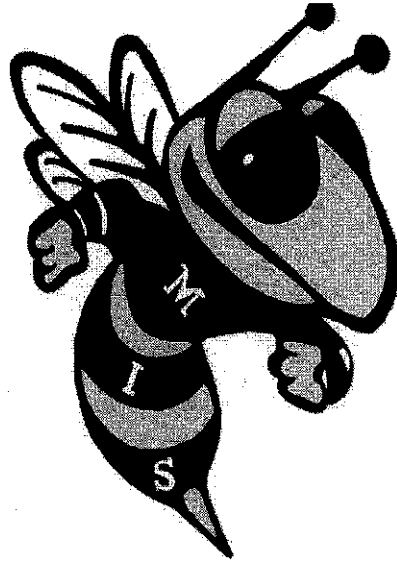


PARENT/STUDENT HANDBOOK 2023-2024



MOOREFIELD INTERMEDIATE SCHOOL

**345 Caledonia Heights Road
Moorefield, WV 26836**

Phone: 304-530-3450

Fax: 304-530-3451

**Amber Champ, Principal
Stephanie Armentrout, Assistant Principal
Regena Whetzel, Secretary**

PARENT/STUDENT HANDBOOK

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MOOREFIELD INTERMEDIATE SCHOOL STAFF

Principal: Amber Champ

Assistant Principal: Stephanie Armentrout

Secretary: Regena Whetzel

School Nurse: Alana Haggerty, Patty Smith

Grade 3 Teachers:

Sarah Howard

Jennifer See

Bridget Sions

Kendra Weese

Grade 4 Teachers:

Holly Howard

Brooklyn Rowan

Alisha Reynolds

TBD

Grade 5 Teachers:

Sharon Auville

Donna Baker

Rachel Baker-Thompson

Alexandra Wells

Aides: Teresa Meyers, Ashley Bailey, Carrie Dolan

Title I: Amy Welton

Special Education: Tracy Craig, Jessica Saville, Tina Snyder, TBD

Gifted: Heath Hershburger

Speech: TBD

CIS: Melinda Judy

ESL: Laura Kesner

Enrichment:

Krista Ritchie, PE

Tanya Vance, Music

Kristian Yeager, Art

Emily Sherman, Librarian

Chasity Taylor, Guidance

Cooks:

TBD, Cafeteria Manager

Anita Vance

Anna Rexroad

Katrina Thorne

Custodians:

TBD

Heidi Fields

GOALS:

Student Achievement:

- Student Achievement Math Goal: Each grade level at MIS will show 20% growth from the beginning of the year benchmark on CA-CIA to the end of the year as measured by the WVGSA for Math.
- Student Achievement Reading Goal: Each grade level at MIS will show 20% growth from the beginning of the year benchmark on CA-CIA to the end of the year as measured by the WVGSA for Reading.

Positive Behavior & Attendance:

- Each semester, at least 90% of the students will attend the PBIS reward as measured through behavior charts and WVEIS data. Each month our attendance rate will be at least 90% as measured through zoom attendance data.

STATEMENT OF BELIEFS

We believe:

- That we must live the 7 Habits and demonstrate them daily
- That all students can learn and achieve
- That instructional strategies must meet the educational needs of each student
- That community and family involvement increase student success
- That a safe and secure environment promotes learning and a sense of well being

STATEMENT OF NONDISCRIMINATION

Moorefield Intermediate School does not discriminate based on race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding nondiscrimination policies.

Amber Champ, Principal
Moorefield Intermediate School
345 Caledonia Heights Road
Moorefield, WV 26836
Phone: 304-538-3450
Fax: 304-530-3451

BOARD POLICIES

All board policies are available in the school office, the school library, Hardy County Board of Education Office, and on these web sites:

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

<https://hardycountyschoolswv.sites.thrillshare.com>

<https://hardycountyschoolswv.sites.thrillshare.com/o/moorefield-intermediate>

HIGHLY QUALIFIED TEACHERS

Local school systems must notify parents they have the right to request and receive information on the professional qualifications of their children's classroom teachers and paraprofessionals. If you desire this information, please make a written request to the principal. The notice is also provided on our website.

ARRIVAL AND DISMISSAL OF STUDENTS

Our doors open at 8:00 a.m. Students are marked Tardy if they arrive at school between 8:25-9:57 and **MUST be signed in by a parent or guardian**. Car Riders are dropped off and picked up at the car rider loop which is accessed by entering the first entrance at MMS and going behind MMS into the MIS car rider loop and parent parking lot. Buses use the front entrance at MIS only. Car riders are dismissed at 2:45, bus riders at 2:50.

If you need to sign your child out for an appointment, you must do so prior to 2:30 or pick them up through the car rider loop as a car rider. You will come to the vestibule, ask for them through the speaker and sign them out on the form. (Table and speaker located to the left of the door.) Please keep in mind, students signed out between 1:18-2:45 will be counted as an early dismissal.

REPORT CARDS/PARENT TEACHER CONFERENCES

Report Cards will be sent home after each nine-week period. The parent/teacher conferences will be held twice during the school year, once in the fall and once in the spring. Additional conferences can be scheduled upon parent or teacher request by contacting the school office. If you need a report card mailed to a non-custodial parent, please send the request in writing at the start of the school year.

GRADE SCALE

90-100 A

80-89 B

70-79 C

60-69 D

0-59 F

SCHOOLGY

Parents can access their child's grades in schoolgy. Information on how to set up your account will be sent home as it becomes available. This is a new program and process this year, so information will come out as soon as possible.

SCHOOL-BASED CLINIC

E. A. Hawse Health Center provides a school-based clinic. A consent form must be signed and returned to the center before medical services can be provided. You will be billed for this service.

HOMEWORK POLICY

It is the student's responsibility to contact his/her teacher(s) to arrange for makeup work when they return to school after an absence. The student will be allowed one day for each absent day to complete the missed assignments. Missed assignments that the teacher gave for a grade, or that cannot be made up at home due to assignment/project requirements, may be made up during recess time.

If a student has missed over five consecutive days, an appropriate number of days for completing the missed assignments will be determined by the teacher(s) and/or the principal. Please keep in mind that some students do not use their time wisely in class and may be bringing work home to complete so that they receive credit for the entire assignment. If your child has an unusual amount of homework, it is a good idea to contact your child's teacher.

When the student misses two or less days, the teachers will give the student the missed assignments when they return to school. **FOR THREE OR MORE DAYS OF ABSENCE, THE HOMEWORK MAY BE PICKED UP IN THE OFFICE AT THE END OF THE THIRD DAY.** An early call to the office requesting assignments will allow the teacher(s) time to collect the work and books during the day and have it in the office by 2:00.

FIREARMS/WEAPONS IN SCHOOL

TOBACCO CONTROL POLICY

SUBSTANCE ABUSE POLICY

Students will not use, possess, or distribute weapons, illegal drugs, and alcohol and/or tobacco products at school. Please refer to Hardy County Policy Files: JDE, JDF, JDD, and JDG for complete policies dealing with Tobacco Control, and Firearms and Deadly Weapons, Drug Abuse, and Student Drug-Substance Abuse.

MEDICAL INFORMATION

Emergency Medical Forms have necessary information and numbers listed in case of an emergency. Complete the form accurately and return it to the school. If changes occur during the year, contact the office. Students will not be allowed to attend field trips unless this form is on file in the office.

PROCEDURES FOR MEDICATION

All medication should be brought to the school nurse by the parent. All medication will be kept in a secure, locked storage area, and administered according to state law and county policy. Non-prescription medication may not be kept by the student.

(PRESCRIPTION MEDICATION) Complete the ADMINISTRATION OF MEDICATION AT SCHOOL form. A physician must sign this form. The parent must bring the prescription medication to school in the original container. No medication will be given that is sent in a plastic bag or unmarked container. Parent must sign in the medicine with the school nurse for accountability and documentation purposes.

(NON-PRESCRIPTION MEDICATION OR OVER-THE -COUNTER) Complete the ADMINISTRATION OF MEDICATION AT SCHOOL form and include a written note from the parent. Bring unopened medication to school in the original manufacturer's container with a clear, complete label. Our school nurse may administer this medication only if a physician has signed the form. Parents must sign in the medicine with the school nurse for accountability and documentation purposes.

(ASTHMA) Students may keep medication for asthma at school. Complete the SELF-ADMINISTRATION OF ASTHMA MEDICATION form. Return it to the office.

**Medication must be picked up at the end of the school year or it will be destroyed over the summer. Medicine will not be kept and carried over into the next school year.

COMMUNICABLE DISEASES

Head lice, pink eye, chicken pox, and impetigo are communicable diseases. Therefore, any student diagnosed with these, or other communicable diseases is not allowed to attend school. For your protection, we have a nit-free policy concerning lice. Students are sent home when nits are found. After treating the student's head, he/she must be checked and cleared by the County Health Department or by the family physician before being permitted to return to school. The student may NOT ride the bus until being cleared. When returning the student to school, the parent or designee must remain to make sure the student is cleared and allowed to return. If you have any questions, contact the office or the School Nurse.

PARENT CONCERNS

We want our students to be safe, comfortable, and successful. If you are concerned about any situation in school or on the bus, first contact your child's teacher or bus driver. If you do not receive a satisfactory response, contact the school administration.

PHONE CALLS

Phone calls made by students will be limited to emergency situations or to other school-related reasons approved by a staff member. School land line phone use will be monitored, and excessive use will be prohibited. Students cannot make calls using personal cell phones or cell phones belonging to staff or administration. All student/parent communication must take place through the school office. Hardy County Policy JDB-A will be followed for cell phone usage.

FIELD TRIPS

Classes periodically take field trips as an extension of what is taught in the classroom. We often allow parents/guardians to act as chaperones. However, neither non-enrolled students nor younger siblings will be allowed to participate in field trips. Chaperones must be the legal guardian/parent/grandparent of the student OR be at least 18 years of age and successfully complete a background check at the individual's expense. For more information, refer to Hardy County Policy IHE.

Bus regulations must be followed. **SMOKING AND CHEWING TOBACCO PRODUCTS ARE PROHIBITED ON HARDY COUNTY SCHOOL BUSES** as well as on school property. There is to be neither smoking nor chewing tobacco products on a field trip.

Students must have a current Emergency Medical Form on file in the office before they can attend a field trip. Any student that chooses to not attend a field trip is expected to report to school. Absences on field trip days will be recorded as unexcused unless the child has a doctor's note or parent note that is considered acceptable under the county attendance policy.

REFERRAL FOR PERMISSION TO TEST YOUR CHILD

As a parent, if you feel that your child is having academic difficulty, please contact the principal. A parent, as well as a teacher, may refer a student to the Student Assistance Team (SAT). You will be invited to attend all SAT meetings regarding your child by letter or phone.

Once the SAT process has taken place and it is determined that your child would benefit from further assessments, you may receive a "Notice of Individual Evaluation/Reevaluation Request" form in the mail. Please complete and sign the form and return it to the Hardy County BOE Office. Parent permission must be obtained before testing. Remember that the same form is used for all children. Special Education includes Gifted; Speech and Language; Physical Therapy; Medical Concerns; Learning Disabilities; Behavior Disorders; Mild, Moderately, Trainable, or Profoundly Mentally Impaired. Call the Principal if you have any questions. Specific questions can be addressed to the Director of Special Education at the Board Office at 530-2348 ext. 237 or school SAT Coordinator Jennifer See.

BUS TRANSPORTATION

SAFETY is the first responsibility of the bus driver. Drivers are expected to provide rules and procedures and to report any violations. The right of the students to ride the bus is conditional on their behavior and on their observance of the rules. See "Student Transportation Handbook" pamphlet for more information. The principal reserves the right to suspend a student from bus transportation for violation of bus rules.

ATTENDANCE POLICY

Students succeed when they attend school faithfully. Lost time cannot be made up but missed work must be completed as outlined by the teacher(s). Please refer to the Hardy County Attendance Policy JDJ for more specific details or call the attendance director at the Board of Education Office at 530-2348. Every student will also be provided with an outline of valuable information from the attendance policy at the start of the school

year. Please contact Stephanie Armentrout, Assistant Principal, with questions concerning attendance. She can be reached via email at sarmentr@k12.wv.us

ITEMS BROUGHT FROM HOME

Your child is responsible for any item brought to school. Please encourage your child to keep valuable and/or breakable items at home. **Personal electronic devices brought to school must comply with the Hardy County Schools Acceptable Use Policy.**

The school will not be responsible for lost, stolen, or damaged items. The principal reserves the right to confiscate any electronic device that causes disruption to the instructional day. Once a device has been confiscated, it must be picked up by the parents at the school office.

POSITIVE BEHAVIOR SUPPORT PROGRAM

Moorefield Intermediate School has a focus on leadership. Our positive behavior support plan focuses on encouraging students to use the “7 Habits of Highly Effective People” and “7 Habits of Happy Kids” in their day to day lives.

Please review the PBS Plan that your child brings home at the beginning of the school year. It contains detailed information about our PBS system and consequences for not following expected behavior guidelines.

Positive Behavior Support is a system of school management practices supported by consistent, clear, and fair disciplinary procedures. The goal of this policy is to create an environment where rules for student behavior are clearly stated, are understood, and accepted by students and staff, and are applied in compliance with WVDE Policy 4373 (Expected Behavior in Safe and Supportive Schools) and Hardy County Policy: JDA.

OFFICE REFERRALS

Students may receive an OFFICE REFERRAL for not following school expectations and rules or classroom procedures. One Office Referral may result in your son or daughter not participating in the 9-week PBIS Reward.

Moorefield Intermediate School will follow Expected Behavior in Safe and supportive Schools. (WVDE Policy 4373) AND Hardy County Policy: JDA, Discipline and Student Code of Conduct.

A violation of school rules and/or school expectations may result in, but may not be limited to, the following disciplinary actions:

- | | |
|--|-----------------------------|
| a. parent conferences | g. exclusion from class |
| b. verbal warning | h. social suspension |
| c. re-teach expected behaviors | i. out-of-school suspension |
| d. referral to team/teacher for an action plan | |
| e. lunch detention | j. expulsion |
| f. in-school suspension | |

MOOREFIELD INTERMEDIATE SCHOOL BEHAVIOR GUIDELINES

1. Electronic devices and accessories are permitted ONLY under the guidelines of the Hardy County Acceptable Use Policy. A copy is sent home to be signed by the student and parent at the beginning of each school year. The school is not responsible for lost, broken, or stolen items.
2. Students will not cheat, steal, or entice others to cheat or steal.

3. Students will respect all school property and keep it free from destruction and defacement. Parents are responsible for replacement costs of damaged property.
4. Students may not chew gum in school. Cough drops may be used with the teacher's knowledge only if the parent or guardian sends a note to school giving permission.
5. Students will not use, possess, or distribute weapons, illegal drugs, and alcohol and/or tobacco products. Refer to Hardy County Policy Files: JDE, JDF, JDD, and JDG.
6. Students will not intentionally endanger the welfare and safety of others.
7. Students will treat all other students and staff with respect and will follow all school expectations.
8. Students will not participate in cruel teasing, arguing, intimidation, hazing, or put-downs.
9. Students will keep hands, feet, and other objects to themselves.
10. Fighting and/or enticing a fight and pretend fighting will not be tolerated.

Information regarding BULLYING in Hardy County Schools can be found in Hardy County Policy file: GADA

- Information regarding HAZING in Hardy County Schools can be found in Hardy County Policy file: JDC
- Information regarding MULTICULTURAL EDUCATION at MIS can be requested from the principal.
- Information regarding AIDS EDUCATION AWARENESS at MIS can be requested from the principal.

SUSPENSION AND EXPULSION OF STUDENTS

Refer to Hardy County Board of Education policy: JEC and WVDE Policy 4373

ACCELERATED READER

School AR Guidelines are available in the MIS School Office. At MIS we also reward students with a "Points Club." Each student who earns 25 points will receive a free book, 50 points will receive a bronze medal, 75 points a free book, 100 points will receive a silver medal, 125 points a free book, 150 points will receive a gold medal, 175 points a free book and 200 points will receive a gift card. Please be sure that the students are reading books on their level, reading the books (not watching the movie or finding information online), and make sure when testing they are logging into their account. Students reaching their end of the year goal will also receive an end of the year activity.

VISITING THE SCHOOL

All volunteers and visitors must sign in at the office and get a "visitor" pass to be worn while in the building. If you do not have a pass, staff members will be expected to request that you immediately report to the office to sign in and get a pass. A "visitor" pass does not give you permission to interrupt instructional time in any classroom. If you need to speak with a teacher, call the school and schedule an appointment.

MEDICAL NOTE

A health care provider's statement is needed for the following:

- If your child is absent or has a chronic medical condition, please see Attendance Policy for more information
- If your child is to receive a special diet for breakfast, lunch, or parties
- If your child is not to participate in a physical education class
- If your child is to take prescription medication at school
- If your child should not go outside for activities for an extended period of time

PARENT NOTE

A signed note or fax, which includes the child's full name, is REQUIRED for the following:

- If your child's normal dismissal routine changes; for your child's safety, bus, and car rider/walker changes will only be made with a signed parent note or e-mail. **No phone calls will be accepted.**
- If your child has been absent from school
- If your child should not go out for recess
- If your child is to be dismissed early
- If someone other than the parent/guardian is picking the child up from school

SCHOOL RELATED ITEMS

If it is necessary to drop off school-related items for your child, you must leave them in the office. The office staff will see that the items are delivered to your child. You may only leave items for a child in which you are the parent/custodial parent/guardian. Items left for children that are not under your legal supervision will not be given to the student unless a note from the legal guardian accompanies it giving permission for the school to deliver.

PARENT INVOLVEMENT/PTO/VOLUNTEERS

Parents/guardians are encouraged to visit the school and to become involved in the PTO. Information will be sent later about the organization of MIS's PTO. Volunteers are important to the school's success. If you are interested in becoming a volunteer, please call the principal at 304-530-3450.

TRANSPORTATION CHANGES

All transportation changes must be made in writing. We prefer that you send these changes to school with your child. In case of an emergency, you can fax a transportation change to the school at 304-530-3451 or e-mail them to rlwhetzel@k12.wv.us. Transportation changes must be received before 2:30 p.m. for the school office to get the information to your child. Please note: We **CANNOT** accept transportation changes by phone.

EMERGENCY SCHOOL CLOSINGS AND DELAYS

School closings and delays are announced through the Hardy County Schools App and/or School Messenger, and on the local radio stations and school website. The Messenger will contact you by your primary contact number listed on your student information form. If you wish NOT to be contacted by the school Messenger, please notify the school office.

Please complete the emergency dismissal form and return it to your child's teacher with arrangements for his/her transportation for emergencies such as early school closings. **Please contact the school to update this information with any changes throughout the year.** This will decrease the level of confusion and errors. If a form is not completed, signed, and on record in the office, your child will go home in their normal manner. Any changes by you will require a new form to be signed and filed with the office staff.

EMERGENCY PROCEDURES

In an emergency, do not try to call the school or come to it to pick up children until it is safe to do so. This request is necessary to reduce the level of confusion that occurs naturally during emergency situations and to increase the emergency personnel's ability to perform their tasks. Most importantly, we want to reduce the risk

to our students, staff, and other personnel who may be giving us assistance. We will communicate with you via the Hardy County Schools App, School Messenger and/or school website in any true EMERGENCY.

DRESS

It is the parent's responsibility to dress their children properly. All children should be clean (regular bathing) and neat (clothes washed). Students are not to wear shirts, jackets, hats, etc. of a sexually suggestive or obscene nature or which display names of alcohol or tobacco products. Shirts that expose the stomach, shoulders, or back, very short shorts, see-through shirts, tight shorts, pants or skirts that distract from learning shall not be permitted. In inclement weather, children should have jackets, coats, or sweaters to wear. If the temperature is cold enough to warrant a coat, students without one will remain indoors to prevent illness. Appropriate dress is expected to be observed on school-related activities such as field trips. Students that arrive at school with inappropriate attire as determined by the school administration (principal or assistant principal) will be required to contact his/her parent/guardian to bring them a change of clothes or may be provided a change of clothes by the school to borrow if available.

LEAVING SCHOOL GROUNDS

Once students arrive at school, they are expected to stay on the grounds during the day. Security is extremely important, and we must do all we can to ensure the safety of our students. Parents/guardians who wish to pick up their children during the day must stop at the office when entering the school. Office personnel will call your child to the office. The person picking up the child must sign him/her out and be the legal guardian or parent of that student OR have a note from the legal parent/guardian granting permission for them to sign-out the student.

We appreciate if whenever possible, appointments are made prior to and/or after school. **Students must be signed out prior to 2:30 (resulting in an early dismissal "tardy") or picked up as a car rider through the car rider loop beginning at 2:45. Closing the office to parents/visitors during this time period is necessary to ensure proper communication of transportation changes and dismissal to your children.**

BREAKFAST AND LUNCH PROGRAMS

To encourage and enable schools to provide students with nutritious food and beverage choices that will enhance learning and promote healthy behaviors that can be maintained throughout life, nutrition standards for foods sold, served and/or distributed to students during the school day have been established by the WVDE. These standards are available on the WVDE website at: <http://wvde.state.wv.us/policies/p4321.1.pdf>. Every child in school needs nutritious meals to achieve their potential. A growing body of research establishes that a hungry child is less able to process the information provided and is less likely to be attentive to the lessons being taught. Research shows that healthy eating, proper nutrition, and regular physical activity result in students who have increased standardized achievement test scores; improved attendance; reduced tardiness; and improved academic, behavioral and emotional functioning. For many students, a nutritious breakfast at school is essential. The WV Feed to Achieve Act recognizes that an effective school breakfast program is not an interruption of the school day; it is an integral and vital part of the school day. Upon arrival, students will have the option of eating breakfast in the cafeteria or taking a grab and go option to the classroom.

Moorefield Intermediate School will be continuing the Community Eligibility Provision (CEP) for the school year 2023-24. Your child is eligible to receive breakfast and lunch at school at no charge to your household. Your child can participate in these meal programs without paying a fee or submitting a meal application. Extra milk will still be available for purchase at \$0.25 each.

Parent/guardians are still responsible for any meal charges owed from prior school years. If your child transfers to a non-CEP school, then you will be responsible for any meal charges. Use our FREE Online website to manage your child's(ren's) account at <https://www.parentonline.net>, there are no additional costs to

use the website. View meals eaten, payments received and pay by credit or with debit card, if you choose. Please contact the school cafeteria manager if you have questions regarding charges on your bill.

Hardy County Schools uses a point of service program for recording student meal charges either by manually entering the student's ID# into the program or by taking a scan of the student's finger to record the meal. The scanned image is NOT a fingerprint, and in fact no print can be recreated from the encrypted points. Parents will be notified if the scanner is being used at your school and those having concerns can contact the School Nutrition Director for more information. If a parent/guardian wishes to opt out of the scanner for their child(ren) then they should send notice in writing to the school's Principal.

Guests who wish to eat breakfast or lunch at school must first sign in at the office to obtain a visitor pass. Adult guests must have the exact change available to pay on-line at the point of service since the cafeteria managers do not maintain a cash drawer and will not be able to make change. Breakfast - Adult \$3.25 Lunch - Adult \$4.25,

USDA Non-Discrimination Statement for the Lunch Program

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

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202)690-7442; or email at program.intake@usda.gov. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish).

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

USDA is an equal opportunity provider and employer.

CITIZEN'S APPEAL

The Citizen's Appeal process provides a way for citizens to work with county boards of education and school employees in seeking solutions to problems at the lowest administration level as fairly and as quickly as possible. Forms and instructions for filing appeals may be obtained from the principal.

PARENT LIABILITY

West Virginia State Law requires that parents shall be held responsible for damage caused by their children on public or private property for amounts up to \$2500.00.

CHILD ABUSE AND NEGLECT

West Virginia State Law requires that teachers and the principal report suspected cases of child abuse and neglect. The law further protects the teachers/principal against liability for referring to such cases in good faith.

STUDENT'S RIGHTS AND RESPONSIBILITIES HANDBOOK

There is a copy of the Student's Rights and Responsibilities Handbook (WVDE Policy 4372) published by the West Virginia Department of Education on file in the principal's office.

COLLECTION, MAINTAINANCE, AND DISCLOSURE OF STUDENT DATA

Hardy County Schools and MIS may disclose personally identifiable information, classified as "Directory Information" without prior consent of parents in a specific situation such as:

- Honor Roll
- Student Academic Achievement Lists
- Pictures of Student of the week/month, Math Masters, AR (if photo taking is allowed)
- Class/Homeroom lists
- Formal/informal pictures of students involved in school activities
- Yearbook
- School Social Media Sites

As parents/guardians you have the right to inspect and review education records, the right to seek to amend the records, the right to consent to disclosure of personally identifiable information from the records (except in certain circumstances), and the right to file a complaint regarding an alleged failure by a school to comply with FERPA. Parents/guardians will be notified if students are required to complete surveys and have a right to refuse participation in the surveys.

*****Please note that things are subject to change at any time. We will send you information and notify you as these changes occur throughout the year. For up-to-date information please check the school website, app, or Facebook page.**



Moorefield Intermediate School

345 Caledonia Heights Road, Moorefield, WV 26836

Phone - 304-530-3450 Fax - 304-530-3451

Principal - Amber Champ

Assistant Principal - Stephanie Armentrout

Mission: Motivating Independent Student Leaders

**I, _____ (parent/guardian's name),
have read and understand the MIS school handbook. I have
also reviewed the handbook with my child,
_____ (student's name).**

Signed,

(Parent Signature)

Please return the signed form by September 5, 2023

