

**NORTH FORK
ELEMENTARY SCHOOL**



**HOME OF THE
BRAVES**

Parent and Student Handbook
2022-2023

Table of Contents

Introduction

Message from the Principal 5

North Fork Elementary School Staff 6

Section I General Information

Important Contact Information 6

Daily Schedule 7

Morning Arrival 7

After School Arrangements 7

Tardiness and Late Arrivals 7

Early Dismissals 8

Attendance Policy 8

Excuse Notes 9

Absence and Make-Up work 9

Breakfast and Lunch Programs 9

Visitors 9

Change of Student Information 10

Withdraw and Transfer of Students 10

Personal Property 10

Bus Conduct 10

School Celebrations 10-11

Curricular Field Trips 11

Reward Field Trips 11

Telephone Usage 11

Acceptable Use Policy for Students 11

Textbooks 11

Prescriptions and Non-Prescription Medicine 12

Handling of Medications	12
Head Lice	12
Homework	12-13
Honor Roll	13

Section II Student Information

Student Code of Conduct	13-14
West Virginia Student Code of Conduct	14
Examples of Disciplinary Action	15
Discipline Plan	15
Deadly Weapons on School Property	15-16
Tobacco Policy	16
Dress/Personal Appearance Code	16-17

Section III Parent Information

Emergency School Closings	17
Early Dismissal Due to Inclement Weather	18
Entrance Age	18
Immunizations	18
Homebound Instruction	18
Student Records	18
Retention	18
Programs of Support	19
Student Assistance Teams (SAT)	19
Support for Personalized Learning (SPL)	19-20
Accelerated Reader (AR)	20-21
Gifted	21
Special Education	21
PreK/Kindergarten Storybook Heroes Club	21-22

Counseling	22
School Health Centers	22-23
Parent Involvement Programs	23-24
Parent/Teacher Conferences	24
Interim Reports/Report Cards	24
Grading Scale	24
School Messenger	24
Newsletters	25
Reasonable Access to Teachers	25
Parent Volunteers	25

Section IV General Policy Statements

Authority of Teachers	25
Non-Discrimination Policy	25
Civil Rights Disclaimer	25-26
Confidentiality	26-27
Notice to Parents to Access Public Benefits or Insurance	27-28
Asbestos Letter and Notice	28-29

Sign and Return

Discussing the Handbook	29
-------------------------	----

Principal's Message

Dear Students and Families,

It is my pleasure to welcome you to North Fork Elementary, Home of the BRAVES! We take a lot of pride in our school community, and we are excited that you are a part of it. We are committed to providing a safe and supportive learning environment that leads to high achievement and individual excellence.

I firmly believe that a strong home and school partnership is vital for student and school achievement. I want to thank the faculty, staff, students, families, and community for your support and dedication to our schools. Please remember that I am here to support each and every one of you. My door is always open to our students and their families, so please do not hesitate to come to my office or contact me if you have any questions or concerns throughout the year.

Thank you again for trusting us with your student(s). We are looking forward to a great school year and want you to be an active partner in making it GREAT!

Principal

Lisa Roberson

STAFF

Principal	Lisa Roberson	Music/Art	Kelsey Cardwell
Secretary	Dawn Halterman	Physical Education	Trey Cooper
Pre-Kindergarten	Ciera Nine-Miller Kim Davis, Assistant	Gifted Program	Michelle Sites
Kindergarten	Mahala Alt Haley Harper, Assistant	Counselor	Kellee Waddell
Grade One	Cyrena Harper Ashley Hollowell, Assistant	School Nurse	Holly See Melissa Hartman
Grade Two	Leslie Bowers	Health	Kaylee Edwards
Grade Three	TBD	Community In Schools	Elizabeth Harper
Grade Four	Rebecca Heavner	Cafeteria Staff	Lisa Grapes Amanda Morgan
Grade Five	Diane Davis	Custodial Staff	Nancy Barkley
Grade Six	Beth Selmon	Bus Operators	
Title 1	Angie Cooper	Andy Moyers	#7809
		Lisa Raines	#5310
		Steve Lambert	#247
		Jill Warner	#3508
Special Education	Luke Cooper	Jimmy Bennett	#5317

Important Contact Information

Principal's Office:	304-567-3193 (fax: 304-567-3196)	School Address:	North Fork Elementary School 189 Price Way P.O. Box 186 Circleville, WV 26804
Bus Garage:	304-358-2588		
Superintendent's Office:	304-358-2207		

Daily Schedule

7:15 – 7:55	Arrival, Breakfast, Accelerated Reader
8:00	Instruction Begins
11:35	Pre-K Lunch
11:45 – 12:20	K – 3 Lunch 4 – 6 Recess
12:25 – 1:00	K – 3 Recess 4 – 6 Lunch
1:00 – 3:15	Instruction Continues
3:15	Preparation for Dismissal

MORNING ARRIVAL

Students should not arrive before 7:15 a.m. Students must enter the school through the main entrance by the office and report directly to the cafeteria.

AFTER SCHOOL ARRANGEMENTS

If your child is to go someplace other than home or to a regular after-school destination, a note must be sent to school that day. Students will not be permitted to travel anywhere except to their home without a note from the parent or guardian. The principal or designee must approve all requests listed below to ensure that they are valid and can be accommodated.

1. Permitting a student to walk home.

The approved note must be presented to the Bus Driver before a student may ride and get off at a different stop. Bus notes must include the following information:

1. Child's full name, teacher, destination, bus number, statement of permission, date, and parent or guardian signature.
2. No student is permitted to ride a different bus or get off at a different stop unless the bus driver receives an approved bus note.

TARDINESS AND LATE ARRIVALS

NFES students are expected to arrive at school on time. Students arriving late disrupt class and cause a loss of instructional time. Any student who arrives at school after 8:00 a.m. (after homeroom bell) is considered tardy. Students arriving after 10:10 a.m. will be considered to be a ½ day absent. Students leaving school before 1:10 p.m. will be counted as ½ day absence. Parents are required to sign students in and out of school, indicating the reason for arriving late or leaving early, on the attendance log located in the school office.

EARLY DISMISSALS

There may be situations when a student must leave school before the end of the regular school day for doctor's appointments or other urgent family business. To avoid our students missing valuable instructional time, we are asking our parents to schedule appointments for their children outside the school day. When this is not possible, parents must provide the school with an explanation regarding why their child needs to leave school early. Using the Attendance Log in the office, the **parent or a person approved by the parent,** may sign out their child from school. ***No child will be permitted to leave school with anyone other than the parent unless prior parent approval has been made between the parent and the school office for other approved persons to take the child from school.***

ATTENDANCE POLICY

Regular school attendance is extremely important for a student's continuous learning progress. The West Virginia Board of Education, Pendleton County Schools, and North Fork Elementary School believe regular attendance is a requirement for the delivery of education to our students. We recognize there is a direct relationship between students' daily school attendance and academic performance, graduation, and good work habits. Daily attendance is necessary for students to meet their school's academic program standards as each day's learning builds on the work previously completed. The basic intent of this attendance policy is to promote school attendance and meet the individual needs of the students to help them reach their potential. (PCBOE File: S.6 Attendance Policy) **The following are listings of Excused Absences as expressed in WV School Law 18-8-1.**

1. Illness or injury of the student requiring a physician's verification.
2. Medical and or dental appointments which cannot be scheduled outside the school day when the absence is verified in writing by a physician or dentist.
3. Illness of a student verified by Parent or Guardian not to exceed three (3) consecutive or five (5) total days a semester. Verification by a physician will be required if the absence exceeds three (3) consecutive days. (A written note is verification.)
4. Illness or injury in the family when student absence is verified as essential by the physician.
5. Calamity, such as a fire in the home, flood, or family emergency upon approval of the school principal. An excuse for a family emergency must provide specific information regarding the emergency. Just stating it was a family emergency is not sufficient information to be an excused absence.
6. Death in the family, limit three (3) days for each occurrence except in extraordinary circumstances. "Family" is defined as mother, father, brother, sister, sister-in-law, brother's children, sister's children, student, child, or any person living in the household.
7. Leaves of educational value adhering to specific stipulations. (Contact Principal for detail at least 5 days prior to leave).
8. School-approved curricular or extra-curricular activities.
9. Legal obligations with verification.
10. Failure of a bus to run or extremely hazardous conditions.
11. Observance of religious holidays.

For additional information regarding attendance please contact the school or the Attendance Director for Pendleton County Schools at 304-358-2201, ext 123.

EXCUSE NOTES

Written excuses must be submitted for all absences. The excuse must include the date or dates of absence, the child's name, reason for the absence, and a parent's signature. Excuses should be sent by the parent the day the student returns to school. If a note is not received within **three (3) days**, the absence is unexcused regardless of the reason. Verification by a physician will be required if absences exceed three (3) consecutive days. A parent may send a note for illness to excuse five (5) days each semester. All other absences for illness are unexcused unless a doctor's note is received. *Examples of unexcused absences include; car breaking down, oversleeping, working at home, babysitting, going with someone else to an appointment, not turning in an excuse promptly, going shopping, getting a haircut, family trips without a pre-approved educational plan, and suspension. A parent giving a student permission to leave school early is not automatically an excused absence. Leaving school early is an unexcused absence unless going to a doctor's appointment or for a WV Department of Education valid reason.*

After **five (5) unexcused** absences, a parent is required to have a conference with our Attendance Director or designee.

ABSENCES AND MAKE-UP WORK

Daily attendance is important to student progress. When a student is absent, all assignments need to be made up. It is not necessary for a parent or guardian to pick up work for short periods of absence (one to three days). If a student is to be absent for more than three days, please contact the school at least one day prior to the time that you plan to pick up makeup work. A student will have as many days to finish and return makeup work, as they were absent. For example, if a child missed two days, he/she would have two complete school days to do the work.

BREAKFAST AND LUNCH PROGRAMS*

Breakfast is served from

7:10 – 7:55

Lunch is served as follows.

11:35 Pre-K Lunch

11:45–12:20 K – 3 Lunch

12:25–1:00 4 – 6 Lunch

North Fork Elementary School will again participate in the Community Eligibility Pathway (CEP) program during the school year 2022-2023. Your child is eligible to receive a healthy breakfast and lunch during the school day at no charge to your household. No application is needed to qualify for CEP free meals. Students packing their lunches cannot receive food from the cafeteria to supplement their packed lunch unless they take a full school meal for lunch and/or breakfast.

*All students must pay for their milk if they pack a lunch. Students eating school lunch may also purchase a second milk. Milk must be paid for daily. Charges cannot be accepted.

*No refrigeration facilities are available to accommodate packed lunches.

VISITORS

All visitors are required to report to the office to sign in and secure a visitor's pass upon entering the school building. Parents/guardians are welcome and encouraged to visit the school.

CHANGE OF STUDENT INFORMATION

Accuracy of contact information is vital for purposes of emergencies and other daily office needs. Please report parent and guardian name changes, work and home telephone numbers, and address changes. Alternative points-of-contact information should be updated as well.

WITHDRAW/TRANSFER OF STUDENTS

Please notify the school at least one (1) week before the student's last day. All textbooks or library materials **must** be returned to the school by the last day of the student's attendance. Please provide the address and telephone number for the new school.

PERSONAL PROPERTY

Students should not bring personal belongings to school without permission from their teacher. No radios, tape players, iPods, MP3 players, CD players, cell phones, video games, playing cards, or toys (including fidget spinners or cubes) will be permitted in the school. Students are prohibited from bringing snacks, candy, or gum to school (aside from packed lunches), except for special occasions as determined by classroom teachers. In addition, baseballs, softballs, and wood and metal bats are never allowed at school. If brought to school, these items will be confiscated. Parents may make arrangements with their child's teacher to pick up these items. Any other item brought to school that interferes with the learning process will also be confiscated. ***The school will not be responsible for lost or broken items.***

BUS CONDUCT

As the school's bus transportation system is an extension of the school, the following guidelines must be followed.

1. Riding a bus is a privilege. Students who are transported should not abuse this privilege.
2. The behavior of students riding a bus should be no different than the behavior of students in a classroom.
3. Use only the bus and bus stop assigned.
4. Orderly behavior is required at the bus stop.
5. Remain seated, facing front, when the bus is in motion.
6. Talk quietly and make no unnecessary noise.
7. Do not talk to the driver unless it is necessary.
8. Keep head and arms inside the bus.
9. Do not litter the inside of the bus or throw anything out the window.
10. Be quiet when the bus is crossing railroad tracks.

SCHOOL CELEBRATIONS

All parties will comply with the policies adopted by the Pendleton County Board of Education. New nutritional standards are in effect for our school meal programs. The WV School Nutrition plan prohibits serving foods with high sugar content (candy, sodas, etc.). This also includes school celebrations. Students are encouraged to develop healthy eating habits. Healthy food alternatives should be provided at all school celebrations. Examples of healthy alternatives are fresh and dried fruits, juices instead of sodas or sugared drinks, low fat, low sugar treats such as muffins, crackers, and whole-grain cookies or cakes.

All food items brought to school must be approved by the teachers. All items must be pre-packaged and not made at home. Examples of not approved foods would be cupcakes and other homemade items.

Birthday parties and birthday party invitations are not permitted at school.

CURRICULAR FIELD TRIPS

Curricular class field trips are taken to enhance and enrich the curriculum. These trips are an out-of-class learning experience and are educational in value. The curricular field trip is an extension of the school so students must remain with their class for all activities including travel. Chaperones are selected by the classroom teacher and are limited to parents and/or guardians. Chaperones must be approved prior to the field trip by the Pendleton County Board of Education. Siblings (older and/or younger) may not participate in the class trip. Students must have parental or guardian permission to participate in curricular field trips.

REWARD FIELD TRIPS

Reward field trips are taken as a reward for having appropriate behavior, meeting attendance goals, and/or meeting academic milestones. As with curricular field trips, chaperones must be approved prior to the trip and must be the parent or guardian of the student. Siblings may not accompany the students on our reward trips and all students must have parent or guardian permission to participate in reward trips.

Participation in both curricular and reward field trips is contingent on responsible behavior. Students who have received two or more out-of-school suspensions may be required to have a parent or guardian chaperone them on all remaining school trips if they are permitted to attend. This decision will be made by the Principal and classroom teacher.

TELEPHONE USAGE

The office telephone is a business phone and cannot be used by students except in an emergency. Forgotten homework, books, band instruments, permission slips, etc. are not considered an emergency. Students are not allowed to use the phone to make personal arrangements such as requesting permission to go to another student's home after school. Due to the disruption of a student's academic learning, a student will not be taken from class to receive a phone call. A message will be delivered to the student at the appropriate time based on the urgency of the message.

ACCEPTABLE USE POLICY FOR STUDENTS

The use of electronic resources, technologies, and the Internet must be in support of education and consistent with the goals, objectives, and priorities set forth by North Fork Elementary School and Pendleton County Schools. The use of telecommunications and/or the Internet is an extension of the student's responsibility in the classroom and must follow all federal and state laws as well as state and school policies. County and school-owned technology are to be used to enhance learning and teaching as well as to improve the operation of the school. Failure to comply with the use of electronic resources, technologies, and the Internet may include but is not limited to the loss of privilege for use of these devices. Specific and detailed information regarding the acceptable use of technology and the Internet can be found in WVDE Policy 2460, Educational Purpose and Acceptable Use of Electronic Devices, Technologies, and the Internet.

TEXTBOOKS

Textbooks are issued to all students and are the responsibility of the student. The student is responsible for the loss and the damage to any assigned textbook. If a textbook is lost, stolen, or damaged, the student must pay for the book before another can be issued.

PRESCRIPTION AND NON-PRESCRIPTION MEDICATION

To comply with State School Law governing the administration of medication at school, the Pendleton County School System requires that all students who need medication during school hours do the following:

- Send medication to school only if it is medically indicated during school hours.
- The parent or legal guardian must sign the written consent form for any medication to be given. The doctor must also sign for prescription medication that is given at school.
- The first dose of any medication must be given at home due to the possibility of an allergic response.
- The parent must send the medication to school in the properly labeled original container or individual package – not a baggie or unlabeled bottle. Medication that is not properly identified WILL NOT BE GIVEN.
- Do not list more than one medication on the provided form. Use separate forms for additional medications.
- A form allowing for the administration of medications may be picked up at the office or obtained from the Pendleton County School website.

HANDLING OF MEDICATIONS

Medication must be brought to the school by a parent or guardian and given to office personnel for safe storage. Students are not allowed to carry medications on their person, in purses, lockers, desks, etc.

HEAD LICE

When a case of head lice is discovered, the parent is contacted and the student is excused from school. The school will provide the parent with information concerning head lice. The student must be checked and cleared by the school nurse or other designated staff member upon returning to school. When head lice are discovered, all students in the classroom of the infected student and siblings will be checked to determine if they also need to be sent home. Please contact the school nurse if you have any questions.

HOMEWORK: Homework refers to an assignment to be prepared outside of class and which requires work to be done in a study hall or at home. Student work that is assigned during school hours, and not completed, may be sent home with the pupil. The information for any homework assignment should be clear and specific so that the student can complete the assignment.

The purposes of homework are to improve the learning process, to aid in the mastery of skills, and to create and stimulate interest on the part of the student. The following guidelines shall be followed when assigning homework:

- Work shall not require the use of reference materials or technology not readily available.
- Long-term assignments may require the use of outside resources including the library and technology.
- All work should be such that the student can complete it with little or no help. It is highly recommended that students in the primary grades be given supervision by parents/guardians.
- Homework should never be assigned as punishment.

- Routine overnight assignments shall be reviewed and/or corrected according to teacher direction. Results may be recorded and returned to the students.
- Teachers shall recognize that legitimate family responsibilities may prevent students from completing homework on time.
- Thirty minutes per night shall be considered an average amount of work to be assigned to students in grades K-4.
- 60 to 90 minutes per night shall be considered the average amount of work to be assigned to students in grades 5-6.

Parents requesting a student’s work missed must do so by 12:00 noon if they wish to pick it up by 3:00 p.m.

HONOR ROLL

The purpose of the North Fork Elementary School Honor Roll is to recognize students who have maintained outstanding academic achievement. Students in grades 1-6 will be designated as being on the “A” Honor Roll or the “A/B” Honor Roll.

To be on the **A Honor Roll**, a student must earn a grade of A in all applicable academic areas of English Language Arts, Science, Mathematics, Social Studies and with no grade lower than an S in the developmental areas of Art, Music, Physical Education, Band/Choir and Health.

To be on the **A/B Honor Roll** a student must earn an A or B in all applicable academic areas of English Language Arts, Science, Mathematics, and Social Studies. Additionally, students must have no grade lower than an S in the developmental areas of Art, Music, Physical Education, Band/Choir, and Health.

SECTION II **STUDENT INFORMATION**

STUDENT CODE OF CONDUCT

North Fork Elementary School recognizes the need for students, teachers, administrators, and other school personnel to have a safe and stimulating educational environment that is conducive to learning. Our school will respond immediately and consistently to incidents of harassment, intimidation, bullying, substance abuse, violence, or other Student Code of Conduct violations. North Fork Elementary School will undertake proactive, preventive approaches to ensure that these standards of conduct are applied in the classroom, on the playground, on buses, and at school-sponsored activities. Any form of harassment, intimidation, bullying, substance abuse, violence, or other policy violations is unacceptable at North Fork Elementary School.

The students at North Fork Elementary School will:

- Help create an atmosphere free from bullying, intimidation, and harassment.
- Demonstrate honesty and trustworthiness.
- Treat others with respect, deal peacefully with anger, use good manners and be considerate of the feelings of others.
- Demonstrate responsibility, use self-control, and be self-disciplined.
- Demonstrate fairness, play by the rules, and not take advantage of others.
- Demonstrate compassion and caring.

- Demonstrate good citizenship by obeying laws and rules, respecting authority, and cooperating with others.
- Attend school regularly, complete assignments on time, and work to your full potential.

WEST VIRGINIA STUDENT CODE OF CONDUCT LEVELS

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:

Cheating	Inappropriate Language
Deceit	Failure to serve detention
Disruptive/Disrespectful Conduct	Tardiness
Falsifying identity	Skipping class
Inappropriate appearance	Possession of inappropriate personal property
Inappropriate display of affection	

Level 2

Disruptive and Potentially Harmful Behaviors: disrupt the educational process and/or pose potential harm or danger 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:

Gang-related activity	Habitual violation of rules
Insubordination	Possession of a knife; not meeting the “dangerous weapon definition”
Leaving school without permission	Profane language/obscene gesture/indecent act toward employee or student
Physical fight without injury	
Possession of imitation weapon	
Technology misuse	

Level 3

Imminently Dangerous, Illegal, and/or Aggressive Behaviors: are willfully committed and are known to be illegal and/or harmful to people and/or property:

Battery against a student	Defacing school property/vandalism
Harassment/Bullying/Intimidation	Fraud/forgery
False fire alarm	Hazing
Gambling	Trespassing
Larceny	The threat of injury/assault against an employee or student
Sexual misconduct	A substance containing tobacco/nicotine
Inhalant abuse	
Imitation drugs	

Level 4

Safe School Act Behaviors: are consistent with those addressed in the West Virginia Codes

Battery against a school employee	Possession and/or use of a dangerous weapon
Felony	Level 4 behaviors are used in the identification and classification of Persistently Dangerous
Illegal substance- behaviors	

EXAMPLES OF DISCIPLINARY ACTION:

Level 1:

Administrator/student conference or reprimand
Administrator and teacher-parent/guardian conference
Referrals and conference to support staff/agencies
Referral to a tobacco cessation program
Daily/weekly progress reports
Behavioral contracts
Change in the student's class schedule
Confiscation of inappropriate item
Restitution/restoration
Before and/or after-school detention
Denial of participation in class and/or school activities
Weekend detention
In-school suspension
Out-of-school suspension for up to 3 days
Law enforcement notification

Level 2

Any Level 1 response
Out-of-school suspension for up to 10 days

Level 3

Any Level 1 or 2 response
A principal may suspend a student from school or transportation to or from the school on any school bus, if the student, in the determination of the principal, after an informal hearing pursuant to WV Code §18A-5-1(d), has committed any Level III Violations.
If a student has been suspended pursuant to WV Code §18A-5-1a(b) or (c), the principal may request that the superintendent recommend to the county board that the student be expelled following the provisions in subsections (b) through (i) of WV Code §18A-5-1a.

Level 4:

Suspension
Expulsion

Discipline Plan: All teachers have designed and will implement their own classroom discipline system. Ask your child's teacher about the classroom rules, rewards, and consequences. If a student refuses to follow the rules he/she will be given a discipline referral form (pink slip) to take home. This referral must be signed by the parent and returned to school. The student will also be assigned detention (missed recess).

If a student receives a second discipline referral he/she will be assigned detention (missed recess). If a student receives a third discipline referral he/she will serve one day of in-school suspension. In-school suspension will consist of completing assigned work in a setting outside of the classroom. Classwork will have to be made up on the student's time. You will be notified of the in-school suspension and may be asked to attend a conference.

A fourth and all other discipline referrals may result in an out-of-school suspension. The out-of-school suspension will be served the following school day or as assigned by the principal. Students receiving a fourth referral will **NOT** be eligible to go on any field trips for the remainder of the school year, except the Accelerated Reader Field Trip which is part of our academic program.

DEADLY WEAPONS ON SCHOOL PROPERTY

The Pendleton County Board of Education and North Fork Elementary School recognizes the fact that students learn best in an environment that is safe, stable, secure, and oppression free.

Both the Board and our school recognizes the right of every student to attend school without fear for their personal safety and detests all acts of violence and other aggressive behavior by students upon students, and students upon school personnel.

According to West Virginia Code 18A-5-1a, a student will not possess a firearm or deadly weapon as defined in West Virginia Code 61-7-2, on any school bus, on school property or at any school-sponsored function as defined in West Virginia Code 61-7-11a.

As defined in West Virginia Code 61-7-2, a “dangerous weapon” means any device intended to cause injury or bodily harm, any device used in a threatening manner that could cause injury or bodily harm, or any device that is primarily used for self-protection. Dangerous weapons include, but are not limited to, blackjack, gravity knife, knife, switchblade knife, nunchucks, metallic or false knuckles, pistol, or revolver. A dangerous weapon may also include the use of a legitimate tool, instrument, or equipment as a weapon including, but not limited to, pens, pencils, compasses, or combs, with the intent to harm another. Also included are explosives, chemical, biological and radiological materials. A pocketknife with a blade of three and one-half inches or less shall not be included in the definition of a knife as defined in WVC 61-7-2 unless such knife is knowingly used or intended to be used to produce serious bodily injury or death.

Any violation of this policy by a student shall result in an immediate mandatory suspension of said student by the school principal, after providing the said student with his or her due process rights. The violation shall then be referred to the Pendleton County Board of Education who may expel the student from school for a period not to exceed one year.

For a complete description of the Safe Schools Act and its related policies, refer to the following:

Pendleton County Safe and Productive Schools Plan

Pendleton County Board of Education Policy S.8.3

West Virginia Code 18A-5-1a

TOBACCO POLICY

A student will not unlawfully possess, use or be under the influence of any substance containing tobacco and/or nicotine or any paraphernalia intended for the manufacture, sale, and/or use of tobacco/nicotine products in any building/area under the control of a county school system, including all activities or events sponsored by the county school district.

No person (student, staff member or public guest) shall at any time use or distribute any tobacco or nicotine-containing product on school property or during school-sponsored events.

Individuals supervising students off school grounds are prohibited from distributing or using tobacco or nicotine-containing products in the presence of students.

DRESS/PERSONAL APPEARANCE CODE

North Fork Elementary School personnel strive to provide an educational environment for students that is pleasant, safe, individualistic, and conducive to instruction and learning. Students are permitted to express their individuality as long as their appearance does not compromise the safety or inherent rights of other students by displaying obscene and/or objectionable attire that disrupts or interferes with school purposes or an educational function. Support and cooperation between parents and school personnel are needed to ensure that students come to school appropriately dressed in attire that does not pose health or safety hazards and is not disruptive or distracting to the school environment.

If it is determined by the principal and teacher(s) that a student's dress/attire, jewelry, or personal appearance detracts from, disrupts, or interferes with school purposes or an educational function, the student will either be: a) directed to modify his/her attire or personal appearance while at school, b) sent home to make necessary changes, or c) suspended from school.

When a student is directed to modify or change his/her clothes, attire, or personal appearance, school personnel will make a reasonable attempt to contact the student's parent or guardian to discuss the situation.

Please refer to the following guidelines when making decisions about students' appearance at school.

1. Clothing that allows for exposure of undergarments is not allowed.
2. Shorts and skirts must be below the end of your fist when your arm is at your side.
3. Students must wear shoes and/or sandals at all times.
4. Girls are not allowed to wear fishnet tops, halter tops, or low-cut tops.
5. Boys cannot wear fishnet tops that can be seen through.
6. Bare midriffs are not allowed.
7. Clothing items that feature vulgar or suggestive language, or acts as well as those advocating drugs, tobacco, or alcohol use will not be allowed.
8. It is recommended that appropriate clothes such as shorts or pants be worn on gym days (Monday, Wednesday and alternate Fridays).

If a student breaks one of the rules, the parent(s) will be notified by phone or letter. If a parent can be contacted, they will be asked to bring in appropriate clothing for their child. If a parent cannot be contacted, spare clothing will be provided to the student by the school. Refusal to comply will result in the student receiving a Behavioral Referral Form for not obeying school rules.

PARENT INFORMATION **SECTION III**

EMERGENCY SCHOOL CLOSINGS

If it is necessary to close school early due to heavy snow, flood, heat failure, etc., public broadcasts will be made by school messenger, radio, and television to inform the parents.

If schools are closed during the night or early morning hours, the local radio and television stations are informed as early as possible and they will carry the announcements. These stations include: WSVA/550, WELD/690, WKCY/1300, WHBG/1360, and WHSV/TV 3. Parents will also receive notice of delays and closings via **School Messenger (a recorded phone message)**. Additionally, school delays and closures can be obtained online at the WVDE website under school closures.

The following starting times will be used when school is delayed one, two or three hours because of bad weather:

- ONE-HOUR DELAY - 9:00 A.M.
- TWO-HOUR DELAY - 10:00 A.M.
- THREE-HOUR DELAY -11:00 A.M.

EARLY DISMISSAL DUE TO INCLEMENT WEATHER

Parents are reminded that if they are not home during the school day, they should have an alternate location for their child to go if school should be closed early due to inclement weather. Parents should also provide this information to their child's teacher each year in order to keep their child safe. If this information changes during the school year, it should be updated with the teacher.

ENTRANCE AGE

All children enrolled in Pre-Kindergarten must be at least four (4) years of age prior to July 1. Children enrolled in kindergarten must be five (5) years of age prior to July 1. Birth certificates and immunization records are required during the enrollment process.

Children desiring to enter the first grade are required to have successfully completed a public or privately supported state-approved kindergarten or to have successfully completed an entrance test of basic readiness skills approved by the Pendleton County Board of Education.

IMMUNIZATIONS

The law requires that all children entering school for the first time in West Virginia shall have been immunized against the following illnesses: diphtheria, polio, tetanus, whooping cough, rubella, and shall have had a recent tuberculin skin test.

HOMEBOUND INSTRUCTION

The homebound instruction program shall provide educational services to any child who is homebound due to injury or who for any reason, as certified by a licensed physician, is homebound for a period that has lasted or will last more than three weeks. Additional information on this service can be obtained from the school or the county office.

STUDENT RECORDS

All schools maintain a file of each student's academic achievement in addition to other information necessary to administer a student's progress through school. This information is available only to selected individuals who have a direct relationship with each child's education. The school principal must approve requests for access to student records.

RETENTION

The school board policy sets forth definite criteria that have been established to consider promotion:

- Kindergarten - A student should have demonstrated satisfactory progress as evidenced by his/her report card. Student maturity, social-emotional, and language development must be age-appropriate and the student must have attained reading and number readiness.
- Grades 1-4 - Students should have completed at least half of the basic reading program and have attained comparable skills in oral and written expression, understanding and use of numbers, legibility in writing, and the ability to spell words associated with the grade.
- Grades 5-6 - A student who fails three or more core subjects or subject grouping (Math, Social Studies, English, Reading, Science, Health/developmental guidance, Spelling, art/physical education/music) should be retained.

PROGRAMS OF SUPPORT

We are fortunate to have the opportunity to offer our students a variety of programs of support. Listed below is a brief description of each program. For additional information, contact your child's teacher or the principal.

1. SAT TEAM (STUDENT ASSISTANCE TEAM)

Each school in West Virginia has been mandated to have a Student Assistance Team. The central purpose of the SAT is to help the student improve in an area in which he/she is having difficulty. The SAT will meet on specific students based on referrals for grades, discipline, attendance, or a specific special circumstance. All parents or guardians are invited to participate in the SAT process. After the SAT Team meets, all parents who have not attended the meeting will be provided the SAT results and a conference may be arranged if requested by the parent. The SAT committee is made up of the SAT Coordinator, the Principal, the referring teacher, the parent or guardian, and other persons deemed necessary to provide relevant information. SAT Meetings are scheduled by the school's SAT Coordinator.

2. Support for Personalized Learning (SPL)

The West Virginia Support for Personalized Learning (SPL) framework is a statewide initiative that suggests flexible use of resources to provide relevant academic social/emotional and/or behavioral support to enhance learning for all students. SPL is characterized by a seamless system of high-quality instructional 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. Quality classroom instruction should include frequent assessment of learning progress and focused interventions to meet the needs of diverse populations.

SPL is framed around three levels of instructional intensity that can be provided to students to help them achieve. These three levels are Core Instruction, Targeted Instruction, and Intensive Instruction formally called Tier 1, Tier 2, and Tier 3. SPL includes Response To Intervention (RTI) and Critical Skills within a common collaborative structure. SPL is a process, based on using scientific research-based instructional strategies that are matched to student needs. Teachers use assessment data to monitor students' progress and make important decisions about what and how to teach children who are not making sufficient progress. A major change in the law is the emphasis on early intervention services for children who are at risk for academic or behavioral problems. The idea is to intervene early enough to prevent learning problems. The SPL processes may be applied to all content areas, but the first focus is the area of reading because it is the essential skill upon which school success lies.

One of the most important aspects of SPL is the use of regular progress monitoring. Information gathered through regular assessments of the student's academic skills helps teachers make important instructional decisions. Progress monitoring goes beyond the weekly spelling or math tests that are used to give grades. Regular progress monitoring helps teachers chart student progress over time and compares the student's actual learning rate with what is expected at that grade level.

In the Core Instruction level, the classroom teacher delivers scientific research-based reading instruction to all students. There are five essential reading areas that are emphasized in the core reading curriculum: phonemic awareness, phonics, fluency, vocabulary, and comprehension. Each of

these reading areas must be addressed in the early grades to ensure successful reading in later grades, across all content areas, and eventually in the workplace.

For some students, core reading instruction provided by the general classroom teacher is not enough. The Targeted Instruction level focuses on students who do not achieve the minimum satisfactory reading performance based on screening results. At this level, students receive additional reading intervention that would be beyond the Core Instruction level that makes up the classroom instruction. The main purpose of the Targeted Instruction level is to teach important skills that may be missing and help students master grade-level skills. Student progress is assessed and monitored to determine if additional intervention is needed, plan appropriate lessons, and change techniques that are not working. Intervention periods are flexible depending on student progress toward benchmarks.

In some cases, the Intensive Instruction level will be used for those students who need more explicit help. Intensive Instruction is not restricted to special education students. In other words, any Intensive Instruction support that is available could include any student who needs help.

3. ACCELERATED READER

The purpose of the Accelerated Reader Program is to encourage students to read and enjoy reading. All students have an opportunity to check out leveled books from the library, read them take a computerized comprehension test on the book. After passing the test, the student will be awarded points which will ultimately result in prizes.

Any educator's goal is to produce students who read for the sheer love and enjoyment of reading. However, while some students develop this love spontaneously, many do not. Although teachers can teach basic literacy skills, the joy of reading is what each student must discover for himself. In an era of television, video games, and other passive forms of entertainment, the act of reading seems for many students to require too much effort, with very little immediate reward. This is why North Fork Elementary is involved in the Accelerated Reader Program.

What is the Accelerated Reader Program?

The Accelerated Reader Program is a system where students are encouraged to read books. Each book listed in the program has a point value associated with it, based on its difficulty. Books that are harder to read or have a higher level of vocabulary would have a higher point value. When the student has completed a book, he or she will take a short computer monitored test to determine the student's comprehension of the recently finished book. After the student passes the test, the points received for the test score will be added to the student's Accelerated Reader total. The student's goal in the Accelerated Reader Program is to obtain, at a minimum, the total number of points established for his or her grade level each nine-week period.

What are the goals of the Accelerated Reader Program?

The Accelerated Reader Program is designed to encourage students to read more and better books. It provides a motivational framework that encourages students to practice and improve their reading skills. Your involvement as a parent is instrumental in your child's learning. Encourage your child to participate in the program by reading along or asking questions about the books. Together we can show your child the joy of reading.

AR Incentives Throughout the School Year

At the end of each month, students reaching their AR point goal will be given recognition by getting a Brag Tag and having their names placed on the bulletin board in the cafeteria. Students receiving at least 20 points in grades 2-6 and 10 points in grades K-1 will be allowed to visit the AR Store. Students in grades PreK-2 and students in grades 3-6 will be taken on a field trip at the end of the year if they have received the required number of points to do so.

ACCELERATED READER POINTS REQUIRED FOR THE SCHOOL YEAR:

Kindergarten	Teacher introduces AR program to students in preparation for 1 st Grade
1 st Grade	50 points
2 nd Grade	60 points
3 rd Grade	65 points
4 th Grade	70 points
5 th Grade	80 points
6 th Grade	90 points

In order to earn the end of the year reward, students must reach the total points for their grade as indicated above. We will again have point clubs with pictures of those students who have joined. When students join a point club, they not only have their picture displayed on the wall but will also receive an individual incentive.

4. GIFTED PROGRAM

Students may be recommended for the gifted program by a parent, a teacher, or the principal. Generally, these students are performing exceptionally well academically. Parents must give consent for testing. Testing results as well as input from the classroom teacher and the parents are a part of the eligibility process. Identified students leave their classrooms twice each week to work in a small group with the gifted teacher. The gifted teacher extends the curriculum in math, reading, social studies, and science.

5. SPECIAL EDUCATION

Students are recommended for special education services through a referral and testing process. Parents are involved throughout this process and provide written permission for any testing. Parents and teachers work together to develop an Individualized Educational Plan (IEP) for the identified students. The special education teacher works closely with the classroom teacher. Students are taught as an individual, in small groups, or as part of the regular classroom.

6. PRE-K/KINDERGARTEN STORYBOOK HEROES CLUB

The Storybook Heroes Club is specifically for grades **pre-kindergarten and kindergarten**. Developing the habit of enjoying books and reading is one of our top priorities at North Fork Elementary. We want children to read widely, as the amount of time spent reading will contribute to greater learning and a positive attitude.

This year our school will continue to reward children for outstanding efforts in reading. This program is called "Storybook Heroes Club." Children fulfilling the following guidelines will receive an illustrated Storybook Heroes Club T-shirt. At the end of the year, there may be a field trip opportunity for those children who have completed all the guidelines throughout the school year.

Guidelines

1. Parents can read to their children in pre-kindergarten and kindergarten. Books read by parents should be recorded on a *Reading Record Log* which is returned to school. As children advance, the goal is to make each child a more independent reader. The title of the book and the signature of the parent needs to be placed on a Reading Record Log provided by the teacher. The form has space for thirty (30) titles. Each title counts as one book read.
2. To earn a certificate at the end of each grading period (9 weeks) and an item from the AR store, parents must read to their children and record a total of at least 30 books. In PreK and kindergarten, to participate in a field trip opportunity at the end of the year, children must meet the goal of reading and recording 30 books each nine weeks and 10 books during the 4th nine weeks.
3. Students will receive a "treasure prize" for the first three nine weeks for reading if they read 30 books. They will receive a "treasure prize" for the last nine weeks if they read 10 books for a total of 100 books for the school year.

We believe that T-shirts plus recognition of reading will create enthusiastic readers. Let's do our part in helping children achieve these incentives.

7. COUNSELING SERVICES

North Fork Elementary School offers counseling services through our school guidance counselor and through our partnership with Pendleton Community Care. Our school counseling services are not to be thought of as therapy services. Our school counselor determines if the needs of our students are within the scope of a school counselor or if the student needs more therapeutic services. Either way, the counselor is involved with our students to ensure they receive the services they need to promote academic success at school. Please contact our school counselor, your child's teacher, or the principal if you believe you have a need for these services.

Pendleton Community Care also provides counseling for depression, anxiety, social problems, diet and weight control, smoking cessation, healthy life choices, sexuality, and drug and alcohol use. There may be a service charge for the services from Pendleton Community Care.

8. SCHOOL HEALTH CENTERS

Pendleton County Schools teams with Pendleton Community Care (PCC) to provide primary medical care and behavioral health care to students and teachers in the school facilities. These services support the healthy mental, emotional, and physical development required for success in school.

Services: Most services provided at the PCC health center can also be received at the school health centers. Services include:

- Periodic physical exams
- Immunizations
- Sports Physicals
- Sick visits
- Support for managing chronic health conditions like asthma and diabetes
- Education for fitness, healthy living, and positive social behavior

- Counseling for depression, anxiety, social problems, diet and weight control, smoking cessation, healthy life choices, sexuality, and drug and alcohol use.

Staff: Medical professionals from PCC provide the care on a posted schedule for each school. The professionals include: physicians/pediatricians, physician assistants and nurse practitioners, a nurse, a licensed professional counselor, and a health educator.

Registration: Any student may register to receive services in the school health centers. To register, parents sign a consent form each school year, authorizing their child's use of the services. Certain services require special consent.

Confidentiality: PCC respects the confidential nature of the patient-clinician relationship and accordingly follows policies and procedures to protect the patient's health information. Information from the school health centers is not included in the student's school file.

Charges: PCC's normal charges for services provided at the school health center are billed to the responsible party. In addition, PCC submits your claim to insurance when applicable and as directed by the responsible party. No student will be denied services because of the inability to pay. More info: Pendleton Community Care, PO Box 100, Franklin, WV 26807 (304) 358-2355.

PARENT INVOLVEMENT PROGRAMS

Student Assistance Team Meetings: A team of North Fork teachers meets periodically to discuss and make recommendations regarding students who are experiencing difficulty with attendance, discipline, and/or learning. Any recommendations made by the Student Assistance Team regarding your child's progress will be shared with you.

Parent/Teacher/Student Organization: The Parent Teacher/Student Organization meets in October, December, March, and May. Minutes from the PTSO meetings will be sent home. All parents are invited to attend the PTSO meetings. Exact dates and times will be announced via the school calendar.

Local School Improvement Council: The Local School Improvement Council meets four times per year. All parents are invited to attend the LSIC meetings where the North Fork School Improvement Plan, curriculum, instruction, discipline, and safety issues are discussed.

Web Page: The North Fork Elementary web page will feature information about the school and its ongoing programs. The web page will be updated as necessary and can be reached at www.pendletoncountyschools.com

North Fork Elementary School Calendar: North Fork Elementary will continue to publish a monthly calendar. It will provide you with monthly school events.

Faculty Senate: Faculty Senate meetings are scheduled throughout the year. Please see the school calendar for specific dates. These meetings are open to the public. An agenda is posted in the school's main office.

School Buses: School principals, teachers, and bus operators shall work cooperatively in instructing the pupils in the rules and regulations governing transported pupils. Special emphasis should be given to pupil discipline while being transported. Riding a school bus is a privilege that can be lost if students do not follow the rules.

Bank at School: In the fall, Pendleton Community Bank comes to our school to inform students about the importance of saving. Information will be sent home and interested students can set up an account with the bank. Deposits can be made at school on “Bank at School” days.

SCHOOL/HOME/ COMMUNICATIONS

1. PARENT/TEACHER CONFERENCES

North Fork Elementary School firmly believes that for its students to be successful the parents, the school, and the students must share the responsibility for student academic achievement. The school and parent partnership working together will enable our students to achieve West Virginia’s academic achievement standards. Parent/teacher conferences are scheduled throughout the year. Parents are encouraged to attend these conferences. Additional conferences may be scheduled by contacting your child’s teacher throughout the school year.

This year’s Open House and Parent-Teacher Conferences will be announced at a later date.

2. INTERIM REPORTS/REPORT CARDS

Interim Reports and Report Cards are issued four (4) times a year. Review these reports with your child. If there are problem areas, please call the teacher to learn about ways you can assist your child or schedule a conference.

GRADING SCALE

<u>Scale</u>	<u>Grades 1 – 6</u>	<u>Grades for Music, PE and Health (1 – 6)</u>
90 - 100	A	O - Outstanding
80 - 90	B	S – Satisfactory
70 - 80	C	U - Unsatisfactory
60 - 70	D	
0 - 60	F	

3. SCHOOL MESSENGER

The parents of all of our students are asked to provide the school with a working phone number so the school can send home important telephone messages about activities and events happening in school. It is very important for the school to have a working phone number for each student in order to ensure that messages are received at home.

4. NEWSLETTERS

The school sends to parents a monthly calendar with the important events and dates they will be occurring. Also, specific classes communicate with parents through class newsletters on a monthly basis.

5. REASONABLE ACCESS TO TEACHERS

The teachers will be happy to respond to questions or concerns and arrange additional conferences. Parents are encouraged to review student progress at Parent/Teacher Conferences, during teacher's preparation time, or after-school hours. Teachers may also establish a communication link with parents through email or other electronic means.

6. PARENT VOLUNTEERS

Parents are also encouraged to volunteer and participate in school activities that enhance their child's learning. Parents should contact their child's teacher if they are interested in participating in classroom activities. All parents are also invited to participate in North Fork Elementary School's Local School Improvement Council (LSIC) and the North Fork Parent/Teacher/Student Organization (PTSO).

General Policy Statements

Section IV

AUTHORITY OF TEACHERS (State Code 18A-5-1)

The teacher shall stand in the place of the parent or guardian in exercising authority over the student, and shall have control of all pupils enrolled in the school from the time they reach the school until they have returned to their respective homes.

NON-DISCRIMINATION POLICY

As required by federal laws and regulations, the Pendleton County Board of Education does not discriminate on the basis of sex, race, color, religion, handicapping conditions, marital status, or national origin in employment or in its educational programs and activities. Inquiries may be referred to David Dilly, Title IX and Section 504 Coordinator, Pendleton County Board of Education Office, P.O. Drawer 888, Franklin, WV 26807, Phone (304) 358-7065; or to the Department of Education's Director of the Office for Civil Rights.

CIVIL RIGHTS DISCLAIMER

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

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

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint

Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) MAIL: U.S. Department of Agriculture

Office of the Assistant Secretary for Civil Rights

1400 Independence Avenue, SW

Washington, D.C. 20250-9410;

(2) FAX: (202) 690-7442; or

(3) EMAIL: program.intake@usda.gov.

This institution is an equal opportunity provider.

CONFIDENTIALITY

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. They are:

(1) The right to inspect and review the student’s education records within 45 days of the day the District receives a request for access. Parents of eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The parents of an exceptional student shall be afforded an opportunity to inspect and review all education records with respect to:

a. The identification, evaluation and educational placement of the student; and

b. The provision of a free appropriate, public education to the student through the development and implementation of an IEP. The public agency shall inform parents when personally identifiable information collected, maintained or used is no longer needed to provide educational services to the student. The information must be destroyed at the request of the parents. However, a permanent record of a student’s name, address, and phone number, his or her grades, attendance record, classes attended, grade level completed, and year completed may be maintained without time limitations.

(3) The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask Pendleton County Schools to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request of amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(4) The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed with the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical

consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

(5) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of the FERPA. The name and address of the Office that administers FERPA is:

Family Compliance Office
U.S. Department of Education
600 Independence Avenue, SW
Washington, DC 20202-4605

Any citizen of this school district is welcome to contact their Principal or the Director of Special Services for additional information regarding the person responsible for the maintenance of each type of record, the persons who have access to the records, types and location of records collected, the purpose for which they have access, or any other question regarding student records.

NOTICE TO PARENTS CONSENT TO ACCESS PUBLIC BENEFITS OR INSURANCE (E.G, MEDICAID)

This notice informs parents of the Individuals with Disabilities Education Act of 2004 (IDEA) regulations at 34 CRF §300.154, effective March 18, 2013, regarding written notification and parent consent to access public benefits or insurance, such as Medicaid. Before the school district accesses the parent's or child's Medicaid or other publicly funded benefits for the first time to seek reimbursement for services provided to an eligible student, and annually thereafter, this written notice is provided to inform parents of the following:

- A prior written parental consent will be requested to release personal information from a child's education records or information about the services that may be provided for the purpose of billing Medicaid or another specific agency for Individualized Education Program (IEP) services.
- The consent form will state the student's personal education records and information that will be disclosed, the purpose of the disclosure (e.g. Medicaid billing), and the agency to which the records will be released. By consenting, parents state they understand and agree that their or their child's public benefits or insurance will be accessed to reimburse the cost of services.
- Parents cannot be required to sign up for or enroll in public benefits or insurance programs for their child to receive free appropriate public education, that is, IEP services.
- Parents are not required to pay out-of-pocket expenses such as a deductible or co-pay amount resulting from filing a claim but may pay the cost that otherwise would be paid by parents.
- Parents must be informed that their public benefits or insurance (e.g., Medicaid) will not be billed if it would:

❖ result in a decrease in lifetime benefits;

- ❖ result in the child’s parents paying for services that would otherwise be covered and that are needed for the child outside of the time the child is in school;
 - ❖ result in an increase in premiums or discontinuation of public benefits or insurance; or
 - ❖ risk loss of eligibility for home and community-based waivers based on the total (aggregated) health-related expenditures for the child or the child’s parents.
- Parents have the right to withdraw consent to disclose their child’s personal information for billing purposes at any time.
 - Parents’ withdrawal of consent, or refusal to provide consent, to release their child’s personal information for purposes of accessing their public benefits or insurance (e.g., for Medicaid billing) does not relieve the school district of its responsibility to ensure that all required IEP services are provided at no cost to parents

ANNUAL ASBESTOS NOTICE

The Pendleton County Board of Education has an Asbestos Management Plan in place. The Management Plan can be viewed at the Pendleton County Board of Education office and at the Administrative Offices in each of the schools.

During the past year, two six-month surveillance asbestos inspections have been performed. During the next year, two six-month inspections will be conducted. There are no firm plans for any asbestos abatement to take place during the upcoming year.

If you have any questions concerning the Pendleton County Board of Education’s Asbestos Management Plan, please contact Dan Miller at 304-668-2672.

To: All principals, teachers, parents, employees and organizations
 From: Asbestos Coordinator
 Date: August 18, 2020
 RE: Informing the locations and availability of the asbestos management plan

On October 22, 1986, President Reagan signed into law the Hazard Emergency Response Act (AHERA). It required the Environmental Protection Agency (EPA) to issue regulations requiring all private and public elementary and secondary schools to be inspected for asbestos, take action in the event that any asbestos-containing material was determined to be a possible health hazard, and develop a management plan for each school which would be publicly available and which would contain detailed results of the inspection and records of any actions taken by the school with respect to asbestos.

On October 30, 1987, the EPA issued final regulations as required by law. These rules are widely known as the 1987 Asbestos in Schools Rule or AHERA regulations.

This notice is to inform you that in compliance with Regulation 4 CFR Part 763.84 (c) a copy of the Asbestos Management Plan for the above-named schools and organizations is available for inspection. To inspect this document, you should contact the principal or myself. Copies will be available at the school, administrative office, or my office.

Also, regular six-month periodic surveillance of asbestos-containing materials will be conducted during the months of July and December. Further, if any asbestos response actions (e.g. Removal, repair, enclosure, encapsulation, or operations and maintenance) take place in any of our schools, notices will be posted.

If you have any questions regarding this notice, please feel free to contact my office.

Thank you,

Director of Administrative and Support Services

Pendleton County Schools

DISCUSSING THE HANDBOOK

I have read and discussed the Student and Parent Handbook with my child and understand the information contained within. I have also read and discussed the Responsible Student program with my child and understand the information contained within. I further understand that my son/daughter is responsible to adhere to all information listed in this handbook.

Child's Name: _____

Parent's
Signature: _____

Date: _____