

# WELCOME TO THE 2017-2018 SCHOOL YEAR

## WELCOME STUDENTS

Welcome to the 2017-2018 school year. We hope you are as excited to be back as we are to have you. We want our school to be a safe, welcoming environment where you feel cared for and motivated to do your very best. We will do our part to help each of you be successful and we expect you to do your part as well. We encourage you to set high goals for yourself and work to achieve those goals. **The decisions you make today affect what you will be tomorrow.**

## WELCOME PARENTS

This is **OUR** school, meaning staff, students, parents and the community. We need each of these stakeholders to do their part to help our students be successful and enjoy their elementary school experience. We encourage you to become involved in our school. We always need and welcome volunteers for many different activities. We hope you will be active in our PTO as they support our school in many ways. We will have various parent involvement and support activities over the course of the year through Title I as well as other school and classroom activities for our students when parent participation will be welcomed.

### Leading Creek Elementary Golden Eagles Leading the Way

Principal	Mrs. Kimberly Freeland
Preschool	Mrs. Brianna Short and Ms. Jessica Bailey
Kindergarten	Mrs. Debra Adams and Mrs. Melinda Coffield
First Grade	Mrs. Kim Smith
Second Grade	Mrs. Tiffany Somerville
Third Grade	Mrs. Athena Morris
Fourth Grade	Mrs. Cristina Stout
Fifth Grade	Mrs. Tracy Arnold
Sixth Grade	Mrs. Debra Moss
Special Ed.	Mrs. Melissa Wood, Mrs. Pam Short, and Ms. Barbara Smarr
Title I	Mrs. Kim Bonnett
Speech	Mrs. Karen Pascasio
Counselor	Mrs. Kirsten Coit-Fetty
Art	Mrs. Jane Horn
Music	Mrs. Whitney Ballard
PE	Mrs. Brittany Scheuvront
Library	Mrs. Gloria Bailey
Secretary	Mrs. Violet Butcher
Cooks	Mrs. Loretta Clifton & Ms. Wanda Lake
Custodians	Ms. Bonnie Frymier & Mr. Cody King

## **Leading Creek Elementary** **Vision, Mission & Core Beliefs**

**All stakeholders are important in the ongoing development of our vision, mission, core beliefs and goals. We seek input and welcome participation from students, families and the community as these evolve.**

**Our vision** is that students leave Leading Creek Elementary with:

1. a sense of empowerment that comes from being highly literate and having a well-developed understanding of the base ten number system.
2. the desire and skills to be lifelong learners
3. the knowledge and desire to maintain personal well being
4. strong moral and character development
5. a sense of community and the desire to give back

**Our mission** is that we will:

1. Empower students by providing a strong academic foundation along with developing high moral, ethical and character standards and a belief in the importance of overall well being.
2. Develop a shared sense of responsibility with staff, students, families and community.

**Our Core Beliefs** are:

1. Placing the highest priority on literacy instruction and developing a deep understanding of the base ten number system in the early grades will empower students and support consistently high achievement in upper elementary grades. With a strong academic foundation in literacy and math, students will be able to learn about the world around them and prepare for college or career readiness.
2. Purposeful attention to educating the whole student means developing strong moral, ethical and character standards in our students as well as educating them about overall well-being by modeling appropriate social/emotional behaviors and having high expectations for the same from all members of our school family.
3. The principal is the instructional leader and must work closely with staff and students to ensure that the learning environment is positive, engaging and conducive to success for all students.
4. The staff must work as a team to provide engaging learning experiences and a nurturing environment where mutual respect is valued and expected.
5. All stakeholders share in the responsibility of educating our students.

## ACCIDENT REPORTING

In cases of an injury to a pupil during school hours, any employee may administer first aid. In cases of more serious injury, the school nurse may be called, a doctor may be consulted or the child may be taken to the nearest hospital, or action may be taken in any other reasonable manner.

In cases of serious injury, every effort will be made to contact the parent/guardian or another person listed on the child's medical emergency sheet. Please fill out this form as soon as you receive it and keep it current! (Add/Change phone numbers and address.)

All injuries requiring medical attention must be reported to the principal. The child's teacher, the school nurse, school based health personnel, or the principal's office will attempt to contact the parent. Records of all such accidents shall be filed in the school's office and with the school nurse. If the child is with another teacher during the accident, that teacher will file the accident report and notify the child's teacher of the problem.

## ASBESTOS

On October 22, 1986, President Reagan signed into law the Hazard Emergency Response Act (AHEA). It required the EPA to issue regulations requiring all private and public elementary and secondary schools to be inspected for asbestos and to take action in the event that any asbestos containing material was determined to be a possible health hazard and to develop a management plan for each school which would be publicly available and which would contain detailed results of inspection and records of any actions taken by the school with respect to asbestos. On Oct. 30, 1987, the EPA issued final regulations as required by law. These rules are widely known as the 1987 Asbestos in Schools Rule, or the AHERA Regulations.

This notice is to inform you that in compliance with regulation 40 CFR Part 763.849 (c) a copy of The Asbestos Management Plan for all schools and other locations are available for inspection. To inspect any plan, please contact the principal or the board office.

Also, a regular six-month periodic surveillance of asbestos containing materials will be conducted during the fall and spring. Further, if any asbestos response action takes place in any school or other locations, notices will be posted. If you have any questions, please contact the Lewis County Board Office at (304) 269-8300, ext. 112.

## ATTENDANCE

**Rationale and Philosophy** – It is the philosophy of the Lewis County Board of Education and West Virginia Department of Education that school attendance by students is necessary for academic success. Regular school attendance and punctuality develop self-discipline and responsibility to help students maximize instructional benefits. Below is a summary of the policy. Please see the entire policy online or ask to see a copy at the school office.

\*After five **(5) unexcused absences**, the principal will refer the matter to the county attendance officer.

\*After ten **(10) unexcused absences**, the principal will refer the matter to the county attendance officer who may take legal action.

**After any absence and upon returning to school, the student must bring a written statement** to the principal signed by the parent, legal guardian, or custodian explaining the date(s) of the absence and the reason for the absence. Failure to provide a parent, legal guardian or custodian statement explaining the student's absence **within 3 days** shall constitute an unexcused absence for the day(s) missed. Absence excuses will not be accepted after this time and the absence will remain unexcused.

**Make-up work** Upon returning to school, a student will be granted time outside of the instructional day to complete work missed during an excused or unexcused absences. It is the student's responsibility to request make-up work within twenty-four hours of returning to school. Students will be granted time on a day for day basis to submit make up work.

**Students missing more than twenty (20) days of school could be retained.**

Students arriving after 9:45 or leaving before 1:45 will be marked absent ½ day.

**Student Drop Off** – Students may be dropped off **between the times of 7:20 and 8:00. Parents must use the side parking lot when dropping students off. The driveway directly in front of the door is reserved for staff and buses before 8:15. Parents of PreK, K, and 1<sup>st</sup> grade students MUST walk to the front door with their child. A teacher will be present to monitor students who are dropped off during this time. After 8:00 parents must accompany their child into the office to sign in and the student will be marked as tardy.**

**Student Pick Up** – Students may be picked up at the side entrance from 3:00 – 3:15. After 3:15, parents must come to the office to pick up their child.

### **CARE OF SCHOOL PROPERTY**

We have a beautiful new facility. Anyone who comes onto school property will be expected to respect and care for our school. Smoking is strictly prohibited on school property. This includes not only the building but all 23 acres of property including the parking lot and any vehicles parked in the parking lot. Everyone should take pride in our school and ensure that your peers do not cause destructive acts toward our facilities. Any person, including students, who destroy, disfigure or damage school property will be subject to disciplinary action and required to pay for the damages and/or labor of replacement. There is also the possibility of criminal charges being filed for destruction of property.

### **CELL PHONES**

Cell phones and any electronic device **ARE NOT** permitted at school. If students bring these devices to school, they must keep them in their bookbags at all times, including recess and on the bus. If a student is caught with one of these devices, he/she will be assigned detention and the device will be confiscated. The parent will be required to come to school to pick up the device. This includes any electronic device including gaming devices and music playing devices.

### **CHILD NUTRITION PROGRAM**

Leading Creek Elementary students receive a **free 1<sup>st</sup> breakfast and lunch** due to certain factors in our student population. Extra milk may be purchased in the breakfast/lunch line for thirty-five cents each. Students who bring a cold lunch may request and be given a hot lunch in addition to their cold lunch. Leading Creek also participates in the Fresh Fruit and Vegetable Program. Through this program, all students will receive a snack of fresh fruit or vegetables 2 or 3 days each week.

Accommodations in meal services are available for Lewis County School students with special dietary needs. Schools will make substitutions in foods for students with dietary needs who are unable to consume the regular meal because of medical reasons. These meals/substitutions will be provided at no additional charge.

Schools require parents/guardians of children with or without a disability who have need of special meals to **provide medical certification that 1) verifies special meals are needed because of the child's disability or medical condition and 2) describe the alternate foods and forms of foods needed to meet the child's special dietary needs. Substitutions will be made on a case-by-case basis. A allergist must sign the statement.** Your school can provide forms 126-85-113 and WVDE – ADM – 47 for the physician to complete. Schools must have a current (updated

yearly) physician's statement on file before they can begin serving a special diet. Contact your school immediately to inform them of any special diet of food allergies, or other needs.

Lewis County Schools has developed a Wellness Policy that is focused on improving the health of students. The policy was developed with a health and wellness advisory council that includes teachers, parents, students, administrators, guidance counselors, and the school nurse. The key areas of the wellness policy focus on nutrition education, physical activity, and other school based activities that promote student wellness. A copy of the wellness policy along with activities that have been implemented can be viewed on the Lewis County Child Nutrition Website. This website will also be your source for menus, free & reduced applications, nutrition information, and wellness resources and for online payments. You will be able to sign up to have the menus emailed to you on a monthly basis. Check it out at <http://www.lclunchroom.com/>.

The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color national origin, age disability sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information 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](http://www.ascr.usda.gov/complaint_filing_cust.html), or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in 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](mailto: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) 845-5136 (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).

### **CITIZENS APPEAL PROCEDURES**

- a. WVBOE 7211 –
- b. Section 126-188-3. Procedure. 3.1. Distribution of Appeals Procedure - Copies of this appeals procedure will be readily accessible to citizens at the office of the state superintendent of schools, the office of each county board of education, and at each public school. The principal at each school will inform parents annually at the beginning of the instructional term of this policy and its contents.
- c. APPEALS PROCEDURE FOR CITIZENS:
  - i. An "appeal" is a claim by one or more citizens of a violation of state law or the policies, rules and regulations of the West Virginia Board of Education (WVBOE). The term "appeal" shall not apply when a citizens has a personal complaint about a school employee.
  - ii. The primary goal of the appeals procedure is to establish better communications between school officials and citizens. If the matter cannot be resolved informally, the administrator shall provide the citizen with the proper appeal form.
  - iii. Level I: A written appeal, on the prescribed form will be submitted to the school administrator (or, if the school administrator cannot resolve the issue, may be filed with the superintendent). A written decision shall be made within 10 days after receipt of the appeal.
  - iv. Level II: Within 15 days of receiving the Level I decision, the aggrieved citizen may appeal the decision, in writing and on the prescribed form, to the county superintendent. The superintendent or his/her

designee shall have a conference with the aggrieved citizen within 10 days and shall issue a written decision within 10 after the conference.

- v. Level III: Within 15 days of receiving the decision of the county superintendent, the aggrieved citizen may appeal the decision, in writing and on the prescribed form, to the county board of education. Within 3 days, the superintendent shall provide a copy to each BOE member. A hearing on the appeal shall be held by the county BOE if the BOE feels a hearing should be held. A decision shall be rendered within 25 days.
  - vi. Level IV: If the aggrieved citizen is not satisfied with the decision of the county BOE, the decision may be appealed to the state superintendent within 30 days of receiving the decision of the county BOE.
  - vii. Proper forms are available at each school and the county BOE office.
- d. LCBOE Policy 2.10 and 2.19 – Please see for additional reference.

### **SUBSTANCE ABUSE AND TOBACCO CONTROL POLICY:**

(Note: May already be included in the Student Code of Conduct).

- a. **WVBOE 2422.5 – Section 5.2.4** procedures for communicating the policy to students, school staff, parents or families, visitors and the community – at – large through:
  - i. Staff development;
  - ii. Employee and student handbooks; etc.
- b. **LCBOE policy 5.6 Tobacco Control Policy – Section 5.6.18** – On-going communications shall be a vital part of the county tobacco control policy and will be included at a minimum, procedures for communication of the policy to students, staff, parents, or families, visitors, and the community- at- large as follows:
  - i. Staff development;
  - ii. Employee and student handbooks;
  - iii. Parent/Guardian Notification, and
  - iv. Public Notification

### **COUNSELING SERVICES**

The school counselor is available to assist students with a wide range of personal and academic concerns. If a student feels the need to seek a counselor for academic, social, family or emotional issues, during class time, they may get permission from the teacher or administrator to speak with a counselor. They are free to speak to the counselor in the morning, at recess or after school. The school counselor will also be providing instruction to classrooms on such topics as suicide prevention, social skills, emotional regulation skills, study skills, career awareness, and other topics.

### **Expected Behaviors LCE Policy 5.4**

The Lewis County Board of Education recognizes the need for students, teachers, administrators, and other school personnel to have a safe and supportive educational environment. Each school, in conjunction with the board of education, will create, encourage, and maintain a safe, drug-free and fear-free school environment.

Establishing such an environment requires a comprehensive program supported by everyone in the school system, parents/guardians, students and community. The expectations outlined in this policy apply in public schools in Lewis County, whether in a classroom, elsewhere on school premises, on a school bus or other vehicle used for a school related event, or at a school-sponsored activity or event, whether or not it is held on school premises, in building or other property used or operated by a county board of education, RESA, WVDE, WVBOE or in another facility or upon any other property being used by any of these agencies. This policy applies to students, staff, and public guests respectively as noted within the policy. Consequences for violating this policy are as follows:

- Students will be subject to interventions and consequences as outlined later in this policy.
- School staff will be subject to disciplinary and/or licensure action as accordance with WV Code 18A-2-8, 18A-3-2a, 18A-3-3, and 18A-3-6.
- Public guest in public schools will be subject to removal from school property/events and appropriate notification of local authorities as warranted.

This policy does not supersede any rights granted to special education students by federal or state law or other WV Board of Education Policies.

### **Expected Student Behaviors Violations Levels and Responses.**

This policy classifies student violations of expected student behaviors in four levels.

- Level I – Minimally Disruptive Behaviors – disrupt the educational process and the orderly operations of the school but do not pose direct danger to self or others.
- Level II – 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.

- Level III – Imminently Dangerous, Illegal and/or Aggressive Behaviors – are willfully committed and are known to be illegal and/or harmful to people and/or property.
- Level IV – Safe Schools Act Behaviors – are consistent with those addressed in WV Code 18A-5-1a(a) and (b).

**General Provisions**

At each school, complaints of violations will be reported to the principal, assistant principal, or designee. In accordance with West Virginia Professional Code of Conduct, staff members who observe violations are required to report them to the designated official.

Employee failure to report a violation is addressed in WV Code 126CSR142 and West Virginia Board of Education Policy 5310, Performance Evaluation of School Personnel. Possible consequences for failure to report violations may include, but are limited to, verbal or written reprimands; conference with supervisors; and/or development of an employee plan of improvement.

In any case where a violation of state law has occurred, the administration has the right to refer the offense to civil authorities and/or the police.

Any student committing an offense or violation is responsible for any and all damages and personal injuries, and the parents or legal guardians are responsible for damages to the extent provided by law.

When a student faces multiple charges, each charge constitutes a separate offense.

<b>LEVEL I VIOLATIONS: Minimally Disruptive Behaviors</b>	
<b>Offenses: Level I offenses shall include but not be limited to misconduct of the following:</b>	
<b>Behaviors</b>	<b>Definitions – Level I</b>
Cheating	A student will not plagiarize or copy the work of others or break rules to gain advantage in a competitive situation. Interventions for this inappropriate behavior may include academic sanctions in addition to other discipline.
Deceit	A student will not deliberately conceal or misrepresent the truth, deceive another or cause another to be deceived by false or misleading information.
Disruptive/ Disrespectful Conduct	A student will not exhibit behavior that violates classroom/school rules, results in distraction and obstruction of the educational process or that is discourteous, impolite, bad mannered and/or rude. Behavior is considered disruptive and/or disrespectful if a teacher is prevented from starting an activity or lesson, or has to stop instruction to address the disruption.
Failure to Serve Detention	A student will not fail to serve an assigned detention of which students and/or parents/guardian have been notified.
Falsifying Identity	A student will not use another person’s identification or give false identification to any school official with intent to deceive school personnel or falsely obtain money or property.
Inappropriate Appearance	A student will not dress or groom in a manner that disrupts the educational process or is detrimental to the health, safety or welfare of others. A student will not dress in a manner that is distracting or indecent, to the extent that it interferes with the teaching and learning process, including wearing any apparel that displays or promotes behavior and/or items prohibited by this policy.
Inappropriate Display of Affection	Students will not engage in inappropriate displays of intimate affection, such as kissing or embracing.
Inappropriate Language	A student will not orally, in writing, electronically, or with photographs or drawings, use profanity in general context (not directed toward any individual or group).
Possession of Inappropriate Personal Property	A student will not possess personal property that is prohibited by school rules or that is disruptive to teaching and learning. A student will not utilize and/or display an electronic/communication device during the school day without express approval from the school administration. A student may possess a cellular telephone or other electronic device on school property, at after school activities and at school-related functions, provided that during school hours and on school vehicles the cellular telephone or electronic device remains off. The use of cellular telephones and other electronic devices shall be strictly prohibited in any areas where individuals have a reasonable expectation of privacy, including but not limited to, locker rooms, classrooms, and bathrooms. Possession of a cellular phone or other electronic device by a student is a privilege, not a right, and this privilege may be forfeited by any student who fails to abide by the terms of this policy. Cellular telephones and electronic devices are not permitted, in any way, to disrupt the educational setting of the school. Violation of this section of the student code of conduct may result in the confiscation of the cellular phone or electronic device for an extended period of time. Parents/guardians may be required to retrieve a confiscated electronic device at the discretion of the school administration. Lewis County Schools shall not be responsible for lost, damaged, or stolen cellular telephones or electronic devices. Parent/guardians are advised to contact their child during the school day by calling the school office.
Skippping Class or Truancy	In accordance with West Virginia §126CSR81, West Virginia Board of Education Policy 4110, Attendance, a student will not fail to report to the school’s assigned class or activity without prior permission, knowledge or excuse by the school or by the parent/guardian.
Tardiness	A student will not fail to be in his/her place of instruction at the assigned time without a valid excuse.

Vehicle Parking Violation	A student will not engage in improper parking of a motor vehicle on school property.
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**LEVEL II VIOLATIONS: Disruptive and Potentially Harmful Behaviors**

Offenses: Level II offenses shall include but not be limited to habitual violations of Level I offenses or any misconduct of the following:

Behaviors	Definitions – Level II
Gang Related Activity	A student will not, by use of violence, force, coercion, threat of violence or gang activity, cause disruption or obstruction to the educational process. Gangs are defined as organized groups of students and/or adults who engage in activities that threaten the safety of the general populace, compromise the general community order, and/or interfere with the school district's educational mission. Gang activity includes: <ul style="list-style-type: none"> <li>Wearing or displaying any clothing, jewelry, colors, or insignia that intentionally identifies the student as a member of a gang, or otherwise symbolizes support of a gang.</li> <li>Using any word, phrase, written symbol or gesture that intentionally identifies a student as a member of gang, or otherwise symbolizes support of a gang.</li> <li>Gathering of two or more persons for purposes of engaging in activities or discussions promoting gangs.</li> <li>Recruiting student(s) for gangs.</li> </ul>
Habitual Violation of School Rules or Policies	A student will not persistently, as defined by the county, refuse to obey the reasonable and proper orders or directions of school employees, school rules or policies.
Insubordination	A student will not ignore or refuse to comply with directions or instructions given by school authorities. Refusing to open a book, complete an assignment, work with another student, work in a group, take a test or do any other class- or school-related activity not listed herein, refusing to leave a hallway when requested by a school staff member, or running away from school staff when told to stop, all constitute insubordination/unruly conduct.
Leaving School Without Permission	A student will not leave the school building, campus of school activity for which the student is enrolled without permission from authorized school personnel.
Physical Fight Without Injury	A student will not engage in a physical altercation using blows in an attempt to harm or overpower another person or persons.
Possession of Imitation Weapon	A student will not possess any object fashioned to imitate or look like a weapon.
Possession of Knife not meeting Dangerous Weapon Definition (West Virginia Code §61-7-2)	A student will not possess a knife or knife-like implement under 3½ inches in length. West Virginia Code §61-7-2 clarifies that a pocket knife with a blade 3½ inches or less in length, a hunting or fishing knife carried for sports or other recreational uses, or a knife designed for use as a tool or household implement shall not be included within the term "knife" as defined as a deadly weapon unless such knife is knowingly used or intended to be used to produce serious bodily injury or death.
Profane Language/ Obscene Gesture/ Indecent Act Toward... An Employee or A Student	A student will not direct profane language, obscene gestures or indecent acts towards a school employee or a fellow student. This inappropriate behavior includes but is not limited to, verbal, written, electronic and/or illustrative communications intended to offend and/or humiliate.
Technology Misuse	A student will not violate the terms of <a href="#">WVBE Policy 2460</a> , Safety and Acceptable Use of the Internet by Students and Educators.

**LEVEL III VIOLATIONS: Imminently Dangerous, Illegal and/or Aggressive Behaviors**

Offenses: Level III offenses shall include but not be limited to habitual violations of Level I or Level II offenses or any misconduct of the following:

Behaviors	Definitions – Level III
Battery Against a Student	A student will not unlawfully and intentionally injure another student.
Defacing School Property/ Vandalism	A student will not willfully cause defacement of or damage to property of the school or others. Actions such as writing in school textbooks or library books, writing on desks or walls, carving into woodwork, desks, or tables, and spray painting surfaces are acts of defacement. Examples of damage to school property include, but are not limited to, ruining bulletin boards, intentionally clogging the plumbing system, breaking light bulbs or fixtures, and damaging school equipment to the point where repair is necessary.

False Fire Alarm	A student will not knowingly and willingly set off a fire alarm without cause. The following code will be enforced for all occurrences: West Virginia §61-6-14. Disturbance of schools, societies, and other assemblies; penalty to include fine and court costs.
Fraud/Forgery	A student will not deceive another or cause another to be deceived by false or misleading information or sign the name of another person in order to obtain anything of value or defraud authorities.
Gambling	A student will not engage in any game of chance or contest wherein money or other items of monetary value are awarded to the winner, except for those games and contests authorized as official school functions.
Hazing	A student will not haze or conspire to engage in the hazing of another person. "Hazing" means to cause any action or situation which recklessly or intentionally endangers the mental or physical health or safety of another person or persons to destroy or remove public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in, any activity or organization, including both co-curricular and extra-curricular activities.
Improper or Negligent Operation of a Motor Vehicle	A student will not intentionally or recklessly operate a motor vehicle, on the grounds of any educational facility, parking lot, or at any school-sponsored activity, so as to endanger the safety, health or welfare of others.
Larceny	A student will not, without permission, take another person's property or have another person's property in his or her possession. Property valued at \$1,000 or more will increase this behavior to a Level 4 because it is considered a felony in accordance with West Virginia Code <a href="#">§61-3-13</a> .
Sexual Misconduct	A student will not publicly and indecently expose themselves, display or transmit any drawing or photograph of a sexual nature, or commit an indecent act of a sexual nature on school property, on a school bus or at a school sponsored event.
Threat of Injury/Assault Against... An Employee A Student	A student will not threaten (verbal or written) or attempt to injure another student, teacher, administrator or other school personnel. [This includes assault on a school employee defined in West Virginia Code <a href="#">§61-2-15</a> ].
Trespassing	A student will not enter upon the premises of the county school system property, other than to the location to which the student is assigned, without authorization from proper school authorities.
Harassment/ Bullying/ Intimidation	<p>A student will not bully/intimidate/harass another student. According to West Virginia Code <a href="#">§18-2C-2</a>, "harassment, intimidation or bullying" means any intentional gesture, or any intentional electronic, written, verbal or physical act, communication, transmission or threat that:</p> <ul style="list-style-type: none"> <li>• A reasonable person under the circumstances should know will have the effect of harming a student, damaging a student's property, placing a student in reasonable fear of harm to his or her person, and/or placing a student in reasonable fear of damage to his or her property;</li> <li>• Is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or emotionally abusive educational environment for a student; or</li> <li>• Disrupts or interferes with the orderly operation of the school.</li> </ul> <p>An electronic act, communication, transmission or threat includes but is not limited to one which is administered via telephone, wireless phone, computer, pager or any electronic or wireless device whatsoever, and includes but is not limited to transmission of any image or voice, email or text message using any such device.</p> <p>Acts of harassment, intimidation, or bullying that are reasonably perceived as being motivated by any actual or perceived differentiating characteristic, or by association with a person who has or is perceived to have one or more of these characteristics, shall be reported using the following list: race; color; religion; ancestry; national origin; gender; socioeconomic status; academic status; gender identity or expression; physical appearance; sexual orientation; mental/physical/developmental/ sensory disability; or other characteristic.</p> <p>When harassment, intimidation or bullying are of a racial, sexual and/or religious/ethnic nature, the above definition applies to all cases regardless of whether they involve students, staff or the public.</p>
Imitation Drugs: Possession, Use, Distribution or Sale	A student will not possess, use, distribute or sell any substance that is expressly represented or implied to be a controlled substance or simulate the effect and/or the appearance (color, shape, size and markings) of a controlled substance.

Inhalant Abuse	A student will not deliberately inhale or sniff common products found in homes, schools and communities with the purpose of "getting high". The action may be referred to as huffing, sniffing, dusting and/or bagging.
Possession/Use of Substance Containing Tobacco and/or Nicotine	<p>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.</p> <p><u>Special considerations</u> according to West Virginia Code <a href="#">§16-9A-4</a>.</p> <ul style="list-style-type: none"> <li>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.</li> <li>Individuals supervising students off school grounds are prohibited from distributing or using tobacco or nicotine containing products in the presence of students.</li> </ul> <p>An exception shall be made to allow possession/use of approved nicotine replacement product for tobacco cessation. WVBE Policy <a href="#">2422.8 - Medication Administration</a> must be followed in order for students to use such products on school property or at school sponsored events.</p>

**LEVEL IV: Safe Schools Act Behaviors - are consistent with those addressed in West Virginia Code §18A-5-1a(a) and (b).** The following Level IV behavior definitions are aligned with West Virginia Code [§§61-6-17](#), [61-6-24](#), and [18A-5-1](#), and in the [Gun-Free Schools Act of 1994](#). These laws require that the principal, superintendent and county board address Level IV behaviors in a specific manner as outlined in West Virginia Code §18A-5-1a, which includes possessing deadly weapons on premises of educational facilities, possessing controlled substance on premises of educational facilities, assaults and batteries committed by pupils upon teachers or other school personnel.

- Law enforcement shall be immediately notified for all Level IV violations.**
- DHHR notification if deemed necessary by school administration or law enforcement**
- Parent shall be notified in all Level IV violations and shall meet in person with the school administrator as soon as possible and invite them to be present during the interview of the student, provided that such notification does not compromise overall school/student safety.**

Offenses: Level IV offenses shall include but not be limited to habitual violations of Level I, II, or IV offenses or any misconduct of the following:

Behaviors	Definitions Level IV
Battery Against a School Employee	A student will not commit a battery by unlawfully and intentionally making physical contact of an insulting or provoking nature with the person of a school employee as outlined in West Virginia Code <a href="#">§61-2-15(b)</a> .
Possession and/or Use of Dangerous Weapon	According to West Virginia Code <a href="#">§18A-5-1a(a)</a> , a student will not possess a firearm or deadly weapon as defined in West Virginia Code <a href="#">§61-7-2</a> , on any school bus, on school property or at any school-sponsored function as defined in West Virginia Code <a href="#">§61-7-11a</a> . As defined in West Virginia Code <a href="#">§61-7-2</a> , 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, knife-like implement, switchblade knife, nunchaku, 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.
Illegal Substance Related Behaviors Selling Narcotic Drug	Violation of WV Code 18A-5-1a(a)(iii) which is selling a narcotic drug, as defined in section one hundred one, article one, chapter sixty-a of this code, on the premises of an educational facility, at a school-sponsored function or on a school bus
Felony	A student will not commit an act or engage in conduct that would constitute a felony under the laws of this state if committed by an adult as outlined in West Virginia Code <a href="#">§18A-5-1a(b)(i)</a> . Such acts that would constitute a felony include, but are not limited to, arson (West Virginia Code <a href="#">§61-3-1</a> ), malicious wounding and unlawful wounding (West Virginia Code <a href="#">§61-2-9</a> ), bomb threat (West Virginia Code <a href="#">§61-6-17</a> ), sexual assault (West Virginia Code <a href="#">§61-8B-3</a> ), terrorist act or false information about a terrorist act, hoax terrorist act (West Virginia Code <a href="#">§61-6-24</a> ) and grand larceny (West Virginia Code <a href="#">§61-3-13</a> ).
Illegal Substance Related Behaviors	A student will not unlawfully possess, use, be under the influence of, distribute or sell any substance containing alcohol, over-the-counter drugs, prescription drugs, marijuana, narcotics, any other substance included in the Uniform Controlled Substances Act as described in West Virginia Code <a href="#">§60A-1-101, et seq.</a> or any paraphernalia intended for the manufacture, sale and/or use of illegal substances in any building/area under the

	control of a county school system, including all activities or events sponsored by the county school district.
Illegal Substance Related Behaviors	This includes violations of WVBE Policy <a href="#">2422.8 - Medication Administration</a> and instances of prescription drug abuse.

**Level IV Disciplinary Procedures Specific to Level IV**

When a violation of Level IV of this policy has been committed, the principal shall forward the details and results of his investigation, and a recommendation for disciplinary action to the superintendent and, if the superintendent concurs with a recommendation for possible expulsion, the student shall be referred to the Board of Education for this action.

When the Lewis County Board of Education expels a student, it may attempt to establish the student as a “dangerous student” as defined in W.Va. Code §18A-5-1a, at a hearing to determine the expulsion of the student. In a notice to parent/guardian, the county board shall state clearly whether the board will attempt to establish the student as a “dangerous student” and will include any evidence to support its claim in this notice of the hearing date and time.

- i. W.Va. Code §18A-5-1a defines a “dangerous student” as a student who is substantially likely to cause serious bodily injury to himself, herself or another individual within that student’s educational environment, which may include any alternative education environment as West Virginia Board of Education Policy §126CSR20 (Alternative Education Programs for Disruptive Students), as evidenced by a pattern or series of violent behavior exhibited by the student, and documented in writing by the school, with the documentation provided to the student and parent or guardian at the time of any offense.
- ii. If the Lewis County Board of Education expels a student, and finds that the student is a dangerous student, it may refuse to provide alternative education pursuant to the conditions outlined in W.Va. Code §18A-5-1a but must reevaluate this decision at least every three months.

With regard to students with disabilities, nothing in this policy may be construed to be in conflict with the federal provisions of the Individuals with Disabilities Education Act (IDEA) Amendments of 1997 (Public Law 105-17) or with W.Va. §126CSR16, West Virginia Board of Education Policy 2419, Regulations for the Education of Exceptional Students.

**Guidelines for Suspension and Expulsion**

Suspension is considered a temporary solution to a violation of the Student Code of Conduct until the problem that caused the suspension is corrected. The length of a suspension should be short, usually one (1) to three (3) school days, but may extend to ten (10) school days. A student is entitled to an informal hearing when faced with a suspension of ten (10) days or less. A student may not participate in any school-sponsored activities or be permitted on school grounds during the period of suspension without permission of school officials. Other procedures the school must follow when dealing with suspensions are outlined in W.Va. Code §17A-5-1a. A suspension of more than ten (10) days requires a formal hearing before the county board of education. Procedures the school and county must follow when dealing with suspensions of more than ten (10) days are outlined in W.Va. Code §18A-5-1 and §18A-5-1a. W.Va. Code §18A-5-1 and §18A-5-1a require mandatory suspension by the principal and mandatory expulsion for a period of not less than twelve (12) consecutive months by the county board of education for possession of a deadly weapon, battery of a school employee, or sale of a narcotic drug. Procedures that must be followed when dealing with an expulsion are outlined in W.Va. Code §18A-5-1 and §18A-51a.

**Complaint Procedures**

All violations of the Student Expectations observed by school employees or by students must be reported to the principal or their designee for appropriate action to be taken as specified in this policy.

**Victim of Violations**

Any person who believes he or she has been the victim of a violation or any staff member with knowledge or reasonable belief of a violation shall report the alleged act(s) immediately to the building principal or their designee, who shall become the designated investigator. The report can be made orally or may be submitted on a form available to all students and staff through the counselor’s office. Nothing in this policy shall prevent any person from also reporting violations directly to the county superintendent, as appropriate, a law enforcement agency, or to the West Virginia Human Rights Commission.

**Investigation Procedures**

The principal shall, upon receipt of a report or complaint, immediately undertake or authorize an investigation. The investigation may be conducted by school/school system officials, or by a third party designated by the school system, in accordance with this policy and the procedures developed pursuant to §126-99-9, above.

The investigation must, at a minimum, consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and review of circumstances deemed pertinent by the investigator. When any student is to be interviewed in connection with an investigation pursuant to a Level III or IV inappropriate behavior, a reasonable effort shall be made to contact the student’s parent, custodian or guardian and invite them to be present during such interview, provided such parental notification does not compromise overall school/student safety. Parental notification is encouraged at Levels II and discretionary at Level I.

The principal shall immediately take such reasonable steps as necessary to protect the complainant, students, teachers, administrators or other personnel pending completion of an investigation of an alleged policy violation.

The principal shall determine whether the alleged conduct constitutes a violation of this policy or W.Va. Code §18A-5-1a.

In determining the appropriate response and/or punishment for a Level I, II, or III violation, the principal, superintendent or local board of education will consider the surrounding circumstances, the nature of the behavior, past incidents or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances. When a county board of education expels a student for twelve months for a Level IV violation, the county superintendent, under WV Code §18A-5-1a, still has the power to reduce the student’s punishment, if the superintendent finds it disproportionate to the student’s actions. However, the superintendent must make a public record of this decision, and provide the reason for the reduction, as set forth in the statute.

The investigation will be completed as soon as practicable, but no later than ten (10) school days (days school is in session) following the reported violation, unless permission has been requested and granted by the West Virginia Department of Education to extend the investigation period. The investigator shall make a written report to the principal upon completion of the investigation. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy. Lewis County procedures for the recording and filing of these reports at the local level are as follows:

The result of the investigation of each complaint filed under these procedures will be reported in writing to the complainant or his/her legal guardian by the principal or his/her designee.

Confidentiality of the filing of complaints, the identity of subjects and witnesses of any complaint and of any action taken as a result of such complaint is essential to the effectiveness of this policy. Only those individuals necessary for the investigation and resolution of the complaint shall be given information about it. Therefore, the right of confidentiality of complainants, subjects, witnesses, and investigators will be vigorously protected and violations of such confidentiality may itself be grounds for disciplinary action.

### **County Board of Education Action and Reporting**

Upon receipt of a report substantiated by staff observation or by the investigation, the principal, superintendent or local board of education will take appropriate action against those found to have violated §126-99-6 pursuant to W.Va. Code §18A-1-1 and §18A-5-1a.

The principal or superintendent shall also initiate such other action as is appropriate to ease tensions and to affirm the values of respect and understanding, in accordance with the county's plan developed pursuant to §126-99-5, above.

The principal, superintendent or designee shall promptly enter the required disciplinary data into the West Virginia into the West Virginia Education Information System (WVEIS) in order to file the required information with the West Virginia Department of Education of all substantiated reports of all violations of Policy 4373.

### **Reprisal**

The county board of education will take appropriate action against any student who retaliates against any person who reports alleged violations or any person who testifies, assists or participates in an investigation, or who testifies, assists or participates in a proceeding or hearing relating to such violations. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

Disciplinary action against any student, administrator or other school personnel who falsely reports violations of this policy may include, but is not limited to, a verbal or written reprimand or a suspension from school or assigned duties.

### **Right to Alternative Complaint Procedures**

These procedures do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the West Virginia Human Rights Commission, initiating civil action or seeking redress under the state criminal statutes and/or federal law.

### **Dissemination of Policy and Training**

This manual will be available on the county's website and through a request with the school principal or the Superintendent's designee. For individuals enrolled in Lewis County High School or Robert L Bland Middle School, the student and his/ her parent/guardian will be requested to sign and return a contract agreeing to abide by the stipulations in the policy and consequences associated with violations. This will be accomplished at the beginning of each school year or at the time of individual registration. Each student and parent will be required to return the signed Student Code of Conduct Contract that will be given to them with the Lewis County Schools Policy and Administrative Regulations Guide. These will be kept in the school's office for that current school year.

Individual schools will be responsible for implementing an education program for each grade level to insure understanding of the policy including the policy's goals and expectations as well as the sanctions for violations of the policy. These plans will be filed with the county Board of Education for approval. The teacher, counselor, or administrator will provide orientation on the Student Code of Conduct to the class, group, or student body within the first five (5) days of school. This will be followed by periodic reviews during sessions designated by the administration throughout the year.

### **Failure to Report Violations**

Employee failure to report a violation is addressed in WV Code §126CSR142, West Virginia Board of Education Policy 5310, Performance of School Personnel.

### **Parental Notifications and Permissions**

Lewis County Schools shall maintain collaborative relationships with law enforcement, Department of Health and Human Services, Child and Adult Protective Services and other authorized officials as deemed appropriate by the superintendent. In these working relationships, the following notifications are provided to parents and students:

- Students have a right under federal and state constitutions not to incriminate themselves about a crime when questioned on school grounds by an individual who is acting in the capacity of law enforcement official.
- Students do not have a constitutional right against self-incrimination when being questioned by school officials or Prevention Resource Officers or other officers assigned to work in the schools that are investigating school-related misconduct.
- In cases involving Child or Adult Protective Services, an administrator or designee shall ask a student if he/she wants an administrator or designee to be present with him/her during the inter-view.
- When a student is considered to be a suspect in a crime by law enforcement, law enforcement may question students 16 years of age or older without a parent present. The administration shall make every attempt to contact the parent prior to questioning.
- Students who are 14-15 years old may only be questioned by law enforcement when a parent is present. The administration shall contact the parent to come to the school.
- Students who are under age 14 years old may only be questioned by law enforcement when a parent is present and must be provided counsel. Administration shall work with the PRO and arrange communication between the parent(s) and officer. If necessary, law enforcement will contact the Lewis County Prosecutor's Office to produce an order to appoint counsel to the student. The student's name, address, date of birth, and parent information shall be provided to the Prosecutor's Office at the time of this process.

- If a parent is suspect in the abuse/neglect of a student, the administration shall contact law enforcement, WVDHHR, and the Director of Safety and Discipline. Permission to contact the parent can only be granted to the administrator with the authority of the law enforcement in these cases.
- Students are entitled to be informed of their right against self-incrimination if they are in a custodial setting; however, if students are in a custodial setting, they are not at liberty to terminate the interrogation and leave. Students do not have a constitutional right against self-incrimination when being questioned by school officials who are investigating school related misconduct.

### **Collaboration with Law Enforcement**

Police have the responsibility to enforce laws in order to protect all citizens. It is the duty of Lewis County employees, visitors and students to cooperate with the police and each other to ensure that the rights of all involved are respected.

Prevention Resource Officers (PRO) are certified police officers, working as full time officers who have been assigned to work full time within a public school during the school year. This position will be supervised by the principal while present in the school. There may be a time when, during the course of a PRO's duties, the position as an officer would take precedence.

If a police officer is contracted by an individual school (i.e. extracurricular activities) or the school system and is not identified as a PRO, his/her position as a police officer during the course of his/her duties takes precedence at all times.

Police Conducting an Investigation in the School: During a criminal investigation, if a student is to be questioned by the police or by school officials in the presence of the police, the school administration should cooperate with the police and help to ensure that the privacy of the student is protected.

The administration shall make every attempt to notify parent/guardian, regardless of the student's age, prior to the police interview unless the parent/guardian is the accused.

The police officer is responsible to ensure that the student's constitutional rights are not violated. The police officer is responsible for determining if counsel should be contacted prior to questioning.

WV Code §49-5-2 specifies that statements made by a student under the age of fourteen, while being questioned by law enforcement officials, cannot be used in a court proceeding unless his or her lawyer is present. The police officer shall determine when the use of restraints is necessary during such questioning to control an unruly student to prevent the student from harming him/herself or others.

The police officer shall determine when the use of restraints is necessary during such questioning to control an unruly student or to prevent the student from harming him/herself or others.

Law enforcement is permitted to speak with a juvenile or employee without counsel if they are a witness, and *not* considered a suspect, and will not be placed in the position of incriminating themselves.

School employees shall cooperate by giving oral, video, or written statement, as deemed necessary by law enforcement.

### **Search and Seizure**

Federal and state constitutions and statutes provide protection for all citizens from unreasonable searches and seizures. Although school personnel have more latitude than police officers in this regard, because they do not need search warrants, search and seizures of lockers or students by school officials must still be reasonable, based upon the information known by them at the time of the search. Personal property may be searched by those authorized where there is "reasonable suspicion" to believe that student property contains stolen articles, illegal items or other contraband as defined by law or by local board or school policy.

### **Use of Restraint**

Restraint is the use of physical force to significantly restrict the free movement of all or a portion of a student's body. Reasonable force may be used to restrain a student from hurting himself/herself or any other person or property. All students, including students with disabilities, must be treated with dignity and respect. Behavior interventions and support practices must be implemented in such a way as to protect the health and safety of the students and others.

In a situation when a student's behavior poses a threat of imminent, serious physical harm to the student or others or serious property destruction, restraint may be used by a school employee or independent contractor in an emergency with the following limitations:

- Restraint shall be limited to the use of such reasonable force as is necessary to address the emergency
- Procedures and maneuvers that restrict breathing (e.g. prone restraint), place pressure or weight on the chest, lungs, sternum, diaphragm, back, neck or throat, or may cause physical harm are prohibited.
- Restraint shall be discontinued at the point at which the emergency no longer exists.
- Restraint shall be implemented in such a way as to protect the health and safety of the student and others.
- Restraint shall not deprive the student of basic human necessities.

Appropriate (intended use) utilization of mechanical restraints such as seat belts or feeding tables when applied for their intended purpose is not prohibited; however, the application of mechanical restraint is prohibited as an intervention or consequence for inappropriate behavior.

School employees and/or independent contractors who, as determined by the principal, may need to use restraint shall be provided training according to the following requirements:

- A core team of personnel in each school must be trained annually in the use of a nationally recognized restraint process.
- The team must include an administrator or designee and any general or special education personnel likely to use restraint;
- Personnel called upon to use restraint in an emergency and who have not received prior training must receive training within 30 days following the use of restraint if the principal determines that there is a reasonable likelihood that the situation leading to the use of restraint will reoccur;
- Training on use of restraint must include prevention and de-escalation techniques and provide alternatives to the use of restraint;
- All trained personnel shall also receive instruction in current professionally accepted practices and standards regarding behavior interventions and supports; Comprehensive documentation and immediate notification on use of restraint is required.

In a case in which restraint is used, school employees, volunteers and/or independent contractors shall implement the following documentation requirements:

- Within one hour following restraint, principal provides written and verbal notification that restraint was used on a student with a description of the restraint used
- During the same day, an effort shall be made to verbally notify the parents/guardian.
- Within one school day, written notification of restraint must be placed in the mail to the parent/guardian.
- Within one school day, written documentation must be placed in the student's official school record and made available to determine the relationship of a student's behavior as it impacts learning and the creation or revision of a behavior intervention plan.

If law enforcement is contacted to assist with a student who is exhibiting unruly behavior, the school and school's core team shall have exhausted all training procedures possible for restraint.

To read the entire policy please visit the [www.lcboe.com](http://www.lcboe.com) or request a copy from the school office.

### **POSITIVE BEHAVIOR SUPPORT**

Teachers are required to implement positive behavior support programs within the school. These are designed to recognize and reward those behaviors which are considered appropriate and acceptable. Leading Creek Elementary uses Class Dojo as our positive behavior reward program. Parents can connect with their child's teacher online to see daily records of their child's behavior. Dojo can also be used as a communication tool between parents and teachers through messages and pictures.

### **EMERGENCY CLOSING OF SCHOOLS**

Scheduled classes for the Lewis County public schools will not be cancelled unless the health, safety, and/or well-being of the students are threatened by inclement weather or a serious emergency.

#### **School Messenger**

Lewis County Schools uses an automated notification system to alert families via telephone, email, or text of emergency school closings and other school announcements. Parents must Opt in to receive these messages. The opt – in verification is on the back of the student data form that will be sent home on the first day of school. Other verifications on this form are: permission to photograph and internet use. Please be sure to update any changes that may occur throughout the year so you will be provided with the most up to date information regarding closings and delays. The following radio and TV stations will also be notified to make appropriate announcements.

1. WSSN – Radio (FM) 5. WBTV - Radio (FM)
2. WHAW – Radio (AM) 6. WBOY – TV
3. WKKW – Radio (FM) 7. WDTV – TV
4. WBUC – Radio (AM)

These stations will be called on the previous day/evening or before 6:30 a.m. on the same day.

### **FIRE DRILLS/CODE DRILLS**

Fire drills/code drills are necessary for the safety of the students, staff, and faculty. Everyone should know the specific directions for reaching a point of safety from each area of the school building in which he or she may be. Specific information for fire drills/code drills are given by the teachers. We will have at least 10 fire drills and other code drills as required by law throughout the school year. If for any reason, it becomes necessary for staff and students to evacuate the building for an extended period of time, our evacuation location (host school) is the Rock Grove Baptist Church. Students will assemble on the field to the right of the school until a bus driver arrives to transport them to the evacuation location. Parents will be notified of the evacuation and will be given instructions as to when and how pick up/receive their child.

### **GUM**

Gum is **NOT ALLOWED** in the school building or on the bus.

### **INSURANCE FOR STUDENTS**

School insurance is available to all students. An order form is sent home with each student. Purchasing the insurance is optional and is done directly through the insurance company. **Accidents are not covered by county insurance**, so you may wish to purchase your own. One option is to purchase the Appalachian Insurance.

## REPORT CARDS

Report cards are issued to students at the close of each nine-week grading period. The cards will contain both academic and conduct grades. Attendance is reported on the card as well. Progress Reports will be sent halfway through each grading period. Parent Teacher conferences will be held twice each year, usually mid-way between the 2<sup>nd</sup> and 3<sup>rd</sup> grading periods.

## SAFE SCHOOL HELPLINE

A toll free number that anyone can call to report information that may have a negative impact on students, staff or property at any school in West Virginia.

- It is staffed 24/7 – so a person will always answer, never a recording.
- It's a statewide number – so no matter what school the information concerns or where you are located when calling, it's the same number.
- It's free – from within and outside of the state's borders.
- It's anonymous – your identity will always be protected and remain private.

Please try to call the school and work together, if at all possible, before you call the safe school helpline number: 1-866-723-3982.

Here are some other important numbers:

WV Division of Homeland Security and Emergency Management:

304-558-5380

WV State Police:

304746-2100

Child & Adult Abuse Hotline:

1-800352-6513

Hate Crimes Hotline:

1-888-676-5546

Suicide Prevention Hotline:

1-800-273-8255

Drug Abuse and Referral Hotline: 1-800-662-4357

## STUDENT REWARDS AND RECOGNITION

Leading Creek Elementary will recognize a Student of the Month at each grade level monthly. We will also recognize students who exemplify the character trait of the month. Quarterly awards will be given for attendance and achievement. An awards ceremony will be held at the end of the year to recognize outstanding achievement, attendance, character and other awards at the teacher's discretion.

## TRANSPORTATION CHANGE

If it is necessary for your child to ride a bus other than his/her regularly scheduled bus, we must have a note from you requesting the change prior to 2:00 PM. When you are writing a note, it must have the person's proper name, address and phone number in order for the bus driver to know the exact location. The person's name cannot be a generic noun (grandma, dad, aunt, etc.). **BUS CHANGES WILL NOT BE MADE OVER THE TELEPHONE. These changes must be in writing, either a note sent to the school, or an email to a staff member with a phone call informing the office that the email was sent.** If someone other than the legal parent/guardian is to pick up a child from school, we must have written permission from you stating who will be removing the child from school. This procedure is for your child's safety.

No student shall ride a bus except those regularly assigned without permission from the principal's office. Students who ride buses are not to leave the bus after boarding until they reach school in the morning and their home in the afternoon.

**Any temporary change in the student's bus schedule must be made in writing to the principal's office by a parent/guardian to be approved.**

## **VISITORS – MUST HAVE PHOTO ID!**

All visitors must report to the office upon entering the school. **All exterior doors are locked at all times and monitored by cameras with recording capabilities.** A call button is installed at the front entrance. Upon alerting the office staff by pushing the call button, the front door will be unlocked remotely. **All visitors unknown to office personnel will be required to submit their driver's license to office personnel to proceed beyond the school office.** The license will be scanned through the Raptor system which will alert office personnel of any felony convictions. Anyone convicted of a felony will not be permitted beyond the school office unless accompanied by office personnel. All visitors must wear a "Visitor" badge issued by the office. The school reserves the right to require any person to submit to a scan by a metal detector before being admitted into the school. These precautions are for the safety of our students and staff and we ask that you abide by these procedures to help keep our children safe.

## **VOLUNTEERS**

Parents, grandparents, and interested community members are encouraged to become actively involved in the school. Volunteers provide help in various ways throughout the school. We welcome your participation. If you wish to be a parent volunteer, please contact Kim Bozic at the Board Office 304-269-8312 EXT. 126. The Lewis County Board of Education Policy on School Volunteers states the following

Approved and amended by the Lewis County Board of Education December 17, 2001 effective date for implementation of policy January 24, 2002.

The board shall have approved the volunteer upon recommendation of the principal through the superintendent.

The volunteer will agree to obtain a tine test and provide the results to the superintendent of schools prior to the beginning of his/her duties. The test must be repeated every two years.

The volunteer must submit to fingerprinting at the county office prior to the beginning duties. (Fingerprinting is only necessary for the initial process).

The volunteer will enter into a prescribed written commitment/agreement with the board of education regarding duties.

The principal or his designee and the volunteer shall confer regarding either party's expectations of the other prior to any services being rendered.

The volunteer must read and sign the county 'Parent Volunteer Handbook' and the 'Drug Free Schools Agreement' before assuming duties.

Personal deportment and dress expectations shall be the same for volunteers as other county employees.

The volunteer must operate at all times under the direction of a designated county employee, and/or guidelines established by the school.

The volunteer will be used to supplement, not supplant services provided by other county employees.

All volunteers will observe state and federal laws of confidentiality.

Volunteer activities excluded from the provisions of this policy include: dances, athletic events, read aloud programs, career days and band performances.

The superintendent reserves the right to require any volunteer to fulfill all the provisions set forth in this policy regardless of exclusion.

A parent may follow the bus to a field trip location if a safe and appropriate distance is maintained between the two vehicles.

A parent may accompany his/her child's field trip group, if he/she has been approved as a parent/community volunteer by board policy. If the parent is not an, approved parent/community volunteer, he/she may not accompany the group.

A parent, with proper identification and signed note, may remove their child from the field trip. However, if the parent is not an approved parent/community volunteer, he/she may not remain with the group. If the parent refuses, the principal shall inform the parent he/she is in violation of board policy and security will be notified.

An uninvited parent can be excluded from a closed field trip even though they are an approved parent/community volunteer. An example would be a boat trip on the Stonewall Jackson Lake or any other field trip that limits participation.

A parent must be physically present to pick up their child during a field trip. A parent may not give written permission for a child to leave a school-sponsored field trip with another parent/adult, unless there is an unexpected urgent circumstance. The principal or his/her designee must verify that the circumstance warrants departure from the intent of the policy.

Coaches/band directors reserve the flexibility to require participating members to ride the school bus to and from an event.

### **STUDENT INTERNET ACCESS**

LCBOE 5.7.5 Independent student use of telecommunications and electronic information resources will be permitted upon submission of permission forms and agreements forms by parents of minor students (under 18 years of age) and by students themselves. Regional networks such as ACCESS require agreement by users to acceptable use policies outlining standards for behavior and communication.

### **NOTIFICATION OF RIGHTS REGARDING STUDENT EDUCATION RECORDS**

Lewis County Schools, in accordance with the Family Rights and Privacy Act (FERPA) and the West Virginia Department of Education Policy 4350-Procedures for the Collection, Maintenance and Disclosure of Student Data affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. The rights include:

1. The right to inspect and review the student's education records. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The school principal will make appropriate arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to seek amendment of the student's education records that the parent or eligible student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights. Upon receipt of a completed Request to Amend Education Records form, the administration of the school system shall determine whether to amend the educational record of the student in accordance with the request. This determination shall be made within a reasonable period of time. If the determination is made to decline to amend records as requested, the school system shall inform the parent or legal guardian or the eligible student of the determination and of the right to a hearing under this policy.
3. Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that Section 126-94-16 authorizes disclosure without consent. Lewis County schools shall obtain an Authorized Statement of Consent for Disclosure of Information from the parent or legal guardian of a student or the eligible student before disclosing personally identifiable information from the education records of a student, excluding the exceptions as provided within West Virginia State Board of Education Policy 4350. One exception that permits disclosure without consent is the disclosure to school officials with legitimate educational interest. A school official is a person employed by the Lewis County Board of Education as an administrator, supervisor, teacher, or support staff member. 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 responsibilities. Upon request, Lewis County Schools discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
- 4. The right to file with the U.S. Department of Education a complaint as described in Section 126-94-27 concerning alleged failures by the educational agency or institution to comply with the requirements of this policy. The name and address of the Office that administers FERPA is the Family Policy Compliance Office, U.S. Department of 600 Independence Avenue, SW, Washington, DC 20202-4605.**

### **Students Rights and Responsibilities: The Right to a Thorough and Efficient Education**

All students regardless of race, religion, national origin, language, gender or disability have the right to an equal education opportunity. Students are required by law to attend school regularly until their seventeenth birthday; as long as they continue to be enrolled as a student after their seventeenth birthday; or until their graduation. A student who has not graduated may attend school until twenty-one years of age. Public schooling is tuition-free for all students. Whatever school supplies are deemed necessary to accomplish the goals of a school system and are an integral and fundamental part of elementary and secondary education must be provided free of charge to all students, such as textbooks, paper, writing implements and computers if their use is part of the curriculum.

## **Student Inquiry and Expression**

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

Students are entitled to exercise appropriate speech while at school. Freedom of speech includes forms of expression other than vocal, provided this activity does not materially and substantially disrupt the work and discipline of the school or impinges upon the rights of other students. Schools may limit vulgar or offensive speech inconsistent with the school's responsibility for teaching students the boundaries of socially appropriate behavior. Students' off campus conduct that might reasonably be expected to cause disruption in the school may be prohibited or disciplined. This includes blogs and social media postings created for the purpose of inviting others to indulge in disruptive and hateful conduct towards a student or staff member.

Students have the right not to be compelled to participate in certain types of speech, such as reciting the Pledge of Allegiance. Students who choose not to participate in these ceremonies have the responsibility to respect the rights of those who do participate and must remain respectfully silent.

School sponsored student publications that are a part of the curriculum are subject to teacher editorial control, and therefore, student speech may be regulated in a manner reasonably related to educational purposes.

## **Privacy**

Students have certain privacy rights regarding school records. WVBE Policy and Lewis County Board of Education Policy 5.41 Safety Regulations and Procedures provide regulations for schools to follow regarding school records.

## **CHILD ABUSE PREVENTION**

Students have the right to grow up without being physically or sexually abused at school, in the home or the community. [W.Va Code §49-6A-2](#) requires teachers, counselors, nurses, or other professionals who suspect that a student is being abused to report the circumstances to the West Virginia Department of Health and Human Resources. Victims of abuse may seek the advice or assistance of a teacher, counselor, nurse, or other school professional. The school professional will assist students in getting needed help to prevent the abuse from recurring.

## **RELEASE OF DIRECTORY TYPE STUDENT INFORMATION**

The Lewis County Board of Education Policy 5.41 – Safety Regulations and Procedures sets parameters for the release of student directory information. When requested, school personnel will release items designated as directory information unless the parent or an eligible student has requested in writing that such information be restricted or limited. Lewis County Schools will also release directory information to military recruiters, when requested, as required by the No Child Left Behind Act of 2001 and the National Defense Authorization Act for Fiscal Year 2002. Once again, parents or an eligible student may restrict the release of directory information to military recruiters by providing a written request to the school principal.

Directory Information as defined by Lewis County Schools includes the following categories: student name, student's address, student's phone number, student's current grade level/enrollment status, student's date and place of birth, major field of study, participation in officially recognized activities and sports teams, height and weight of members of athletic teams, dates of attendance, degrees/awards received, and most recent school attended. The parent of the student or the eligible student has the right to place additional limitations on the release of any category of directory information. A parent or student may do so by providing written notice to the principal of the school regarding specific limitation(s) she/he wishes to invoke. The notice shall include the specific items among those designated above that they do not wish to have the school release without prior written consent. For more information, please see your school principal.

## **PARENTS RIGHT-TO-KNOW**

In accordance with the Elementary Secondary Act, Section 111(H)(6) PARENTS' RIGHT TO KNOW, this is a notification from Lewis County Schools to every parent of a student in a Title I school that you have the right to request and receive information in a timely manner regarding the professional qualification of your student's classroom teachers. This information regarding the professional qualifications of your student's classroom teachers shall include the following:

- If the teacher has met state qualification and licensing criteria for the grade level and subject areas taught;
- If the teacher is teaching under emergency or temporary status in which West Virginia qualifications and licensing criteria are waived;
- The teachers baccalaureate degree major, graduate certification, and field of discipline; and
- Whether the student is provided services by a paraprofessionals, and if so, their qualifications.

If at any time your student has been taught for four (4) or more consecutive weeks by a teacher that is not highly qualified, you will be notified by the school of this information. If you have any questions or concerns, please feel free to contact the school principal.

## **WVDE 2419 PUBLIC ANNOUNCEMENT**

Lewis County Schools provides special education services to students, ages 3-21 years, identified as having a disability. The criteria for eligibility is established by Individuals with Disabilities Education Improvement Act of 2004 (IDEA 2004) and WVDE Policy 2419. Services may include academic instruction and therapies that assist the identified student in obtaining an appropriate public education. There is no charge to families for services through the special education program. Confidentiality of student records is maintained by the school and district. For more information on the referral process for special education services, contact Lewis County Schools at 304-269-8300 or the student's school principal.

## **USAGE OF VIDEO AND AUDIO CAMERAS**

Lewis County Schools utilizes video and audio cameras in all schools and school buses for security reasons.



**Leading Creek Elementary School  
Leading the Way**