

WILLIAMSTOWN ELEMENTARY SCHOOL

**430 Caroline Ave
Williamstown, WV 26187
(304) 375-7675
Fax (304) 375-4894**



**In Partnership with
WILLIAMSTOWN NATIONAL BANK**

**PARENT/STUDENT
HANDBOOK
2021-22**

Welcome to Williamstown Elementary School. We are looking forward to an exciting school year. Education is a day-to-day process involving good communication with home, students, and school. Therefore, we encourage you to be a part of the day-to-day process. We would like to welcome you to visit or volunteer in our building.

Sincerely,
WES Staff

Mission

Be the best BEE you can Be

Vision

Our vision is to promote collaboration between staff, parents, and students to achieve academic excellence. We strive to create a safe environment, which fosters the development of responsible, caring students who are lifelong learners that are prepared to meet the challenges of an ever-changing society.

Core Beliefs

Students

All students have the right and responsibility to learn and will learn, given the appropriate time and attention to their unique abilities and life experiences.

Staff

Our students are our most important community resource and deserve the highest quality education we can provide in a safe, positive, and welcoming environment.

Community

Education is a valued partnership shared by school, family, and community.

21st Century Technology will be embraced by all so that our students will have what it takes to become adults in our ever-changing technological world.

PROFESSIONAL DEVELOPMENT SCHOOL

Williamstown Elementary School is a Professional Development School in partnership with the WVU-Parkersburg Partnership Project. As a professional development partner, our school works closely with the Education Division at WVU-Parkersburg to benefit the teachers and students in our school as well as teacher candidates at the college. The goals of this partnership are to:

- Better prepare teaching candidates for the profession of teaching
- Provide enhancement and enrichment services for public school students
- Provide meaningful professional development activities for teacher candidates, in-service teachers, and college faculty

WOOD COUNTY SCHOOLS TAKE SAFETY SERIOUSLY

Wood County schools are planning for student safety. A partnership between home, school and community is vital to success. County and individual school safety procedures continue to be reviewed and updated. Students participate in periodic practice drills including fire, evacuation, lockdown, tornado and shelter-in-place. While we hope we never have to implement our procedures, we practice so that students and staff will know what to do in case of an actual emergency. A visitor may be present in a school building when such a drill occurs or may arrive and not be able to enter a building until it is over. Anyone who is in a building will be expected to follow the procedures for the drill along with the students and staff.

We want everyone to feel welcome, but it is also necessary for us to maintain the safety of all students and staff. The Wood County Board of Education has adopted policies governing school safety.

- Policy 1310.1 - gives guidelines for visitors to Wood County Schools. This includes a photograph ID credential exchange.
- Policy 1310.2 - addresses access control to school buildings. Each school has a visitor entrance.
- Policy 4157 - requires Wood County School employees to wear ID badges.

Bell Schedule

7:15Morning gym duty begins
7:55Breakfast begins
7:45Staff reports
7:55Announcements
8:05Tardy Bell
8:505 th Plan
9:303 rd Plan
10:102 nd Plan
10:504 th Plan
10:551 st and 2 nd Lunch
11:303 rd and 4 th Lunch
12:005 th Lunch
12:35PK/K
12:401 st Plan
1:20K Plan
2:50Bus Students Dismissed
2:45Car Rider/Walkers Dismissed

- Policy 5157 - initiates student identification cards carried by Wood County high school students.

Wood County Schools policies are available on the www.woodcountyschoolswv.com website.

ELEMENTARY REPORT CARDS ISSUED

November 1

January 25

April 4

Mailed week of June 7

MIDTERM REPORTS

September 20

December 3

February 16

April 26

ELEMENTARY TESTING SCHEDULE

General Summative Assessment - Grades 3-6
TBA

Dynamic Learning Maps (DLM) - Grades 3-6
TBA

PTA MEETINGS

To Be Announced by PTA. Will notify the week prior.

ARRIVAL AND DISMISSAL OVERVIEW

Arriving Early

Students may arrive at school no earlier than 7:15. Duty teachers for car arrival and bus arrival do not start until 7:30. It is the parents' responsibility for safely getting in prior to 7:30.

Arriving Late - Tardiness

Students who arrive at school after 8:05 AM are tardy. Tardiness is treated as a part day absence. Excessive tardiness is referred to the Principal and may result in loss of privileges and or after school detention.

Driveway Traffic

Parents are asked **please not to block the flow of traffic**. Parents are prohibited from parking in the bus loop or bus parking lot. We encourage *all* students within reasonable walking distance to walk to and from school. Students who live on the backside of the building (PK Lot) are the only students who have access to leave from PK/K doors.

FACULTY AND STAFF

Principal: Heather Mannix-Brethauer		Assistant Principal: Suzy Schofield	
Secretary: Kimberlee Shears			
Counselor: Chris Hartline		Nurse: Terra Yoak	
Grade	Faculty Member	Area	Faculty Member
PreK	Bec Morgan	Speech	Krista Erwin
	Pam Kellar (Aide)		Lisa Montgomery
	Angela Sawver	Reading Resource	Lisa Edgar
	Angie Morris (Aide)	Interventionist	Amanda Bell
	Laurel Joy	Interventionist	Tara Campbell
	Amanda Proper (Aide)	Special Education	Kathleen Cornell
Kindergarten	Tessa Hill		Hannah MacIver
	Karla Trembly(Aide)	Librarian	Krista Berman
	Candy Flanagan	Music	Meaghan Hahn
	Jennifer Riser (Aide)	Physical Education	Zachary Hall
	Laura Maidens		Renee" Kornmiller
	Connie Ferrell (Aide)		
	Melissa Dean		Cooks
	Theresa Spitsnaugle (Aide)	Mayra Lockhart	Cafeteria Manager
Grade 1	Valerie Nicely	Deanna Holmes	
	Diana Mundorff	Tammy Hupp	
	Marie Carsey	Susie Hunt	
	Chelsea Thomas	Mary McCumbers	
Grade 2	Autumn Gibson		
	Diane Hickey		Custodians
	Michelle Elliott	Ray Whipkey	Head Custodian
	Heather Burrell	Delmar McKown	
Grade 3	Rayann Newton	Autumn Davis	
	Donna Haer	Justin Scadden	
	Julia Johnson		
	Jamie Deem		
Grade 4	Marla Cutright	WEB SITE	
	Jo Badgley	For more information about Williamstown Elementary School	
	Doug Badgley	interested parents and students can visit our web page at:	
	Valerie Jones	https://www.woodcountyschoolswv.com	
Grade 5	Sasha Banfield		
	David Morris		
	Diana Leo		
	Shannon Offenberger		

WILLIAMSTOWN ELEMENTARY SCHOOL IS PROUD TO BE PARTNERS IN EDUCATION WITH WILLIAMSTOWN NATIONAL BANK

As required by state and federal laws, the Wood County Board of Education does not discriminate on the basis of race, religion, color, national origin, ancestry, sex, age (40 or above) blindness, or handicap in employment or in its educational policies and activities.

Inquiries regarding compliance with any section of this policy may be directed to:

Assistant Superintendent, Personnel/Pupil Services, TitleIX Coordinator
or

Director of Special Education, Section 504 Coordinator
Wood County Board of Education

1210 Thirteenth Street
Parkersburg, WV 26101-4198
Telephone: (304) 420-9663

or

WV Human Rights Commission
State Capitol

Charleston, WV 25305
(304) 558-2616

Fax (304) 558-0085
OFFICE LOCATION

1321 Plaza East, Room 104/106
Charleston, WV 25301-1400

Note: State and Federal laws include WV Human Rights Act, Title IX, Education Amendments of 1972; Age Discrimination in Employment Act (ADEA); Americans with Disabilities Act (ADA); Civil Rights Act of 1991; Civil Rights Act Title VII; Equal Pay Act; Executive Order 11246; Fair Labor Standards Act (FLSA); Family and Medical Leave Act (FMLA); Rehabilitation Act of 1973; Section 504; and other State or Federal Laws and regulations governing students and employees.

"Wood County Schools is an equal opportunity provider."

WILLIAMSTOWN SCHOOL POLICIES AND INFORMATION

TRANSPORTATION AND THE SCHOOL DAY ARRIVAL PROCEDURES

In order to maintain a safe and orderly environment for the arrival of students, we have implemented the following procedures:

1. All students who walk or get dropped off and arrive before 7:55 a.m. enter through the gym door and sit in their assigned location.
2. School will begin at 7:55 a.m. in the gym with morning announcements.
3. Students who arrive after 8:05 a.m. must enter through the security door and report to the office to receive a tardy slip.
4. The tardy bell rings at 8:05 a.m.

DISMISSAL PROCEDURES

In order to maintain a safe and orderly environment for the dismissal of students, we have implemented the following procedures:

1. Bus students are dismissed from classrooms at 2:50 p.m. (K-2 will be dismissed and put on buses at 2:45).
2. Students who walk or ride in cars are dismissed from classrooms at 2:45 p.m.
3. The Wood County safety policy no longer permits parents to pick up students in the school building. Walkers and pick up will be done so by car, by meeting Mr. Badgley on the corner of 5th and Caroline or by simply walking home.
4. Parents who drive through in front of the building to pick up their child/children MUST have their card tag visible to be read. Do not park and walk up to pick up your child at the building.
5. Do NOT park in the PK parking lot or bus loop if your child is a car pick up. The only students permitted to be dismissed from the PK doors are the students who live behind the building or are walking home in that direction.

BICYCLES

Bicycles may be ridden to school as long as safe practices are observed. Helmets must be worn as required by law.

BUS RULES AND SAFETY

School Bus Discipline Procedures

The Williamstown School Bus Discipline Procedure involves the following steps:

1. First Offense — Warning — Note sent home.
2. Second Offense — Note sent home and student seated in front for one week.
3. Third Offense — Student prohibited from riding bus for a period of time.

The principal speaks with the student after each of these steps. The bus driver and school retain the right to prohibit a student from riding the bus at any time due to the severity of the problem.

We ask for parental support in the effort to establish the proper behavior. Parents who have questions concerning these procedures should contact the school.

CROSSING GUARD

The crossing guard is on duty at Williamstown School only during the following times:

**7:30 AM to 8:05 AM
2:45 PM to 3:15 PM**

BREAKFAST

Breakfast is offered each morning from 7:40 to 8:00 a.m., unless a student arrives on a later bus.

NOTES FOR PERMISSION TO GO HOME WITH ANOTHER CHILD

If a child is going home with another child, BOTH children need to bring permission slips verifying this arrangement. The principal will sign the note and forward it to the teacher. All children should be encouraged by their parents to come directly home after dismissal in the afternoon.

ACADEMICS AND DISCIPLINE HOMEWORK

The main purpose of homework is to extend the time students have to learn about some area of their studies. All children do not learn at the same pace; therefore, homework may allow them to complete work not finished at school. Other examples of homework are:

1. Drill and additional practice to strengthen new skills introduced in the classroom;
2. Work on projects of short term or long term nature;
3. Participate in research activities in locating facts and data; and
4. Extend reading for pleasure and enjoyment.

Most homework supplements, compliments, and reinforces classroom teaching and learning.

Students in primary grades (1 through 3) whose attendance is regular generally should not spend more than 15 - 20 minutes per day doing homework. Students in intermediate grades (4 through 5) generally do not spend more than 30 - 45 minutes per day on homework. If the child spends considerably more time than this most days, a check with the teacher may be helpful to determine the reason.

INSTRUMENTAL MUSIC

Instrumental music is available to 5th grade students.

LIBRARY

The library exists to provide the resources and materials needed for the instructional program of the school. It reflects the educational philosophy of the school and county programs. The primary objective of the library is to support by implementation and enrichment the curriculum of the school. Aid is given

both to teachers and students. Due to the nature of scheduled classes in the library, requests for materials should be made before the day begins or after the last class ends.

1. Library time is assigned to each class. During this time, students are given a chance to check out books and are given instruction in library skills.
2. The library is open before and after school for use as needed if requested.
3. Books are checked out for two weeks.
4. For lost books, the full replacement cost is charged.

PHYSICAL EDUCATION

Parents should make sure shoes are clean if they have been worn outside. Those who cannot afford tennis shoes should notify the teacher who refers them to the school office. This policy must be adhered to for the best interest in the health and safety of our students.

DISCIPLINE POLICY

Williamstown Elementary School grade levels teams determine the discipline plan for each grade level. Each grade level is unique in its approach to organization and procedures. A copy of each plan will be sent home so you are aware of all expectations and procedures.

Please keep the following basic rules in mind:

1. Exercise body control by keeping hands and feet to themselves.
2. Exercise body control by walking through the hallways, stairs, classrooms, cafeteria, restrooms, and on the sidewalk at all times.
3. Obey and follow the directives of all staff members.
4. Observe quiet areas and quiet times as designated by the teachers.
5. Refrain from the use of foul language (written or spoken) or inappropriate gestures that are related to foul language.

Our goal is to create a positive learning environment for all students. These statements are the premise for what we believe will make every child successful.

We are SAFE.

We are RESPECTFUL

We FOLLOW Directions the first

We WORK HARD and TRY OUR BEST.

PARENTS AND SCHOOL INFORMATION AFTER SCHOOL CHILD CARE

Williamstown School, in cooperation with the YMCA, Parker's Playhouse, Boys and Girls Club of Marietta and Ely Chapman will provide after school child care beginning the first day of school. Transportation will be provided for all but the YMCA. The YMCA is housed here in our building. Applications and more specific information are available in the school office or from the program coordinators.

WAYS PARENTS CAN HELP WITH HOMEWORK

To emphasize the importance of good study and work habits, parents should look over the child's work and have him or her explain it. Parents should encourage rather than pressure their children.

1. Provide a suitable place for study or work;
2. Give encouragement and show interest;
3. Supervise and guide rest (ensure the child goes to bed on time), eating, and play habits;
4. Exercise patience and kindness in offering help;
5. Assist with drill work when asked;
6. Understand the physical, emotional, social, and mental needs and characteristics of growing children; and
7. Help other members of the family to adjust their activities so they do not interfere with the child's study time.

PARENT-TEACHER ASSOCIATION (PTA)

The PTA is a vital part of Williamstown School. It offers opportunities for parents and teachers to become better acquainted. Also, it assists in providing special programs for the pupils and in financing important school projects. Parental support is needed and appreciated.

Our goal

Our goal is to provide a variety of educational programs and activities; to promote a strong and positive self image of each student; to encourage parent involvement; to improve communication between home and school and to ensure a well-maintained facility. We meet on the second Monday of each month. Please plan to get involved and share your time and talents.

PARTY INVITATIONS

When sending party invitations to school to send home with students, please be respectful of the feelings of all children. Party invitations must be given to all boys, all girls, or all students in the class.

VISITOR PROCEDURES AND WILLIAMSTOWN SAFETY POLICY

In compliance with the Wood County Schools Safety Policy, we have implemented the following procedures:

1. All visitors and parents who arrive before 8:05 a.m. must enter through the side door.
2. The principals will be stationed in the lobby and/or the sidewalk by the gym during arrival time.
3. Visitors and parents who arrive after 8:05 a.m. may enter through the front door of the school and are required to go to the office, sign in, and exchange a photo ID for a visitor's badge.

WILLIAMSTOWN JACKETS

MISSION:

BE the BEST BEE You Can BE

Jacket Mentality....It Just Means More

- Improve academic achievement
- Complete homework assignments
- Improve daily attendance and decrease tardiness
- Reduce school conflicts
- Learn alternatives to violence
- Learn to respect others' property
- Be good citizens
- Contribute to the orderly, positive climate of the school
- Be proud of themselves

Standards and Expectations:

The standards and expectations are taught and reinforced daily in every classroom, in the hallway, the lunchroom, the playground, in assemblies, and on field trips. This set of school-wide standards provides a consistent and solid set of behavioral expectations for students.

Class Preparation:

- √ Materials—students must have the proper materials needed for class each and every day.
 - ❖ Pencil/pen
 - ❖ Paper
 - ❖ Textbooks
 - ❖ Assignments
 - ❖ Planners (3-5)
 - ❖ Other items as requested (gym shoes, etc.)
- √ Tardiness—students must be in their classrooms or the gym by 8:05a.m.
 - ❖ Students are considered tardy after 8:05 a.m.
 - ❖ Parents must enter the building and sign students in after 8:05a.m.
 - ❖ After 5 times tardy in a 9-week period, a conference with the student and parent will be held with the principal. Further tardies will result in loss of privileges and or after school detention.

Building Expectations:

- √ In the classroom students are expected to display appropriate behavior during the day.
- √ In hallways, students will
 - ❖ Walk quietly in hallways on class changes
 - ❖ Walk on the right side of the hallway
 - ❖ Walk single file
 - ❖ Walk without touching others or items on the walls
 - ❖ Have a hall pass when going for a drink, to the restroom, or coming to the office
- √ In the lunchroom, students
 - ❖ Are expected to clean up their own space
 - ❖ Will use good table manners
 - ❖ Will use inside voices
 - ❖ Will raise hand for help

- √ At recess, students
 - ❖ Will keep hands and feet to themselves
 - ❖ Will refrain from throwing mulch or rocks
 - ❖ Will use equipment appropriately
 - ❖ Are not permitted to play tackle football
 - ❖ May not run on the mulch
 - ❖ May not play chase games
- √ At assemblies and on field trips, students shall
 - ❖ Display good listening skills
 - ❖ Obey established rules
 - ❖ Show enthusiasm in an appropriate way

Respect:

- √ In order to respect others, students will
 - ❖ Respect the bodies and feelings of others
 - ❖ Not threaten or harm another person by mean words or actions
- √ In order to respect property, students will **not**
 - ❖ Take or bother someone else's property
 - ❖ Deface or mar school property

CONSEQUENCES:

- √ Reteaching
 - ❖ If a student receives five reminders during a two-week period, he or she will attend a reteach session with the principal and/or counselor.
 - ❖ During reteach, the principal or counselor can review standards and expectations.
 - ❖ Goals for achieving appropriate behavior will also be discussed.
 - ❖ Students who miss reteach due to absence must make another appointment with the principal or counselor.
 - ❖ Excessive reteaches will result in a conference with the student and his or her parent.

Dress Code:

Please keep in mind that we are asking our students to dress appropriately. It is very easy to follow our few simple guidelines.

- **Do not wear clothing that will show your midriff.**
- **Do not wear shorts that are above mid-thigh.**
- **Please do not wear any clothing that exposes your undergarments.**

What is appropriate for younger students may not be appropriate for older students.

SECTION 1: GENERAL INFORMATION

ADDRESS AND PHONE NUMBER CHANGES

Parents/guardians are asked to please make it a priority to notify the school as soon as phone number(s), address, emergency contacts, or other information changes.

DOMESTIC VIOLENCE

Wood County Schools follows West Virginia state law in regard to domestic violence situations. Students or family members involved in domestic violence situations which may affect the student while at school should provide protective orders to the school. Orders will be maintained by the school and followed until expiration.

MONEY AND CHECKS SENT TO SCHOOL

All checks sent to school should be made out with the school's name unless otherwise specified. Money/ checks sent to school should be put in an envelope, sealed, and marked with the child's name and what the money is for. Parents/guardians are charged for all checks returned by the bank for insufficient funds.

NONCUSTODIAL PARENTS

School personnel are sometimes confronted with the difficult situation of a noncustodial parent asking to remove the child from school. If a problem concerning a noncustodial parent exists, the custodial parent should contact the school, explain the situation as to child custody, and provide a copy of the court decision to the school.

PARENT/GUARDIAN NOTIFICATIONS

Wood County Schools uses automated phone calls and text messaging to notify parents/guardians of events such as emergencies, school closures, student absences, and general reminders. For your convenience, the automated phone system will leave a message when an answering machine or voicemail is detected. Anyone with questions about the notification system should contact the school.

TELEPHONE CALLS

Students may not use the office phone to obtain permission to do something or for someone to bring items they forgot. Students may only use the phone in cases of emergency. Students are not excused from class for phone calls except for emergencies. When calling the school to talk to a student, parents/guardians shall inform the secretary of the emergency.

SECTION 2: ACADEMICS

ACADEMIC OVERVIEW

Wood County Schools curriculum is based on West Virginia State Policy 2510: *Assuring the Quality of Education: Regulations for Education Programs*. Textbooks and teaching materials are state approved and meet the West Virginia Next Generation Content Standards and Objectives mandated by the West Virginia State Board of Education. All subjects required by school law are taught and instructional schedules are developed in coordination with Wood County and West Virginia Department of Education guidelines. Our curriculum is enriched through the efforts of certified professional educators who adjust instruction as necessary to meet the needs of students. The school instructional day meets the West Virginia mandated guidelines for instructional time. Procedures for record keeping, grade reporting, communication with the home, discipline, and student achievement measurements are followed according to the policies of the Wood County Board of Education.

CONFERENCES

Parents/guardians who would like a conference with their child's teacher may call for an appointment. Parents/guardians who would like a conference with the principal may call for an appointment; but if the concern involves a child's classroom work or conduct, a recent parent-teacher conference should be held concerning this matter prior to meeting with the principal.

EXTRACURRICULAR ACTIVITIES

In addition to the regular curriculum, opportunities for students are available in science, social studies, math, spelling, writing, music, and art. Extracurricular academic opportunities may include:

- Elementary Music Festival
- Elementary Spelling Bee
- Math Field Day
- Science Fair
- Social Studies Fair
- Young Authors Festival
- Young Illustrators Festival
- Youth Art Month

GRADING SCALE

It is our policy to assess each student in a fair and accurate manner. To do this properly, some uniformity shall exist in regard to the grading scale applied to subject tests, daily work, and marking period grading. This uniformity shall extend from grade to grade as well as from teacher to teacher. The nature of the material and homework assigned, tests given, and material graded shall be the domain of the classroom teacher.

The following grading scale has been adopted by Wood County Schools:

A 90 - 100% B 80 - 89% C 70 - 79% D 60 - 69% F 59% or below

HOMEWORK

Students are encouraged to establish a regular pattern of study time at home to complete and reinforce classroom instruction. Each teacher establishes his/her policy for sensible management of homework. Homework is any type of study that occurs outside the classroom (i.e. preparation for class work, extra practice, enrichment activities, mastery of basic skills, makeup work, extracurricular reports, and study and review for quizzes/tests).

INSTRUMENTAL MUSIC

Any fifth grade student interested in instruction in instrumental music should tell their homeroom teacher. Instrumental music teachers begin recruiting new musicians the first week of school, and the schedule is determined following the recruiting process. Parents/guardians interested in music opportunities for their child should call the school.

LIBRARY

Check with your school's library media specialist about online access for school library resources. World Book Online is provided by the state library commission. The information is as follows: www.worldbookonline.com (username: **4west** and password: **virginia**).

PHYSICAL EDUCATION

All students are expected to participate in physical education classes. Students who have a medical condition that prohibits them from participating must bring a note from a doctor. An excuse for missing physical education class for longer than one week must come from a doctor. Students who are unable to participate for one or two classes must bring a dated and signed note from a parent/guardian. Sneakers or tennis shoes are required for physical education in the gym. Your child's name should be written in ink on all personal items such as shoes, sports equipment, etc.

The *Fitnessgram* is administered as required by state law. Students who are unable to participate in this test must have a note from a doctor.

PRE-KINDERGARTEN EDUCATION

Wood County Schools provides Pre-K opportunities for all four year olds, as well as three year olds with an Individualized Education Plan (IEP). Wood County Schools collaborates with the West Virginia Dept of Health and Human Resources to offer no-cost, high-quality Pre-K services for children of all interested families. Classes are offered in designated elementary schools and collaborative child care centers. The child must be age four by June 30 in the current year, have age-appropriate immunizations, and certified birth certificate. For information contact the Coordinator of Early Learning at 304-420-9663.

SCHOOL COUNSELING SERVICES

The counseling program is intended to promote awareness of behavior and positive peer relationships among students. Other areas the school counselor may explore with students include student responsibility, interpersonal relationships, decision-making skills, and career planning. Students may also be assisted in solving school or personal problems. Parents/guardians may contact the school counselor regarding any student-related concerns. The counselor is willing to work with families to help students through a difficult time or to work through a particular behavioral concern. Information is kept confidential unless conditions exist that indicate a danger to the student or others. Parents/guardians or appropriate authorities may be informed as needed after careful deliberation and consultation with other professionals.

SECTION 504 POLICIES AND PROCEDURES

Wood County Schools Policies and Procedures Section 504 can be found at www.woodcountyschoolswv.com – Parents – General Information. Wood County policy does not supersede any right granted to special education students stated by federal or state law or any other West Virginia Board of Education policy.

SPECIAL EDUCATION REFERRAL PROCESS

Any person or agency may refer a student for a special education evaluation. Referral sources may include parents/guardians, developmental screening, Student Assistance Teams (SAT), student instruction and intervention teams, and/or private schools. For information call the Special Education office at 304-420-9655.

STUDENT ASSISTANCE TEAM (SAT)

Each school must establish a Student Assistance Team (SAT) that consists of at least three persons, including a school administrator or designee who shall serve as the chairperson, a current teacher, and other appropriate professional staff. SAT members will invite parents/guardians to review recommendations made by SAT in regard to the student's program and to provide feedback to the team about those recommendations.

MULTI-TIERED SYSTEM OF SUPPORTS (MTSS)

Multi-Tiered System of Supports (MTSS) is a framework of multiple supports for all students. MTSS includes: 1) Providing high-quality instruction matched to student needs; 2) Screening all students for academic and behavior concerns; 3) Continuous monitoring of student performance; and 4) Using learning rate over time and level of performance to make important educational decisions. It is a systematic multi-level approach for supporting the diverse needs of students in both academic and behavioral domains. For information contact the Curriculum and Instruction Department at 304-420-9663.

SECTION 3: ATTENDANCE, PUNCTUALITY, AND TRANSPORTATION

ARRIVING EARLY

Privately transported students who are eating breakfast should arrive during the time breakfast is served. Those not eating breakfast should arrive at the time the doors open for students. Students should not arrive earlier than the regular opening time unless they are involved in activities sponsored by an adult or are enrolled in a before-school child care program.

ATTENDANCE GUIDELINES

Wood County Schools is required by law to enforce compulsory school attendance and to provide an environment conducive to, and encouraging of, attendance. A copy of the attendance policy may be obtained from the school or Wood County Schools administration office. Absences from school are reported to parents/guardians on report cards, noting the number of absences each grading period, and through telephone calls, letters, or home visits. For information contact the Director of Attendance at 304-420-9663.

EARLY DISMISSAL/SCHOOL CLOSING DUE TO WEATHER OR EMERGENCY

If it is necessary to close school, radio and television stations are among the first to be notified. Announcements pertaining to school closings are made beginning at 6:00 AM. In addition, Wood County Schools uses automated phone calls to notify parents/guardians of emergencies and school closures. If school is closed for a day due to inclement weather, it will be open the next day unless another announcement is made. **Parents/guardians should listen to the radio or watch television rather than call the school if bad weather sets in while school is in session.** If it becomes necessary to close school while in session due to inclement weather or an emergency, the following procedures are implemented:

The decision to close is made by the Superintendent of Schools.

- Automated phone calls are made.
- Dismissal time is announced on radio and television. Ample time between the announcement and dismissal is allowed.
- Students may be picked up after the announcement is made.
- Unless otherwise notified, all walking and bus students are dismissed at the announced time.

Communication with the school by phone during an early dismissal is difficult if not impossible. Therefore, parents/guardians should discuss with their child the procedures to follow during such a situation including:

- Who they may ride home with other than a parent/guardian;
- What to do if they arrive home and are **unable** to get in the house; and
- What to do if they arrive home and are **able** to get in the house.

PARENTS/GUARDIANS ARE ASKED TO NOTIFY THE SCHOOL IN WRITING OF SPECIAL ARRANGEMENTS FOR THEIR CHILD DURING AN EARLY DISMISSAL.

LEAVING SCHOOL GROUNDS

Students who need to leave the school grounds at any time or for any reason, other than to go home at the close of school, **MUST** bring a note to the school office signed by the parent/guardian. The note must state where the child is going, the reason for going, and the date. Early dismissal is granted for doctor's appointments and emergencies. If possible, doctor's appointments should be scheduled when school is not in session. Any student who leaves school during the day must be signed out in the office by the parent/guardian or other adult. No child is permitted to leave without an adult.

PERMISSION TO GO HOME WITH ANOTHER CHILD

For a student to ride on a bus different from the regular bus or to walk home with another student, if this is not the usual routine, a note must be signed by the parent/guardian and the principal, forwarded to the teacher, and presented to the bus driver, if the student is riding a bus. Permission is denied if a note is not received or if there is overcrowding on the bus.

SCHOOL BUS SAFETY - STATE REGULATIONS

Parents/guardians should review the following State School Bus Regulations and Safety Tips with their children. Bus rules apply to field trips and special events as well as daily bus transportation.

1. The bus operator is in full charge of students and passengers. Students must obey the driver.
2. Students should maintain a conversational tone of voice and use classroom manners.
3. Students may not put arms or heads out the windows and must remain seated.
4. No objects may be thrown out the windows.
5. Students must stop talking and remain quiet at railroad crossings. The driver must be able to hear train signals.

6. Students must willingly share the seat they occupy with another passenger.
7. When getting on or off the bus, students should proceed safely and alertly. If it is necessary to cross in front of the bus, students should walk well out in front of the bus so the driver can see them. Buses continue the flashing lights until students have reached a safe destination.
8. Any student who must continually be corrected for violations of these rules may be denied transportation privileges. Warnings are given and parents/guardians notified of any disciplinary procedures. Parents/guardians are responsible for their child's transportation during the exclusionary period.

For information contact the Transportation Department at 304-420-9636.

WITHDRAWAL PROCEDURE

When a student withdraws from school, the parent/guardian should contact the office and the homeroom teacher in advance, giving the last date of attendance. All textbooks, library books, and school materials must be returned and all debts paid.

SECTION 4: DISCIPLINE AND STUDENT RESPONSIBILITIES

COMMUNICATION/ELECTRONIC DEVICES

In order to maintain an appropriate and effective school environment, personal communication devices (PCDs) shall not interfere with the daily educational process. The use and/or display of PCDs will be allowed before school, after school, and during the student's assigned lunch period in designated areas. PCDs may also be used in classrooms for educational purposes as approved by the principal and/or classroom teacher. Refer to Wood County Board of Education Policy 5114.11: *Communication/Electronic Devices* for more information.

DRESS CODE

Students' mode of dress must not be detrimental to the educational process. Restrictions include, but are not limited to, clothing that displays profanity, illegal substances, tobacco, or alcohol; ill-fitting clothing that does not cover undergarments; and clothing that reveals the body in a distracting manner. Shoes must be worn at all times.

DUE PROCESS

All students are protected by the Constitutions of West Virginia and the United States. Under the Constitutions, no person may be deprived of a right without due process of law. Therefore, the United States Supreme Court ruled that students have a right to procedural due process when they are to be suspended or expelled from school. The Supreme Court decision provides the following rules:

1. Students are entitled to an informal hearing if they are to be suspended from school for a period of ten days or less. At this hearing, the principal must tell the student why he/she is being suspended; and the student must be given the opportunity to present his/her reasons why he/she should not be suspended.
2. If the student's presence in school endangers persons or property or threatens to disrupt the academic process, the principal has a right to suspend the student without a hearing. In such cases, the principal must hold an informal hearing in which the student has the right to defend himself/herself as soon after the suspension as practical. The principal must notify the student of the hearing so that the student may be present.
3. In these usual short suspension cases, the court ruled that the student does not have the right to confront and cross examine witnesses against him/her, nor to have witnesses to support the student's version of the incident for which the student is being suspended.
4. In cases involving suspension of longer than ten days and in cases of expulsion from school, the court found that more formal, trial-like hearings are constitutionally required. Due process of the law must be carried out in a manner patterned after procedures normally associated with judicial process.

EXPECTED BEHAVIOR

All students will be instructed regarding students' responsibilities and expectations to establish a safe and supportive educational environment. Wood County Schools, in compliance with state mandate, establishes four levels of behavior violations and progressively severe consequences for each level. Staff members are required, in accordance with the Employee Code of Conduct, to report observances of violations. Schools will reclassify specific violations one classification higher (excluding Level 4) based upon repetition by the student. Examples of disciplinary action may include:

Administrator/student conference or reprimand	Detention (before and/or after school)
Administrator, teacher, and parent/guardian conference	Denial of participation in class and/or school activities
Counseling referral to support staff or agencies	Immediate exclusion by teacher from one class period
Daily/weekly progress reports	In-school suspension
Change in student's class schedule	Out-of-school suspension
Confiscation of inappropriate item(s)	Placement in an alternate education program
Revocation of privileges	Expulsion
Restitution/restoration	Law enforcement notification, if warranted

To view a copy of Wood County Board of Education Policy 2500: *Expected Behavior in Safe and Supportive Schools* go to www.woodcountyschoolswv.com.

HARASSMENT/BULLYING

It is the policy of Wood County Schools that racial, sexual, or religious/ethnic harassment and violence will not be tolerated. Harassment and violence are responded to in a manner that effectively deters future incidents. Racial, sexual, or religious/ethnic harassment and violence refers to unwelcome and unwanted behavior related to sex, race, religion, or ethnic group that makes the recipient feel afraid, embarrassed, helpless, angry, or unsafe, or upsets the recipient to the point that he/she cannot learn, cannot teach, or cannot be effective at school or at his/her job. Examples of harassment include, but are not limited to: unwelcome patting, pinching, or physical contact; obscene gesturing or calling someone gay; ethnic or racial slurs; or threats, insults, or assaults against someone due to his/her sex, race, religion, or ethnic group. If a student or staff member feels that his/her emotional well-being, sense of safety and security, or sense of self-worth is affected by such conduct, a complaint should be filed. Contact the principal or the Human Resources Department at 304-420-9663.

SAFE SCHOOLS HOTLINE

For information concerning safe schools or to report violations of Safe School Policy, call the West Virginia Safe Schools Hotline at 1-866-723-3982 (1-866-SAFEWVA).

STUDENT RIGHTS AND RESPONSIBILITIES

It is a student's responsibility to follow school rules and regulations and to cooperate with school authorities who enforce these rules and regulations.

1. 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; as long as they continue to be enrolled as a student after their seventeenth birthday; or until graduation.
2. 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 disrupt the work and discipline of the school or infringe upon the rights of others. Schools will limit vulgar/offensive speech. Students off campus conduct that might cause disruption in the school may be prohibited or disciplined. This includes blogs and social media postings created for the purpose of inviting others to indulge in disruptive and hateful conduct towards students/staff.
3. When schools allow student groups whose purposes are not directly related to any class taught at school to meet at the school, this is referred to as a "limited open forum". If a school is a "limited open forum," the school must allow religious, political, and/or philosophical meetings as long as the meetings are voluntary, monitored by the school, and do not interfere with school activities.
4. Students must meet state and local attendance requirements and maintain a 2.0 grade point average in order to participate in non-academic extracurricular activities (i.e. interscholastic athletics, student

government, etc.). Eligibility is determined for each semester by a student's grade point average for the previous semester.

5. Students have certain privacy rights regarding school records. Parents/guardians of students under 18 years of age are entitled by law to inspect and review their child's school records. This right applies to both custodial and noncustodial parents. Students have these same rights if they are 18 years of age or older.
6. Federal and state constitutions and statutes provide protection for all citizens from unreasonable searches and seizures. 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.
7. Students have the right to grow up without being physically or sexually abused at school, in the home or the community. WV 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.

SUBSTANCE ABUSE/TOBACCO CONTROL

All substance abuse and tobacco control policy regulations apply to any person present in or upon any property owned, leased, or operated by the West Virginia Department of Education, West Virginia Board of Education, or a county board of education; to any person present on a school bus or vehicle used for a school-related event or other school/county function; or to any person present at a school-sponsored activity or event, whether the activity or event is held on school grounds, in a building or other property used or operated by a county board of education, the West Virginia Department of Education, West Virginia Board of Education, or in any facility or upon any other property being used by these agencies. No person shall possess, distribute, or use any alcohol product, illegal substance, drug paraphernalia, tobacco, or nicotine in any area previously defined. Policy 5145: *Substance Abuse, Tobacco and Nicotine Control* may be viewed at www.woodcountyschoolswv.com.

WEAPONS

WV Code defines a "dangerous weapon" as any device intended to cause injury/bodily harm, any device used in a threatening manner that could cause injury/bodily harm, or any device used for self-protection. A student will not possess a dangerous weapon on any school bus, or in or on any public or private education building, structure, or grounds, or at any school-sponsored function unless specifically authorized by the board of education of the county or principal of the school where the property is located. According to WV policy, if a student has been suspended for a firearm or deadly weapon, the principal shall, within 24 hours, request that the county superintendent recommend to the county board that the student be expelled. **Any person knowing someone in violation of the firearm or deadly weapon law or planning to violate this law must immediately notify school and law enforcement officials.**

SECTION 5: HEALTH AND SAFETY

ACCIDENTS AT SCHOOL

Every accident in the school, on school grounds, at practice sessions, or any school-sponsored event must be reported immediately to the person in charge and the principal.

ASBESTOS

Some Wood County schools contain asbestos, which is identified and properly contained in accordance with EPA guidelines. For more information contact the Wood County Schools Physical Plant at 304-420-9568. Questions concerning asbestos in a specific school may be directed to the principal.

HEALTH REQUIREMENTS

West Virginia Board of Education Policy 2423: *Health Promotion and Disease Prevention* requires a comprehensive physical exam and an oral health exam for new enterers in Pre-K, kindergarten, and students progressing to the 2nd grade, 7th grade, and 12th grade.

IMMUNIZATION REQUIREMENTS FOR PRE-K

Vaccinations for Pre-K students are different than K-12. Parents/Guardians should refer to Minimum Immunization Requirements for Pre-Kindergarten Program Enterers online at www.woodcountyschoolswv.com - Wellness - Health Services.

IMMUNIZATION REQUIREMENTS FOR K-12

All children who enter school in West Virginia for the first time or transfer back to West Virginia in grades K-12 must show proof of immunizations against diphtheria, pertussis, tetanus, polio, measles, mumps, rubella, varicella, and hepatitis B as specified by West Virginia Immunization Requirements for New School Enterers online at www.woodcountyschoolswv.com - Wellness - Health Services.

IMMUNIZATION REQUIREMENTS FOR 7-12

In addition to K-12 immunization requirements, students entering 7th grade must show proof of one dose of Tdap (tetanus, diphtheria, and pertussis) and one dose of the meningococcal vaccine. Students entering 12th grade must show proof of one dose of Tdap vaccine and a second dose of the meningococcal vaccine. If the first dose of the meningococcal vaccine was received after age 16, then only one dose of this vaccine is required.

INJURY/COMMUNICABLE DISEASES

A Doctor's Release for Student's Return to School form must be completed before a student may return to school following any hospitalization, emergency treatment, homebound instruction, extended illness, or school nurse medical referral.

MEDICATION GUIDELINES

Medication is administered at school only when necessary to maintain the student's health and facilitate regular school attendance. For medication to be administered as ordered follow Wood County Board of Education Policy 5140: *Medication Administration* and contact the school nurse.

ONLINE HEALTH INFORMATION

Health services forms and details on health services topics are available at www.woodcountyschoolswv.com - Wellness - Health Services.

PEDICULOSIS (HEAD LICE) POLICY

It is the policy of Wood County Schools that the management of pediculosis should not disrupt the educational process. Refer to Wood County Board of Education Policy 5141.2: *Pediculosis (Head Lice)*.

SCHOOL NURSE

A certified school nurse is assigned to each school. The school nurse schedule is available upon request.

STUDENT EMERGENCY MEDICAL INFORMATION

A Student Emergency Medical Information form (pink card) must be completed each year. Any changes in this information during the school year must be reported immediately to the school.

STUDENT ILLNESS

Students who are febrile, vomiting, or too ill to spend the day at school **should stay home** and/or follow up with their health care provider. If a student is too ill to stay at school, a parent/guardian or designated adult will be contacted to pick up student.

TUBERCULOSIS (TB) SKIN TESTS

Students who enroll or return from outside of the United States, exhibit symptoms of tuberculosis (TB), or have been exposed to TB will be referred by the school nurse to the Mid-Ohio Valley Health Department for evaluation and/or testing.

SECTION 6: CHILD NUTRITION SERVICES

Wood County Schools participates in the National School Lunch and School Breakfast Program. The Wood County School Child Nutrition Program (CNP) implements a program called the COMMUNITY ELIGIBILITY PROVISION (CEP). With CEP, families no longer need to fill out meal applications or send money for breakfast or lunch. All Wood County school sites implemented CEP beginning the 2018-19 school year.

Parents/Guardians are responsible for paying all charges accrued prior to the implementation of CEP.

Your child will be able to:

- Enjoy one FREE breakfast and one FREE lunch each day.
- Get through lines faster giving them more time to eat!
- Always know they'll get a meal at school.

THE BREAKFAST PROGRAM

Research has shown that breakfast not only gives students energy to start their day, but also:

- A more nutritionally complete diet, higher in nutrients, vitamins, and minerals;
- Improves concentration and performance in the classroom; and
- Provides strength and endurance to engage in physical activity.

Wood County Schools serves a variety of nutritious foods at breakfast which includes pancakes, waffles, whole grain cinnamon rolls, breakfast pizza, scrambled eggs, turkey sausage, cold cereals, fresh and canned fruits, fruit juices, and low fat milk.

THE LUNCH PROGRAM

The National School Lunch Program (NSLP) began in 1946 under the National School Lunch Act and is intended to help meet the nutritional needs of children from low-income households. The lunch program at Wood County Schools is for all students regardless of income. Lunches served under the NSLP meet guidelines outlined by the USDA and the West Virginia Department of Child Nutrition. Students do not have to participate in the NSLP. They can bring lunch from home. Milk is sold to any student who brings his/her lunch or any student who wants extra milk.

FAQ: Q: If the whole meal is free, why can't I just get a free carton of milk or an orange?

A: United States Department of Agriculture (USDA) pays Wood County Schools for a MEAL. In elementary schools, students must choose the entire meal. In middle and high school, students must choose at least three items with one item being fruit or veggie.

Parents/guardians who prepare their child's lunches at home should include healthy foods. Soda pop and fast food lunches are discouraged. Good nutrition is important to a child's success. Parents/guardians should not send food in glass containers.

STUDENT MEAL ACCOUNT AND PAYMENT INFORMATION

- Each student has his/her own account.
- Student ID numbers are assigned to each student. Help your child learn his/her number. Students should not give their ID numbers to other students.
- Students returning to Wood County Schools will use the same number each school year until graduation.

- When your child attends middle and high school, a biometric finger SCAN system is used in the cafeteria to identify students. We use this identification system because we are held accountable for our records through audits. We want to eliminate clerical errors, provide an accurate way to identify students, and be sure no one else can charge to another account.

Wood County Schools provides to students one breakfast and one lunch per day at no charge. Students may have a second breakfast or lunch as long as they pay cash. Extra milk cannot be charged.

If your student had a bill prior to the implementation of CEP, Child Nutrition bills will be sent starting in September and every three months after for any account with a balance. It is the responsibility of the parent/guardian of the student to pay any past due bills. Child Nutrition Services will accept payment by cash, personal check, money order, or credit/debit card. In addition, you can pay online with a credit/debit card at www.schoolcafe.com/. Automatic payments can be set up; or payments can be made in person at the Child Nutrition Office at 4701 Camden Ave. Ext., Parkersburg. Also www.schoolcafe.com/ can show an up-to-date record of every meal your child has at school. Child Nutrition Services and the principal will address delinquent accounts.

MENUS AND NUTRITIONAL INFORMATION

Monthly menus and carb counts can be found at www.myschoolmenus.com/instance/715/district/584. Menus are posted in the school, in monthly newsletters/school calendars, Suddenlink Channel 15, and CAS Channel 98. Menus are written by a registered dietitian following federal and state guidelines for a healthy school meal. To share your comments regarding menus, contact the Director of Child Nutrition at 304-420-9631 ext. 101.

MEAL PRICING

Meal prices are posted on the Wood County Schools website prior to the start of each school year. A parent/guardian or grandparent is always welcome to eat with their child in the cafeteria. Parents/guardians and guests must first report to the office to sign in and receive information on paying for meals.

SPECIAL DIETS AND FOOD ALLERGIES

Any student requiring a special diet prescribed by a licensed medical authority in West Virginia (M.D., D.O., C.R.N.P. or D.D.S) with the completed "Medical Plan of Care for School Food Service" will be accommodated. The "Medical Plan of Care for School Food Service" must be completed by a health care professional and submitted to the school nurse at the beginning of each school year. Special diets are reviewed and completed by the Child Nutrition Director. Forms can be found on the Child Nutrition page under Special Dietary Needs and Allergies at www.woodcountyschoolswv.com or from your school nurse. Please have a licensed medical authority complete along with a parent/guardian signature. After the Child Nutrition Office receives a copy, an alert will be applied to the student's account. Information must be submitted each school year for students with special dietary needs and/or food allergies. Special diets/foods are not provided for students without a valid medical condition. Personal preferences, such as vegetarianism, cannot be accommodated. Contact the Child Nutrition Office at 304-420-9631 ext. 101 with questions regarding special diets.

The US Dept of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Dept. If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form found at www.ascr.usda.gov/complaint_filing_cust.html or at any USDA office, or call 866-632-9992 to request form. You may also write a letter containing all the information requested in the form. Send your completed complaint form or letter to US Dept of Agriculture Director, Office of Adjudication, 1400 Independence Ave SW, Washington, DC 20250-9410, or fax 202-690-7442, or email at program.intake@usda.gov. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at 800-877-8339; or 800-845-6136 (Spanish).

"USDA is an equal opportunity provider and employer."

SECTION 7: PARENTS, COMMUNITY, AND PUBLIC SERVICES

CITIZENS APPEAL PROCEDURE

The West Virginia State Board of Education Policy 7211: *Conflict Resolution Process for Citizens* provides a way for citizens to work with county boards of education and school administrators in seeking solutions to problems. This policy can be viewed on the state website at www.wvde.state.wv.us.

FACULTY SENATE

The Faculty Senate is made up of all permanent full-time professional educators at each school. The purpose of the Faculty Senate is to participate in the operation of the school for the betterment of the educational opportunities offered to students. Meetings are held as mandated by the West Virginia Legislature.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

Each year the Wood County Board of Education is required to give notice of certain rights which are granted to parents/ guardians and eligible students by the federal Family Education Rights and Privacy Act (FERPA) and the West Virginia Procedures for the Collection, Maintenance, and Disclosure of Student Data (the West Virginia Procedures). Parents/ guardians and eligible students have a right to be notified and informed. (An "eligible student" is a student or former student who has reached the age of 18 or is attending a post-secondary school. All rights and protections given to a student's parent/guardian under the FERPA and the West Virginia Procedures are transferred to the student or former student when he/she becomes an eligible student upon reaching the age of 18 or enrolling in a post-secondary school). In accordance with the FERPA and the West Virginia Procedures, parents/guardians and eligible students are notified of the following:

1. **RIGHT TO INSPECT:** You have the right to review and inspect almost all of your educational records, or the educational records of your child or ward, maintained by Wood County Schools.
2. **RIGHT TO PREVENT DISCLOSURES:** With certain exceptions, you have the right to prevent disclosure of educational records to third parties. It is the intent of Wood County Schools to limit the disclosure of information contained in education records to (a) instances when prior written consent has been given to disclosure, (b) items of directory information which you have not refused to allow the school district to disclose, and (c) instances when the FERPA or the West Virginia Procedures allow disclosure without prior written consent.
3. **RIGHT TO REQUEST AMENDMENT:** You have the right to seek to have corrected any parts of an education record which you believe to be inaccurate, misleading, or otherwise in violation of your rights. If Wood County Schools decides not to alter the education records according to your request, you have the right to a hearing at which you may present evidence to show that the record should be changed.
4. **RIGHT TO COMPLAIN TO FERPA OFFICE AND STATE SUPERINTENDENT:** You have the right to file a complaint with the Family Educational Rights and Privacy Act Office, Department of Educational, 400 Maryland Avenue S.W., Washington, DC 20202, and with the West Virginia Superintendent of Schools, West Virginia Department of Education, Capitol Complex Room B-358, Charleston, WV 25305, concerning the failure of Wood County Schools to comply with the FERPA or the West Virginia Procedures.
5. **RIGHT TO REVIEW AND OBTAIN POLICY:** You have the right to review and obtain a copy of the written policy adopted by the Wood County Board of Education in compliance with the FERPA and the West Virginia Procedures.

To view a copy of Wood County Board of Education Policy 5125.4: *Student Records, Policies and Procedures* go to www.woodcountyschoolswv.com. Wood County Schools will arrange to provide translations to non-English speaking parents/guardians and eligible students in their native language.

LOCAL SCHOOL IMPROVEMENT COUNCIL

The West Virginia Legislature provided for the Local School Improvement Council (LSIC) which acts as a board of directors for each school. This group establishes and seeks to implement goals for the school. State law requires that the LSIC meets at least once each grading period. The council is comprised of:

- Three faculty representatives
- One at-large appointee
- Two service representatives (one must be a bus driver)

- Student Council president (where appropriate)
- Three parents/guardians
- Building principle
- One appointed member of the business community

PARENT/ADULT CODE OF CONDUCT

When visiting or volunteering at school, each adult shall:

- Report to the office, sign in, show photo ID, and receive proper ID.
- Use appropriate language.
- Dress appropriately. (No hats, no offensive language or offensive logos on shirts, etc.)
- Ask assistance when needed from the school staff. (Discipline problems, illness, accidents involving students, etc.)
- Keep any remarks/information concerning students/school matters confidential.
- Remember that the building, playground, and area around the school is a tobacco-free/drug-free zone.

PARENT TEACHER ASSOCIATIONS

Parent Teacher Associations/Organizations offer opportunities for parents/guardians, teachers, and the community to become better acquainted; assist in providing programs for students; and in financing school projects.

OBJECTIVES:

- To promote the welfare of children and youth in home, school, church, and community
- To raise the standard of home life
- To bring into closer relations the home and school, and promote cooperation in the training of the child
- To secure for all children the highest advantages in physical, mental, social, and spiritual education

PESTICIDE APPLICATION NOTIFICATION

Wood County Schools adheres to an Integrated Pest Management Plan in accordance with "Title 61, Legislative Rules Series 12J" of the West Virginia Department of Agriculture. When pesticides are required, the least hazardous materials are used. A form to request notification when pesticides are used in the school or information concerning pesticide application is available to parents/guardians upon request from the school or Wood County Schools administration office.