

STUDENTS

CHAPTER V –

5.1 – 5.6 - Manual for Student Responsibilities and Expected Behavior in Safe and Supportive Schools

5.1 – 5.6 can be found separate from Chapter 5. It contains the following:

- 5.1 - School Attendance
- 5.2 - Bullying, Harassment, and Intimidation Prohibition
- 5.3 - Student Rights and Responsibilities
- 5.4 - Expected Student Behaviors and Consequences
- 5.5 - Alternative Education
- 5.6 - Computer Acceptable Use Policy (AUP)

5.7 SCHOOL CHOICE

Approved and amended by the Lewis County BOE in session June 7, 2004.

Reviewed & temporarily approved November 30, 2009. Permanent Approval on December 28, 2009.

5.7.1 School Choice

All students in a Title I school identified for school improvement, corrective action, or restructuring must be given the option to transfer to another public school within Lewis County that is not identified for school improvement. Funding that is equivalent to 10% of the county's Title I allocation will be available to transport students. At the county's discretion, parents may be paid mileage in lieu of transportation. Students will be given a minimum of two school choices unless a lesser number of schools not identified for school improvements exist within the county. In providing this option to transfer, priority shall be given to the lowest achieving students from low-income families. Each year that school choice is given, the county's Title I office shall be responsible for developing a prioritized list of students in each school offering school choice. If there are no schools to which students can transfer because all schools at a programmatic level are in school improvement, parents must be notified that their child's school is identified for school improvement and that the child is eligible for choice, but that no choices are currently available.

5.7.2 School Choice

Public school choice must be offered within ten calendar days of receiving notification that the school is on improvement. Parents shall be given a minimum of twenty-one calendar days to make a decision regarding school choice for their child(ren). Once a child has transferred to another school, the child shall be permitted to remain in that school until he/she has completed the highest grade in that school. However, transportation will no longer be provided if the home school is no longer identified for school improvement, corrective action, or restructuring. If funds available are insufficient to provide transportation to all students who request a transfer, priority will be given to the lowest achieving students from low income families.

STUDENTS

5.8 ACCELERATION POLICY

Approved by the Lewis Co. BOE in session April 24, 2006. Approved & amended on August 9, 2010. Reviewed & Updated by the Lewis Co. BOE in session June 13, 2011

Definitions:

5.8.1 Acceleration Policy

Acceleration: Moving through a prescribed course of study at a faster or earlier rate. Acceleration includes, but is not limited to: compacted classes/schedules, testing out, advanced placement (if college credit is earned), fast-paced curriculum and high school credit for college classes.

5.8.2 Acceleration Policy

Enrichment: Expanding the breadth and depth of course content by: a) addressing concepts not included in the established curriculum; and/or b) delving more deeply into concepts using higher-level thinking skills.

5.8.3 Acceleration Policy

Compacted Classes/schedules: Completion of required coursework in a shortened period of time.

5.8.4 Acceleration Policy

Testing-out (Grades 9-12 only): Receiving credit for required course by demonstrating mastery of the state and county instructional goals and objectives for the course on a course-specific test.

5.8.5 Acceleration Policy

Advanced Placement: An academic learning experience characterized by content and performance expectations beyond those normally available for the age/grade level of the student (i.e. College Board Advanced Placement; advanced satellite or Internet courses)

5.8.6 Acceleration Policy

Grades K-12: Decisions regarding acceleration for a particular student should be made on an individual basis by the School Assistance Team. At a minimum the School Assistance Team must consider the following information: a-Standardized test scores; b) previous and current grades in the curricular area being considered for acceleration; c) teacher recommendation; and d) acceptable performance on a content mastery test.

5.8.7 Acceleration Policy

School Assistance Team Procedures for Acceleration of Students and Enrichment of the Curriculum The decision to use any of the above strategies for accelerating a student through the curriculum must be made on an individual basis by the School Assistance Team (SAT). The SAT must, at a minimum, have the following members to make this decision: a) principal; b) current teacher; c) parent; and d) teacher responsible for the next level of instruction in the content area being considered for acceleration. It is also recommended that a teacher of the gifted be consulted to obtain additional information and suggestions for acceleration/enrichment strategies.

5.8.8 Acceleration Policy

Options for acceleration/enrichment that may be considered by the School Assistance Team:

5.8.9 Acceleration Policy

Alternate assignments and/or special projects on an individual or group basis;

5.8.10 Acceleration Policy

Placement in a course at a higher grade level;

5.8.11 Acceleration Policy

Advanced placement classes or college classes for high school students.

5.8.12 Acceleration Policy

Recommendation of advancement to a higher grade level in all courses (double promotion). Final decision will rest with principal (or principals if moving from one programmatic level to another) and the curriculum director.

STUDENTS

5.9 RE-ENTRY INTO THE PUBLIC SCHOOL AFTER HOME SCHOOLING, OR HOME SCHOOLING OUTSIDE OF THE SCHOOL DAY, SUMMER, ETC.

Approved and amended by the LCBOE in session 11/3/03. Reviewed & approved with no changes August 9, 2010. Reviewed and amended by the LCBOE in session June 13, 2011.

Reference also to WV Board of Education Policy 2510 "Mastery Testing for Credit"

- 5.9.1 Home Schooling All persons previously providing home instruction who wish to enroll a student into the public schools of Lewis County will be required to maintain a portfolio of student work and/or provide sufficient documentation related to work completed by the child during the home schooling period. This portfolio documentation (e.g. standardized tests, course testing, placement tests provided for courses, etc.) will be used by a committee made up of a school administrator, guidance counselor, and teacher at the school to determine the proper grade and/or class placement for the student.
- 5.9.2 Home Schooling Any child entering public school and placed in grade kindergarten through eight will not be assigned a letter grade for any work completed during the home school period. The child's permanent record will reflect the time during which home schooling occurred.
- 5.9.3 Home Schooling A student entering public school in grades nine through twelve will not be assigned a letter grade for any course taken during the home schooling nor will such courses be used in a determination of class ranking. The student will receive an acceptance or denial designation indicating "credit" to be used toward graduation only through State Board Policy 2510 (Graduation Requirements) which provides for the following alternatives to the unit of credit:
 1. "Testing out" as per Lewis County Policy or procedure.
 2. Transcripts for Distance Learning courses – refer to Lewis County Policy Manual;
 3. Transcript of college courses that are dual credit courses.
 4. Transcript of summer school courses
 5. Other: Credit for home schooling classes must meet all of the following criteria, Lewis County Schools' Policy Only: (Please note if all items A through D are not complied with for grades 9 through 12 credits could only be given through the methods 1 through 5 previously stated above.)
- 5.9.4 Home Schooling
- 5.9.5 Home Schooling
- 5.9.6 Home Schooling
- 5.9.7 Home Schooling
- 5.9.8 Home Schooling
- 5.9.9 Home Schooling Full compliance with 18-8-1 Exemption C, Subsection (1) or (2), effective June 8, 2003 SB 206.
- 5.9.10 Home Schooling Instructor of the home schooling class must have current teacher certification in Grades 9 through 12, in the specific subject area being taught.
- 5.9.11 Home Schooling No letter grade will be assigned other than Pass/Fail, and will not be used in consideration towards class ranking. Upon completion of the home schooling subject, the instructor must submit a notarized statement providing the following information to be filed in the student's permanent record file:
 1. Student's name and birth date (reference to Home Schooling Verification Form).
 2. Instructor's name and social security number, and verification of instructor's grade level certification and subject area. Certification must be active during dates of instruction.
 3. Dates of which the instruction took place.
 4. Complete subject name and description.
 5. An acknowledgement of Pass or Fail.
- 5.9.12 Home Schooling
- 5.9.13 Home Schooling
- 5.9.14 Home Schooling
- 5.9.15 Home Schooling
- 5.9.16 Home Schooling
- 5.9.17 Home Schooling The above information along with instructor's signature must be notarized as being true and accurate and presented to the Lewis County Superintendent of Schools

STUDENTS

before credit will be entered into the student’s permanent record. Portfolio of work may be subject to review upon request.

5.9.18 Home Schooling

Only those courses that have received the “credit” status will count toward graduation and will be listed on the student’s official transcript. Students who have been home schooled for *more than one credit* in grades nine through twelve *will not be given a class rank.*

5.9.19 Home Schooling

Awarding of Graduation Diploma

5.9.20 Home Schooling

A student who completes his/her education through home instruction (West Virginia Code 18-8-1, subsection (1) or (2); Exemption C, will not receive a graduation diploma from Lewis County Schools.

5.9.21 Home Schooling

Students who participate in home school instruction, reenter Lewis County High School, and wish to be a candidate for graduation must meet all graduation requirements through State Board Policy 2510 and Lewis County Schools’ graduation policy.

5.9.22 Home Schooling

Extra Curricular Activities Students who are home schooled may participate in extra curricular activities with the approval of the school principal with exception to interscholastic athletics governed by the WVSSAC (West Virginia Secondary School Athletic Commission).

5.9.23 Home Schooling

The above stated policy became effective at the beginning of the 2001-2002 school year.

5.10 SECTION 504 OF THE REHABILITATION ACT OF 1973

(Section 504 is a Civil

Rights Law which protects the rights of persons with disabilities from discrimination) *Approved by the Lewis Co. BOE in session May 8, 2006. Reviewed & approved with no changes August 9, 2010.*

5.10.1 Rehabilitation Act 504

PURPOSE: Section 504 of the Rehabilitation Act is a Civil Rights Law, which protects the rights of persons with disabilities from discrimination. Unlike the Individuals with Disabilities Act (IDEA) which defines a free appropriate public education as the provision of special education and related services, Section 504 includes the provision of regular or special education. The purpose of this policy is to ensure Lewis County Schools’ compliance with Section 504 of the Rehabilitation Act, which requires the school district to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a handicap will knowingly be permitted in any of the programs and practices in the school system.

5.10.2 Rehabilitation Act 504

RESPONSIBILITY: The school district has specific responsibilities under Section 504, which include the responsibility to identify, evaluate, and if the child is determined to be eligible under Section 504, to afford access to appropriate educational services. The 504 Committee in each school will be the Student Assistance Team (SAT) and will receive referrals through the child-find process, from Eligibility Committees, and from parents, teachers and other appropriate sources in order to locate and notify possible qualified handicapped persons who may be eligible for services under Section 504.

5.10.3 Rehabilitation Act 504

It shall be the responsibility of each school’s 504 Committee, with principal supervision, to follow all guidelines and procedures set forth by the school district when responding to 504 referrals. Questions and inquiries from parents or staff regarding 504 accommodations should be directed to the school principal or SAT coordinator. If the parent or guardian disagrees with the determination made by the school staff, he/she may submit a grievance by following the county’s administrative procedures, AP-PS-A, for grieving a 504 issue.

STUDENTS

5.10.4 Rehabilitation Act 504 AUTHORITY: The Lewis County Board of Education has the authority to develop policy which specifies how the school district will implement the Rehabilitation Act of 1973.

5.11 GUIDELINES AND PROCEDURES FOR SECTION 504 OF THE REHABILITATION ACT OF 1973

Approved by the Lewis Co. BOE in session May 8, 2006. Reviewed & approved with no changes August 9, 2010.

- 5.11.1 Rehab. Guidelines** The Student Assistance Team (SAT) in each school will serve as the 504 Committee and will focus on protecting the rights of students with disabilities from discrimination. When a student is being referred for 504 eligibility, the SAT coordinator will invite persons knowledgeable about the student as well as persons knowledgeable about the meaning of the evaluation data. When responding to a 504 referral, the Committee must consist of at least three members: school administrator, current teacher, and other appropriate professional staff.
- 5.11.2 Rehab. Guidelines** The SAT shall receive referrals from parents, teachers, and other appropriate sources in order to locate and notify possible qualified handicapped persons who may be eligible for services under Section 504. They shall be informed of their rights by giving them a copy of the school district's 504 Policy and Guidelines.
- 5.11.3 Rehab. Guidelines** When an Eligibility Committee determines that student is not handicapped under IDEA or recommends that a student who was handicapped under the IDEA be dismissed, the Eligibility Committee shall thereafter determine whether the student should be referred to the SAT to ascertain whether the student is handicapped under Section 504.
- 5.11.4 Rehab. Guidelines** If an Eligibility Committee determines that a student is handicapped under the IDEA, the student is automatically eligible under Section 504 of the Rehabilitation Act; however, the services required by the student shall be provided pursuant to the procedures located in Policy 2419.
- 5.11.5 Rehab. Guidelines** Before any action is taken with respect to Section 504 accommodations for a handicapped student, an evaluation shall be conducted or evaluation information reviewed to determine if the student is handicapped under Section 504. The evaluation information may include but will into be limited to medical reports documenting the disability, achievement test scores, teacher observations and data.
- 5.11.6 Rehab. Guidelines** If the SAT determines that an evaluation is necessary for students who may be handicapped under Section 504, but not handicapped under IDEA, the parents must be informed that such evaluation will be done. The evaluation procedures must ensure that:
- 5.11.7 Rehab. Guidelines** Tests and other evaluation materials have been validated for the specific purpose for which they are used and are administered by trained personnel in conformance with the instructions provided by their producer;
- 5.11.8 Rehab. Guidelines** Tests and other evaluation materials include those tailored to assess specific areas of educational need and not merely those which are designed to provide single intelligence quotient; and
- 5.11.9 Rehab. Guidelines** Tests are selected and administered so as best to ensure that, when a test is administered to a student with impaired sensory, manual, or speaking skills, the test results accurately reflect the student's aptitude or achievement level or whatever factor the test reports are to measure rather than reflecting the student's impaired sensory, manual or speaking skills (except where those skills are the factors that the test reports are to measure).

STUDENTS

- 5.11.10 Rehab. Guidelines** Once the evaluations are completed, the results will be considered by the SAT to determine whether the student is handicapped under 504. The student’s parents will be sent a letter of invitation, to attend and participate in the meeting at which this determination is made. This letter will be sent at least ten (10) days prior to the meeting. Parents will also be sent a copy of the notice of rights regarding the identification, evaluation, and placement of students with disabilities.
- 5.11.11 Rehab. Guidelines** If the SAT determines the student is “qualified handicapped person” under 504, the SAT shall determine whether the student requires services and modifications to the education program to allow the student’s educational needs to be met as adequately as the educational needs of non-handicapped students. If services and modifications such as the examples listed on the (504 Accommodations Form) are needed, they will be documented on the student’s 504 Plan. Before developing a 504 Plan that involves special education instruction, the student must be referred for a multi disciplinary evaluation.
- 5.11.12 Rehab. Guidelines** A log, of all 504 students will be maintained by the SAT Coordinator and the student will be “tagged in the WVEIS system. The 504 Plan will be implemented within thirty (30) days of eligibility determination.
- 5.11.13 Rehab. Guidelines** “A qualified handicapped student” under Section 504 may participate in non-academic and extracurricular activities such as counseling services; physical, recreational, athletics; transportation; health services; special interest groups or clubs sponsored by Lewis County Schools; referrals to agencies which provide assistance to handicapped persons and employment of students, including both employment by Lewis County Schools and assistance in making available outside employment, to the same extent that such services and activities are provided to non-handicapped students. “Qualified handicapped students may be charged a fee for such services and activities in a sum equal to those charged to non-handicapped students.
- 5.11.14 Rehab. Guidelines** Students, who are determined to be a qualified handicapped person under 504, but not also handicapped under IDEA, must be reevaluated when deemed appropriate by the SAT, not to exceed three years from date of eligibility. The reevaluation date shall be included on the student’s 504 Plan.
- 5.11.15 Rehab. Guidelines** With respect to actions regarding the identification, evaluation or educational modifications of a student who is or may be handicapped under Section 504, but not also handicapped under IDEA, the following procedural safeguards shall be afforded:
- 5.11.16 Rehab. Guidelines** If the parents of the student disagree with the recommendations of the SAT, a written grievance may be submitted per Lewis County’s Administrative Procedures for Section 504 of the Rehabilitation Act/Americans with Disabilities Act Grievance, AP-PS-A. These Administrative Procedures may be obtained from the County’s 504 Coordinator or the school principal.
- 5.11.17 Rehab. Guidelines** Parents may request a due process hearing for Section 504 issues with respect to actions regarding the identification, evaluation or educational placement of public school students who, because of a disability, need or are believed to need educational accommodations. Such a request may be mailed to the Office of Special Education, West Virginia Department of Education. A hearing request pertaining to issues under both the Individuals with Disabilities Education Act and Section 504 for an individual student filed with Lewis County Schools will be treated as one due process heading. The Office of Special Education will assign a hearing officer and notify both parties of the hearing officer’s assignment. The hearing officer then takes charge of the process by contacting the parties, or their representatives, directly.
- 5.11.18 Rehab. Guidelines** Parents may file a complaint with the Office for Civil Rights.
- 5.11.19 Rehab. Guidelines** **DEFINITIONS:**
- 5.11.20 Rehab. Guidelines** A handicapped person is one who: has a physical or mental impairment which substantially limits one or more major life activities, has a record of such an

STUDENTS

impairment, or is regarded as having such an impairment. However, the term **handicapped person does not include** a student who is currently engaging in the illegal use of drugs. The term handicapped person does not exclude students who: have successfully completed a supervised drug rehabilitation program and are no longer engaging in the illegal use of drugs, or have otherwise been rehabilitated successfully and are no longer engaging in such use, are participating in a supervised drug rehabilitation program and are no longer engaging in such use, or are erroneously regarded as engaging in such use, but are not engaging in such use.

5.11.21 Rehab. Guidelines

Qualified handicapped person is one who is: of an age during which non-handicapped persons are provided public preschool, elementary, secondary, or adult educational services, of an age during which it is mandatory under West Virginia law to provide such services to handicapped persons, or who is entitled to a free appropriate public education from the state of West Virginia under the Individuals With Disabilities Education Act.

5.11.22 Rehab. Guidelines

Physical or mental impairment means any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: neurological; musculoskeletal; special sense organs; respiratory, including speech organs; cardiovascular; reproductive; digestive; genito-urinary; hemic and lymphatic; skin; and endocrine; or any mental or psychological disorder; such as mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disabilities.

5.11.23 Rehab. Guidelines

Major life activity means functions such as caring for oneself, performing manual tasks such as, walking, seeing, hearing, speaking, breathing, learning and working. Has a **record of such impairment** means that a person has a history of, or has been misclassified as having, a mental or physical impairment which substantially limits one or more major life activities.

5.11.24 Rehab. Guidelines

Is regarded as having an impairment means an individual: has a physical or mental impairment that does not substantially limit major life activities but that is treated by the school district as having such a limitation, has a physical or mental impairment that substantially limits major life activities only as a result of the attitudes of others to such impairment, or has none of the impairments defined as a physical or mental impairment but is treated by Lewis County Schools as having such an impairment.

5.11.25 Rehab. Guidelines

Handicap means any condition or characteristic that renders a person a handicapped person.

5.11.26 Rehab. Guidelines

Free appropriate public education is the provision of regular or special education and related aids and services that are designed to meet the individual educational needs of handicapped persons as adequately as needs of non-handicapped persons are met.

5.11.27 Rehab. Guidelines

IDEA is the Individuals with Disabilities Education Act and includes Policy 2419 and other applicable regulations where appropriate.

5.11.28 Rehab. Guidelines

Notice of Parent/Student Rights in Identification, Evaluation, and Placement

5.11.29 Rehab. Guidelines

504 ACCOMMODATIONS

5.11.30 Rehab. Guidelines

Communications:

5.11.31 Rehab. Guidelines

There may be a need to modify parent/student/teacher communications

5.11.32 Rehab. Guidelines

1-Develop a daily/weekly journal

5.11.33 Rehab. Guidelines

2-Develop parent/student/school contacts

5.11.34 Rehab. Guidelines

3-Schedule periodic parent/teacher meetings

5.11.35 Rehab. Guidelines

4-Provide parents with duplicate set of texts

5.11.36 Rehab. Guidelines

STUDENTS

- 5.11.37 Rehab. Guidelines 5-There may be a need to modify staff communications -
- 5.11.38 Rehab. Guidelines 6-Identify resource staff
- 5.11.39 Rehab. Guidelines 7-Network with other staff
- 5.11.40 Rehab. Guidelines 8-Maintain on-going communications with building principal
- 5.11.41 Rehab. Guidelines There may be a need to modify school/community agency communications, with parent consent
- 5.11.42 Rehab. Guidelines 1-Identify and communicate with appropriate agency personnel working with student
- 5.11.43 Rehab. Guidelines 2-Assist in agency referrals
- 5.11.44 Rehab. Guidelines 3-Provide appropriate carryover in the school environment
- 5.11.45 Rehab. Guidelines Organization/Management:
- 5.11.46 Rehab. Guidelines There may be a need to modify the instructional day -
- 5.11.47 Rehab. Guidelines 1-Allow student more time to pass in hallways
- 5.11.48 Rehab. Guidelines 2-Modify class schedule
- 5.11.49 Rehab. Guidelines 3-There may be a need to modify the classroom organization/structure -
- 5.11.50 Rehab. Guidelines 4-Adjust placement of student with classroom (e.g., study carrel, proximity to teacher)
- 5.11.51 Rehab. Guidelines 5-Increase/decrease opportunity for movement
- 5.11.52 Rehab. Guidelines 6-Determine appropriate classroom assignment (e.g., open vs structured)
- 5.11.53 Rehab. Guidelines 7-Reduce external stimuli
- 5.11.54 Rehab. Guidelines 8-Structured learning environment
- 5.11.55 Rehab. Guidelines 9-Use behavior management techniques
- 5.11.56 Rehab. Guidelines There may be a need to modify the district's policies/procedure -
- 5.11.57 Rehab. Guidelines 1-Allow increase in number of excused absences for health reasons
- 5.11.58 Rehab. Guidelines 2-Adjust transportation/parking arrangements
- 5.11.59 Rehab. Guidelines 3-Approve early dismissal for service agency appointments
- 5.11.60 Rehab. Guidelines **Alternative Teaching Strategies:**
- 5.11.61 Rehab. Guidelines There may be a need to modify teaching methods -
- 5.11.62 Rehab. Guidelines 1-Adjust testing procedures (e.g., length of time, administer orally, tape record answers)
- 5.11.63 Rehab. Guidelines 2-Individualize classroom/homework assignments
- 5.11.64 Rehab. Guidelines 3-Utilize technology (computers, tape recorders, calculators, etc.)
- 5.11.65 Rehab. Guidelines 4-There may be a need to modify materials -
- 5.11.66 Rehab. Guidelines 5-Utilize materials that address the student's learning style (e.g., visual, tactile, auditory, etc.)
- 5.11.67 Rehab. Guidelines 6-Adjust reading level of materials
- 5.11.68 Rehab. Guidelines **Student Precautions:**
- 5.11.69 Rehab. Guidelines There may be a need to modify the classroom/building climate for health purposes
- 5.11.70 Rehab. Guidelines 1-Use an air purifier in classroom
- 5.11.71 Rehab. Guidelines 2-Control temperature
- 5.11.72 Rehab. Guidelines 3-Accommodate specific allergic reactions
- 5.11.73 Rehab. Guidelines There may be a need to modify classroom/building to accommodate equipment needs
- 5.11.74 Rehab. Guidelines 1-Plan for evacuation for wheelchair-bound students
- 5.11.75 Rehab. Guidelines 2-Schedule classes in accessible areas
- 5.11.76 Rehab. Guidelines There may be a need to modify building health/safety procedures
- 5.11.77 Rehab. Guidelines 1-Administer medication
- 5.11.78 Rehab. Guidelines 2-Accommodate special diets
- 5.11.79 Rehab. Guidelines **Notice of Parent/Student Rights in Identification, Evaluation, and Placement** The following is a description of the rights granted by federal law to students with disabilities* The intent of the law is to keep you fully informed concerning decisions about your child and to inform you of your rights if you disagree with any of these decisions.
- 5.11.80 Rehab. Guidelines You have the right to:

STUDENTS

- 5.11.81 Rehab. Guidelines** Have your child take part in, and receive benefits from public education programs without discrimination because of his/her disability.
- 5.11.82 Rehab. Guidelines** Have the school district advise you of your rights under federal law (which is the purpose of this notice).
- 5.11.83 Rehab. Guidelines** Have your child receive a free appropriate public education. This includes the right to be educated with non-disabled students to the maximum extent appropriate. It also includes the right to have the school district make reasonable accommodations to allow your child an equal opportunity to participate in school and school-related activities.
- 5.11.84 Rehab. Guidelines** Have your child educated in facilities and receive services comparable to those provided non-disabled students.
- 5.11.85 Rehab. Guidelines** Have your child receive special education and related services if he/she is found to be eligible under the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act
- 5.11.86 Rehab. Guidelines** Have evaluation, education, and placement decisions made based upon a variety of information sources, and by persons who know the student, the evaluation data, and placement options.
- 5.11.87 Rehab. Guidelines** Have transportation provided to and from an alternative placement setting at no greater cost to you than would be incurred if the student were placed in a program operated by the district.
- 5.11.88 Rehab. Guidelines** Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the district.
- 5.11.89 Rehab. Guidelines** Examine all relevant records relating to decisions regarding your child's identification, evaluation, education program, and placement.
- 5.11.90 Rehab. Guidelines** Obtain copies of educational records at a reasonable cost unless the fee would effectively deny you access to the records.
- 5.11.91 Rehab. Guidelines** See Forms & Application – Form #26, 26a and 26b
- 5.11.92 Rehab. Guidelines** Reference also to Chapter III Personnel

5.12 PROMOTION/RETENTION POLICY

Approved and amended by the Lewis County Board

of Education in session October 21, 2003. Approved & amended on August 9, 2010. Reviewed & amended by LCBOE in session June 13, 2011 See also Chapter VI, Instructional Programs, pp. 22-23.

- 5.12.1 Promotion/Retention** Students shall be promoted to the next instructional/grade level upon demonstrated mastery of the content standards and objectives (CSOs) for their current instructional/grade level.
- 5.12.2 Promotion/Retention** To advance to the next instructional/grade level, the following should occur:
- 5.12.3 Promotion/Retention** In grades K-4, the student should demonstrate mastery of at least 65% of the CSOs for English/language arts and math.
- 5.12.4 Promotion/Retention** In grades 5-8, the student should demonstrate mastery of at least 65% of the CSOs for English/language arts, math, social studies, and science.
- 5.12.5 Promotion/Retention** Daily re-teaching shall be provided to students who require it to assist them in mastering the CSOs.

STUDENTS

- 5.12.6 Promotion/Retention** Parents of students being considered for retention shall be notified, in writing, no later than the end of the 3rd 9-Weeks of the school year. A copy of the possible retention notice will be sent to the curriculum director at the county office.
- 5.12.7 Promotion/Retention** Decisions regarding promotion and/or retention should be a collaborative decision of the student’s teacher(s), principal(s), and any specialist(s) that may be deemed necessary. The final decision will rest with the principal.
- 5.12.8 Promotion/Retention** The Light’s Retention Scale shall be administered to any student(s) being considered for retention. Information obtained from this instrument shall be considered in determining the best placement for the student.
- 5.12.9 Promotion/Retention** Other data, such as WESTEST scores, student attendance, etc. shall also be considered in determining the best placement for the student.
- 5.12.10 Promotion/Retention** Each student who is retained shall have a retention plan developed by his/her current teacher(s). This plan shall outline an alternative delivery form to be utilized during the next instructional term.
- 5.12.11 Promotion/Retention** It is recommended that a student be retained no more than once in grades K- 4 and no more than once in grades 5-8. Advancement in grades 9-12 is based on accumulating credit toward graduation. A student must have accumulated 6 credits to be considered a 10th grader, 13 credits to be considered an 11th grader, and 19 credits to be considered a 12th grader.

5.13 NUTRITION STANDARDS FOR OTHER FOODS AND BEVERAGES (OUTSIDE THE CHILD NUTRITION PROGRAM)

Approved and amended by the Lewis County Board of Education in session April 4, 2005. Reviewed and approved with changes on Reviewed & approved with changes November 8, 2010

- 5.13.1 Sale of Non-Nutritious** All other foods and beverages made available on school premises during the school day must meet the ensuing requirements, which are outlined in WVDE Policy 4321.1:
- 5.13.2 Sale of Non-Nutritious** Limit calories to no more than 200 per product/package;
- 5.13.3 Sale of Non-Nutritious** Limit total fat to no more than 35% of calories per product/package excluding nuts, seeds, or cheese;
- 5.13.4 Sale of Non-Nutritious** Limit saturated fat to less than 10% of the total calories;
- 5.13.5 Sale of Non-Nutritious** Limit trans fat to less than or equal to 0.5 grams per product/package;
- 5.13.6 Sale of Non-Nutritious** Reduce sugar content of food items to no more than 35% of calories per product, excluding fruits;
- 5.13.7 Sale of Non-Nutritious** Limit sodium to no more than 200 milligrams per product/package
- 5.13.8 Sale of Non-Nutritious** At all grade levels it is recommended that water, 100% fruit and/or vegetable juice and not-fat and/or 1% lot-fat milk, flavored or unflavored be sold, served or distributed during the school day. However, WV Code 18-2-6a permits the sale of other juice beverages with a minimum of 20% real juice.
- 5.13.9 Sale of Non-Nutritious** No candy, soft drinks, chewing gum or flavored ice bars will be sold, served or distributed during the school day.
- 5.13.10 Sale of Non-Nutritious** Limit fruit/vegetable juice portion sizes to no more than 4 oz. for elementary students and no more than 8 oz. for middle/high school students per product/package.
- 5.13.11 Sale of Non-Nutritious** Prohibit the sale, service or distribution of coffee and coffee-based products during the school day;
- 5.13.12 Sale of Non-Nutritious** Prohibit caffeine containing beverages with the exception of those containing trace amounts of naturally occurring caffeine substances; and

STUDENTS

- 5.13.13 **Sale of Non-Nutritious** Prohibit the sale, service or distribution of any foods containing non-nutritive/artificial sweeteners.
- 5.13.14 **Sale of Non-Nutritious** The preparation of foods and beverages during the school day by any group or organization other than the Child Nutrition Program is prohibited, except that students may prepare foods and beverages in accordance with classroom activities or curriculum that involve cooking.
- 5.13.15 **Sale of Non-Nutritious** Food prepared in private homes is prohibited for student distribution.
- 5.13.16 **Sale of Non-Nutritious** Sell, offer or distribute no foods in competition with federal child nutrition programs.
- 5.13.17 **Sale of Non-Nutritious** Sell, offer or distribute no foods in such a way to encourage substituting such items for reimbursable meals.
- 5.13.18 **Sale of Non-Nutritious** Sell, offer or distribute no foods/beverages in any elementary school from the time the first child arrives until 20 minutes after all children are served lunch except through the Child Nutrition Program.
- 5.13.19 **Sale of Non-Nutritious** Schools are encouraged to consider wellness issues and student allergies when planning activities, and to promote healthy food and beverage choices at all events where foods and beverages are available to students.
- 5.13.20 **Sale of Non-Nutritious** Food and beverages shall not be offered as a reward.
- 5.13.21 **Sale of Non-Nutritious** Foods and beverages should not be used as an educational tool except as defined in a course curriculum.
- 5.13.22 **Sale of Non-Nutritious** Food and beverages shall never be withheld as punishment.
- 5.13.23 **Sale of Non-Nutritious** Snack and beverage dispensing vending machines that are located in an elementary school accessible to students shall have and use a timing device to automatically prohibit access until 20 minutes after the last school lunch period. Snacks dispensed must meet the guidelines found within WV Policy 4321.1 for nutritional standards.
- 5.13.24 **Sale of Non-Nutritious** Snack and beverage dispensing vending machines that are located in a middle or senior high school may be made available throughout the instructional day as long as the snacks contained within follow WV Policy 4321.1 nutritional standards.
- 5.13.25 **Sale of Non-Nutritious** Schools must comply with WVBE Policy 8200 when contracting to operate vending machines.

5.14 FIELD TRIPS AND PARENT/COMMUNITY VOLUNTEER

Approved and amended by the Lewis County Board of Education July 25, 2005. *Approved & amended on August 9, 2010. Reviewed & updated on March 26, 2012.*

- 5.14.1 **Field Trip/Volunteer** **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 volunteer must submit to fingerprinting at the county office prior to the beginning duties**
- 5.14.2 **Field Trip/Volunteer** The county Superintendent may prohibit any person from serving as a volunteer within the schools of Lewis County when he/she deems the same to be in the best interest of students and the schools. Persons aggrieved by any such decision of the Superintendent may file a Citizen’s Appeal under State Board of Education policy 7211 and may begin said appeal at Level III.
- 5.14.3 **Field Trip/Volunteer** No portion of this policy is intended to conflict with any other portion of State or federal law.
- 5.14.4 **Field Trip/Volunteer** The volunteer will enter into a prescribed written commitment/agreement with the board of education regarding duties.
- 5.14.5 **Field Trip/Volunteer** The principal or his designee and the volunteer shall confer regarding either party’s expectations of the other prior to any services being rendered.

STUDENTS

- 5.14.6 Field Trip/Volunteer The volunteer must read and sign the county 'Parent Volunteer Handbook' and the 'Drug-Free Schools Agreement' before assuming duties.
- 5.14.7 Field Trip/Volunteer Personal deportment and dress expectations shall be the same for volunteers as other county employees.
- 5.14.8 Field Trip/Volunteer The volunteer must operate at all times under the direction of a designated county employee, and/or guidelines established by the school.
- 5.14.9 Field Trip/Volunteer The volunteer will be used to supplement, not supplant services provided by other county employees.
- 5.14.10 Field Trip/Volunteer All volunteers will observe state and federal laws of confidentiality.
- 5.14.11 Field Trip/Volunteer Volunteer activities excluded from the provisions of this policy include: dances, athletic events, read aloud programs, career days, holiday parties, and band performances.
- 5.14.12 Field Trip/Volunteer The superintendent reserves the right to require any volunteer to fulfill all the provisions set forth in this policy regardless of exclusion.
- 5.14.13 Field Trip/Volunteer A parent may follow the bus to a field trip location if a safe and appropriate distance is maintained between the two vehicles.
- 5.14.14 Field Trip/Volunteer 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.
- 5.14.15 Field Trip/Volunteer 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.
- 5.14.16 Field Trip/Volunteer 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.
- 5.14.17 Field Trip/Volunteer 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.
- 5.14.18 Field Trip/Volunteer Coaches/band directors reserve the flexibility to require participating members to ride the school bus to and from an event.

5.15 VOTER REGISTRATION

Approved by the Lewis County Board of Education in Session October 7, 2003. Reviewed & approved with no changes August 9, 2010.

- 5.15.1 Voter Registration All eligible students enrolled in Lewis County schools shall be provided an opportunity to register to vote. In an election year, students shall be provided an opportunity to register to vote at least thirty days prior to the primary election. An eligible student is a student who has reached his/her eighteenth birthday, or, in an election year, who shall attain that age on or before the date of the general election. Arrangements for the opportunity for students to register to vote will be made in consultation with the Lewis County Clerk's Office.

STUDENTS

5.16 RELEASE OF LIST OF HIGH SCHOOL STUDENTS TO ARMED FORCES

Approved and amended by the Lewis County Board of Education in session October 21, 2003. Reviewed & approved with no changes August 9, 2010.

5.16.1 Armed Forces To promote cooperation with the armed services, the high school principal shall release the names and addresses of students who have completed one semester of their junior year to armed services recruiters in accordance with provisions of State Board Policy 4350, §126-94-30.

5.17 COMPREHENSIVE DEVELOPMENTAL GUIDANCE AND COUNSELING POLICY

Approved and amended by the Lewis County Board of Education in session August 18, 2003. Reviewed & approved with no changes August 9, 2010.

5.17.1 Guidance/Counseling GENERAL - This policy sets the requirements for Pre-K-12 comprehensive developmental guidance and counseling programs for schools in Lewis County that reflect the American School Counselor Association National Standards for School Counseling Programs model.

5.17.2 Guidance/Counseling PURPOSE - The purpose of this policy is to define the components of a comprehensive and developmental guidance and counseling program based on nationally recognized standards, as well as define the direct and indirect counseling services and counseling program service delivery and monitoring guidelines that are to be reflected in the Lewis County policy and to be implemented at each school. The nine national standards for school counseling defined in §126-67-4 and §126-67-7 of the state policy link the comprehensive and developmental guidance and counseling program to the county/school academic mission by promoting an integral part of the total educational program, and by helping assure a nurturing and orderly, safe, drug-free, violence-and harassment-free learning environment.

5.17.3 Guidance/Counseling APPLICATION - All schools in Lewis County will establish and implement comprehensive developmental guidance and counseling programs designed to impart specific skills and learning opportunities in a proactive, preventive manner, ensuring that every student can achieve school success through academic, career, and personal/social development experiences.

5.17.4 Guidance/Counseling The school guidance and counseling program is comprehensive in scope, developmental in nature based on the national standards for school counseling programs, and is delivered by counselors, both individually and in collaboration with other professionals and through programs and activities, to every Lewis County student in grades Pre-K-12.

5.17.5 Guidance/Counseling Developmental school guidance and counseling is for all students, has an organized and planned curriculum, is sequential and flexible, is an integrated part of the total educational process, involves all school personnel, helps students learn more effectively and efficiently, and includes counseling that integrates developmental perspectives that are both age appropriate and issue specific.

5.17.6 Guidance/Counseling DEFINITIONS

5.17.7 Guidance/Counseling Advocacy – Refers to the active support of causes, ideas or policies that promote and assist student academic, career, personal/social needs. One form of advocacy is the process of actively identifying under-represented students and supporting them in their efforts to perform at their highest level of academic achievement.

STUDENTS

- 5.17.8 Guidance/Counseling Collaboration** – Is a partnership in which two or more individuals or organizations actively work together on a project or problem.
- 5.17.9 Guidance/Counseling Comprehensive school guidance and counseling curriculum.** The comprehensive school guidance and counseling curriculum component consists of structured developmental lessons designed to assist students in achieving the competencies and is presented systematically through classroom and group activities in grades Pre-K-12.
- 5.17.10 Guidance/Counseling Comprehensive school guidance and counseling program.** This program is an integral part of the total educational program that helps every student acquire the skills, knowledge and attitudes in the areas of academic, career and personal/social development that promotes academic achievement and meets the developmental needs.
- 5.17.11 Guidance/Counseling Consultation** – Refers to a process in which counselors consult with parents or guardians, teachers, other educators and community agencies regarding strategies to help students and families. School counselors serve as student advocates.
- 5.17.12 Guidance/Counseling Counseling** – Refers to a special type of helping process implemented by a professionally trained and certified person, involving a variety of techniques and strategies that help students explore academic, career and personal/social issues impeding healthy development or academic progress.
- 5.17.13 Guidance/Counseling Counseling-related administrative activities.** These activities include: developing and implementing counseling-related events such as orientation and transition programs, financial aid workshops, career and college planning processes, developmental guidance activities, preventive-focused programs and other student-centered activities; writing letters of recommendation; and coordinating with appropriate school officials to assure the maintenance of student records. Counseling activities of a clerical nature such as data entry, the filing of student records and forms, and the duplication of documents and materials for distribution when combined with counseling-related administrative activities, should not exceed more than 25% of the counselor's time.
- 5.17.14 Guidance/Counseling Crisis counseling** – provides prevention, intervention and follow-up. Counseling and support are provided to students and families facing emergency situations. Such counseling is normally short term and temporary in nature, and usually results in a referral made to appropriate community resources. School counselors may provide a leadership role in the school district's crisis intervention team process.
- 5.17.15 Guidance/Counseling Individual and small-group counseling.** Counseling is provided in a small group or on an individual basis for students expressing difficulties dealing with relationships, personal concerns or normal developmental tasks. Individual and small-group counseling helps students identify problems, causes, alternative and possible consequences in order for appropriate action to be taken. Such counseling is normally short term in nature. When necessary, referrals are made to appropriate community resources.
- 5.17.16 Guidance/Counseling National standards for school counseling.** (See §126-67-7 of policy 2315. Guidance and counseling program content standards and student competencies.) The nine National Standards for School Counseling are organized in three categories of student development: academic, career and personal/social. These standards provide guidance and direction for states, school systems and individual schools to develop quality and effective school counseling programs. Each of the nine standards includes a list of student competencies that enumerate the desired student learning outcomes. The student competencies define the specific knowledge that enumerates the attitudes and skills that students should obtain or demonstrate as a result of participating in a school-counseling program.
- 5.17.17 Guidance/Counseling Non-counseling activities.** These are described as any activity or duty not related to the development, implementation, or evaluation of the counseling program.

STUDENTS

- 5.17.18 Guidance/Counseling** Peer facilitation. A technique in which counselors and other professionals train students as peer mediators, conflict managers, tutors and mentors.
- 5.17.19 Guidance/Counseling** Program audit. A program audit refers to the assessment of the school counseling program on the components of the American School Counselor Association National Model; the primary purpose for collecting information is to guide future action within the program and to improve future results for students.
- 5.17.20 Guidance/Counseling** West Virginia Comprehensive Developmental Guidance and Counseling Program Guide. This program guide describes West Virginia's comprehensive developmental guidance and counseling program model and outlines a process for tailoring the model to meet the needs of individual West Virginia districts and schools.
- 5.17.21 Guidance/Counseling** Components of a Comprehensive Developmental and Counseling Program addressed by Lewis County.
- 5.17.22 Guidance/Counseling** GUIDANCE CURRICULUM – The guidance curriculum component consists of structured developmental lessons designed to assist students in achieving the competencies and is presented systematically through classroom and group activities in grades Pre-K-12. The purpose of the guidance curriculum is to provide all students the knowledge and skills appropriate for their developmental levels. Developmental guidance lessons such as, but not limited to, conflict resolution, life skills, character education, personal/social skills, and drug/harassment/violence prevention.
- 5.17.23 Guidance/Counseling** The guidance curriculum is delivered using a collaborative model involving the school counselor, classroom teachers and other appropriate education professionals.
- 5.17.24 Guidance/Counseling** The curriculum was implemented and selected from WV State Policies 2315 and 2510 (career awareness and development) and based on the needs assessment from the ACT tests, the ACT Plan, ACT Explore, and administrative and/or teacher professionals, and parents.
- 5.17.25 Guidance/Counseling** Individual Planning with Students – The individual planning component consists of school counselors coordinating ongoing systemic activities designed to assist the individual student in establishing personal goals and developing future plans. Counselor activities with students include: goal setting, career planning, and individual student academic program planning, including course selection and the interpretation and application of assessment information in a meaningful way to guide academic program planning. Individual planning would also include, but not limited to: five-year academic plans, student portfolios and course selection based on individual student's needs.
- 5.17.26 Guidance/Counseling** Individual planning with students assumes parental and other school staff involvement, and personalizes the educational experience by helping students set goals and develop pathways to realize academic, career and personal/social aspirations.
- 5.17.27 Guidance/Counseling** Responsive Services – The responsive services component consists of activities to meet students' immediate needs. Responsive service may be provided in a direct format through individual and group counseling, including crisis counseling, or indirectly through consultation, peer facilitation or outside referral. Frequently dominated by presenting student issues or school building, community and parental concerns, responsive services may address peer pressure, conflict resolution, family relationships, personal identity issues, grief and loss, suicide, child abuse, substance abuse, school dropout prevention and motivation and achievement concerns.
- 5.17.28 Guidance/Counseling** The responsive services provided by the school counselor for students with a severe crisis are usually short term and temporary in nature with the school counselor's area of responsibility being to refer the student to an appropriate community resource/agency, and to serve in a consultative capacity between the resource/agency and the school to assure consistent delivery of services. The school counselor may also assume a major role in developing and serving on a

STUDENTS

school/community crisis response team. Community resource agencies will include: Department of Human, Health and Resources, United Summit Center, private practice, medical physicians, school nurses, school psychologists, attendance director, juvenile probation officer and law enforcement.

5.17.29 Guidance/Counseling The systems support component consists of the professional development, consultation, collaboration and teaming; and program management and operation activities that establish, maintain and enhance the total school counseling program.

5.17.30 Guidance/Counseling School counselors facilitate discussions on school improvement, examine data that impacts the success of various groups of students, and assist with professional development activities for the school, faculty and staff.

5.17.31 Guidance/Counseling Counseling, Program Services, Program Monitoring, Counselor Qualifications and Recommended Counselor Time Distribution.

5.17.32 Guidance/Counseling Counselors will spend at least 75% of their time in a direct counseling relationship with pupils and devote not more that 25% of their time to counselor-related administrative activities and counseling activities of a clerical nature as defined in State Policy 2315.

5.17.33 Guidance/Counseling Counselor’s qualifications as defined in State Policy 2315. School counselors are highly qualified as demonstrated by the possession of a master’s degree in school counseling and a school-counseling certificate valid in West Virginia.

5.17.34 Guidance/Counseling Student growth and development is monitored by the achievement of student competencies found in the National Standards for School Counseling, and by the demonstration of positive results in the area of school improvement data.

5.17.35 Guidance/Counseling Suggested distribution of total school counselor time.

Delivery System Component	Elementary School % of Time	Middle School % of Time	High School % of Time
Guidance Curriculum	35%-40%	25%-35%	15%-25%
Individual Student Planning	5% - 10%	15% - 25%	25% - 35%
Responsive Services	30% - 40%	30% - 40%	25% - 35%
System Support	10% - 15%	10% - 15%	15% - 20%

5.17.36 Guidance/Counseling Counseling Program Content Standards and Student Competencies

5.17.37 Guidance/Counseling Academic Development – The content standards for academic development guide the school counseling program to implement strategies and activities to support and enable students to experience academic success, maximize learning through commitment, produce high quality work, and be prepared for a full range of options and opportunities after high school. The academic development area includes the acquisition of skills in decision making, problem solving and goal setting, critical thinking, logical reasoning, and interpersonal communication and the application of these skills to academic achievement. The school-counseling program enables all students to achieve success in school and to develop into contributing members of society. Academic development content standards are:

5.17.38 Guidance/Counseling Standard 1: Students will acquire the attitudes, knowledge and skills that contribute to effective learning in school and across the life span. Examples of student competencies associated with this standard may include, but are not limited to:

5.17.39 Guidance/Counseling Students will articulate feeling of competence and confidence as learners.

5.17.40 Guidance/Counseling Students will display a positive interest in learning.

5.17.41 Guidance/Counseling Students will apply the study skills necessary for academic success at each level.

5.17.42 Guidance/Counseling Students will take pride in work and achievement.

5.17.43 Guidance/Counseling Students will accept mistakes as essential to the learning process.

5.17.44 Guidance/Counseling Students will identify attitudes and behaviors that lead to successful learning.

5.17.45 Guidance/Counseling Students will apply time management and task management skills.

STUDENTS

- 5.17.46 **Guidance/Counseling** Students will demonstrate how effort and persistence positively affect learning.
- 5.17.47 **Guidance/Counseling** Students will use communication skills to know when and how to ask for help when needed.
- 5.17.48 **Guidance/Counseling** Students will apply knowledge of learning styles to positively influence school performance.
- 5.17.49 **Guidance/Counseling** Students will take responsibility for their actions.
- 5.17.50 **Guidance/Counseling** Students will demonstrate the ability to work independently and cooperatively with other students.
- 5.17.51 **Guidance/Counseling** Students will develop a broad range of interests and abilities.
- 5.17.52 **Guidance/Counseling** Students will demonstrate dependability, productivity, and initiative.
- 5.17.53 **Guidance/Counseling** Students will share knowledge.
- 5.17.54 **Guidance/Counseling** Standard 2: Students will complete school with the academic preparation essential to choose from a wide range of substantial post-secondary options, including college. Examples of student competencies associated with this standard may include, but not limited to:
 - 5.17.55 **Guidance/Counseling** Students will demonstrate the motivation to achieve individual potential.
 - 5.17.56 **Guidance/Counseling** Students will learn and apply critical thinking skills.
 - 5.17.57 **Guidance/Counseling** Students will seek information and support from faculty, staff, family and peers.
 - 5.17.58 **Guidance/Counseling** Students will apply the study skills necessary for academic success at each level.
 - 5.17.59 **Guidance/Counseling** Students will organize and apply academic information from a variety of sources.
 - 5.17.60 **Guidance/Counseling** Students will use knowledge of learning styles to positively influence school performance.
 - 5.17.61 **Guidance/Counseling** Students will become self-directed and independent learners.
 - 5.17.62 **Guidance/Counseling** Students will establish challenging academic goals in elementary, middle/junior high, and high school.
 - 5.17.63 **Guidance/Counseling** Students will use assessment results in educational planning.
 - 5.17.64 **Guidance/Counseling** Students will develop and implement an annual plan of study to maximize academic ability and achievement.
 - 5.17.65 **Guidance/Counseling** Students will apply knowledge of aptitudes and interests to goal setting.
 - 5.17.66 **Guidance/Counseling** Students will apply knowledge of aptitudes and interests to goal setting.
 - 5.17.67 **Guidance/Counseling** Students will use problem-solving and decision-making skills to assess progress toward educational goals.
 - 5.17.68 **Guidance/Counseling** Students will understand the relationship between classroom performance and success in school.
 - 5.17.69 **Guidance/Counseling** Students will identify post-secondary options consistent with interests, achievements, aptitude and abilities.
 - 5.17.70 **Guidance/Counseling** Standard 3: Students will understand the relationship of academics to the world of work and to life at home and in the community. Examples of student competencies associated with this standard may include, but are not limited to:
 - 5.17.71 **Guidance/Counseling** Students will demonstrate the ability to balance school, studies, extracurricular activities, leisure time and family life.
 - 5.17.72 **Guidance/Counseling** Student will seek co-curricular and community experiences to enhance the school experience.
 - 5.17.73 **Guidance/Counseling** Students will understand the relationship between learning and work.
 - 5.17.74 **Guidance/Counseling** Students will demonstrate an understanding of the value of lifelong learning as essential to seeking, obtaining, and maintaining life goals.
 - 5.17.75 **Guidance/Counseling** Students will understand that school success is the preparation to make the transition from student to community member.
 - 5.17.76 **Guidance/Counseling** Students will understand how school success and academic achievement enhance future career and vocational opportunities.
 - 5.17.77 **Guidance/Counseling** Career Development - The content standards for career development guide the school counseling program to provide the foundation for the acquisition of skills,

STUDENTS

attitudes and knowledge enabling students to make a successful transition from school to the world of work and from job to job across the life career span. The career development content standards are:

- 5.17.78 **Guidance/Counseling** Standard 4: Students will acquire the skills to investigate the world of work in relation to knowledge of self and to make informed career decisions. Examples of student competencies associated with this standard may include, but are not limited to:
- 5.17.79 **Guidance/Counseling** Students will develop skills to locate, evaluate, and interpret career information.
- 5.17.80 **Guidance/Counseling** Students will learn about the variety of traditional and nontraditional occupations.
- 5.17.81 **Guidance/Counseling** Students will develop an awareness of personal abilities, skills, interests, and motivations.
- 5.17.82 **Guidance/Counseling** Students will learn how to interact and work cooperatively in teams.
- 5.17.83 **Guidance/Counseling** Students will learn to make decisions.
- 5.17.84 **Guidance/Counseling** Students will learn how to set goals.
- 5.17.85 **Guidance/Counseling** Students will understand the importance of planning.
- 5.17.86 **Guidance/Counseling** Students will pursue and develop competency in areas of interest.
- 5.17.87 **Guidance/Counseling** Students will develop vocational interests.
- 5.17.88 **Guidance/Counseling** Students will learn to balance work and leisure time.
- 5.17.89 **Guidance/Counseling** Students will acquire employability skills such as working on a team, problem solving, and organizational skills.
- 5.17.90 **Guidance/Counseling** Students will apply job readiness skills to seek employment opportunities.
- 5.17.91 **Guidance/Counseling** Students will demonstrate knowledge about the changing workplace.
- 5.17.92 **Guidance/Counseling** Students will learn about the rights and responsibilities of employers and employees.
- 5.17.93 **Guidance/Counseling** Students will learn to respect individual uniqueness in the workplace.
- 5.17.94 **Guidance/Counseling** Students will learn how to write a resume.
- 5.17.95 **Guidance/Counseling** Students will develop a positive attitude toward work and learning.
- 5.17.96 **Guidance/Counseling** Students will understand the importance of responsibility, dependability, punctuality, integrity, and effort in the workplace.
- 5.17.97 **Guidance/Counseling** Students will utilize time and task management skills.
- 5.17.98 **Guidance/Counseling** Standard 5: Students will employ strategies to achieve future career success and satisfaction. Examples of student competencies associated with this standard may include, but are not limited to:
- 5.17.99 **Guidance/Counseling** Students will apply decision-making skills to career planning, course selection, and career transitions.
- 5.17.100 **Guidance/Counseling** Students will identify personal skills, interests, and abilities and relate them to current career choices.
- 5.17.101 **Guidance/Counseling** Students will demonstrate knowledge of career planning process.
- 5.17.102 **Guidance/Counseling** Students will know the various ways which occupations can be classified.
- 5.17.103 **Guidance/Counseling** Students will use research and information resources to obtain career information.
- 5.17.104 **Guidance/Counseling** Students will learn to use the Internet to access career planning information.
- 5.17.105 **Guidance/Counseling** Students will describe traditional and nontraditional occupations and how these relate to career choice.
- 5.17.106 **Guidance/Counseling** Students will understand how changing economic and societal needs influence employment trends and future training.
- 5.17.107 **Guidance/Counseling** Students will demonstrate awareness of the education and training needed to achieve career goals.
- 5.17.108 **Guidance/Counseling** Students will assess and modify their educational plans to support their career goals.
- 5.17.109 **Guidance/Counseling** Students will select coursework that is related to career interests.
- 5.17.110 **Guidance/Counseling** Students will maintain a career planning portfolio.
- 5.17.111 **Guidance/Counseling** Standard 6: Students will understand the relationship between personal qualities, education and training, and the world of work. Examples of student competencies associated with this standard may include, but are not limited to:

STUDENTS

- 5.17.112 **Guidance/Counseling** Students will understand the relationship between educational achievement and career success.
- 5.17.113 **Guidance/Counseling** Students will explain how work can help to achieve personal success and satisfaction.
- 5.17.114 **Guidance/Counseling** Students will identify personal preferences and interests that influence career choices and success.
- 5.17.115 **Guidance/Counseling** Students will understand that the changing workplace requires lifelong learning and acquiring new skills.
- 5.17.116 **Guidance/Counseling** Students will describe the effect of work on lifestyles.
- 5.17.117 **Guidance/Counseling** Students will understand the importance of equity and access in career choice.
- 5.17.118 **Guidance/Counseling** Students will understand that work is an important and satisfying means of personal expression.
- 5.17.119 **Guidance/Counseling** Students will demonstrate how interests, abilities, and achievement relate to achieving personal, social, educational, and career goals.
- 5.17.120 **Guidance/Counseling** Students will learn how to use conflict management skills with peers and adults.
- 5.17.121 **Guidance/Counseling** Students will learn to work cooperatively with others as a team member.
- 5.17.122 **Guidance/Counseling** Students will apply academic and employment readiness skills in work-based learning situations such as internships, shadowing, and mentoring experiences.
- 5.17.123 **Guidance/Counseling** Personal/Social Development. The content standards for personal/social development guide the school-counseling program to provide the foundation for personal and social growth as students progress through school and into adulthood. The personal/social development content standards are:
- 5.17.124 **Guidance/Counseling** Standard 7: Students will acquire the attitudes, knowledge and interpersonal skills to help them understand and respect self and others. Examples of student competencies associated with this standard may include, but are not limited to:
- 5.17.125 **Guidance/Counseling** Students will develop a positive attitude toward self as a unique and worthy person.
- 5.17.126 **Guidance/Counseling** Students will identify personal values, attitudes and beliefs.
- 5.17.127 **Guidance/Counseling** Students will learn the goal setting process.
- 5.17.128 **Guidance/Counseling** Students will understand change as a part of growth.
- 5.17.129 **Guidance/Counseling** Students will identify and express feeling.
- 5.17.130 **Guidance/Counseling** Students will distinguish between appropriate and inappropriate behaviors.
- 5.17.131 **Guidance/Counseling** Students will recognize personal boundaries, rights, and privacy needs.
- 5.17.132 **Guidance/Counseling** Students will understand the need for self-control and how to practice it.
- 5.17.133 **Guidance/Counseling** Students will demonstrate cooperative behavior in-groups.
- 5.17.134 **Guidance/Counseling** Students will identify personal strengths and assets.
- 5.17.135 **Guidance/Counseling** Students will identify and discuss changing personal and social roles.
- 5.17.136 **Guidance/Counseling** Students will identify and recognize changing family roles.
- 5.17.137 **Guidance/Counseling** Students will recognize the rights and responsibilities of all persons.
- 5.17.138 **Guidance/Counseling** Students will respect alternative points of view.
- 5.17.139 **Guidance/Counseling** Students will recognize and respect individual ethnic and cultural differences.
- 5.17.140 **Guidance/Counseling** Students will use effective communication skills.
- 5.17.141 **Guidance/Counseling** Students will recognize that communication involves speaking, listening, and non-verbal behavior.
- 5.17.142 **Guidance/Counseling** Students will learn how to communicate effectively.
- 5.17.143 **Guidance/Counseling** Students will learn how to make and keep friends.
- 5.17.144 **Guidance/Counseling** Standard 8: Students will make decisions, set goals, and take necessary action to achieve goals. Examples of student competencies associated with this standard may include, but are not limited to:
- 5.17.145 **Guidance/Counseling** Students will use a decision-making and a problem-solving model.
- 5.17.146 **Guidance/Counseling** Students will understand consequences of decisions and choices.
- 5.17.147 **Guidance/Counseling** Students will identify alternative solutions to a problem.
- 5.17.148 **Guidance/Counseling** Students will develop effective coping skills for dealing with problems.

STUDENTS

- 5.17.149 Guidance/Counseling** Students will demonstrate when, where, and how to seek help for solving problems and making decisions.
- 5.17.150 Guidance/Counseling** Students will know how to apply conflict resolution skills.
- 5.17.151 Guidance/Counseling** Students will know peer pressure is influencing a decision.
- 5.17.152 Guidance/Counseling** Students will identify long and short term goals.
- 5.17.153 Guidance/Counseling** Students will identify alternative ways of achieving goals.
- 5.17.154 Guidance/Counseling** Students will use persistence and perseverance in acquiring knowledge and skills.
- 5.17.155 Guidance/Counseling** Students will develop an action plan to set and achieve realistic goals.
- 5.17.156 Guidance/Counseling** Standard 9: Students will understand safety and survival skills. Examples of student competencies associated with this standard may include, but are not limited to:
- 5.17.157 Guidance/Counseling** Students will demonstrate knowledge of personal information (e.g., telephone number, home address, and emergency contact).
- 5.17.158 Guidance/Counseling** Students will learn about the relationship between rules, laws, safety, and protection of an individual's rights.
- 5.17.159 Guidance/Counseling** Students will learn the difference between appropriate and inappropriate physical contact.
- 5.17.160 Guidance/Counseling** Students will demonstrate the ability to assert boundaries, rights and personal privacy.
- 5.17.161 Guidance/Counseling** Students will differentiate between situations requiring peer support and situations requiring adult professional help.
- 5.17.162 Guidance/Counseling** Students will identify resource people in the school and community and know how to seek their help.
- 5.17.163 Guidance/Counseling** Students will apply effective problem solving decision-making skills to make safe and healthy choices.
- 5.17.164 Guidance/Counseling** Students will learn about the emotional and physical dangers of substance use and abuse.
- 5.17.165 Guidance/Counseling** Students will learn how to cope with peer pressure.
- 5.17.166 Guidance/Counseling** Students will learn techniques for managing stress and conflict.
- 5.17.167 Guidance/Counseling** Students will learn coping skills for managing life events.
- 5.17.168 Guidance/Counseling** From the total list of student competencies, Lewis County Schools will annually focus on identified specific student competencies determined through a process that includes a needs assessment or review of Lewis County schools' data such as average daily attendance, academic progress reports, discipline referrals, and the positive behavior systems approved in order to develop priorities for the year based on student needs.
- 5.17.169 Guidance/Counseling** Responsibility – The West Virginia Board of Education, Regional Education Service Agencies (RESAs), and the West Virginia Center for Professional Development have the responsibility for providing professional development, technical assistance and support to each county board of education in the development and implementation of the comprehensive guidance and counseling program and policy, including training for counselors and administrators to implement the national standards as provided in WV Code 18-5-18b. The West Virginia Department of Education shall also be responsible for the development and distribution of the school counseling program guide to be used by counties as a resource in professional development and planning activities. The SREB (Southern Regional Educational Board) site development survey will also be used as a self assessment.
- 5.17.170 Guidance/Counseling** By September 1, 2003 the Lewis County Board of Education shall receive and submit for approval to the WVDE a comprehensive developmental guidance policy for schools.
- 5.17.171 Guidance/Counseling** The Lewis County Schools Comprehensive Developmental Guidance and Counseling Policy will address the National Standards for School Counseling, be aligned with the

STUDENTS

unified school and county improvement plans, and reflect provisions in WV Code 18-5-18b.

5.17.172 Guidance/Counseling Based on an assessment of current school counseling practice, this policy should also identify the measures of success for student competencies in each of the three areas of academic, career and personal/social development. Each school will develop a plan to assess the success rate of the counseling program with data the county and/or school will collect regularly such as, but not limited to:

Academic	Career	Personal/Social Skills
Test scores	Career awareness	Attendance
Graduation rate	Developmental guidance career plans	Discipline referrals
Retention/promotion rate	Bridges	Suspension/Expulsion rate
College success rate		Harassment incidences
		Tardiness
		Safe school violations

5.18 SCHOOL CRISIS PLAN

Approved and amended by the Lewis County Board of Education in Session September 17,2001.

Reviewed & approved with no changes August 9, 2010.

5.18.1 School Crisis Plan Each school shall develop a Crisis Plan for responding to emergency situations that may develop in their building or on their campus. The plan shall include written procedures for alerting the staff and an outline of the role each staff member must plan in different situations. The plan must include a system of codes to notify designated staff member of the response they are expected to make in three general situations. Those situations are:

5.18.2 School Crisis Plan Immediate lockdown in place,

5.18.3 School Crisis Plan Move to a designated locations in the building or campus.

5.18.4 School Crisis Plan Immediate evacuation of the building or campus.

5.18.5 School Crisis Plan This plan shall also include measures for scheduled drills.

5.18.6 School Crisis Plan The initial plan is to be submitted to the superintendent on or before September 30.

5.18.7 School Crisis Plan Thereafter, the plan shall be reviewed and revised as necessary on an annual basis at the school level with any changes being submitted to the superintendent for review during June of each year.

STUDENTS

5.19 ACQUIRED IMMUNE DEFICIENCY SYNDROME (AIDS) AND OTHER INFECTIOUS DISEASES IN LEWIS COUNTY SCHOOLS

Policies 5.27 – 5.55 was approved and amended by the Lewis County Board of Education in session February 16, 2004. Reviewed & updated on December 20, 2010.

(As per WV Codes 18-2-9 and 18-5-15d and WV Board of Education Policy 2422.4)

5.19.1 (AIDS)/Infect. Diseases Legal considerations for infectious diseases

5.19.2 (AIDS)/Infect. Diseases Children between the ages of seven and sixteen years are required to attend school. All children of school age have the right to attend the public schools for the full instructional term as long as they have attained the entrance age. Nevertheless, subject to the rules of the State Board of Education, a teacher has a duty to exclude from the school “any Pupil or pupils know to have or suspect of having any infectious disease or any pupils who have been exposed to such disease, and shall immediately notify the proper health officer, or medical inspector, of such exclusion. Any pupil so excluded shall not be readmitted to the school until such pupil has complied with all requirements of the rules governing such cases, or has presented a certificate of health signed by the medical inspector or proper health officer.” The requirement and policies of the State Department of Health will determine the diseases to which this section refers.

5.19.3 (AIDS)/Infect. Diseases Acquired immune deficiency syndrome (AIDS) and milder immune deficiency syndrome associated with AIDS virus infection appear to be transmitted through intimate sexual contact or blood to blood contact. Children or school employees with AIDS should not pose a health risk to other children or staff in a school setting.

5.19.4 (AIDS)/Infect. Diseases The Lewis County Board of Education shall have authority to employ school nurses and to take any other action necessary to protect the pupils from infectious diseases, including the authority to require from all teachers employed in their districts certificates of good health and of physical fitness of the work of instruction in the schools.” However, the board has no authority to select doctors from whom teachers are to obtain certificates of good health.

5.19.5 (AIDS)/Infect. Diseases In the event that reasonable grounds exist to believe that a teacher or any other employee has AIDS, the superintendent or principal may require such employee to obtain a certificate of good health from a physician which should state whether or not such employee has an infectious disease which poses a risk to students or staff. If an examination or test is required of an employee, the county board of education shall be responsible for the costs.

5.19.6 (AIDS)/Infect. Diseases **Confidentiality of Individually Identifiable Health Information** – All officers, employees, and agents of the board shall preserve the confidentiality and integrity of individually identifiable health information pertaining to any individual. Individually identifiable health information is protected health information and shall be safeguarded to the extent possible in compliance with the requirements of the security and privacy rules and standards established by the HIPAA. (Health Insurance Portability and Accountability Act)

5.19.7 (AIDS)/Infect. Diseases The following guidelines are intended to provide districts with a basis upon which to develop programs to meet the educational needs to all children for whom the public schools are responsible. Under all circumstances universal precautions should be followed.

5.19.8 (AIDS)/Infect. Diseases A. All children who have attained the entrances age have a right to a free, appropriate public education.

5.19.9 (AIDS)/Infect. Diseases B. As a general rule, a child with AIDS should be allowed to attend school in regular classroom settings with the approval of the child’s physician, and should be

STUDENTS

considered eligible for all rights, privileges and services provided by law and local policy in each school district.

- 5.19.10 (AIDS)/Infect. Diseases C. The school nurse should function as (a) the county health officer; (b) the AIDS child’s advocate in the school (assist in problem resolution, answer questions); and (c) the coordinator of services by other staff.
- 5.19.11 (AIDS)/Infect. Diseases D. The school should respect the right to privacy of individual; therefore, knowledge that a child has AIDS should be confined to those person with a direct need to know (e.g., principal, school nurse, child’s teacher.) Those persons should be provided with appropriate information concerning such precautions, as may be necessary and should be aware of confidentiality requirements.
- 5.19.12 (AIDS)/Infect. Diseases Based upon individual circumstances, including these discussed below, special programming may be warranted. Special education should be provided if determined to be necessary by the placement advisory committee.
- 5.19.13 (AIDS)/Infect. Diseases Under the following circumstances a child with AIDS or other infectious disease, might pose a risk of transmission to others:
- 5.19.14 (AIDS)/Infect. Diseases If the child lacks toilet training;
- 5.19.15 (AIDS)/Infect. Diseases If the child has open sores that cannot be covered; or
- 5.19.16 (AIDS)/Infect. Diseases If the child demonstrates behavior (e.g., biting) which could result in direct inoculation of potentially infected body fluids into the blood stream.
- 5.19.17 (AIDS)/Infect. Diseases If any of these circumstances exist, the school medical advisor, in consultation with the school nurse and child’s physician, must determine whether a risk of transmission exists. If it is determined that a risk exists, the student shall be removed from school.
- 5.19.18 (AIDS)/Infect. Diseases A child with AIDS may be temporarily removed from the classroom for the reasons stated in 5.27.8 until either an appropriate school program adjustment can be made or an appropriate alternative education program can be established, or until the medical advisor determines that the risk has abated and the child can return to the classroom whichever first occurs.
- 5.19.19 (AIDS)/Infect. Diseases a A child removed from the school for biting or lack of toilet training should be immediately referred to the Placement Advisory Committee for assessment and, thereafter, for the development of an appropriate program if warranted.
- 5.19.20 (AIDS)/Infect. Diseases b A child temporary removed from the school for open sores or skin eruptions which cannot be covered should be placed on homebound instruction and re-admitted only with medical documentation that the risk no longer exists.
- 5.19.21 (AIDS)/Infect. Diseases c Removal from school should not be construed as the only responses to reduce risk of transmission. The school district should be flexible in its response and attempt to use the least restrictive means to accommodate the child’s needs.
- 5.19.22 (AIDS)/Infect. Diseases d In any case of temporary removal of the student from the setting, state regulations and local policy regarding homebound instruction must apply.
- 5.19.23 (AIDS)/Infect. Diseases Each removal of a child with AIDS from normal school attendance should be reviewed by the school medical advisor in consultation with the student’s physician at least once every month to determine whether the condition precipitating the removal has changed.
- 5.19.24 (AIDS)/Infect. Diseases A child with AIDS, as with any other immune deficient child, may need to be removed from the classroom for his/her own protection when cases of other infectious diseases (e.g., measles or chicken pox) occur in the school population. The child’s physician and parent or guardian in consultation with the school nurse and/or the school medical advisor should make this decision.
- 5.19.25 (AIDS)/Infect. Diseases **18-1-1**
- 5.19.26 (AIDS)/Infect. Diseases **18A-5-1**
- 5.19.27 (AIDS)/Infect. Diseases **18-5-22**
- 5.19.28 (AIDS)/Infect. Diseases **18-20-1**

STUDENTS

- 5.19.29 (AIDS)/Infect. Diseases** **Recommendations for the Prevention of Transmission of Infectious Diseases in School:**
- 5.19.30 (AIDS)/Infect. Diseases** The information and recommendations contained in this policy have been developed with particular emphasis on possible exposure to blood or other body fluids from persons infected with the human T-lymphatic virus, type III (HTLV-III), the virus associated with the acquired immune deficiency syndrome (AIDS). This infection is spread by sexual contact with infected persons, injection of contaminated blood or blood products, and by prenatal transmission. The type of non-sexual person-to-person contact that generally occurs among personnel and others in the workplace does not pose a risk for transmission of HTLV-III.
- 5.19.31 (AIDS)/Infect. Diseases** **Recommendation for cleaning spills of blood or other body fluids:**
- 5.19.32 (AIDS)/Infect. Diseases** Individuals cleaning up such spills such wear disposable gloves.
- 5.19.33 (AIDS)/Infect. Diseases** Sharp items should be handled with extraordinary care and placed into puncture-resistant containers for disposal in accordance with local regulations for solid waste.
- 5.19.34 (AIDS)/Infect. Diseases** Blood and other body fluids can be flushed down the toilet or carefully poured down a drain connected to a sanitary sewer.
- 5.19.35 (AIDS)/Infect. Diseases** Freshly prepared solutions of sodium hydrochloride (household bleach) with concentrations ranging from 5,000 ppm, (1:10 dilution, one part bleach to 10 parts of water) to 500 ppm, (1:100 dilution,, one part bleach to 100 parts water are effective, depending on the amount of organic materials (e.g., blood, mucous, etc.) present on the surface to be cleaned and disinfected. Contact should be for 10 to 30 minutes. Clorox or other household products may be used.
- 5.19.36 (AIDS)/Infect. Diseases** NOTE: When chemical germicides are used, the surfaces should be thoroughly cleaned before exposure to the germicide, and the manufacturer’s instructions for use of the germicide should be followed. Information on specific label claims of commercial germicides can be obtained by writing to the
- 5.19.37 (AIDS)/Infect. Diseases** Disinfectants Branch, Office of Pesticides
- 5.19.38 (AIDS)/Infect. Diseases** Environmental Protection Agency
- 5.19.39 (AIDS)/Infect. Diseases** 401 M. Street, S.W,
- 5.19.40 (AIDS)/Infect. Diseases** Washington D.C. 20460
- 5.19.41 (AIDS)/Infect. Diseases** Disposable towels or tissues should be used whenever possible and mops should be rinsed in the disinfectant. The personnel who cleanup should avoid exposure of open skin lesions or mucous membranes to the blood or body fluids.
- 5.19.42 (AIDS)/Infect. Diseases** Following cleanup, and removal of the disposable gloves, hand washing is indicated. For routine hand-washing, a vigorous rubbing together of all surfaces of lathered hands for at least 10 seconds, followed by rinsing under a stream of water is recommended. Hand washing with plain soap should be sufficient since soap will allow most transient microorganisms to be washed off.
- 5.19.43 (AIDS)/Infect. Diseases** Precautions for providers of emergency medical assistance:
- 5.19.44 (AIDS)/Infect. Diseases** Although no transmission of hepatitis B virus infection during mouth-to-mouth resuscitation has been documented, the theoretical risk of salivary transmission of HTLV-III may warrant special attention.
- 5.19.45 (AIDS)/Infect. Diseases** The use of disposable airway equipment bags should be encouraged.
- 5.19.46 (AIDS)/Infect. Diseases** Disposable gloves should be worn when in contact with blood or other body fluids.
- 5.19.47 (AIDS)/Infect. Diseases** Resuscitation equipment and other instruments know or suspected to be contaminated with blood or other body fluids should be cleaned thoroughly and disinfected after each use.
- 5.19.48 (AIDS)/Infect. Diseases** **Staff Development**
- 5.19.49 (AIDS)/Infect. Diseases** All school staff shall receive in-service about the nature of the AIDS epidemic and means of controlling its spread and about the role of the school in providing education to prevent transmission. Parents/guardians may participate in such staff development. The WV Department of Education will provide technical assistance on

STUDENTS

these programs upon request. Parents/guardians may inspect curricular materials by arranging with the school principal.

5.20 HEALTH RECORDS

- 5.20.1 Health Records** Schools will establish and maintain health records for each student. These should be filed with each student's educational record in the school in which the student attends.
- 5.20.2 Health Records** All students will be required to have a medical alert form (See Form Section of Manual) filled out and signed by a parent or guardian. These forms will be filed in a notebook in each school office marked **MEDICAL ALERT FORMS**.
- 5.20.3 Health Records** These forms will be turned in to either the home base teacher or first period teacher before the end of the first seven days of school. At that time only students who have not complied shall be reported to the principal and the parent will be notified by the principal.
- 5.20.4 Health Records** All new enrollees will be given the form upon enrollment and will turn in the form within seven days.
- 5.20.5 Health Records** Each teacher should review his/her students' Medical Alert Forms and be familiar with their health issues. All rights for the Family Educational Rights and Privacy Act (FERPA) must be followed.
- 5.20.6 Health Records** It is the teachers' responsibility to have this information readily accessible to substitute teachers.

5.21 IMMUNIZATION POLICY

- 5.21.1 Immunization Policy** All students attending Lewis County schools must have completed immunizations as required by WV Code 16-3-4.
- 5.21.2 Immunization Policy** All preschool students admitted to Lewis County schools will be required to meet regulation guidelines for kindergartners. (WV Bureau of Public Health).
- 5.21.3 Immunization Policy** There are two exceptions to this guideline:
- 5.21.4 Immunization Policy** a Preschoolers who do not turn four until after admission to preschool: After a preschooler's fourth birthday, the parent or guardian will have no less than thirty (30) days and not more than 90 days to complete the requirement and bring proof of this immunization to the school.
- 5.21.5 Immunization Policy** b The other exception would be a medical exemption when the physician states the *specific* medical condition that precludes the vaccine/immunization.

5.22 INJURY AT SCHOOL

- 5.22.1 Injury At School** In case of injury to a pupil during school hours, any employee may administer first aid if qualified.
- 5.22.2 Injury At School** In cases of a more serious injury, the school nurse should be called or in the event of a trauma (head injury), profuse bleeding, acute injury or pain) 911 emergency services should be immediately summoned by the principal or his designee.
- 5.22.3 Injury At School** In such cases as those described in the preceding paragraph, every effort must be made to contact the parent or guardian and if possible, the parent or guardian should accompany the child to the hospital or the doctor.
- 5.22.4 Injury At School** In the event, the parent or guardian cannot be consulted, appropriate reasonable actions must be taken in accordance with the best interest of the child.
- 5.22.5 Injury At School** All injuries requiring medical attention must be reported to the school nurse or superintendent, by the principal, immediately following the occurrence.
- 5.22.6 Injury At School** All accidents and/or injuries (major or minor) should be reported to the parent or guardian, and a record of all such accidents will be filed in the school's office in

STUDENTS

which the child is enrolled and also in the school health nurse’s office within 24 hours.

5.23 PERMANENT RECORDS

Reviewed & updated on December 20, 2010.

- 5.23.1 Permanent Records Pupil transfers from a Lewis County school to any other school requires sending the student’s permanent record to the school to which the pupil is transferred. This is done electronically through the WV Department of Education Information System (WVEIS). Hardcopies may also be sent to the school to which the student is transferred.
- 5.23.2 Permanent Records Permanent records are stored at the Lewis County Board of Education Office or Lewis County High School.
- 5.23.3 Permanent Records Attendance records are kept electronically through the WV Education Information System (WVEIS).

5.24 INSTRUCTIONAL DAY FOR PUPILS

Reviewed & updated on December 20, 2010.

- 5.24.1 Instructional Day Refer to WV Board Policy 2510
- 5.24.2 Instructional Day Time allocated within the school day for the teaching and mastery of content standards and objectives for a minimum instructional day is:
- 5.24.3 Instructional Day Pre-K-4 315 minutes
- 5.24.4 Instructional Day 5-8 330 minutes
- 5.24.5 Instructional Day 9-12 345 minutes
- 5.24.6 Instructional Day There shall be 180 scheduled days for instruction as per West Virginia Code 18-5-45.

5.25 ASSESSMENT

- 5.25.1 Assessment Testing services are available to students in the areas of readiness, aptitude, interest and achievement. Lewis County schools offer the following assessments:
- 5.25.2 Assessment ACT Explore – A norm referenced test that generates English, mathematics, reading and science score for WV eighth graders. Information is also collected about students’ educational and career plans, interests, high school course work plans and self-identified needs for assistance.
- 5.25.3 Assessment ACT PLAN is a norm-referenced test that generates English, mathematics, reading, and science scores for West Virginia 10th graders. In addition, information is collected about students’ educational and career plans, interests, high school course work plans, and self-identified needs for assistance.
- 5.25.4 Assessment NAEP (National Assessment of Educational Progress). The NAEP is a national assessment of a representative sampling of America’s students. NAEP measures what America’s students know and can do in various subject areas. Assessments have been conducted periodically in reading, mathematics, science, writing, U.S. history, civics, geography, and the arts. Under NCLB, NAEP reading and mathematics assessments are required to be administered to 4th and 8th graders beginning in 2003 and will be given every two years thereafter.
- 5.25.5 Assessment West Virginia Alternate Assessment. The West Virginia Alternate Assessment is an assessment specifically designed for a small number of students with significant cognitive disabilities whose performance cannot be adequately assessed through the general assessment instrument, West Virginia Educational Standards Test, even with modifications.
- 5.25.6 Assessment West Virginia Writing Assessment. The West Virginia on-line Writing Assessment component is an assessment that evaluates composition skills related to organization, development, word usage, sentence structure, and mechanics.

STUDENTS

- 5.25.7 Assessment West Virginia Educational Standards Test (WESTEST). WESTEST is a customized test for students in grades 3-11 consisting of selected and constructed criterion-referenced response items used to measure a student’s level of achievement of the West Virginia Content Standards and Objectives.
- 5.25.8 Assessment All public school students shall be assessed with the appropriate EOC tests at the grade level in which they are enrolled and taking the course. All public school eligible students with disabilities under Policy 2419 or Section 504 will be assessed with the appropriate accommodations and/or with modifications as determined by their respective IEP Teams or Section 504 Committees.

5.26 MEDICATION ADMINISTRATION IN SCHOOLS

Approved and amended by the Lewis County Board of Education in session June 7, 2004 Reviewed on December 20, 2010.

- 5.26.1 Medication As per WV Code 18-5-22a
- 5.26.2 Medication Effective in the 2003-04 school year, all medications, both prescription and non-prescription will be administered in the same manner. All medication, prescription and non-prescription must be accompanied by a physician’s order when parents/guardians have requested school personnel to assist with the administration of medication.
- 5.26.3 Medication When a student needs assistance taking medication during the school day, the parent or guardian shall:
- 5.26.4 Medication Notify the school principal in writing requesting that the medication be administered to their child with an explanation of the purpose of the medication.
- 5.26.5 Medication Provide the prescription bottle with the name of the medication, dosage, date of prescription, student’s name, and physician’s name.
- 5.26.6 Medication The principal shall ask the child’s teacher to administer the medication.
- 5.26.7 Medication All teachers administering medications must document daily dosages on the medication log provided by the school nurse. Individual student logs will be sent every two weeks to the nursing office through inter-office mail. Teachers will store medication in a locked storage space and refrigerate medications when indicated. Principals shall notify the school nurse of all medications given in his/her school at the beginning of the school year and as new medications are brought to school.
- 5.26.8 Medication After being notified, the school nurse will educate the teacher about administration and possible side effects of student medications. Teachers giving medications must be trained in CPR, First Aid, and must have received training by the school nurse. The school nurse, when needed, will develop medication care plans.
- 5.26.9 Medication Parents/guardians of a high school aged child may determine that their child is capable and responsible enough to administer their own medication. When a student is bringing a medication to school which is to be self-administered, the
- 5.26.10 Medication Parent/guardian shall notify the home-based teacher in writing to inform him/her of the name of the medication and its purpose. When students are self-medicating, these medications must be properly labeled and students will only carry enough for a one-day’s supply.
- 5.26.11 Medication All schools are required to notify parents in writing of the medication policy. This will be done at the beginning of the school year and upon enrollment of new students.

STUDENTS

5.27 EXTRA-CURRICULAR ATHLETIC POLICIES

Reviewed & updated on December 20, 2010.

- 5.27.1 Athletic Policies **Medical Examinations for Interscholastic Programs** – Each student athlete must have an annual physical after June 1 and it must be on file at the school in which the student is enrolled.
- 5.27.2 Athletic Policies **Transportation Expense** – The board of education has approved the financial responsibility for transportation costs for regularly scheduled athletic contests for all schools and for band, musical groups and other educational groups (WV Code 18-5-13, Item 6). See also Transportation Chapter VIII Extra Curricular/Curricular Trip policy.
- 5.27.3 Athletic Policies **Cheerleader Transportation – Cheerleaders shall be identified as participants in athletic contests.**
- 5.27.4 Athletic Policies **Insurance** – All students participating in athletics must provide proof of insurance. Student Accident Insurance Coverage is available for purchase for those athletes without a family plan.
- 5.27.5 Athletic Policies **Athletic eligibility** – All athletic eligibility shall be determined by the standards, rules, and regulations of the West Virginia Secondary Activities Commission and the West Virginia Board of Education.
- 5.27.6 Athletic Policies **Athletic Financial Obligations** – It is the school administrator’s responsibility to plan and execute a balanced budget for activities.
- 5.27.7 Athletic Policies **Athletic Financial Accounts** – The board of education shall require the school administration to submit to the board of education, at the end of the athletic season, an account of receipts and expenditures of athletic activities for the year.
- 5.27.8 Athletic Policies **Athletic Passes** – Passes shall be issued to faculty and staff members requesting them at the school hosting the athletic events. Members shall help supervise activities.
- 5.27.9 Athletic Policies **General Governing Policies of Athletics** – The board of education expects its coaches and others associated with athletics to be fully acquainted with and to follow the policies and rules and regulations of the West Virginia Secondary Schools Activity Commission, the West Virginia Board of Education, the Big Ten Conference, the West Virginia Department of Education and the Lewis County Board of Education. Failure to follow these guidelines shall be considered willful neglect of duty.
- 5.27.10 Athletic Policies **Authority to Organize or Abolish** - No person has the authority to organize or abolish an activity without permission of the school’s principal.
- 5.27.11 Athletic Policies **Membership and Eligibility** – All regularly enrolled full-time students shall be eligible to apply for membership to any recognized and sanctioned activity. The National Honor Society is an exception due to Chapter by-laws as prescribed by the national organization.
- 5.27.12 Athletic Policies **Financial Accountability** – All organizations shall keep clear and accurate records of all financial transactions and shall report and hold such records open to the principal of the school upon his/her request.
It shall be the responsibility of the sponsor of the activity to see that provisions of the policy are met by pupils/adults. (Refer to Chapter VII Finance).
- 5.27.13 Athletic Policies
- 5.27.14 Athletic Policies **General Governing Policies of Extracurricular Activities** - Responsibility for supervision of extracurricular activities shall rest with the local school principal and his/her staff.
- 5.27.15 Athletic Policies Activities occurring away from the local school campus shall be approved by the superintendent or his designee.

STUDENTS

- 5.27.16 Athletic Policies Out-of-state extracurricular activities shall have prior approval of the Lewis County Board of Education and WVSSAC for athletics and band.
- 5.27.17 Athletic Policies All students shall have the opportunity to participate in extracurricular activities without regard to race, color, religion, national origin, sex, handicapping condition, marital status, parenthood, or pregnancy. (Title IX; P.L.93-380; P.L. 94-142; §2436.1; §4371
- 5.27.18 Athletic Policies **Conflicts with Classes** - School time shall not be used for athletic activities except for conference championships or WVSSAC held events.

5.28 BAND POLICIES

Reviewed on December 20, 2010.

- 5.28.1 Band Policies Restriction on Use – The use of Lewis County School bands shall be restricted to the furtherance of patriotic, philanthropic, civic, and educational progress.
- 5.28.2 Band Policies School bands are permitted to appear only at political programs where national candidates of major political parties for the presidency of the U.S. of America are directly and personally participating.
- 5.28.3 Band Policies School band directors shall be directly responsible to the principal.
- 5.28.4 Band Policies Arrangements for band use of band travel shall not be made without first consulting the principal.
- 5.28.5 Band Policies Band directors and other administrative officers are expected to comply with any and all policies, rules, and regulations of the WVSSAC, LCBOE, and WVDE.

5.29 CHILD NUTRITION PROGRAM

Reviewed & updated on December 20, 2010.

- 5.29.1 Child Nutrition Program State Board Policies 4320 and 4321.1
- 5.29.2 Child Nutrition Program The child nutrition program of Lewis County schools is organized and operated under the direction of the child nutrition director providing a nutritious breakfast and lunch for pupils of Lewis County at a minimum cost.
- 5.29.3 Child Nutrition Program The child nutrition programs will serve free and reduced price meals to students determined by current USDA and WVDE guidelines. Free/reduced applications will be distributed to all students at the beginning of the school year. Free/reduced meal applications are available at the central office or any school for families who qualify.
- 5.29.4 Child Nutrition Program Teachers in the school are required to share the supervision of the lunchroom and of any remaining time in the lunch period at the discretion of the principal.
- 5.29.5 Child Nutrition Program The operation of a school lunch program is the responsibility of the principal who will delegate operational duties.
- 5.29.6 Child Nutrition Program The child nutrition collection policy and collection/tracking debt is referenced in Chapter VIII, Finance.
- 5.29.7 Child Nutrition Program Lewis County Schools complies with all Federal and State regulations while providing healthy meals to children.
- 5.29.8 Child Nutrition Program In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call toll free (866) 632-9992 (Voice). TDD users can contact USDA through local relay or the Federal Relay at (800) 877-8339 (TDD) or (866) 377-8642 (relay voice users). USDA is an equal opportunity provider and employer.

STUDENTS

5.30 HEALTH REGULATIONS, PROCEDURES AND PERSONNEL

Reviewed & updated on December 20, 2010.

- 5.30.1 Health Regulations.... The board of education and the Lewis County Board of Health ~~county court~~ will cooperate to establish and carry on an adequate school health program.
- 5.30.2 Health Regulations.... **Health Inspection** – Teachers should be cognizant of the usual symptoms of contagious diseases. In order to provide a safeguard against the spread of such diseases, teachers should routinely conduct informal health inspections on a daily basis. Should the informal perusal indicate problems, a more careful inspection shall be made. It is expected that a prompt report shall be made to the principal who will follow established procedure for resolving the situation.
- 5.30.3 Health Regulations.... **Exclusion for Communicable Disease** – Referenced in WV Code 18A-5-1 (Including but not limited to, Human Parvovirus B19 Infection/Fifths Disease/Erythema Infectosum). A school nurse shall be involved in any decision to exclude.
- 5.30.4 Health Regulations.... **Re-admittance Following Exclusion for Communicable Disease** – Referenced in WV Code 18A-5-1(b) (Including but not limited to, Human Parvovirus B19 Infection/Fifths Disease/Erythema Infectosum). A school nurse shall be involved in any decision to re-admit.

5.31 LICE POLICY

Approved and amended by the Lewis County BOE in session April 19, 2004

Reviewed on December 20, 2010.

Referenced in WV Code 18A-5-1

- 5.31.1 Lice Policy When staff suspects that a child (ren) may have head lice, they should notify the school principal.
- 5.31.2 Lice Policy The principal will take the following steps:
- 5.31.3 Lice Policy Notify the parent by telephone and letter about the infestation. The parent will be given a choice to either come to pick up their child or wait until the end of the day.
- 5.31.4 Lice Policy An instructional letter from school nurses will be sent home to all parents of children with lice, along with educational material.
- 5.31.5 Lice Policy Upon re-entry to school, his/her parent or guardian must accompany the student. To be re-admitted to school, the principal or his/her designee must find no evidence of lice. The signed proof of treatment/precaution letter must be given to the principal at this time.
- 5.31.6 Lice Policy For cases that cannot be resolved at the school level, the principal must notify the school nurse.
- 5.31.7 Lice Policy The school nurse will examine that student.
- 5.31.8 Lice Policy The school nurse will then notify the parent and discuss what the parent should do at that point.
- 5.31.9 Lice Policy After inspection of the student, the school nurse, will confer with the principal and teacher, to decide if other children or classrooms need to be checked.
- 5.31.10 Lice Policy For repetitive cases that cause more than three days absences due to infestation or their families refuse to cooperate, the principal or school nurse will notify the attendance director and he will: schedule a meeting to include principal, parents, school nurse and attendance director.

STUDENTS

5.32 FUND RAISING AND SOLICITING POLICY

Approved and amended by the Lewis County Board of Education in session February 3, 2004. Reviewed & updated on December 20, 2010.

- 5.32.1 Fund Raising/Soliciting In order to attempt to avoid financial hardships and the bombardment of solicitation of our students, their parents, and the community, solicitation and the selling of tickets, chances, etc. are prohibited by the Lewis County Board of Education except for the following guidelines which first must be approved by the school principal:
- 5.32.2 Fund Raising/Soliciting **High School – General**
- 5.32.3 Fund Raising/Soliciting Classes (freshman, sophomore and senior classes) one activity per class. Junior Class two activities.
- 5.32.4 Fund Raising/Soliciting Clubs – One activity per club (Student Council – two activities)
- 5.32.5 Fund Raising/Soliciting Yearbook – Advertising sales and one other fundraiser
- 5.32.6 Fund Raising/Soliciting JROTC – One activity
- 5.32.7 Fund Raising/Soliciting Band – Subject to scheduled events of the band
- 5.32.8 Fund Raising/Soliciting Choir/dance – One activity
- 5.32.9 Fund Raising/Soliciting FFA – Two activities
- 5.32.10 Fund Raising/Soliciting **High School – Athletics**
- 5.32.11 Fund Raising/Soliciting Concession stands
- 5.32.12 Fund Raising/Soliciting 50/50 drawings (License required)
- 5.32.13 Fund Raising/Soliciting Program sales
- 5.32.14 Fund Raising/Soliciting Supplemental materials (flags, license plates, etc.)
- 5.32.15 Fund Raising/Soliciting One other activity approved by the principal
- 5.32.16 Fund Raising/Soliciting **Middle School – General**
- 5.32.17 Fund Raising/Soliciting Clubs – One activity per club
- 5.32.18 Fund Raising/Soliciting Class – One activity per class
- 5.32.19 Fund Raising/Soliciting Band – Two activities plus concession sales
- 5.32.20 Fund Raising/Soliciting Yearbook – One activity
- 5.32.21 Fund Raising/Soliciting PTO/Academic Boosters – One activity per group.
- 5.32.22 Fund Raising/Soliciting **Middle School – Athletics**
- 5.32.23 Fund Raising/Soliciting Concession stands
- 5.32.24 Fund Raising/Soliciting 50/50 drawings (License required)
- 5.32.25 Fund Raising/Soliciting Program sales
- 5.32.26 Fund Raising/Soliciting Supplemental materials (flags, license plates, etc.)
- 5.32.27 Fund Raising/Soliciting One other activity approved by the principal, except Cheerleading which has a max of two.
- 5.32.28 Fund Raising/Soliciting **Elementary**
- 5.32.29 Fund Raising/Soliciting Parent Teacher Organizations:
- 5.32.30 Fund Raising/Soliciting Enrollment (0 – 200) Students – Three activities
- 5.32.31 Fund Raising/Soliciting Enrollment (201– 500) – Four activities
- 5.32.32 Fund Raising/Soliciting Yearbook – One activity
- 5.32.33 Fund Raising/Soliciting School carnival or substitute activity – One activity
- 5.32.34 Fund Raising/Soliciting School/Class Activities: Enrollment of (0 – 200) Students – Four activities and Enrollment of (201 – 500) Students – Five Activities
- 5.32.35 Fund Raising/Soliciting **Support/Auxiliary Organizations**
- 5.32.36 Fund Raising/Soliciting All support and auxiliary organizations must complete an application for School Fund Raisers and submit to the principal for approval before any formal actions or organizations of activities by any group. The principal or his/her designee must sign the form. Individuals may obtain this fund-raiser packet from the school administrative office. All school support organizations must be approved in advance by the county

STUDENTS

board of education to conduct fund raising activities in the name of a county school. Organizations must follow these procedures:

- 5.32.37 Fund Raising/Soliciting Complete the application for School Fund Raiser and have the approval of the principal.
- 5.32.38 Fund Raising/Soliciting Must pay sales tax unless the organization is exempt under TSD-312.
- 5.32.39 Fund Raising/Soliciting Must complete a Fund Raiser Profit/Loss Statement at the end of the fundraiser and submit to the financial secretary of the school.
- 5.32.40 Fund Raising/Soliciting Each organization must complete a Fund Raiser Inventory Reconciliation Form at the end of each year and submit to the school's financial secretary at each school
- 5.32.41 Fund Raising/Soliciting All financial transactions must follow the Accounting Procedures Manual for the Public Schools in the State of West Virginia.
- 5.32.42 Fund Raising/Soliciting Any school sponsor of a club or organization must turn in all monies for fund raisers to the school's financial secretary in a timely manner.
- 5.32.43 Fund Raising/Soliciting Before the event, any other fundraisers must be approved by the local board of education.

5.33 SAFETY REGULATIONS AND PROCEDURES

Approved and amended by the Lewis County BOE in session June 6, 2005. Sections 5.41.52-5.41.54 reviewed & amended May 14, 2007. Reviewed and amended by the LCBOE in session September 12, 2011.

- 5.33.1 Student Records Generally, there are two types of student education records –
- 5.33.2 Student Records Cumulative education records and
- 5.33.3 Student Records Special education records.
- 5.33.4 Student Records Cumulative records are those pieces of data collected and maintained for all students as they enter and progress through Lewis County Schools.
- 5.33.5 Student Records Special education records are those pieces of data collected and maintained relative to the evaluation, placement and education of students identified as “exceptional” in accordance with West Virginia Board of Education Policy 2419 and IDEA legislation.
- 5.33.6 Student Records Cumulative education records may contain the following information as applicable to each student:
 - 5.33.7 Student Records Current WVEIS enrollment form
 - 5.33.8 Student Records Emergency Information Sheet
 - 5.33.9 Student Records Immunization history
 - 5.33.10 Student Records Health screening record
 - 5.33.11 Student Records Academic record – copies of report cards and/or transcript.
 - 5.33.12 Student Records Attendance earned: days present, days absent
 - 5.33.13 Student Records Date of enrollment, date of withdrawal, date of graduation
 - 5.33.14 Student Records Results from standardized testing
 - 5.33.15 Student Records Five-Year Educational Plan
 - 5.33.16 Student Records Copy of pupil's original Birth Certificate certified by state registrar of vital statistics
 - 5.33.17 Student Records Student Assistance Team records for non disabled students
 - 5.33.18 Student Records Disciplinary records
 - 5.33.19 Student Records Record of Access Sheets
 - 5.33.20 Student Records Release of Education Records Consent to Disclose Forms
 - 1. Special education records include the following information:
 - 5.33.21 Student Records Record of Access Sheets
 - 5.33.22 Student Records Release of Records Requests
 - 5.33.23 Student Records Permission to Test Forms

STUDENTS

- 5.33.24 Student Records Eligibility Forms
- 5.33.25 Student Records Individual Educational Programs (IEPs)
- 5.33.26 Student Records Evaluations/reports pertaining to a student’s eligibility for special education
- 5.33.27 Student Records Correspondence relevant to the student’s identification and placement in special education
- 5.33.28 Student Records Legal information concerning the student
- 5.33.29 Student Records Information documenting due process
- 5.33.30 Student Records Health Care Plans
- 5.33.31 Student Records Both cumulative and special education records are comprised of papers maintained within file folders and data maintained electronically using the West Virginia Education Information System (WVEIS). A student’s cumulative record is collected and maintained at his/her current school. Although the student’s school maintains a school-based copy of a student’s special education record, the official set of special education records for each identified student is maintained in the Lewis County Board of Education, Office of Special Education.
- 5.33.32 Student Records All student records shall be kept in a locked, secure location where they cannot be inappropriately accessed. Paper documents shall be maintained in a secure, lockable fireproof filing cabinet. Electronic records shall be accessible only through a staff member’s assigned WVEIS authorization as well as his/her personal WVEIS password, which shall be kept private and changed regularly to protect the security of WVEIS records. Use of another’s user identification and password to access student records shall be considered a breach of confidentiality.
- 5.33.33 Student Records All requests to review, obtain copies, or release student *Special Education* records will be handled by the records custodian designated within the Lewis County Board of Education, Office of Special Education. When a school receives a request for education records of a special needs student, the school may disclose the student’s cumulative educational records following guidelines set forth in this policy and shall then forward the request for records to the records custodian in the Office of Special Education so that special education records may be released as well.
- 5.33.34 Student Records **Student Record Procedures for Elementary Schools** – Appropriate data shall be entered into the WVEIS system for all incoming students. Updates shall be made as necessary.
- 5.33.35 Student Records Creation of a student educational record folder to house educational records shall begin upon a student’s initial registration or enrollment in school.
- 5.33.36 Student Records Educational record folders shall be purged (except for the following documents) at the end of the fourth grade by the respective elementary school before being forwarded to the middle school.
- 5.33.37 Student Records Folders to be forwarded to the middle school shall include the following:
- 5.33.38 Student Records Birth certificate,
- 5.33.39 Student Records Copy of screening instruments,
- 5.33.40 Student Records Copy of immunization records and appropriate personal health records,
- 5.33.41 Student Records Copies of standardized test results,
- 5.33.42 Student Records Copy of final report card for all academic years.
- 5.33.43 Student Records Student IEPs are not included in the general educational record file. A separate special education file shall house the student’s Individual Education Plan, eligibility reports, evaluations, and other related documents.
- 5.33.44 Student Records The students Special Education File shall also be forwarded to the middle school.
- 5.33.45 Student Records **Student Record Procedures for Middle Schools** – Appropriate data shall be entered into the WVEIS system for all incoming students. Updates shall be made as necessary.
- 5.33.46 Student Records Middle schools shall continue to use the student educational record folder as provided by the respective elementary school.

STUDENTS

- 5.33.47 Student Records A student educational record folder shall be created for any new student upon registration.
- 5.33.48 Student Records A copy of the final report card will be placed in each student’s file at the conclusion of the academic year.
- 5.33.49 Student Records Educational record folders shall be purged (except for the following documents) at the end of the eighth grade before being forwarded to Lewis County High School.
- 5.33.50 Student Records Folders to be forwarded to the LCHS shall include the following:
- 5.33.51 Student Records Birth certificate,
- 5.33.52 Student Records Copy of screening instruments,
- 5.33.53 Student Records Copy of immunization records and appropriate personal health records,
- 5.33.54 Student Records Copies of standardized test results,
- 5.33.55 Student Records Copy of final report card for all academic years.
- 5.33.56 Student Records **Student record procedures for High Schools** – Appropriate data shall be entered into the WVEIS system for all incoming students. Updates shall be made as necessary.
- 5.33.57 Student Records A student educational record folder shall be created for any new student upon registration.
- 5.33.58 Student Records High schools shall continue use of the student educational record folder as provided by the middle school.
- 5.33.59 Student Records Student’s final grades shall be transcript in WVEIS at the conclusion of the academic year.
- 5.33.60 Student Records A transcript shall be printed and placed in each student’s folder at the conclusion of each academic year.
- 5.33.61 Student Records A copy of the student’s transcript, which includes the immunization record, shall be given to each graduating senior.
- 5.33.62 Student Records **Student Transfers** – It is the responsibility of the principal, or his/her designee, to request a student’s educational records as soon as possible from the date of a new student’s initial enrollment.
- 5.33.63 Student Records All WVEIS records shall be updated with current data.
- 5.33.64 Student Records **Transfers out of Lewis County** –
- 5.33.65 Student Records School officials shall rapidly transfer school records to ensure that the receiving agency may timely access, plan, and implement a program for a student. This includes withdrawing the student from WVEIS.
- 5.33.66 Student Records A copy of the student’s WVEIS records shall be printed and placed in the transferring students file. The following WVEIS records shall be printed:
- 5.33.67 Student Records Student Profile from WVEIS on the Web.
- 5.33.68 Student Records Enrollment History
- 5.33.69 Student Records Current Year Attendance History
- 5.33.70 Student Records Current Report Card / Grades
- 5.33.71 Student Records Current Transcript (LCHS)
- 5.33.72 Student Records Current Immunization Records
- 5.33.73 Student Records Copies of all pertinent student records shall be sent to the student’s new school upon written request. These records may include, but are not limited to; copies of current transcript, standardized test results, birth certificate, and immunization records.
- 5.33.74 Student Records If a student transfers out of Lewis County before graduation, the permanent record shall be kept in an inactive file, but shall remain with the records of the current students in that grade level.
- 5.33.75 Student Records Inactive files shall be forward to the county office once the student should have completed the highest grade level at the school.
- 5.33.76 Student Records Inactive special education records are to be sent to the county’s Special Education Office.

STUDENTS

- 5.33.77 Student Records The student’s current WVEIS transcript shall be printed and filed in the educational record folder.
- 5.33.78 Student Records School officials may not withhold any student’s grades, refuse to promote any student, withhold a diploma or transcript or deny any student an education for failure to pay money owed to the school or the school system. However, the school system may take such collection procedures as are provided by law to collect money owed to the school or school system.
- 5.33.79 Student Records **Transfers within Lewis County** – Student folder should be forwarded to the appropriate school.

5.34 Procedures for the Collection, Maintenance and Disclosure of Student

Data

Reviewed and amended by the LCBOE in session September 12, 2011.

- 5.34.1 Mainten Student Rec **Purpose**
- 5.34.2 Mainten Student Rec The purpose of these procedures is to set forth the conditions governing the protection of privacy and access of parents and students as it relates to the collection, maintenance, disclosure and destruction of education records by the Lewis County Board of Education.
- 5.34.3 Mainten Student Rec This policy should be read in conjunction with West Virginia Board of Education Policy 4350.
- 5.34.4 Mainten Student Rec **Definitions**
- 5.34.5 Mainten Student Rec “Attendance” includes, but is not limited to attendance in person and having homebound instruction and the period during which a person is working under a work-study program.
- 5.34.6 Mainten Student Rec “Consent” means that (a) the parent has been fully informed of the information set out in this document in his or her native language or other mode of communication; (b) the parent understands and agrees in writing to the carrying out of the activity for which consent is sought, and the consent sets forth that activity and lists the records (if any) which will be released and to whom and (c) the parent understands that the granting of consent is voluntary on the part of the parent.
- 5.34.7 Mainten Student Rec “Destruction” means physical destruction or removal of personal identifiers so that the information is no longer personally identifiable.
- 5.34.8 Mainten Student Rec “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, photograph, 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.
- 5.34.9 Mainten Student Rec “Disciplinary action or proceeding” means the investigation, adjudication, or imposition of sanctions by an educational agency or institution with respect to an infraction or violation of the internal rules of conduct applicable to students of the agency or institution.
- 5.34.10 Mainten Student Rec “Disclosure” means permitting access or the release, transfer, or other communication of education records of the student or the personally identifiable information contained therein, orally or in writing, or by electronic means, or by any other means to any party.
- 5.34.11 Mainten Student Rec “Educational institution” or “educational agency or institution” means any public or private agency or institution under the general supervision of the West Virginia Board of Education.

STUDENTS

- 5.34.12 Mainten Student Rec “Education records” means those records that are directly related to a student and are collected, maintained or disclosed by an educational agency or institution The term does not include:
- 5.34.13 Mainten Student Rec Records of instructional, supervisory, and administrative personnel and educational personnel ancillary to those persons that are kept in the sole possession of the maker of the record and are not accessible or revealed to any other individual except a temporary substitute.
- 5.34.14 Mainten Student Rec Records of the law enforcement unit of an educational agency or institution, subject to the provisions of Section 126-94-7 of State Board Policy 4350.
- 5.34.15 Mainten Student Rec Records relating to an individual who is employed by an educational agency or institution that are made and maintained in the normal course of business; relate exclusively to the individual in that individual’s capacity as an employee, and are not available for use for any other purpose. However, records relating to an individual in attendance at the agency or institution that is employed as a result of his or her status as a student are education records and are not accepted.
- 5.34.16 Mainten Student Rec Records relating to an eligible student that are:
- 5.34.17 Mainten Student Rec Created or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in his or her professional or assisting in a paraprofessional capacity;
- 5.34.18 Mainten Student Rec Created, maintained, or used only in connection with the provision of treatment to the student;
- 5.34.19 Mainten Student Rec Disclosed only to individuals providing the treatment (provided that the records can be personally reviewed by a physician or other appropriate professional of the student’s choice).
- 5.34.20 Mainten Student Rec For the purpose of this definition, “treatment” does not include remedial educational activities or activities that are a part of the program of instruction at the educational agency or institution.
- 5.34.21 Mainten Student Rec Records of an educational agency or institution that contain only information related to a person after that person is no longer a student at the educational agency or institution. (An example would be information collected by an educational agency or institution pertaining to the accomplishments of its alumni).
- 5.34.22 Mainten Student Rec “Eligible student” means a student who has attained eighteen years of age, or is attending an institution of post-secondary education.
- 5.34.23 Mainten Student Rec “Exceptional student” means a student having been determined to have exceptionality in accordance with eligibility criteria under Policy 2419: *Regulations for the Education of Students With Exceptionalities* who receives services under an Individualized Education Program (IEP). “Institution of post-secondary education” means an institution that provides education to students beyond the secondary school level; “secondary school level” means the educational level (not beyond grade 12) at which secondary education is provided, as determined under state law.
- 5.34.24 Mainten Student Rec “Legitimate educational interest” means an individual, agency, institution or organization that is responsible for providing educational services directly to a student or someone who is sanctioned by law, rule or regulation to have access to or disclosure of the education records of a student or the personally identifiable information contained therein.
- 5.34.25 Mainten Student Rec “Parent” includes a parent, guardian, or an individual acting as a parent of a student in the absence of a parent or guardian.
- 5.34.26 Mainten Student Rec “Personally identifiable” means that the data or information includes, but is not limited to, (a) the name of a student, the student’s parent, or other family member, (b) the address of the student or student’s family, (c) a personal identifier such as the student’s social security number or student number, (d) a list of personal

STUDENTS

characteristics that would make the student’s identity easily traceable, or (e) other information that would make the student’s identity easily traceable.

5.34.27 Mainten Student Rec

“Record” means any information or data recorded in any medium including, but not limited to: handwriting, print, video or audiotape, film, and computer media.

5.34.28 Mainten Student Rec

“Student” includes any individual who is or has been in attendance at an educational agency or institution, and regarding whom the educational agency or institution collects, maintains, or discloses educational records.

5.34.29 Mainten Student Rec

Annual Notification of Rights – Lewis County Schools shall annually notify parents of students currently in attendance, or eligible students currently in attendance, of their rights under WV Department of Education Policy 4350 during the first grading period of each school year by placing an announcement in the appropriate newspaper/newsletter of a “Notice of Rights Concerning Student’s Education Records”.

5.34.30 Mainten Student Rec

Fees – Lewis County may charge a reasonable fee to be established by the superintendent of schools to be charged for copies of education records made upon the request of a parent, legal guardian or eligible student, provided that the fee does not effectively prevent the parent, legal guardian or eligible student from exercising the right to inspect and review those records. Beginning July 1, 2007 there will be a \$10.00 fee for the copying of student records.

5.34.31 Mainten Student Rec

No fee may be charged to search or retrieve the education records of a student.

5.34.32 Mainten Student Rec

Any transcript mailed from a school to a post-secondary institution shall be free.

5.34.33 Mainten Student Rec

Parent Rights - Lewis County Schools shall give full rights to either parent unless the agency or institution has been provided with evidence that there is a court order, state statute, or legally binding document relating to such matters as divorce, separation, or custody, that specifically revokes those rights.

5.34.34 Mainten Student Rec

Directory information will be shared with AmberVision, a secure database which assists in locating missing children. AmberVision can only be accessed by you or by law enforcement if your child is reported missing. Ambervision does not share student information with any other parties. To learn more about AmberVision please visit wvde.state.wv.us/ambervision. If you desire that your child should not be registered with AmberVision, you may notify your school’s principal to opt out of the program.

5.34.35 Mainten Student Rec

Student Rights - For the purpose of this part, whenever a student has attained eighteen years of age, or is attending an institution of post-secondary education, the rights accorded to and the consent required of the parents transfer to the student.

5.34.36 Mainten Student Rec

Right to Inspect and Review Education Records

5.34.37 Mainten Student Rec

Lewis County Schools shall permit the parent or an eligible student to inspect and review the education records of the student.

5.34.38 Mainten Student Rec

Lewis County Schools shall comply with a request for access to records within a reasonable period of time, but not more than 45 days after it has received the request.

5.34.39 Mainten Student Rec

Lewis County Schools shall respond to reasonable requests for explanations and interpretations of the records.

5.34.40 Mainten Student Rec

When a request is being made regarding records of an exceptional student:

5.34.41 Mainten Student Rec

Lewis County Schools shall comply with any request for access before any meeting regarding an IEP or any hearing relating to the identification, evaluation, or educational placement of the student, or the provision of free appropriate public education to the student;

5.34.42 Mainten Student Rec

The right to inspect and review education records of an exceptional student includes the right to have a representative of the parent inspect and review the records; and

5.34.43 Mainten Student Rec

Lewis County Schools shall provide parents, upon request, a list of the types and locations of education records collected, maintained, or used by the schools.

STUDENTS

- 5.34.44 Mainten Student Rec If circumstances effectively prevent the parent or eligible student from exercising the right to inspect and review the student’s education records, Lewis County Schools shall:
- 5.34.45 Mainten Student Rec Provide the parent or eligible student with a copy of the records requested; or
- 5.34.46 Mainten Student Rec Make other arrangements for the parent or eligible student to inspect and review the requested records.
- 5.34.47 Mainten Student Rec Lewis County Schools shall not destroy any education records if there is an outstanding request to inspect and review the records under this section.
- 5.34.48 Mainten Student Rec While Lewis County Schools is not required to give an eligible student access to treatment records, the student may have those records reviewed by a physician or other appropriate professional of the student’s choice.
- 5.34.49 Mainten Student Rec **Limitations on Right to Inspect and Review Education Records.**
- 5.34.50 Mainten Student Rec If the education records of a student contain information on more than one student, the parent of the student or the eligible student may inspect and review or be informed of only the specific information about that student.
- 5.34.51 Mainten Student Rec **Request to Amend Education Records .**
- 5.34.52 Mainten Student Rec The parent of a student or an eligible student who believes that information contained in the education records of the student is inaccurate, misleading or violates the privacy rights of the student may request the educational agency or institution to amend the records.
- 5.34.53 Mainten Student Rec Lewis County Schools shall decide whether to amend the educational records of the student in accordance with the request within a reasonable period of time after it receives the request.
- 5.34.54 Mainten Student Rec If Lewis County Schools decides not to amend the record as requested, it shall inform the parent of the student or the eligible student of the refusal and of the right to a hearing under WV State Board Policy 4350, Section 126-94-13. The hearing will be conducted as outlined in WV State Board Policy 4350, Section 126-94-14.
- 5.34.55 Mainten Student Rec **Maintenance and Destruction of Education Records.**
- 5.34.56 Mainten Student Rec An educational agency or institution is not precluded from destroying education records, subject to the following exceptions:
- 5.34.57 Mainten Student Rec The agency or institution may not destroy any education records if there is an outstanding request to inspect and review them;
- 5.34.58 Mainten Student Rec Explanations placed in the education record, due to a hearing to amend such records shall be maintained as long as the record or the contested portion is maintained;
- 5.34.59 Mainten Student Rec The record of access shall be maintained for as long as the education record to which it pertains is maintained; and
- 5.34.60 Mainten Student Rec For records collected for exceptional students under Policy 2419, a. the public agency shall inform parents when personally identifiable information collected, maintained, or used is no longer needed to provide educational services to the child; b. the information must be destroyed at the request of the parents; c. however, a permanent record of a student's name, address, and phone number, his or her grades, attendance record, classes attended, grade level completed, and year completed may be maintained without time limitation.
- 5.34.61 Mainten Student Rec The following shall apply to the length of time and special consideration for maintaining student records:
- 5.34.62 Mainten Student Rec Directory information may be maintained in perpetuity;
- 5.34.63 Mainten Student Rec Academic grades and attendance records may be maintained in perpetuity;
- 5.34.64 Mainten Student Rec Records to verify implementation of federally funded programs and services and to demonstrate compliance with program requirements must be maintained for five years after the activity is completed;
- 5.34.65 Mainten Student Rec Other personally identifiable data which is no longer needed to provide education

STUDENTS

services may be destroyed;

- 5.34.66 Mainten Student Rec Parents and eligible students must be informed through public notice of any timelines established by the educational agency or institution for maintenance and destruction of student records; and
- 5.34.67 Mainten Student Rec Files must be maintained in a secured location. Electronic files must be protected through the use of individual user identification and/or passwords. When user identification and/or passwords have been established, an individual is permitted to use only his or her designated identification and password to gain access to education records.
- 5.34.68 Mainten Student Rec **Prior Consent for Disclosure Required**
- 5.34.69 Mainten Student Rec 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.
- 5.34.70 Mainten Student Rec The written consent must be signed and dated by the parent of the student or the eligible student giving the consent and shall include:
 - 5.34.71 Mainten Student Rec A specification of the records to be disclosed;
 - 5.34.72 Mainten Student Rec The purpose of the disclosure; and
 - 5.34.73 Mainten Student Rec The party or class of parties to whom the disclosure may be made.
- 5.34.74 Mainten Student Rec If a parent or eligible student so requests, Lewis County Schools shall provide a copy of the records disclosed.
- 5.34.75 Mainten Student Rec If the parent of a student who is not an eligible student so requests, the educational agency or institution shall provide the student with a copy of the records disclosed.
- 5.34.76 Mainten Student Rec **Prior Consent for Disclosure Not Required**
- 5.34.77 Mainten Student Rec Lewis County Schools may disclose personally identifiable information from the education records of a student without the written consent of the parent of the student or the eligible student if the disclosure is:
 - 5.34.78 Mainten Student Rec To other school officials, including teachers, within the school system who have been determined by Lewis County Schools to have a legitimate educational interest; and
 - 5.34.79 Mainten Student Rec To officials of another school or school system, or institution of post-secondary education, in which the student seeks or intends to enroll, subject to the requirements of WV State Board Policy 4350, Section 126-94-20.
- 5.34.80 Mainten Student Rec In connection with financial aid for which a student has applied or which a student has received; provided, that personally identifiable information from the education records of the student may be disclosed only as may be necessary for such purposes as:
 - 5.34.81 Mainten Student Rec To determine the eligibility of the student for financial aid;
 - 5.34.82 Mainten Student Rec To determine the amount of the financial aid;
 - 5.34.83 Mainten Student Rec To determine the conditions which will be imposed regarding the financial aid; and
 - 5.34.84 Mainten Student Rec To enforce the terms or conditions of the financial aid.
- 5.34.85 Mainten Student Rec To organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of (a) developing, validating, or administering predictive tests; (b) administering student aid programs, or improving instruction; provided, that the studies are conducted in a manner that will not permit the personal identification of students and their parents by individuals other than representatives of the organization and the information will be destroyed when no longer needed for the purpose for which the study was conducted; the term "organization" includes, but is not limited to federal, state, and local agencies, and independent organizations.
- 5.34.86 Mainten Student Rec To accrediting organizations in order to carry out their accrediting functions.
- 5.34.87 Mainten Student Rec To parents of a dependent student.
- 5.34.88 Mainten Student Rec To comply with a judicial order or lawfully issued subpoena; provided, Lewis County Schools makes a reasonable effort to notify the parent of the student or the eligible

STUDENTS

student of the order or subpoena in advance of compliance, so that the parent or eligible student may seek protective action; unless the disclosure is in compliance with:

- 5.34.89 Mainten Student Rec A Federal Grand Jury subpoena and the court has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed; or
- 5.34.90 Mainten Student Rec Any other subpoena issued for a law enforcement purpose and the court or other issuing agency has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed.
- 5.34.91 Mainten Student Rec If Lewis County Schools initiates legal action against a parent or student and has complied with Section 16.1.9., it may disclose education records that are relevant to the action to the court order or subpoena.
- 5.34.92 Mainten Student Rec To appropriate parties in health or safety emergency subject to the conditions set forth in Section 126-94-22.
- 5.34.93 Mainten Student Rec The disclosure is information the Lewis County Schools has designated as “directory information”.
- 5.34.94 Mainten Student Rec The disclosure is to the parent of a student who is not an eligible student or to the student.
- 5.34.95 Mainten Student Rec This section does not forbid Lewis County Schools to disclose, nor does it require Lewis County Schools to disclose, personally identifiable information from the education records of a student to any parties under this section, with the exception that parents of a student who is not an eligible student and the student must have access.
- 5.34.96 Mainten Student Rec For records of special education students, Lewis County Schools shall maintain, for public inspection, a current listing of the names and positions of those employees within the system who may access personally identifiable information.
- 5.34.97 Mainten Student Rec **Disciplinary Information.**
- 5.34.98 Mainten Student Rec If a student transfers to another school in the state, the principal of the school from which the student transfers shall provide a written record of any disciplinary action taken against the student to the principal of the school to which the student transfers, (WV Code 18A-5-1a)
- 5.34.99 Mainten Student Rec Lewis County Schools includes in the records of a student with a disability under Policy 2419 a statement of any current or previous disciplinary action that has been taken against the student and transmits the statement to the same extent that the disciplinary information is included in, and transmitted with, the student records of non-disabled students.
- 5.34.100 Mainten Student Rec The statement may include a description of any behavior engaged in by the student that required disciplinary action, a description of the disciplinary action taken, and any other information related to the safety of the student and other individuals involved with the student.
- 5.34.101 Mainten Student Rec If the student transfers from one school to another, the transmission of any of the student’s records must include both the student’s current Individualized Education Program (IEP) and any statement of current or previous disciplinary action that has been taken against the student.
- 5.34.102 Mainten Student Rec Lewis County Schools reporting a crime committed by a student with a disability under Policy 2419 shall ensure that copies of the special education and disciplinary records of the student are transmitted for consideration by the appropriate authorities to whom it reports the crime, but only to the extent permitted by this policy’s provisions regarding disclosure of education records.
- 5.34.103 Mainten Student Rec **Record of Disclosure Required to be Maintained**

STUDENTS

- 5.34.104 Mainten Student Rec Lewis County schools shall, for each request for access to and each disclosure of personally identifiable information from the education records of a student, maintain a record kept with the educational records of the student that indicates:
- 5.34.105 Mainten Student Rec The parties who have requested;
- 5.34.106 Mainten Student Rec The date access was given; and
- 5.34.107 Mainten Student Rec The legitimate interest these parties had in requesting or obtaining the information.
- 5.34.108 Mainten Student Rec This section does not apply to: disclosure to parent of a student or an eligible student; disclosure pursuant to written consent when the consent is specific with respect to the party or parties to whom the disclosure is to be made; disclosure to school officials; disclosures of directory information or disclosure to a party seeking or receiving the records as directed by a federal grand jury or other law enforcement subpoena, pursuant to conditions specified in Policy 4350.
- 5.34.109 Mainten Student Rec The record of disclosure may be inspected:
- 5.34.110 Mainten Student Rec By the parent of the student or the eligible student;
- 5.34.111 Mainten Student Rec By the school official and his or her assistants who are responsible for the custody of the records; and
- 5.34.112 Mainten Student Rec For the purpose of auditing the record keeping procedure.
- 5.34.113 Mainten Student Rec **Conditions for Disclosure to Officials of Other Schools and School Systems.**
- 5.34.114 Mainten Student Rec An educational agency or institution transferring the education records of a student to officials of another school, school system or institution of post-secondary education where the student seeks to enroll shall:
- 5.34.115 Mainten Student Rec Make a reasonable attempt to notify the parent of the student or the eligible student of the transfer of the records at last known address of the parent or eligible student, unless:
- 5.34.116 Mainten Student Rec The transfer of records is initiated by the parent or eligible student at the sending agency or institution, or
- 5.34.117 Mainten Student Rec The agency or institution includes in its annual notice that it forwards education records on request to other agencies or institutions in which a student seeks or intends to enroll;
- 5.34.118 Mainten Student Rec Provide the parent of the student or the eligible student, upon request, a copy of the record that was transferred; and
- 5.34.119 Mainten Student Rec Provide the parent of the student or the eligible student, upon request, an opportunity for a hearing under these procedures.
- 5.34.120 Mainten Student Rec If a student is enrolled in more than one school, or receives services from more than one school, the schools may disclose information from the education records of the student to each other without obtaining the written consent of the parent of the student or the eligible student; provided, that the disclosure meets the requirements of Section 126-94-20.1.
- 5.34.121 Mainten Student Rec **Conditions for Disclosure in Health and Safety Emergencies.**
- 5.34.122 Mainten Student Rec Lewis County Schools may disclose personally identifiable information from the educational records of a student to appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health and safety of the student or other individuals.
- 5.34.123 Mainten Student Rec Please see and reference WV State Policy 4350, Section 126-94-22.

STUDENTS

- 5.34.124 Mainten Student Rec Disclosure of Directory Information –
- 5.34.125 Mainten Student Rec Lewis County schools may disclose personally identifiable information from the education records of a student who attends if it has given notice that information has been designated as directory information.
- 5.34.126 Mainten Student Rec Lewis County may disclose directory information from the education records of an individual who is no longer in attendance.
- 5.34.127 Mainten Student Rec In order to designate directory information, Lewis County Schools shall give public notice of the following:
- 5.34.128 Mainten Student Rec The categories of personally identifiable information that has been designated as directory information;
- 5.34.129 Mainten Student Rec The right of the parent of the student or the eligible student to refuse to permit the designation of any or all of the categories of personally identifiable information with respect to that student as directory information, including the right of the parent to refuse to permit the designation of names, addresses, and telephone listings of their children as directory information for purposes of providing the information to military recruiters; and
- 5.34.130 Mainten Student Rec The period of time within which the parent of the student or the eligible student must inform the agency or institution in writing that such personally identifiable information is not to be designated as directory information with respect to that student.
- 5.34.131 Mainten Student Rec **Release of List of High School Students to Military Recruiters.**
- 5.34.132 Mainten Student Rec Pursuant to Section 9528 of the *Elementary and Secondary Education Act (ESEA)* of 1965 (20 U.S.C. 7908), as amended by the *No Child Left Behind Act* of 2001 (P.L. 107-110), and 10 U.S.C. 503, as amended by Section 544, the *National Defense Authorization Act for the Fiscal Year 2002* (P.L. 107-107), all county boards of education are required to provide military recruiters, upon request, with the names addresses and telephone listings of secondary school students unless the parents/guardians have advised the county board of education that they do not want their students’ information disclosed without prior written consent.
- 5.34.133 Mainten Student Rec Each county board of education shall provide military recruiters the same access to secondary school students as is provided generally to post-secondary educational institutions or to prospective employers of those students.

5.35 Playgrounds

Reviewed and amended by the LCBOE in session September 12, 2011.

- 5.35.1 Playgrounds Supervision: Teachers and/or aides will be present when students are using playground equipment or on grounds.
- 5.35.2 Playgrounds Inspections: The principal(s) or his/her designee will inspect playground equipment and grounds on a regular schedule. Any defected equipment or grounds in need of repair will be corrected immediately by the school’s custodial staff or reported as a maintenance repair request. The maintenance repair request must be clearly marked “safety issue”.
- 5.35.3 Playgrounds Teachers or aides that observe defective equipment or grounds in need of repair will report to the principal(s) in writing.

STUDENTS

5.36 Facility Inspections and Safety Drills

Reviewed and amended by the LCBOE in session September 12, 2011.

- 5.36.1 Facility Inspections The principal(s) or his/her designee will schedule regular inspections of buildings and grounds. Safety issues related to possible human injury or a breach in security will be reported immediately to the supervisor of facilities.
- 5.36.2 Facility Inspections School evacuation routes and emergency code chart for all drills will be posted in every room.
- 5.36.3 Facility Inspections All schools will execute the exact number of Emergency Operation Plan and Fire Drills as mandated by policy and code.

5.37 Bomb Threat

Reviewed and amended by the LCBOE in session September 12, 2011.

- 5.37.1 Bomb Threat **Bomb Threat**
- 5.37.2 Bomb Threat **Procedures:**
- 5.37.3 Bomb Threat See **Code Orange**, Bomb Threat in the school's **Emergency Operation Plan**
- 5.37.4 Bomb Threat Students and staff may return to the building if the **All Clear** is signaled by the principal or his/her designee. All Clear must be followed with the **Code Green Password** previously shared with staff.
- 5.37.5 Bomb Threat Parents are permitted to pick-up their child if they do not want him/her returned to the building. Students will be given an excused school related absence if parent or previously designated adult takes them from school or the evacuation area.
- 5.37.6 Bomb Threat **Bomb Threat Punishment and Reward**
- 5.37.7 Bomb Threat The student that is identified for making a bomb threat will be expelled from school for a period of one-year pursuant to WV Code § 61-6-17 and § 18A-51a(l).
- 5.37.8 Bomb Threat The identified student's parent(s) will be responsible for all expenses incurred as a result of the bomb threat. If the student is 18 years or older, he/she will be responsible for the total dollar cost.
- 5.37.9 Bomb Threat A \$100.00 or more reward will be given to the person(s) for the identification of the guilty individual(s) responsible for making the bomb threat.
- 5.37.10 Bomb Threat A WVEIS record of the incident will be maintained and reported to the West Virginia State Board of Education.

5.38 STUDENT INSURANCE

Reviewed and amended by the LCBOE in session September 12, 2011.

- 5.38.1 Student Insurance Each school year, accident insurance is offered to all pupils in Lewis County Schools. Annually, the board of education approves at least one commercial company to act as official agent for student insurance.
- 5.38.2 Student Insurance All pupils are urged to enroll in this coverage, it being understood that the individual shall bear the expense for providing coverage.

STUDENTS

5.38.3 Student Insurance The Lewis County Board of Education does not maintain student insurance coverage.

5.39 WORK PERMITS

Reviewed and amended by the LCBOE in session September 12, 2011.

5.39.1 Work Permits Students may apply for work permits by making personal formal application to the work permit clerk at the central office.

5.39.2 Work Permits The work permit clerk shall perform this function under the direction of the superintendent

5.40 NON-DISCRIMINATION

Reviewed and amended by the LCBOE in session September 12, 2011.

5.40.1 Non-Discrimination Lewis County schools shall not discriminate against any student because of race, creed, color, national origin, sex or disability from any programs or activities offered by the schools of Lewis County.

5.41 LIBRARY MATERIALS SELECTION POLICY

Reviewed and amended by the LCBOE in session September 12, 2011.

5.41.1 Library Materials... **Philosophy** – The philosophy of the Lewis County School’s libraries and media centers is to provide the variety of materials and resources necessary to accomplish the goals and objective of the school system. This philosophy further acknowledges and supports the uniqueness of each student by providing materials appropriate to the different levels of learning. The goals of each library/media center will focus upon working with faculty, staff, and administration as well as students, striving to provide materials to support the curriculum, and encouraging the independent study and personal reading of students.

5.41.2 Library Materials... The board of education supports the principles of intellectual freedom inherent in the Constitution of the United States of America and expressed in the “Library Bill of Rights” of American Library Association and the “Students’ Right to Read” statement of the National Council of Teachers of English.

5.41.3 Library Materials... **Objectives and Goals** – To provide a comprehensive collection of high-quality instructional materials selected in compliance with basic written selection principles and to provide maximum accessibility to these materials.

5.41.4 Library Materials... To provide materials that will support and enrich the curriculum, taking into account the diversity of individual needs, interests abilities, maturity levels, socioeconomic backgrounds, and heritages of students, faculty, and staff served.

5.41.5 Library Materials... To provide materials for teachers and students that will encourage exploration and growth in knowledge; and that will help develop literary, cultural and aesthetic appreciation, and ethical standards.

STUDENTS

- 5.41.6 Library Materials... To provide materials that adequately reflect and accurately represent the ideas, beliefs, and histories of the board spectrum of ethnic, religious, social, political, cultural, and other groups that have influenced the development of American and world cultures.
- 5.41.7 Library Materials... To provide materials and opportunities for the systematic development of skills in critical reading and thinking, research, and lifelong learning.
- 5.41.8 Library Materials... To provide the community with a set of guidelines for understanding the process of selection of all materials, and procedures for handling complaints and challenges relative to library materials; to encourage and remain open to community input while remaining faithful to the values of intellectual freedom outline above.
- 5.41.9 Library Materials... **Tools for selection** – School staff, students, and community members are encouraged to submit recommendations for purchase. The librarian will consult professionally recognized selection sources (e.g., Library Journal, etc.) in order to evaluate the selected materials in relationship to the curriculum and personal needs of all members of the school community. Preview of materials is encouraged.
- 5.41.10 Library Materials... **Criteria for selection** – (1) Timeliness, permanence, and relevance of the item to the curriculum. (2) Reputation and significance of the author and/or publisher. (3) Accurate content. (4) Readability and popular appeal. (5) Appropriate, high-quality format. (6) Avoidance of stereotyped images of groups or individuals. (7) Cost commensurate with value. (8) High artistic appropriateness of item. (10) Appeal to variety of interests and learning styles.
- 5.41.11 Library Materials... **Gifts and other contributions** – Frequently, community organizations and individual citizens may wish to contribute funds, gifts, or memorials. The board of education welcomes such involvement; however, the gifts and memorials must meet the same criteria of those applied to the selection of other materials.
- 5.41.12 Library Materials... Materials contributed shall be integrated into library collection at the discretion of the librarian. Gifts of money shall be receipted by the Lewis County Board of Education treasurer and shall be used for the purchase of educational materials and/or equipment; the librarian will select the specific items.
- 5.41.13 Library Materials... The specific school librarian shall accept monetary gifts and memorials with proper resolutions recognizing donors for their generosity. Every effort will be made to place labels of recognition in or on these materials and/or equipment.
- 5.41.14 Library Materials... The library personnel may accept commercially sponsored materials, if they meet the same criteria as those applied to the selection of other materials.
- 5.41.15 Library Materials... **Weeding** – Removing outdated, inaccurate, irrelevant, or useless materials is essential toward preserving the effectiveness of our libraries, and is as important a part of collection development as acquisition and cataloging. Librarians will be responsible for conducting periodic weeding at a rate to be determined on an individual basis.
- 5.41.16 Library Materials... Criteria for weeding out undesirable materials are as follows:
- 5.41.17 Library Materials... **Currency:** If the subject matter is out of date, factually inaccurate, or no longer relevant to the criteria established for selection; if illustrations are outmoded or perpetuate sexual, racial, or cultural stereotypes.
- 5.41.18 Library Materials... **Technical quality:** If non-print materials, if visuals are poor or faded, or if sound reproductions are faulty or inferior.
- 5.41.19 Library Materials... **Disposability:** If the item is a duplicate copy or duplicates materials no longer needed in the collection.
- 5.41.20 Library Materials... **Physical condition:** If the item is worn, torn, soiled; if pages or parts are missing.
- 5.41.21 Library Materials... **Record of use:** If the item has not circulated for a period of years deemed by the librarian.

STUDENTS

5.41.22 Library Materials... **Consideration of objectives to materials selected** – Review of questioned materials should be treated objectively, unemotionally, amicably, and routinely. All criticisms of library materials that cannot be resolved must then be submitted to the librarian on the proper “Request for Reconsideration” form within ten days of its appointment to review the materials involved. A committee, consisting of two teachers from the faculty of the designated library, two members of the LSIC, preferably parents, and the public librarian from the Louis Bennett Public Library, and the librarian of the questionable book/material as chair will decide to a) retain the material, b) remove the material, or c) restrict the material according to specific conditions. The decision will be open to appeal to the superintendent, whose decision shall be final.

5.42 TRANSPORTING STUDENTS TO OFF-CAMPUS SCHOOL RELATED ACTIVITIES

Approved & amended by the LCBOE in session April 19, 2004. Reviewed & Updated by LCBOE on Jan 12, 2009.

- 5.42.1 Transporting Students.. The Lewis county Board of Education may authorize employees of the board to use rental/lease vehicles for transporting small numbers of students (vehicles with less than 10 passenger capacity) to off-campus school related activities.
- 5.42.2 Transporting Students.. Professional personnel hired to drive board owned, rented or leased vehicle with less than 10-passenger capacity shall have a valid drivers license. The county transportation director or his/her designee will require a permission form from the driver for a motor vehicle record check prior to transporting students.

5.43 PRIVATELY OWNED VEHICLES FOR TRANSPORTING STUDENTS (USE OF) TO OFF CAMPUS SCHOOL RELATED ACTIVITIES

Approved and amended by the LCBOE in session January 12, 2009.

- 5.43.1 Transporting Students.. Students may be transported by private vehicle under the following provisions:
- 5.43.2 Transporting Students.. The driver must be an employee of the Board or an approved volunteer.
- 5.43.3 Transporting Students.. The driver must hold a current valid license to operate a motor vehicle in the State of West Virginia.
- 5.43.4 Transporting Students.. The driver must have automobile liability and personal injury insurance in the amount of \$100,000 per person / with a total maximum of at least \$300,000.
- 5.43.5 Transporting Students.. Only ten (10) or fewer students may be transported in a vehicle.

5.44 Veteran’s Honor Funeral Assistant Community Service Program

*Approved by the Lewis County BOE in session April 24, 2006.
Reviewed and amended by the LCBOE in session September 12, 2011.*

- 5.44.1 Veterans Honor Funeral Reference: WV Code 18-2E-8e(d).
- 5.44.2 Veterans Honor Funeral This legislative rule applies to all Lewis County Schools grades 6-12.
- 5.44.3 Veterans Honor Funeral The Lewis County Board of Education recognizes the need to facilitate collaboration that will encourage capable young people to assist with the sounding of *Taps* at military funerals honoring our veterans and, thereby, help them to develop a better understanding of the sacrifices, a respect for commitment and an appreciation of the privileges that the men and women of the armed services have protected through their service.

STUDENTS

- 5.44.4 Veterans Honor Funeral The purpose of this county policy is to increase the number of buglers qualified to sound *Taps* at military honors funerals of deceased veterans, and to develop programs for qualified student volunteers to participate as buglers.
- 5.44.5 Veterans Honor Funeral **Creating a Registry of Qualified Students.**
- 5.44.6 Veterans Honor Funeral A registry of students shall be created by the school’s band director/music teacher.
- 5.44.7 Veterans Honor Funeral The registry shall include:
 - 5.44.8 Veterans Honor Funeral Student’s full name and phone number;
 - 5.44.9 Veterans Honor Funeral School name and phone number
 - 5.44.10 Veterans Honor Funeral Band director/music teacher
 - 5.44.11 Veterans Honor Funeral School principal.
- 5.44.12 Veterans Honor Funeral The registry shall be kept on file in participating schools & in the county board office.
- 5.44.13 Veterans Honor Funeral The registry shall be made available upon request to funeral directors and established veterans’ organizations.
- 5.44.14 Veterans Honor Funeral After providing the appropriate musical training, information on the historical significance, & the protocol necessary to ensure the integrity of the sounding of *Taps*, the band director/music teacher shall determine students eligible for the registry.
- 5.44.15 Veterans Honor Funeral **Credit**
- 5.44.16 Veterans Honor Funeral The sounding of *Taps* shall be a co-curricular activity.
- 5.44.17 Veterans Honor Funeral Participation in the sounding of *Taps* may be credited toward work-based learning or community service.
- 5.44.18 Veterans Honor Funeral Students are responsible for verifying that credit is recorded with the appropriate designated person in their school responsible for Community Service/Work-based Learning Credit.
- 5.44.19 Veterans Honor Funeral Absences incurred through participation in the sounding of *Taps* shall be considered an excused absence as a school approved co-curricular/extra-curricular activity.
- 5.44.20 Veterans Honor Funeral County shall distribute the Veteran’s Honor funeral Assistant Community Service Program Policy to all 6-12 schools.
- 5.44.21 Veterans Honor Funeral County shall create a technical support reference file to assist in implementing this policy. A copy of the file shall be kept in the county office as well as in participating schools. The technical support file may include, but is not limited to, the following:
 - 5.44.22 Veterans Honor Funeral The WV Department of Education Arts Coordinator.
 - 5.44.23 Veterans Honor Funeral Nationally recognized veterans’ organizations such as
 - 5.44.24 Veterans Honor Funeral Veterans of Foreign Wars
 - 5.44.25 Veterans Honor Funeral American Legion
 - 5.44.26 Veterans Honor Funeral Marine Corps League
 - 5.44.27 Veterans Honor Funeral WV Division of Veterans Affairs
 - 5.44.28 Veterans Honor Funeral Bugles Across America
 - 5.44.29 Veterans Honor Funeral Lewis County Honor Guard
 - 5.44.30 Veterans Honor Funeral Other community service organizations that have appropriate information on proper military protocol.
- 5.44.31 Veterans Honor Funeral **Liability**
- 5.44.32 Veterans Honor Funeral Student participation in the “Veterans Honors Funeral Assistant Community Service Program” is voluntary.
- 5.44.33 Veterans Honor Funeral The sounding of *Taps* for veterans’ funerals is not a school-sponsored event; however, is considered a community service for which the school credit may be awarded.
- 5.44.34 Veterans Honor Funeral Parent/guardian permission must be obtained in writing for each occurrence in accordance with county board policy.
- 5.44.35 Veterans Honor Funeral A parent/guardian or student must be responsible for transportation and this information must be a part of the permission form.
- 5.44.36 Veterans Honor Funeral The school or the county may not reimburse expenses nor provide an honorarium.

STUDENTS

- 5.44.37 Veterans Honor Funeral In accordance with W.Va. Code 18-2E-8(d)(3), the Lewis County Board of Education is not liable for student supervision while absent to participate in the sounding of *Taps* for veterans' funerals.
- 5.44.38 Veterans Honor Funeral **Incentive**
- 5.44.39 Veterans Honor Funeral Participating schools may consider the following incentives:
- 5.44.40 Veterans Honor Funeral Presentation of certificates, medals, pins, or other appropriate award symbols;
- 5.44.41 Veterans Honor Funeral Honorarium awarded by agencies other than the school or the LCBOE.
- 5.44.42 Veterans Honor Funeral Public recognition at awards assemblies.
- 5.44.43 Veterans Honor Funeral WV Veterans certificate of recognition may be obtained from WV Division of Veterans Affairs, 1321 Plaza East, Suite 109, Charleston, WV 25301
- 5.44.44 Veterans Honor Funeral If any provision of this policy or the application thereof to any person or circumstance is held invalid, such invalidity shall not affect other provisions or applications of this policy.

5.45 WELLNESS POLICY

Approved by the Lewis County BOE in session June 26, 2006. Reviewed and approved with changes on November 8, 2010.

- 5.45.1 Wellness Policy The Lewis County Board of Education recognizes that nutrition education, food served in schools, physical education and physical activity each affect student wellness. The Board also recognizes the important connection between a student's health and a student's ability to learn effectively and achieve high standards in school.
- 5.45.2 Wellness Policy The Board of Education recognizes that it is the role of the schools, as part of the larger community, to model and actively practice, through policies and procedures, the promotion of family health, physical activity, and good nutrition.
- 5.45.3 Wellness Policy The Board of Education recognizes the research and studies that show the direct link between nutritional intake and academic performance, as well as between physical activity and academic achievement.
- 5.45.4 Wellness Policy The Lewis County Board of Education will establish a Wellness Plan/Policy that will implement four goals recommended by the Lewis County School's Wellness Committee.
- 5.45.5 Wellness Policy Goal 1: Nutrition education will become an integral part of the school's curriculum to ensure students gain the appropriate knowledge to adopt a healthy lifestyle.
- 5.45.6 Wellness Policy Goal 2: Schools will stress the importance of physical education and will provide and encourage activities that are physical in nature.
- 5.45.7 Wellness Policy Goal 3: All schools will support and maintain a food service program that is the primary nutrition for students, faculty, and staff through a variety of healthy food choices and meals.
- 5.45.8 Wellness Policy Goal 4: Lewis County Schools will provide students with a positive school climate that supports learning for all.
- 5.45.9 Wellness Policy Goal 1: Nutrition Education
- 5.45.10 Wellness Policy With regard to nutrition education Lewis County schools will implement a variety of educational strategies.
- 5.45.11 Wellness Policy 1, Nutrition education will be an integral focus of health education and physical education in all grades K-12.
- 5.45.12 Wellness Policy 2. The health education classroom is the ideal environment to learn about nutrition education. Students at RLBMS and LCHS will be offered health education in accordance with WVBOE Policy 2510 and with frequency to achieve mastery of the WV approved content standards and objectives.

STUDENTS

- 5.45.13 Wellness Policy 3. Students in middle and high school health classes will use the Internet as a tool to learn about nutrition education.
- 5.45.14 Wellness Policy 4. Students in middle school health classes will focus on healthy food choices, as students will work to design healthy meal plans using the food guide pyramid.
- 5.45.15 Wellness Policy 5. Students in high school health classes will create power point presentations and/or bulletin boards on a variety of nutrition subjects and will present their information to their peers.
- 5.45.16 Wellness Policy 6. Each school will strive to host at least one health fair per year where students will be presented information related to a variety of components of nutrition education.
- 5.45.17 Wellness Policy 7. Each school will actively participate in National School Lunch Week and National School Breakfast Week offering rewards to all students who participate.
- 5.45.18 Wellness Policy 8. Elementary school classrooms will be encouraged to tour the school's kitchen and meet with the school's cook to learn about how their meals are prepared. Students will be encouraged to ask questions pertaining to nutrition.
- 5.45.19 Wellness Policy 9. All schools will be encouraged to emphasize nutrition promotions such as contests, taste testing, and farm visits. Field trips to local farmer's market and area farms will be encouraged, especially in elementary classrooms.
- 5.45.20 Wellness Policy 10. Faculty and staff will be given opportunities to complete nutrition education classes for staff development credit before the start of each school year. These classes will be held at local businesses to promote community involvement.
- 5.45.21 Wellness Policy **Goal 2: Physical Education/Physical Activity**
- 5.45.22 Wellness Policy With regard to physical education/physical activities Lewis County schools will implement a variety of educational strategies.
- 5.45.23 Wellness Policy Recess time will be required for at least 20 minutes daily in elementary schools.
- 5.45.24 Wellness Policy Recess will be held outside when the weather permits. Each elementary school should strive to have a recess area that offers a variety of safe equipment that will encourage students to want to be physically active.
- 5.45.25 Wellness Policy Physical education is required for elementary school students for at least 90 minutes per week.
- 5.45.26 Wellness Policy Students at RLBMS will be required to complete physical education every year.
- 5.45.27 Wellness Policy Students at LCHS must complete one full year of physical education in order to graduate.
- 5.45.28 Wellness Policy Units taught in physical education will promote lifetime fitness activities.
- 5.45.29 Wellness Policy Physical education activities will be moderate to vigorous in nature.
- 5.45.30 Wellness Policy Physical activities should be integrated into all classes. Every class should implement at least one physically active lesson into its curriculum per semester.
- 5.45.31 Wellness Policy The Board of Education shall enhance the quality of the physical education curriculum and increase training of physical education teachers through site-based and county wide staff development.
- 5.45.32 Wellness Policy Appropriate alternative activities to physical education shall be provided for students with physical disabilities.
- 5.45.33 Wellness Policy Physical education classes will complete the physical fitness test. Yearly results will be placed in each student's permanent file to track progress.
- 5.45.34 Wellness Policy Students will be given opportunities for physical activity through a range of before and/or after-school programs including intramurals, interscholastic athletics, and physical activities clubs and programs.
- 5.45.35 Wellness Policy Each school will sponsor one physically active fundraiser per year. (Examples may include jump rope-a-thon, walk-a-thon, marathons, etc.)
- 5.45.36 Wellness Policy Elementary schools will sponsor one field day event yearly.
- 5.45.37 Wellness Policy Each school will encourage faculty to participate in staff wellness opportunities including teams for Relay for Life, students versus faculty fundraisers, and other physical activities that would promote the welfare of the staff and spirit of the schools.

STUDENTS

- 5.45.38 Wellness Policy **Goal 3: Food Service**
- 5.45.39 Wellness Policy The Lewis County Board of Education will ensure a food service program that promotes optimal nutrition.
- 5.45.40 Wellness Policy Lewis County Schools will continue to develop county-wide menus for breakfast and lunch that meet the nutritional requirements of WVDE policy 4321.1.
- 5.45.41 Wellness Policy Provide opportunities for food service personnel (especially cafeteria managers) to assist in the development of menus.
- 5.45.42 Wellness Policy Provide training for food service personnel regarding meal pattern requirements.
- 5.45.43 Wellness Policy Provide opportunities for students at the middle and high schools to have input in the development of lunch and breakfast menus.
- 5.45.44 Wellness Policy County menus will be distributed to every student that will include healthy facts, statistics and advice in addition to the monthly menu.
- 5.45.45 Wellness Policy Recipes used for school meals will be reviewed and adjusted to meet requirements of the USDA’s Dietary Guidelines and comply with Policy 4321.1.
- 5.45.46 Wellness Policy The usage of USDA’s standardized recipes will be recommended.
- 5.45.47 Wellness Policy Local recipes will be reviewed for nutritional content.
- 5.45.48 Wellness Policy Schools will be encouraged to offer salad, potato, fruit and vegetable bars periodically.
- 5.45.49 Wellness Policy Schools will offer more fresh fruit and vegetable choices daily.
- 5.45.50 Wellness Policy Students will be provided a positive atmosphere in a clean and attractive cafeteria to enjoy their meals.
- 5.45.51 Wellness Policy Schools should encourage student participation in school breakfast by ensuring they have 10 minutes of time to eat breakfast.
- 5.45.52 Wellness Policy Schools will allow a minimum of 20 minutes for students to eat their lunch.
- 5.45.53 Wellness Policy Posters that promote healthy choices will be displayed in the cafeteria throughout the year.
- 5.45.54 Wellness Policy All staff working in the cafeteria and kitchen will be appropriately trained on the importance of a positive environment during meal times.
- 5.45.55 Wellness Policy Schools are encouraged to promote school breakfast to all students.
- 5.45.56 Wellness Policy Schools are encouraged to consider grab-and-go breakfast.
- 5.45.57 Wellness Policy **Goal 4: Positive School Environment**
- 5.45.58 Wellness Policy Lewis County Schools will ensure that all schools provide positive school environments.
- 5.45.59 Wellness Policy Each school will utilize their Local School Improvement Council as a wellness committee. At each meeting, “wellness” will be an agenda item. All agendas and minutes from meetings will be forwarded electronically to the child nutrition director.
- 5.45.60 Wellness Policy The Board of Education will provide regular health screenings for all members of the faculty and staff. This can be combined with PEIA initiatives for premium discounts.
- 5.45.61 Wellness Policy Each school will seek one employee to act as the wellness coordinator for the school. This person will plan one yearly event that will focus on the staff wellness. This person will also complete a yearly report on staff wellness activities.
- 5.45.62 Wellness Policy The cafeterias at all schools will be a welcoming and comfortable environment and will display healthy posters, bulletin boards, and displays that may influence students to make healthy choices.
- 5.45.63 Wellness Policy Teachers and support staff will approach breakfast and lunch times as very important settings.
- 5.45.64 Wellness Policy Encourage students at RLBMS and LCHS to select nutritional snacks, by ensuring all snacks in vending are within the regulations of WVDE Policy 4321.1
- 5.45.65 Wellness Policy LCHS students will be encouraged to consume beverages of nutritional value by offering only water, 100% juice, and 1% or less fat milk in vending machines.
- 5.45.66 Wellness Policy All schools will be prohibited from offering soft drinks during the school day.
- 5.45.67 Wellness Policy School personnel will be updated on any changes to state policies concerning nutrition and health education.

STUDENTS

5.45.68 Wellness Policy

Lunch menus will be distributed to every student in the county monthly. These menus will be attractive, colorful and easy to read. Health and nutrition information will be provided on the back of each lunch menu.

5.45.69 Wellness Policy

Celebrations and parties will be considerate of students with food allergies and sensitivities. Staff will be provided staff development on the requirements of “other foods and beverages” from WVDE Policy 4321.1.

5.45.70 Wellness Policy

Celebrations and parties will encourage physical activities in the place of eating activities.

5.45.71 Wellness Policy

Each schools wellness coordinator will strive to compile a yearly power point, showcasing the wellness activities and implementations of each school.

5.45.72 Wellness Policy

Implementation

5.45.73 Wellness Policy

Each school principal will ensure that Wellness is an agenda item for each Local School Improvement Council Meeting. Each school principal or his/her designee will submit at least one wellness report to the child nutrition director on a monthly basis. Each Local School Improvement Council will be responsible for seeing the School Health Index is completed every two years. A report outlining the strengths and weakness will be forward to the child nutrition director

5.45.74 Wellness Policy

Evaluation and Monitoring

5.45.75 Wellness Policy

The Lewis County Schools Wellness Policy will be reviewed in the spring of every year by members of the county’s wellness committee. During this meeting members will use information provided by school’s wellness coordinators to determine what goals are or are not being met. This committee will evaluate the success of each school’s wellness implementation. If goals are not realistic in nature then changes will need to be made. The goals of the wellness committee’s annual meeting will be to ensure that realistic expectations are established and maintained on a yearly basis. The results of the yearly wellness policy will be presented to the Board of Education at the end of every school year.

STUDENTS

5.46 RE-ENTRY INTO THE PUBLIC SCHOOL AFTER ATTENDING AN EXEMPTION K FACILITY

Initially approved by the Lewis County Board of Education on April 23, 2007. *Reviewed and amended by the LCBOE in session September 12, 2011.*

- 5.46.1 Re-entry (Exemption K) A student entering public school from an Exemption K facility will provide sufficient documentation to verify previous schoolwork completed. Any child entering public school and placed in grade kindergarten through eight will provide documentation of the subjects completed and the grades earned in those subjects. These grades will be honored to document content mastery and attainment and will be included in the child’s permanent record.
- 5.46.2 Re-entry (Exemption K) A nine through twelfth grade student entering public school from an Exemption K facility that is accredited by the West Virginia Department of Education will provide documentation of subjects completed and grades earned in those subjects. These grades will be honored to document content mastery and attainment and will be included on the child’s high school transcript.
- 5.46.3 Re-entry (Exemption K) A nine through twelfth grade student entering public school from an Exemption K facility that is not accredited by the West Virginia Department of Education must provide a notarized statement providing the following information:
- 5.46.4 Re-entry (Exemption K) 1) Instructor’s name and social security number and verification of instructor’s grade level and content area certification. Certification must be active during dates of instruction.
- 5.46.5 Re-entry (Exemption K) 2) Dates of which the instruction took place.
- 5.46.6 Re-entry (Exemption K) 3) Complete subject name and description and list of content standards and objectives that were covered. Content must align with approved WV content standards and objectives.
- 5.46.7 Re-entry (Exemption K) 4) An acknowledgement of mastery and attainment of content (grade achieved and the grading scale used).
- 5.46.8 Re-entry (Exemption K) The above information must be notarized and submitted to the Lewis County Superintendent of Schools before credit will be entered into the student’s permanent record. The superintendent prior to approval of credit may require further information and documentation.
- 5.46.9 Re-entry (Exemption K) Only those courses that have received the “credit” status will count toward graduation and will be listed on the student’s official transcript.

5.47 LEWIS COUNTY SCHOOLS SIMULATED WORKPLACE DRUG TESTING POLICY

Initially approved by the Lewis County Board of Education under urgent conditions on November 14, 2016. Final approval on December 12, 2016.

- 5.47.1 Simu Drug Test **Program Guidelines**
- 5.47.2 Simu Drug Test Lewis County Schools is proud to be part of the West Virginia Simulated Workplace Program to better prepare students for careers in business and industry. Students will have the opportunity to thrive in authentic workplace cultures and take ownership of success through their educational choices. An important part of preparing students to

STUDENTS

work in industry is to help them be drug free. Therefore, Lewis County Schools will operate as a Drug Free Work Zone. Random drug testing is a crucial piece of the program to help ensure a drug free school and workplace.

5.47.3 Simu Drug Test

Drug testing will be random for students in Lewis County Simulated Workplace programs. Students will be randomly selected for testing from computer results via Lewis County's selected drug testing company.

5.47.4 Simu Drug Test

In addition to random testing, students in any medical program will be subject to mandatory drug testing. This complies with all Medical Clinical Site regulations for work in the nursing industry. The medical students that will be mandatorily tested are:

- Diagnostics Services HE0718
- Allied Health HE0715
- Therapeutic Services HE0723

5.47.5 Simu Drug Test

Additionally, students may be tested mandatorily based on staff/administrative reasonable suspicion and safety concerns.

5.47.6 Simu Drug Test

Privacy and Confidentiality

5.47.7 Simu Drug Test

The test results will remain confidential and will only be released to the student, his/her parent or guardian, principal, and the CTE director. In addition, the test results will not be used for student discipline and will not become part of the student's permanent record/transcript or be communicated to any other party. All files regarding the participants in the program, as well as test results, shall be kept strictly confidential and will be kept separate from the mandatory school files required for each student. Drug test results will not be communicated to any other party unless subpoenaed by the courts.

5.47.8 Simu Drug Test

Drug Test Procedure

5.47.9 Simu Drug Test

Test procedure will comply with all state and federal drug testing requirements. Student data and information will also be kept in strict confidentiality.

5.47.10 Simu Drug Test

Verification of Sample

5.47.11 Simu Drug Test

All drug test samples will be verified in a controlled laboratory process by a medical doctor. The results will meet all government, legal, and technical challenges.

5.47.12 Simu Drug Test

Drug Screening

5.47.13 Simu Drug Test

Drugs that Lewis County Simulated Workplace will be testing for, but not limited to, are Marijuana (THC), Cocaine, Amphetamines (Meth), Opiates, Barbiturates, Phencyclidine, and Benzodiazepines. Alcohol and other drugs can be tested on a reasonable suspicion basis. Lewis County Schools will pay for all drug screenings.

5.47.14 Simu Drug Test

Consequences, Rehabilitation, and Assistance

5.47.15 Simu Drug Test

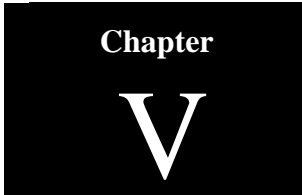
A student may refuse to be tested, but if he/she chooses to do so, he/she will immediately be suspended from participating in the CTE Simulated Workplace Program. The student will be removed from the CTE program at the change of the next grading period or semester.

5.47.16 Simu Drug Test

Consequences for a positive test shall be firing from your position in the program as a full time employee. Students will be required to seek drug rehabilitation on their own time and expense. Lewis County High School will provide assistance in locating rehabilitation programs when possible. Students will be placed on contractual employee status and will not be allowed to operate any tools, equipment, machinery, etc. When the drug rehabilitation program is finished and documentation has been submitted to the CTE administrator, he/she can reapply for a position within the company.

5.47.17 Simu Drug Test

Additionally, students in any CTE medical or nursing program will be immediately dismissed from the program with a positive drug test. Because of credentialing regulations, clinical site rules, and access to drugs at clinical sites, students that test positive will not be allowed to continue in those programs for liability reasons.



STUDENTS