

**INSTRUCTIONAL PROGRAMS**

*Chapter VI was approved and amended by the Lewis County Board of Education in session February 3, 2004*

**6.1 ASSURING THE QUALITY OF EDUCATION:**

Policy reviewed and updated on June 13, 2011.

- 6.1.1 Quality Education      The Lewis County school system’s philosophy of curriculum is to challenge each learner at the early, middle, adolescent and adult levels to do his or her very best work in every subject, and to provide the facilities, organization, and curriculum to meet and extend that challenge.
- 6.1.2 Quality Education      To succeed in meeting comprehensive goals and objectives set forth by the Lewis County school system, a basic enriched, comprehensive curriculum must be planned implemented, constantly evaluated, and the curriculum developed processes effectively executed. The Lewis County curriculum shall emphasize student attainment of basic concepts and skills in an enriched comprehensive curriculum. The nature of the curriculum is not so rigid as to deter teacher and student initiation.
- 6.1.3 Quality Education      The curriculum must be adaptable and meet the challenge for future citizens. We remain receptive to innovations; however, we will not sacrifice the best interest of the student for the sake of change.
- 6.1.4 Quality Education      Evaluation of curriculum will be an on-going process by all professional personnel with careful consideration being given all data available before curriculum change is recommended.
- 6.1.5 Quality Education      With singleness of purpose, the curriculum of Lewis County schools will hold the welfare of the student as ultimate. This purpose is only possible when opportunities are provided for each child to achieve maximal total growth.
- 6.1.6 Quality Education      **Instructional Program:** Based upon the belief that: “Each pupil is entitled to an opportunity to progress according to his/her ability in the various grades and fields of learning,” the following programs of instruction are founded:
- 6.1.7 Quality Education      **Educational Goals for West Virginia:** The Lewis County Board of Education adopts the educational goals for West Virginia as the established goals for Lewis County schools. (Reference: Minute book number seven, dated 11-3-83).
- 6.1.8 Quality Education      **Early Childhood PK-4 - Early** childhood is that group of students assigned to pre-k, kindergarten, grade one, grade two, grade three, and grade four. Instruction is based on the assumption that all pupils should be given the opportunity to progress in the curricular areas of their own rates of achievement.
- 6.1.9 Quality Education      **Middle Childhood 5-8** Middle childhood is that group of students assigned to grades five through eight. Instruction is based on the assumption that all pupils should be given the opportunity to progress in the curricular areas at their own rates of achievement.
- 6.1.10 Quality Education      **Senior High School - Adolescent Ed. 9-12**
- 6.1.11 Quality Education      The senior high school includes that group of students assigned to grades nine, ten, eleven, and twelve. It is proposed that instruction can best be accomplished in grades nine, ten, eleven, and twelve by grouping students on the basis of achievement. The curricular emphasis will be on required subjects first and on elective subjects second.
- 6.1.12 Quality Education      The senior high instruction program shall provide a comprehensive curriculum to meet the needs of all students. A comprehensive senior high

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school will provide for the general education program of the individual; provide an elective curriculum for those who will need salable skills immediately upon graduation; and provide an elective curriculum for those who will need salable skills immediately upon graduation; and provide an elective curriculum for those who will continue their formal education.

6.1.13 Quality Education

At a minimum, Lewis County schools will offer the required course at all levels as outlined in WV Bd. of Ed. Policy 2510.

**6.2 EDUCATIONAL PROGRAMS AND SERVICES**

Policy reviewed and updated on June 13, 2011.

- 6.2.1 Ed. Programs/Services At a minimum, Lewis County schools shall offer the educational courses and programs as outlined in West Virginia Board of Education Policy 2510. Additionally, at the 9-12 level, Business Computer Applications I course shall be offered.
- 6.2.2 Ed. Programs/Services Lewis County schools shall provide student support services that include, but are not limited to:
- 6.2.3 Ed. Programs/Services Guidance and Counseling. School counselors shall work with individual students and groups of students through developmental, preventive and remedial approaches at least 75% of their time to meet academic, social, emotional, and career development needs as required in W.V Code 18-5-18b School counselors shall be provided for all students in grades K-12.
- 6.2.4 Ed. Programs/Services School Health Services. School health services shall be available that provide early identification of health problems and follow-up activities to facilitate and assure appropriate health care as required in WV Code 18-5-22.
- 6.2.5 Ed. Programs/Services Library/Media Services. Students shall have access to media and use of such skills as retrieving, receiving and using information.
- 6.2.6 Ed. Programs/Services School Psychological Services. School psychological services shall be available to all students to facilitate the interpersonal and academic development of students and to foster the social emotional health of students.
- 6.2.7 Ed. Programs/Services Social Services and Attendance. Lewis County Board of Education shall employ at least a half time attendance director to enforce the compulsory school attendance law.
- 6.2.8 Ed. Programs/Services Transportation Services. Lewis County schools shall provide safe, efficient transportation to the extent necessary to assure to students the opportunity to participate in the county education program.
- 6.2.9 Ed. Programs/Services Nutritional Services. Lewis County schools shall provide balanced meals for all students who choose to participate in the lunch/breakfast programs.

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**6.3 GRADUATION REQUIREMENTS**

Reference SBP 2510 – Policy reviewed on June 13, 2011.

**6.4 DEFINITIONS**

Policy reviewed and updated on June 13, 2011.

- 6.4.1 Definitions Standard Graduation Requirements. The number of required and elective units of credit which must be earned by a student in grades 9-12 in order to be graduated from high school with a standard diploma.
- 6.4.2 Definitions Modified Graduation Requirements. The alternative learning objectives specified in
- 6.4.3 Definitions The individualized educational program which must be completed by a student with a severe disability in order to be graduated from high school with a modified program. A student must attend at least four- (4) years in grades 9-12 unless an attendance exception is granted.
- 6.4.4 Definitions Unit of Credit. That which is awarded for the mastery of instructional goals and objectives from a required or elective course.
- 6.4.5 Definitions Standard Diploma. Diplomas awarded to students, including exceptional students, who satisfactorily complete all state and county standard graduation requirements.
- 6.4.6 Definitions Modified Diploma. Diplomas awarded to students with severe disabilities who satisfactorily complete modified graduation requirements.
- 6.4.7 Definitions Content, Standards, and Objectives. Skills and competencies essential for future success in the workplace and future education that provide the focus for teachers to teach.
- 6.4.8 Definitions Alternative Learning Objectives. Appropriate to meet the needs of a student determined unable to successfully achieve the learning objectives necessary to meet standard graduation requirements. The determination of ability to achieve standard learner goals and objectives is made by the individualized education program committee. These alternative learning objectives do not have to be from the required and elective areas of study for standard graduation requirements, but they are learner goals and objectives that are reasonable and attainable for students with severe disabilities
- 6.4.9 Definitions The Arts. The program of study for dance, music, theatre, and visual arts.
- 6.4.10 Definitions Foreign Language. A language other than English.
- 6.4.11 Definitions Testing Out. Obtaining credit for a specific course by demonstrating mastery of the learner goals and objectives for that course through an assessment process.
- 6.4.12 Definitions Business Computer Applications I - This area of study is designed to provide the learner with the opportunity to understand and apply integrated software to business applications. The students will achieve basic proficiency in word processing, spreadsheet, desktop publishing, computerized presentations, and Internet and/or database applications.

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**6.5 PROGRAMS OF STUDY**

Policy reviewed and updated on June 13, 2011.

- 6.5.1 Programs of Study County Graduation Requirements. All students receiving a standard diploma will complete the following graduation requirements:
- 6.5.2 Programs of Study Total Units. The total number of units of credit needed for graduation is twenty-seven (27) the specific units of credit for graduation are outlined below as required, recommended, and elective units.
- 6.5.3 Programs of Study Required Units. Required core units are offerings, which constitute a common body of general learning's necessary for preparing a student to function in post-secondary education in the work place. The required core units, must be completed by all students during grades 9-12

**6.6 The following graduation requirements are effective for students entering grade 9 in the school years 1999-2000 through 2003-2004:**

Policy removed on June 13, 2011.

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**6.7 The following graduation requirements are effective for students entering grade 9 in school years 2010-11 through 2014-2015.**

*Approved and amended by the Lewis County BOE in session April 19, 2005. Policy reviewed and updated on June 13, 2011. Policy reviewed & updated on March 23, 2015.*

- 6.7.1 Grad Requirements **English Language Arts:** 4 credits-English 9,10,11,12
- 6.7.2 Grad Requirements **Mathematics:** 4 credits-
- 6.7.3 Grad Requirements **Physical Science, Biology or Conceptual Biology, Chemistry or Conceptual Chemistry, Physics.**
- 6.7.4 Grad Requirements **Social Studies:** 4 credits-US to 1900, World Studies to 1900. Twentieth/Twenty-First Centuries Studies, and Civic for 21<sup>st</sup> Century.
- 6.7.5 Grad Requirements **Physical Education:** 1 credit
- 6.7.6 Grad Requirements **Health:** 1 credit
- 6.7.7 Grad Requirements **The Arts:** 1 credit
- 6.7.8 Grad Requirements **Business Computer Applications I – 1 Credit\***
- 6.7.9 Grad Requirements **Local Unrestricted Electives:** 2 credits
- 6.7.10 Grad Requirements **Unrestricted Electives** 2 credits
- 6.7.11 Grad Requirements: **Experiential Learning** - All students will participate in experiential learning opportunities as outlined by the Lewis County Board of Education. **Career Concentration Courses:** 4 credits (See Chart)
- 6.7.12 Grad Requirements This credit may be waived for individual students who transfer into Lewis County High School as seniors, as to allow them to graduate on time.

Non CTE	CTE	
<p><b>Science:</b> 4<sup>th</sup> credit (which must be above Physical Science)</p> <p><b>Foreign Language:</b> 2 credits in one language</p> <p><b>Concentration</b> – 1 additional credit required related to selected career concentration</p>	<p><b>Concentration:</b> 4 additional credits required related to the selected career concentration.</p>	

Career Development	Prior to students selecting a concentration and pathway, opportunities for career decision making must be provided in grades 9-10.
Experiential Learning	All students in grades 9-12 will be provided structured, on-going experiences for career exploration, decision making, and career preparation. Career development shall be an integrated approach, engaging all staff in assisting students during the school day to explore the 16 career clusters. Career exploration will include opportunities for students to discover their interests in emerging careers including STEM careers in science, oil & gas, technology, engineering, and math. The school will engage student advisors in utilizing each student’s career awareness activities to develop the PEP. Advisors will assist students and their parents to utilize their various interests, learning styles, career and academic assessments to guide educational planning and career choices. Career exploration activities will be documented in each

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	student’s personalized career portfolios.
Technology	Students in grades 9-12 will be provided regular opportunities within the context of normal course work to master the standards set forth in WVBE Policy 2520.14. The infrastructure of classrooms should infuse technology and pedagogy to transform instruction, thus leading to improved student engagement. It is recommended that all students complete an online learning experience during grades 9-12. Students must be provided opportunities for advanced technology applications.
Senior Year	All West Virginia high school students shall be fully enrolled in a full day of high school and/or college credit bearing courses. It is recommended that students complete a senior project to add rigor and relevance to the senior year.

**6.8 The following graduation requirements are effective for students entering grade 9 in the school year 2015-16 and thereafter.**

*Approved and amended by the Lewis County BOE in session April 19, 2005. Policy reviewed and updated on June 13, 2011. Policy reviewed & updated March 23, 2015.*

6.7.13 Grad Requirements **English Language Arts:** 4 credits-English 9,10,11,12

6.7.14 Grad Requirements **Mathematics:** 4 credits-

6.7.15 Grad Requirements Physical Science, Biology or Conceptual Biology, Chemistry or Conceptual Chemistry, Physics.

6.7.16 Grad Requirements **Social Studies:** 4 credits-US to 1900, World Studies to 1900. Twentieth/Twenty-First Centuries Studies, and Civic for 21<sup>st</sup> Century.

6.7.17 Grad Requirements **Physical Education:** 1 credit

6.7.18 Grad Requirements **Health:** 1 credit

6.7.19 Grad Requirements **The Arts:** 1 credit

6.7.20 Grad Requirements **Unrestricted Electives** 2 credits

6.7.21 Grad Requirements **Experiential Learning** - All students will participate in experiential learning opportunities as outlined by the Lewis County Board of Education.

6.7.22 Grad Requirements **Career Concentration Courses:** 4 credits (See Chart)

Non CTE	CTE	
<p><b>Science:</b> 4<sup>th</sup> credit (which must be above Physical Science)</p> <p><b>Foreign Language:</b> 2 credits in one language</p> <p><b>Concentration</b> – 1 additional credit required related to selected career concentration</p>	<p><b>Concentration:</b> 4 additional credits required related to the selected career concentration.</p>	

Career Development	All students in grades 9-12 will be provided structured, on-going experiences for career exploration, decision making, and career preparation. Career development shall be an integrated approach, engaging all staff in assisting
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	students during the school day to explore the 16 career clusters. Career exploration will include opportunities for students to discover their interests in emerging careers including STEM careers in science, oil & gas, technology, engineering, and math. The school will engage student advisors in utilizing each student’s career awareness activities to develop the PEP. Advisors will assist students and their parents to utilize their various interests, learning styles, career and academic assessments to guide educational planning and career choices. Career exploration activities will be documented in each student’s personalized career portfolios.
Experiential Learning	All students must participate in an experiential learning experience at some time in grades 9-12. If credit is granted for these experiences, content standards and objectives will be developed and approved at the local level.
Technology	Students in grades 9-12 will be provided regular opportunities within the context of normal course work to master the standards set forth in WVBE Policy 2520.14. The infrastructure of classrooms should infuse technology and pedagogy to transform instruction, thus leading to improved student engagement. It is recommended that all students complete an online learning experience during grades 9-12. Students must be provided opportunities for advanced technology applications.
Senior Year	All West Virginia high school students shall be fully enrolled in a full day of high school and/or college credit bearing courses. It is recommended that students complete a senior project to add rigor and relevance to the senior year.

**6.9 PROGRAM DELIVERY/ADMINISTRATIVE PRACTICES**

Policy reviewed on June 13, 2011.

- 6.9.1 Prog. Delivery/Ad. Pract. Unit of credit. A unit of credit is that which is awarded for the attainment of content
- 6.9.2 Prog. Delivery/Ad. Pract. Standards and objectives from a required or elective area of study. Partial credit may also be awarded, e.g., ½ unit for attainment of content standards and objectives from a required or elective area of study.
- 6.9.3 Prog. Delivery/Ad. Pract. Alternative Delivery Systems. The Lewis County Board of Education shall allow for alternate delivery systems as follows:
- 6.9.4 Prog. Delivery/Ad. Pract. Accepting Credits Earned before Grade 9. Any student who successfully completes a high school level course prior to grade 9 shall receive full credit for the course toward meeting graduation requirements. The student’s permanent record for grades 9-12 shall indicate completion of the area of study.
- 6.9.5 Prog. Delivery/Ad. Pract. Testing Out. Any student who, through performance on a test, can demonstrate mastery
- 6.9.6 Prog. Delivery/Ad. Pract. Of the content standards and objectives for any course will receive credit for that course. The Lewis County Board of Education shall develop policies and procedures by which students can test out of courses.

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- 6.9.7 Prog. Delivery/Ad. Pract. Correspondence Schools. The Lewis County Board of Education may, under unusual circumstances, grant high school credit for correspondence courses, which are offered by fully accredited schools. Students who want to receive high school credit for correspondence courses should make a request to the school principal. The school principal in collaboration with the director of curriculum and superintendent of schools shall evaluate each request on an individual basis.
- 6.9.8 Prog. Delivery/Ad. Pract. Colleges. Lewis County students may earn dual credit for completion of college work. The Lewis County Board of Education shall develop policies and procedures for granting of dual credit for college courses.
- 6.9.9 Prog. Delivery/Ad. Pract. Night School. Lewis County students age 16 or older may earn credit from night school for areas of study which are identified in the adolescent education program of study in policy 2510. Programs at night school would have to be taught by a certified teacher, have approval from the superintendent of schools, and students must demonstrate mastery of the content standards and objectives for the course(s) for which they receive credit.
- 6.9.10 Prog. Delivery/Ad. Pract. Summer School. Lewis County students may earn credit from an approved summer school provided the instructional program is equivalent to that required of the regular school term. Summer school courses must be taught by certified teachers, have approval from the superintendent of schools, and students must demonstrate mastery of the content standards and objectives for the course(s) for which they receive credit.
- 6.9.11 Prog. Delivery/Ad. Pract. Alternative Education Program. Lewis County students may earn credit in four core academic areas from the alternative education program at the Lewis County Alternative Learning Center. Students must demonstrate mastery of the content standards and objectives for the course(s) for which they receive credit.
- 6.9.12 Prog. Delivery/Ad. Pract. Private Schooled and/or Home Instructed Students. Students attending private schools or home instructed students who enter Lewis County High School must demonstrate mastery of the content standards and objective for any course(s) for which they are requesting credit.
- 6.9.13 Prog. Delivery/Ad. Pract. Distance Learning/Internet /Courses. Generally, credit for distance learning courses will be granted only for courses not taught in a student's home school. Exceptions may include, but not be limited to: scheduling conflicts, courses for homebound students, and courses for the purpose of acceleration. Lewis County schools shall develop enrollment procedures for distance learning classes.
- 6.9.14 Prog. Delivery/Ad. Pract. Students with Disabilities: An individualized education program shall specify how graduation credit is to be earned by an eligible student with a disability.
- 6.9.15 Prog. Delivery/Ad. Pract. If the special education IEP committee determines that a student cannot successfully achieve the objectives necessary to earn a standard diploma, the IEP shall specify the alternative learning objectives, which are appropriate to meet the needs of the student. A student who completes the alternative learning objectives as specified in his/her IEP shall be awarded a modified diploma stating that the student has met the goals and objectives of an IEP. Only students with severe cognitive disabilities may be awarded a modified diploma.

**6.10 EVALUATING CREDITS FOR TRANSFER STUDENTS**

Policy reviewed on June 13, 2011.

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- 6.10.1 Prog. Delivery/Ad. Prac. From Other States. Students who transfer into West Virginia from public schools in other states may not always have completed the required units needed for graduation in West Virginia. In most instances, there will be credit for an area of study, which is quite similar to one of the required units, and credit can be awarded for the work completed. If the student who transfers in can be scheduled into any additional subjects needed to complete the West Virginia requirements, this should be done. In the cases of seniors and some juniors, such scheduling may not be feasible or possible. In such cases, the school may appeal to the State Superintendent of Schools for permission to use a substitute for the requirements or to waive the requirement.
- 6.10.2 Prog. Delivery/Ad. Prac. In the case of a student who meets the state graduation requirements but not county requirements, the school may appeal to the county superintendent of schools for permission to use a substitute for the requirement or to waive the requirement.
- 6.10.3 Prog. Delivery/Ad. Prac. From Other WV Counties: Students who transfer into Lewis County High School from another West Virginia county which has fewer graduation requirements may not be able to complete Lewis county's graduation requirements in four years. In such cases, the student's credits shall be evaluated to determine if one or more county requirements will be waived by the local board of education. In such circumstances, the school shall appeal to the county superintendent of schools for a waiver for the student.

**6.11 STUDENTS WHO DO NOT COMPLETE REQUIREMENTS IN FOUR YEARS:**

Policy reviewed on June 13, 2011.

6.11.1 Non completed units Continuous Enrollment. If a student has been enrolled continuously for four years in grades 9-12 but has not accumulated the required number of units, the student shall be expected to meet the graduation requirements, which were in effect when he/she entered ninth grade.

**6.11.2 Non completed units** Re-enrollment. If a student has enrolled after dropping out of school, the requirements that a student must meet depend upon the length of time he or she has been out of school. If the student has been out of school less than one year, he or she would be expected to complete the graduation requirements, which were in effect, when he or she entered grade nine. If the student has been out of school one year or more, he or she would be expected to complete the current graduation requirements.

**6.12 PARTICIPATION IN GRADUATION CEREMONIES**

Policy reviewed on June 13, 2011.

6.12.1 Participation in Grad. Only students who will be receiving a standard or modified diploma from Lewis County High School will be permitted to participate in graduation ceremony. Students must be enrolled in Lewis County schools during the final semester to be eligible for a Lewis County diploma.

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**6 .13 INSTRUCTION**

Policy reviewed on June 13, 2011.

- 6.13.1 Instruction      Instruction in all classes/courses and at all grade levels will be based, at a minimum, on The West Virginia Content Standards and Objectives (CSO's) or locally generated and approved content standards and objectives for those courses that do not have state developed CSO's.
- 6.13.2 Instruction      Teachers shall utilize a variety of research-based teaching strategies to best ensure student success at all levels. Additionally, in all grade levels K-12, students shall be grouped heterogeneously. The exception shall be for students enrolled in honors, advanced placement, and dual credit courses and for special courses at all levels.
- 6.13.3 Instruction      Teachers shall teach all of the content standards and objectives in each grade and in each subject.
- 6.13.4 Instruction      REFERENCE: SBP 2520

**6 .14 SECTARIAN INSTRUCTION**

Policy reviewed on June 13, 2011.

- 6.14.1 Sectarian Instruction      Sectarian instruction of any kind is prohibited in all Lewis County schools. It shall be the responsibility of the principal to enforce compliance with this policy.

**6 .15 CONTROVERSIAL ISSUES INSTRUCTION**

Policy reviewed on June 13, 2011.

- 6.15.1 Controversial Issues      Factual materials relating to both sides of controversial issues of local, state, national and international importance should be presented within the proper relationship of the subject matter.
- 6.15.2 Controversial Issues      Administrator and teachers shall be required to exert their most conscientious efforts to see that such facts (controversial issue facts) are presented objectively and impartially.
- 6.15.3 Controversial Issues      The superintendent of the Lewis County Board of Education can only support or defend this instruction when it is evident that the compliance of the above policy has been followed in all respects.

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## **6 .16 ADVERTISING IN THE SCHOOL**

Policy reviewed on June 13, 2011.

- 6.16.1 Advertising in School Teachers and principals shall not allow agents or other persons to exhibit in the classroom or other parts of the school plant; any books or articles for sale or subscription; distribute circulars or handbills, cards or advertisements of any sort; nor permit anyone to replace instructional time with commercialized lectures or addresses of any kind, nor shall any teacher or principal take part in any of the above listed activities unless expressed permission is granted by the superintendent.

## **6 .17 SOLICITATION BY AGENTS**

Policy reviewed and updated on June 13, 2011.

- 6.17.1 Solicitation by Agents The superintendent is given authority to grant permission at his discretion to agents desiring to solicit teachers on school premises; it being understood that all agents, before making such calls, shall be required first to have a letter of introduction and authorization from the superintendent's office. This letter of introduction shall be presented to the building principal prior to solicitation of any school personnel.

Policy 6.18 through 6.23 all dealing with Work-Based Learning was reviewed and deleted on June 13, 2011.

## **6.24 LESSON PLANS:**

All teachers shall prepare lessons plans utilizing the format that is approved by the school principal. Lesson plans for the entire week shall be prepared in advance and shall be submitted to the school principal no later than the end of the first instructional day of each week. The school principal shall review and provide written comments to teachers regarding lesson plans at least once during each semester. Principals shall maintain lesson plans for use by substitute teachers. Each teacher shall also have an alternative lesson plan for substitute teachers. REFERENCE: SBP 2510; SBP 5310

## **6.25 DUAL CREDIT**

Policy reviewed and updated in session on May 27, 2014 under emergency conditions. Final approval on July 28, 2014.

- 6.25.1 Dual Credit **SCOPE:** This policy establishes procedures for awarding of dual credits at the secondary level, as authorized by the WVBE Policy 2510: Assuring the Quality of

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Education: Regulations for Education Programs. This policy shall be reviewed and approved by the WVBE.

- 6.25.2 Dual Credit Students may be given both high school credit and college credits for college courses that that meets the NEXT GEN Content Standards. If the NEXT GEN Content Standards are met for any given course through attendance in a college course taught at Lewis County High School, then high school credit shall be given for the course, as well as college credit. For any college course taught at Lewis County High School for which NEXT GEN Content Standards are not met, elective credit may be given. The high school principal shall determine the courses for which dual credit will be granted.
- 6.25.3 Dual Credit **DUAL CREDIT COURSE DEVELOPMENT:** Collaboration between secondary and postsecondary teachers, along with administrators, will be utilized to align the content standards and objectives for both the secondary and postsecondary course. The course syllabus will address both the secondary and postsecondary content. The syllabus will also provide for 180 days of instruction, clarifying student assignments on dates when college may not be in session, how missed days of instruction at the secondary level will be handled when the college is in session, etc.
- 6.25.4 Dual Credit **Dual Credit Course** – A course that provides student both high school and college credit. Such a course must meet both the specified course content standards and objectives for secondary offering and the college course requirements. Dual credit courses may be delivered at the high school, on a college campus, another site not located at the high school or college campus, in a virtual environment, or through a combination of these delivery methods.
- 6.25.5 Dual Credit **Provision to recover credit:** If students are unsuccessful in a dual credit course, students can recover the credit during after school credit recovery, as well as summer credit recovery sessions.
- 6.25.6 Dual Credit **How (when and where) the dual credit class will be offered:** All dual credit courses will be offered within the normal school day at LCHS. There are two sections of English and one section of science.
- 6.25.7 Dual Credit **Assessment of dual credit:** All dual credit courses will be assessed and grades will be awarded based on the WV uniform grading policy 2515.
- 6.25.8 Dual Credit **Will dual credit courses be offered as substitutes for graduation requirements:** SCIE 10815 (Earth and Sky) will be offered as an additional science elective, and English 1104/1108 will be offered in place of English 12.
- 6.25.9 Dual Credit **Who pays tuition and texts:** Students will be responsible for all costs associated with the dual credit courses.
- 6.25.10 Dual Credit **Communication with students and parents:** It is important to note that not all institutions of higher education may accept the credits gained from dual credit courses offered at LCHS. It is important for students and parents work with the LCHS guidance counselors to verify the ability to transfer the earned credits to other colleges or universities.
- 6.25.11 Dual Credit **WVEIS Codes:** English 1104/1108 : 40121X and 40122X SCIE 10815 (Earth and Sky): 62011X and 62012X

**6.26 VALEDICTORIAN/SALUTATORIAN POLICY:**

- 6.26.1 Valedictorian/Salutato The class valedictorian shall be the student (s) in each graduating class whose GPA (Grade Point Average) is the highest. Salutatorian shall be the student(s) in each graduating class whose GPA is the second highest. In order to be eligible for valedictorian/salutatorian, a student must be enrolled for a full instructional day each of four years. A full instructional day is defined as four courses. As part of these four courses, students may substitute two

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college courses (6 hours minimum). Grades in college courses will be included in the student's GPA if the student is also receiving high school credit for the course.

6.26.2 Valedictorian/Salutato Students shall be ranked at the end of four years. In determining rank, students' GPA's shall be averaged and rounded to the nearest thousandths. Students whose GPA, after four years, is at or above 3.4 shall be recognized as honor students. All courses for which a student receives high school credit shall be included in determining the student's GPA.

**6.27 TEXTBOOKS:**

- 6.27.1 Textbooks The Lewis County Board of Education will provide free textbooks to all students in grades kindergarten through twelve. The following procedure is to be used in handling of the textbooks:
- 6.27.2 Textbooks The principal obtains books from the director of curriculum and instruction for the pupils in his/her school by completing a textbook request form. No textbook shall be released to a school without receipt of a completed request form.
- 6.27.3 Textbooks These textbooks are issued by the principal to the teacher who issues them to the pupils and records the numbers and conditions of the books. The teacher will exercise general control of such textbooks and at the end of the school term shall account for all textbooks issued.
- 6.27.4 Textbooks The full cost of any textbook which has been determined lost by the pupil will be paid for by the parent/guardian.
- 6.27.5 Textbooks Charges for damaged books will be at the discretion of the school principal.
- 6.27.6 Textbooks Payments for lost or damaged books will be forward to the finance department of the Lewis County Board of Education.
- 6.27.7 Textbooks Appropriate inventory techniques shall be followed.

**6.28 GRADING POLICY:**

*Approved and amended by the Lewis County Board of Education in session April 5, 2004.*

- 6.28.1 Grading Policy Chapter VI Grading Policy Approved and Amended by the Lewis County Board of Education in session August 18, 2003.
- 6.28.2 Grading Policy Students' grades will be reported to parents indicating the level of mastery that the student has achieved in regard to the content standards and objectives (CSOs) that have been taught for each reporting period. At the kindergarten level, teachers shall utilize a checklist to report student progress toward mastery of instructional goals and objectives.
- 6.28.3 Grading Policy Letter grades will be given in all classes/courses in grades 3-12 and in all classes/courses in grades 1-2 except social studies, health and science.
- 6.28.4 Grading Policy In all classes/courses in which letter grades are given, the following non-weighted course grade scale shall be utilized to indicate the level of mastery achieved by the students:

A	93%-100% of objectives taught have been mastered
B	85%-92% of objectives taught have been mastered
C	75%-84% of objectives taught have been mastered
D	65%-74% of objectives taught have been mastered
F	Less than 65% of objectives taught have been mastered

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(NOTE: 65% or higher shall indicate demonstrated

mastery).

6.28.5 Grading Policy

In grades 1-4 art, music, physical education and health shall be weighted in determining GPA. These courses shall be weighted based on the number of days per week that the student is scheduled for each content area class. For purposes of calculating GPA (Grade Point Average), the following shall apply:

6.28.6 Grading Policy

“A” shall equate to 4 grade points

6.28.7 Grading Policy

“B” shall equate to 3 grade points

6.28.8 Grading Policy

“C” shall equate to 2 grade points

6.28.9 Grading Policy

“D” shall equate to 1 grade point

6.28.10 Grading Policy

“F” shall equate to 0 grade points

6.28.11 Grading Policy

For students entering ninth grade in school year 2002-03 and thereafter, weighted grades and quality points shall be applied to advanced placement (AP) and International Baccalaureate (IB) courses only. The scale to be used for weighted courses and quality points shall be:

6.28.12 Grading Policy

A=5 quality points

6.28.13 Grading Policy

B=4 quality points

6.28.14 Grading Policy

C=3 quality points

6.28.15 Grading Policy

D=2 quality points

6.28.16 Grading Policy

F=0 quality points

6.28.17 Grading Policy

6.27.18 Grading Policy

Lewis County students will participate in the West Virginia Department of Education’s End-of-Course Exam program. A student’s score on the End-of-Course Exam will count as 15% of his/her final grade in the course. In 9-12 courses for which there is no state-developed final exam, students shall be given a teacher-made comprehensive final examination at the end of the course. These teacher-made exams shall be calculated in the student’s final grade. In grades 1-8, a final grade for each class-course shall be reported to parents and the final grade shall be the average of the four nine weeks grades. For all courses receiving 9-12 credit, a student may elect to repeat a failed course(s). Both courses will be calculated in the student’s grade point average (GPA).

6.28.19

Regular semester exams for the 2003-04 school year will count as 20% of the student’s final grade. Effective 2004-05, end of course exams will count as 15% of the final grade of the course.

**6.29 REPORT CARDS:**

Report cards shall be distributed to parents every nine weeks in grades K-12. Students’ Progress shall be reported to parents in the form of a progress report midway between each nine weeks period.

**6. 30 TESTING OUT FOR CREDITS:**

6.30.1 Grading Policy

Purpose: In accordance with West Virginia Department of Education Policy, 2510, students enrolled in Lewis County schools shall be provided the opportunity to receive course credit for required high school courses by demonstrating mastery of the state and county Content Standards and Objectives associated with the successful completion of those courses.

6.30.2 Grading Policy

Criteria for Eligibility: To be eligible to apply for mastery testing, a student must meet al of the following criteria:

6.30.3 Grading Policy

a Score at or above the 85<sup>th</sup>ile or at the “Distinguished” level in Total Basic Skills on the most recent state assessment.

6.30.4 Grading Policy

b Score at or above the 85<sup>th</sup>ile or at the “Distinguished” level on the most recent state assessment in the subject area for which testing out is being requested.

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- 6.30.5 Grading Policy      c Demonstrate a cumulative Grade Point Average (GPA) of 3.0 or higher.
- 6.30.6 Grading Policy      d Submit request forms in accordance with established procedures. A student may petition the school principal for special consideration of exception to the above criteria. Student may attempt to test out of a given course a maximum of once per year. It is advisable that a student attempt no more than one subject area per year.

**6. 31 PROCEDURES:**

- 6.31.1 Procedures      A request for testing out must be made in the sequence in which the student would normally take the course(s).
- 6.31.2 Procedures      A student meeting the eligibility criteria will submit a written application to the principal no later than May 31, prior to the school year in which the student is applying to test out.
- 6.31.3 Procedures      The test will be developed and scored by appropriately-credential teachers who teach the courses for which the tests are developed or by RESA VII personnel.
- 6.31.4 Procedures      The test provides the students an opportunity to demonstrate mastery of the entire course through: (a) a variety of types of questions, i.e. multiple choice, short answer, and essays; (b) a range of levels of questions, i.e. knowledge, comprehension, application, analysis, evaluation, and synthesis of the content of the course; (c) methods of validating skills of the discipline through labs, presentations, problem-solving, submission of portfolios, performances and /or demonstrations appropriate to the discipline.
- 6.31.5 Procedures      Tests are maintained and administered under standardized testing conditions.
- 6.31.6 Procedures      The school principal will be responsible for maintaining test security.
- 6.31.7 Procedures      The same standards are used to evaluate the performance of students who test out and students who earn credit by traditional means.
- 6.31.8 Procedures      Awarding Credit: Credit and letter grades will be granted according to the grading scale designated by the Lewis County Board of Education's grading policy. A student who earns a passing grade on a mastery test shall have his/her score recorded on his/hers transcripts and the grade will calculate into the student's GPA. A student that does not pass the mastery test will not have the grade recorded on his/hers transcripts. A student who, after scoring a passing grade on a mastery test, chooses to enroll in the same course to attempt a higher grade, shall have both grades recorded on his/her transcript and both grades shall be calculated into the student's GPA.
- 6.31.9 Procedures      \*The student will be responsible for any changes or fees incurred during the testing out procedures.

**INSTRUCTIONAL PROGRAMS**

**6.32 HOMEWORK POLICY:**

*Approved and amended by the Lewis County BOE in session December 10, 2007. Policy effective date is the beginning of the second semester of the 2007-2008 school year (January 18, 2008).*

- 6.32.1 Homework Policy When homework is given, it should have a definite purpose and further the achievement of the goals, aims, and objective of the pupil's educational program. Homework that requires professional help shall not be assigned to students. All homework must be checked and returned to students in a timely manner.
- 6.32.2 Homework Policy Kindergarten - There should be no formal homework in kindergarten.
- 6.32.3 Homework Policy **Grades 1-3**
- 6.32.4 Homework Policy Thirty minutes shall be considered a maximum amount of homework.
- 6.32.5 Homework Policy **Grades 4-5**
- 6.32.6 Homework Policy Forty-five minutes shall be considered a maximum amount of homework.
- 6.32.7 Homework Policy **Grades 6-7**
- 6.32.8 Homework Policy One hour shall be considered a maximum amount of homework.
- 6.32.9 Homework Policy **Grade 8**
- 6.32.10 Homework Policy One and one-half hours shall be considered a maximum amount of homework.
- 6.32.11 Homework Policy Care must be exercised and a system of coordination be organized by the teachers and principals of departmental systems to prevent the exceeding of the above-described maximum.
- 6.32.12 Homework Policy **Senior High School**
- 6.32.13 Homework Policy No time element is established, but teachers and principals shall establish a school policy to prevent the overloading of pupils with homework.

**6.33 IMPLEMENTING PROCEDURES AND REGULATIONS:**

- 6.33.1 Implementing Procedures Each respective school shall establish written procedures and regulations for implementing the above homework policy. It shall be the responsibility of the principal to coordinate those procedures and regulations.
- 6.33.2 Implementing Procedures A copy of these procedures and regulations shall be filed with the county school office.

**6.34 PROMOTION/RETENTION POLICY:**

- 6.34.1 Promotion/Retention In grades K-4, 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. To advance to the next instructional/grade level, the following should occur:

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- 6.34.2 Promotion/Retention In grades K-4, the students should demonstrate mastery of at least 65% of the CSOs for English/language arts, and math.
- 6.34.3 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.
- 6.34.4 Promotion/Retention Daily re-teaching shall be provided to students who require it to assist them in mastering the CSOs.
- 6.34.5 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. Parents of students being considered for retention shall be notified, in writing, no later than the end of the first semester of the school year or at which time the student becomes at-risk of being retained. The inability of the school and/or teacher to verify parent receipt of such letter does not guarantee promotion.
- 6.34.6 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 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.
- 6.34.7 Promotion/Retention For all students in grades K-12 with mild disabilities, the IEP committee shall determine the delivery of instructional strategies and methods of evaluation that are needed to assist the students in demonstrating mastery of the CSO's for their grade level. Additionally, the IEP committee shall determine any supplementary aids and services necessary for children with disabilities to make progress in the general curriculum.
- 6.34.8 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 10<sup>th</sup> grader, 13 credits to be considered an 11<sup>th</sup> grader, and 20 credits to be considered a 12<sup>th</sup> grader.

**6.35 ALTERNATIVE LEARNING CENTER**

*Approved and amended by the Lewis County BOE in session January 8, 2007.*

- 6.35.1 Alternative Lrng. Center Please see Policies and Procedures for Lewis County Learning Center at Chapter 5.19.

**6.36 SPECIAL PROGRAMS**

Approved and amended by the Lewis County Board of Education in session 11/3/03.

- 6.36.1 Special Programs **Overview:** Special programs provide supplementary services, which aid in the operation of the total educational program. These programs expand the regular curriculum and increase the range of services to better meet the individual and/or special needs of students.
- 6.36.2 Special Programs Special programs include but are not limited to the following:
- 6.36.3 Special Programs No Child Left Behind, Title I
- 6.36.4 Special Programs No Child Left Behind, Title II
- 6.36.5 Special Programs RESA VII – Staff Development and Curriculum/Instruction
- 6.36.6 Special Programs Pre-K Programs
- 6.36.7 Special Programs Kindergarten Programs
- 6.36.8 Special Programs Step VII Funds, a plan for instructional improvement
- 6.36.9 Special Programs Vocational Education Programs

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- 6.36.10 Special Programs      Adult Education
- 6.36.11 Special Programs      Work Program
- 6.36.12 Special Programs      Special Education

**6.37 NO CHILD LEFT BEHIND TITLE I**

Approved and amended by the Lewis County Board of Education in session 11/3/03.

- 6.37.1 No Child Left Behind I      The Title I program is specifically designed to meet the special education needs of educationally deprived children in attendance areas with high concentrations of children from low-income families. The major emphasis of the Lewis County Title I Program is to work cooperatively with all instruction programs to serve as many educationally deprived children as effectively as possible.
- 6.37.2 No Child Left Behind I      An annual plan for Title I and applications for funds is submitted to the department of education, bureau of federal systems in order to receive federal
- 6.37.3 No Child Left Behind I      Monies. All Title I financial reports will be completed and submitted by the Title I director with assistance of the finance office.
- 6.37.4 No Child Left Behind I      The Title I program will be operated in accordance with Public Law 97-35.
- 6.37.5 No Child Left Behind I      **Title I Assurance Statement**
- 6.37.6 No Child Left Behind I      The Lewis County Board of Education will insure that highly qualified teachers and service personnel are employed to staff the program.
- 6.37.7 No Child Left Behind I      The salaries for all professional personnel shall be computed based on certification, salary classification, experience and current county supplement from excess levy monies. Salaries will be determined in accordance with school law 18A-4-5a. (County salary supplements for teachers) and 18A-4-2 (state minimum salaries for teachers).
- 6.37.8 No Child Left Behind I      The salaries for service personnel shall be computed in accordance with school law of WV 18A-4-8 (Employment term and class titles of service personnel) and 18A-4-8a, (Service personnel minimum monthly salaries) and the current county supplement from excess levy monies.

**6.38 NO CHILD LEFT BEHIND, TITLE II**

Approved and amended by the Lewis County Board of Education in session 11/3/03

- 6.38.1 No Child Left Behind II      **Description:** Title II provides funds for class-size reduction teachers and professional development. The Title II program will operate in accordance with Public Law 97-35 enacted August 13, 1981 by the Congress of the United States.
- 6.38.2 No Child Left Behind II      **Procedure:** An annual plan application for funds is submitted to the West Virginia Department of Education for approval with an annual evaluation.

**INSTRUCTIONAL PROGRAMS**

**6.39 REGIONAL EDUCATION SERVICE AGENCIES (RESA VII), STAFF DEVELOPMENT AND CURRICULUM/INSTRUCTION**

Approved and amended by the Lewis County Board of Education in session 11/3/03

6.39.1 RESA VII Staff Dev.... Description: The Regional Education Service Agency (RESA VII) is designed to provide educational assistance to the thirteen counties comprising the region. A director and a staff of specialists provide services in staff development and services in curriculum/instruction.

6.39.2 RESA VII Staff Dev.... **Determination of Need**

6.39.3 RESA VII Staff Dev.... Staff in Lewis County school's participate in continuing education and/or in-service programs that are presented by the RESA staff on the basis of need as determined by the Needs Assessment of the annual continuing education proposal approved annually by the State Department of Education.

6.39.4 RESA VII Staff Dev.... If the annual review by the assistant superintendent and building principals indicates a continued need for services, the Lewis County Board of Education subscribes to these two services: (1) Instructional Television Services via West Virginia University Television (cable or antennae and/or disc and (2) Regional Video Library Services (a lending service).

**6.40 PRE-K-PROGRAMS**

*as per WV Board Of Education Policy 2525*

Approved and amended by the Lewis County Board of Education in session 11/3/03

**6.41 KINDERGARTEN PROGRAMS**

*as per WV Codes 18-2-5 and 18-5.18*

Approved and amended by the Lewis County Board of Education in session 11/3/03

6.41.1 Kindergarten Programs **Description**

6.41.2 Kindergarten Programs **Kindergarten Programs**

6.41.3 Kindergarten Programs Kindergarten may be organized as a part of a school's organizational plan or organized in a center, which is part of a school's organizational plan.

6.41.4 Kindergarten Programs **Kindergarten Staffing**

6.41.5 Kindergarten Programs Staffing will be provided as per guidelines and criteria of the state board of education.

### 6.42 Step VII FUNDS, A PLAN FOR INSTRUCTIONAL IMPROVEMENT

Approved and amended by the Lewis County Board of Education in session 11/3/03

- 6.42.1 Step VII Funds *18-9A-10 (Foundation allowance to improve instructional program) and State Board Policy 2320 and 2321*
- 6.42.2 Step VII Funds *State Board Policy 2320 and 2321*
- 6.42.3 Step VII Funds **Step VII (definition)**
- 6.42.4 Step VII Funds *Refer to 18-9A-22 (Standards for educational quality) and State Board Policy 2320 and 2321.*
- 6.42.5 Step VII Funds **Step VII (procedure)** the secondary supervisor prepares a county plan based on state guidelines for approval by the Lewis County Board of Education. After approval by the local board, the county's plan for instructional improvement shall be submitted to the state board of education.

### 6.43 VOCATIONAL EDUCATION PROGRAM

Approved and amended by the Lewis County Board of Education in session February 3, 2004.

- 6.43.1 Vocational Ed. Program **Vocational Education programs (Introduction)** Lewis County Schools encourage and promote vocational programs.
- 6.43.2 Vocational Ed. Program The Lewis County vocational program conducts classes at both the secondary and adult levels to prepare youth and adults for employment and for work in the home.
- 6.43.3 Vocational Ed. Program Where particular skills can be learned most effectively on the job, the vocational program coordinates such on-the job vocational job preparation as provided through formal classroom or laboratory instruction. All vocational programs are conducted in accordance with West Virginia Code 18-2B-2 and Public Law.
- 6.43.4 Vocational Ed. Program **Vocational program offerings**
- 6.43.5 Vocational Ed. Program The Lewis County Vocational Programs provide the following programs: business related programs, family and consumer science programs, vocational agriculture related programs, technical education programs, and introduction to the majors.
- 6.43.6 Vocational Ed. Program Additional Vocational programs are available at the Fred W. Eberle Technical Center, a multi center with Lewis, Barbour, and Upshur counties, located in Buckhannon, West Virginia. These programs include welding, automotive technology, auto collision technology, health occupations, CISCO (prerequisite Algebra II and a 3.0 GPA), building construction, diesel technology, timber industry and electricity.
- 6.43.7 Vocational Ed. Program **Vocational program eligibility**
- 6.43.8 Vocational Ed. Program Vocational Programs are offered with the following eligibility requirements:
- 6.43.9 Vocational Ed. Program All persons have equal access to vocational programs regardless of race, color, sex, national origin, or handicap.
- 6.43.10 Vocational Ed. Program Admission criteria are established for appropriate placement of students into vocational programs.

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- 6.43.11 Vocational Ed. Program Exceptional students are eligible for special or modified vocational education programs if they are 14 to 21 years of age and:
- 6.43.12 Vocational Ed. Program have potential for success
- 6.43.13 Vocational Ed. Program have been vocationally evaluated/diagnosed
- 6.43.14 Vocational Ed. Program have an I.E.P. prepared and placement recommended
- 6.43.15 Vocational Ed. Program have not graduated, and
- 6.43.16 Vocational Ed. Program Desire vocational training.
- 6.43.17 Vocational Ed. Program **Vocational student organizations**
- 6.43.18 Vocational Ed. Program Lewis county vocational programs offer the following youth organizations: Vocational Industrial Clubs of America (VICA), Future Business Leader of America (FBLA), and National FFA Organization (FFA).
- 6.43.19 Vocational Ed. Program **Vocational Advisory Committee**
- 6.43.20 Vocational Ed. Program A local advisory committee for vocational education has been established by the vocational director with Lewis County Board of Education approval.
- 6.43.21 Vocational Ed. Program An occupational advisory committee is established and maintained for each vocational program.
- 6.43.22 Vocational Ed. Program The advisory committee is involved in activities such as reviewing and aiding in job placement.
- 6.43.23 Vocational Ed. Program Advisory committees are comprised of representatives of the general public including at least a representative of business, industry and labor.
- 6.43.24 Vocational Ed. Program Representatives of both sexes and racial and ethnic minorities in proportion to those found in the community are members of advisory committee.
- 6.43.25 Vocational Ed. Program The advisory committee meets two or three times year and minutes are kept of each meeting.
- 6.43.26 Vocational Ed. Program **Vocational Personnel**
- 6.43.27 Vocational Ed. Program Lewis County shall employ or contact a certified vocational administrator to supervise the activities of all vocational staff. All vocational instructional staff meets certification requirements according to West Virginia school certification requirements.
- 6.43.28 Vocational Ed. Program A certified vocational counselor is available for vocational students.
- 6.43.29 Vocational Ed. Program Vocational education is an integral part of the county continuing education program with all vocational personnel participating.
- 6.43.30 Vocational Ed. Program **Vocational Funding**
- 6.43.31 Vocational Ed. Program An annual LEA Plan for vocational education and applications for funds is submitted to the department of education, bureau of vocational, technical and adult education in order to receive state and federal monies.
- 6.43.32 Vocational Ed. Program Federal monies will be identified separately from state monies in regard to receipts, disbursements and cash balances.

**6.44 ADULT EDUCATION POLICY**

*Approved and amended by the Lewis County Board of Education in session February 3, 2004.  
(As per State Board Policy 2420 and 2444.4)*

- 6.44.1 Adult Education The Lewis County Board of Education provides an adult education program based on academic need and interest. The total adult education program encompasses adult education, adult basic education, community education, GED Testing and adult vocational education.
- 6.44.2 Adult Education In keeping with public law 95-561, adult basic education enables adults in Lewis County to acquire the basic skills needed to complete secondary

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- education and to enable them to become employable, productive and responsible citizens. The first priority of the program will be to make every effort to locate adults needing basic skills. Out-reach activities will be expanded to inform the adults, who are less educated and most in need of assistance of the availability and benefits of the adult education program. This expansion will take into account organizations such as business, library, anti-poverty programs and community organizations.
- 6.44.3 Adult Education Program implementation will be determined by sufficient enrollment in the class. The programs that will be implemented to meet the basic skill needs of the adult are: Adult performance level (APL), English as a second language (ESL), competency based education, low-level instruction, and preparation for the General Equivalency Development test (GED).
  - 6.44.4 Adult Education The West Virginia State Department of Education as a GED testing center has approved the Lewis County Adult Education Program. The GED test is given every six weeks or more frequently if the need should occur. The county has two GED examiners.
  - 6.44.5 Adult Education An additional service available to support the adult basic education program is the Lewis County affiliate of the literacy volunteers. This program provides volunteer tutors to work with adults on a one-to-one basis to assist with the upgrading of reading skills. It is essential that adult basic education and literacy volunteers work cooperatively in developing programs for the adults most in need.
  - 6.44.6 Adult Education The Kentucky Educational Television GED series is available. This series is aired over WDTV Weston/Clarksburg. The adult basic education program provides schedules and textbooks for this program.
  - 6.44.7 Adult Education At the present time the ABE staff consists of two part-time instructors employed upon program needs. All adult instructors must be recommended by the superintendent and have board approval.
  - 6.44.8 Adult Education Community Education Programs – The Lewis County Schools provides opportunities for community education programs for all people in the community. These programs are coordinated through the vocational and adult education programs. All classes and instructors are subject to the approval of the superintendent and the board of education.
  - 6.44.9 Adult Education Program implementation is determined by interest, need and provided in accordance with §18-2D-4 (County boards of education authorized to participate).
  - 6.44.10 Adult Education Adult Education Funding - §18-5-19b Adult education classes and programs; tuition; authority of county boards to contract with federal agencies.

**6.45 SPECIAL EDUCATION POLICY**

*Approved and amended by the Lewis County Board of Education in session February 3, 2004.*

Approved & amended by the LCBOE in session: July 9, 2007. Approved & amended by the LCBOE in session: April 26, 2010. Reviewed and approved with no changes on July 23, 2012.

- 6.45.1 Special Education Lewis County Schools follows all practices and procedures as outlined in WVBOE Policy 2419 – Regulations for the Education of Students with Exceptionalities. (126CSR16)
- 6.45.2 Special Education **Special Education (description)** – Special education and related services shall be made available to all exceptional individuals who are between three and twenty-one years of age. The state’s mandatory special education statute and Individuals with Disabilities Education Act P.L. 108-446, are reaffirmation that education is a right and not a privilege extended to all exceptional individuals. The responsibility for providing a free appropriate public education may be met by efforts with other agencies, contracted services, or a combination of methods. However, the Lewis County Schools assume accountability for the provision of services to exceptional individuals who reside within the school attendance zone.
- 6.45.3 Special Education **Special Education (exceptionalities)** – The following conditions are recognized as learning exceptionalities by the state of West Virginia (reference-regulations for the education of exceptional students):
- 6.45.4 Special Education Autism
  - 6.45.5 Special Education Behavior disorders (BD)
  - 6.45.6 Special Education Communication disorders (Speech/Language Disorders)
  - 6.45.7 Special Education Deaf/Blind
  - 6.45.8 Special Education Gifted
  - 6.45.9 Special Education Hearing impaired
  - 6.45.10 Special Education Mentally impaired
  - 6.45.11 Special Education Orthopedic/impaired
  - 6.45.12 Special Education Preschool Special Needs
  - 6.45.13 Special Education Specific learning disability (SLD)
  - 6.45.14 Special Education Visually impaired
  - 6.45.15 Special Education Other health impairment
  - 6.45.16 Special Education Traumatic brain injury
  - 6.45.17 Special Education **Special Education Individual Education Program (IEP)** – An individual educational program will be developed for each identified student, in order to provide him/her with a “free appropriate” public education in the “least restrictive” learning environment.

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**6.46 PARENT INFORMATION AND CONFERENCES**

*Approved and amended by the Lewis County Board of Education in session February 3, 2004.*

- 6.46.1 Parent Information... It is encouraged that parents and teachers work together through a program of information and conferences in an effort to keep each other informed regarding the progress and social adjustment of the student.
- 6.46.2 Parent Information... Students progress shall be reported to the parents in the form of a progress report midway between each nine weeks period.
- 6.46.3 Parent Information... The teacher has the responsibility of notifying the parents of a student's lack of satisfactory progress.
- 6.46.4 Parent Information... The student's lack of achievement may be noted on the report card.
- 6.46.5 Parent Information... Example of student work in the form of daily assignments, workbooks/sheets, etc. should be kept on file by the teacher and reviewed with the principal and parent.
- 6.46.6 Parent Information... A parent-teacher conference will be scheduled during each semester; additional conferences on an individual basis will be held, if needed.
- 6.46.7 Parent Information... **Supplemental Programs** (Authority State Board of Education September 17, 2003)
- 6.46.8 Parent Information... Lewis County schools shall have the flexibility to regulate allocated instructional time while continuing to maintain high quality educational programs for school children. Decisions to implement instructional programs such as essay contests, poster contests, spelling bees, curriculum fairs, etc. are left at the school level with the approval of the principal.
- 6.46.9 Parent Information... Any group/organization wanting to introduce a supplemental program to the school system must first seek the approval of the Lewis County Board of Education.