

# MCS STUDENT SERVICES BULLETIN

AUGUST 2021

Most of the forms here can be completed online using Final Forms. Visit the website below to create your account or just to update last year's information if you created an account last year.

Visit <https://marshall-wv.finalforms.com/> to quickly update/provide information.

Follow us on Twitter

@MCSWV

- **Help keep our schools and children safe. If you see something, say something. West Virginia Safe Schools Helpline: 866-723-3982. Anonymous 24/7 reporting of anything that might harm students.**
- **All students can install Microsoft Office on up to five PCs for free using their official Office 365 email accounts. Visit our webpage for more info: [boe.mars.k12.wv.us](http://boe.mars.k12.wv.us)**
- **Heather Haught of McNinch Primary was selected as the Marshall County Teacher of the Year for 2022. Congratulations!**
- **Marshall County's 2022 Service Personnel Member of the Year is Glen Dale Elementary's Julia Clayton. She is a state finalist. Congratulations!**

## A Letter from the Superintendent

### Marshall County Students, Staff, and Guardians:

I am excited to welcome you to the 2021 – 2022 school year. This year I begin my third year as Superintendent of Marshall County Schools, and I anticipate a year full of endless possibilities. My mission as Superintendent continues to be focusing on educating kids and building communities. We are fortunate in Marshall County to have educators who work as a team to accelerate success both academically and behaviorally for all students. Educating students takes a team including all service and professional personnel, hand-in-hand with families. We will continue to follow a few guiding principles for success in Marshall County Schools.

1. Communication is key. In order to build positive school cultures there needs to be open lines of communication and collaboration among all constituents.
2. Research, understand, and follow policy. School and county administration have worked to understand policy and implement them consistently.
3. Teaching and learning should shape our daily work. Our business is to educate the whole child. We do this through direct instruction, active engagement, and implicit feedback.
4. Communities are the backbone of our system. Schools and local communities are the structure on which our children learn and grow intellectually, emotionally, and socially. Strong communities build successful students.
5. It takes a village. Service and professional personnel are equally important in building a successful school system. We must work together and keep children at the forefront of all decisions.

I look forward to visiting classrooms to see the creative, innovative ways our children are engaged in learning. By working together, everyone in Marshall County has a role in making a positive difference in the lives of students and families. I look forward to a great school year!

Sincerely,  
Dr. Shelby Haines

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 Data, 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 WVDMV 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 WVDMV 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 WVDMV 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 WVDMV 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 outlined 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.

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## PARENT LINK / BLACKBOARD COMMUNICATION

Marshall County Schools uses Parent Link (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.

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## 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](http://boe.mars.k12.wv.us/wp-content/uploads/sites/4/2015/05/CHAPTER_5_Health.pdf)

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## 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 37 Oak Avenue, Moundsville, and each school administrative office. Arrangements may be made to view these plans during normal office hours by contacting the maintenance department at 304-843-4400 ext. 313.

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 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 Meagan Kirchner Marshall County Personnel Director at 304-843-4400 ext. 311.

**MARSHALL COUNTY SCHOOLS CALENDAR 2021-2022**

**August**

- 24 First day of school for students (check locally for K/PreK)

**September**

- 6 No School Labor Day
- 21 End of IR1–PR1

**October**

- 13 No students Professional Learning
- 19 End of first nine weeks–PR2

**November**

- 11 No School Veteran’s Day Holiday
- 18 End of IR2–PR3
- 24-26 No School Thanksgiving Break

**December**

- 22 No students End of second nine weeks–SM1
- 23-31 No School Christmas Break

**January**

- 17 No School Martin Luther King Jr. Day Holiday

**February**

- 7 End of IR3–PR4
- 9 No students Professional Learning

**March**

- 11 End of third nine weeks–PR5

**April**

- 13 No students Professional Learning  
End of IR4–PR6
- 14-18 No School Easter Break

**May**

- 10 No School Primary Election
- 24 Last planned day for students  
End of fourth nine weeks—second semester

**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. Students do **NOT** have to make up the first five days. Days six–ten will be remote days. Days 11+ will need to be made up.

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Due to the changing nature of the COVID-19 pandemic, all calendar dates and assessments are subject to change.



**MARSHALL COUNTY SCHOOLS' WEBSITES**

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

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](http://www.livegrades.com) to activate your account or login after receiving information from your school. **Use your same login/password as last year.**

**2021–2022 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	3–8	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.
SAT	11	SAT School Day. All tests in the SAT Suite share a common score scale and are appropriate for their designated grade levels. This makes it easy to track performance across tests to measure growth and identify areas where students need help. This test includes Reading, Language, Math, and an Essay.

## 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.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: <https://www.usda.gov/oascr/how-to-file-a-program-discrimination-complaint>, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) Mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
- (2) Fax: (202) 690-7442; or
- (3) Email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

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.

***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.*** A special dietary needs Medical Statement will need to be completed and on file for any meal modifications. Please visit [www.mcsbenefit.com](http://www.mcsbenefit.com) to obtain the forms.

## 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. 20222-5901

**TRANSPORTATION**

As per Policy 4336 §126-92-3.4, riding a bus other than the one to which a student is assigned is strictly prohibited. According to the policy, enrolled students, employees, or persons approved previously are the only passengers eligible to be transported by the county school transportation system. Permission will not be granted for visiting other students. If a student needs to go to a different stop, this will be the responsibility of the parent to arrange to have the student picked up at school or at their assigned stop.

**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 or through telephone calls.

**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:

**Emergency  
School  
Closing  
Procedures**

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

**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. **Please make all schools have the correct contact numbers for all your children.**

**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: [Visit the WVDE website for the full policy.](#)

**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.
- l. Do not eat, drink, or place objects in their mouth that may cause a choking hazard, except for medically necessary foods or medications.
- m. Do not throw, or pass, any object of any nature into or from the bus through a door or window.
- n. Do not wear headphones or any type of earpiece that may prevent hearing a warning signal or horn while loading or unloading the bus.
- o. 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.

## EXPECTED BEHAVIOR IN SAFE AND SUPPORTIVE SCHOOLS POLICY

Visit the WVDE website for the full text of policy 4373. The following is a summary of the state and county 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 §§18-17-8, 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 (**18<sup>th</sup> 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 rules established by the school or 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 or substantially disrupt the work and discipline of the school or impinge upon the rights of other students. Schools shall 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 would reasonably be expected to cause disruption in the school may be prohibited or disciplined. This includes, but is not limited to, 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.

## 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 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**—Federal and state constitutions and statutes provide protection for all citizens from unreasonable searches and seizures. Although school personnel have more latitude than police officers in this regard, because they do not need search warrants, 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. The students are entitled to be informed of their right against self-incrimination if they are in a custodial setting, in other words, the students 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 Prevention Resource Officers (PRO) 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.

### Levels of Violations:

Level 1: Minimally Disruptive Behaviors disrupt the educational process and the orderly operations of the school but do not pose a direct danger to self or others.

Level 2: Disruptive and Potentially Harmful Behaviors disrupt the educational process and/or pose potential harm, danger, or educational detriment to self and/or others. The behavior is committed willfully but not in a manner that is intended maliciously to cause harm or danger to self and/or others.

Level 3: Severely Disruptive, Imminently Dangerous, Illegal, and/or Aggressive Behaviors are willfully committed and are known to be illegal and/or harmful to people and/or property. (Specific level 3 behaviors are outlined in W. Va. Code §18A-5-1a (c) and the principal shall address these inappropriate behaviors accordingly.)

LEVEL 4: Safe Schools Act Behaviors are defined in W. Va. Code §18A-5-1 and §18A-5-1a. These laws require that the principal, county superintendent, and county board of education address Level 4 behaviors in a specific manner as outlined in W. Va. Code §18A-5-1a and paraphrased below.

W. Va. Code §§18A-5-1 and 18A-5-1a require 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 on a school employee, or sale of a narcotic drug.

**EXPECTED BEHAVIOR IN SAFE AND SUPPORTIVE SCHOOLS CONT.**

Behaviors	Definitions
Battery Against a Student	Injuring another student unlawfully and intentionally.
Cheating	Plagiarizing or copying the work of others or breaking rules to gain advantage in a competitive situation. Interventions could result in academic sanctions.
Defacing School Property/ Vandalism	Defacing or damaging 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.
Deceit	Deliberately concealing or misrepresenting the truth, deceiving another, or causing another to be deceived by false or misleading information.
Disruptive/ Disrespectful Conduct	Exhibiting 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.
Failure to Serve Detention	Failing to serve an assigned detention of which student and/or parent or guardian have been notified.
False Fire Alarm	Setting-off a fire alarm knowingly and willingly without cause.
Falsifying Identity	Providing false identification to any school official with intent to deceive school personnel or falsely obtain money or property.
Fraud/Forgery	Deceiving another or causing another to be deceived by false or misleading information or signing the name of another person in order to obtain anything of value or defraud authorities.
Gambling	Engaging 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.
Gang-Related Activity	Using violence, force, coercion, threat of violence or gang activity that causes 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: <ul style="list-style-type: none"> <li>• Wearing or displaying any clothing, jewelry, colors, or insignia that intentionally identifies the student as a member or otherwise symbolizes support of a gang.</li> <li>• Using any word, phrase, written symbol, or gesture that intentionally identifies a student as a member, or otherwise symbolizes support of a gang.</li> <li>• Gathering of two or more persons for purposes of engaging in activities or discussions promoting gangs.</li> <li>• Recruiting student(s) for gangs.</li> </ul>
Habitual Violation of School Rules or Policies	Persistently refusing to obey the reasonable and proper orders or directions of school employees, school rules, or policies. Student must have had one or more previous discipline referrals.

**EXPECTED BEHAVIOR IN SAFE AND SUPPORTIVE SCHOOLS CONT.**

<p>Harassment/Bullying/Intimidation</p>	<p>W. Va. Code §18-2C-2 defines harassment, intimidation, or bullying as any intentional gesture, or any intentional electronic, written, verbal, or physical act, communication, transmission, or threat that:</p> <ul style="list-style-type: none"> <li>a reasonable person 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/her person, and/or placing a student in reasonable fear of damage to his/her property;</li> <li>is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or emotionally abusive educational environment for a student; or</li> <li>disrupts or interferes with the orderly operation of the school.</li> </ul> <p>An electronic act, communication, transmission or threat includes, but is not limited to, one which is administered via telephone, computer, pager, or any electronic or wireless device, and includes, but is not limited to, transmission of any image or voice, email, or text message using any such device.</p> <p>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: 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.</p> <p>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:</p>
<p>Sexual Harassment</p>	<p>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 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 education; or that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's education by creating an intimidating, hostile, or offensive employment or educational environment.</p> <p>Amorous relationships between county board of education employees and students are prohibited.</p>
<p>Racial Harassment</p>	<p>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; or otherwise adversely affects an individual's academic opportunities.</p>
<p>Religious/Ethnic Harassment</p>	<p>Physical, verbal, or written conduct 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.</p>
<p>Sexual Violence</p>	<p>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;</p>

**EXPECTED BEHAVIOR IN SAFE AND SUPPORTIVE SCHOOLS CONT.**

Racial Violence	<p>threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another; or; threatening or forcing exposure of intimate apparel or body parts by removal of clothing.</p> <p>Physical act of aggression or assault upon another because of, or in a manner reasonably related to, race.</p>
Hazing	<p>Hazing or conspiring 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, to destroy 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 activity or organization, including both co-curricular and extra-curricular activities.</p>
Imitation Drugs: Possession, Use, Distribution, or Sale	<p>Possessing, using, distributing, or selling 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.</p>
Improper or Negligent Operation of a Motor Vehicle	<p>Operating a motor vehicle intentionally and recklessly on the grounds of any educational facility, parking lot, or at any school-sponsored activity, which endanger the safety, health, or welfare of others.</p>
Inappropriate Appearance	<p>Dressing or is grooming in a manner that disrupts the educational process or is detrimental to the health, safety, or welfare of others. Distractive or indecent dress that interferes with the teaching and learning process, including wearing any apparel that displays or promotes behavior and/or items prohibited by this policy.</p>
Inappropriate Display of Affection	<p>Engaging in inappropriate displays of intimate affection, such as kissing or embracing.</p>
Inappropriate Language	<p>Using profanity in general context whether verbally or in writing, with or without photographs or drawings. (not directed toward any individual or group).</p>
Inhalant Abuse	<p>Deliberately inhaling or sniffing common products found in homes, schools, and communities with the purpose of intoxication. The action may be referred to as huffing, sniffing, dusting, and/or bagging.</p>
Insubordination	<p>Ignoring or refusing 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.</p>
Larceny	<p>Taking another person's property or having another person's property in his/her possession without permission. Property valued at \$1,000 or more will increase this behavior to a Level 4 because it is considered a felony in accordance with W. Va. Code §61-3-13.</p>
Leaving School without Permission	<p>Leaving the school building, campus, or school activity without permission from authorized school personnel.</p>
Physical Fight without injury	<p>Engaging in a physical altercation using blows with intent to harm or overpower another person or persons.</p>
Possession of Imitation Weapon	<p>Possesses any object fashioned to imitate or look like a weapon.</p>
Possession of Inappropriate Personal Property	<p>Possessing personal property that is prohibited by school rules or that is disruptive to teaching and learning.</p>
Possession of Knife not meeting Dangerous Weapon Definition (W. Va. Code §61-7-2)	<p>Possessing a knife or knife-like implement under 3½ inches in length. W. Va. 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.</p>

## EXPECTED BEHAVIOR IN SAFE AND SUPPORTIVE SCHOOLS CONT.

Possession/Use of Substance Containing Tobacco and/or Nicotine	Possessing, 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 all activities or events sponsored by the county school district.
Profane Language/ Obscene Gesture/ Indecent Act Toward an Employee or a Student	Directing profane language, obscene gestures or indecent acts towards a school employee or a fellow student. This includes but is not limited to verbal, written, electronic and/or illustrative communications intended to offend and/or humiliate.
Sexual Misconduct	Exposing himself/herself publicly and indecently, displaying or transmitting any drawing or photograph of a sexual nature, or committing an indecent act of a sexual nature on school property, on a school bus, or at a school-sponsored event.
Skipping Class*	Failing to report to the school's assigned class or activity without prior permission, knowledge, or excuse by the school or by the parent or guardian. W. Va. 126CSR81, WVBE Policy 4110
Tardiness*	Failing to be in his/her place of instruction at the assigned time without a valid excuse.
Technology Misuse	Violating W. Va. 126CSR41, WVBE Policy 2460, Educational Purpose and Acceptable Use of Electronic Resources, Technologies and the Internet.
Threat of Injury/Assault against an employee/student	Threatening (verbal or written) or attempting to injure another student, teacher, administrator, or other school personnel. (This includes assault on a school employee defined in W. Va. Code §61-2-15.)
Trespassing	Entering the premises of county school system property, other than the assigned time and the location without authorization from proper school authorities.
Vehicle Parking Violation	Engaging in improper parking of a motor vehicle on school property.
Battery on a School Employee <b>LEVEL FOUR</b>	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 or causing physical harm to a school employee as outlined in W. Va. Code §61-2-15(b). A student who violates this code section will be suspended and expelled.
Felony <b>LEVEL FOUR</b>	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 W. Va. Code §18A-5-1a(b)(i). Such acts that would constitute a felony include, but are not limited to, arson as outlined in W. Va. Code §61-3-1; malicious wounding and unlawful wounding, as outlined in W. Va. Code §61-2-9; bomb threat, as outlined in W. Va. Code §61-6-17; sexual assault, as outlined in West Virginia Code §61-8B-3; terrorist act or false information about a terrorist act, hoax terrorist act, as outlined in W. Va. Code §61-6-24; and grand larceny, as outlined in W. Va. Code §61-3-13. The principal shall suspend a student from school or from transportation if the principal determines the student committed an act or engaged in conduct that would constitute a felony. If a student is suspended, the principal may request that the superintendent recommend to the board the student be expelled.
Illegal Substance Related Behaviors <b>LEVEL FOUR</b>	A student will not sell or distribute a narcotic drug as defined in W. Va. Code §60A-1-101 on the premises of an educational facility, at a school-sponsored function, or on a school bus. A student guilty of this behavior shall be suspended and expelled.
Possession and/or Use of Dangerous Weapon <b>LEVEL FOUR</b>	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. The student shall be suspended and expelled for violating W. Va. Code §61-7-11a.
*W. Va. Code §18A-5-1(d) prohibits the use of suspension solely for not attending class.	

**EXPECTED BEHAVIOR IN SAFE AND SUPPORTIVE SCHOOLS CONT.**

**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, reasonable force, may be used to prevent a student from hurting himself/herself or any other person or property. Behavior interventions and support practices must be implemented in such a way as to protect the health and safety of the student and others. When the use of physical restraint is necessary, the following guidelines must be followed:

- shall be limited to the use of such reasonable force as is necessary to address the emergency;
- shall not restrict breathing (e.g. prone restraint); place pressure or weight on the chest, lungs, sternum, diaphragm, back, neck, or throat; or cause physical harm;
- shall be discontinued at the point at which the emergency no longer exists;
- shall be implemented in such a way as to protect the health and safety of the student and others; and
- 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. The application of mechanical restraint is prohibited as an intervention or consequence for inappropriate behavior.

A core team of personnel in each school, including an administrator designee and any general or special education personnel likely to use restraint, must be trained annually in the use of: nationally recognized restraint process, and current professionally accepted practices and standards regarding behavior interventions and supports including prevention and de-escalation techniques. Any non-trained personnel called upon to use restraint in an emergency must receive training within 30 days following the use of restraint if the principal determines the situation is likely to reoccur. Comprehensive documentation and immediate notification of restraint usage is required.

Time Requirement	Documentation/Notification
Within one hour following the use of restraint	The principal/designee must be provided verbal and written description of the restraint process used on a given student.
Same day	A good faith effort shall be made to verbally notify the parent or guardian of the restraint process used.
Within one school day	<p>Written notification of the use of restraint must be provided to the parent or guardian, and included in the student’s official school record.</p> <p>The written notification includes: 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/guardian contact and notification efforts.</p> <p>This notification must be available to determine if the student’s behavior impacts the student’s learning and/or the creation of or revision to a behavior plan.</p>

**EXPECTED BEHAVIOR IN SAFE AND SUPPORTIVE SCHOOLS CONT.**

**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 is guilty of disorderly conduct; interferes with the orderly educational process; threatens, abuses, or otherwise intimidates a school employee or student; willfully disobeys a school employee; or directs abusive or profane language at a school employee. Any student excluded shall be placed under the control of the principal of the school or a designee.

The excluded student may be admitted to the classroom or school bus only when the principal, or a designee, provides written certification to the teacher that the student may be readmitted and specifies the specific type of disciplinary action, if any, that was taken. If the principal finds that disciplinary action is warranted, he or she shall provide written and, if possible, telephonic notice of the action to the parent or guardian.

When a student is excluded from a classroom or a school bus 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 classroom or the school bus only after the principal, teacher and, if possible, the parent or guardian of the student have held a conference to discuss the student's disruptive behavior patterns and agree on a course of action. If they are not present at the conference then the parent or guardian must be notified of the course of action. Thereafter, if the student's disruptive behavior persists, upon the teacher's request, the principal may, to the extent feasible, transfer the student to another setting.

Bus drivers must follow the guidelines outlined in W. Va. §126CSR92, 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 or guardian. All students shall be transported until the parent or guardian has been properly notified of the exclusion. The principal/designee shall notify the parent or guardian when the 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.

**Guidelines for Suspension—** The purpose of suspension is to protect the students, school personnel and property, the educational environment, and the orderly process of the school. Suspension is considered a temporary solution to an inappropriate behavior until the problem that caused the suspension is corrected. The length of a suspension should be short, usually one to three school days, but may extend to ten school days. Suspension typically takes one of two forms:

**In-School Suspension.** Student is temporarily removed from the classroom(s) for disciplinary reasons but remains under the direct supervision of school personnel and continues to receive instructional support. Direct supervision means school personnel are physically in the same location as the student(s) under their supervision. Settings may include other locations within the school building or removal to another school, such as an alternative school, provided the student remains under direct supervision of school personnel.

**Out-of-School Suspension.** Student is temporarily removed from the school for disciplinary reasons to another setting pursuant to W. Va. Code §18A-5-1a (e.g., home, community setting). This includes both removals in which no Individual Education Plan (IEP) services are provided because the removal is 10 days or less, as well as removals in which the student continues to receive services according to his/her IEP. The student is not under direct supervision of school personnel as defined under in-school suspension.

A student is entitled to an informal hearing when faced with an out-of-school suspension of 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 she/he should not be suspended. However, a student whose conduct is detrimental to the safety of the school may be suspended immediately and a hearing held as soon as practical after the suspension. Other procedures the school must follow when dealing with out-of-school suspensions are outlined in W. Va. Code §18A-5-1 and §18A-5-1a and include:

- parent or guardian must be notified promptly in all cases of suspension;
- county superintendent or designee must be notified, preferably in writing, of the time and conditions pertaining to the suspension;
- student may not participate in any school-sponsored activities and is not permitted on school grounds during the period of suspension;
- student may not be suspended from school solely for not attending class.

An out-of-school suspension of more than 10 days requires a formal hearing before the county board of education. The school and county must adhere to the following procedures as outlined in W. Va. Code §18A-5-1 and §18A-5-1a when dealing with suspensions of more than 10 days: parents or guardian 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 or 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; and students are entitled to be given reasonable time to prepare for the hearing.

**EXPECTED BEHAVIOR IN SAFE AND SUPPORTIVE SCHOOLS CONT.**

Expulsion. 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. In all cases involving expulsion, the student is entitled to formal due process procedures. These procedures are outlined in W. Va. Code §18A-5-1 and §18A-5-1a.

W. Va. 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 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. Procedures that must be followed when dealing with an expulsion include:

- the student and parent or guardian must be given a written statement of the specific charges against the student;
- the county board of education must hold a hearing regarding the recommended expulsion;
- the student and parent or guardian must be given a written notice of the time and place of the county board of education hearing at which the expulsion will be considered. This notice must be given far enough in advance for the student to have time to prepare an adequate defense against the charges;
- the student and parent or guardian have the right to be present at the county board of education hearing and to defend against the charges;
- the student has the right to be represented by an attorney at the hearing at his/her own expense;
- the student has the right to present witnesses on his/her behalf, to hear the testimony of witnesses against him/her, and to question the witnesses against him/her;
- if the board of education decides that the charges against a student do not warrant his/her expulsion from school, the student may remain in school or return to school without being subjected to punishment or harassment;
- in all expulsion hearings, facts shall be found by a preponderance of the evidence;
- expulsion by the board of education is final. However, if a student or parent or guardian believes that the student was not given procedural due process, he/she may appeal to the State Superintendent of Schools. If the State Superintendent of Schools finds that the board's decision to expel the student was properly made, then the expulsion will stand unless overturned by a court.

**Alternative Education Requirements for Disruptive Students**

W. Va. Code §18-5-19 provides for the creation of alternative education programs to allow for the provision of a free and appropriate education to students whose disruptive behavior has caused them to be removed from the regular classroom/school setting. Nothing in this manual precludes county boards of education from operating alternative education programs for non-disruptive students. The guidelines in this manual apply solely to alternative education programs for disruptive students. The State Superintendent of School's approval of the county alternative education policies and procedures is required for authorization to operate an alternative education program under these regulations.

Alternative education program is a temporarily authorized departure from the regular school program designed to provide educational and social development for students whose disruptive behavior places them at risk of not succeeding in the traditional school structures and in adult life without positive interventions. These programs provide a safe and orderly learning environment for the education of all students in West Virginia public schools and meet the educational needs of disruptive students.

Alternative education programs for disruptive students encompass a range of program options such as:

- in-school suspension;
- a separate part-time or full-time alternative education classroom;
- a school-within-a-school;
- a school at an alternative site;
- an afterschool class/night school program; or
- a combination academic/work-based program.

County boards of education shall have flexibility in developing the type or types of alternative education program options needed to meet the needs of disruptive students in the county. County boards of education may request a waiver of State Board of Education policies and regulations in the development and operation of alternative education programs. Such a waiver request does not have to be submitted in accordance with the procedures for requesting waivers stipulated under W. Va. Code §18-5A-3, but may be submitted directly to the State Superintendent of Schools. Program flexibility does not extend to modifying the provisions of Policy 2419 in providing alternative education programs for students with exceptionalities or Section 504 of the Rehabilitation Act of 1973.



**EXPECTED BEHAVIOR IN SAFE AND SUPPORTIVE SCHOOLS CONT.****County Alternative Education Requirements**

**Curriculum.** The curriculum will be based upon state-approved standards and include a component for teaching responsible behavior in a climate/culture conducive to teaching and learning.

**Instruction.** The instruction shall be personalized in a developmentally and age appropriate delivery.

**Units of Credit.** Units of credit are granted based upon proficiency of state-approved content standards.

**Program Completion.** A student may complete an alternative education program in one of the following manners:

- fulfillment of the criteria for re-entry into the referral school;
- completion of high school graduation requirements and awarding of a high school diploma from the referral school; or
- completion of a high school equivalency exam in accordance with W. Va. 126CSR32, WVBE Policy 2444.4, Issuance of the State of West Virginia High School Equivalency Diploma and Option Pathway.

**State Assessment.** A student shall participate in the appropriate assessment according to W. Va. 126CSR14, WVBE Policy 2340, West Virginia Measures of Academic Progress Program. The test scores for these students shall be counted in the results of the referral school.

**Support Services.** A student shall receive counseling and/or other support services as indicated in the student's written plan.

**Special Education.** A student's IEP shall comply with applicable state and federal laws and regulations.

**Licensure.** A teacher assigned to deliver the state-approved content standards 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 for the alternative education program position. The employing county 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.

**Personnel Selection Criteria.** A certified classroom teacher shall be selected on the basis of the teacher's demonstration of competence in meeting the following standards:

- ability to effect positive behavior in disruptive students;
- effective leadership and/or mentoring skills in working with youth;
- successful experience in providing education to troubled or disruptive youth;
- specialized training or experience in non-traditional programs; and
- specialized training in behavior management skills.

**Optional Alternative Education Settings**

**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.

**After-Hours/Night School Classes.** County boards of education are authorized to provide alternative education programs after regular school hours for expelled students and for students who have repeated serious violations of the county's discipline policy following documented multiple behavioral interventions and out-of-school suspensions. After-hour/night school programs shall include the provision of academic coursework and development of social skills/and appropriate behavior. Unless otherwise required by law, regulation, or court order, transportation services for such programs are at the discretion of the county board of education.

**Home-Based Programs for Disruptive Students.** County boards of education may provide home-based programs solely for students expelled under the Productive and Safe Schools Act (W. Va. Code §18A-5-1a) or for disruptive students who meet the eligibility criteria for home/hospital instruction under Policy 2510.

**Program Evaluation.** County boards of education shall conduct an annual evaluation of the effectiveness of the programs. The evaluation shall focus upon the impact 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 career and technical training programs; rates of successful completion of high school graduation or attainment of a high school equivalency diploma; and rates of successful job placement and job retention.

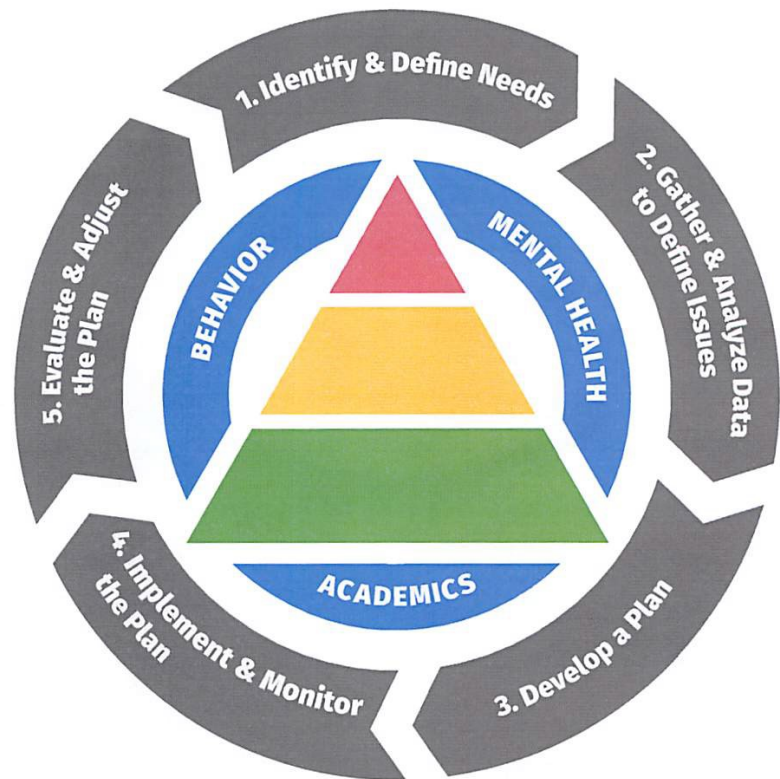
The WVDE shall review compliance with alternative education requirements and the effectiveness of alternative education programs through monitoring and review of the application received annually. The alternative education program shall be evaluated on the basis of its stated goals and the provisions of this policy.



The West Virginia Department of Education (WVDE) is committed to ensuring equitable education opportunities that include high-quality resources, strategies, and practices. The West Virginia Tiered System of Support (WVTSS) is a framework which suggests flexible use of resources to provide relevant and appropriate academic, behavioral, and mental health support to enhance learning for all students.

WVTSS is characterized by a **seamless system of high-quality practices allowing all students to sustain significant progress**, whether they are considered at-risk, exceeding grade-level expectations, or at any point along the continuum.

The WVDE has made an intentional shift in terminology to a “multi-tiered system” to emphasize **the integration of academics, behavior, and mental health as uniformly critical to student success**. WVTSS focuses on the cohesive system of support rather than interventions alone.



### Tiered System of Support for Academics, Behavior, and Mental Health

<b>Tier 3 INTENSIVE</b>	Intensive interventions are delivered to approximately 5-10% of students who have not shown progress at the targeted level. Interventions are narrowly focused on skills and may last longer. Progress monitoring may occur weekly or bi-weekly.
<b>Tier 2 TARGETED</b>	Targeted interventions provide more in-depth support to approximately 10-15% of students meeting in small groups 2-3 times per week. Progress monitoring may occur every 2-3 weeks.
<b>Tier 1 UNIVERSAL</b>	Universal support is delivered to all students and should address the needs of approximately 75-80% of students.

# West Virginia Tiered System of Support (WVTSS) Quick Reference Guide



	<b>UNIVERSAL</b> <b>Foundational Instruction or Prevention provided to ALL Students</b>  <i>75-80% of students should be proficient when Universal Supports are provided in general education environment.</i>	<b>TARGETED</b> <b>Targeted Supplemental Instruction or Intervention provided to Some Students</b>  <i>Only 10-20% of students should need Targeted Supports in addition to Universal Supports.</i>	<b>INTENSIVE</b> <b>Intensive Supplemental Instruction or Intervention provided to Few Students</b>  <i>Only 5-10% of students should need Intensive Supports in addition to Universal and Targeted Supports.</i>
<b>General Focus Areas: Academic, Behavior and Mental Health</b>	Students receive academic, behavior and mental health instruction and support in the general education environment.	Students who are not responding to Universal level (general education) instruction and support receive short-term additional, targeted support.	Students who are not responding to Universal and Targeted level support receive additional, more intensified instruction and support.
<b>Academic Support</b>	All students received instruction and demonstrate learning of the WV College- and Career-Readiness Standards.	Eliminate gap between present achievement and grade-level standards and between instruction and students' needs.	Eliminate or narrow gap between present achievement and grade-level standards and between instruction and students' needs.
<b>Behavior Support</b>	<p>Policy 2520.19, West Virginia College- and Career-Readiness Dispositions and Standards for Student Success for Grades K-12 are integrated into daily classroom expectations and instruction.</p> <p>Effective school-wide behavior supports such as Positive Behavior Interventions and Supports (PBIS) and Early Childhood Positive Behavior Interventions and Supports (ECPBIS) are provided.</p>	Specialized, targeted positive behavior supports are provided.	Specialized and intensified positive behavior supports are provided. May include an assessment of student behaviors; Functional Behavior Assessment (FBA), and the development of specialized Behavior Intervention Plans (BIP).

<p><b>Mental Health Support</b></p>	<p>Mental health support refers to all activities that foster positive social, emotional and behavioral skills and well-being of all students, regardless of whether they are at risk for mental health problems.</p> <p>The West Virginia College- and Career-Readiness Dispositions and Standards for Student Success for Grades K-12 and social-emotional Learning/SEL (teaching students to manage emotions, set and achieve positive goals, feel and show empathy, maintain positive relationships, make responsible decisions, etc.) are integrated into daily classroom expectations and instruction.</p> <p>Positive school climate is regularly monitored and assessed.</p>	<p>Targeted services and/or strategies are designed to address mental health concerns for students who have been identified through a systematic, equitable process as experiencing mild distress or being at-risk for a given condition or concern.</p> <p>Targeted supports may also be used for students to address targeted needs, low-intensity classroom supports such as check-in/check-out, increased instruction with self-regulation and social skills are emphasized and provided to small groups of students.</p> <p>Outside mental health professionals may provide services within the school setting (Expanded School Mental Health, School-Based Health Centers).</p>	<p>Intensive services and support interventions are designed to address mental health concerns for students who have not been successful with targeted interventions or who are already experiencing significant distress and impaired functioning.</p> <p>Specialized and intensified mental health support which may include group, individual, or family therapy and/or wrap-around services for identified students. Continuous collaboration with the school supports individual student needs.</p> <p>Outside mental health professionals may provide services within the school setting (Expanded School Mental Health, School-Based Health Centers).</p>
<p><b>Group Size</b></p>	<p>Wholegroup and smallgroup instruction.</p> <p>Flexible, fluid grouping allows students to move between groups as appropriate.</p>	<p>Small, flexible, fluid groups of students with similar skills and needs.</p>	<p>Individual or very small, flexible, fluid groups of students with narrowly-focused developmental/grade-appropriate skills/needs.</p>
<p><b>Time</b></p>	<p>Provide sufficient time to master required content and expected behaviors.</p>	<p>Time allotted is data-driven and based on individual student progress.</p> <p>» Suggestions for academics include 15-30-minute sessions, three to five times a week in addition to Universal, for 9 weeks.</p> <p>» Suggestions for behavior and mental health is determined by student need, and in addition to Universal supports.</p>	<p>Time allotted is data driven and based on individual student progress.</p> <p>» Suggestions for academics include 30-60 in addition to Universal 3-5 times per week for 9 weeks.</p> <p>» Suggestions for behavior and mental health is determined by student need, and in addition to Universal and Targeted supports.</p>

<p><b>Varied Assessments: Screening and Progress Monitoring</b></p>	<p>Screening: Beginning of school year for all students and/or as needs indicate.</p> <p>Interim: Middle and end of school year for all students and/or as needs indicate.</p> <p>Formative: Ongoing progress on a daily basis for all students.</p>	<p>Continuous use of Formative Classroom Assessment processes and Progress Monitoring to measure and compare student learning and social-emotional needs, and to adjust instruction and support.</p> <p>Suggestions for frequency include every 2-3 weeks.</p> <p>Diagnostic when more information is needed for program planning.</p>	<p>Continuous use of Formative Classroom Assessment processes and Progress Monitoring to measure and compare student learning and social-emotional needs, and to adjust instruction and support.</p> <p>Suggestions for frequency include every 1-2 weeks.</p> <p>Diagnostic when more information is needed for program planning.</p>
<p><b>Personnel</b></p>	<p>General education classroom teacher with support from other building staff, including professional student support staff, to reinforce academic and social-emotional learning</p> <p>Universal prevention and social-emotional learning may also be provided by professional student support personnel or community partners.</p>	<p>General education classroom teacher or specialist (e.g. Title I, Special Educator) or other staff to reinforce learning.</p> <p>Targeted services provided by professional student support personnel and/or school based community partners.</p>	<p>General education classroom teacher or specialist (e.g. Title I, Special Educator) or other staff to reinforce learning.</p> <p>Intensive mental health support provided by professional mental health personnel including school based or community providers.</p>
<p><b>Location</b></p>	<p>General education classroom, or group settings such as an auditorium or library</p>	<p>Small group in general education classroom or another appropriate setting within school; before, during or after school, and summer or interim session.</p>	<p>Appropriate setting within school; may be pull-out, before school, after school, summer, or interim session.</p>
<p><b>Parental Involvement</b></p>	<p>Information about student progress provided to parents via report cards and other various parent contact methods; parents must be informed of the WVTSS framework implementation.</p> <p>Information about social-emotional learning skills and prevention provided to parents via handouts, workshops, online resources, etc.</p>	<p>Ongoing, frequent communication with parents regarding progress on target need(s) or skill(s); parents participate in decision-making.</p>	<p>Ongoing, frequent communication with parents regarding progress on target need(s) or skill(s); parents participate in decision-making.</p>
<p><b>Professional Learning</b></p>	<p>Focused, intentional and ongoing to provide relevant support based on the needs of students and school staff.</p>	<p>Focused, specialized, intentional and ongoing to provide training in supplemental instructional/behavioral/mental health strategies and supports.</p>	<p>Focused, specialized, intentional and ongoing to provide training in intensive instructional/behavioral/mental health strategies and supports.</p>

## MARSHALL COUNTY SCHOOLS

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Ms. Christine Robison, Vice President  
Mrs. Brenda Coffield  
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Robert Wilson, Director of Career Tech/Adult Education	843-4400 ext. 342
Tony Wood, Coordinator of Communications & Events	843-4400 ext. 355

## 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](http://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>

## SCHOOLS

Cameron Elementary School	Wendy Clutter	686-3305
Central Elementary School	Casey Storm	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	Julie Sturgill	843-4420
Hilltop Elementary School	Cynthia McCutcheon	232-8640
Moundsville Middle School	Shey McGuire	843-4440
Sherrard Middle School	Jason Marling	233-3331
Cameron High School	Wyatt O'Neil	686-3336
John Marshall High School	Cassandra Porter	843-4444
Gateway Achievement Center	Amy Trowbridge	843-4526

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.

**ONLY IF chosen, this refusal must be submitted annually in writing.**

Please contact your child's school in writing within 30 calendar days of receipt **ONLY 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 NOTICE

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 or webpages. 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. <sup>(1)</sup>

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 30 calendar days of the public notice of intent to publish by completing the refusal form at the bottom of this page. This is the public notice of our intent to publish. 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
- 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

**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 contact your child's school in writing within 30 calendar days of receipt **ONLY IF** you wish to refuse the release of any or all items listed as directory information.**



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 \_\_\_\_\_

Student Information / Emergency Care Update 2021-2022

Fill out page 37 only if you didn't receive STUDENT DEMOGRAPHIC DATA to correct. Otherwise, complete BOTH pages 37-38 and return. If new complete both.

Date: \_\_\_\_\_ School: \_\_\_\_\_

Grade: \_\_\_\_\_ HR 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.

EVERYONE MUST TURN THIS FORM OVER AND COMPLETE THE EMERGENCY CARE UPDATE. THANK YOU.

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

## Marshall County Schools Health Services

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

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.

**This page is for your information only. You do NOT have to return it.**





### 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
- Some 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.  
Please obtain proof of immunizations from your child’s pediatrician.**

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

Signature \_\_\_\_\_ Date \_\_\_\_\_



VOLUNTEER RELEASE FORM (OPTIONAL) 3120.09 F1/ page 1 of 1

I have offered my services as a volunteer to help the Board of education in the following areas:

Four horizontal lines for listing service areas.

I agree to abide by all relevant Board policies and administrative guidelines while on duty for the Board or school to which I am assigned. I understand that, although I am covered under the Board’s liability insurances policy, I am not covered by its health insurance policy nor am I eligible for worker’s compensation. Should I become ill or suffer an accident while doing volunteer work for the Board, I agree that I shall be responsible for any and all hospital charges that may accrue.

I understand further that, as a volunteer, I am not in any manner considered an employee of the Board or entitled to any benefits provided to employees. I further release the Board from any and all liability for any damages, whatever their nature, which may result as a consequence of my volunteer services.

All volunteers need to display appropriate behavior and dress attire at all times.

By signing this form, I maintain that I have never been charged or convicted of a felony or sex crime in West Virginia or in any other state or federal government. I further maintain I am not required or have never been required to register as a sex offender in West Virginia or in any other state or federal government. I understand that my identity will be checked against the sex offender registries in all 50 states and this may be reason to be denied volunteer/chaperone status. Incomplete or incorrect information below may result in denial as well. Print full legal name and date of birth below.

Volunteer First \_\_\_\_\_ Middle \_\_\_\_\_ Last \_\_\_\_\_

DOB \_\_\_\_\_ (Required)

\_\_\_\_\_  
Volunteer Signature

\_\_\_\_\_  
Board Witness

\_\_\_\_\_  
Date

\*This form needs to be notarized prior to acceptance\*





## 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 in paper or electronic form.

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

---

Print Student Name

---

Signature of Parent/Guardian

---

Date

### OPTIONAL Marshall County Schools Pesticide Application Notification

Marshall County Schools adheres to an Integrated Pest management plan in accordance with Title 61, Series 12J rules of the West Virginia Department of Agriculture. Pests are controlled primarily through preventive measures. When pesticides are required, the least hazardous materials will be used.

Pest management methods are classified as Level 1, Level 2, Level 3, and Level 4 depending upon their toxicity and the degree of hazard associated with their application.

Level 1 Non-chemical (preventative)

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

Level 3 EPA Caution (limited volatility liquids)

Level 4 EPA Warning or Danger (broadcast and space treatments, spraying and fogging)

As a parent or guardian, you have the right to be notified if and when Level 3 or Level 4 pesticides are to be applied. To receive such notification, please complete the information requested below and return this form to the principal.

Please Note: Level 3 and Level 4 pesticides will not be applied when students are in the areas being treated.

**You only have to fill out this information IF you wish to be notified about Level 3 or Level 4 methods.**

\_\_\_\_\_

Do you wish to be notified before level 3 or level 4 pesticides are applied? No \_\_\_ Yes \_\_\_ (if No, stop)

Name of School: \_\_\_\_\_ Date: \_\_\_\_\_

Do you wish to be notified of pesticide application? Yes \_\_\_\_\_ (fill rest of form) No \_\_\_\_\_

Please notify me at least 24 hours prior to the application of Level 3 or Level 4 pesticides at this school.

Student Name(s): \_\_\_\_\_

Parent Name (print) \_\_\_\_\_

Parent Name (sign) \_\_\_\_\_

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

Telephone (home): \_\_\_\_\_ (cell) \_\_\_\_\_

## 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 Liason  
Marshall County Schools  
304-843-4400 ext 345

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

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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, Leaving 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.

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