

MARSHALL COUNTY SCHOOLS STUDENT SERVICES BULLETIN

SCHOOL YEAR 2024–2025



Educating Kids - Building Communities

Most of the forms here can be completed online using FinalForms. Visit the website below to create your account or to update last year's information.

<https://marshall-wv.finalforms.com>

Check out the Marshall County Schools website:

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

Find us on our social media pages:

[f MarshallCountySchoolsWV](#)
[@MCSWV](#)

A Letter from the Superintendent

Marshall County Students, Staff, and Guardians:

Welcome back to the 2024-2025 school year! I hope this letter finds you refreshed and ready for another exciting year of nurturing our students' growth and success. As we embark on this new academic journey, I want to highlight the goals set forth by the Board of Education, which underscore our commitment to continuous improvement and excellence in education.

Goal 1: Professional Development for All Staff

This year, our foremost goal is to provide comprehensive professional development opportunities for all employees. Our focus will be on enhancing both academic outcomes and mental wellness including a positive mindset for our students, staff and community members. By investing in your professional growth, we aim to equip each of you with the tools and strategies needed to positively impact student performance in all aspects of their educational journey.

Goal 2: Increasing Student Achievement

While student achievement can be measured in various ways, the general summative assessment remains a critical benchmark at the state and national levels. Marshall County Schools has made commendable strides in this regard, and we are steadfast in our commitment to further progress. Over the summer, principals diligently identified areas for improvement and crafted targeted plans to address them. Let us continue to uphold high expectations for every student, fostering an environment where each individual can achieve their full potential.

Goal 3: Enhancing Community and Parent Involvement

Community and parent involvement are invaluable assets in our pursuit of educational excellence. This year, we are dedicated to continuing our outreach efforts through initiatives such as the Local School Improvement Council showcase and the LOOK Speaker Series. Expanding upon these opportunities, our principals have collaborated with the county office to schedule engaging learning extension activities for both parents and students. By strengthening these partnerships, we can collectively enrich the educational experience and support the holistic development of our students.

As we commence this school year, I am filled with optimism and enthusiasm for the opportunities that lie ahead. Together, let us continue to uphold the values of collaboration, dedication, and student-centered learning that define Marshall County Schools. Thank you for your unwavering commitment to our students and their futures. Your passion and hard work make a profound difference in the lives of our community's children each day.

Here's to a successful and rewarding year ahead!

Sincerely,
Dr. Shelby Haines

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

Primary Business Address
PO Box 578
214 Middle Grave Creek Road
Moundsville, WV 26041

Phone: 304-843-4400
Fax: 304-843-4409



BOARD OF EDUCATION

Mr. John Miller, President
Ms. Christine Robison, Vice President
Mrs. Brenda Coffield
Mrs. Lori Kestner
Dr. Duane Miller

COUNTY OFFICE STAFF

Dr. Shelby Haines, Superintendent	843-4400 ext. 304
Karen Klamut, Assistant Superintendent	843-4400 ext. 309
David Soltesz, Director of Personnel/Title IX	843-4400 ext. 310
Erin Cuffaro, Director of Special Programs	843-4400 ext. 318
Debbie Derico, Director of Child Nutrition	843-4400 ext. 346
Carla Garrison, Director of Technology Services	843-4400 ext. 322
Nan Hartley, Chief Financial Officer	843-4400 ext. 321
Casey Storm, Director of Student Services	843-4400 ext. 316
Dave Allender, Supervisor of Maintenance	843-4400 ext. 313
Tracy Mercer, Attendance Coordinator	843-4400 ext. 345
Jody Korn, Director of Transportation	304-843-4422
Mike Price, Director of Facilities	843-4400 ext. 349
Shey McGuire, Coordinator of School Safety /CPU Apps.	843-4400 ext. 323
Robert Wilson, Director of Career Tech/Adult Education	843-4400 ext. 342
Tony Wood, Coordinator of Communications	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

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

SCHOOLS

Cameron Elementary School	Catherine Folmar	686-3305
Central Elementary School	Katie Dantrassy	843-4425
Glen Dale Elementary School	Kim Cain	843-4427
Center McMechen Elementary School	Arica Holt	232-6530
McNinch Primary 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	Ryan Finley	843-4440
Sherrard Middle School	Robert Chavanak	233-3331
Cameron High School	Wyatt O'Neil	686-3336
John Marshall High School	Jason Marling	843-4444
Gateway Achievement Center	Amy Trowbridge	843-4526

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

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

Shey McGuire, Editor

MARSHALL COUNTY SCHOOLS CALENDAR 2024-2025

August

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

September

- 2 No School Labor Day Holiday
- 17 End of IR1 / PR1

October

- 9 No Students Professional Learning for Staff
- 15 End of First Nine Weeks / PR2

November

- 5 No School Election Day
- 11 No School Veteran’s Day Holiday
- 15 End of IR2 / PR3
- 27-29 No School Thanksgiving Break

December

- 20 No Students End of Second Nine Weeks / First Semester
- 23-31 No School Semester Break

January

- 1 No School New Year’s Day Holiday
- 2 No School Semester Break
- 3 No Students Curriculum Development for Staff
- 20 No School Martin Luther King Jr. Day Holiday

February

- 7 End of IR3 / PR4
- 17 No Students Professional Learning for Staff

March

- 13 End of Third Nine Weeks / PR5

April

- 16 End of IR4-PR6
- 17-21 No School Spring Break
- 22 No Students Professional Learning for Staff

May

- 23 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 cancelled days.

Days six—ten will be non-traditional remote instruction days.

Days 11+ will need to be made up.

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**

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, May 12, 2022, 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 seek amendment and/or a hearing of the student's education records, by written request to the building principal, that the parent or eligible student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights.
- To consent to disclosures of personally identifiable information contained in the student's education records, except in the cases where prior consent is not required (see below).
- To refuse to permit the disclosure of personally identifiable information with respect to a student's directory information**. To do so, 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 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 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 of state policy 4350 is available for review at the Marshall County Board of Education Office.
- To file a complaint with the West Virginia or United States Department of Education concerning alleged failures by the educational agency or institution to comply with the requirements of this policy.

Prior Consent for Disclosure NOT Required:

An educational agency or institution may disclose personally identifiable information from the education records of a student without the written consent of the parent of the student or the eligible student if the disclosure is: to other school officials***, including teachers, within the educational agency or institution who have been determined by the agency or institution to have legitimate educational interest****, to officials of another school or school system, or institution of post-secondary education, in which the student seeks or intends to enroll, to the Comptroller General of the United States, the Secretary, or state and local educational authorities, in connection with financial aid for which a student has applied or which a student has received; provided, that personally identifiable information from the education records of the student may be disclosed only as may be necessary for such purposes as: determining eligibility/amount/conditions imposed/enforcing terms of the financial aid, to organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of: a) developing, validating or administering predictive tests; b) administering student aid programs; or c) improving instruction; provided, that the studies are conducted in a manner that will not permit the personal identification of students and their parents by individuals other than representatives of the organization and the information will be destroyed when no longer needed for the purposes for which the study was conducted, to accrediting organizations in order to carry out their accrediting functions, to parents of a dependent student, to comply with a judicial order or lawfully issued subpoena; provided, that the educational agency or institution makes a reasonable effort to notify the parent of the student or the eligible student of the order or subpoena in advance of compliance and the subpoena does not prohibit disclosure, to appropriate parties in health or safety emergency, to an agency caseworker or other representative of a state or local child welfare agency who has the right to access a student's case plan when such agency or organization is legally responsible in accordance with state law for the care and protection of the student, information the educational agency or institution has designated as directory information.

* A student who has attained eighteen years of age, or is attending an institution of post-secondary education. ** Directory information includes but is not limited to: student name, address telephone number, email address, photograph, date and place of birth, major field of study, dates of attendance, grade level, participation in officially recognized activities and sports, weight and height of members of athletic teams, indication of graduate or non-graduate, degrees and awards received, and the most recent previous educational agency or institution attended.*** 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.

WEBSITES

Marshall County Schools	http://boe.mars.k12.wv.us
Cameron High	http://chs.mars.k12.wv.us
John Marshall High	http://johnmarshallhs.com
Gateway Achievement Center	http://boe.mars.k12.wv.us/gateway-achievement-center/
Moundsville Middle	http://mms.mars.k12.wv.us
Sherrard Middle	http://sms.mars.k12.wv.us
Cameron Elementary	http://cameron.mars.k12.wv.us
Central Elementary	http://central.mars.k12.wv.us
Center McMechen Elementary	http://mcmechen.mars.k12.wv.us
Glen Dale Elementary	http://glendale.mars.k12.wv.us
Hilltop Elementary	http://hilltop.mars.k12.wv.us
McNinch Primary	http://mcninch.mars.k12.wv.us
Sand Hill Elementary	http://sandhill.mars.k12.wv.us
Washington Lands Elementary	http://washingtonlands.mars.k12.wv.us
Technology Integration	http://marshall-k12.wvnet.edu/technology/

Learn about free Microsoft Office software here!

We use LiveGrades for grades 3-12 to communicate student progress online. Parents and students can get login information from their school. Visit livegrades.k12.wv.us to activate your account. Returning students/parents: **Use your same login/password as last year.**

2024–2025 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 (IMA)	3–11	ICA’s – same blueprint as WVGSA and assess the same standards. IMA’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.

ATTENDANCE The WV State attendance policy is currently being revised. MCS will update the following policy in accordance with the changes that are made at the state level.

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.
- 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 The WV State attendance policy is currently being revised. MCS will update the following policy in accordance with the changes that are made at the state level.

Driver's License Requirement – No documentation needed when initially applying for a permit or license with the DMV.

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 a permit or driver's license that has been restricted.

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 restriction 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 referred for a restricted driver's license 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 an unrestricted license

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 an unrestricted license.

PARENT LINK COMMUNICATION

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

RACE AND ETHNICITY

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

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

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

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

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

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

AIDS EDUCATION

In compliance with state and county policy, AIDS Education shall be integrated into current programs of study such as health, science, developmental guidance, and social studies at all appropriate grade levels. The goal is to assist in the protection of students by providing them with the knowledge and skills necessary to avoid behavior that will put them at risk of infection with the human immunodeficiency virus (HIV). The Marshall County AIDS curriculum and materials are available for parental examination. Marshall County Schools Aids policy 2413 may be viewed online at <https://go.boarddocs.com/wv/marsh/Board.nsf/Public#>

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. 350.

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
MCS policy
5111.01**

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 David Soltesz Marshall County Personnel Director at 304-843-4400 ext. 311.

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 operating 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 \$0.35.

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

Non-Discrimination Statement

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

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

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

mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or

fax: (833) 256-1665 or (202) 690-7442; or

email: 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.mcsbfit.com to obtain the forms.

PROTECTION OF PUPIL RIGHTS

The Protection of Pupil Rights Amendment (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 Student Services Bulletin, FinalForms, automated phone call, 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:

Student Privacy Policy Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20232-5901

TRANSPORTATION

As per WVBE Policy 4336, state code §126-92-3.4, and MCS Policy 8600, 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. Parents shall provide written guidance regarding any special care a student may need while riding the bus and be responsible for providing supervision for all pre-K through 3rd grade students at all bus stops until the bus arrives for both pickup and delivery. The county board may terminate bus transportation service if a parent persistently fails to meet the bus at a designated stop. Students shall not eat, drink, or place objects in their mouths that may cause a choking hazard while on the bus except for medically necessary foods or medications according to WV 126CSR25A, Policy 2422.7, Standards for Basic and Specialized Health Care Procedures (Policy2422.7) Additionally, students shall not wear headphones or any type of earpiece that may prevent hearing a warning signal or horn while loading or unloading from the bus.

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.

Emergency School Closing Procedures

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, employees drive the roads to check road conditions. Additionally, 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 MCS staff close the schools, and all TV stations are notified, and social media posts are made.

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

Yes, the Superintendent and/or MCS 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 TV stations will be notified and social media posts will be made. 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 television stations are notified to make the appropriate announcement:

WTRF-TV	Wheeling	Channel 7
WTOV-TV	Steubenville	Channel 9

In addition, announcements are made through the Marshall County Schools app and social media pages. Follow us on Twitter @MCSWV. Find us on Facebook.

Emergency School Closing Procedures

More Emergency Information

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

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

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

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

- Have a 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 television stations will be notified and the emergency closing announcements will be made at the earliest possible time.

Please make sure all schools have the correct contact numbers for all your children—update your info as needed.

TRANSPORTATION—CONTINUED

STATE OF WEST VIRGINIA
STATE DEPARTMENT OF EDUCATION
OFFICE OF SCHOOL TRANSPORTATION
REGULATIONS FOR PUPILS TRANSPORTED IN SCHOOL BUSES

WVBE 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 (**18th in Marshall County**); as long as they continue to be enrolled as a student after their seventeenth birthday; or until their graduation. A student who has not graduated may attend school until they are twenty-one.

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

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

Harassment, Bullying and Violence— Marshall County Schools will maintain an education and work environment that is free from all forms of harassment and violence. Marshall County Schools does not tolerate discriminatory harassment based on race, color, national origin, sex (including gender status, change of sex, or gender identity), disability, age, blindness, creed or religion, ancestry or genetic information, socioeconomic status, physical appearance, sexual orientation, mental/physical/developmental/sensory disability, or any other characteristic that are protected by Federal civil rights laws, and encourages those within the school community who feel aggrieved to seek assistance to rectify such problems. Individuals who are found to have engaged in unlawful harassment shall be subject to appropriate disciplinary action.

Harassment means any threatening, insulting, or dehumanizing gesture, use of technology, or written, verbal or physical conduct directed against a student or school employee that: (a) places a student or school employee in reasonable fear of harm to his/her person or damage to his/her property; (2) has the effect of substantially interfering with a student's educational performance, opportunities, or benefits, or an employee's work performance; or (3) has the effect of substantially disrupting the orderly operation of a school. Bullying is when one or more persons systematically and chronically harasses another student or employee and may involve: teasing, threats, intimidation, stalking, cyberstalking, cyberbullying, physical violence, theft, sexual harassment, harassment based on religion or race, public humiliation, or destruction of property.

EXPECTED BEHAVIOR IN SAFE AND SUPPORTIVE SCHOOLS POLICY

Title IX— Marshall County Schools does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX and its regulations, including in admission and employment. Inquiries about Title IX may be referred to Marshall County School's Title IX Coordinator and/or the U.S. Department of Education's Office for Civil Rights. Marshall County School's Title IX Coordinator is David Soltesz, PO Box 578, Moundsville, WV 26041, dsoltesz@k12.wv.us, 304-843-4400. Marshall County School's nondiscrimination policy and grievance procedures can be located at <https://boe.mars.k12.wv.us/26586-2/>. To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please contact the Title IX Coordinator.

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.

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.

EXPECTED BEHAVIOR IN SAFE AND SUPPORTIVE SCHOOLS POLICY

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.

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.

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 POLICY

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 POLICY

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 POLICY**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.

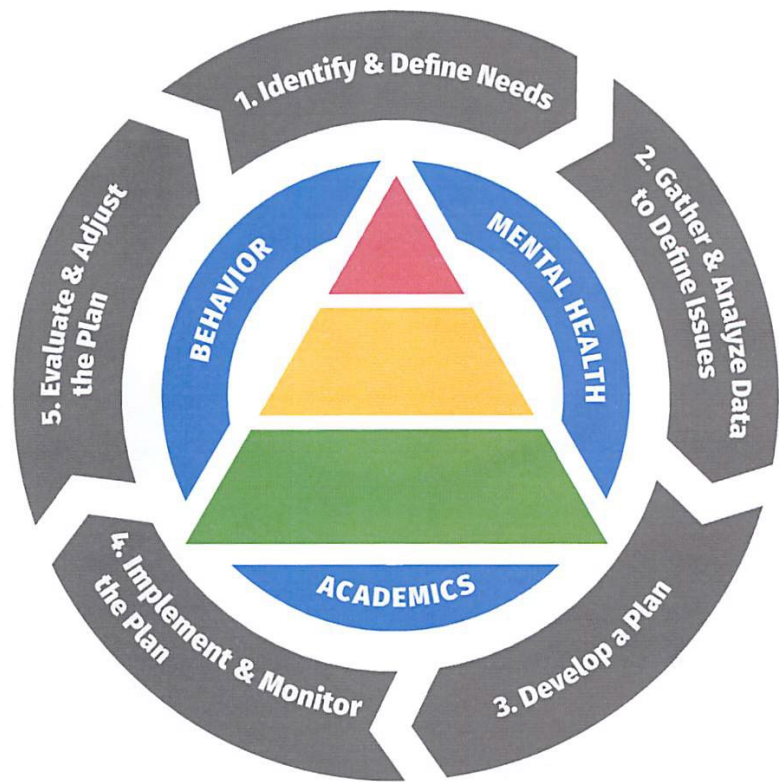
The WVDE shall review compliance with alternative education requirements and the effectiveness of alternative education programs through monitoring and review of the application received annually. The alternative education program shall be evaluated on the basis of its stated goals and the provisions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

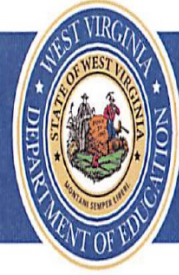
The WVDE has made an intentional shift in terminology to a “multi-tiered system” to emphasize **the integration of academics, behavior, and mental health as uniformly critical to student success**. WVTSS focuses on the cohesive system of support rather than interventions alone.



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

Tier 3 INTENSIVE	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.
Tier 2 TARGETED	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.
Tier 1 UNIVERSAL	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



	UNIVERSAL Foundational Instruction or Prevention provided to ALL Students <i>75-80% of students should be proficient when Universal Supports are provided in general education environment.</i>	TARGETED Targeted Supplemental Instruction or Intervention provided to Some Students <i>Only 10-20% of students should need Targeted Supports in addition to Universal Supports.</i>	INTENSIVE Intensive Supplemental Instruction or Intervention provided to Few Students <i>Only 5-10% of students should need Intensive Supports in addition to Universal and Targeted Supports.</i>
General Focus Areas: Academic, Behavior and Mental Health	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.
Academic Support	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.
Behavior Support	<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>Mental Health Support</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>Group Size</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>Time</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>Varied Assessments: Screening and Progress Monitoring</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>Personnel</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>Location</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>Parental Involvement</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>Professional Learning</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>

Student Information / Emergency Care Update 2024-2025

Fill out page 27 only if you didn't receive STUDENT DEMOGRAPHIC DATA to correct. Otherwise, complete BOTH pages 27-28 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: (_____) _____ - _____

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.

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 _____

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? _____

Who is Homeless?

Subtitle VII-B of the McKinney-Vento Act defines the term “homeless children and youths” as individuals who lack a fixed, regular, and adequate nighttime residence, including

- i. children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals;
- ii. children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
- iii. children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
- iv. migratory children who qualify as homeless for the purposes of this subtitle because the children are living in circumstances described in clauses (i) through (iii).

For more information, download *Determining Eligibility for McKinney-Vento Rights and Services* at <https://nche.ed.gov/resources>.

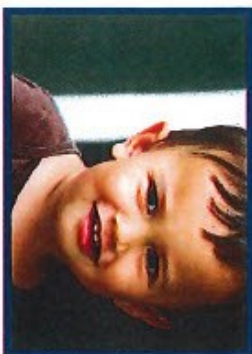
Educational Rights

Under the McKinney-Vento Act, homeless children and youth have the right to

- ▶ receive a free, appropriate public education.
- ▶ enroll in school immediately, even if lacking documents normally required for enrollment.
- ▶ enroll in school and attend classes while the school gathers needed documents.
- ▶ enroll in the local school; or continue attending the school of origin (the school they attended when permanently housed or the school in which they were last enrolled), according to each student’s best interest.

* If the school district believes that the school selected is not in the student’s best interest, the district must provide the parent, guardian, or unaccompanied youth with a written explanation of its position and inform the parent, guardian, or youth of the right to appeal its decision.

- ▶ receive transportation to and from the school of origin, if requested.
- ▶ receive educational services comparable to those provided to other students, according to each student’s needs.



Supporting the Education of Children and Youth Experiencing Homelessness

Tracy Mercer
Homeless Liason
304-843-4400 ext. 345

<https://nche.ed.gov>



NCH E publications are supported through a contract with the U.S. Department of Education.

Keep for your reference

About NCHE

Keep for your reference

The National Center for Homeless Education (NCHE) operates the U.S. Department of Education's technical assistance center for the federal Education for Homeless Children and Youth Program. NCHE is based at the SERVE Center at the University of North Carolina at Greensboro.

NCHE works with schools, service providers, parents, and other interested stakeholders to ensure that children and youth experiencing homelessness can enroll and succeed in school.

NCHE Resources

NCHE provides a variety of homeless education resources, available in electronic or hard copy format, including

- ▶ educational rights posters,
 - ▶ enrollment reference foldouts,
 - ▶ federal homeless education data reports,
 - ▶ homeless liaison toolkits,
 - ▶ issue briefs,
 - ▶ NCHE brochures,
 - ▶ parent brochures,
 - ▶ parent pack pocket folders, and
 - ▶ unaccompanied homeless youth booklets.
- Visit <https://nche.ed.gov/resources> to download or order NCHE resources.

NCHE Helpline

NCHE operates a toll-free helpline to assist educators, service providers, parents, community members, and others interested in the education of children and youth experiencing homelessness. Contact the NCHE helpline for assistance with

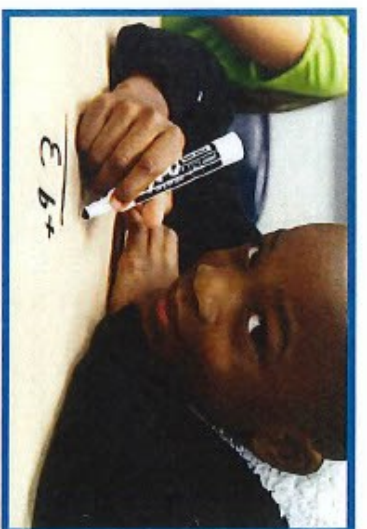
- ▶ understanding the educational rights of children and youth experiencing homelessness,
- ▶ determining how the McKinney-Vento Act may apply to a particular situation, and
- ▶ locating contact information for State Coordinators for Homeless Education and local homeless education liaisons.

Contact the NCHE helpline at 800-308-2145 or homeless@serve.org.

NCHE Listserv

Through its listserv, NCHE keeps the homeless education field informed of new resources and happenings, including federal policy and practice updates, new NCHE products, NCHE webinar registration availability, and more. Visit <https://nche.ed.gov/resources> to join.

- ▶ The NCHE website serves as a comprehensive source of homeless education information. Visit the NCHE website at <https://nche.ed.gov> to
- ▶ download or order NCHE products;
- ▶ learn more about the McKinney-Vento Act and other laws pertaining to the education of students experiencing homelessness;
- ▶ search for information on topics such as McKinney-Vento eligibility, enrollment, transportation, preschool, higher education, and more; and
- ▶ learn more about homeless education in your state.



NCHE Website

The NCHE website serves as a comprehensive source of homeless education information. Visit the NCHE website at <https://nche.ed.gov> to

"Through it all, school is probably the only thing that has kept me going. I know that every day that I walk in those doors, I can stop thinking about my problems for the next six hours and concentrate on what is most important to me."

Formerly Homeless Student

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 NO to either question above, stop here. You do not need to complete this form.

If you answered YES to BOTH of the questions above, please complete the remainder of this form and forward to Tracy Mercer, Attendance Director.

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 * Timeline 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: _____

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_____

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. ⁽¹⁾

If you do not want Marshall County Schools to disclose directory information from your child's education records without your prior written consent, you must notify your child's school in writing within 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
- Address
- Telephone listing
- Homeroom
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Photograph
- The most recent educational agency or institution attended

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

Footnotes:

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

(OPTIONAL)

Child Custody

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
(parent name)
 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.

Printed Name _____

Signature _____

Date _____

VOLUNTEER RELEASE FORM (OPTIONAL) 8120.09 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.

Volunteer First _____ Middle _____ Last _____

DOB _____ (Required)

Volunteer Signature

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 ___ **(Stop here)**

Yes ___ (Complete the information below)

Name of School: _____ Date: _____

Student Name(s): _____

Parent Name (print) _____

Parent Name (sign) _____

Address: _____

Telephone (home): _____ (cell) _____

(OPTIONAL)

Parent/Community Survey

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

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