virginia public school, or who is a West Virginia resident enrolled in an out-of-state-school, or who is properly enrolled in an Exemption A, B, or K non-public school may request from the attendance director or chief administrator of the appropriate school system documentation of enrollment/attendance/behavior and academic progress status. This documentation must be provided on a form approved by the WVDE for presentation to the West Virginia Division of Motor Vehicles when making application for, or reinstatement of, an instruction permit or license to operate a motor vehicle.

No later than five days after following appropriate due process from the date of withdrawal, the attendance director or chief administrator of the school system shall notify the WVDVMV of the withdrawal from school of any student fifteen years of age, but less than eighteen years of age, except as provided in WV Code §18-8-11(d).

Withdrawal is defined as more than ten consecutive, or fifteen days total unexcused absences during a school year. Suspension or expulsion from school or imprisonment in a jail or a West Virginia correctional facility is not a circumstance beyond the control of the person. If suspended, the WVDVMV may not reinstate a license before the end of the semester following that in which the withdrawal occurred.

Marshall County Schools shall require a student to maintain satisfactory attendance (no unexcused absences or no more than 10 excused absences) during one complete semester following the revocation of his/her driver's license.

The attendance director or chief administrator of the school system shall notify the WVDVMV no later than five days from the end of the school year of any student who fails to maintain satisfactory academic progress, except when the withdrawal or failure to make satisfactory academic progress is due to circumstances outside the control of the student.

A student who has been denied a Driver's Eligibility Certificate or has received a revocation notice, shall be provided the opportunity, upon request, to have a hearing before the county superintendent of schools or his/her designee concerning whether the student's circumstance or circumstances are beyond the control of the student. If a student's withdrawal from school is beyond the control of the student and such student is applying for a license, the attendance director or chief administrator of the school system shall provide the student with documentation to present to the WVDVMV to excuse the student from the provisions of WV Code §18-8-11(d). The school district superintendent with the assistance of the county attendance director or any other staff or school personnel shall be the sole judge of whether such withdrawal is due to circumstances beyond the control of such person.

The superintendent, or his/her designee, shall provide a review process that allows students to have their Driver's Eligibility Certificate reinstated upon demonstration of satisfactory progress as follows:

Reinstatement requests related to withdrawal for unexcused absences shall be reviewed, as outline in WV §126CSR81, WVBE Policy 4110: Attendance, at the end of the semester following that in which the withdrawal occurred.

Reinstatement requests related to failure to make satisfactory academic progress shall be reviewed at the end of each school year for the purpose of reinstating the Driver's Eligibility Certificate.

Reinstatement requests related to withdrawal for suspension pursuant to WV Code §18A-5-1a and §18A-5-1b shall be reviewed after all disciplinary sentences have been severed for the purpose of reinstating the Driver's Eligibility Certificate.

PARENT LINK / BLACKBOARD COMMUNICATION

Marshall County Schools uses Parent Link (now part of Blackboard), an automated phone calling system to enhance communications among schools, parents, and the community. This system enables Marshall County Schools to alert parents within minutes of emergency situations, school closures, and dismissals. It also allows schools to send messages pertinent to school business and information that the schools believe is important to keep parents informed. **If you opt-out of these messages, you may opt-in by calling 1-855-502-7867 to add your phone number back on the list. You cannot opt-out of attendance or emergency calls. Schools cannot add your number back in for you—you must call from that number.**

RACE AND ETHNICITY

Since 1977, the United States Department of Education, along with the other Federal agencies, has been collecting aggregated student data on race and ethnicity for five categories (American Indian or Alaskan Native, Asian and Pacific Islander, Black or African American, Hispanic, and White).

In 1997, the Office of Management and Budget published new revised standards for the collection of data on race and ethnicity. In accordance with these standards, the U.S. Department of Education published final guidance in the Federal Register on the collection and reporting of racial and ethnic data by educational institutions and other grantees.

The 2007 final guidance allows individuals to self-identify their ethnicity and race, and permits individuals to select more than one race and/or ethnicity. This change authorized individuals to more accurately reflect their racial and ethnic background by not limiting responses to only one racial or ethnic category, and expands reporting options to seven categories (American Indian or Alaskan Native, Asian, Black or African American, Hispanic, Native Hawaiian or Other Pacific Islander, White, and Two or More Races).

The data with the new ethnicity and race categories will be used in the same manner that such information is currently used. For example, in the reporting and analyzing of test results.

Currently, Marshall County Schools asks families to provide information on students' race and ethnicity at the time of enrollment. In addition, an annual student profile is generated at the beginning of each school year and sent to each home to verify student data on record.

The student profile will provide families with the opportunity to make any changes to the race/ethnicity information currently on file with Marshall County Schools.

AIDS EDUCATION

In compliance with state and county policy, Aids Education shall be integrated into current programs of study such as health, science, developmental guidance, and social studies at all appropriate grade levels. The goal is to assist in the protection of students by providing them with the knowledge and skills necessary to avoid behavior that will put them at risk of infection with the human immunodeficiency virus (HIV). Guidelines, such as those published by the Centers for Disease Control and the January 29, 1988, MMWR shall be used in the curriculum development. The Marshall County AIDS curriculum and materials are available for parental examination. Marshall County Schools Aids policy may be viewed online at http://boe.mars.k12.wv.us/wp-content/uploads/sites/4/2015/05/CHAPTER_5_Health.pdf

ASBESTOS

In compliance with the Asbestos Hazard Emergency Response Act of 1986, Marshall County Schools hereby informs you of the availability of asbestos management plans for each school under the district's jurisdiction. In 1988, the required inspection for asbestos containing building materials in each school building was performed. The inspection findings and management plans have been placed on file in the Maintenance/Supply office located at 214 Middle Grave Creek Road, Moundsville, and each school administrative office. Arrangements may be made to view these plans during normal office hours by contacting the maintenance department at 304-843-4433.

The district will continue to take whatever steps are necessary in order to ensure that our children and employees have a healthy, safe environment in which to learn and work as well as to comply with federal, state, and local requirements.

MCKINNEY-VENTO HOMELESS EDUCATION PROGRAM

The federal McKinney-Vento Act and West Virginia state law and policy provide educational opportunities to students who meet the following definition of homeless. As a student, you may enroll in school if you live:

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

You may also:

Continue to attend the school in which you were last enrolled, even if you have moved away from that school's attendance zone or district (if feasible and in the best interest of the child);

Receive transportation from the current residence back to the school of origin;

Qualify automatically for Child Nutrition Program (Free and Reduced –Price Lunch and other district food programs); Participate fully in all school activities and programs for which you are eligible; and

Contact the district liaison to resolve any disputes that arise during the enrollment. Please notify the Attendance Director/Homeless Liaison if you or your child meet the above definition of homeless. If the county determines your child is eligible for Homeless Education services, you will be notified. **See the end of this bulletin for more information about homeless students' rights.**

Homeless Education

TEACHER QUALIFICATIONS

As a parent of a student in Marshall 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:

- Whether the West Virginia Department of Education has licensed or qualified the teacher for the grades and subjects he or she teaches.
- Whether the 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 Corey Murphy, Marshall County Personnel Director at 304-843-4400 ext. 311.

MARSHALL COUNTY SCHOOLS CALENDAR 2017-2018**August**

- 17 First Day of School for Students

September

- 4 No School Labor Day Holiday
- 18 End of IR1—PR1

October

- 17 End of first nine weeks—PR2

November

- 10 No School Veteran's Day Holiday
- 15 End of IR2—PR3
- 23-24 No School Thanksgiving Break

December

- 20 End of second nine weeks—first semester
- 21-31 No School Christmas Break

January

- 1 No School New Year's Day Holiday
- 2 No School CE Day
- 15 No School Martin Luther King Jr. Day Holiday

February

- 6 End of IR3—PR4

March

- 2 No School Outside School Environment
- 12 End of third nine weeks—PR5
- 30 No School Easter Break

April

- 2 No School Easter Break
- 13 End of IR4—PR6

May

- 7 No School Outside School Environment
- 8 No School Primary Election Day
- 22 Last Scheduled Day for Students
End of fourth nine weeks—second semester
- 28 No School Memorial Day Holiday

NOTE: This tentative schedule is subject to change. Days missed for inclement weather must be made up according to state laws and policies.

Check the county website for updates to the calendar. <http://boe.mars.k12.wv.us>

**Calendar
Adjustments
may occur
due to school
closings or
delays**

**In the event
that school
days need to
be recovered
due to
unscheduled
closings, days
will be taken
in this
preference:**

March 2

**May 7, 23,
24, ...**

**June 1, 4, 5,
6, 7, ...**

MARSHALL COUNTY SCHOOLS' WEBSITES

Marshall County Schools uses WVNET to host all our webpages, located below.

Marshall County Schools	http://boe.mars.k12.wv.us
John Marshall High	http://jmhs.mars.k12.wv.us
Cameron High	http://chs.mars.k12.wv.us
Moundsville Middle	http://mms.mars.k12.wv.us
Sherrard Middle	http://sms.mars.k12.wv.us
Cameron Elementary	http://cameron.mars.k12.wv.us
Central Elementary	http://central.mars.k12.wv.us
Center McMechen Elementary	http://mcmechen.mars.k12.wv.us
Glen Dale Elementary	http://glendale.mars.k12.wv.us
Hilltop Elementary	http://hilltop.mars.k12.wv.us
McNinch Primary	http://mcninch.mars.k12.wv.us
Sand Hill Elementary	http://sandhill.mars.k12.wv.us
Washington Lands Elementary	http://washingtonlands.mars.k12.wv.us
Gateway Achievement Center	http://boe.mars.k12.wv.us/gateway-achievement-center/
Technology Integration	http://marshall-k12.wvnet.edu/technology/ Learn about free Microsoft Office software here!
Alumni Pages	http://alumni.mars.k12.wv.us

We use LiveGrades.com for grades 3-12 to communicate student progress online. New parents and students can get login information from their school. Visit www.livegrades.com to activate your account or login after receiving information from your school. Student accounts and parent accounts carry over from last year to this year.

2017–2018 ASSESSMENTS

Name	Grade Levels	Description
Diagnostic Assessments for interventions	Pre-K - 12	Various assessments used by schools to assess the current level of students on various subjects to plan, manage, and deliver various instructional techniques to maximize learning on an individual basis.
WVGSA	3–11	The general summative assessment is aligned to the state approved content standards in the areas of English Language Arts (ELA), Mathematics and Science. The West Virginia General Summative Assessment will be administered online. This test is used to measure academic progress for students and schools in West Virginia.
Interims	3–11	ICA's – same blueprint as WVGSA and assess the same standards. IAB's – focus on smaller sets of targets and are more flexible to support instruction.
NAEP	4 , 8, 12	NAEP reports academic performance of West Virginia students and schools and enables the West Virginia Department of Education to chart where West Virginia as a state compares to the nation.

CHILD NUTRITION

Marshall County Schools participates in the National School Lunch and Breakfast Program. All schools provide breakfast and lunch daily to all children.

Marshall County School will continue to provide breakfast and lunch at no cost to students. Students will have access to healthy meals while at school. Good nutrition helps to promote better academic performance. The health and nutrition of our children continues to be a top priority for Marshall County Schools. NO applications will need to be completed to participate. The no charge breakfast and lunch program is a federal initiative through the USDA known as the Community Eligibility Option. This option and the \$300,000 provided by the excess levy allows Marshall County Schools to invest in the health and well being of our students. If a student wishes to purchase an extra milk, the cost will be .35 cents.



BREAKFAST AND LUNCH WILL BE PROVIDED DAILY TO ALL STUDENTS AT NO COST.

All prior year balances will be the obligation of the parent/guardian, and will be pursued by the Marshall County Board of Education.

The U.S Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish).

Persons with disabilities who wish to file a program complaint, please see information above on how to contact us by mail directly or by email. If you require alternative means of communication for program information (e.g., Braille, large print, audiotape, etc.) please contact USDA's TARGET Center at (202) 720-2600 (voice and TDD).

USDA is an equal opportunity provider and employer.

Good nutrition is a vital component of children's growth, development and learning. It also plays a significant role in the prevention of chronic diseases, such as heart disease, diabetes, cancer and osteoporosis. Eating fresh, healthy food helps kids learn better by improving their concentration and memory, and it helps them maintain a healthy weight.

The school environment is one of several settings that can influence children's food choices and eating habits. We want to ensure that the available food and beverage options are healthy and help youth eat food that meets dietary recommendations for fruits, vegetables, whole grains, and nonfat or low-fat dairy products.

A special dietary needs Medical Statement will need to be completed and on file for any meal modifications. Please visit www.mcsbfit.com to obtain the forms. ***If you are interested in promoting a healthy school environment that supports healthy eating and physical activity, please contact your school to become a member of the School Wellness Council.***

PROTECTION OF PUPIL RIGHTS

PPRA affords parents certain rights regarding our conduct in giving surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)-
 1. Political affiliations or beliefs of the student or student’s parent;
 2. Mental or psychological problems of the student or student’s family;
 3. Sex behavior or attitudes;
 4. Illegal, anti-social, self-incriminating, or demeaning behavior;
 5. Critical appraisals of others with whom respondents have close family relationships;
 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 7. Religious practices, affiliations, or beliefs of the student or parents; or
 8. Income, other than as required by law to determine program eligibility.
- *Receive notice and an opportunity to opt a student out of-*
 1. Any other protected information survey, regardless of funding;
 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- *Inspect*, upon request and before administration or use-
 1. Protected information surveys of students;
 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

Marshall County Schools has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Marshall County Schools will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Marshall County Schools will also directly notify, such as through U.S. Mail or email, parents of opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Marshall County Schools will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided and opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5901

TRANSPORTATION

Riding a bus other than the one(s) a student is assigned to is strictly prohibited unless prior permission has been received through the Transportation Office. Permission will not be granted for visiting other students. Permission must be requested by the parent/guardian of the student involved. Students who have split families must have permission to ride a bus to and from a residence other than the primary residence. Standing permission can be granted, but a letter must be on file at the Transportation Office. Parents requesting changes must send a letter to the driver stating the request, however a call must be made to the Transportation Office to have the request granted. A phone number where someone may be reached in case of an emergency or if a question arises must be provided. Requests are granted only to students who are enrolled to ride county buses.

Emergency School Closing Procedures

The Marshall County Board of Education and personnel throughout the county sincerely care about the well-being of the students. Their safety is of utmost importance. Emergency situations sometimes occur that warrant the closing of schools to protect their well-being.

Under What Conditions Are Schools Closed?

The primary reason for closing schools is unsafe road conditions caused by severe weather. Extreme snow, ice, cold, or flooding may result in cancellation of school. In addition, failure of mechanical or electrical equipment in schools, heating fuel shortages, epidemics, or other emergency situations could make it inadvisable to operate schools on certain days.

Who is responsible for making the decision to close schools because of emergency situations?

Chapter 18, Article 4, Section 10, relating to the School Laws of West Virginia, designates the Superintendent of Schools as the person to make the decision to close schools.

How does the Superintendent arrive at a decision to close schools?

Every effort is made to accurately assess the conditions of roads and school facilities. Efforts to determine road conditions begin with weather forecasts and information from the weather service during the night. Early in the morning, calls are made to the Marshall County Sheriff's Office and State Department of Highway's office to determine road conditions and the schedule for the caring of the roads. This information is followed by calls to bus drivers and parents in different areas of the county for local conditions. If the weather conditions do not permit the running of buses, the Superintendent and/or his staff close the schools, and all radio and TV stations are notified.

Will there ever be need of a delay or late schedule?

Yes, the Superintendent and/or his staff, after carefully considering the conditions of various roads as well as the forecasts of weather stations, may decide to run a delayed schedule in order to give the state road crews more time to clear the roads. With the delayed schedule all radio and TV stations will be notified. Buses will run on a two hour (one hour on Wednesdays) delay, allowing time for the roads to be cleared. All personnel as well as students will adjust their schedules accordingly.

How will days be made up that are lost because of school closings?

The Marshall County Schools calendar provides for specific make-up days for those lost due to the emergency closing of schools. When this becomes necessary, announcements will be made at the schools and through the local newspapers.

How are parents, students, and the community notified when schools are closed or delayed?

When the decision is made to close or delay schools, the ParentLink emergency phone messaging system will be employed. In addition, the following radio and television stations are notified to make the appropriate announcement:

WTRF-TV	Wheeling	Channel 7
WTOV-TV	Steubenville	Channel 9
WWVA—Radio	Wheeling	1170 AM
WOVK—Radio	Wheeling	98.7 FM
WKWK—Radio	Wheeling	97.3 FM
WOMP—Radio	Bellaire	1290 AM
WKKX—Radio	Wheeling	1600 AM
WRQY—Radio	Moundsville	96.5 FM

Emergency School Closing Procedures

More Emergency Information

Schools are on a regular schedule unless there is an announcement on the radio or TV stations. **Please do not call the stations, bus garage, or school officials**—this results in tying up the phone lines and essential calls cannot be made.

Can a bus driver make the decision to run his or her route?

Yes, since a decision has to be made by the Superintendent at such an early time and weather conditions can change drastically by the time school will begin, bus drivers are given the authority to make a second decision on their particular run if the road appears to be unsafe. The bus driver will notify his/her supervisor and other drivers as well as those children involved.

What specific things should parents do to assist school authorities in emergency situations?

- Have a radio and/or TV available to listen for announcements of closing of schools.
- Have accurate phone numbers registered at school with alternate numbers for all contacts.
- Do not call or have children call the central office, transportation department, or principals unless it's absolutely necessary. All available phone lines are needed by the schools and school board office to communicate with each other, with radio and TV stations, and with other consulting agencies.
- Unless the school principal or teacher is properly notified in advance, each child will be released from school to return home in the regular manner. Notification to the school of special procedures for a child to follow should be in writing and signed by the parent or guardian. School board policy prohibits releasing a child from the school to anyone except the child's parents or guardian unless specific permission is given by the parent or guardian to school authorities.

What procedure will be followed if school has been called off before the normal dismissal time?

Efforts will be made to keep all schools open for a full day; however, if a severe storm hits during the school day or weather forecasts call for dangerous conditions, it may be advisable to dismiss classes earlier than normal. When this occurs all radio and television stations will be notified and the emergency closing announcements will be made at the earliest possible time.

TRANSPORTATION—CONTINUED

STATE OF WEST VIRGINIA
STATE DEPARTMENT OF EDUCATION
OFFICE OF SCHOOL TRANSPORTATION
REGULATIONS FOR PUPILS TRANSPORTED IN SCHOOL BUSES
Policy 4336—Approved by the State Board of Education

OUTSIDE THE BUS

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

INSIDE THE BUS

- a. Be responsible for vandalism that occurs on a seat in which they ride.
- b. Keep the bus clean by not eating and drinking in the bus except when medically necessary.
- c. Change seats only with permission of the school bus operator when the bus is not in motion.
- d. Avoid unnecessary conversation with the bus operator.
- e. Keep head and arms inside bus windows at all times
- f. Report any open exit or released latch to the bus operator immediately.
- g. Provide enrollment information to the bus operator.
- h. No riding in stepwell or forward of front row of seats.
- i. No standing while bus is in motion, at any time a seat is available.
- j. No use of profane or obscene language.
- k. Do not open emergency exits, except during emergencies, unless directed by the school bus operator.
- m. Comply with the Student Code of Conduct policy.
 - 1. Students enrolled in West Virginia public schools shall behave in a manner that promotes a school environment that is nurturing, orderly, safe and conducive to learning and personal-social development.
 - 2. Students shall help create an atmosphere that is free from bullying, intimidation and harassment.
 - 3. Students shall demonstrate honesty and trustworthiness.
 - 4. Students shall treat others with respect, deal peacefully with anger, use good manners and be considerate of the feelings of others.
 - 5. Students shall demonstrate responsibility, use self-control and be self disciplined.
 - 6. Students shall demonstrate fairness, play by the rules, and will not take advantage of others.
 - 7. Students shall demonstrate compassion and caring.
 - 8. Students shall demonstrate good citizenship by obeying laws and rules, respecting authority, and by cooperating with others.

PERIODIC INSTRUCTION

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

EXPECTED BEHAVIOR IN SAFE AND SUPPORTIVE SCHOOLS POLICY

The Marshall County Board of Education adopts this policy to promote a safe and supportive, educational environment in every school. In adopting this policy, the Board of Education emphasizes the following points as applicable:

- A. Any conflict between this policy and state or federal law will be resolved by complying with state or federal law, where required as a matter of law.
- B. This policy does not supersede the rights as covered by the Individuals with Disabilities Education Act students by state or federal law or other West Virginia Board of Education policy.
- C. The Superintendent of Schools may institute administrative procedures and forms to implement this policy.
- D. The expectations outlined apply in Marshall County Schools during any education-sponsored event, whether in a classroom, elsewhere on school premises, on a school bus or other vehicle used for a school related event, or at a school-sponsored activity or event, whether or not it is held on school premises. These expectations apply to students, staff and public guests respectively as noted within the policy. The consequences of violating these expectations are as follows:
 - 1. Students will be subject to the interventions and consequences outlined in this policy.
 - 2. School staff will be subject to disciplinary and/or licensure action in accordance with West Virginia Code §§18A-2-8, 18A-3-2a, 18A-3-3 and 18A-3-6.
 - 3. Public guests in public schools will be subject to removal from school property/events and appropriate notification of local authorities as warranted.

All students, regardless of race, religion, national origin, language, gender, disability, marital status, parenthood, or pregnancy have the right to an equal education opportunity. Students are required by law to attend school regularly until their seventeenth birthday (**18th in Marshall County**); as long as they continue to be enrolled as a student after their seventeenth birthday; or until their graduation. A student who has not graduated may attend school until they are twenty-one.

Public schooling is tuition-free for all students. Marshall County Schools may charge tuition for out-of-state students and offered summer school and before/after-school programs, provided that any students whose parents, in the judgment of the board, are unable to pay such tuition, may attend at a reduced charge or without charge except for post secondary, community education, or adult preparatory programs. Students may be required to purchase their own equipment, such as instruments and costumes, for performance-based classes, such as band, orchestra, choir, dance and theatre. However, students shall not be denied participation in a class because their parents/guardians cannot afford to do so.

Student Inquiry and Expression—Marshall County Schools will not conduct, sponsor or endorse religious activities during school time. Individual students have the right to practice their own religion in a manner that does not interfere with the orderly conduct of classes and may form student groups with a religious focus that meet after school. Students have the right to be absent from school, on a reasonable basis, for religious instruction and/or for participation in religious activities. An opportunity must be provided for students to make up any work missed; however, it is the student's responsibility to make up such work pursuant to the policies established by the county.

Students are entitled to exercise appropriate speech while at school. Freedom of speech includes forms of expression other than vocal, provided this activity does not materially and substantially disrupt the work and discipline of the school or impinges upon the rights of other students. Schools may limit vulgar or offensive speech inconsistent with the school's responsibility for teaching students the boundaries of socially appropriate behavior. Students' off campus conduct that might reasonably be expected to cause disruption in the school may be prohibited or disciplined. This includes blogs and social media postings created for the purpose of inviting others to indulge in disruptive and hateful conduct towards a student or staff member.

Students have the right not to be compelled to participate in certain types of speech, such as reciting the Pledge of Allegiance. Students who choose not to participate in these ceremonies have the responsibility to respect the rights of those who do participate and must remain respectfully silent.

School sponsored student publications that are a part of the curriculum are subject to teacher editorial, control and therefore student speech may be regulated in a manner reasonably related to educational purposes.

If a school creates an open forum by allowing any student group whose purpose is not directly related to any class taught at the school to meet at the school, the school must allow religious, political, and/or philosophical group meetings as long as the meetings are voluntary, monitored by the school, and do not interfere with the conduct of school activities.

EXPECTED BEHAVIOR IN SAFE AND SUPPORTIVE SCHOOLS POLICY

Extra-Curricular Activities—Students must meet all state and local attendance requirements and maintain a 2.0 grade point average in order to participate in non-academic extra-curricular activities. Eligibility is determined for each semester by a student's grade point average for the previous semester. Those students participating in a TASC program whose grade point average for the last semester before entering into the program was below 2.0 grade point average may become eligible if they achieve a 2.0 average or better the mid-point of the second semester in the same manner as students enrolled in the regular curriculum as outlined in WVBE Policy 2436.10. Fees may be required to help support the cost of extra-curricular activities; however, the fees should be kept to a minimum in order to further equal opportunity for participation regardless of economic status. If fees are to be paid by a student who cannot afford those fees, school officials shall develop options that will allow the student to participate.

Privacy—Students have certain privacy rights regarding school records. Parent(s)/guardian(s) of students under eighteen years of age are entitled by law to inspect and review their child's school records. This right applies to both custodial and non-custodial parents. Students have these same rights if they are eighteen years of age or older. A guidance counselor or other school official may be needed to assist in interpreting the information in a student's permanent record file, but their assistance is not required. If a student or parent/guardian believes that information contained in an education record is inaccurate or misleading or violates the student's privacy or other rights, the student or parent/guardian may request that the records be amended. If the school does not amend the records, a hearing may be requested to challenge the content of the records. Except in certain instances, school officials may not release information from a student's records without the consent of a parent or guardian, or student if the student is eighteen years of age or older. For example, confidential medical information cannot be released without the consent of the parents or guardians or eligible students' specific written consent. However, under certain conditions, authorized persons or agencies may receive information without consent. For example, if school officials are served with a valid subpoena for student information, the parents or guardians must be provided notice prior to compliance with the subpoena in order that they may voice any objections in the venue that issued the subpoena. Directory information may be released without seeking prior consent of the parents or guardians unless they refuse to waive consent at the beginning of each school year after receiving notification by the school of their statutory rights under the law.

Protection from Unreasonable Searches and Seizures and Self-Incrimination—Search and seizures of lockers or students by school officials must be reasonable and based upon the information known by them at the time of the search. Personal property may be searched by those authorized where there is "reasonable suspicion" to believe that student property contains stolen articles, illegal items or other contraband as defined by law or by local board or school policy. Students also have a right under federal and state constitutions not to incriminate themselves about a crime when questioned on school grounds by an individual acting in the capacity of a law enforcement official. They are entitled to be informed of their right against self-incrimination if they are in a custodial setting. In other words, they are not at liberty to terminate the interrogation and leave. Students do not have a constitutional right against self-incrimination when being questioned by school officials or PRO Officers acting under the supervision of school officials who are investigating school related misconduct.

Child Abuse Prevention—Students have the right to grow up without being physically or sexually abused at school, in the home or the community. W.Va. Code §49-6A-2 requires teachers, counselors, nurses, or other professionals who suspect that a student is being abused to report the circumstances to the West Virginia Department of Health and Human Resources. Victims of abuse may seek the advice or assistance of a teacher, counselor, nurse, or other school professional. The school professional will assist students in getting needed help to prevent the abuse from recurring.

Safeguards—

- A. Marshall County Schools shall provide for the implementation of a preventive discipline program.
- B. Marshall County Schools shall provide in-service training for teachers and principals relating to assertive discipline procedures and conflict resolution.
- C. No Marshall County Schools property may be used for the advertisement of any tobacco or alcohol product.
- D. Groups using school facilities shall sign an agreement to comply with the environmental safeguards set forth in this policy.
- E. Parents and spectators will be informed by public address systems this policy remains in force on evenings, weekends and any other time that school is not in session.
- F. Corporal punishment of any student by a school employee is prohibited.

EXPECTED BEHAVIOR IN SAFE AND SUPPORTIVE SCHOOLS POLICY

Social Skill Standards—Marshall County Schools shall support and promote social and emotional learning in all settings. These social skill standards should serve as a framework for school-wide student behavior expectations as determined by each school faculty. These standards should include the core areas of self-awareness and self-management, social awareness and interpersonal skills, and decision-making skills and responsible behaviors. In order to achieve social and emotional learning standards, Marshall County Schools will address student development holistically and relate it to real-world functioning. The

following behaviors shall serve as the guide:

- A. Individual behaviors - observable actions that students can demonstrate independently without interaction.
- B. Initiative interaction - observable actions that require students to purposefully start social engagement.
- C. Responsive interaction - observable actions that require students to engage in reaction to social encounters.
- D. Work skills interactions - observable actions that require students to demonstrate social skills and dispositions that are expected in the workplace.

Alternative Discipline—The Board of Education supports the use of preventive discipline strategies and alternatives to punishment for student misconduct. It also values the involvement of parents/guardians in maintaining school discipline. In support of these goals;

- A. Marshall County Schools shall create alternative learning centers or expand its capacity for alternative placements, subject to funding, to correct disruptive student behaviors so disruptive students can return to a regular classroom without engaging in further disruptive behavior.
- B. Marshall County Schools shall provide training, technical assistance in research-based, effective models for violence prevention education (including the prevention of bullying, harassment, and intimidation), substance abuse prevention, as well as other programs and initiatives that include, but are not limited to, conflict resolution, peer mediation, responsible students program, positive behavior supports, and character education. Training, technical assistance and other support shall also be provided in the effective use of student assistance teams to identify students who are at risk and to develop interventions to assist such at-risk students in achieving school success.

Expected Student Behaviors Violations and Responses—This policy classifies student violations of expected student behaviors in four levels. Specific violations may be reclassified as Level I, II, III or IV depending on the severity or repetition of the violation. W.Va. Code requires that the principal shall suspend a student who commits a violation classified as a Level IV in this policy. Level III and IV violations are to be referred directly to the appropriate administrator because of the serious and/or unlawful nature of the misconduct. Each school may identify interventions that include, but are not limited to, examples provided in this policy to address Level I and II violations. The school principal or designee will receive complaints of violations of the Expected Behavior in Safe and Supportive Schools, and develop a procedure for acting upon those complaints. When a school employee observes any violations of the Expected Behavior in Safe and Supportive Schools outlined in this policy he/she shall immediately intervene and report the incident to the Principal or designee.

Level 1 Violations:

- 1. Cheating. A student will not plagiarize or copy the work of others or break rules to gain advantage in a competitive situation. Interventions for this inappropriate behavior may include academic sanctions in addition to other discipline.
- 2. Deceit. A student will not deliberately conceal or misrepresent the truth, deceive another or cause another to be deceived by false or misleading information.
- 3. Disruptive/Disrespectful Conduct. A student will not exhibit behavior that violates classroom/school rules, results in distraction and obstruction of the educational process or that is discourteous, impolite, bad mannered and/or rude. Behavior is considered disruptive and/or disrespectful if a teacher is prevented from starting an activity or lesson, or has to stop instruction to address the disruption.
- 4. Failure to Serve Detention. A student will not fail to serve an assigned detention of which students and/or parents/guardian have been notified.
- 5. Falsifying Identity. A student will not use another person's identification or give false identification to any school official with intent to deceive school personnel or falsely obtain money or property.
- 6. Vehicle parking violations. A student will not engage in improper parking of a motor vehicle on school property.
- 7. Inappropriate Display of Affection - Students will not engage in inappropriate displays of intimate affection, such as kissing or embracing.
- 8. Inappropriate Appearance. A student will not dress or groom in a manner that disrupts the educational process, or is detrimental to the health, safety or welfare of others. A student will not dress in a manner that is distractive or indecent, to the extent that it interferes with the teaching and learning process, including wearing any apparel that displays or promotes behavior and/or items prohibited by this policy.

EXPECTED BEHAVIOR IN SAFE AND SUPPORTIVE SCHOOLS CONT.

9. Possession of inappropriate personal property. A student will not possess personal property that is prohibited by school rules or that is disruptive to teaching and learning.
10. Tardiness. A student will not fail to be in his/her place of instruction at the assigned time without a valid excuse.
11. Skipping class. In accordance with WVBE Policy 4110 - Attendance, a student will not fail to report to the school's as signed class or activity without prior permission, knowledge or excuse by the school or by the parent/guardian.
12. Disruptive/Disrespectful Conduct - A student will not exhibit behavior that violates classroom/school rules, results in distraction and obstruction of the educational process or that is discourteous, impolite, bad mannered, and/or rude. Behavior is considered disruptive and/or disrespectful if a teacher is prevented from starting an activity or lesson, or has to stop instruction to address the disruption.

School Responses to Level I Violations—School administrators and staff may use appropriate intervention strategies, as determined by local policies, including, but not limited to, staff and student/parent conferences, auxiliary staff intervention and counseling programs, student programs for conflict resolution and peer mediation, and programs for anger management and violence prevention. Any of the following intervention strategies and disciplinary actions may be used as appropriate in response to the violation: Administrator/ student conference or reprimand; Administrator and teacher-parent/ guardian conference; Academic sanctions may be used to deny credit for work resulting from cheating; however, previously earned grades/credits may not be reduced; Counseling referrals and conference to support staff or agencies; Daily/weekly progress reports; Behavioral contracts; Change in the student's class schedule; School service assignment; Confiscation of inappropriate item; Revocation of privileges; Restitution/ restoration; Detention (lunch, before and/or after-school); Denial of participation in class and/or school activities; Immediate exclusion by teacher from the classroom with a recommended duration of one period/subject of the school day for the first exclusion; Voluntary weekend detention; In-school suspension; Out-of-school suspension for up to three days (West Virginia Code §18A-5-1 (d) prohibits the use of suspension solely for not attending class; Law enforcement notification if warranted.

Level II Violations:

1. Gang Related Activity. A student will not, by use of violence, force, coercion, threat of violence or gang activity, cause disruption or obstruction to the educational process. Gangs are defined as organized groups of students and/or adults who engage in activities that threaten the safety of the general populace, compromise the general community order, and/or interfere with the school district's educational mission. Gang activity includes: Wearing or displaying any clothing, jewelry, colors, or insignia that intentionally identifies the student as a member of a gang, or otherwise symbolizes support of a gang; Using any word, phrase, written symbol or gesture that intentionally identifies a student as a member of gang, or otherwise symbolizes support of a gang.; Gathering of two or more persons for purposes of engaging in activities or discussions promoting gangs.
2. Habitual Violation of School Rules or Policies. A student will not persistently, as defined by the county, refuse to obey the reasonable and proper orders or directions of school employees, school rules or policies.
3. Insubordination. A student will not ignore or refuse to comply with directions or instructions given by school authorities. Refusing to open a book, complete an assignment, work with another student, work in a group, take a test or do any other class- or school-related activity not listed herein, refusing to leave a hallway when requested by a school staff member, or running away from school staff when told to stop, all constitute insubordination/unruly conduct.
4. Leaving School Without Permission. A student will not leave the school building, campus of school activity for which the student is enrolled without permission from authorized school personnel.
5. Physical Fight Without Injury. A student will not engage in a physical altercation using blows in an attempt to harm or overpower another person or persons.
6. Possession of Imitation Weapon. A student will not possess any object fashioned to imitate or look like a weapon.
7. Possession of Knife not meeting Dangerous Weapon Definition (West Virginia Code §61-7-2). A student will not possess a knife or knife-like implement under 3½ inches in length. West Virginia Code §61-7-2 clarifies that a pocket knife with a blade 3½ inches or less in length, a hunting or fishing knife carried for sports or other recreational uses, or a knife designed for use as a tool or household implement shall not be included within the term "knife" as defined as a deadly weapon unless such knife is knowingly used or intended to be used to produce serious bodily injury or death.
8. Profane language/Obscene Gesture/Indecent Act Toward An Employee or a Student. A student will not direct profane language, obscene gestures or indecent acts towards a school employee or a fellow student. This inappropriate behavior includes but is not limited to, verbal, written, electronic and/or illustrative communications intended to offend and/or humiliate.

EXPECTED BEHAVIOR IN SAFE AND SUPPORTIVE SCHOOLS CONT.

9. Technology Misuse. A student will not violate the terms of WVBE Policy 2460, Safety and Acceptable Use of the Internet by Students and Educators.

School Responses to Level II Violations—Any of the following intervention strategies and disciplinary actions may be used as appropriate in response to the violation: Administrator/ student conference or reprimand; Administrator and teacher-parent/guardian conference; Referrals and conference to support staff or other therapeutic services; Daily/weekly progress reports; Behavioral contracts; Change in the student's class schedule; School service assignment; Confiscation of inappropriate item; Restitution/restoration; Before and/or after-school detention; Denial of participation in class and/or school activities; Immediate exclusion by teacher from the classroom with a recommended duration of one period/subject of the school day for the first exclusion, (West Virginia Code §18A-5-1) ; Voluntary weekend detention; In-school suspension; Out-of-school suspension with a recommended maximum of five (5) days. (West Virginia Code §18A-5-1 (d) prohibits the use of suspension solely for not attending class; The principal and/or superintendent may recommend placement in an Alternative Education program; Law enforcement notification if warranted.

Level III Violations—Violations in the Level III category are consistent with those addressed in W.Va. Code §18A-5-1a I and shall be reported immediately to the principal of the school in which the student is enrolled. The principal will address the violation following the procedures outlined in W.Va. Code §18A-5-1a, subsections (d) through (h).

1. Gambling. A student will not engage in any game of chance or contest wherein money or other items of monetary value are awarded to the winner, except for those games and contests authorized as official school functions.
2. Defacing school property/Vandalism. A student will not willfully cause defacement of or damage to property of the school or others. Actions such as writing in school textbooks or library books, writing on desks or walls, carving into woodwork, desks, or tables, and spray painting surfaces are acts of defacement. Examples of damage to school property include, but are not limited to, ruining bulletin boards, intentionally clogging the plumbing system, breaking light bulbs or fixtures, and damaging school equipment to the point where repair is necessary.
3. Fraud/Forgery. A student will not deceive another or cause another to be deceived by false or misleading information or sign the name of another person in order to obtain anything of value or defraud authorities.
4. Hazing. A student will not haze or conspire to engage in the hazing of another person. "Hazing" means to cause any action or situation which recklessly or intentionally endangers the mental or physical health or safety of another person or persons; causes another person or persons to destroy, damage, or remove public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in, any organization or activity, including both whether curricular, co-curricular or and extra-curricular activities.
5. Improper or Negligent Operation of a Motor Vehicle. A student will not intentionally or recklessly operate a motor vehicle on the grounds of any educational facility, parking lot, or at any school-sponsored activity, so as to endanger the safety, health or welfare of others.
6. Larceny. A student will not, without permission, take another person's property or have another person's property in his or her possession. Property valued at \$1,000 or more will increase this behavior to a Level 4 because it is considered a felony in accordance with West Virginia Code §61-3-13.
7. Sexual Misconduct. A student will not publicly and indecently expose themselves, display or transmit any drawing or photograph of a sexual nature, or commit an indecent act of a sexual nature on school property, on a school bus or at a school sponsored event.
8. Trespassing. A student will not enter upon the premises of the county school system property, other than to the location to which the student is assigned, without authorization from proper school authorities.
9. Harassment/Bullying/Intimidation. A student will not bully/intimidate/harass another student. According to West Virginia Code §18-2C-2, "harassment, intimidation or bullying" means any intentional gesture, or any intentional electronic, written, verbal or physical act, communication, transmission or threat that a reasonable person under the circumstances should know will have the effect of harming a student, damaging a student's property, placing a student in reasonable fear of harm to his or her person, and/or placing a student in reasonable fear of damage to his or her property; or is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or emotionally abusive educational environment for a student; or disrupts or interferes with the orderly operation of the school. An electronic act, communication, transmission or threat includes but is not limited to one which is administered via telephone, wireless phone, computer, pager or any electronic or wireless device whatsoever, and includes but is not limited to transmission of any image or voice, email or text message using any such device. Acts of harassment, intimidation, or bullying that are reasonably perceived as being motivated by any actual or perceived differentiating characteristic, or by association with a person who has or is perceived to have one or more of these characteristics, shall be reported using the following list:

EXPECTED BEHAVIOR IN SAFE AND SUPPORTIVE SCHOOLS CONT.

race; color; religion; ancestry; national origin; gender; socioeconomic status; academic status; gender identity or expression; physical appearance; sexual orientation; mental/physical/developmental/sensory disability; or other characteristic. When harassment, intimidation or bullying are of a racial, sexual and/or religious/ethnic nature, the above definition applies to all cases regardless of whether they involve students, staff or the public. Detailed definitions related to inappropriate behavior of this nature are as follows:

Sexual harassment consists of sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when submission to the conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education; or submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education; or creating an intimidating, hostile or offensive employment or educational environment. Amorous relationships between county board employees and students are prohibited. Sexual harassment may include but is not limited to: verbal harassment of a sexual nature or abuse; pressure or sexual activity; inappropriate or unwelcome patting, pinching or physical contact; sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats and/or promises concerning an individual's employment or educational status; behavior, verbal or written words or symbols directed at an individual because of gender; or the use of authority to emphasize the sexuality of a student in a manner that prevents or impairs that student's full enjoyment of educational benefits, climate/culture or opportunities.

Racial harassment consists of physical, verbal or written conduct relating to an individual's race when the conduct: has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment; has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or otherwise adversely affects an individual's employment or academic opportunities.

Religious/ethnic harassment consists of physical, verbal or written conduct which is related to an individual's religion or ethnic background when the conduct: has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment; has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or otherwise adversely affects an individual's employment or academic opportunities.

Sexual violence is a physical act of aggression or force or the threat thereof which involves the touching of another's intimate parts, or forcing a person to touch any person's intimate parts. Intimate parts include the primary genital area, groin, inner thigh, buttocks or breast, as well as the clothing covering these areas. Sexual violence may include, but is not limited to: touching, patting, grabbing or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex; coercing, forcing or attempting to coerce or force the touching of anyone's intimate parts; coercing, forcing or attempting to coerce or force sexual intercourse or a sexual act on another; or threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another; threatening or forcing exposure of intimate apparel or body parts by removal of clothing.

Racial violence is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, race.

Religious/ethnic violence is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, religion or ethnicity.

10. Battery against a student. A student will not unlawfully and intentionally injure another student.
11. Threat of injury/Assault Against an Employee, a Student. A student will not threaten (verbal or written) or attempt to injure, another student, a teacher, administrator or other school personnel. This included assault on a school employee defined in West Virginia Code §61-2-15.
12. False fire alarm—A student will not knowingly and willingly set off a fire alarm without cause.
13. Imitation drugs: Possession, Use, Distribution or Sale. A student will not possess, use, distribute or sell any substance that is expressly represented or implied to be a controlled substance or simulate the effect and/or the appearance (color, shape, size and markings) of a controlled substance.
14. Inhalant Abuse. A student will not deliberately inhale or sniff common products found in homes, schools and communities with the purpose of "getting high". The action may be referred to as huffing, sniffing, dusting and/or bagging.
15. Possession/Use of Substance Containing Tobacco and/or Nicotine. A student will not unlawfully possess, use or be under the influence of any substance containing tobacco and/or nicotine or any paraphernalia intended for the manufacture, sale and/or use of tobacco/nicotine products in any building/area under the control of a county school system, including

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all activities or events sponsored by the county school district. Special considerations according to WV Code 16-9A-4. No person (student, staff member or public guest) shall at any time use or distribute any tobacco or nicotine containing product on school property or during school sponsored events. Individuals supervising students off grounds are prohibited from distributing or using tobacco or nicotine containing products in the present of students. An exception shall be made to allow possession/use of approved nicotine replacement product for tobacco cessation. WVBE Policy 2422.8—Medication Administration must be followed in order for students to use such products on school property or at school sponsored events.

School Responses to Level III Violations—Level 3 behaviors are criminal offenses and therefore warrant formal law enforcement intervention which may result in issuance of a criminal citation, ticket, or summons, filing a delinquency petition, referral to a probation officer or actual arrest. In collaboration with law enforcement, the school shall also implement intervention strategies and meaningful consequences that promote and support appropriate behavioral changes. These strategies include but are not limited to: administrator/student conference or reprimand; administrator and teacher-parent/guardian conference; referral to support staff or agencies for counseling or other therapeutic services; notification of appropriate Health and Human Resources; daily/weekly progress reports; behavioral contracts; change in the student's class schedule; school service assignment; confiscation of inappropriate item(s); revocation of privileges; restitution/restoration; before and/or after-school detention; denial of participation in class and/or school activities; immediate exclusion by teacher from the classroom with a recommended duration of one period/subject of the school day for the first exclusion, (West Virginia Code §18A-5-1); voluntary weekend detention; in-school suspension; out-of-school suspension for up to ten (10) days; principal and/or superintendent recommended placement in an Alternative Education program; expulsion.

Upon receipt of a complaint of racial, sexual and/or religious/ethnic harassment or violence that has been substantiated through investigation, the appropriate school official shall take action appropriate to the status of the offender (student, staff or public guest). Such action for students may include all options listed above. Actions for staff may include but not be limited to, warning, suspension, termination, revocation of licensure, notification of law enforcement and/or human services. Actions for public guests may include but not be limited to removal from school property and school sponsored functions, notification of law enforcement and/or human services. The selection of appropriate interventions and consequences for substance abuse must be considered very carefully depending upon the severity of the behavior and potential safety concern for others in the school. The first action must be to conference with the parent/guardian and appropriate law enforcement representatives in an effort to direct the student to appropriate addiction services. Referral to tobacco cessation services/treatment and substance abuse treatment services shall be a priority intervention strategy for these behaviors.

Level IV Violations: Violations in the Level IV category are consistent with those addressed in W.Va. Code §18A-5-1(a) and (b). Level IV violations in this policy are aligned with definitions in W.Va. Code §61-6-17, 61-6-24, 18A-5-1, and in the Gun-Free Schools Act of 1994. These laws require that the principal, superintendent and county board address Level 4 behaviors in a specific manner as outlined in West Virginia Code §18A-5-1a.

1. **Battery against school employee.** A student will not commit a battery by unlawfully and intentionally making physical contact of an insulting or provoking nature with the person of a school employee as outlined in West Virginia Code §61-2-15b)
2. **Felony.** A student will not commit an act or engage in conduct that would constitute a felony under the laws of this state if committed by an adult as outlined in West Virginia Code §18A-5-1a(b)(i). Such acts that would constitute a felony include, but are not limited to, arson (West Virginia Code §61-3-1), malicious wounding and unlawful wounding (West Virginia Code §61-2-9), bomb threat (West Virginia Code §61-6-17), sexual assault (West Virginia Code §61-8B-3), terrorist act or false information about a terrorist act, hoax terrorist act (West Virginia Code §61-6-24) and grand larceny (West Virginia Code §61-3-13). Commitment of an act or engaged in conduct considered more serious than a misdemeanor and punishable by a more stringent sentence under the laws of this state if committed by an adult.
3. **Illegal Substance Related Behaviors.** A student will not unlawfully possess, use, be under the influence of, distribute or sell any substance containing alcohol, over-the-counter drugs, prescription drugs, marijuana, narcotics, any other substance included in the Uniform Controlled Substances Act as described in West Virginia Code §60A-1-101, et seq. or any paraphernalia intended for the manufacture, sale and/or use of illegal substances in any building/area under the control of a county school system, including all activities or events sponsored by the county school district. This includes violations of WVBE Policy 2422.8 - Medication Administration and instances of prescription drug abuse. The presence of any illegal drug and/or substance on a student in any amount or in any item belonging under the general control of the student (i.e., locker, automobile, etc.).

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4. Possession and/or use of Dangerous Weapon. According to W.Va. Code §18A-5-1a(a), a student will not possess a firearm or deadly weapon as defined in W.Va. Code §61-7-2, on any school bus, on school property or at any school-sponsored function as defined in W.Va. Code §61-7-11a. As defined in W.Va. Code §61-7-2, a “dangerous deadly weapon” means any device intended to cause injury or bodily harm, or any device that is used primarily for self-protection. Dangerous weapons include, but not be limited to, blackjack, gravity knife, knife, knife-like implement, switchblade knife, nunchaku, metallic or false knuckles, pistol, or revolver. A dangerous weapon may also include the use of a legitimate tool, instrument, or equipment as a weapon including, but not limited to, pens, pencils, compasses, or combs, with the intent to harm another.

School Responses to Level IV Violations—Level IV violations in this policy are those violations addressed in W.Va. Code §18A-5-1a-subsection (a), (b) that require the mandatory suspension of the student by the principal from school, or from transportation to or from the school on any school bus, after an informal hearing pursuant to subsection (d) of W.Va. Code §18A-5-1a. When a principal has notified the superintendent of a student’s suspension for battery on a school employee, possession of a deadly weapon, or sale of a narcotic drug pursuant to W.Va. Code §60A-1-101, on a school bus, on the premises of an educational facility or at a school-sponsored function, the principal shall recommend the student’s expulsion to the superintendent. The superintendent, in turn, shall recommend to the county board that the student be expelled. Upon such recommendation to the county board by the superintendent, the county board shall conduct a hearing in accordance with W.Va. Code §18A-5-1a subsections (e), (f), and (g), to determine if the student committed the alleged violation. If the county board finds that the student did commit the alleged violation, the county board shall act as prescribed for each respective Safe Schools violation delineated in Chapter 5, Section 2, Level 4 of West Virginia State Policy 4373.

Use of Physical Punishment Prohibited—West Virginia Code §18A-5-1(e) prohibits school employees from using corporal (bodily) punishment on any student. No physical punishment of any kind can be inflicted upon a student. This includes: hitting or striking a student on their physical person; requiring physical activity as a punishment (this does not apply to physical activity within the structure and context of extracurricular activities); use of noxious stimuli (e.g. pepper spray), denial of food or water or other negative physical actions to control behavior; and seclusion - a removal in which a student is left unsupervised in a dark area or in any space as an intervention or consequence to inappropriate behavior.

Use of Restraint—Restraint is defined as the use of physical force to significantly restrict the free movement of all or a portion of a student’s body. Emergency is defined as a situation in which a student’s behavior poses a threat of imminent, serious physical harm to the student or others or serious property destruction. Reasonable force may be used to restrain a student from hurting himself/herself or any other person or property. All students, including students with disabilities, must be treated with dignity and respect. Behavior interventions and support practices must be implemented in such a way as to protect the health and safety of the students and others. When the use of physical restraint is necessary, the following guidelines must be followed: restraint shall be limited to the use of such reasonable force as is necessary to address the emergency. Procedures and maneuvers that restrict breathing (e.g. prone restraint), place pressure or weight on the chest, lungs, sternum, diaphragm, back, neck or throat, or may cause physical harm are prohibited; restraint shall be discontinued at the point at which the emergency no longer exists; restraint shall be implemented in such a way as to protect the health and safety of the student and others; restraint shall not deprive the student of basic human necessities; appropriate (intended use) utilization of mechanical restraints such as seat belts or feeding tables when applied for their intended purpose is not prohibited; however, the application of mechanical restraint is prohibited as an intervention or consequence for inappropriate behavior. School employees and/or independent contractors who, as determined by the principal, may need to use restraint shall be provided training according to the following requirements: A core team of personnel in each school must be trained annually in the use of a nationally recognized restraint process. The team must include an administrator or designee and any general or special education personnel likely to use restraint; personnel called upon to use restraint in an emergency and who have not received prior training must receive training within 30 days following the use of restraint if the principal determines that there is a reasonable likelihood that the situation leading to the use of restraint will reoccur; training on use of restraint must include prevention and de-escalation techniques and provide alternatives to the use of restraint; all trained personnel shall also receive instruction in current professionally accepted practices and standards regarding behavior interventions and supports. The following guidelines for documentation/notification of the use of restraint must be followed: Within one hour immediately following the use of restraint, the principal or designee must be provided verbal and written notification that restraint was used on a given student with a description of the restraint process used; a good faith effort shall be made to verbally notify the \ parents/guardian regarding the use of restraint that same day; written notification of the use of restraint must be placed in the mail or otherwise provided to the parent/guardian within one school day; written documentation regarding the use of restraint must be placed in the student’s official school record. The information must be available to determine the relationship of a

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students behavior as it impacts the student's learning and/or the creation or revision of a behavior intervention plan within one school day. Written notification to the parents/guardian and documentation to the student official school record shall include the following: name of the student; name of the staff member(s) administering the restraint; date of the restraint and the time the restraint began and ended; location of the restraint; narrative that describes antecedents, triggers, problem behavior(s), rationale for application of the restraint and the efforts made to de-escalate the situation and alternatives to restraint that were attempted; and documentation of all parental contact and notification efforts.

Guidelines for Specific Responses to Inappropriate Behavior- According to W.Va. Code §18A-5-1, a teacher or bus driver may exclude from a classroom or bus any student who displays one or more of the inappropriate behaviors outlined in this policy. Exclusion occurs when the teacher or a bus driver excludes from a classroom or bus any student who displays one or more of the inappropriate behaviors outline in this policy and places the student under the control of the school principal or the principal's designee. The principal or designee in each school should establish procedures for alerting the principal or designee of the exclusion, and for physically transferring control of a student from the teacher or bus driver. If, while a student is excluded and under the control of the principal or designee, the principal or designee finds that disciplinary action is warranted, the principal or designee shall give to the student's parent/guardian written notice and, if possible, telephonic notice, of the disciplinary action. Except in the case of suspension or expulsion from school, the notice needn't precede the discipline. An excluded student may not be readmitted to the classroom or school bus until the principal or designee: certifies to the teacher, in writing, that the student may be readmitted, and specifies the specific type of disciplinary action, if any, that was taken. When a teacher or school bus driver excludes the same student from the classroom two times in one semester and after exhausting all reasonable methods of classroom discipline provided in the school discipline plan the student may be readmitted to the teacher's classroom only after: the principal, the teacher, and, if possible, the student's parent/ guardian have held a conference to discuss the student's disruptive behavior patterns; the teacher and the principal agree on a course of discipline for the pupil; and the student's, parent/guardian is informed of the course of action. If, after following these steps, a student's disruptive behavior persists, the teacher may request that the principal transfer the student to another educational setting. Bus drivers must follow the guidelines outlined in WVBE Policy 4336 – West Virginia School Bus Transportation Policy and Procedures Manual. When the bus driver excludes a student from the school bus, the driver shall notify the student and the student's principal. The principal/designee shall notify the student's parent/guardian. All students shall be transported until the parent/guardian has been properly notified of the exclusion. The principal/designee shall notify the parent/guardian when their child may resume riding the bus. If the inappropriate behavior persists, the student may have his/her rights to transportation services suspended for the remainder of the year, to the extent feasible. A student must be given the opportunity to make up any classroom work missed by reason of exclusion from class.

Guidelines for Suspension— Suspension is considered a temporary solution to a violation of the inappropriate behavior until the problem that caused the suspension is corrected. The length of a suspension should be short, usually one (1) to three (3) school days, but may extend to ten (10) school days. If suspension is warranted the following procedures shall be followed: the student is entitled to an informal hearing when faced with a suspension of ten (10) days or less. At this hearing, the principal must explain why the student is being suspended, and the student must be given the opportunity to present reasons why he/ she should not be suspended. However, a student whose conduct is detrimental to the progress and general conduct of the school may be suspended immediately and a hearing held as soon as practical after the suspension; If the principal decides to suspend the student from school, or from transportation to or from school on any school bus, the principal must promptly notify the parent(s)/guardian(s) and give written notice of the time and conditions of the suspension to the Superintendent of Schools. A student must be given an opportunity to make up schoolwork missed by reason of suspension. A student may not be suspended from school solely for not attending class. A student may not participate in any school-sponsored activities, or be permitted on school grounds during the period of suspension. A suspension of more than ten (10) days requires a formal hearing before the county board of education. Procedures the school and county must follow when dealing with suspensions of more than ten (10) days are outlined in W.Va. Code §18A-5-1 and §18A-5-1a and include: parent(s)/guardian(s) must be informed in writing of the charges against their child, including a summary of the evidence upon which the charges are based; upon the student's/parent/guardian's request, a formal hearing must be scheduled before the county board of education; students are entitled to be represented or advised during the proceedings by a person or persons of their choosing, including legal counsel; students are entitled to be given reasonable time to prepare for the hearing. The county superintendent, upon recommendation by the principal, may recommend that a county board of education expel a student from school if the student's conduct is judged to be detrimental to the progress and general conduct of the school as outlined in W.Va. Code 18A-5-1a subsection (b),(c).

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In all cases involving expulsion, the student is entitled to formal due process procedures if the county board of education agrees to act upon recommendations to expel a student from school. These procedures are outlined in W.Va. Code §18A-5-1 and §18A-5-1a.

Expulsion—Upon recommendation by the superintendent for expulsion, the Marshall County Board of Education shall conduct a hearing to determine if the student committed the alleged violation. If the board finds that the student did commit the violation, the board shall act as prescribed for each respective Safe Schools violation delineated in Chapter 4, Section 2, Level 4 of West Virginia Board Policy 4373. The county board shall issue written notice which states the charges and the recommended disposition to be served upon the student and his or her parent(s), guardian(s) or custodian(s). The notice shall include the date and time at which the hearing shall be held (within ten days of the beginning of the suspension). If the county board will attempt to establish the student as a dangerous student, the notice must state this intention and include any evidence which will be used to assert this claim. The county board shall hold the scheduled hearing to determine if the student should be reinstated or expelled from school and if to determine if the student is a dangerous student. At any hearing before the board, the student may be represented by counsel, may call his or her own witnesses to verify his or her version of the incident and may confront and cross-examine witnesses supporting the charge against him or her. The hearing shall be recorded by mechanical means unless recorded by a certified court reporter. The hearing may be postponed for good cause shown by the student but he or she shall remain under suspension until after the hearing. At the conclusion of the hearing the county board shall either order the student reinstated immediately at the end of his or her initial suspension; suspend the student for a further designated number of days; or expel the student from the public schools of the county. A county board that did not intend prior to a hearing to assert a dangerous student claim, that did not notify the student prior to the hearing that a dangerous student determination would be considered and that determines through the course of the hearing that the student may be a dangerous student shall schedule a second hearing within ten days to decide the issue. The hearing may be postponed for good cause shown by the student, but he or she remains under suspension until after the hearing. A county board that expels a student, and finds that the student is a dangerous student, may refuse to provide alternative education. However, a hearing for the purpose of reexamining whether or not the student remains a dangerous student and whether the student shall be provided alternative education shall be conducted every three months for so long as the student remains a dangerous student and is denied alternative education. If it is determined during any of the hearings that the student is no longer a dangerous student or should be provided alternative education, the student shall be provided alternative education during the remainder of the expulsion period. The superintendent may apply to a circuit judge or magistrate for authority to subpoena witnesses and documents in a proceeding related to a recommended student expulsion or dangerous student determination. If the authority to subpoena is granted, the superintendent shall subpoena the witnesses, documents or both. Any hearing may be postponed: (1) For good cause shown by the student; (2) when proceedings to compel a subpoenaed witness to appear must be instituted; or (3) when a delay in service of a subpoena hinders either party's ability to provide sufficient notice to appear to a witness. A student remains under suspension until after the hearing in any case where a postponement occurs. Marshall County Schools Board of Education must report the number of students determined to be dangerous students to the State Board of Education. The state board will compile the county boards' statistics and shall report its findings to the Legislative Oversight Commission on Education Accountability. Students may be expelled for a period not to exceed one school year, except that if a student is determined to have violated the provisions of §18A-5-1a(a) (battery on a school employee, possession of deadly weapons, or sale of a narcotic drug on a school bus, on the school premises or at a school-sponsored function, the student shall be expelled for a period of not less than twelve consecutive months. The superintendent may lessen the mandatory period of twelve consecutive months for the expulsion of the student if the circumstances of the student's case warrant. Upon the reduction of the period of expulsion, the superintendent shall prepare a written statement setting forth the circumstances of the student's case which warrant the reduction of the period of expulsion. The superintendent shall submit the statement to the county board, the principal, the faculty senate and the local school improvement council. The superintendent may use the following factors as guidelines in determining whether or not to reduce a mandatory twelve-month expulsion: the extent of the student's malicious intent; the outcome of the student's misconduct; the student's past behavior history; and the likelihood of the student's repeated misconduct. In all hearings, facts shall be found by a preponderance of the evidence. All actions taken must be in compliance with the federal provisions of the Individuals with Disabilities Education Act, 20 U.S.C. §1400 et seq. Each expulsion imposed upon a student shall be recorded in WVEIS. A student may not participate in any school-sponsored activities, or be permitted on school grounds during the period of expulsion. West Virginia Code §18A-5-1 and §18A-5-1a requires mandatory out-of-school suspension by the principal and mandatory expulsion for a period of not less than twelve (12) consecutive months by the county board of education for possession of a deadly weapon, battery of a school employee, or sale of a narcotic drug. The Superintendent will determine the appropriate educational placement for students who have been suspended or expelled from a public or private school, who are residing in Marshall County, unless they have been determined to be a "dangerous student" under the procedures set forth in West Virginia Code §18A-5-1a.

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Considerations for Students with Disabilities, Students not yet Determined Eligible for Special Education and Students with 504 Plans— When considering exclusion from the bus or suspension or expulsion from school or the bus for students with disabilities, students not yet determined eligible for special education (i.e. students currently engaged in the eligibility process beginning with a Student Assistance Team referral) or students with 504 plans, refer to WVBE Policy 2419 - Regulations for the Education of Students with Exceptionalities, Chapter 7 for specific guidelines related to protections which may be warranted for these students.

Alternative Education for Disruptive Students—The purpose of the alternative education program is to provide a safe and orderly learning environment and meet the educational needs of disruptive students. Marshall County Schools shall adopt policies and procedures concerning the alternative education program including but not limited to: goals of the program; eligibility criteria and process for placement of students in the program including the composition of the Alternative Education Placement Team; involvement of parents and community agencies; length and time of day the after-hours/night school program operates; if applicable; plan for awarding of credits; behavioral management plan as an alternative to the county's discipline policy, if applicable; staffing plan, personnel qualifications and class size limits; Criteria for completion of the alternative education program or reentry into regular education; and Performance measures and process for program evaluation. Students who have been expelled must be placed in an alternative education program unless found to be a dangerous student under the procedures set forth in West Virginia Code §18A-5-1a. Placement decisions, excluding short-term in-school suspensions, shall be made by an Alternative Education Placement Team. Marshall County Schools shall provide for the opportunity for parents to participate in the placement team meeting. The placement team shall develop a student's written plan which includes academic courses and behavioral components, criteria for re-entry to the regular school program and provisions for periodic review of the student's progress at least on an annual basis. The team for all students with disabilities shall be the IEP team and the written plan shall be the IEP.

Curriculum—Marshall County Schools shall have an identified written curriculum for alternative education programs based upon State Board of Education approved instructional goals and objectives. The curriculum shall also include a component for teaching and learning responsible behavior. In addition, Marshall County Schools shall provide for the participation of staff certified in the core subject areas in the development of the academic curriculum and the assessment measures to determine mastery of instructional goals and objectives.

Instruction—Marshall County Schools shall deliver instruction in accordance with the following standards: instructional activities shall be consistent with the written curriculum and appropriate for the students' developmental levels; instructional materials shall be age appropriate, functionally appropriate, and of high interest level for students; the program shall provide for individualized instruction and accommodate the entry and exit of students; curricular and instructional practices shall reflect high expectations for students; the instructional program shall be delivered in a climate/culture conducive to learning; and sufficient instructional materials, supplies, and equipment shall be available to deliver the instructional program.

State Assessment Program—Students enrolled in alternative education programs shall participate in the State Assessment Program, in accordance with WVBE Policy. The test scores for these students shall be counted in the results of the home county school of referral.

Support Services—Students in alternative education programs shall receive school counseling services and/or other support services such as school social work or psychological services as indicated in the student's written plan.

Special Education—Marshall County Schools shall comply with applicable state and federal laws and regulations in the education of exceptional students placed in alternative education programs.

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Licensure—A teacher assigned to deliver the academic subjects within an alternative education program must possess a West Virginia professional teaching certificate in any area. A Temporary Authorization valid for one year shall be granted to the successful candidate(s) for the alternative education program position(s). The superintendent must verify that the applicant possesses the required competencies. The Temporary Authorization may be renewed each year based on the applicant's continued employment in an alternative education program.

Day-School Programs—Absent expulsion, a student attending an alternative education day school program shall have the opportunity to receive a full-time instructional program and full instructional day.

Home-Based Programs for Disruptive Students—Marshall County Schools may provide home-based programs solely for students expelled under the Productive and Safe Schools Act (West Virginia Code [§18A-5-1a](#)) or for disruptive students who meet the eligibility criteria for Home/Hospital Instruction under WVBE Policy [2510](#).

Units of Credit—Marshall County Schools shall grant units of credit for work satisfactorily completed in an alternative education program. Units of credit based upon mastery of performance criteria may be granted as an alternative to the standard units of credit.

Program Completion—Students may complete an alternative education program in one of the following manners: fulfillment of the criteria for re-entry into the regular school program; completion of regular high school graduation requirements and awarding of a regular high school diploma from the home county school of referral; completion of identified performance criteria leading to a high school diploma; or completion of a TASC in accordance with WVBE Policy 2444.4

Accountability for Results—Marshall County Schools shall conduct an annual evaluation of the effectiveness of the program(s). The evaluation of the effectiveness of alternative education programs shall focus upon the impact of the program on student performance and results using indicators such as: academic gains; reduction in dropout rates; reduction in incidences requiring disciplinary action; improvement in attendance rates; rates of successful program completion and return to the regular school program; rates of successful completion of vocational training programs; rates of successful completion of high school graduation or attainment of a TASC; and rates of successful job placement and job retention.

Persistently Dangerous School—Any Marshall County School will be classified as a persistently dangerous school if the school has, for two consecutive years, substantiated specific violations that exceed 5% of the total number of students enrolled in the school based on the school's second month enrollment. Violations used in determining persistently dangerous school status are; battery on a school employee as defined in West Virginia Code §61-2-15, commission of an act that would constitute a felony under the laws of the state on the premises of an educational facility, at a school sponsored function or on a school bus, possession of a firearm or deadly weapon as defined in West Virginia Code §61-7-2 on the premises of an educational facility, at a school sponsored function or on a school bus, or sale of a narcotic drug as defined in West Virginia Code §60A-1-101 on the premises of an educational facility, at a school sponsored function or on a school bus. Marshall County Schools will provide targeted assistance for any school that for two consecutive years has substantiated Level 4 behaviors that exceed 3% of the total number of students enrolled based on the school's second month enrollment. Marshall County Schools will immediately develop a corrective action plan for any school that is identified as persistently dangerous school, submit it to the West Virginia Department of Education, and implement the plan in a timely manner. Marshall County Schools will conduct a timely notification process to inform parents of each student attending a school identified as persistently dangerous of this; provide the opportunity for students to transfer to a safe public school within the county school district; and complete the transfer process for all students wishing to transfer. The West Virginia Department of Education will provide targeted assistance for any school that for two consecutive years has substantiated violations of the level classifying a school as a persistently dangerous school that exceeds 3.75% of the total number of students enrolled based on the school's second month enrollment.

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Dissemination of Policy and Training—This policy shall appear in the student and staff handbooks and if no handbook is available, a copy will be distributed to all students, faculty, and staff. This policy shall be made readily available to the public in written and electronic format. Marshall County Schools and/or each School will develop and implement training for students and staff on these regulations and on means for effectively promoting the goals of this policy. The training must include the different types of harassment, intimidation, bullying, cyber-bullying, “sexting” or assault, how it manifests itself, the devastating emotional and educational consequences, and its legal consequences. Marshall County Schools will implement multicultural education programs for faculty, staff and students to foster an attitude of understanding and acceptance of individuals from a variety of cultural, ethnic, racial and religious backgrounds. The county shall review this policy at least bi-annually for compliance with state and federal law and West Virginia Board of Education policy.

Implementation of Policy—Marshall County Schools shall address within the Student Support Goal of the strategic plan objectives for policy implementation that ensures each school incorporates the following: use of pro-active strategies to develop and support positive behavior in students; application of data-driven continuous school climate/culture improvement activities that reflect the particular needs of students and staff members to study, learn and work in a positive school climate/culture; and application of appropriate and consistent interventions for all forms of inappropriate behaviors.

Each school shall: establish a leadership team (may be an existing team) to manage the design, monitoring and improvement of school climate/culture; establish a process to gain school-wide input and commitment to school climate/culture improvement from students, staff, parents and community; develop school-wide priorities for Policy 4373; analyze school climate/culture data annually; make data driven improvement decisions based on analysis of consistently tracked student behaviors; implement school-wide plans that provide appropriate interventions to support and reinforce expected behaviors; implement programs/practices that promote youth asset development to support expected student behaviors, positive education and health outcomes; implement comprehensive and effective intervention programs/practices that target identified behaviors that are disruptive to the educational process and that place students at higher risk of poor education and health outcomes; develop appropriate and reliable referral procedures for intensive intervention that enlist school and community partnerships; and evaluate school climate/culture improvement processes and revise as needed.

Procedures for Reporting Action on Substantiated Incidents— All inappropriate behaviors as described in this policy, shall be reported through: teacher level documentation that shall include inappropriate behavior leading to interventions, consequences and/or referrals to the principal; principal level documentation that shall include all teacher level documentation as well as additional entry for administrative disciplinary actions. This data shall be entered into WVEIS by the principal and/or other authorized staff; superintendent level documentation that shall include actions by the Marshall County Board of Education resulting from expulsion hearings. This data shall be entered into WVEIS by the superintendent and/or other authorized staff.

Evaluation of Effectiveness —Marshall County Schools shall annually review data related to this policy that shall include: summary data for incidents of inappropriate behavior and intervention; responses to incidents; required LSIC reports; trend analysis from school climate/culture survey tools (as available); impact data related to school climate/culture improvement strategies within county and school strategic plans; and impact data from training and staff development offered by the county, RESA and/or WVDE. Each school shall annually review data to determine the effectiveness of their implementation plan. The LSIC shall develop and deliver a report (adhering to all applicable student privacy regulations) to the county superintendent (council on productive and safe schools) that includes: Guidelines for the instruction and delivery of interventions for students who have been excluded from the classroom, suspended from the school or expelled from the school. The guidelines shall include descriptions/recommendations for in-school programs with alternative settings and/or schedules, a system to provide effective communication and coordination between school and local emergency services agencies, preventive discipline strategies and student involvement strategies. Findings from an examination of school discipline procedures including disciplinary measures used at the school along with a documented assessment of fairness and consistency of disciplinary actions. The superintendent (or designee) shall respond to the LSIC in writing within 10 days of receiving the report. The county board shall retain and file all such correspondence for public review.

EXPECTED BEHAVIOR IN SAFE AND SUPPORTIVE SCHOOLS CONT.

Complaint Procedures —All violations of the Expected Behavior in Safe and Supportive Schools observed by school employees, public guests, or by students must be reported to the principal or appropriate personnel for appropriate action to be taken as specified in this policy. Employee failure to report a violation is addressed in West Virginia Board of Education Policy 5310, W.Va. Code §126CSR142 (Performance Evaluation of School Personnel). A person who believes he or she has been the victim of inappropriate behavior as outlined in this policy violation or any person with knowledge or belief of conduct, which may constitute a violation of the Student Code of Conduct the Expected Behavior in Safe and Supportive Schools policy, may report the alleged acts immediately to the appropriate officials. Nothing in this policy shall prevent any person from reporting violations directly to the county superintendent, as appropriate, or to the West Virginia Human Rights Commission, or to a law enforcement agency. These procedures do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the West Virginia Human Rights Commission, initiating civil action or seeking redress under the state criminal statutes and/or federal law. Nothing in this policy shall prevent any person from reporting racial, sexual, religious/ethnic harassment or violence; bullying, harassment, or intimidation; or assault directly to the county superintendent, RESA executive director or the state superintendent, as appropriate, or to the West Virginia Human Rights Commission, or to a law enforcement agency. Marshall County Schools will implement procedures for investigating, reporting, responding, and devising consequences for the failure of the employee to appropriately respond to violations of West Virginia Board of Education Policy 4373, W.Va. Code §126CSR99 (Expected Behavior in Safe and Supportive Schools) are in accordance with West Virginia Board of Education Policy 5310, W.Va. Code §126CSR142 (Performance Evaluation of School Personnel) in a manner that promotes understanding and respect.

Right to Alternative Complaint Procedures —These procedures do not deny the right of any individual to pursue other avenues of recourse, which may include filing charges with the West Virginia Human Rights Commission, initiating civil action or seeking redress under the state criminal statutes and/or federal law.

Investigation Procedures —The principal shall upon receipt of a report or complaint of a violation of the Expected Behavior in Safe and Supportive Schools shall immediately conduct an investigation of the alleged violation. The school system may also designate a third party to investigate in accordance with W.Va. state policy 4373 and procedures developed therein. The investigation must, at a minimum, consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and review of circumstances deemed pertinent by the investigator. When any student is to be interviewed in connection with an investigation pursuant to a Level III or IV violation, a reasonable effort shall be made to contact the student's parent, custodian, or guardian and invite them to be present during such interview, provided such parental notification does not compromise overall school/student safety. Parental notification is encouraged at Level II and discretionary at Level I.

The principal shall immediately take such reasonable steps as necessary, to protect the complainant, students, teachers, administrators or other personnel pending completion of an investigation of an alleged policy violation.

The principal shall determine whether the alleged conduct constitutes a violation of this policy or W.Va. Code §18A-5-1a. In determining the appropriate response and/or consequences for a Level I, II, or III violation, the principal, superintendent or local board of education should consider the surrounding circumstances, the nature of the behavior, past incidents or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances. The investigation will be completed as soon as practicable but no later than 10 school days following the reported violation. The investigator shall make a written report to the principal upon completion of the investigation. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy. The report shall be recorded and filed at the school level. The result of the investigation of each complaint filed under these procedures will be reported in writing to the complainant or his/her legal guardian by the principal or his/her designee. Confidentiality of the filing of complaints, the identity of subjects and witnesses of any complaint and of any action taken as a result of such complaint is essential to the effectiveness of this policy. Only those individuals necessary for the investigation and resolution of the complaint shall be given information about it. Therefore, the right of confidentiality of complainants, subjects, witnesses, and investigators will be vigorously protected and violations of such confidentiality may itself be grounds for disciplinary action.

EXPECTED BEHAVIOR IN SAFE AND SUPPORTIVE SCHOOLS CONT.

County Board of Education Action and Reporting—Upon receipt of a report substantiated by staff observation or by the investigation, the principal, superintendent or local board of education will take appropriate action against those found to have violated §126-99-6 pursuant to W.Va. Code §18A-1-1 and §18A-5-1a. The principal or superintendent shall also initiate such other action as is appropriate to ease tensions and to affirm the values of respect and understanding. The principal, superintendent or designee shall promptly enter the required disciplinary data into the West Virginia Education Information System (WVEIS) in order to file the required information with the West Virginia Department of Education of all substantiated reports of all violations of the Expected Behavior in Safe and Supportive Schools. School Rates of specified Level IV violations will be used by the state to determine persistently dangerous schools as required by H.R. 1, Title IX, Part E, Subpart 2 (9531) (No Child Left Behind). Beginning with the 2003-2004 school year, Marshall County Schools shall allow any student attending a Persistently Dangerous School, as defined by the state, or who becomes a victim of a violent criminal offense, as determined by State Law, while on the grounds of a public school, to attend an alternate safe public school.

Confidentiality—The right of confidentiality of complainants, subjects, witnesses, and investigators will be vigorously protected and violations of such confidentiality may itself be grounds for disciplinary action. Only those individuals necessary for the investigation and resolution of the complaint shall be given information about it. Any information related to a reported incident of racial, sexual, religious/ethnic harassment or violence; bullying, harassment, or intimidation; or assault is exempt from disclosure under West Virginia Code §29B-1-1, et seq.

Reprisal—Any student or employee who retaliates against any person who reports alleged violations or any person who testifies, assists, or participates in an investigation, or who testifies, assists, or participates in a proceeding or hearing relating to such violations, will be subject to disciplinary procedures. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment. Any student, administrator, or other school personnel who falsely reports violations of this policy will be subject to disciplinary procedures.

Law Enforcement Referral—Nothing in this policy shall be construed to prohibit the district from reporting a crime committed by a student with disabilities to appropriate law enforcement authorities. Any report shall be accompanied with copies of special education and disciplinary records to the extent permitted by FERPA and Policy 4350: Procedures for the Collection, Maintenance and Disclosure of Student Records.

Appeals Procedures—If someone believes that Marshall County Schools has violated the procedural rights set forth in this policy, they may avail themselves of the appeal procedures outlined in WVBE Policy 7211 - Appeals Procedure for Citizens. However, this policy does not address personal complaints against a school employee. The procedures set forth in Policy 7211 are not deemed to be a precondition to seeking relief in some other forum.

The entire state policy of expected behavior in safe and supportive schools can be found online at <http://wvde.state.wv.us/policies/p4373-new.pdf>.

A PARENT'S GUIDE TO SUPPORT FOR PERSONALIZED LEARNING (SPL)

Support for Personalized Learning (SPL)
Good Kids Doing Great Work



What is SPL?

West Virginia Support for Personalized Learning (SPL) is the framework that uses a configuration of multiple supports for all students and includes the elements referred to as Response to Intervention (RTI). SPL is a multi-level process that emphasizes how students respond to instruction and provides support for students performing below State-approved grade-level standards as well as those students exceeding grade-level standards. In the early grades, teachers intervene early to prevent students from falling behind. For older students, SPL provides differentiated and scaffolded instruction to help all students with the demands of multiple learning environments. The SPL process includes problem-solving teams at the school level who examine student performance data and make recommendations for improving student achievement.

What does SPL look like in West Virginia schools?

In West Virginia, student's learning is supported through a process that personalizes their instructional needs. These instructional needs are identified, monitored and evaluated through a variety of assessment processes including screening/interim, formative/classroom, progress monitoring, diagnostic and summative assessments. For some students, CORE instruction alone may not be sufficient. For these students, a multi-leveled system including, TARGETED and INTENSIVE support, progressively increases the type and amount of instruction provided.

What are the key components of the SPL process?

The SPL framework includes the delivery of high-quality research-based instruction configured to meet the full range of student needs. SPL provides a seamless system of resources and instruction which allows students to make significant progress whether they are at-risk for failure, currently exceeding State-approved grade-level standards, or at any point along the continuum.

INSTRUCTION

CORE INSTRUCTION is for ALL students and includes high quality curriculum and instruction in the general classroom. CORE is provided by teachers and support staff.

TARGETED INSTRUCTION and customized scaffolding are triggered when a student's progress in the general education environment, despite strong commitment and high level instruction at the CORE level, does not meet State-approved grade-level standards or exceeds State-approved grade-level standards. It differs from quality CORE instruction because of increased intensity in scaffolding, time, assessment and expertise. TARGETED may be provided by general educators, specialists and special educators.

INTENSIVE INSTRUCTION is triggered when a student's progress in the general education environment, despite rich and meaningful instruction at the CORE and TARGETED levels, continues to fall below State-approved grade-level standards. INTENSIVE support is distinguished from TARGETED support by further intensification of scaffolding, time, expertise and assessment. INTENSIVE may be provided by general educators, specialists, or special educators.

ASSESSMENT

UNIVERSAL SCREENING means that all students are checked to determine which ones are above, at or below grade-level standards in English/language arts, mathematics and behavior.

PROGRESS MONITORING occurs during TARGETED and INTENSIVE instruction to assess more specific instructional skills. Progress monitoring occurs more frequently to see how students are responding to instruction so that important decisions can be made by teachers, other school staff and parents.

A PARENT'S GUIDE TO SUPPORT FOR PERSONALIZED LEARNING (SPL)



What is the relationship between SPL and special education?

As a result of the Individuals with Disabilities Education Improvement Act of 2004 (IDEA 2004), a process based on a student's response to scientific, research-based intervention is used in West Virginia as one piece of specific information when determining whether a student has a learning disability. For some students, the three levels of support provided within general education are not enough and special education services may be needed.

When students participate in the SPL process, parents are to be notified about the following:

- The amount and nature of student performance data that would be collected and the general education services provided (i.e., multi-level instruction framework and progress monitoring data);
- Strategies for increasing the student's rate of learning (i.e., research-based instruction) or for filling the gaps; and,
- The parent's right to request an evaluation at any time. If a referral is made, procedures for evaluating and determining eligibility are followed as with any referral to special education.



How Are Parents Involved in the SPL Process?

Parents are important members of any child's educational team. Being informed about your school's SPL processes and procedures is the first step to becoming an informed, active parent participant in your child's education. Consider asking the following questions:

- What does the SPL framework look like in our school? Who is providing instructional supports? When are they provided? How do you know my child needs additional instructional support?
- Who are the members of our school's problem-solving teams?
- Is there information available about SPL such as an SPL Guidance Document? How is my child's progress being monitored? How often will my child be screened or monitored for progress?
- What communication regarding my child's progress can I expect? Who will provide the information?
- How will I know if my child needs TARGETED or INTENSIVE instruction?
- At what point in the SPL process will parents be informed of their rights under the IDEA 2004, including the right to request an evaluation for special education eligibility?

In addition to asking questions and receiving information from your child's school, the West Virginia Department of Education has a number of resources available at

<http://wvde.state.wv.us/spl>
<http://wvde.state.wv.us/parents21/>

West Virginia Department of Education
 Steven L. Paine, Ed. D.
 State Superintendent of Schools

MARSHALL COUNTY SCHOOLS

Primary Business Address
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Moundsville, WV 26041

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Corey Murphy, Assistant Superintendent	843-4400 ext. 308
Dave Smith, Transportation Supervisor	304-843-4422
Carla Garrison, Technology Coordinator	843-4400 ext. 322
Tracy Lagos, Attendance Director	843-4400 ext. 345
Weldon Yoder, Director Curriculum & Instruction	843-4400 ext. 309
Karen Klamut, Director of Student Services	843-4400 ext. 316
David Soltesz, WVEIS Contact/Comp. Trainer	843-4400 ext. 323
David McCombs, General Maintenance Foreman	843-4400 ext. 313
Dr. Shelby Haines, Special Education Director	843-4400 ext. 318
Debbie Derico, School Nutrition Director	843-4400 ext. 346
Nan Hartley, Business Manager	843-4400 ext. 321
Scott Varner, Vocational/Adult Ed Director	843-4400 ext. 342
Robert Wilson, ABE/TASC Coordinator	843-4400 ext. 303
Tony Wood, Communications & Events Coord.	843-4400 ext. 355
Ron Blatt, Professional Maintenance Supervisor	843-4400 x349

SCHOOLS

Cameron Elementary School	Wendy Clutter	686-3305
Central Elementary School	Erin Cuffaro	843-4425
Glen Dale Elementary School	Kim Cain	843-4427
Center McMechen Elementary School	Arica Holt	232-6530
McNinch Elementary School	Jane Duffy	843-4431
Sand Hill Elementary School	Krenna Allender	547-5041
Washington Lands Elementary School	Michael Berner	843-4420
Hilltop Elementary School	Cynthia McCutcheon	232-8640
Moundsville Jr. High School	Sandra McAllister	843-4440
Sherrard Jr. High School	Jason Marling	233-3331
Cameron High School	Jack Cain	686-3336
John Marshall High School	Cassandra Porter	843-4444
Gateway Achievement Center	Amy Trowbridge	843-4526

REFERENCE MATERIALS

A Citizens Appeal is a claim by one or more citizens of a violation of state law or the policies, rules and regulations of the West Virginia Board of Education. An explanation of this policy, and the forms and procedures for filing, are found on the WVDE website (<http://wvde.state.wv.us/>) or may be picked up at any school or the offices of the Marshall County Board of Education.

IES National Center for Educational Statistics, has developed a Forum Guide to the Privacy of Student Information: A Resource for Schools. This may be found on the web at <http://nces.ed.gov/pubsearch/pubsinfo.asp?pubid=2006805>

Marshall County School policies may be found on the web at:
boe.mars.k12.wv.us/board-of-education/policies

Student Accident Insurance is available for all Marshall County Students. Information will be sent home with students at the beginning of the school year.

Refer to individual school planners for specific policies and information pertinent to the school.

**Marshall County Schools
is on the web!**

<http://boe.mars.k12.wv.us>

David Soltesz, Editor

MARSHALL COUNTY SCHOOLS

Student Publication Release Form



During participation in activities related to the educational programs of Marshall County Schools, students and student products may be photographed, videotaped, and/or audio taped for the purpose of showcasing student work and participation. They may be published in educational, instructional, or program advancement materials in order to positively recognize students and share learning experiences with other interested parties about Marshall County Schools and its programs. These materials may also be posted to the Marshall County Schools website or other related websites. In addition, the television, radio and print media outlets may enter your child's school and/or classroom to cover education stories, which may include names and photographs. This helps to keep the community informed about important events at the schools.

Please contact your child's school in writing within 10 calendar days of receipt if you wish to refuse the release of your child's picture on county or related websites or if you wish to refuse their likeness, full name, voice or words appear in any media.

DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Marshall County Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Marshall County Schools may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Marshall County Schools to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. ⁽¹⁾

If you do not want Marshall County Schools to disclose directory information from your child's education records without your prior written consent, you must notify your child's school in writing within 10 calendar days of the public notice of intent to publish by completing the refusal form at the bottom of this page. Marshall County Schools has designated the following information as directory information:

- Student's name
- Homeroom
- Participation in officially recognized activities and sports
- Address
- Telephone listing
- Homeroom
- Participation in officially recognized activities and sports
- Address
- Telephone listing
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Photograph
- The most recent educational agency or institution attended

Please contact your child's school in writing within 10 calendar days of receipt if you wish to refuse the release of any or all items listed as directory information.

Footnotes:

1. These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the No Child Left Behind Act of 2001 (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the National Defense Authorization Act for Fiscal Year 2002, (P.L. 107-107), the legislation that provides funding for the Nation's armed forces.

Please complete and return this document within 10 calendar days of receipt. This form must be completed by ALL parents.

MARSHALL COUNTY SCHOOLS

Home Language Survey

Student Name:		Student WVEIS Number:	
Birth Date:	School:		Grade:
Parent Name:			Phone Number:
Address:			Date:

Does your child speak a language other than English? Yes No

***If YES, please answer the following questions, if NO, stop here.**

What is the primary language used in the home,
regardless of the language spoken by the student?

What is the language most often spoken by the student?

What is the language that the student first acquired?

Please indicate below which statement best describes your child (check one)

Understands only the home language and NO English _____

Understands most of the home language and some English _____

Understands the home language and English equally _____

Understands mostly English and some of the home language _____

How many years has your child attended an English Speaking School? _____



Telecommunications Access Acceptable Use and Internet Safety Policy Agreement

School Name: _____

Student Name: _____

Student ID: _____

Year of Graduation _____ Current Grade _____

Please complete and return this document within 10 calendar days of receipt. This form must be completed by ALL parents.

The appropriate use of technology and digital resources promotes positive and effective digital citizenship among students and staff. Successful, technologically fluent digital citizens live safely and civilly in an increasingly digital world and use technology responsibly. The promotion of acceptable use in instruction and educational activities is intended to provide a safe digital environment, as well as meet federal Communications Commission (FCC) and E-rate guidelines.

Neither the information, nor the content of information on the Internet can be controlled by the Marshall County School System. The majority of the sites on the Internet can provide a wealth of educational opportunity to schools and students, however some sites may contain information that is inaccurate, obscene, or offensive to some users. WVDE and Marshall County Schools apply filtering software to block or filter Internet access to picture and materials that are obscene, contain pornography, or is otherwise considered to be harmful to minors. Filtering software is not 100% effective, so every user shall take responsibility for his or her use of the network and Internet. While the intent of Marshall County Schools is to provide access to the Internet and online services to further its educational goals and objectives, parents should be aware that student account holders will have access to potentially unacceptable resources if they disregard the school's and school system's access limitations stated below. In addition to this county policy, all students and employees of the Marshall County School System will be subject to the guidelines and regulations of the West Virginia State Department of Education Internet Policy 2460. Both policies will also encompass the proper and responsible use of the network and Internet as a means of information storage and retrieval.

Use Of The Internet and Online Services Is A Privilege Not A Right!

The student and his/her parent(s) or guardian(s) must understand that student access to any school network is to support the school system's educational mission. The specific conditions and services being offered will change from time to time. Marshall County Schools makes no warranties with respect to network services and specifically assumes no responsibilities for:

1. the content of any advice or information received by a student from a source outside the Marshall County School System;
2. any costs, liability or damages caused by the way the student chooses to use his/her network access;
3. any consequences of service interruptions or changes, even if these disruptions arise from circumstances under the control of the Marshall County School System;
4. the privacy of electronic mail, which is not guaranteed.

Copyright Observance

Employees, students, and patrons of Marshall County Schools shall observe copyright laws strictly with respect to information obtained or accessed through technology, computer software, and other print and non-print media. To discourage violation of copyright laws, the following compliance requirements are specified:

- A. Illegal copies of copyrighted programs shall not be made or used on school equipment.
- B. Students are to be taught the ethical and practical problems and consequences of software and media piracy.
- C. Downloading, copying, duplicating and distributing software, music, sound files, movies, images or other copyrighted materials without the specific written permission of the copyright owner is prohibited unless such duplication falls within the Fair Use Doctrine of the United States Copyright law.

Please turn over and complete the other side

Student Responsibilities

- * I will limit my use of telecommunications in school to the educational objectives established by my teacher(s);
- * I will not retrieve or send unethical, illegal, immoral, inappropriate or unacceptable information of any type;
- * I will not seek unauthorized access of the school network, including wireless access;
- * I will not disrupt network users, services, traffic, or equipment;
- * I will not use abusive language of any type, including swearing, name-calling, nor transmit threatening, obscene, or harassing materials;
- * I will not divulge personal information with another user for any purpose;
- * I will not plagiarize information received in any form;
- * I will observe copyright laws
- * I will not use another person's account;
- * I will not share my password with anyone else;
- * I will not use telecommunications access provided by Marshall County Schools for illegal purposes of any kind
- * I will not use personal devices to gain or give an advantage in a testing situation;
- * I will not use personal devices or equipment that are not approved by the school or the individual teacher
- * I recognize that information posted on the internet is public and permanent and can have a long-term impact on my life and career.
- * If I identify a security problem on the network, I will notify my teacher and I will not demonstrate the problem to other users.
- * I understand that the use of telecommunications and/or access to the Internet is an extension of my classroom responsibilities and the behaviors expected in Marshall County Schools policy 5.3, Safe and Supportive Schools apply.

Student and parent/guardian are required to sign and return this Acceptable Use Agreement before student access to the network and Internet will be permitted.

By signing this **Telecommunications Access Acceptable Use Agreement**, I understand and agree that Marshall County Schools will not be held responsible if I participate in inappropriate activities listed above. I understand my responsibility as a user of telecommunications. I have read the above rules and realize that any infraction may cancel my user privileges and could result in further disciplinary action, including suspension from school.

STUDENT

I have read the **Telecommunications Access Acceptable Use Agreement** and have discussed with my parent(s)/guardian(s) my rights and responsibilities.

Student Name (please print)_____ Year of Graduation_____

Student Name (signature)_____ Date _____ Current Grade _____

PARENT or GUARDIAN

As the parent (guardian) of _____ (student), I have read the aforesaid **Telecommunications Access Acceptable Use Agreement** and have discussed this with my son/daughter. I understand that this access is for educational purposes only, and that it is the responsibility of my child to restrict his/her use to the classroom projects/activities assigned by the teacher. I also accept full responsibility for supervision if and when my child's use of telecommunications is in a setting other than school. I also understand that the teacher cannot be held responsible for intentional infractions of the above rules by my son/daughter.

Parent/Guardian Name (please print)_____

Parent/Guardian (signature)_____ Date _____

Reference: West Virginia Board of Education Policy #2460 or Children's Internet Protection Act (CIPA)

Please complete and return this document within 10 calendar days of receipt.

Date: _____ School: _____

Grade: _____ Teacher: _____

Student Legal Name: _____
Last First Middle

Birth Date: _____ Gender: _____ Female _____ Male

Student's Social Security number: _____ - _____ - _____

Student's Medicaid number: (if applicable) _____ On an IEP at previous school? _____

Student Lunch number: _____ Transfer from: _____
city state

Telephone numbers: Home (_____) _____ Emergency (_____) _____

Primary Guardian: (specify relationship; mother, father, etc.) _____

Name: (last, first, middle) _____

Home Address: _____

Mailing Address: (if different) _____

Phones: Home _____ Work: _____

Cellular: (_____) _____ - _____

Employer: _____ Occupation: _____

E-Mail: _____ Student lives with: _____

Secondary Guardian: (specify relationship) _____

Name: (last, first, middle) _____

Home Address: _____

Mailing Address: (if different) _____

Phones: Home _____ Work: _____

Cellular: (_____) _____ - _____ Pager (_____) _____ - _____

Employer: _____ Occupation: _____

E-Mail: _____

In case your child is hurt or becomes ill during school hours, list **two** adults **in addition** to those listed above who are **able** and **willing** to come to the school, pick up your child, and take him/her home if you cannot be reached.

Name: _____ Relationship: _____

Phone: _____ Address: _____

Name: _____ Relationship: _____

Phone: _____ Address: _____

List first and last names of anyone living in the household and their relationship to the head of the household.

Please turn over and fill out other side

Physician's Name: _____

Phone: _____

Dentist's Name: _____

Phone: _____

Current health condition as diagnosed by a physician. Check if any of the following apply to your child:

- | | | |
|---------------------------|--------------------------------|---------------------------|
| 1. _____ Anorexia/Bulimia | 9. _____ Emotional problems | 17. _____ Prosthesis |
| 2. _____ Arthritis | 10. _____ Heart problem | 18. _____ Renal problem |
| 3. _____ Asthma | 11. _____ Hearing problem | 19. _____ Scoliosis |
| 4. _____ Bleeding problem | 12. _____ Hyperactive/ADHD/ADD | 20. _____ Seizures |
| 5. _____ Cancer | 13. _____ Intestinal problems | 21. _____ Spina Bifida |
| 6. _____ Cerebral Palsy | 14. _____ Leukemia | 22. _____ Stomach problem |
| 7. _____ Cystic Fibrosis | 15. _____ Muscular Dystrophy | 23. _____ Tourette's |
| 8. _____ Diabetes | 16. _____ Orthopedic problem | 24. _____ Urinary tract |

25. Describe further any health problem checked above: _____

26. Describe further any health problem not listed: _____

27. Vision: glasses _____ contacts _____ color blind _____ Other _____

28. Allergies: No _____ Yes _____ Food _____ Allergy to medication _____

If Yes, please list: _____

29. Insect sting: Does your child have a severe reaction requiring an immediate injection of medication?

No _____ Yes _____ If yes, list medication _____

If yes, a doctor's order with directions must be sent to school along with sting kit.

Is oral medication for insect sting required? No _____ Yes _____ List _____

If yes, a doctor's order with directions must be sent to school along with the medication is a properly labeled container.

30. List any activity restrictions: _____

31. List daily medications: (long term) _____

32. Will student need to take any medications (including inhaler) at school? No _____ Yes _____

List medications _____

A doctor's order is necessary to have medication/inhaler at school. Send in labeled container.

33. Will student need a special medical treatment at school? _____

Special Instructions: _____

In the event of serious accident or illness, emergency medical services will be called. The student will then be transported to the nearest hospital. I give the school personnel, my permission to render such treatment as may be deemed necessary in an emergency for the health of my child. I verify that the above information, including place of residence and name of parent guardian is accurate and complete. I understand that all of this information may be shared with appropriate staff for the health and safety of my child.

Signature of Parent/Guardian: _____

To: Parents
From: School Nurses
Subject: School Medication Procedures

Please complete and return this document
within 10 calendar days of receipt.

Any prescribed or over the counter medication will be administered at school only by a written order from a licensed prescriber stating that it is absolutely necessary that specific medication be given during school hours. Please make every effort to have any medication given at times other than during school hours. A medication administration form is to be completed and signed by the licensed prescriber and the parent. These forms are available at the school office. **The medication must be brought to the school office in a container that has a current prescription label from the pharmacy.** Please ask your pharmacist to provide you with an extra labeled container for school.

Parent/Guardian is responsible for:

- Administering the first dose of a medication at home, except emergency medications.
- Replenishing the school's supply of medication prescribed by the qualified health care provider.
- Authorizing unused or outdated medicine not retrieved by the parent to be disposed of by school personnel no later than thirty (30) days after the authorization to give medication expires or the last day of school.
- Transportation of medication to and from school. If it is not possible for the parent or other responsible adult to deliver the medication to school and the student will be bringing it to school their selves, the following steps must be followed:
 - a. The empty medication container will be sent home in an envelope with the student's name on the envelope.
 - b. The parent will fill out the enclosed form, put the form along with the medication in the sealed envelope and return it to school.
 - c. The amount of medication and person receiving it will be recorded.

The student is responsible for: Consuming the medication in the specified manner, in as much as his/her age, development and maturity permit.

Self-administered emergency or acute medications, such as an Epi-pen or inhaler when the prescription states student must maintain possession of medication, the student must be able to bring the medication to school, carry the medication in a safe and responsible manner, and use the medication only as prescribed. Students are not permitted to carry medications or inhalers, except when a physician's order is on file.

Self-administered asthma medication: The permission to self-administer asthma medication shall be effective for the school year for which it is granted. A medication form must be completed by a physician and parent. The student must demonstrate the ability and understanding to self-administer asthma medication by passing an assessment by the school nurse. The parent/guardian understands that the school, county board and its employees and agents are exempt from any liability, except for willful and wanton conduct, as a result of any injury arising from the self-administration of asthma medication.

If you have any questions please contact the school nurse.

I have read and understand the above policy.

Student Name

Parent's Signature

Date

Parent/Community Survey (Optional)

The mission of Marshall County Schools is to provide a safe, supportive, and high quality learning environment that fosters intellectual, emotional, and social growth, empowering all to become confident, self-directed, lifelong learners in a continuously changing and competitive world.

We are committed to our mission and our community, and continuously strive to offer the best education possible to all our students. We believe an open line of communication among administration, school personnel, parents, business, and community is essential as we work together to constantly improve the educational opportunities for our children.

If you would like, please use the space below to provide us with information. Let us know what you believe we are doing well, and what you believe we can improve to make Marshall County Schools the best school system possible.

Return this form to:

Marshall County Schools
Office of the Superintendent
PO Box 578
Moundsville, WV 26041

Positive aspects of Marshall County Schools

Suggested improvements for Marshall County Schools

THIS FORM IS FOR HIGH SCHOOL STUDENTS ONLY

This form must be completed for any HIGH SCHOOL student who will request a transcript be released to post-secondary education.

Transcript Permission Release

West Virginia Policy 4373 states “except in certain instances, school officials may not release information from a student’s records without the consent of a parent or guardian, or student if the student is eighteen years of age or older.” To be in compliance with the policy, Marshall County Schools wants to ensure parent/guardian/student awareness of the information printed on a student transcript and request permission to release this information to post-secondary schools. The information included on the transcript is typically required by the admissions office of post-secondary schools.

Marshall County Schools prints the following information on a student’s transcript:

- Credited Courses
- Grades Received
- Credits Earned
- GPA
- Class Rank
- Various Testing Results
- Attendance
- Activities and Sports
- Work Based Experience

I understand the information printed on a student transcript, and I give permission to have the transcript released to post-secondary schools as dictated by the student/parent/guardian.

Note: Immunization records will NOT print on student transcripts.

Student Name (Please PRINT) _____ Grade_____

Parent/Guardian Signature_____ Date_____

Child Custody (Optional)

Marshall County Schools cannot deny a parent contact with his/her child, nor stop him/her from picking the child up at school unless the school has in their possession official documentation from a judge/magistrate or divorce order, which specifically denies a parent contact with the child. If a parent is not to have contact with the child, please inform the school immediately and forward the pertinent documents for the school records.

My child's mother/father, _____ is not permitted
contact with my child_____.
(child's name)

_____ I will bring to school a notarized or court issued document supporting the denial of contact for the school records.

I understand without official documentation that the school cannot deny contact between my child and his/her parent.

Signature_____ Date_____

WAIVER**Volunteer Worker/Field Trip Chaperone (Optional)**

I, _____, have volunteered my services to the Marshall County Board of Education, to perform tasks or assignments as directed by the Board of Education, Superintendent, Principals, Teachers, Coaches, and/or other Employees of the Board of Education.

I hereby agree to hold the Marshall County Board of Education, its employees, students and other voluntary participants strictly and totally harmless from any liability for injuries, damages, negligence or wrongs caused by me or for any such injuries, damages, negligence or wrongs incurred by me as a result of my volunteer services, to the extent that the same may not be covered or reimbursed by insurance proceeds.

I agree not to engage in any activity which is dangerous to myself or others, or to perform any task that I am not able, capable or qualified to perform, regardless of any request that I do so by any person.

I agree not to take pictures of children other than my own for publication in any print or electronic media without the written consent of the other parents.

I understand that I am in no way obligated to render any services by my signing of this document, and that I may terminate any of the services rendered at any time I so desire. Likewise, I understand that my services may be terminated without notice, at any time, by the Board of Education by and through its supervisory employees.

I further certify that I have read and fully understand this document, and I fully understand that there is no remuneration, compensation or any benefits of any nature flowing to me as a result of my voluntary services, such as workman's compensation, unemployment benefits, health or accident benefits, or claims for apply, and that my services are strictly on a voluntary basis, without expectation of any benefits of any nature whatsoever.

Dated this _____ day of _____, 20_____.

Volunteer Worker _____ Phone _____

Student's Name _____ Cell _____

Principal _____ School _____

Principal to keep on file at his/her school. Send a copy to the superintendent.

Student Residency

This questionnaire is intended to address the McKinney-Vento Act 42 U.S.C. 11435. The answers to this residency information help determine the services the student may be eligible to receive. All information is held in strict confidentiality.

Student Name: _____

Current School: _____ Grade: _____ Last School Attended: _____

Date of Birth: _____ Age: _____ Sex: _____ Current Date: _____

Parent(s)/Legal Guardian(s) Name: _____

Address: _____ Phone: _____

Is your current address a temporary living arrangement? _____ Yes _____ No

Is this temporary living arrangement due to loss of housing or economic hardship? _____ Yes _____ No

If you answered YES to BOTH of the above questions, please complete the remainder of this form and forward to Tracy Mercer, Attendance Director. If you answered NO to BOTH, you may stop here.

The student lives with:

_____ two parents _____ one parent _____ one parent & one other adult
_____ a relative, friend(s), or other adult(s) _____ foster parents

Where is the student living now?

_____ In a shelter _____ In a motel/hotel _____ In a car _____ In a camper or campsite
_____ With more than one family in a house or apartment
_____ With friends or family members (other than parent/guardian)
_____ A public or private place not ordinarily used as a regular sleeping accommodation
_____ None of the above

Records Needed: _____ Birth Certificate _____ Immunization/Medical Records
 _____ Academic Records _____ Guardianship Records (if applicable)
_____ Evaluation for Special Education * Time line is waived for immediate enrollment and attendance

Services received at "Last School Attended"

_____ Title 1 _____ Free Lunch _____ Social Services _____ Special Education

Parent/Legal Guardian's Signature: _____

Verification of Receipt

Please complete and return this document
within 10 calendar days of receipt.

I have received and read the information contained within this Student Services Bulletin.

I understand that I may call my child's school for clarification of any information contained within.

Student Name

Signature of Parent/Guardian

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

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

If you have questions about enrolling in school or need assistance with enrolling in school, contact:

Your local school district liaison:

Tracy Mercer
Attendance Director and
Homeless Liaison
Marshall County Schools
304-843-4400 ext 345

West Virginia Department of Education
Rebecca Deringe
Coordinator, Homeless Education
Office of Institutional Education Programs
Bldg. 6, Room 728
1900 Kanawha Blvd., East
Charleston, WV 25305-0330

Email: rderinge@access.k12.wv.us
website: <http://wvde.state.wv.us>
Phone: (304) 558-8833

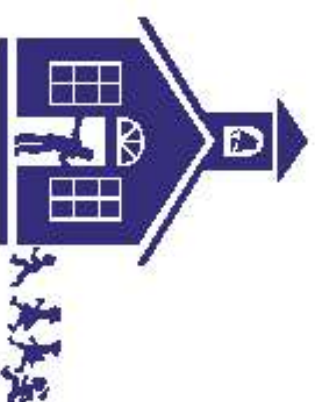
James B. Phares, Ed.D.
State Superintendent of Schools
West Virginia Department of Education



Keep for your reference

- Is your residence or housing uncertain?
- Do you live at a temporary address?
- Do you lack a permanent physical address?

You can still enroll in school!



West Virginia Department of Education

Mobility and Education Facts

- According to a 1994 U.S. General Accounting Office report analyzing national data on third graders, one-half million children attended more than three schools between first and third grade.
- According to the 2000 U.S. Census Report, 15 to 18 percent of school-age children changed residences from the previous year.
- Frequent school changes have been correlated with lower academic achievement, according to the U.S. General Accounting Office article *Elementary school children: Many change schools frequently, harming their education*.
- It may take four to six months to recover academically from a school transfer, according to *Homes for the Homeless*.
- Mobile students are half as likely to graduate from high school, according to the *PACE Policy Brief*.
- Students who move frequently have lower attendance rates; a 20 percent absentee rate results in achievement scores 20 points lower than those of stable peers, according to the *Kids Mobility Project Report*.
- According to Education Week, mobile students are twice as likely to repeat a grade.

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

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

Keep for your reference

You may also:

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

Enrollment Forms

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

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

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

When you move, the following should be done:

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

West Virginia Board of Education 2013-2014

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