

SCHOOL ORGANIZATION

CHAPTER II –

All of Chapter II was reviewed and approved by the Lewis County Board of Education on February 28, 2011.

- 2.1.1 School Organization **TYPE OF ORGANIZATION** – The educational program of the Lewis County Schools shall be organized and maintained as a single system under the direction of the superintendent of schools. It shall be comprehensive in its offerings in terms of community educational needs, as well as according to varying individual needs of the youth.
- 2.1.2 School Organization **Elementary Schools** - Elementary schools in Lewis County are organized to include the following:
 - 2.1.3 School Organization Alum Bridge Pre-K-4
 - 2.1.4 School Organization Jane Lew Pre-K-4
 - 2.1.5 School Organization Peterson-Central Pre-K-4
 - 2.1.6 School Organization Roanoke Pre-K-4
- 2.1.7 School Organization **Middle School** - Robert Bland Middle School is the only middle school in Lewis County. This middle school includes grades 5, 6, 7, and 8.
- 2.1.8 School Organization **High School** - Lewis County High School, grades 9, 10, 11, and 12 has been organized into a comprehensive high school.
- 2.1.9 School Organization **Homebound** – Under certain circumstances, the board will provide homebound instruction for students who are incapacitated and, therefore, unable to attend school for long periods of time. The circumstances, and the process by which homebound instruction may be obtained, are addressed in chapter V of the board’s policies.
- 2.1.10 School Organization **PARENT – CITIZEN EMPLOYEE COMPLAINT PROCEDURE**
- 2.1.11 School Organization If a citizen has a complaint against a teacher, staff member, etc., the proper chain-of-command would first be to have a conference with individuals in the following order:
 - 2.1.12 School Organization Teacher or staff member
 - 2.1.13 School Organization Assistant principal or principal should there be no assistant principal
 - 2.1.14 School Organization Principal
 - 2.1.15 School Organization Supervisor of the school
 - 2.1.16 School Organization Assistant superintendent (if the county has one)
 - 2.1.17 School Organization Superintendent
 - 2.1.18 School Organization Local board of education
- 2.1.19 School Organization **CITIZEN/COMMUNITY APPEALS PROCEDURES**
- 2.1.20 School Organization *Reference WV State BOE Policy 7211.*
- 2.1.21 School Organization The purpose of this appeals procedure is to provide a way for citizens to work with the Lewis County Board of Education in seeking solutions to problems when there appears to be a violation of policy or law. If an individual has a complaint against an employee that does not constitute a violation of policy or law, please see the provisions above, titled Parent-Citizen-Employee Complaint Procedure.
- 2.1.22 School Organization Since the primary goal of the citizen’s complaint resolution policy is to establish open and honest communication between the citizens of Lewis County and the employees of the Lewis County Board of Education, the Lewis County Board of Education establishes the following procedures that must be adhered to for all complaints.
- 2.1.23 School Organization Citizens will first informally discuss their concerns with the employee and/or employee’s immediate supervisor. If the matter cannot be resolved informally, the administrator will provide the citizens with the proper appeal form.
- 2.1.24 School Organization **Level I** -In the event that the concern is not resolved informally, a formal, written appeal may be filed with the principal or school administrator by the citizen or by a

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group of citizens in behalf of themselves and all other so affected. The appeal shall be on the prescribed form and will be signed by all persons filing the appeal.

- 2.1.25 School Organization Should the principal or other administrator be without authority to act on the appeal, it may be filed directly with the county superintendent of schools. If, however, the county superintendent feels that the appeal can be resolved at Level I, it will immediately be referred to the proper administrator.
- 2.1.26 School Organization A written decision by the Level I administrator shall be made within ten days¹ after receipt of the appeal. Should either party request a conference at this level, the Level I administrator will have five additional days to provide the written decision. When the decision is not in favor of the citizen(s), a copy of the Level II appeal form shall be included with the decision.
- 2.1.27 School Organization **Level II** - Within fifteen days after receiving the decision of the Level I administrator the aggrieved citizen(s) may appeal the decision in writing on the prescribed form to the Lewis County Superintendent of Schools. The superintendent or his/her designee shall within ten days, have a conference with the citizen(s) in attempt to resolve the appeal. The superintendent or designee shall issue a written decision within ten days following the conference. If the decision is not in favor of the citizen(s), a copy of the Level III form shall be included with the decision.
- 2.1.28 School Organization **Level III** - Within fifteen days of receiving the Level II decision, the citizen(s) may appeal the decision in writing on the prescribed form to the Lewis County Board of Education. The appeal shall be delivered to the Lewis County Superintendent. Within three days, the Superintendent shall provide to all Lewis County Board of Education members a copy of the appeal, all prior decisions of the appeal, and any other written materials related to the grievance.
- 2.1.29 School Organization A hearing on the appeal shall be held by the county board of education if requested by the aggrieved citizen(s) when filing the Level III appeal or if the board itself determines that a hearing should be held.
- 2.1.30 School Organization For an appeals hearing held before the county board of education, the usual and customary procedures for administrative hearing will prevail, including proper notice of the hearing, the opportunity to be represented by counsel, the opportunity to present evidence and testimony, the opportunity to call witnesses and the opportunity to cross-examine adverse witnesses. A court reporter may be provided by either party.
- 2.1.31 School Organization When a hearing is held, the decision of the county board of education will be by majority vote of those members participating in the hearing and shall rest solely upon the evidence properly presented at the hearing.
- 2.1.32 School Organization A decision shall be rendered by the county board of education within twenty-five days following receipt of the Level III appeal. The board may affirm, modify, or reverse the Level II decision and require such remedial action as it deems necessary. When the decision is not in favor of the citizen(s), a copy of the Level IV appeal form shall be included with the decision.
- 2.1.33 School Organization **Level IV** - If the aggrieved citizen(s) is not satisfied with the decision of the county board of education, the decision may be appealed to the state superintendent of schools. The appeal shall be submitted within thirty days of receiving the decision of the county board of education. A copy of the Level IV appeal and any supporting documents shall, at the same time, be transmitted to the county superintendent of schools.

¹ For purposes of the Citizens Appeals Procedure, the word days refers to days the board’s business office is open. The business office is generally closed on Saturdays, Sundays, and official holidays. Concerns related to a single school only should be brought to the attention of the school principal during the school term.

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- 2.1.34 School Organization At the request of either party, a Level IV hearing shall be conducted by an impartial review officer appointed by the state superintendent.
- 2.1.35 School Organization Both the citizen(s) and representatives of the county board of education shall be permitted to appear before the impartial review officer. The hearing will be conducted in accordance with the usual and customary rules governing administrative hearings and will be held at a place designated by the impartial review officer. Upon agreement of the parties, the impartial review officer may visit the county to secure additional facts and information related to the appeal.
- 2.1.36 School Organization The Level IV decision of the impartial review officer will be issued within thirty (30) days of receipt of the appeal and will be final unless altered or set aside by a court of competent jurisdiction. The decision of the impartial review officer may be appealed to the appropriate court or review may be sought by original proceeding.

2.2 SCHOOL CALENDAR & MAKE UP OF LOST INSTRUCTIONAL TIME:

Policy developed and initially approved by the Lewis County Board of Education in session on May 27, 2014.

- 2.2.1School Calendar **PURPOSE:**
- 2.2.2School Calendar This policy sets the scope for the development and implementation of the Lewis County School Calendar and the process to address lost instructional days and/or time to ensure students receive 180 days of instruction.
- 2.2.3School Calendar **School Calendar**
- 2.2.4School Calendar The Board shall observe the requirements of WV Code 18-5-45 and WVBOE Policy 3234 in developing and implementing a school calendar on an annual basis. This includes the following requirements:
 - That an instructional term for students of not less than 180 separate instructional days shall be provided;
 - That an employment term of no less than 200 days is provided;
 - That prior to voting on the final school calendar, the Board will hold two public hearings that will allow all interested parties to discuss the school calendar.
- 2.2.5School Calendar **Make-Up of Lost Instructional Time**
- 2.2.6School Calendar The Lewis County Board of Education recognizes its compliance pursuant to the provisions of West Virginia Code and State School Board Policy 3234 to provide no less than 180 separate days of instruction.
- 2.2.7School Calendar In the event a day scheduled for instruction is cancelled or any portion of a day of instruction is altered to cause the loss of instruction, the following process will be implemented to convert non-instructional day(s) and/or out of calendar days to full instructional days. Recommendations for the conversion of those days shall be made at the first meeting of each month for the recovery of time lost in the preceding month. The Board shall approve an adjustment of school day schedules and/or the conversion of available non- instructional days to instructional days, calculated to recover the lost instructional time.
 - Accrued instructional time will be converted as appropriate.
 - Lewis County will schedule instruction on available non-instructional days (other than holidays, Election Day, or Saturdays and Sundays) to make-up for lost instructional days and/or instructional time.

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- When out-of-calendar days are used to make-up lost instructional days, the originally scheduled instructional day that was cancelled becomes the out-of-calendar day (unpaid day).
- Curriculum development days, continuing education days, teacher-pupil-parent conferences, and outside school environment days may be used to make-up lost instructional days or instructional time.

2.2.8 School Calendar In the event of an unforeseen situation that will not allow the Board to approve an adjustment to the calendar related to lost instructional time, the Superintendent is authorized to make such adjustment(s) deemed so necessary in the best educational interests of the County.

2.2.9 School Calendar In the event school is delayed or dismissed early, the following process will be implemented to ensure all instructional minutes.

- Each school will have additional instructional minutes above the state required number of instructional minutes per programmatic level.
- Accrued Instructional Time log for all schools will be maintained at the county level.
- Times that schools are delayed or dismissed early will be deducted from the accrued time.

2.2.10 School Calendar Lewis County Board of Education will periodically review the accrued instructional time log and determine if any instructional minutes shall be added to remaining scheduled days.

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