



# Kanawha County Schools Student Parent Handbook 2018-2019



**INTRODUCTION**

The Kanawha County School System is charged with the responsibility of providing for the intellectual, social, physical, and emotional needs of all students. In order to do this in a manner that reflects equity and consistency, it is imperative that certain policies and procedures be communicated to all parents who have students in Kanawha County Schools; the purpose of this document is to share these common policies and procedures.

The information contained in this handbook has been reviewed and is considered current as of the date of publication. However, the rules, regulations and policies set forth herein are subject to change from time to time.

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**Dear Community Members:**

This parent handbook was a cooperative effort of the Kanawha County Schools, Charleston Newspapers, and community business sponsors. We are proud that this publication will be in the hands of many community members. Over the years, educators have become increasingly aware of the importance of family and community involvement in our children’s education. We have a tough job of educating both the minds and hearts of our children. Together, we can work to take care of our children and our schools.

As we enter into a new school year, all of us play a central role in this great endeavor to educate our children. We must drive home the message to our children that what they choose to do today determines how they will live tomorrow. As parents, community members, and educators, we must demonstrate to our children that we are committed, caring and involved in helping our young people strive for behaviors

that invite success.

It is our hope that this publication will provide everyone with the necessary information to better communicate with the schools and central office employees. We continually strive to better serve you and the students in opening the lines of communication and providing a better education for our children. The information provided in this handbook, and more, is available on our website at <https://kcs.kana.k12.wv.us/> and through Schoology. Please visit there often for important information. You may also contact us through our Twitter (@KCBQE) or Facebook (KCSWV).

**Kanawha County Board of Education Members**

**Ric Cavender**

Mr. Ric Cavender was elected for his first term on the Kanawha County Board of Education in 2016. Ric is the Executive Director of Charleston Main Streets, a non-profit organization housing two Nationally Certified Main Street districts on the West Side and East End of Charleston, focusing on economic development, community development, business district marketing, and public space improvements. Since the programs’ inceptions, the districts have experienced public and private investments totaling over \$420 million. He has a combined 18 years of nonprofit and business development experience in Kanawha County. A 2000 graduate of Sissonville High School and 2005 graduate of West Virginia State University (Business Administration - Management & Marketing), Ric sits on the Boards of Directors of several organizations throughout the valley, including the YMCA of Kanawha Valley and the West Virginia State University Foundation. He is a 2015 graduate of Leadership West Virginia, was appointed by Governor Jim Justice to serve on the West Virginia Broadband Council, and serves on the Marketing Committees for the Charleston Convention & Visitors Bureau and FestivALL Charleston, as well as the Economic Development Committee of the Regional Intergovernmental Council. In 2018, Ric was among 30 urban development professionals selected worldwide for the Emerging Leaders Fellowship through the International Downtown Association. He resides in Charleston and is the parent of two boys who attend Piedmont Elementary.

**Jim Joseph Crawford, Sr.**

Mr. Jim Crawford Sr. has served on the Kanawha County Board of Education since 2000. Mr. Crawford graduated from Winfield High School and West Virginia State University at Institute, where he played varsity football and received a Bachelor of Science Degree in Education. He received his MA Degree in Education from West Virginia University. He and his wife Marilyn are the parents of one son who also teaches in the school system. Jim Sr. is a retired teacher/coach from St. Albans High School having served the Kanawha County School system for fifty-six years and served as an assistant football coach, golf coach, Head Wrestling Coach, Head Girls Track Coach, and Athletic Director Mr. Crawford was a past President of the West Virginia School Boards Association. He currently serves on the Board of the WVSSAC.

**Becky Jones Jordon**

Becky Jones Jordon is a lifelong resident of Charleston. She is a graduate of Stonewall Jackson High School, received a bachelor’s degree in Social Work from West Virginia University and a Masters in Social Work from WVU. Mrs. Jordon has been a very active parent volunteer in Kanawha County Schools for many years. As a member of the Board, she sits on the Head Start & Preschool Policy Council. She is a member of the National Association of Social Workers and has been a social worker for many years in the Kanawha Valley. Becky is also on the Thomas Health Systems Foundation Board along with the Fellowship of Christian Athletes Board. She resides in Charleston with her husband Andrew. She is stepmother to Stephanie and Emily, and mother to Tyler and Andi. All of their children have attended Kanawha County Schools.

**Ryan White**

Ryan White was re-elected to the board of education for his second four-year term beginning July 1, 2018. He currently serves as the Board’s president. Ryan is also the current president elect of the School Board Association of West Virginia. Ryan served on the RESA 3 Advisory Board from 2014 until 2018. He and his wife Kate have two boys, Jackson and Cameron. He runs a law firm with his father, Steve White and Mark Matkovich, known as White Law Offices, PLLC which is a boutique transactional firm that focuses on public finance law and government relations. Ryan’s prior public service include serving as a law clerk to the Honorable Judge Joseph Robert Goodwin in 2005-2006, counsel to the West Virginia Senate Finance and Economic Development Committees in the 2009, 2010 and 2011 legislative session and serving on Governor Tomblin’s Natural Gas Vehicle Task Force in 2012-2013. Ryan graduated from the University of Michigan with a BA in Political Science in 2001 and graduated from the West Virginia University College of Law with a J.D. in 2005. Ryan has been very active in the Kanawha Community serving as Co-Chair of Generation Charleston, President of the East End Community Association, as a board member of Kids Chance of West Virginia and the Childhood Language Center.

**Tracy White**

Tracy White was elected for her first term on the Kanawha County Board of Education in 2018. Tracy is the Executive Director of the Down Syndrome Network of WV and a well-known advocate for people with disabilities throughout our state. She has received both local and national awards for her tireless efforts of improving the lives of people living with diversities. She is a graduate of Nitro High School and studied Psychology at Liberty University. She received her certification as a Christian Life Coach as well as Crisis Counseling and is certified as a Positive Behavior Support Specialist. Tracy has been an active volunteer parent in Kanawha County Schools for many years, a parent assistant, substitute Autism Mentor, and Special Education advocate. Tracy currently resides in Cross Lanes where she is a strong community leader along with her husband, Jerry, and their three sons Nathan, Connor, and Bailey.

**Ron Duerring**

Ron Duerring became Superintendent of Kanawha County Schools on Sept. 21, 1998. He came to Kanawha County Schools in 1975 as a teacher at Spring Hill Elementary and has since served as a consultant, principal, and assistant superintendent. When Dr. Duerring served as Principal at Grandview Elementary, Grandview was selected by the WV State Department of Education as a Blue Ribbon School. While serving as principal, he was selected by the Kanawha County PTA Council as Principal of the Year in 1996 and Superintendent of the Year in 2000 by the West Virginia Music Educator Association. In May of 2000, he was awarded the 13th Annual Hazo Carter Presidential Award for outstanding leadership. In May of 2003, he was awarded from Marshall University the Distinguished Graduate Student Alumnus Award. In 2008, he was awarded the Michael Prestera Award of Excellence. Dr. Duerring was asked in 2008 to serve as a governing board member on the Regional Educational Laboratory Board for action research. He was awarded membership into the International Who’s Who of Professionals. Dr. Duerring is married and the father of one child, and lives in Charleston.

**KANAWHA COUNTY SCHOOLS MISSION**

The mission of Kanawha County Schools is to provide a world-class education that ensures success for every student in the 21<sup>st</sup> century.

**KANAWHA COUNTY SCHOOLS BELIEF STATEMENTS**

**We Believe:**

- All students CAN achieve.
- Quality teaching is the key to student success.
- Schools, parents and community must be partners in learning.
- Schools must be safe and caring places.
- All teachers must be teachers of 21<sup>st</sup> Century literacy skills.
- Students and teachers must be prepared fro life-long learning in a global society.
- Effective leadership skills are essential for creating 21<sup>st</sup> Century schools.

**KANAWHA COUNTY SCHOOLS GOALS**

- GOAL I: Provide a safe and healthy environment  
 GOAL II: Increase academic achievement.  
 GOAL III: Increase the four-year graduation rate.

**ADMINISTRATIVE TEAM**

|   |          |
|---|----------|
| Ronald Duerring, Superintendent.....      | 348-7732 |
| Tom Williams, Deputy Superintendent ..... | 348-7731 |
| Lisa Wilcox, Treasurer.....               | 348-6691 |
| Jim Withrow, General Counsel .....        | 348-7798 |

**ASSISTANT SUPERINTENDENTS**

|   |          |
|---|----------|
| Bob Calhoun, Elementary Education .....                     | 348-1345 |
| Paula Potter, Middle Education .....                        | 348-7787 |
| Missy Ruddle, Curriculum & Instruction .....                | 348-6145 |
| Mark Milam, High School/Technical & Adult Education.....    | 347-7484 |
| Katherine Porter, Special Education & Support Services..... | 348-7740 |

**EXECUTIVE DIRECTORS**

|   |          |
|---|----------|
| Brette Fraley, Transportation.....                      | 348-6616 |
| Chuck Smith, Facilities, Planning & Maintenance.....    | 348-6148 |
| Carol Hamric, Human Resources.....                      | 348-6656 |
| Terry Hollandsworth, Maintenance & Energy Management... | 348-6628 |
| Diane Miller, Office of Child Nutrition.....            | 348-6661 |
| Keith Vititoe, Safety & Security .....                  | 348-1346 |
| Jerry Legg, Information Systems & Operation .....       | 348-6180 |

**DIRECTORS**

|   |          |
|---|----------|
| Leah Sparks, Technology .....                           | 348-6116 |
| Barbara Lewis, Federal Programs/Title I .....           | 348-6170 |
| Alan Cummings, Purchasing & Supply Mgt.....             | 348-6120 |
| Elaine Gayton, Staff Development/ESL.....               | 348-6105 |
| Kim Thompson, Accounting – Operations.. ..              | 348-7770 |
| Melanie Meadows, Accounting – Reporting & Compliance... | 348-6679 |
| Jon Duffy, Counseling & Testing .....                   | 348-7720 |
| Carol Lane, Preschool .....                             | 348-1942 |
| Teresa Sauvageot, Community Education .....             | 766-0378 |
| Briana Warner, Communications .....                     | 348-6675 |
| Ryan Breinar, Safety .....                              | 348-1346 |

**SCHOOL SYSTEM COMMUNICATIONS**

Kanawha County Schools provides information to parents and students via the following channels: Parentlink, Schoology, website (kcs.kana.k12.wv.us), television station (KCS-TV), Facebook page and Twitter. Your school may also communicate in additional ways.

**FREQUENTLY CALLED NUMBERS**

|  |
|--|
| Accounts Payable - 348-6636  |
| Alternative Education - 348-6135                                     |
| Attendance - 348-1343  |
| Budget and Finance - 348-6691  |
| Counseling/Guidance - 348-7720                                       |
| Curriculum and Instruction - 348-6145                                |
| Drug Education - 348-7740  |
| Elementary Schools - 348-1345  |
| Exceptional Students - 348-7740                                      |
| ESL (English as a Second Language) - 348- 1375/348-6105              |
| Food Services - 348-6660   |
| GED Program – 348-6195 General Counsel - 348-7798                    |
| Head Start - 348-1942  |
| Health Services - 348-6694   |
| High Schools - 347-7483  |
| Homebound - 348-6694   |
| Human Resources – 348-7712 (Professional), 348-7770 Ex 115 (Service) |
| Laidley Field - 348-1134   |
| Mail Room - 348-7795   |
| Middle Schools – 348-7787  |
| Payroll - 348-7750   |
| Preschool Special Needs –348-1353                                    |
| Psychological Services – 348-1393                                    |
| Pupil Transportation - 348-6616                                      |
| Records & Transcripts - 348-6633                                     |
| Regulatory Training Center - 348-1346                                |

|                                     |
|-------------------------------------|
| Social Services – 348-1343          |
| Speech Therapy - 776-0355           |
| Staff Development - 348-6105        |
| Superintendent's Office -348-7732   |
| Technical/Adult Schools – 347-7483  |
| Television Studio (KCS) - 348-1914  |
| Testing – 348-7720                  |
| Title I/Federal Programs – 348-6170 |
| Title IX – 348-1379                 |
| Transportation - 348-6616           |
| Treasurer - 348-6691                |
| Work Permits - 348-6666             |
| WV-Pre K - 720-0420                 |

**2018-2019 KCS Traditional School Calendar****First Month - August**

- 14 – First Day for Teachers / 200 Day Employees  
 14-15 – CE Days  
 16-17 – Prep Day/Faculty Senate  
 20 – First Day for Students

**Second Month – September**

- 03 – Labor Day  
 07 – Early Out  
 21 – 1st Nine Weeks Midterm Progress Reports

**Third Month - October**

- 12 – Early Out/Faculty Senate/  
 22 – End of 1st Nine Weeks  
 23 – 2nd Nine Weeks Begins  
 26 – 1st Nine Weeks Report Cards

**Fourth Month – November**

- 05 – Parent Teacher Conference (No School for Students)  
 06 – Election Day (Schools & Offices Closed)  
 09 – Early Out  
 12 – Veterans Day (Schools & Offices Closed)  
 19-21 – Out of Calendar Days (Schools Closed)  
 22 – Thanksgiving Holiday (Schools & Offices Closed)  
 23 – OS Day (Schools & Offices Closed)

**Fifth Month – December**

- 7 – 2nd Nine Weeks Midterm Progress Reports  
 14 – Early Out / Faculty Senate  
 24 – Out of Calendar Days (Schools Closed)  
 25 – Christmas Day Holiday  
 26-31 – Out of Calendar Days (Schools Closed)

**Sixth Month - January**

- 1 – New Year's Holiday  
 18 – Early Out / End of 2nd Nine Weeks  
 21 – M.L. King Jr. Holiday  
 22 – 3rd Nine Weeks Begins

**Seventh Month – February**

- 8 – Early Out/Faculty Senate  
 22 – 3rd Nine Weeks Midterm Progress Reports

**Eighth Month – March**

- 8 – Early Out  
 22 – End of 3rd Nine Weeks  
 25 – Beginning of 4th Nine Weeks  
 29 – 3rd Nine Weeks Report Cards

**Ninth Month – April**

- 12 – Early Out/Faculty Senate  
 15-19 – Out of Calendar Days (Schools Closed – Spring Break;  
 days may be used as makeup days)  
 24 – 4th Nine Weeks Midterm Progress Reports

**Tenth Month – May**

- 10 – Early Out  
 27 – Memorial Day (Schools & Offices Closed)  
 29 – Last Day for Students (unless make up days are required)  
 30-31 – OS Days (Schools & Offices Closed; May be used as  
 make- up days)

**Eleventh Month - June**

- 3-5 – OS Day (Schools & Offices Closed; May be used as make-up  
 days

- 6 – Faculty Senate/Prep Day for Closing Schools  
 7-29 – Out of Calendar Days – (All days through June 30 can now  
 be used for make-up days)  
 20 – WV Day (Schools & Offices Closed)  
**Twelfth Month – July**  
 4 – Independence Day

**DOCUMENTATION FOR ADMISSION TO SCHOOL**

18-2-5c Birth certificate required upon admission to public school; required notice to local law enforcement agency of missing children.

(a) No pupil shall be admitted for the first time to any public school in this state unless the person enrolling the pupil presents a copy of the pupil's original birth record certified by the state registrar of vital statistics confirming the pupil's identity, age, and state file number of the original birth record. If a certified copy of the pupil's birth record cannot be obtained, the person so enrolling the pupil shall submit an affidavit explaining the inability to produce a certified copy of the birth record: provided, that if any person submitting such affidavit is in the U.S. military service and is in transit due to military orders, a three-week extension shall be granted to such person for providing the birth records.

(b) Upon the failure of any person enrolling a pupil to furnish a certified copy of the pupil's birth record in conformance with subsection (a) above, the principal of the school in which the pupil is being enrolled or his designee shall immediately notify the local law enforcement agency. The notice to the local law enforcement agency shall include copies of the submitted proof of the pupil's identity and age and the affidavit explaining the inability to produce a certified copy of the birth record.

(c) Within fourteen days after enrolling a transferred pupil, the principal of the school in which the pupil has been enrolled or his designee shall request that the principal or his designee of the school in which the pupil was previously enrolled transfer a certified copy of the pupil's birth record.

(d) Principals and their designees shall be immune from any civil or criminal liability in connection with any notice to a local law enforcement agency of a pupil lacking a birth certificate or failure to give such notice as required by this section.

**FIRST TIME SCHOOL ENTRY IMMUNIZATION REQUIREMENTS**

According to state law, no student is to enter school without written documentation (month, day and year) for each dose of required immunization as given below: These requirements are for all students entering school in West Virginia for the first time in grades K-12.

TDap/DTP --Four (4) doses required; the last dose must be received on or after the 4th birthday.

(DT may be accepted if a medical excuse is signed by a physician or if the student is seven years of age or older)

Polio --Three (3) doses required; the last dose received on or after the 4th birthday.

Measles (Rubeola), Mumps and Rubella (MMR) --Two doses, first dose received after the first birthday.

Varicella ---Two doses, first dose received after the first birthday.

Hepatitis B --Three doses, last dose received after the age of six months.

Tuberculosis testing is NO LONGER required for entry into preschool or kindergarten in West Virginia schools. The TB test is also no longer required for students transferring into West Virginia from out of state. Students transferring from another county will still have to be assessed for TB risk by the local health department.

Exception 1: A student who is enrolling from an out of state school and has received one dose of each required vaccine may be provisionally enrolled pending completion of an immunization schedule that meets state requirements. This schedule must not exceed 90 days. Any student failing to complete the required immunization within this time (90 days) will be excluded from school pending fulfillment of requirements. The 90 day rule is for all immunizations except Hepatitis



## 4 PARENT AND STUDENT HANDBOOK 2018-2019

B. That series takes 6 months to complete. They must receive the first two in the 90 day time line.

Exception 2: A few other states and countries require only the year when documenting immunizations. When the complete date is not available, we will accept the date of the year without the day and month. This applies to out-of-state transfer students only.

Exception 3: Medical exemptions from required immunizations must state the specific vaccines exempted, the medical reason that the immunizations cannot be given, whether the exemption is temporary or permanent, and the date temporary exemptions must be reevaluated. All exemptions must be signed and dated by a physician or a representative of the Kanawha Charleston Health Department. All Medical exemptions must be approved by the West Virginia Health Commissioner.

### IMMUNIZATION REQUIREMENTS FOR ALL STUDENTS ENTERING 7<sup>TH</sup> AND 12<sup>TH</sup> GRADES

The West Virginia Bureau for Public Health requires all students entering the 7th and the 12th grades of West Virginia schools to show proof of the following additional immunizations. This rule applies to students currently in West Virginia schools and moving up to the 7th or 12th grades and to students who move to West Virginia and are entering the 7th or 12th grades.

**7<sup>th</sup> grade students** – Must show proof of one TDap Booster, received after the 11th birthday, and one dose of the Meningococcal vaccine.

**12<sup>th</sup> grade students** – Must show proof of one TDap Booster, received after the 11th birthday, and one dose of the Meningococcal vaccine received after the 16th birthday, or a Meningococcal vaccine booster after the 16th birthday if one dose was received prior to the age of 16.

Medical exemptions from these required immunizations must state the specific vaccines exempted, the medical reason that the immunizations cannot be given, whether the exemption is temporary or permanent, and the date temporary exemptions must be reevaluated. All exemptions must be signed and dated by a physician or a representative of the Kanawha Charleston Health Department. All Medical exemptions must be approved by the West Virginia Health Commissioner, as required by WV state law.

West Virginia Policy also requires that all students entering Preschool, Kindergarten, 2nd grade, 7th grade and 12th grade show proof to the school that the students have received a well-child physical from a licensed health care provider and a dental examination from a licensed dentist within the past year. Please provide the school with this proof by or on the first day of school. If parents need assistance locating a health care or dental provider, please contact the school nurse at your child's school.

### MINIMUM IMMUNIZATION REQUIREMENTS FOR ENTERING ALL PRE-KINDERGARTEN PROGRAMS

All children entering Pre-Kindergarten programs should be age appropriately immunized. The following guidelines for parents and school personnel indicate the minimum number of doses for each vaccine needed for Pre-Kindergarten entry.

Hepatitis A – Two (2) doses required, the 1<sup>st</sup> dose after the 1<sup>st</sup> birthday; the 2<sup>nd</sup> dose at least 6 months after 1<sup>st</sup>.

Hepatitis B – Three (3) doses required, the final dose at age 24 weeks or older.

DTaP – Four (4) doses required, Booster dose must be after the 4<sup>th</sup> birthday

IPV – Three (3) doses required, one dose must be after the 4<sup>th</sup> birthday

MMR – One (1) dose required, after the 1<sup>st</sup> birthday

Varicella – One (1) dose required, after the 1<sup>st</sup> birthday

HIB – Four (4) doses (Three (3) doses of Pedvax or Comvax are used for full series)

Not recommended for children age 5 and older.

Less than 4 doses may be required if first dose given after 7 months of age.

PCV – Four (4) doses

Not recommended for children age 5 and older.

Less than 4 doses may be required if first dose given after 7 months of age.

Medical exemptions from these required immunizations must state the specific vaccines exempted, the medical reason that the immunizations cannot be given, whether the exemption is temporary or permanent, and the date temporary exemptions must be reevaluated. All exemptions must be signed and dated by a physician or a representative of the Kanawha Charleston Health Department. All Medical exemptions must be approved by West Virginia Health Commissioner, as required by WV state law.

### Kanawha County Schools PRESCHOOL PROGRAM 2018-2019

Kanawha County Schools Preschool works collaboratively with Head Start, the Kanawha County Schools Special Needs Program, and West Virginia Birth to three to offer a preschool experience to eligible 3 and all 4-year-old children. Priority is given to 4-year-old children, special needs and Head Start eligible children.

Kanawha County Schools Head Start is a comprehensive federal program that has been collaborating with Kanawha County Schools since 1965. In 2003, Kanawha County Schools Head Start was required to work within collaborative partnerships with faith based programs and licensed child care centers as well as within Kanawha County Schools facilities. At that time, the West Virginia Legislature passed the law which placed West Virginia among the top five states in the nation in offering quality preschool services to all 4-year-old children. Currently, the Kanawha County Schools Preschool program offers services to children and families in 54 classrooms within school-based sites, 7 in community-based sites and 20 classrooms within child care partnership locations. We currently have classroom space for 1500 of the 2200 estimated 4 year olds in Kanawha County.

The philosophy of Kanawha County Schools Preschool program is that children learn through well-planned, developmentally appropriate learning experiences. The areas of learning emphasized include social and emotional development, the arts, physical and health development, language and literacy, and mathematics and science. The West Virginia Early Learning Outcomes Framework, as well as the Head Start Outcomes Framework, provides the standards for preschool to meet these areas of development as mandated by the West Virginia Department of Education (WVDE) and Head Start Performance Standards.

Every class is connected to an on-line portfolio system known as Preschool Steps (PSTEPS), which monitors individual child progress and reports for parents. The parent connection enables them to follow the child's progress and encourages communication between the parent and teaching staff. Every school and community-based site is mandated to provide two face to face home visits and two conferences per child per year while collaborative child care sites are required to provide two conferences.

Parents of a child who is four on or before June 30th are eligible to register for a Kanawha County Schools Preschool program. Parents will need the child's West Virginia State birth certificate, up to date immunization records, and a current physical and dental examination for registration. You may call Carol Lane, Preschool Director at 304-348-1942 or email [clane@mail.kana.k12.wv.us](mailto:clane@mail.kana.k12.wv.us) for more information. For a complete listing of all sites, please refer to the Kanawha County Schools website under Preschool Application and Information or go directly to the Preschool Application login at <https://kcs.preschoolsteps.org/login.cfm>.

Parents, family members, child care providers and the Kanawha County Schools System are working together to offer a program that puts Kanawha County Schools and West Virginia at the forefront of programs for preschool children. This opportunity enables our

children to build a strong foundation for a lifetime of learning.

### Locations

School-Based Programs: Alum Creek, Andrews Heights, Anne Bailey, Belle, Bridge, Bridgeview, Cedar Grove, Chesapeake, Clendenin, Cross Lanes, Dunbar Primary, Edgewood, Elk Center, Grandview, Holz, Kanawha City, Kenna, Lakewood, Malden, Marmet, Mary Ingles, Midland Trail, Montrose, Nitro, Piedmont, Pratt, Richmond, Ruffner, Ruthlawn, Sharon Dawes, Shoals, Sissonville, Weberwood, Weimer and Mary C. Snow West Side.

Community-based Programs/Collaborative: Bream, CCCLC Shoenbaum, Country Kids, Creative Learning, Discovery, Friendly Faces, Gateway Christian Education Center, Growing Place, Kiddie Kollege, Martin Luther King Center, Morris Memorial, Oakhurst Childcare, Raglin Community Center, St. Andrews Presbyterian, St. Francis, Union Mission, Vista View and YMCA of Cross Lanes.

Preschool services provided at all locations include:

- Early Childhood education program with certified early childhood teachers in every classroom
- Early Childhood Certified Assistant Teachers (ECCAT) in all classrooms
- School Readiness Goals implemented
- Health screenings by registered nurses
- Monthly parent involvement celebrations and all staff trainings
- Opportunities for parents to be involved in program decision making / program governance- Policy Council
- Family Engagement
- Volunteer Recognition
- Social Services offered with certified Social Workers
- Mental Health support offered with Preschool psychologist and counselors
- Free Nutritional services and training
- Parent and Staff wellness training offered
- Services to children with disabilities and special needs
- Family Literacy Opportunities
- Healthy Families/Fatherhood/Grand Families Involvement Program
- Oral Health Education and Services
- Childhood Obesity Prevention Program
- Drug Awareness education program
- Additional Services Provided
- Day Care before and after school option with collaborative sites
- Extended School Services offered
- Preschool services are free to all children

### KANAWHA COUNTY SCHOOLS COMMUNITY EDUCATION PROGRAM

The Kanawha County Schools Community Education Program (KCSCEP) operates 19 Third Base (after school care) programs throughout the county. These programs are available to students, K-5, currently enrolled in Kanawha County Schools at the sites where the programs are located (see list below). In some cases, students from other schools are transported by bus to these program sites. Enrollment is based on availability of space and staffing, and students must be enrolled before attending. All services are provided at an affordable weekly rate. CONNECT or LINK assistance is accepted. Summer Camp programs are also offered in the summer months when school is out.

All KCSCEP employees are trained in CPR and first aid. They are fingerprinted, drug tested and have background checks completed before working in the program. All programs are licensed through WV DHHR.

KCSCEP also offers adult education evening classes in such areas as yoga, quilting, self-defense, cake decorating and more. See our website for a list of classes and schedule.

For more information about these KCSCEP programs, visit [kcscep.k12.wv.us](https://kcscep.k12.wv.us) or call us at 304-766-0378, or email us at [KCSCEP@mail.kana.k12.wv.us](mailto:KCSCEP@mail.kana.k12.wv.us)

### THIRD BASE PROGRAMS

Alban Third Base

Bridgeview Third Base (also serves Dunbar Primary and Dunbar Intermediate)

Central Third Base (also serves Ann Bailey and Weimer)

Bridge/Clendenin Third Base

Cross Lanes Third Base

Elk Center Third Base

Flinn Third Base (also serves Sissonville Elem. and 5th grade at Sissonville Middle)

Holz Third Base

Lakewood Third Base (also serves Andrews Heights)

Montrose Third Base

Nitro Third Base

Overbrook Third Base

Pinch Third Base

Pt. Harmony Third Base

Richmond Third Base

Ruffner Third Base

Ruthlawn Third Base (also serves Alum Creek and Kenna)

Shoals Third Base

Weberwood Third Base

## ELEMENTARY CURRICULUM INFORMATION

The elementary curriculum provides students with a strong foundation in the fundamentals of reading, writing, mathematics, and 21st Century learning skills. Students also receive instruction in the areas of science, social studies, art, music, physical education, and health. As early as kindergarten, students are involved in career awareness activities. Technology is integrated into instruction and the work students do throughout the day. Elementary students are also engaged in character education and multicultural activities throughout the school year.

Elementary schools will use [My Math](#) as the math program and Houghton Mifflin [Journeys](#) as the reading textbook. Student progress is monitored throughout the year by using assessments such as DIBELS and benchmark tests. Small-group intervention and enrichment is provided to students based on these results. Accelerated Reader is used in many schools as motivation to encourage reading at home.

Several Kanawha County schools also receive services from Title I funds. Title I programs are designed to improve teaching and learning for low achieving students in high poverty schools so they can meet challenging academic content and performance standards. Funds are allocated based on the percentage of students at poverty level.

Staff development workshops and conferences are held throughout the year to train teachers in effective, research-based teaching methods and strategies. Many teachers are also involved in writing grants that help bring new programs to their schools.

Parents having any questions about the elementary curriculum should contact Bob Calhoun, Assistant Superintendent for Elementary Schools or Missy Ruddle, Assistant Superintendent for Curriculum and Instruction.

## KANAWHA COUNTY BOARD OF EDUCATION POLICY

### Promotion and Classification of Students K-5

**Series: I11**

**Available Online**

### Middle Level Education

Kanawha County Schools has 13 middle schools that serve students in grades 5-8 and/or 6-8. Students benefit from a developmentally appropriate and challenging curriculum that reflects 21st Century learning skills. The core areas of reading, math, science, and social studies are often integrated to help make connections to student learning.

Students also have opportunities to explore foreign language, art, music, technology, health and fitness, careers, and other related areas.

Kanawha County Schools' middle level education integrates "Turning Points" Preparing American Youth for the 21st Century as recommendations for transforming middle grades. This We Believe (National Middle School Association). Breaking Ranks (National Association of Secondary School Principals) and Framework for

High Performing 21st Century Middle Level Schools (West Virginia Department of Education) characterizes the culture of successful schools for young adolescents with the following components supported by Kanawha County Schools.

- Educators who value working with this age group and are prepared to do so. Effective middle level educators understand the developmental uniqueness of the age group, the curriculum they teach, and effective learning and assessment strategies. They need specific teacher preparation before entering the classroom and continuous professional development as they pursue their careers.
- Courageous, collaborative leadership. Middle level leaders understand adolescents, the society, and the theory and practice of middle level education. As the prime determiner of the school culture, the principal influences student achievement and teacher effectiveness by advocating, nurturing, and sustaining an effective instructional program.
- An inviting, supportive, and safe environment. A successful school is an inviting, supportive, and safe place, a joyful community that promotes in-depth learning and enhances students' physical and emotional well-being. In such a school, human relationships are paramount.
- High expectations for every member of the learning community. Educators and students hold themselves and each other to high expectations. Such confidence promotes positive attitudes and behaviors and motivates students to tackle challenging learning activities. Successful schools recognize that young adolescents are capable of far more than adults often assume.
- Students and teachers engaged in active learning. The most successful learning strategies are ones that involve each student personally. When students routinely assume the role of teacher, and teachers demonstrate that they are still learners, a genuine learning community is present.
- An adult advocate for every student. Academic success and personal growth increase markedly when young adolescents' effective needs are met. All adults in successful middle level schools are advocates, advisors, and mentors.

### High School Curriculum

The high school curriculum for Kanawha County Schools is a 9-12 program designed to serve students preparing for a four-year college program, a two-year college program, post-secondary technical training or those preparing for the military or other entry-level employment immediately after high school.

### Career Clusters

The curriculum is organized around 16 career clusters. Clusters are broad groups of related occupations representative of the type of occupations available in the world of work. Within each cluster there are career concentrations. Concentrations are groupings of occupations with significant commonalities within a career cluster.

With the assistance of their parents and academic advisors, students in grade 8 will develop Phase 1 of their Personalized Education Plan a schedule for grades 9 and 10. This includes selection of a cluster and pathway. In grade 10, they will develop Phase 2, selection of a career concentration, along with a schedule for grades 11 and 12 and goals for the first year after high school. Each year students will review their plans with their counselors and/or advisors and adjust the plans to accommodate the student's goals and needs.

All students will receive specific information regarding career clusters prior to developing the Personalized Education Plan.

We recognize the importance of co-curricular activities in developing an all-around person. In addition to their academic clusters, all students are encouraged to participate in those classes such as band, choir or yearbook that develop the student's talents and interests.

Specific course information can be found in the 2018-2019 Course Description Handbook, which students have available on their iPad.

### PROMISE Scholarship Information

What is PROMISE?

The West Virginia PROMISE (Providing Real Opportunities for

Maximizing In-state Student Excellence) Scholarship Program, approved by the Legislature in 1999, offers each West Virginia high school graduate who meets PROMISE standards and requirements a partial tuition scholarship to a state college or university or an equivalent dollar scholarship to an in-state private college.

The PROMISE Scholarship is based on the student's achievements not on his or her parent's financial resources, not on the college's resources, not on other factors. We are tying this opportunity, this investment, directly to the achievement on the part of the individual. For eligibility requirements and other information on the PROMISE Scholarship, contact your school counselor or visit their website at [www.promisescholarship.org](http://www.promisescholarship.org)

### Interpretation of Grades

Beginning with the 2018-2019 school year, achievement marks for permanent records and for the purpose of reporting to parents are assigned as follows:

| Grade |                            | Grade Average Percent |
|-------|----------------------------|-----------------------|
| A     | mastery of subject         | 90-100                |
| B     | above average work         | 80-89                 |
| C     | average achievement        | 70-79                 |
| D     | below average work         | 60-69                 |
| F     | poor work, non-mastery     | 0-59                  |
| I     | incomplete - makeup needed | no credit             |
| W     | withdrawal from class      | no credit             |

### Progress Reports

Progress reports are available through Schoology for parents at all times. If a parent would prefer a written copy, please notify the school. Grade report cards will be issued at the end of each grading period.

### College Entrance Exams

The college entrance tests are given by two testing agencies: the College Board which administers the PSAT/NMSQT, SAT and Achievement Tests, and the American College Testing Program which administers the ACT and PLAN. For detailed information on the nature of these tests and the preferred testing dates, contact your child's guidance counselor.

### Athletics

Kanawha County Schools follows all rules, regulations, and policies set forth by the West Virginia State Board of Education and the West Virginia Secondary Schools Activities Commission. Any specific questions regarding participation, eligibility, transfers, etc., should be directed to the administrator of the school.

### NCAA College Freshman Athletic Eligibility Requirements

If you intend to participate in Division I or II athletics as a freshman, you must register and be certified by the NCAA Initial Eligibility Clearinghouse. You may access the NCAA website at [www.ncas.org/eligibility/cbsa/clearinghouse](http://www.ncas.org/eligibility/cbsa/clearinghouse) to determine the initial eligibility standards that apply to you. Students should check with their counselor for specific registration information and materials.

### Career and Technical Education Centers

Ben Franklin Career and Technical Education Center and Carver Career and Technical Education Center are available to Kanawha County students. Courses taken at the centers are treated as electives. Ben Franklin is located in Dunbar and Carver is located in Malden. The two centers serve all county high schools. Their purpose is to develop good work habits and teach entry-level skills needed in today's work world. Students attend Franklin and Carver for one half of the school day. They may earn four units of elective credit per year that may count toward high school graduation. Students interested in attending either center should contact a counselor.

### Ben Franklin

Ben Franklin Career Center is a recognized leader in technical education for over thirty years. Ben Franklin offers both high school and adult students opportunities for learning, training and further education that enrich their lives and also promotes the economic growth of our region and state. All instruction is designed to meet the



needs, abilities, and interest of our students, our community and the businesses we serve. High school students can obtain 4 credits a year in their CTE program when they attend Ben Franklin Career Center for half a school day. Three of the CTE programs (Medical Assisting, Pre-Nursing, and Power and Energy) offer honors credits. These classes count as elective credits towards high school graduation and the student can also be certified in their CTE program. Applications can be found on Ben Franklin's website at <http://benfranklinctc.weebly.com>.

#### Carver Career Center

Carver Career Center offers seventeen programs for high school students. The program offerings include; Advanced Manufacturing, Automotive Technology, Collision Repair, Cosmetology, Allied Health (Dental Assisting), Carpentry, Diagnostic Services, Graphic Design, Electrical, Event Planning, HVAC, Industrial Fire Fighting, Microsoft Office Applications, Plumbing, ProStart, Pet Grooming/Plant Systems, Welding.

All seventeen programs are Simulated Workplace sites, which incorporate real workplace protocol into the daily curriculum. Students not only learn technical skills but also the soft skills necessary in the work place. Students have the opportunity to earn EDGE credits, which are accepted by several area colleges. The goal at Carver is for every student to be college and career ready. Interested students are encouraged to speak with their high school counselor during their sophomore year to make application.

#### Garnet Career Center

Garnet, located in an historic building in downtown Charleston, offers a variety of vocational training opportunities for adult students with modern equipment and excellent programs. Garnet was established under the auspices of Kanawha County Schools to provide continuous educational opportunities for the adult community. The school provides training in many different occupational areas—Practical Nursing, Certified Nursing Assistant, Business; i.e., Accounting, Office Administration, Medical Information Systems; and Automotive Technology. A variety of short-term programs are offered during the day and evening hours. Classes range from enrichment classes to technology based classes. Students in need of upgrading basic skills or preparing for the Test Assessing Secondary Completion (TASC) may enroll in the Adult Basic Education program. English as a Second Language (ESL) services are also offered at Garnet.

Garnet has been accredited by the Council on Occupational Education (COE). The Practical Nursing Program is accredited by the West Virginia Board of Examiners for Licensed Practical Nurse. The Automotive Technology program is accredited by the National Automotive Technicians Education Foundation (NATEF).

#### Honors & Advanced Education

Honors/Advanced Education experiences are designed to meet the needs of students who have the potential to complete curriculum more demanding than that offered in the regular classroom and their current grade level. These classes are advanced in terms of content and performance expectations and provide credit toward graduation or possible college credit. Honors experiences may include, but shall not be limited to, specifically identified honors courses, research and in-depth studies, mentorships, content-focused seminars and extended learning outcomes instruction in the content areas. Advanced education includes classes recognized or offered by the College Board, post-secondary institutions and other recognized foundations, corporations or institutions, accelerated instructional courses offered via satellite and other courses and arrangements, approved by the local board of education and state board. Advanced Placement Courses (AP) must follow the course descriptions provided by The College Board and students are required to take the AP test. It is strongly recommended that the instructors of these courses receive the training provided by the West Virginia Advanced Placement Center. Those students who do not take the AP examination will not receive AP credit.

Curriculum approved under this section shall be designed to advance the achievement of students in the subject area or areas in

which the student has achieved at least two of the following criteria: (a) demonstrated exceptional ability and interest through past performance; (b) obtained the prerequisite knowledge and skills to perform honors or advanced work; and, (c) received recommendations from the student's former or present teachers.

All courses designed as Honors and Advanced Education will receive a weighted grade. Those classes are indicated by an asterisk in this book. Honors course criteria and standards have been developed. For more information, contact your school counselor.

#### Procedure for Special Courses

Upon recommendation of the principal, individual schools may petition the Division of Curriculum and Instruction for approval of special courses taught at that school and post-secondary courses identified by that school. Such petitions must be reviewed by Division of Curriculum and Instruction staff and approved prior to inclusion. Each petition will be considered on an individual basis.

#### Class Ranking

Computation for class ranking shall be made at the end of the first semester of the senior year. The following scale shall be used to determine class ranking:

| Non-Weighted Courses | Weighted Courses |
|----------------------|------------------|
| A = 4                | A=5              |
| B = 3                | B=4              |
| C = 2                | C=3              |
| D = 1                | D=2              |
| F = 0                | F=0              |

#### Commencement Recognition

Honor graduates may be given preference by leading the processional and in seating arrangements at commencement exercises. Students will be recognized with honors, high honors, and highest honors:

- 3.8 GPA Honors
- 4.0 GPA with a minimum of 14 weighted credits by the end of 7 semesters or 1st term of the senior year - High Honors
- 4.5 GPA with a minimum of 14 weighted credits by the end of 7 semesters or 1st term of the senior year - Highest Honors

#### Credit for Courses below Grade 9

Students who take high school courses before grade 9 (i.e., Foreign Language I or II, Algebra, etc.) will receive high school credit. These courses will be used in calculating the student's GPA and will be used to determine class rank.

#### Transfer Students

Students transferring from one school to another within the county shall have their credits accepted at face value and shall be considered for honors.

Students transferring to Kanawha County Schools from a school outside the county must have spent the whole of their senior year in Kanawha County Schools before they can be considered honor graduates; however, they may be given recognition.

#### Dual Credit Options

Students may take college level courses that carry credit toward high school graduation as well as credit toward a college transcript. At the present time, juniors and seniors who meet admissions and prerequisite requirements from the participating college may be eligible to participate. Courses vary among high schools from semester to semester with a minimum of 15 students needed to be enrolled. Depending on specific course content, a few classes may replace required courses; most classes will count as electives. Each high school will determine its own policy regarding curricular alignment and sequencing in regard to college level courses.

Area colleges are part of the Dual Credit Consortium; all dual credit courses are college level classes and therefore carry a weighted grade on the high school transcript. Students expecting to attend other colleges should see their counselor and contact their prospective

college prior to enrollment to ensure credit will be accepted. In some cases, credit may be granted for electives rather than replacement of specific course requirements.

Classes are normally offered during the school day and generally follow the KCS calendar with minor adjustments. Teachers will be either public school instructor qualified as college adjunct staff or college professors.

The fee for a 3-hour credit course is set by the West Virginia State College System (with additional hours being charged on a pro-rata basis). Deposits may be required to determine offerings; full payment is expected during the first week of class. Students will purchase their own books, which will be made available on the high school campus; price of textbooks varies according to the course. Students who plan to enroll in dual credit courses should take the ACT during the spring of their junior year and may be required to take a placement assessment before being allowed to enroll.

#### Promotion, Retention, and Classification

Promotion from grade 9 to 10 (sophomore) occurs when the student has earned five (5) credits and passed six (6) of eight (8) semesters in English, Social Studies, Mathematics, and Science. Promotion from grade 10 (sophomore) to 11 (junior) occurs when the student has earned 11 credits. Promotion from grade 11 (junior) to 12 (senior) occurs when the student has earned 17 credits.

#### Career Academies/Magnet Schools

Kanawha County Schools is in the process of developing career academies and ninth grade academies in the high schools. Career academies are designed to develop peer support and improve achievement through highly focused small learning communities built around a broad based career theme. The academies are organized to allow a small group of students to stay with a core group of teachers from grades 9-12. This personalized learning environment helps students build strong relationships with peers and teachers. Academic courses are integrated with technical and applied courses around the career theme. Connections are also made with local businesses to provide students with a range of career and work based learning experiences.

Along with the development of career academies, KCS will continue to offer magnet programs at Capital (Performing Arts and Human Performance Management), Nitro (BioScience), Sissonville (International Studies) and South Charleston (International Baccalaureate). Currently, South Charleston has a Pre-Engineering Academy, St. Albans has a Hospitality Academy, and Herbert Hoover has an Academy of Criminology. George Washington has a STEM Academy.

For more information, please contact Mr. Mark Milam, Assistant Superintendent for High Schools/Technical and Adult Education at 347-7485 or [memilam@mail.kana.k12.wv](mailto:memilam@mail.kana.k12.wv).

Students in Kanawha County Schools will be able to choose the high school they wish to attend based upon the academics offered at that school. The schools may be a Magnet, Magnet/Career Academy or a Career Academy.

What is the difference between a Magnet school and a Career Academy? The Magnet school is one that specializes in particular subjects, in addition to providing a general education while a Career Academy is a small learning community built around a career theme. All schools will continue to offer the high academic standards that Kanawha County Schools has been known

#### Capital High Performing Arts & Human Performance Management

CHS is a performing and visual arts center. The band gives students dynamic people, a team-oriented environment, travel, competition, and an opportunity to achieve. The VIP's was created to help in the development of teenagers using choral music, dance and theatre as a vehicle. The dance program offers something for everyone from beginner to advance to even the most dancing challenged. The mission of the theatre dept. is to provide an intimate theatre experience. The Visual Arts Dept. students will learn the fundamentals

drawing, sculpting and pottery, photography, printmaking and fiber arts. Human Performance Management will engage students in learning experiences that encourage healthy living through the study of medical sciences.

**Nitro High Biomedical Program**

Empower Tomorrow’s Biomedical Professionals Today. Whether discovering new cancer treatments or teaching healthy lifestyle choices to their communities, today’s biomedical science professionals are tackling big challenges to make the world a better place. PLTW Biomedical Science students are taking on these same real-world challenges – and they’re doing it before they even graduate from high school. Working with the same tools used by professionals in hospitals and labs, students engage in compelling, hands-on activities and work together to find solutions to problems. Students take from the courses in –demand knowledge and skills they will use in high school and for the rest of their lives, on any career path they take. PLTW Biomedical Science courses are part of the AP + PLTW biomedical science pathway. The goal is to build a strong foundation for college and career. By immersing students in activities like practicing suturing and constructing body structures from clay, PLTW biomedical science empowers students to build knowledge and skills in biomedical science, as well as in-demand, transportable skills like problem solving, critical and creative thinking, communication, and collaboration.

**Sissonville High Business, Marketing and Entrepreneurship**

The magnet school for Business, Marketing and Entrepreneurship is designed to prepare students for today’s dynamic world of varied business opportunities. From incubating new ideas to marketing a product through manufacturing to encouraging fresh new solutions to tomorrow’s needs, our magnet school will produce the business leaders for the 21st century and beyond. Utilizing school-based simulated workplaces, our Career and Technical Education programs provide real-world experiences and academic credits while still in high school.

**South Charleston Magnet/Career Academy**

The International Baccalaureate (IB) Program is a globally-recognized, comprehensive program for high-achieving juniors and seniors that require students to complete an in-depth study in six core subjects and an IB elective. SCHS is currently the only WV school offering IB.

The Teacher Cadet Academy is for those students who believe that one day they will be an educator. The student will experience the profession by understanding educational history, trends, and process. College credit may be earned through WVSU.

Pre-Engineering Academy links coursework to real life by offering hands-on experience in applying math and science concepts to solving real problems.

**St. Albans Academy of Hospitality**

The Academy of Hospitality is designed to give students a close look into the culinary business. It incorporates a school-to-work program which allows students to work at several fine culinary establishments. The program is a partnership between students, teachers, school and the local restaurateurs.

**Herbert Hoover Academy of Criminology**

Criminology is the scientific study of crime, criminal behavior and law enforcement. The academy of Criminology emphasizes strong academic courses in civics, law, and forensics. Offering both skilled and professional pathways, this high school choice program is beneficial for those students interested in entering career fields such as law enforcement, legal professions, and forensic investigation.

| SCHOOL ACADEMY | MAGNET   | CAREER      |
|----------------|--|-------------|
| Capital        | Performing Arts & Human Performance Management |             |
| Herbert Hoover |  | Criminology |
| Sissonville    | Business, Marketing and Entrepreneurship       |             |

|                |  |                                |
|----------------|--|--------------------------------|
| So. Charleston | International Baccalaureate Diploma (IB) | Pre-Engineering; Teacher Cadet |
| St. Albans     |  | Hospitality                    |
| Nitro          | Biomedical Science                       |                                |

**APPLICATION PROCESS**

The application may be found on the Kanawha County Schools web page [kcs.kana.k12.wv.us](http://kcs.kana.k12.wv.us). Once you have access to the KCS web page, you will look down the left margin until you locate Programs. Click on the High School Choice Program link. This link will take you to the application link which will be found on the right side of the page. Application Deadline is July 20th at 4:30 p.m. If you have any questions regarding the process or need more information please contact Mr. Mark Milam at [memilam@mail.kana.k12.wv.us](mailto:memilam@mail.kana.k12.wv.us) or call 347-7483 during normal business hours. Students will be notified by mail after August 1 regarding the status of their acceptance.

**Credit Recovery**

Kanawha County Schools offers a different model for high school students who need to make up credits for courses failed. The program is called credit recovery, and it replaces the traditional summer school program from the past.

Credit recovery allows students the opportunity to complete portions of courses that were not mastered instead of repeating an entire course. This is done through the use of a web-based curriculum called On Target. The WVDE provides this program to Kanawha County Schools. Students will have the opportunity to complete the coursework outside of the traditional classroom setting.

Each summer, three schools in the county will be designated as credit recovery sites. Students from the high school will be eligible to participate. Each site will be staffed with two credit recovery facilitators who will work with the students enrolled to assist with the completion of coursework.

The credit recovery program will continue throughout the school year. Schools will have the ability to schedule a variety of credit recovery options within the school year, including before, during, and after normal school hours. The flexibility of On Target and credit recovery will provide additional opportunities for students to make up credits and assist them with completing graduation requirements. If your child is planning on playing a sport in college, NCAA will not accept the On Target credit. For more information about credit recovery, please contact your child’s counselor.

**Kanawha County’s VEX Robotics Program**

Since receiving a district grant from the Robotics Education and Competition Foundation in 2017; the county has been well on its way towards completing its mission of establishing VEX robotics programs at all its member schools (Elem. – High) by 2019. The VEX program platform encourages students to take control of the engineering design process in an effort to create fully functional robotic mechanisms that are capable of performing dynamic tasks designed within an accompanying competition structure. Used as formative assessment tools, the competitions work along with student’s classroom activities drive and guide their creative process. All while at the same time encouraging the development of teamwork, cooperation, communication and problem-solving skills. As a result of these robotics programs, students can expect to come away with a greater understanding of programming systems, mathematical concepts, and mechanical engineering applications to aide them in a quickly technologically advancing workforce.

**Special Education**

Kanawha County Schools Special Education Department is located at:

Kanawha County Board of Education  
 Room 327  
 200 Elizabeth Street  
 Charleston WV 25311

Kanawha County Schools provides programs for identified students with disabilities between the ages of 3-21 inclusive, regardless of the

severity of their disability, gifted students from first through eighth grade and exceptional gifted students in grades nine through twelve.

KCS procedures are consistent with federal and state law including formal procedures for searching and screening students who are eligible for exceptional education services. These procedures include due process guidelines that are followed in all cases where the parents/adult students do not agree with their child’s program or placement. The Procedurals Safeguards are available on the KCS website under the Parent/Community section.

Each identified student has an IEP meeting at least one time a school year to determine the appropriate services. A re-evaluation is conducted every three years to determine continued eligibility for special education services. KCS employs special education process specialists, school psychologists, Speech Language Pathologists, Occupational Therapists, Physical Therapists, and Itinerant support personnel certified in Autism, TBI, HI, VI, and Preschool to meet the needs of the students. Transition services are also offered to prepare students for the world of work after graduation.

The Kanawha County Board of Education has adopted Regulations for the Education of Students with Exceptionalities, WV Policy 2419 effective September, 2014 for the implementation of state and federal regulations for students with disabilities.

Please contact the following offices for additional questions or information:

Preschool Special Needs, Developmental Delays  
 (ages 3-5) 304-348-1353

Preschool Communication Disorders  
 (ages 3-5) 304-720-5810 or 304-766-0355

All others please call Special Education Office 304-348-7740.  
 Fax number: 304-348-6671

**Alternative Education**

Kanawha County Schools offers a variety of alternative education programs for the non-disruptive and disruptive secondary students.

**Alternative programs for non-disruptive students:**

West Virginia State University Collaborative School. - This program was formed through a partnership between Kanawha County Schools and West Virginia State University. 10th grade students with average or above average ability currently enrolled in Kanawha County Schools will be eligible for the program. Classes are taught by Kanawha County School teachers and West Virginia State University professors.

Chandler Academy is the alternative program for middle and high school students. In order to be placed in this program a student must either have (1) committed a safe schools violation as defined in the WV Code of Conduct (2) continually broken school rules even after documented interventions by the school, or (3) been expelled from Kanawha County Schools. Students are placed in the alternative program by the County Student Assistance Team or an IEP meeting and can return to their home school after meeting criteria set by the Team or completion of the term of expulsion. A counselor, social worker, and a school psychologist provide services for these programs.

Kanawha County Youth Reporting Center (Day Report) is serviced by Kanawha County Schools and the West Virginia Division of Juvenile Services. Expectant Mother’s Voluntary Program for pregnant girls is a program developed to support them academically and educating them on potential health needs.

**School Aged Expectant Mothers Program**

School-aged Expectant Mothers Program is available to students referred by a physician due to medical concerns related to pregnancy. The girls attend the program housed at Chandler Academy until their babies are born. After the birth, the girls are provided with educational services at home for six weeks. The girls then return to the Program to complete the current semester before returning to their home schools.

**Homebound/OSE Education**

Kanawha County Schools offers educational services to students unable to attend school due to medical reasons or safe schools violations. A variety of homebound/OSE options are offered to



students who qualify. The goal of homebound/OSE education is to provide students educational services enabling them to be academically successful upon their return to school.

All secondary students and elementary students will be assigned teachers. When teachers are not available, schools are responsible for providing assignments. Teachers meet with the student's classroom teacher to coordinate instruction that will be provided to the student. The homebound/OSE teacher meets with each student approximately four hours a week in a setting outside of the home unless the child requires services in the home due to medical reasons. Grades are given to the school at the end of each grading period. Kanawha County employs eight full time homebound teachers and contracts with additional Kanawha County teachers throughout the school year.

### Medical Homebound Instruction

The purpose of medical homebound instruction is to provide instruction that assists students in keeping up with their schoolwork when a medical illness or injury, as verified by a licensed physician, makes it impossible for them to attend school for three consecutive weeks or more. Certified Kanawha School teachers, in collaboration with classroom teachers, provide the instruction in the home setting.

Medical homebound instruction is provided only when accommodations cannot be made by providing a reduced-day schedule and/or modifications at the school level to allow the student to remain in school.

Medical homebound instruction is intended to be temporary and is not a substitute for a comprehensive education.

The goal is always to return the student to the classroom as quickly as possible.

Students receiving medical homebound instruction are not permitted to participate in any extracurricular activities or be employed either part-time or full time, unless a written order from the physician explains that this is an important part of a student's recovery and the student is physically able to participate.

Homebound instruction will not be provided for students to be caregivers or for child care purposes.

Each request for medical homebound instruction will be reviewed. Physicians/Medical care providers may be contacted for further information. In some instances, Kanawha County Schools may require a second opinion.

Students who are recommended for medical homebound instruction for mental health reasons must be receiving therapy and must submit a treatment plan which is completed and signed by the parent and a licensed psychiatrist or mental health provider.

### Parent Community Resource Center (PCRC)

The Parent Community Resource Center (PCRC) of Kanawha County Schools is staffed by a team of parents and educators. The purpose of the PCRC is to assist all parents and school staff of children pre-school through grade 12. The mission of the PCRC is "working together to build relationships between families, educators, and the community for greater student achievement". Our address is 157 2nd Avenue, South Charleston, WV.

The PCRC provides information, assistance, trainings, and referrals to parents and educators which will empower parents and educators to make informed decisions regarding the education of children. The PCRC also provides general information to the community about Kanawha County Schools and connects families and educators with community resources and services. Individual assistance is available to parents for SAT, IEP, 504, transitioning from WV Birth to Three into the KCS school system, and any other type of meeting at a parent's request. Informed, effective parents and educators working together for students present a powerful, positive team.

The PERC has a library of materials which focus on child/family issues, general education and specific disability information. KCS educators may borrow videos/DVDs for up to ten days. Parent,

family, and community members may view them in the PCRC office by appointment.

The PCRC offers trainings on such topics as Understanding Special Education (U.S.E. course), which is a 3 ½ hour session that explains educational rights and responsibilities during each phase of the special education process and helps families learn how to work in partnership with school personnel. Other workshops include: Home Tips (Help, Organize, Manage, Enjoy homework time), *Cybersafety: Texting/Sexting; Living With 10 to 15 Year Olds; Behavior Management Techniques; How to Help Your Child with Homework; and Parenting Children and Teens with ADHD*. The PCRC team is available to present these trainings in schools or other community locations. **Sessions are free and open to all.** Trainings are available during daytime and evening hours

For more information or if you would like a brochure contact the PCRC at 348-7715 or email [perc@mail.kana.k12.wv.us](mailto:perc@mail.kana.k12.wv.us) for assistance. Business Hours: Monday –Friday 8:00 am – 4:00pm. Also available after 4:00pm by appointment.

### Right to Request Teacher and Paraprofessional Qualifications

Dear Parent or Guardian:

Under the federal Elementary and Secondary Education Act (ESEA) as amended by the Every Student Succeeds Act (ESSA) of 2015, you have the right to request information regarding the professional qualifications of your child's classroom teacher(s), and qualifications of instructional aides or paraprofessionals and receive this information in a timely manner if you ask for it.

You have the right to know:

- Whether the West Virginia Department of Education has licensed or qualified the teacher for the grades or subjects he or she teaches.
- Whether the West Virginia Department of Education has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances.
- The teacher's college major; whether the teacher has any advanced degrees, and, if so, the subject of the degrees.
- Whether any teachers' aides or similar paraprofessionals provide services to your child and, if they do, their qualifications.

If you would like to receive any of this information, please contact your school principal or the Kanawha County Schools Office of Human Resources at the phone number below:

Kanawha County Board of Education  
200 Elizabeth Street  
Charleston, West Virginia 25311  
Phone 304-348-7712

### Kanawha County Schools Parent and Family Engagement Policy 2018 – 2019

#### PART I: DISTRICT LEVEL ACTIVITIES

In support of strengthening student academic achievement, each school district that receives Title I, Part A funds shall develop and distribute to parents and family members of participating children a written parent and family engagement policy. To foster meaningful parent and family engagement, KCS agrees to implement the following:

Provide programs, activities and procedures for the involvement of parents and family members in all of its schools with Title I programs with input from parents and family members.

Work with its schools to ensure that school-level parent and family engagement policies meet the requirements of Title I including parent compacts.

Include the district wide parent and family engagement policy into its district plan.

Provide full opportunities for the informed participation of parent and family members by providing information and school reports in a language parents understand.

If the KCS plan for Title I is not satisfactory to the parents and families of participating children, KCS will submit any parent comments to the

WV Department of Education.

Involve the parents and family members of children served in Title I schools in decisions about parent involvement funds are used. Supporting programs that reach parents and family members at home, in the community, and at school.

Provide information on best practices focused on parent and family engagement, especially those for increasing the engagement of economically disadvantaged parents and family members.

Encourage schools to collaborate with community- based or other organizations on improving and increasing parent and family engagement.

Provide coordination, technical assistance, and other support to assist Title I schools in planning and implementing effective parent and family involvement activities to improve student academic achievement and school performance.

Parents will be invited to participate in the annual Superintendent's Retreat to provide input into the district's strategic plan and to review the district's progress in meeting jointly established goals for all students.

Provide support to the KCS Parent and Community Resource Center to better enable them to be a joint partner in parent and family engagement at the district and school levels.

Annually publish a Parent and Student Handbook that contains information that is pertinent to their child's participation in KCS schools.

Maintain a website (<https://kcs.kana.k12.wv.us/>) that provides a link on the home page for parents and families (<https://kcs.kana.k12.wv.us/Page/parents-and-family>).

Conduct surveys of parents of English Learner students to determine the need for translated documents and arrange for special assistance for non-English speaking parents such as translators.

Engage in any other activities and strategies that KCS determines are appropriate and consistent with our parent and family engagement policy.

#### **PART II: SCHOOL LEVEL ACTIVITIES**

Parent representatives of students attending Title I schools will participate in the development of the school's parent involvement policy through attendance at school sponsored parent and family engagement events and through participation on Title I schools' parent groups such as Local School Improvement Councils.

Each Local School Improvement Council will maintain parent representation to address school review and school improvement needs. The LSIC will participate in on-going school review and school improvement. Each school will also involve parents as part of their strategic plan committee.

Parents in all Title I schools will be invited to offer input into parent involvement activities through the school's annual strategic planning process and review through participation on the school's LSIC, PTO/PTA organization, parent committees, or other means.

Title I schools will conduct an annual fall meeting with parents and families to review parent and family school and district policies, parent compacts, required academic standards, school assessments and curriculums, and the performance status of the school based on the results of the State's testing, discuss the requirements of Title I and the meaning of being a Title I schoolwide school, and review the opportunities for parent and family involvement at the school.

Schools will conduct a variety of parent and family engagement and involvement activities where parents are invited to observe, monitor and discuss their child' academic progress and progress along other indicators.

Title I schools will provide materials and training to help parents work with their children to improve their children's academic achievement, and to foster parental involvement including providing materials and supplies for use at home.

Schools will communicate with parents and families through school handbooks, newsletters, and school websites. Parents also have



access to Schoology to track their child’s progress and maintain contact with their child’s teacher(s).

**PART III: ADOPTION**

This KCS district wide Parent and Family Engagement Policy has been developed jointly with, and agreed on with, parents and family members of children participating in Title I schools as evidenced by attendance of parents and family members at the March 2018 Superintendent’s Retreat. A list of attendees is available upon request from the KCS Title I Office 304-348-6165.

This policy was adopted by the Kanawha County School District on July 9, 2018 and will be in effect for the period of school year 2018 - 2019. The school district will distribute this policy to all parents and family members of participating Title I children on or before September 1, 2018.

**Parents’ and Students’ Rights Under the McKinney-Vento Act**

The federal McKinney-Vento Act and West Virginia state law and policy guarantee that a student can enroll in school if they live:

- In a shelter (family shelter, domestic violence shelter, youth shelter or transitional living program);
- In a motel, hotel or weekly rate housing;
- In a house or apartment with more than one family because of economic hardship or loss;
- In an abandoned building, a car, at a campground or on the street;
- In foster care with an adult who is not your parent or legal guardian;
- In substandard housing (no electricity, no water, and/or no heat); or
- With friends or family because you are a runaway or unaccompanied youth.

**The student may also:**

- Continue to attend the school in which they were last enrolled, even if they have moved away from that school’s attendance zone or district (if feasible and in the best interest of the child);
- Receive transportation from the current residence back to the school of origin;
- Qualify automatically for Child Nutrition Programs (Free and Reduced-Price Lunch and other district food programs);
- Participate fully in all school activities and programs for which they are eligible; and,
- Contact the district liaison to resolve any disputes that arise during the enrollment process.

**Enrollment Forms**

If a student lives in one of these situations, as for all students enrolling in West Virginia schools, they may enroll in school without the following documents in hand; however, their full cooperation is needed with county and school personnel in trying to obtain these documents as soon as possible.

- Proof of residency
- School records
- Certified birth certificate
- Legal guardianship papers
- Immunization records and/or a TB skin test result (in-state students only)

However, if the student is coming from out of state without proof of at least the first series of immunizations and a TB skin test result, they will be enrolled, but homebound instruction will immediately be provided until appropriate immunizations and TB test results can be obtained.

If the student moves, the following should be done:

- Contact the school district’s liaison for help in enrolling in a new school or arranging to continue in the school they have been attending.
- Contact the new school and provide any information necessary to assist the teachers in helping them adjust to new circumstances.

- Ask the local liaison, shelter staff, or a social worker for assistance with clothing and supplies, if needed.

Helpful questions to ask the school so that you may receive all needed services:

- What transportation is available to stay in the same school?
- If I have to change schools, can someone help transfer records quickly?
- Are any tutoring services available?
- If special education services are needed, how long is the wait for testing?
- Are there special classes to benefit a talent I have?
- Are there sports, music or other activities available to me?
- How can I receive free meals at school?
- Are school supplies available?
- Will I be able to go on class field trips, if unable to pay?
- How can I get a required school uniform, if one cannot be bought?

For More Information, Please Contact Your Local School District Liaison:

Melissa Harper  
Homeless Facilitator  
200 Elizabeth Street  
Charleston, WV 25311  
[mharper@mail.kana.k12.wv.us](mailto:mharper@mail.kana.k12.wv.us)

**Kanawha County Truancy Plan**

In response to state legislation, Senate Bill 393, requiring county school systems to develop a plan to reduce truancy, excessive unexcused school absences, a truancy diversion plan has been established for middle and high school students.

Kanawha County Schools Assistant Attendance Directors assess juveniles with excessive unexcused absences, notify parents/guardians of these absences and work in collaboration with a school based team to develop a plan to improve the student’s attendance. If the student continues to accumulate unexcused absences the student or parent/guardian will be referred to Kanawha County Magistrate Court where a Prepetition Truancy Diversion Agreement may be implemented. Community based services may be utilized to provide services to the student and family to assist with improving school attendance. Noncompliance with the prepetition diversion agreement and continued truancy will result in a truancy petition filed in Kanawha County Magistrate Court.

Kanawha County School’s goal is to provide students and their families with the assistance necessary to ensure that every student maintains daily school attendance.

**KANAWHA COUNTY BOARD OF EDUCATION POLICY**

**Homework**  
**Series: I04**  
**Available Online**

**TEXTBOOKS**

The Kanawha County Board of Education furnishes textbooks for all public school pupils at no cost to the parent. Children are encouraged to take special care of their assigned books. All books are valuable and deserve good care. Parents will be charged for any textbooks their children lose or damage. Please help your child remember to return books to the school after each night they are taken home.

Parents needing information concerning junior high/middle school and senior high school courses and course requirements can obtain from their local schools the appropriate course description handbook.

**Community Agency/Independent Contractor Visitation Policy**

The Board welcomes professional visitors to the Kanawha County Schools. However, to minimize disruptions in educational programs, the District requests that individuals who desire to visit classrooms make arrangements through the Central Office. The superintendent or designee can then make the necessary arrangements or have someone knowledgeable in the area to be visited assist them in their visit. This also will ensure that the part of the program which visitors wish to see will be in operation upon their arrival. Conflicts also may

be avoided with such other activities as testing, field trips, or assembly programs.

All visitors shall be required to report to the office upon entering a school. They are not to stand in the hallways, visit classrooms, or loiter on the campus without approval from the office. School personnel shall notify the office of any persons who may be visiting them, and those visitors should report to the office upon arriving at the school.

Any person, other than student or member of the school staff, shall have permission from the principal of the school before entering a classroom while classes are in session.

**CLASSROOM VISITATION PROCEDURES**

**VISITATION REQUEST** Participate in a meeting with the Office Of Exceptional Students staff and describe program. Submit a Community Agency/Independent Contractor Information Sheet (EEA1) and list of Assigned Students (EEA2).

Submit to the Office of Exceptional Students a Classroom Visitation Request (EEA4). Include in each request the school name, teacher name, student name, parent name, reason for the request, and expected outcome of the observation. Sign Community Agency/Independent Contractor Visitor Agreement (EEA3) that is signed by the student’s parent(s) which gives permission for classroom observation. If there is need to speak to the teacher after the observation, document that in the request.

Submit in writing to the Specialist/Case Manager assigned to student’s school a description of home programs, etc., that are being provided by agency which impact the student’s educational program.

**3.05 Removal of Students from School Premises.** Only custodial parents or guardians may pick up their children after school or remove their children from school. Other persons, including non-custodial parents, must be authorized in writing by the custodial parent or guardian to pick up a student after school or to remove a student from school. The District shall not undertake to monitor or enforce any Visitation schedule that may govern the day or days that parents and non-custodial parents pick a student up after school.

**KANAWHA COUNTY BOARD OF EDUCATION POLICY**

**Student Records**

**Series: J27**

**Available Online**

**Kanawha County Schools  
Directory Information Refusal Form**

“Directory Information” as defined by Kanawha County Schools, includes the following categories: Student name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, indication of “graduate” or “non-graduate”, degrees and awards received, most recent previous school attended, and photograph.

Once such information is published as Directory Information, it may be disclosed at the discretion of the school system without parent/guardian or student permission.

If you so refuse, you must inform the school in writing by September 30th.

Please use the following form for informing the school of the specific categories in the Directory Information that you do not want released without your written approval.

I refuse to permit the designation of the following information as Directory Information:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
(Specific Categories)

\_\_\_\_\_  
(Name of School)

\_\_\_\_\_  
(Student Name)

\_\_\_\_\_  
(Birth date)

\_\_\_\_\_  
(Signature Parent/Guardian/Eligible Student)

\_\_\_\_\_  
(Date)

**Student Rights and Responsibilities**

Every student has the right to attend school free from fear for his/her personal safety and from the threat of psychological abuse.

Every student has the responsibility for not disturbing or interrupting the education of others or intimidating students and teachers.

Every teacher has the responsibility for assisting in maintaining an orderly learning environment.

Every parent has the responsibility for ensuring that school rules are legal, clearly stated, well publicized and fairly enforced.

A copy of Kanawha County Student Rights and Responsibilities Handbook which is approved by West Virginia Board of Education is on file in the principal's office. If you wish to examine it, please feel free to come in at any time.

**English as a Second Language (ESL) Program Services**

Kanawha County Schools offers English as a Second Language Program to students with limited English proficiency. The goals of the English as a Second Language (ESL) Program are to help limited English proficient students learn English as quickly as possible through specific ESL instruction and to help them be successful in their academic programs. The ESL Program is a content-based program which is staffed by six certified ESL teachers. For more information about this program, please contact the ESL Office at (304) 348-1375.

**German**

Eltern von Sch lern die eine andere Sprache als Englisch sprechen, können Informationen über verfügbare Dienste des Kanawha County School Systems in ihrer Muttersprache erhalten, wenn sie die Nummer 348-1375 anrufen.

**Vietnamese**

Nếu cha mẹ nào có khó khăn về tiếng Anh.  
Thì có thể liên lạc bằng tiếng Việt với nhà trường Kanawha County Schools qua số điện thoại 348-1375.

**French**

Les Services du Programme de la Langue Alternative

Les parents de la langue minoritaire peuvent obtenir les renseignements dans leur langue primaire au sujet des services

fournit par les écoles de Kanawha County s'ils téléphonent au 348-1375.

**Spanish**

Servicios de Programa de Lengua Alternativa

Los padres que no tienen el inglés como lengua nativa pueden obtener información en su idioma sobre los servicios ofrecidos por las escuelas de Kanawha County, contactando al número de teléfono: (304) 348-1375.

**Japanese**

英語以外を母国語とする保護者の方には、子供の英語のプログラムについて母国語（日本語）でご案内します。カナワ郡教育部の304-348-1375に連絡してください。

**Hindi**

द्विभाषीय भाषा: अंग्रेज़ी और हिन्दी  
आपकी भाषा में जानकारी के लिए कृपया हमसे संपर्क करें।  
कृपया हमसे संपर्क करें हमारे कार्यालय (304-348-1375) पर।  
हम आपकी भाषा में जानकारी प्रदान कर सकते हैं।  
हमारे कार्यालय संपर्क करें।

**Mandarin Chinese**

另外的 交替语言公司  
少数语言(学生的)家长们,可以得到有他们的第一语言或本国语言的消息. 只要打(304) 348-1375

**KANAWHA COUNTY BOARD OF EDUCATION POLICY**

**Subdistrict Transfers**

**Series: J32**

**Available Online**

**Office of Attendance and Social Services**

The Office of Attendance and Social Services is staffed by the Lead Attendance and Social Services Director and secretary; along with 24 full-time Assistant Attendance Directors (ADDs), a Homeless Facilitator, and a Truancy Diversion Worker. The Homeless Facilitator plays a vital role of delivering services to identified homeless students. Resources are available in an effort to continue schooling without delays for students identified as homeless. The Truancy Diversion Worker (TDW) will work closely with our staff with monitoring truancy programs in our schools, staff training, and serve as our linkage to the court system and other agencies in Kanawha County. Our office is the link between the school, home, and the community. Pursuant to West Virginia Code 18-8-1, attendance of students is the primary focus of the Assistant Attendance Directors. Attendance problems can be an indicator of other problems a student may be experiencing, such as psychological, emotional, social, or socioeconomic issues. The Assistant Attendance Director assist with developing and providing those interventions necessary for the families and students to optimize the student's potential to learn in their educational programs.

It is imperative that students arrive at school on time. Arrival time should allow for school breakfast (if breakfast is eaten at school), going to locker and being prepared to begin the school day. Tardiness is a school distraction and can easily become a serious problem. Academic failure can be associated with students coming to school tardy. Learning begins immediately and it is important for students to be well prepared for the school day. Signing your child out early is discouraged. Early sign out is a disruption to the total learning environment of all students. In order to promote a positive learning environment, we request parents send their child/children to

school every day and schedule all appointments after school hours if possible. Some of the services provided from our office are:

- Student attendance data
- Dropout prevention
- Homeless intervention
- Clothing and shoes
- Community resources
- Home school assistance
- Identifying and reporting child abuse and neglect
- Crisis intervention
- Advocate for students, parents, and school system
- Driver Eligibility Certification for driver's permit
- Universal Pre-K services
- Truancy Diversion

**Attendance**

**KANAWHA COUNTY BOARD OF EDUCATION POLICY**

**Attendance**

**Series: J19**

**Available Online**

**KANAWHA COUNTY SCHOOLS ADMINISTRATIVE REGULATION**

**Home/Hospital Instruction**

**Series: I30A**

**Available Online**

**CODE OF CONDUCT**

**INTRODUCTION**

Schools are not only charged with the responsibility of providing instruction in the area of academics, but are also expected to prepare students to be successful in a society governed by rules and moral responsibilities. Our first duty is to challenge students with high standards and expectations. A positive approach which emphasizes the benefits of good citizenship should be followed.

However, the duty of schools to provide safe, orderly environments where learning may be achieved also requires that certain minimum standards of conduct be clearly communicated to the school community. There must be a knowing appreciation that real consequences attend both poor judgment and intentional acts of misconduct.

It is the objective of the policy to achieve the following goals: the right of every student to attend school free from fear for personal safety; the prevention of disturbances or interruptions of the educational process; the responsibility of teachers to assist in preserving an orderly learning environment; and, the responsibility of parents in maintaining an atmosphere conducive to learning.

Each school shall maintain and publish a code of conduct which shall include a schedule of offenses, penalties and a description of due process rights and procedures. The Code of Conduct shall also incorporate the productive and safe schools plan developed by the Local School Improvement Council. A copy of the code of conduct shall be posted in each school in a prominent place.

At the commencement of each school year all students and their parents shall be provided with copies of a school's code of conduct. Students who transfer into a school during the course of a school year and their parents shall also be provided with copies of a school's code of conduct. Each year students shall be required to sign a statement acknowledging that they have read the code of conduct or have had it read to them and that they understand the code of conduct

**AUTHORITY OF TEACHERS**

(West Virginia State Code 18A-5-1)

The teacher shall stand in the place of the parent or guardian in exercising authority over the school, and shall have control of all pupils enrolled in the school from the time they reach the school until they have returned to their respective homes, except that where transportation of pupils is provided, the driver in charge of the school bus or other mode of transportation shall exercise such authority and control over the children while they are in transit to and from the



school.

### WHEN AND WHERE THE SCHOOL'S CODE OF CONDUCT APPLIES

(See Kanawha County Board of Education Policy, Series J25, Section 25.05)

All students shall be subject to the provisions of a code of conduct in the following circumstances:

- (a) While on property owned by Kanawha County Schools;
- (b) During time periods when a student is scheduled to attend school or other activities conducted under the auspices of Kanawha County Schools, regardless of whether a student is in actual attendance;
- (c) During any extracurricular activity or trip conducted under the auspices of Kanawha County Schools in which a student elects to participate;
- (d) While a student is in transit to or from school or an extracurricular activity, including transit on a school bus;
- (e) Offenses against employees of Kanawha County Schools, regardless of time or place;
- (f) Bomb threats involving Kanawha County Schools property, regardless of time or place; and,
- (g) The consumption of alcoholic beverages or controlled substances, in any amount, prior to any school related activity, regardless of place.
- (h) While the student is at any school-sponsored activity or event, whether or not it is held on school premises, in a building or other property used or operated by the board of education, RESA or state department of education, or in another facility being used by any of those agencies.

### OFFENSES AND PENALTIES

(See Kanawha County Board of Education Policy, Series J25, Section 25.07 – Available Online)

Each school's code of conduct shall contain at least the offenses hereinafter set forth in this Section. Each school is authorized to include any additional offenses which are deemed appropriate for the orderly operation of a school and the health, safety and welfare of staff and students. Elementary schools may establish alternative codes of conduct. However, such alternative codes of conduct must specify offenses, corresponding maximum possible penalties and a description of due process rights and procedures. Except where otherwise indicated, the penalties for each offense shall be determined on a case by case basis taking into account all facts and circumstances of a violation, including the past records of any students who are involved.

**25.01. Scope.** -- This rule sets the requirements for the conduct of students in Kanawha County Schools in order to assure a nurturing, orderly, safe, drug-free, violence- and harassment-free learning environment that supports student academic achievement and personal-social development. This Policy replaces the Student Behavior Policy adopted on June 16, 2011.

**25.02. Authority.** -- W.Va. Constitution, Article XII, §2, and W.Va. Code §§16-9A-4, 16-9A-9, 17A-1-1, 18-2-5, 18-2-5a, 18-2-7b, 18-2-9, 18-2C-1 et seq., 18-2-33, 18-5-1, 18-5-13, 18-16-1, 18A-1-1, 18A-5-1, 18A-5-1a, 60A-1-101, 61-2-15, 61-7-2, 61-7-11a, 60A-7-11a; and West Virginia Board of Education Policy 4373.

**25.03. Purpose.** The Kanawha County Board of Education recognizes the need for students, teachers, administrators, and other school personnel to have a nurturing, orderly, safe, and stimulating educational environment. The purpose of these regulations is to provide Kanawha County Schools with a policy of student conduct that will ensure an orderly and safe environment that is conducive to learning. These regulations also require that Kanawha County Schools respond promptly and consistently to incidents of harassment, intimidation, bullying, substance abuse and/or violence or other Student Code of Conduct violations in a manner that effectively deters future incidents and affirms respect for individuals. Any form of harassment, intimidation, bullying, substance abuse, violence, or other policy violation is unacceptable in Kanawha County Schools.

### 25.04. Student Code of Conduct.

25.04.1. All students enrolled in Kanawha County Schools shall behave in a manner that promotes a school environment that is nurturing, orderly, safe and conducive to learning and personal-social development.

25.04.2. Students will help create an atmosphere free from bullying, intimidation and harassment.

25.04.3. Students will demonstrate honesty and trustworthiness.

25.04.4. Students will treat others with respect, deal peacefully with anger, use good manners and be considerate of the feelings of others.

25.04.5. Students will demonstrate responsibility, use self-control and be self-disciplined.

25.04.6. Students will demonstrate fairness, abide by the rules, and will not take advantage of others.

25.04.7. Students will demonstrate compassion and caring.

25.04.8. Students will demonstrate good citizenship by obeying laws and rules, respecting authority, and by cooperating with others.

25.04.9. The Right to a Thorough and Efficient Education. All students, regardless of race, religion, national origin, language, gender, disability, marital status, parenthood, or pregnancy have the right to an equal education opportunity. Students are required by law to attend school regularly until their seventeenth birthday; as long as they continue to be enrolled as a student after their seventeenth birthday; or until their graduation. A student who has not graduated may attend school until they are twenty-one.

Public schooling is tuition-free for all students. School systems, however, may charge tuition for summer school and before/after-school programs, if offered, provided that any student whose parents, in the judgment of the board, are unable to pay such tuition, may attend at a reduced charge or without charge except for post secondary, community education, or adult preparatory programs.

Whatever school supplies are deemed necessary to accomplish the goals of a school system and are an integral and fundamental part of elementary and secondary education must be provided free of charge to all students, such as textbooks, paper, writing implements and computers if their use is part of the curriculum. Students may be required to purchase their own equipment, such as instruments and costumes, for performance-based classes, such as band, orchestra, choir, dance and theatre. However, students shall not be denied participation in a class because their parents/guardians cannot afford to do so. Schools have contingency plans to accommodate students and families who do not have the financial means to make these purchases.

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

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

Students have the right not to be compelled to participate in certain types of speech, such as reciting the Pledge of Allegiance. Students who choose not to participate in these ceremonies have the

responsibility to respect the rights of those who do participate and must remain respectfully silent.

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

25.04.11. Non-curriculum Related Student Groups. When high schools allow one or more student groups whose purpose is not directly related to any class taught at the school to meet at the school, this is referred to as a limited open forum. If a school is a limited open forum for any purpose, the school must allow religious, political, and/or philosophical group meetings as long as the meetings are voluntary, monitored by the school, and do not interfere with the conduct of school activities.

25.04.12. Extra-Curricular Activities. Students must meet all state and local attendance requirements and maintain a 2.0 grade point average in order to participate in non-academic extra-curricular activities (e.g. interscholastic athletics such as football, basketball, track or wrestling; cheerleading; student government; class officers in grades 6-12). Eligibility is determined for each semester by a student's grade point average for the previous semester. Those students participating in a GED program whose grade point average for the last semester before entering into the program was below 2.0 grade point average may become eligible if they achieve a 2.0 average or better the mid-point of the second semester (the nine week point) in the same manner as students enrolled in the regular curriculum as outlined in WVBE Policy 2436.10.

Fees may be required to help support the cost of extra-curricular activities; however, the fees should be kept to a minimum in order to further equal opportunity for participation regardless of economic status. If fees are to be paid by a student who cannot afford those fees, school officials shall develop options that will allow the student to participate.

25.04.13. Privacy. Students have certain privacy rights regarding school records. To ensure this privacy, WVBE Policy 4350 – Collection, Maintenance and Disclosure of Student Data provides regulations for schools to follow regarding school records. Parent(s)/guardian(s) of students under eighteen years of age are entitled by law to inspect and review their child's school records. This right applies to both custodial and non-custodial parents. Students have these same rights if they are eighteen years of age or older. A guidance counselor or other school official may be needed to assist in interpreting the information in a student's permanent record file, but their assistance is not required.

If a student or parent/guardian believes that information contained in an education record is inaccurate or misleading or violates the student's privacy or other rights, the student or parent/guardian may request that the records be amended. If the school does not amend the records, a hearing may be requested to challenge the content of the records.

Except in certain instances, school officials may not release information from a student's records without the consent of a parent or guardian, or student if the student is eighteen years of age or older. For example, confidential medical information cannot be released without the consent of the parents or guardians or eligible students' specific written consent. However, under certain conditions, authorized persons or agencies may receive information without consent. For example, if school officials are served with a valid subpoena for student information, the parents or guardians must be provided notice prior to compliance with the subpoena in order that they may voice any objections in the venue that issued the subpoena.

Directory information may be released without seeking prior consent of the parents or guardians unless they refuse to waive consent at the beginning of each school year after receiving notification by the school of their statutory rights under the law.

25.04.14. Protection from Unreasonable Searches and Seizures and Self-Incrimination. Federal and state constitutions and statutes

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

Students also have a right under federal and state constitutions not to incriminate themselves about a crime when questioned on school grounds by an individual acting in the capacity of a law enforcement official. They are entitled to be informed of their right against self-incrimination if they are in a custodial setting, in other words, they are not at liberty to terminate the interrogation and leave. If a student is under 18 years of age, prior to permitting a student to be questioned by any law enforcement officer, other than a PRO, school personnel shall contact the student's parent/guardian and receive permission for the student to be questioned. Students do not have a constitutional right against self-incrimination when being questioned by school officials or PRO Officers acting under the supervision of school officials who are investigating school related misconduct.

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

### 25.05. Application.

25.05.1. All students shall be subject to the provisions of a code of conduct in the following circumstances:

25.05.1.1. While on property owned by Kanawha County Schools.

25.05.1.2. During time periods when a student is scheduled to attend school or other activities conducted under the auspices of Kanawha County Schools, regardless of whether a student is in actual attendance.

25.05.1.3. During any extracurricular activity or trip conducted under the auspices of Kanawha County Schools in which a student elects to participate.

25.05.1.4. While a student is in transit to or from school or an extracurricular activity, including transit on a school bus.

25.05.1.5. Offenses against employees of Kanawha County Schools, regardless of time or place.

25.05.1.6. Bomb threats involving Kanawha County Schools' property, regardless of time or place.

25.05.1.7. The consumption of alcoholic beverages or Substances, as defined herein, in any amount, prior to school or any school related activity, regardless of place.

25.05.1.8. While the student is at any school-sponsored activity or event, whether or not it is held on school premises, in a building or other property used or operated by the board of education, RESA or state department of education, or in another facility being used by any of those agencies.

25.05.2. Students who do not behave in a manner that promotes a nurturing, orderly, safe environment conducive to learning will be subject to the Levels of Response to Violations as outlined in Section 25.07 hereof.

25.05.3. This policy does not supersede any rights granted to special education students by Federal or State law or other West Virginia Board of Education policy.

25.05.4. While this policy deals primarily with student behaviors, consequences for the inappropriate behaviors of staff and/or public guests will be addressed through personnel procedures (for staff) and removal from school premises (for public guests).

25.06. **Planning.** To ensure understanding of the student code of conduct policy, Kanawha County Schools will develop and implement training at each grade level K-5, 6-8, and 9-12.

25.06.1. Discussions in classrooms and at grade level large group meetings will be held at the beginning of the school year to raise the awareness of the different types of Student of Conduct violations and how they are manifested, their devastating emotional and educational consequences, and their potential consequences.

25.06.2. Each student will sign an acknowledgement verifying participation in the Code of Conduct training.

25.06.3. New students enrolled in the county will be provided with the Code of Conduct information as part of the school's orientation. A copy of the policy will be sent home with each new student.

25.06.4. At the beginning of the school year the county's Code of Conduct will be printed in booklet form and distributed to homes in the county's newspapers and schools will send a copy home with each student.

25.06.5. Parents of students in grades K-5 and parents of students who are entering middle school or high school for the first time will be asked to sign an acknowledgement verifying receipt of the county's Code of Conduct. The acknowledgements will be returned to school and kept in the administrative office (either principal's, assistant principal's, or counselor's).

25.06.6. Multicultural educational programs will be developed and implemented for staff, faculty, and students in grades K-12 to foster an attitude of understanding and acceptance of all individuals.

25.06.7. Each local school administration shall be responsible to implement provisions of this policy with specific regard to education, communication and enforcement provisions.

25.06.8. Each school shall develop clear procedures for identification, intervention and referral of students with behavioral and substance abuse issues.

25.06.9. No school or board of education property or school or county publication may be used for the advertisement of any tobacco or alcohol product. In accordance with WVBE Policy 4321.1 - Standards for School Nutrition, each school should minimize marketing other foods and beverages in the high school setting by locating their distribution in low student traffic areas and by ensuring that the exterior of vending machines does not depict commercial logos of products or suggest that the consumption of vended items conveys a health or social benefit.

25.06.10. Groups using school facilities shall sign agreements with the county board of education agreeing to comply with the environmental safeguards set forth in this policy.

25.06.11. Students, parents and spectators will be informed by public address systems that this policy remains in force on evenings, weekends and any other time that school is not in session.

25.06.12. Partnership Development: Kanawha County Schools are encouraged to establish county agency and organization partnerships with the purpose of providing the county's schools with additional supports and resources to shape behaviors in safe and supportive schools. These partnerships may be both formal and informal.

At the district level, formal partnerships with community service agencies (i.e. law enforcement, behavioral healthcare providers) will be essential to successful implementation of this policy. Specific attention should be given to the development of formal agreements and protocols that ensure coordination between agencies and high quality service delivery to students and their families. At the district level, memoranda of understanding and/or contracts are necessary whenever partner organization representatives interact with students on school property, during the school day or on behalf of the school system. These formal agreements should clearly articulate the types of student interaction that may occur, the roles and responsibilities of all parties involved, procedural operations and resource sharing (i.e. funding, space, staff, data).

At the district level, informal partnerships may be short or long-term commitments that may or may not require written agreements. These partnerships usually involve collaborative groups that form around

common mission and goals (i.e., anti-drug coalitions, tobacco control coalitions) to coordinate events, initiatives, resource development/dissemination, service delivery, local partnership development and/or professional development. They do not require formal agency agreements.

25.06.13. LSIC Discipline Reports. Each LSIC shall develop and deliver a report (adhering to all applicable student privacy regulations) to the county superintendent (council on productive and safe schools) that includes:

- Guidelines for the instruction and delivery of interventions for students who have been excluded from the classroom, suspended from the school or expelled from the school. The guidelines shall include descriptions/recommendations for in-school programs with alternative settings and/or schedules, a system to provide effective communication and coordination between school and local emergency services agencies, preventive discipline strategies and student involvement strategies.
- Findings from an examination of school discipline procedures including disciplinary measures used at the school along with a documented assessment of fairness and consistency of disciplinary actions.
- The superintendent (or designee) shall respond to the LSIC in writing within 10 days of receiving the report
- The county board shall retain and file all such correspondence for public review.

25.06.14. School Access Safety Plans. Kanawha County Schools shall submit to the School Building Authority (SBA) a school access safety plan or annual plan update that addresses the school access safety needs of each school facility in the county. The safety plan shall include at least the following:

25.06.14.1. A prescribed countywide inventory of each school facility's means of ingress to and egress from the school for students, school employees, parents, visitors and emergency personnel;

25.06.14.2. The recommendations and guidelines developed by the Countywide Council on Productive and Safe Schools together with the county board's assessment of the recommendations and guidelines;

25.06.14.3. Recommendations for effective communication and coordination between school facilities, local law-enforcement agencies and local emergency services agencies in the county;

25.06.14.4. An assessment of the current status of crime committed on school campuses and at school-related functions;

25.06.14.5. A projected school access safety repair and renovation schedule for all school facilities in the county;

25.06.14.6. A prioritized list of all projects contained in the plan, including the projected cost of each project;

25.06.14.7. A description of how the plan addresses the school access safety goals and guidelines established by the SBA and how each project furthers the county board's safety plan, facilities plan and school major improvement plan;

25.06.14.8. Notation of the funds available for allocation and disbursement to the county board from the School Access Safety Fund;

25.06.14.9. A description of any source of local funds that the county board intends to contribute to the safety projects, or an approved financial hardship waiver, to satisfy the local contribution requirements; and

25.06.14.10. Any other element considered appropriate by the SBA or required by other regulations.

25.06.15. School Crisis Plans. Each school shall create a comprehensive crisis response plan with necessary safeguards to protect information contained in each response plan that may be considered protected critical infrastructure information, law enforcement sensitive information or for official use only. The crisis response plans must be developed under the following requirements:

25.06.15.1. each school shall form a crisis response planning team consisting of the principal, two teachers, one service person and two parents of children attending the school. The crisis response planning team may include one member of the county board, a school counselor, a member from local law-enforcement authorities, the local county emergency services director and one student in grade ten or



higher if the school has those grades;

25.06.15.2. each school, through the school's crisis response planning team, shall develop a school specific crisis response plan using the state/county template and with consultation from local social services agencies, local first response agencies including police, fire, emergency medical services (EMS), emergency management and any other local entities that the school's crisis response planning team determines should be consulted;

25.06.15.3. each school's specific crisis response plan shall be in place and filed with the county board and included in a secure electronic system identified by the Division of Homeland Security and Emergency Management no later than August 1, 2013, or soon after completion by the school, whichever occurs first;

25.06.15.4. each school's crisis response planning team shall annually review its crisis response plan and shall update the plan according to procedures developed by the state no later than August 1 of each year after 2013;

25.06.15.5. each school shall make a redacted copy of its school crisis response plan available, upon request, for inspection by the public with any information removed that is necessary for compliance with the necessary safeguards developed by the state. Starting with the 2013-2014 school year, each school shall annually send notice home to all parents and guardians of students at the school alerting the parents and guardians to the existence of the crisis response plan and the ability to review a redacted copy at the offices of the county board;

25.06.15.6. each school crisis plan shall include at least the following:

- the school employee in charge during a crisis and a designated substitute;
- a communication plan to be used during a crisis;
- protocols for responding to immediate physical harm of students, faculty or staff and to traumatic events, including the period after the events have concluded;
- disaster and emergency procedures to respond to earthquakes, fire, flood, other natural disasters, explosions or other events or conditions in which death or serious injury is likely;
- crisis procedures for safe entrance to and exit from the school by students, parents, and employees, including an evacuation and lock down plan; and
- policies for enforcing school discipline and maintaining a safe and orderly environment during the crisis.

#### **25.07. Violations of the Student Code of Conduct.**

25.07.1. This policy classifies student violations of the Student Code of Conduct in four levels. W.Va. Code requires that the principal suspend a student who commits a violation classified as a Level IV in this policy. Level III and IV violations are to be referred directly to the appropriate administrator because of the serious and/or unlawful nature of the misconduct. All violations of this policy shall be reported to the principal of the school or his or her designee (assistant principal). Upon receipt of the student discipline report and after such investigation and due process as may be required under the circumstances, the principal or his or her designee will determine the level of violation and the school's response. The principal or designee shall promptly enter the required disciplinary data into the West Virginia Education Information System (WVEIS) in order to file the required information with the West Virginia Department of Education of all substantiated reports of all violations of the Student Code of Conduct

25.07.1.1. Level I Violations – Minimally Disruptive Behaviors – disrupt the educational process and the orderly operations of the school but do not post a direct danger to self or others.

25.07.1.1.1. Cell Phones and other electronic communication devices. The use of cell phone, pagers, "beepers", PDAs or similar electronic communication devices are not permitted during school from the beginning of the first instructional period through the end of the last instructional period. This includes between class periods, as well as on school-sponsored trips and "behind-the-wheel" driver education classes. "Using" refers to, not only the making and/or receiving of calls, but also using the device for any other purpose. Subject to appropriate school regulation, electronic communication devices may be used during lunch time. During the instructional day, electronic

communication devices may be used, with administrative permission, for emergencies only. The use of electronic communication devices while on school buses is strictly prohibited unless an emergency situation arises and students have permission from the bus driver. Electronic communication devices may be used if such devices are not capable of being used to communicate with any other device.

This prohibition is not intended to prohibit students from using electronic communication devices for curricular purposes under the direction and supervision of a teacher.

25.07.1.1.1.1. Electronic communication devices are to remain turned off during the times that students are not permitted to use the phones.

25.07.1.1.1.2. Electronic communication devices will not be used to take photographs or videos during the school day. Also, electronic communication devices will not be used to take photographs or videos of any type in the restrooms, locker rooms or other private areas at any time, or at any other time that causes a disruption at school.

25.07.1.1.1.3. Each school shall establish reasonable rules for the use of electronic communication devices by students participating in extracurricular activities and athletics. Such rules shall be provided to the students at the beginning of the school year.

25.07.1.1.1.4. Kanawha County Schools shall not be responsible for lost, damaged or stolen cell phones or other electronic communication devices.

25.07.1.1.1.5. Any use of electronic devices during the instructional school day, in violation of this policy, without permission of a teacher for curricular purposes or the administrative staff shall be considered a disciplinary violation. In addition to the penalties otherwise imposed by this policy the following penalties apply to electronic communication device misuse.

25.07.1.1.1.6.

25.07.1.1.1.6.1. The first electronic device infraction shall result in the confiscation of the device. Once the device is confiscated it will only be returned to a parent or guardian after a conference.

25.07.1.1.1.6.2. The second infraction shall result in confiscation of the device, a parent or guardian conference, and termination of the right to carry an electronic communication device for the rest of the school year.

25.07.1.1.1.6.3. Any third or subsequent violation of this policy may also, at the principal's discretion, result in additional disciplinary action for habitual or willful disobedience of school rules in accordance with the provisions of this policy.

25.07.1.1.1.6.4. Any student who uses a cell phone, other technological or electronic device for any illegal purpose or to violate any Kanawha County Schools policy will be prohibited from having an electronic communication device at school.

25.07.1.1.2. Cheating/Academic Misconduct. A student will not plagiarize or copy the work of others or break rules to gain advantage in a competitive situation. A student will not cheat, gain unauthorized access to, or tamper with educational materials, including, without limitation, cheating through the use of a technological or electronic device. The response to violations under this section may include academic sanctions in addition to other discipline. The academic sanctions may be used to deny credit for the work resulting from cheating; however, previously earned grades or credits may not be reduced.

25.07.1.1.3. Deceit. A student will not deliberately conceal or misrepresent the truth, deceive another or cause another to be deceived by false or misleading statements.

25.07.1.1.4. Disruptive/Disrespectful Conduct. A student will not exhibit behavior that violates classroom/school rules, results in distraction and obstruction of the educational process or that is discourteous, impolite, bad mannered and/or rude. Behavior is considered disruptive and/or disrespectful if a teacher is prevented from starting an activity or lesson, or has to stop instruction to address the disruption.

25.07.1.1.5. Failure to Serve Detention. A student will not fail to serve an assigned detention of which students and/or parents/guardian have been notified. Any third or subsequent failure to serve a detention may also, at the principal's discretion, result in additional

disciplinary action for habitual or willful disobedience of school rules in accordance with the provisions of this policy.

25.07.1.1.6. Falsifying Identity. A student will not use another person's identification or give false identification to any school official with intent to deceive school personnel or falsely obtain money or property.

25.07.1.1.7. Inappropriate Appearance. A student will not dress or groom in a manner that disrupts the educational process or is detrimental to the health, safety or welfare of others. A student will not dress in a manner that is distracting or indecent, to the extent that it interferes with the teaching and learning process, including wearing any apparel that displays or promotes behavior and/or items prohibited by this policy. See Kanawha County Board of Education Policy Series J36, "Student Dress Policy."

25.07.1.1.8. Inappropriate Displays of Affection. Students will not engage in inappropriate displays of affection, such as kissing or embraces of an intimate nature.

25.07.1.1.9. Inappropriate Language. A student will not orally, in writing, electronically, or with photographs or drawings, use profanity in general context (not directed toward any individual or group).

25.07.1.1.10. Possession of Inappropriate Personal Property. A student will not possess personal property that is prohibited by school rules or that is disruptive to teaching and learning.

25.07.1.1.11. Skipping Classes. In accordance with WVBE Policy 4110 - Attendance, a student will not fail to report to the school's assigned class or activity without prior permission, knowledge or excuse by the school or by the parent/guardian. West Virginia Code §18A-5-1 (d) prohibits the use of suspension solely for not attending class.

25.07.1.1.12. Tardiness. A student will not fail to be in his/her place of instruction at the assigned time without a valid excuse. West Virginia Code §18A-5-1 (d) prohibits the use of suspension solely for not attending class.

25.07.1.1.13. Vehicle Parking Violation. A student will not engage in improper parking of a motor vehicle on school property.

25.07.1.2. School Responses to Level I Violations.

25.07.1.2.1. School administrators and staff may use appropriate intervention strategies including, but not limited to, staff and student/parent conferences, auxiliary staff intervention and counseling programs, student programs for conflict resolution and peer mediation, and programs for anger management and violence prevention.

25.07.1.2.2. Any of the following intervention strategies and disciplinary actions may be used as appropriate in response to the violation:

25.07.1.2.2.1. Interventions:

25.07.1.2.2.1.1. Administrator/student conference or reprimand

25.07.1.2.2.1.2. Administrator and teacher-parent/guardian conference

25.07.1.2.2.1.3. Referrals and conference to support staff or agencies for counseling or other therapeutic services

25.07.1.2.2.1.4. Daily/weekly progress reports

25.07.1.2.2.1.5. Behavioral contracts. Behavior contracts must be developed for the particular student, identifying the offending conduct and specifically addressing the desired outcome.

25.07.1.2.2.1.6. Change in the student's class schedule

25.07.1.2.2.1.7. School service assignment

25.07.1.2.2.2. Disciplinary Actions:

25.07.1.2.2.2.1. Confiscation of inappropriate item

25.07.1.2.2.2.2. Revocation of privileges

25.07.1.2.2.2.3. Restitution/restoration

25.07.1.2.2.2.4. Before and/or after-school detention. Periods of detention shall not exceed 30 minutes per school day for elementary students or 60 minutes per school day for secondary students. If a student is to be detained beyond the normal school day, the parent or parents or custodial guardian shall be notified in advance. Students shall not be required to miss bus transportation. Detention shall not be imposed in a manner that deprives a student of lunch.

25.07.1.2.2.2.5. Denial of participation in class and/or school activities, such as field trips, prom, graduation ceremonies, etc.

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25.07.1.2.2.2.6. Immediate exclusion by teacher from the classroom with a recommended duration of one period/subject of the school day for the first exclusion (see West Virginia Code §18A-5-1)

25.07.1.2.2.2.7. Voluntary Weekend detention or Saturday school, in lieu of out-of-school suspension

25.07.1.2.2.2.8. In-school suspension. In the event a student is given in-school suspension, such student shall not be permitted to participate in extracurricular activities, including, without limitation, athletic events, on any day which the student is assigned in-school suspension. This also includes weekends if the in-school suspension continues from Friday to Monday.

25.07.1.2.2.2.9. Out-of-school suspension for a maximum of three days.

25.07.1.2.2.2.10. Law enforcement notification

25.07.1.3. Level II Violations. Disruptive and Potentially Harmful Behaviors – disrupt the educational process and/or pose potential harm or danger to self or others. The behavior is committed willfully but not in a manner that is intended maliciously to cause harm or danger to self and/or others.

25.07.1.3.1. Gang Related Activity. A student will not, by use of violence, force, coercion, threat of violence or gang activity, cause disruption or obstruction to the educational process. Gangs are defined as organized groups of students and/or adults who engage in activities that threaten the safety of the general populace, compromise the general community order, and/or interfere with the school district's educational mission. Gang activity includes:

- Wearing or displaying any clothing, jewelry, colors, or insignia that intentionally identifies the student as a member of a gang, or otherwise symbolizes support of a gang.
- Using any word, phrase, written symbol or gesture that intentionally identifies a student as a member of gang, or otherwise symbolizes support of a gang.
- Gathering of two or more persons for purposes of engaging in activities or discussions promoting gangs.
- Recruiting student(s) for gangs.

25.07.1.3.2. Habitual Violation of School Rules or Policies. A student will not habitually violate school rules or policies. As used herein, habitual violation means three or more violations of school rules or policies within the same school year, which have resulted in the student being suspended for ten or more days cumulatively, and which have been documented to the student and the parent/guardian.

25.07.1.3.3. Insubordination. A student will not ignore or refuse to comply with directions or instructions given by school authorities. Refusing to open a book, complete an assignment, work with another student, work in a group, take a test or do any other class- or school-related activity not listed herein, refusing to leave a hallway when requested by a school staff member, or running away from school staff when told to stop, all constitute insubordination/unruly conduct.

25.07.1.3.4. Leaving School Without Permission. A student will not leave the school building, campus of school activity for which the student is enrolled without permission from authorized school personnel.

25.07.1.3.5. Physical Fight without Injury. A student will not engage in a physical altercation using blows in an attempt to harm or overpower another person or persons.

25.07.1.3.6. Possession of Imitation Weapon. A student will not possess any object fashioned to imitate or look like a weapon, or any item which by virtue of its shape or design gives the appearance of any deadly weapon (e.g., fake or toy knives or guns, fake bombs, fireworks fuse, explosive devices, detonators, etc.).

25.07.1.3.7. Possession of Knife not meeting Dangerous Weapon Definition. A student will not possess a knife or knife-like implement under 3½ inches in length. West Virginia Code §61-7-2 clarifies that a pocket knife with a blade 3½ inches or less in length, a hunting or fishing knife carried for sports or other recreational uses, or a knife designed for use as a tool or household implement shall not be included within the term "knife" as defined as a deadly weapon unless such knife is knowingly used or intended to be used to produce serious bodily injury or death.

25.07.1.3.8. Profane Language/Obscene Gesture/Indecent Act Toward

an Employee or Student. A student will not direct profane language, obscene gestures or indecent acts towards a school employee or a fellow student. This inappropriate behavior includes but is not limited to, verbal, written, electronic and/or illustrative communications intended to offend and/or humiliate.

25.07.1.3.9. Technology Misuse. A student will not violate the terms of WVBE Policy 2460, Safety and Acceptable Use of the Internet by Students and Educators or Kanawha County Schools Administrative Regulation J33A "Student Telecommunications Network Access."

25.07.1.4. School Responses to Level II Violations.

25.07.1.4.1. Intervention strategies may include, but are not limited to, the following intervention strategies and disciplinary actions:

25.07.1.4.1.1. Interventions:

25.07.1.4.1.1.1. Administrator/student conference or reprimand

25.07.1.4.1.1.2. Administrator and teacher-parent/guardian conference

25.07.1.4.1.1.3. Referrals and conference to support staff or agencies for counseling or other therapeutic services

25.07.1.4.1.1.4. Daily/weekly progress reports

25.07.1.4.1.1.5. Behavioral contracts. Behavior contracts must be developed for the particular student, identifying the offending conduct and specifically addressing the desired outcome.

25.07.1.4.1.1.6. Change in the student's class schedule

25.07.1.4.1.1.7. School service assignment

25.07.1.4.1.2. Disciplinary Actions:

25.07.1.4.1.2.1. Confiscation of inappropriate item

25.07.1.4.1.2.2. Revocation of Privileges

25.07.1.4.1.2.3. Restitution/restoration

25.07.1.4.1.2.4. Before and/or after-school detention. Periods of detention shall not exceed 30 minutes per school day for elementary students or 60 minutes per school day for secondary students. If a student is to be detained beyond the normal school day, the parent or parents or custodial guardian shall be notified in advance. Students shall not be required to miss bus transportation. Detention shall not be imposed in a manner that deprives a student of lunch.

25.07.1.4.1.2.5. Denial of participation in class and/or school activities, such as field trips, prom, graduation ceremonies, etc.

25.07.1.4.1.2.6. Immediate exclusion by teacher from the classroom with a recommended duration of one period/subject of the school day for the first exclusion (see West Virginia Code §18A-5-1)

25.07.1.4.1.2.7. Voluntary weekend detention or Saturday school, in lieu of out-of-school suspension

25.07.1.4.1.2.8. In-school suspension. In the event a student is given in-school suspension, such student shall not be permitted to participate in extracurricular activities, including, without limitation, athletic events, on any day which the student is assigned in-school suspension. This also includes weekends if the in-school suspension continues from Friday to Monday.

25.07.1.4.1.2.9. Out-of-School Suspension with a recommended maximum of five (5) days.

25.07.1.4.1.2.10. Recommended placement in an Alternative Education program.

25.07.1.4.1.2.11. Expulsion.

25.07.1.4.1.2.12. Law enforcement notification.

25.07.1.5. Level III Violations. Imminently Dangerous, Illegal and/or Aggressive Behaviors – are willfully committed and are known to be illegal and/or harmful to people or property. Violations in the Level III category shall be reported immediately to the principal of the school in which the student is enrolled. The principal will address the violation following the procedures outlined in W.Va. Code §18A-5-1a, subsections (b) through (h).

25.07.1.5.1. Battery against a Student. A student will not unlawfully and intentionally injure another student.

25.07.1.5.2. Defacing school property/Vandalism. A student will not willfully cause defacement of or damage to property of the school or others. Actions such as writing in school textbooks or library books, writing on desks or walls, carving into woodwork, desks, or tables, and spray painting surfaces are acts of defacement. Examples of damage to school property include, but are not limited to, ruining bulletin boards, intentionally clogging the plumbing system, breaking

light bulbs or fixtures, and damaging school equipment to the point where repair is necessary.

25.07.1.5.3. False Fire Alarm. A student will not knowingly and willingly set off a fire alarm without cause.

25.07.1.5.4. Fraud/Forgery. A student will not deceive another or cause another to be deceived by false or misleading information or sign the name of another person in order to obtain anything of value or defraud authorities.

25.07.1.5.5. Gambling. A student will not engage in any game of chance or contest wherein money or other items of monetary value are awarded to the winner, except for those games and contests authorized as official school functions.

25.07.1.5.6. Hazing. A student will not haze or conspire to engage in the hazing of another person. "Hazing" means to cause any action or situation which recklessly or intentionally endangers the mental or physical health or safety of another person or persons to destroy or remove public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in, any activity or organization, including both co-curricular and extra-curricular activities.

25.07.1.5.7. Improper or Negligent Operation of a Motor Vehicle. A student will not intentionally or recklessly operate a motor vehicle, on the grounds of any educational facility, parking lot, or at any school-sponsored activity, so as to endanger the safety, health or welfare of others.

25.07.1.5.8. Larceny. A student will not, without permission, take another person's property nor have another person's property in his or her possession. Property valued at \$1,000 or more will increase this behavior to a Level 4 because it is considered a felony in accordance with West Virginia Code §61-3-13.

25.07.1.5.9. Sexting. A student will not produce or share sexually explicit photos, videos, e-mail, text or chat by cell phone or other electronic device. This may include activity occurring outside of normal school times and locations if such activity has the effect of disrupting the educational process in the school.

25.07.1.5.10. Sexual Misconduct. A student will not publicly and indecently expose themselves, display or transmit any drawing or photograph of a sexual nature, or commit an indecent act of a sexual nature on school property, on a school bus or at a school sponsored event.

25.07.1.5.11. Threat of Injury/Assault against an Employee or Student. A student will not threaten (verbal or written) or attempt to injure another student, teacher, administrator or other school personnel. This includes posting material on the internet or social networking sites, i.e., Facebook, MySpace, etc., which has the effect of disrupting the educational process in the school or causes embarrassment, discomfort, or a reluctance to participate in school activities.. [This includes assault on a school employee defined in West Virginia Code §61-2-15].

25.07.1.5.12. Trespassing. A student will not enter upon the premises of the county school system property without authorization from proper school authorities.

25.07.1.5.13. Harassment/Bullying/Intimidation. A student will not bully/intimidate/harass another student. According to West Virginia Code §18-2C-2, "harassment, intimidation or bullying" means any intentional gesture, or any intentional electronic, written, verbal or physical act, communication, transmission or threat that: 1) a reasonable person under the circumstances should know will have the effect of harming a student, damaging a student's property, placing a student in reasonable fear of harm to his or her person, and/or placing a student in reasonable fear of damage to his or her property; 2) is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or emotionally abusive educational environment for a student; or 3) disrupts or interferes with the orderly operation of the school.

An electronic act, communication, transmission or threat includes but is not limited to one which is administered via telephone, wireless phone, computer, pager or any electronic or wireless device whatsoever, and includes but is not limited to transmission of any image or voice, email or text message using any such device. This



includes posting material on the internet or social networking sites, i.e., Facebook, MySpace, etc., which has the effect of disrupting the educational process in the school or causes embarrassment, discomfort, or a reluctance to participate in school activities.

Acts of harassment, intimidation, or bullying that are reasonably perceived as being motivated by any actual or perceived differentiating characteristic, or by association with a person who has or is perceived to have one or more of these characteristics, shall be reported using the following list: race; color; religion; ancestry; national origin; gender; socioeconomic status; academic status; gender identity or expression; physical appearance; sexual orientation mental/physical/developmental/sensory disability; or other characteristic.

When harassment, intimidation or bullying are of a racial, sexual and/or religious/ethnic nature, the above definition applies to all cases regardless of whether they involve students, staff or the public. Detailed definitions related to inappropriate behavior of this nature are as follows:

Sexual harassment consists of sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

- submission to the conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education; or
- submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education; or
- creating an intimidating, hostile or offensive employment or educational environment.

Amorous relationships between county board employees and students are prohibited.

Sexual harassment may include but is not limited to:

- verbal harassment of a sexual nature or abuse;
- pressure for sexual activity;
- inappropriate or unwelcome patting, pinching or physical contact;
- sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats and/or promises concerning an individual's employment or educational status;
- behavior, verbal or written words or symbols directed at an individual because of gender; or
- the use of authority to emphasize the sexuality of a student in a manner that prevents or impairs that student's full enjoyment of educational benefits, climate/culture or opportunities.

Racial harassment consists of physical, verbal or written conduct relating to an individual's race when the conduct:

- has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment;
- has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
- otherwise adversely affects an individual's employment or academic opportunities.

Religious/ethnic harassment consists of physical, verbal or written conduct which is related to an individual's religion or ethnic background when the conduct:

- has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment;
- has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
- otherwise adversely affects an individual's employment or academic opportunities.

Sexual violence is a physical act of aggression or force or the threat thereof which involves the touching of another's intimate parts, or forcing a person to touch any person's intimate parts. Intimate parts include the primary genital area, groin, inner thigh, buttocks or breast, as well as the clothing covering these areas. Sexual violence may include, but is not limited to:

- touching, patting, grabbing or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex;
- coercing, forcing or attempting to coerce or force the touching of

anyone's intimate parts;

- coercing, forcing or attempting to coerce or force sexual intercourse or a sexual act on another; or threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.
- threatening or forcing exposure of intimate apparel or body parts by removal of clothing.

Racial violence is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, race.

Religious/ethnic violence is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, religion or ethnicity.

25.07.1.5.14. Imitation Drugs: Possession, Use Distribution or Sale. A student will not possess, use, distribute or sell any substance that is expressly represented or implied to be a controlled substance or simulate the effect and/or the appearance (color, shape, size and markings) of a controlled substance. See Section 25.07.1.7.3.1 for consequences of this violation.

25.07.1.5.15. Inhalant Abuse. A student will not deliberately inhale or sniff common products found in homes, schools and communities with the purpose of "getting high". The action may be referred to as huffing, sniffing, dusting and/or bagging. See Section 25.07.1.7.3.1 for consequences of this violation.

25.07.1.5.16. Possession/Use of Substances Containing Tobacco and/or Nicotine. A student will not unlawfully possess, use or be under the influence of any substance containing tobacco and/or nicotine or any paraphernalia intended for the manufacture, sale and/or use of tobacco/nicotine products in any building/area under the control of Kanawha County Schools, including all activities or events sponsored by Kanawha County Schools.

In addition to the penalties set forth below, the following penalties shall be applicable to a violation of the tobacco policy:

1st Offense – Confiscation of tobacco products (includes smokeless and smoking paraphernalia); Mandatory conference with parent/guardian; signing of contract by parent/student and school administration; mandatory attendance at smoking education class provided by the school nurse. The school nurse will provide an age appropriate tobacco education program for students who violate this policy. Failure to fulfill the above requirements may result in an up to 3 day out of school suspension. Other Level I actions may be taken at the principal's discretion.

2nd Offense – Confiscation of tobacco products and smoking paraphernalia; referral to alternative learning center or detention, if available; up to 3 day out of school suspension, if possession or actual use of tobacco products has been determined; mandatory conference with the parent/guardian. Police report filed pursuant to W. Va. Code §16-9A-3. Referral to school nurse for the purpose of discussing possible cessation opportunities.

3rd Offense – Confiscation of tobacco products and smoking paraphernalia; up to 5 day out of school suspension or referral to Alternative Learning Center. Police report filed pursuant to W. Va. Code §16-9A-3.

4th and subsequent Offense – Confiscation of tobacco products and smoking paraphernalia; up to 10 days Out-of-School suspension, or, in the alternative, referral to alternative learning center, if available. Police report filed pursuant to W. Va. Code §16-9A-3.

25.07.1.6. School Responses to Level III Violations. Level III behaviors are criminal offenses and therefore warrant formal law enforcement intervention which may result in issuance of a criminal citation, ticket, or summons, filing a delinquency petition, referral to a probation officer or actual arrest.

25.07.1.6.1. Administrator/student conference or reprimand

25.07.1.6.2. Administrator and teacher-parent/guardian conference

25.07.1.6.3. Referrals and conference to support staff or agencies for counseling or other therapeutic services

25.07.1.6.4. Daily/weekly progress reports

25.07.1.6.5. Behavioral contracts. Behavior contracts must be developed for the particular student, identifying the offending conduct and specifically addressing the desired outcome.

25.07.1.6.6. Change in the student's class schedule

25.07.1.6.7. School service assignment

25.07.1.6.8. Confiscation of inappropriate item

25.07.1.6.9. Revocation of Privileges

25.07.1.6.10. Restitution/restoration

25.07.1.6.11. Before and/or after-school detention. Periods of detention shall not exceed 30 minutes per school day for elementary students or 60 minutes per school day for secondary students. If a student is to be detained beyond the normal school day, the parent or parents or custodial guardian shall be notified in advance. Students shall not be required to miss bus transportation. Detention shall not be imposed in a manner that deprives a student of lunch.

25.07.1.6.12. Denial of participation in class and/or school activities, such as field trips, prom, graduation ceremonies, etc.

25.07.1.6.13. Immediate exclusion by teacher from the classroom with a recommended duration of one period/subject of the school day for the first exclusion (see West Virginia Code §18A-5-1)

25.07.1.6.14. Voluntary weekend detention or Saturday school, in lieu of out-of-school suspension

25.07.1.6.15. In-school suspension. In the event a student is given in-school suspension, such student shall not be permitted to participate in extracurricular activities, including, without limitation, athletic events, on any day which the student is assigned in-school suspension. This also includes weekends if the in-school suspension continues from Friday to Monday.

25.07.1.6.16. Out-of-School Suspension for up to ten (10) days.

25.07.1.6.17. Recommended placement in an Alternative Education program.

25.07.1.6.18. Expulsion.

25.07.1.6.19. Law enforcement notification.

25.07.1.7. Level IV Violations. Violations in the Level IV category are consistent with those addressed in W. Va. Code §18A-5-1(a) and (b). Level IV violations in this policy are aligned with definitions in W. Va. Code §§61-6-17, 61-6-24 and 18A-5-1, and in the Gun-Free Schools Act of 1994 (the reauthorization of the Elementary and Secondary Education Act of 1965 (ESEA)), Public Law 103-382, and require that the principal of the school in which the student is enrolled shall address the violation following the procedures outlined in W.Va. Code §18A-5-1a (a) and (b).

25.07.1.7.1. Battery Against a school employee. A student will not commit a battery by unlawfully and intentionally making physical contact of an insulting or provoking nature with the person of a school employee as outlined in W.Va. Code §61-2-15(b). This includes actions which may occur outside of regular school times and locations.

25.07.1.7.2. Felony. A student will not commit an act or engage in conduct that would constitute a felony under the laws of this state if committed by an adult as outlined in W.Va. Code §18A-5-1a(b)(i). Such acts that would constitute a felony include, but are not limited to, arson (W.Va. Code §61-3-1), malicious wounding or unlawful wounding (W.Va. Code §61-2-9), bomb threat (W.Va. Code §61-6-17), sexual assault (W.Va. Code §61-8B-3), terrorist act or false information about a terrorist act, hoax terrorist act (W.Va. Code §61-6-24), burglary (W.Va. Code §61-3-11), robbery (W.Va. Code §61-2-12), and grand larceny (W.Va. Code §61-3-13).

25.07.1.7.3. Illegal Substance Related Behaviors. A student will not unlawfully possess, use, be under the influence of, distribute or sell any substance containing alcohol, over-the-counter drugs, prescription drugs, marijuana, narcotics, any other substance included in the Uniform Controlled Substances Act as described in West Virginia Code §60A-1-101, et seq. or any paraphernalia intended for the manufacture, sale and/or use of illegal substances in any building/area under the control of Kanawha County Schools, including all activities or events sponsored by Kanawha County Schools. This includes violations of WVBE Policy 2422.8 - Medication Administration, instances of prescription drug abuse, and the possession, use, being under the influence, distribution or sell of any substance that have known mind altering or function-altering effects upon the human body or that impair one's ability to safely perform his or her activities, specifically including, but not limited to, prescriptions drugs and over-the-counter medications; alcohol, drugs, and other substances made illegal under federal or state law; "synthetic or designer" drugs.

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25.07.1.7.3.1. In addition to the penalties set forth below, if a student has possession of, uses, is under the influence of or distributes a substance described in the preceding paragraph, including, but not limited to alcohol, imitation drugs or inhalants, or possesses a drug device the following penalties shall apply: (A principal may request enhanced penalties if there are aggravating circumstances associated with the substance or alcohol possession or distribution.)

25.07.1.7.3.1.1. 1st Offense for use, possession or being under influence – Confiscation of the substances, drug devices or alcohol; Suspension (10 days Mandatory); Completion of drug program approved by KCS (Mandatory); Criminal charges filed; Drug counseling by school psychologist

25.07.1.7.3.1.2. 2nd Offense for use, possession or being under influence or 1st Offense for distribution – Confiscation of the substances, drug devices or alcohol; Suspension (10 days Mandatory); Criminal charges filed; Recommended transfer to an alternative school for placement for remainder of current semester and the next succeeding semester; a petition for reinstatement to the home school may be made to the Superintendent after the student has attended at least eighteen (18) weeks in the alternative school. Petitioning does not guarantee an early return.

25.07.1.7.3.1.3. 3rd and subsequent Offense for use, possession or being under the influence or 2nd and subsequent offense for distribution – Expulsion and filing criminal charges. (Mandatory)

25.07.1.7.4. Possession of a firearm or deadly weapon. According to W.Va. Code §18A-5-1a(a), a student will not possess a firearm or deadly weapon as defined in W.Va. Code §61-7-2, on any school bus as defined in W.Va. Code §17A-1-1, or in or on any public or private primary or secondary education building, structure, facility or grounds thereof, including any vocational education building, structure, facility or grounds thereof, or at any school-sponsored function as defined in W.Va. Code §61-7-11a. Notice of disciplinary action involving a firearm violation must be submitted by a principal within 72 hours of a violation.

25.07.1.7.4.1. As defined in W.Va. Code §61-7-2, a “deadly weapon” means any device intended to cause injury or bodily harm, any device used in a threatening manner that could cause injury or bodily harm, or any device that is primarily used for self-protection. Deadly weapons include, but are not limited to, blackjack, gravity knife, knife, switchblade knife, nunchuka, metallic or false knuckles, pistol, or revolver. The term deadly weapon also includes explosive, chemical, biological or radiological materials. A deadly weapon may also include the use of a legitimate tool, instrument, or equipment as a weapon including, but not limited to, pens, pencils, compasses, or combs, with the intent to harm another.

25.07.1.7.4.2. For purposes of this policy deadly weapon also includes any instrument which is designed to be used to produce serious bodily injury or death, or is readily adaptable to such use. Examples of such weapons include, but are not limited to blank pistol, signal pistol, starter pistol, stun-gun or other device designed to produce an electrical shock, pellet gun, or BB gun; any razor (e.g., straight, regular, retractable, etc.); any defensive device (e.g., gas repellent, mace, stun-gun chemical sprays, etc.); chains, club, nightstick, rings, pipe, studded or pointed bracelets, ax handles, bullets, ammunition of any type, fireworks of any type and size, smoke bomb, stink bomb, any type of homemade bomb.

25.07.1.7.5. Sale of a narcotic drug. According to W.Va. Code §18A-5-1a, a student will not sell a narcotic drug, as defined in W.Va. Code §60A-1-101, on the premises of an educational facility, at a school-sponsored function or on a school bus.

25.07.1.8. School/County Responses to Level IV Violations. Level IV violations in this policy are those violations addressed in W.Va. Code §18A-5-1a that require the mandatory suspension of the student by the principal from school, or from transportation to or from the school on any school bus, after an informal hearing pursuant to subsection (d) of W.Va. Code §18A-5-1a.

25.07.1.8.1. If a student has been suspended for battery on a school

employee, possession of a deadly weapon or sale of a narcotic drug pursuant to W.Va. Code §18A-5-1a, the principal shall, within twenty-four hours, request that the Superintendent recommend that the student be expelled. For other Level IV violations the principal must suspend the student and may request the Superintendent to recommend that the student be expelled.

25.07.1.8.2. Upon receipt of a recommendation that a student be suspended for a period of time in excess of ten school days or expelled, notice of a hearing shall be served upon the student and the student’s parent(s), guardian(s) or custodian(s). Such hearings shall conform to relevant constitutional and statutory requirements and shall be scheduled within the ten-day period of suspension imposed by the principal following the informal hearing.

25.07.1.8.3. Upon such recommendation to the board of education or a hearing examiner by the superintendent, the board of education or hearing examiner shall conduct a hearing in accordance with W.Va. Code §18A-5-1a subsections (e), (f), and (g), to determine if the student committed the alleged violation. If the board of education or the hearing examiner finds that the student did commit the alleged violation, the student shall be expelled.

25.07.1.8.4. Students may be expelled pursuant to W.Va. Code §18A-5-1a for a period of either not less than twelve consecutive months or not to exceed one school year, depending on the violation; provided that a county superintendent may lessen the mandatory twelve month period of expulsion if the circumstances of the pupil’s case demonstrably warrant such a reduction following the guidelines provided in W.Va. Code §18A-5-1a (i).

25.07.1.8.5. Hearing Examiner’s Report. If the Board elects to employ a hearing examiner, as authorized by W. Va. Code §18a-5-1b, the hearing examiner shall also receive evidence that may be relevant to the Superintendent’s authority to reduce any period of suspension or expulsion or to provide an alternative education during the period of suspension or expulsion. If warranted, the hearing examiner shall make findings relevant to such evidence. Either the parents or the Superintendent may appeal the Hearing Examiner’s report to the Board of Education, within ten days from receipt of such report. In the event of such an appeal, the Board of Education will review the record of the hearing and make a decision within ten days from receiving the record.

25.07.1.8.6. The Superintendent may attempt to establish the student as a “dangerous student” as defined in W.Va. Code §18A-5-1a, at a hearing to determine the expulsion of the student. In the notice to the parent/guardian, the Superintendent shall state clearly whether the Superintendent will attempt to establish the student as a “dangerous student” and will include any evidence to support his claim in this notice of the hearing date and time.

25.07.1.8.7. W. Va. Code §18A-5-1a defines a “dangerous student” as a student who is substantially likely to cause serious bodily injury to himself, herself or another individual within that student’s educational environment, which may include any alternative education environment as West Virginia Board of Education Policy 2418, W.Va. §126CSR20 (Alternative Education Programs for Disruptive Students), as evidenced by a pattern or series of violent behavior exhibited by the student, and documented in writing by the school, with the documentation provided to the student and parent or guardian at the time of any offense.

25.07.1.8.8. If the board of education or hearing examiner finds that the student is a dangerous student, such student may not be provided alternative education pursuant to the conditions outlined in W.Va. Code §18A-5-1a, but must re-evaluate this decision at least every three months.

25.07.1.8.9. With regard to students with disabilities, nothing in this policy may be construed to be in conflict with the federal provisions of the Individuals with Disabilities Education Act IDEA Amendments of 1997 (Public Law 104-17), or with West Virginia Board of Education Policy 2419, W.Va. §126CSR16 (Regulations for the Education of Exceptional Students).

25.07.1.8.10.

### **25.08. Guidelines for Suspension and Expulsion.**

25.08.1. Suspension is considered a temporary solution to a violation of the Student Code of Conduct until the problem that caused the suspension is corrected. The length of a suspension should be short, usually one (1) to three (3) school days, but may extend to ten (10) school days. Out of school suspension strategies should be used sparingly and shall never deny a student access to instructional material and information necessary to maintain their academic progress. A student is entitled to an informal hearing when faced with a suspension of ten (10) days or less. At this hearing, the principal must explain why the student is being suspended, and the student must be given the opportunity to present reasons why the student should not be suspended. However, a student whose conduct is detrimental to the progress and general conduct of the school may be suspended immediately and a hearing held as soon as practical after the suspension. A student may not participate in any school-sponsored activities, or be permitted on school grounds during the period of suspension without permission of school officials. Other procedures the school must follow when dealing with suspensions are outlined in W.Va. Code §18A-5-1 and §18A-5-1a. Under no circumstances may a student be suspended for more than ten consecutive schools days without having the opportunity for a formal hearing as described in W. Va. Code §18A-5-1a(f)

25.08.2. Any suspension shall be reported in writing to the parent(s), guardian(s), or custodian(s) of the student, by regular United States mail, and to the Superintendent on the same day the suspension is decided upon, and the Faculty Senate at the next meeting after the suspension.

25.08.3. A suspension of more than ten (10) days requires a formal hearing before the board of education of education or a hearing examiner. Procedures the school and county must follow when dealing with suspensions of more than ten (10) days are outlined in W.Va. Code §18A-5-1 and §18A-5-1a.

25.08.4. In the event the principal intends to recommend to the Superintendent that a student be expelled, the principal should make that recommendation to the Superintendent within 24 hours from the time the incident occurs.

25.08.5. The Superintendent, upon recommendation by the principal, may recommend that the board of education or hearing examiner expel a student from school if the student’s conduct is judged to be detrimental to the progress and general conduct of the school. In all cases involving expulsion, the student is entitled to formal due process procedures if the board of education agrees to act upon recommendations to expel a student from school. These procedures are outlined in W.Va. Code §18A-5-1 and §18A-5-1a.

25.08.6. W.Va. Code §18A-5-1 and §18A-5-1a require mandatory suspension by the principal and mandatory expulsion for a period of not less than twelve (12) consecutive months by the board of education of education for: possession of a deadly weapon, assault of a school employee, or sale of a narcotic drug. Procedures that must be followed when dealing with an expulsion are outlined in W.Va. Code §18A-5-1 and §18A-5-1a.

25.08.7. According to W.Va. Code §18A-5-1, a teacher or bus driver may exclude from a classroom or bus any student who: is guilty of disorderly conduct; interferes with an orderly education process; threatens, abuses, intimidates or attempts to intimidate a school employee or student; willfully disobeys a school employee; or uses profane or abusive language toward a school employee. Once a student is excluded from the classroom or bus, the student must be referred to the principal who will take disciplinary action, notify the parent/guardian in writing of the disciplinary action taken, and provide a copy to the teacher or bus driver before the student is readmitted to class or to the bus.

25.08.8. In the event a student has been suspended for twenty days or more, cumulatively, during any school year, the principal will refer the student to the County Student Assistance Team to review the student’s



disciplinary history and any interventions and strategies employed and to suggest any additional interventions and strategies designed to assist the student in becoming more successful at school. For a student in grades pre-K – 5, the above described review will be provided by the Director of Elementary Schools.

25.08.9. 25.35 Enrollment Affidavits. Upon the enrollment of any student (except students who are enrolling in a school for the first time) the student's parent, guardian or custodian must complete an affidavit indicating whether the student is under suspension or expulsion from another school district.

#### **25.09. School Bus Offenses.**

25.09.1. Conduct detrimental to proper operation of bus – It shall be a violation of the code of conduct to engage in behavior which is detrimental to the operation of a bus including, but not limited to: creation of excessive noise; use of profane language; sticking arms or heads out of bus windows; changing seats or standing while bus is in motion; failure to obey directives of school personnel; throwing objects; passing objects through windows; riding in step well or front row of seats; or use of emergency door in non-emergency situations. Maximum possible penalty: Denial of transportation privileges for the remainder of the school year.

25.09.2. Damage to bus – It shall be a violation of the code of conduct to damage or deface a school bus.

25.09.2.1. 1st Violation – Denial of transportation privileges pending restitution and conference with parent or custodial guardian.

25.09.2.2. 2nd Violation – Denial of transportation privileges for remainder of school; full restitution [Note: Parent or custodial guardian will be held liable for damage to school bus within the limits of the law.]

25.09.3. Use of tobacco products – It shall be a violation of the code of conduct to use tobacco products on a school bus.

25.09.3.1. 1st Offense – Denial of transportation privileges pending conference with parent or custodial guardian.

25.09.3.2. 2nd Offense – Denial of transportation privileges for remainder of school year.

25.09.4. A student who as been identified as exceptional may not be denied bus transportation if transportation is included on such student's IEP or if the denial of transportation services would result in the denial of educational services, i.e., no alternative means of transportation is available.

**25.10. Use of Physical Punishment Prohibited.** West Virginia Code §18A-5-1(e) prohibits school employees from using corporal (bodily) punishment on any student. No physical punishment of any kind can be inflicted upon a student. This includes:

25.10.1. hitting or striking a student on their physical person;

25.10.2. requiring physical activity as a punishment (this does not apply to physical activity within the structure and context of extracurricular activities);

25.10.3. use of noxious stimuli (e.g. pepper spray), denial of food or water or other negative physical actions to control behavior; and

25.10.4. seclusion - a removal in which a student is left unsupervised in a dark area or in any space as an intervention or consequence to inappropriate behavior.

**25.11. Use of Restraint.** Reasonable force may be used to restrain a student from hurting himself/herself or any other person or property. All students, including students with disabilities, must be treated with dignity and respect. Behavior interventions and support practices must be implemented in such a way as to protect the health and safety of the students and others. When the use of physical restraint is necessary, the following guidelines must be followed:

25.11.1. Definitions:

25.11.1.1. Restraint - the use of physical force to significantly restrict the free movement of all or a portion of a student's body.

25.11.1.2. Emergency - a situation in which a student's behavior poses a threat of imminent, serious physical harm to the student or others or serious property destruction.

25.11.2. A school employee and/or independent contractor may use restraint in an emergency as defined above with the following limitations:

25.11.2.1. Restraint shall be limited to the use of such reasonable force as is necessary to address the emergency. Procedures and maneuvers that restrict breathing (e.g. prone restraint), place pressure or weight on the chest, lungs, sternum, diaphragm, back, neck or throat, or may cause physical harm are prohibited.

25.11.2.2. Restraint shall be discontinued at the point at which the emergency no longer exists.

25.11.2.3. Restraint shall be implemented in such a way as to protect the health and safety of the student and others.

25.11.2.4. Restraint shall not deprive the student of basic human necessities.

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

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

25.11.3.1. A core team of personnel in each school must be trained annually in the use of a nationally recognized restraint process. The team must include an administrator or designee and any general or special education personnel likely to use restraint;

25.11.3.2. Personnel called upon to use restraint in an emergency and who have not received prior training must receive training within 30 days following the use of restraint if the principal determines that there is a reasonable likelihood that the situation leading to the use of restraint will reoccur;

25.11.3.3. Training on use of restraint must include prevention and de-escalation techniques and provide alternatives to the use of restraint;

25.11.3.4. All trained personnel shall also receive instruction in current professionally accepted practices and standards regarding behavior interventions and supports;

25.11.4. Comprehensive documentation and immediate notification on use of restraint is required. In a case in which restraint is used, school employees, volunteers and/or independent contractors shall implement the following documentation requirements:

25.11.4.1. Immediately following the use of restraint (within one hour) - The principal or designee must be provided verbal and written notification that restraint was used on a given student with a description of the restraint process used.

25.11.4.2. Same day - A good faith effort shall be made to verbally notify the parents/guardian regarding the use of restraint.

25.11.4.3. Within one school day - Written notification of the use of restraint must be placed in the mail or otherwise provided to the parent/guardian.

25.11.4.4. Within one school day - Written documentation regarding the use of restraint must be placed in the student's official school record. The information must be available to determine the relationship of a student's behavior as it impacts the student's learning and/or the creation or revision of a behavior intervention plan.

25.11.4.5. Written notification to the parents/guardian and documentation to the student official school record shall include the following:

25.11.4.5.1. Name of the student;

25.11.4.5.2. Name of the staff member(s) administering the restraint;

25.11.4.5.3. Date of the restraint and the time the restraint began and

ended;

25.11.4.5.4. Location of the restraint;

25.11.4.5.5. Narrative that describes antecedents, triggers, problem behavior(s), rationale for application of the restraint and the efforts made to de-escalate the situation and alternatives to restraint that were attempted; and

25.11.4.5.6. Documentation of all parental contact and notification efforts.

#### **25.12. Searches.**

25.12.1. Searches of Students. Under ordinary circumstances the search of a student by a teacher or other school official is permitted, if there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating either the law or rules of the school. The extent of the search must be reasonably related to the objectives of a search and not excessively intrusive in light of the sex of the student and nature of the infraction. However, "strip searches" are not permitted under any circumstances. Any searches of students will be conducted in the presence of an adult witness. Any contraband property discovered as a result of a search may be confiscated.

25.12.2. Car Searches – A student's car, while on school property, is subject to search by a teacher or other school official if there are reasonable grounds to suspect that the search will turn up evidence that a student has violated or is violating either the law or rules of the school. Such searches will be conducted in the presence of an adult witness.

25.12.3. Locker Searches. A student's locker may be searched if there are reasonable grounds to suspect that the search will turn up evidence that a student has violated or is violating either the law or rules of the school. Such searches will be conducted in the presence of an adult witness. Furthermore, by accepting a locker a student shall be deemed to have consented to the periodic inspection thereof. The school principal shall retain keys to all lockers in order to affect such inspections.

25.12.4. Canine Assisted Locker/Facility Inspections. School principals are authorized to arrange for the use of canines that have been trained in the detection of unlawful drugs or explosives to assist in periodic inspections of student lockers, other school facility areas or grounds. Any unlawful drugs or explosives that are discovered as a result of a canine assisted inspection may serve as a basis for student disciplinary action under the terms of this policy. Only with the specific permission of the Superintendent may canines be used to conduct random searches of students.

25.13. Cooperation with Law Enforcement. Police have the responsibility to enforce laws in order to protect all citizens. Police can enter schools if they suspect a crime has been committed, if they have a warrant for an arrest or search, or if their assistance has been requested by school officials. It is the duty of the school officials, teachers, and students to cooperate with the police and each other to ensure that the rights of all involved persons are respected.

Prevention Resource Officers (PRO): PRO Officers are certified police officers, working as fulltime officers who have been assigned to work fulltime within a public school during the school year. The PRO Officer's duties, salary and other conditions should be determined through an agreement with the county board of education and the PRO Officer's authorized police department. The principal is the PRO Officer's immediate supervisor while the officer is present in the school. There may be a time when, during the course a PRO Officer's duties, the officer's position as a law enforcement officer would take precedence.

Police Conducting an Investigation in the School: During a criminal investigation, if a student is to be questioned by the police, or by school officials in the presence of the police, the school administration should cooperate with the police and help to ensure that the privacy of the student is protected. If a student is under 18 years of age, prior to permitting a student to be questioned by any law enforcement officer, other than a PRO, school personnel shall contact the student's parent/guardian and receive permission for the student to be questioned

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

**25.14. Complaint Procedures.**

25.14.1. All violations of the Student Code of Conduct observed by school employees or by students must be reported to the principal or assistant principal for appropriate action to be taken as specified in this policy. Failure on the part of an employee to report a violation of this policy may be addressed by way of West Virginia Board of Education Policy 5310, W.Va. Code §126CSR142 (Performance Evaluation of School Personnel) or the evaluation of a service personnel. The Superintendent may also recommend such disciplinary action as may be deemed appropriate, up to and including termination, for failure by an employee to report and take appropriate action for violations of this policy.

25.14.2. Any person who believes he or she has been the victim of a Student Code of Conduct violation or any person with knowledge or belief of conduct which may constitute a violation of the Student Code of Conduct may report the alleged acts immediately to the principal or assistant principal. Nothing in this policy shall prevent any person from reporting violations directly to the county superintendent, as appropriate, to the West Virginia Human Rights Commission, or to a law enforcement agency.

**25.15. Investigation Procedures.**

25.15.1. The principal or assistant principal, shall, upon receipt of a report or complaint, immediately undertake or authorize an investigation. The investigation may be conducted by school/school system officials.

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

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

25.15.4. The principal shall determine whether the alleged conduct constitutes a violation of this policy.

25.15.5. In determining the appropriate response and/or punishment for a Level I, II, or III violation, the principal and the superintendent should consider the surrounding circumstances, the nature of the behavior, past incidents or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.

25.15.6. The investigation will be completed as soon as practicable but no later than ten school days following the reported violation, unless permission has been requested and granted by the West Virginia Department of Education to extend the investigation period. The principal shall make a written report upon completion of the investigation. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy. If a student is suspended as a result of the investigation, the principal shall report the suspension to the Superintendent.

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

25.15.8. Confidentiality of the filing of complaints, the identity of subjects and witnesses of any complaint and of any action taken as a

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

**25.16. Action and Reporting.**

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

25.16.2. The principal or superintendent shall also initiate such other action as is appropriate to ease tensions and to affirm the values of respect and understanding.

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

**25.17. Reprisal.**

25.17.1. It shall be a violation of this policy for any student to retaliate against any person who is involved in any disciplinary action against any student. The principal shall take appropriate action such as in-school suspension, out of school suspension, referral to County SAT for possible placement in alternative school, or expulsion against any student who retaliates against any person who reports alleged violations or any person who testifies, assists or participates in an investigation, or who testifies, assists or participates in a proceeding or hearing relating to such violations. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

25.17.2. It shall also be a violation of this policy to file a false report concerning a violation of this policy. The principal will take appropriate action against any student, administrator or other school personnel who falsely reports violations of this policy.

**25.18. Right to Alternative Complaint Procedures.**

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

**25.19. Dissemination of Policy and Training.**

25.19.1. This policy or a summary shall be conspicuously posted throughout each county's/school's facilities in areas accessible to students and staff members such as classrooms, hallways, cafeteria, offices, gymnasiums, locker rooms and common areas.

25.19.2. This policy, or a summary, shall appear in the student handbook and if no handbook is available, a copy will be distributed by school personnel to all students, faculty, staff and parents. A copy of this policy may also be obtained through Kanawha County Schools' website.

25.19.3. When a student enters middle/junior high/high school for the first time, the student and his/her parent/guardian will be requested to sign and return a contract agreeing to abide by the stipulations in the policy and consequences associated with violations.

25.19.4. At the commencement of each school year all students and their parents shall be provided with copies of a school's code of conduct. Students who transfer into a school during the course of a school year and their parents shall also be provided with copies of a school's code of conduct. Each year students shall be required to sign a statement acknowledging that they have read the code of conduct or have had it read to them and that they understand the code of conduct and the consequences of a violation.

25.19.5. Training for students and staff on these regulations and on means for effectively promoting the goals of this policy will be developed and implemented. The implementation plan shall be developed collaboratively with input for all stakeholders, including, but not limited to, parents, business leaders, community organizations and state and local agencies. This will be accomplished through discussions in classrooms and at grade level large group meetings will be held at the beginning of the school year to raise the awareness of the different types of Student of Conduct violations and how they are manifested,

their devastating emotional and educational consequences, and their potential consequences. Each student will sign an acknowledgement verifying participation in the Code of Conduct training. The Kanawha County Board of Education shall review this policy at least tri-annually for compliance with state and federal law and West Virginia Board of Education policy.

**VERIFICATION – STUDENT AWARENESS  
SCHOOL YEAR 2018-2019**

**STUDENT BEHAVIOR, SERIES J25  
Kanawha County Board of Education Policy**

I, \_\_\_\_\_,  
**Print Student Name**

(# \_\_\_\_\_)  
**Print Student Number**

have read and/or have had read to me Kanawha County Board of Education Policy Series J25, Student Behavior, including the sections dealing with weapons and sexual harassment. I understand the consequences of violating this policy.

\_\_\_\_\_

Date

\_\_\_\_\_  
Signature of Student

|  |  |  |  |
|--|--|--|--|
| <b>STUDENT RECORD<br/>CONFIDENTIAL</b>                               |  | <b>Principal's Request to the<br/>Superintendent for a<br/>Recommendation that a Student<br/>be Expelled From School</b>                 |  |
|  |  | _____ School   |  |
| Student _____  |  | Student WVEIS # _____  |  |
| Special Education Yes ___ No ___                                     |  | 504 Yes ___ No ___   |  |
| Parent, Guardian or Custodian _____                                  |  |  |  |
| Address _____  |  |  |  |
| Misconduct _____   |  |  |  |
| <b>Mandatory<br/>Principal's<br/>Request</b>                         |  | <input type="checkbox"/> Battery on a school employee  |  |
|  |  | <input type="checkbox"/> Possession of a deadly weapon on school premises, school bus or school function                                 |  |
|  |  | Sale of narcotic drug  |  |
| <b>Mandatory Suspension/<br/>Discretionary Expulsion<br/>Request</b> |  | <input type="checkbox"/> Act, if committed by an adult, would constitute a felony  |  |
|  |  | <input type="checkbox"/> Use, Possession or Being Under the Influence of Substances (3rd offense possession or 2nd offense distribution) |  |
|  |  | <input type="checkbox"/> Gang Related Activity   |  |
|  |  | <input type="checkbox"/> Insubordination   |  |
| <b>Discretionary<br/>Principal's<br/>Request</b>                     |  | <input type="checkbox"/> Leaving School Without Permission   |  |
|  |  | <input type="checkbox"/> Possession of Imitation Weapon  |  |
|  |  | <input type="checkbox"/> Possession of a Knife Under 3 ½" in length  |  |
|  |  | <input type="checkbox"/> Technology Misuse   |  |
|  |  | <input type="checkbox"/> False Fire Alarm  |  |
|  |  | <input type="checkbox"/> Fraud/Forgery   |  |
|  |  | <input type="checkbox"/> Gambling  |  |
|  |  | <input type="checkbox"/> Hazing  |  |



|  |   |
|--|---|
|  | <input type="checkbox"/> Trespassing<br><input type="checkbox"/> Sexual Misconduct<br><input type="checkbox"/> Use, Possession or Being Under the Influence of Alcohol on school premises, school bus or at a school function (3rd offense possession or 2nd offense distribution)<br><input type="checkbox"/> Imitation Drugs (3rd offense possession or 2nd offense distribution)<br><input type="checkbox"/> Inhalant Abuse (3rd offense possession or 2nd offense distribution)<br><input type="checkbox"/> Harassment/Bullying/Intimidation<br><input type="checkbox"/> Intentionally defaced school property<br><input type="checkbox"/> Willfully disobeyed a teacher<br><input type="checkbox"/> Use of profane language directed a pupil or school employee<br><input type="checkbox"/> Theft of property valued at less than \$999.99<br><input type="checkbox"/> Improper or Negligent Operation of a Motor Vehicle<br><input type="checkbox"/> Participated in a physical altercation while under the authority of school personnel<br><input type="checkbox"/> Threatened to injure or injured a pupil or school employee<br><input type="checkbox"/> Habitual violation of school rules or policies |
| The above-referenced student has been suspended pending a hearing to be conducted by the Kanawha County Board of Education or an impartial hearing officer |   |
| Date of Misconduct: _____  |   |
|  | _____<br>Principal Date   |

**BEFORE THE BOARD OF EDUCATION OF THE COUNTY OF KANAWHA**

|                                    |           |
|------------------------------------|-----------|
| To: _____                          | _____     |
| [Parents, Guardians or Custodians] | [Student] |
| _____                              | _____     |
| [Address]                          | [Address] |

**Statement of Charges**  
Recommended Disposition  
**Hearing**

A hearing shall be conducted on \_\_\_\_\_, at \_\_\_\_\_ m., in Room \_\_\_\_\_, at 200 Elizabeth Street, Charleston, West Virginia.

The student may be represented by counsel, may call his of her own witnesses and may confront and cross-examine witnesses supporting the charges. The hearing shall be recorded by mechanical means. The hearing may be postponed for good cause shown by the student, but he or she shall remain under suspension until after the hearing.

|                      |            |
|----------------------|------------|
| Superintendent _____ | Date _____ |
|----------------------|------------|

Safe Schools Form 4  
Appendix E

**NOTICE OF VIOLATION OF W. VA. CODE §61-7-11a**

\_\_\_\_\_ School

To: State Superintendent of Schools  
 West Virginia Department of Education  
 1900 Kanawha Boulevard East  
 Charleston, WV 25305

Superintendent  
 West Virginia State Police  
 Jefferson Road  
 South Charleston, WV 25309

Name of Individual who possessed a deadly weapon in violation of W. Va. Code §61-7-11a: \_\_\_\_\_  
 Date of violation: \_\_\_\_\_

Description of violation: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Principal \_\_\_\_\_ Date \_\_\_\_\_  
*White Copy – School; Pink Copy – State Superintendent; Yellow Copy – State Police*

*Safe Schools Form 5  
Appendix F*

**STUDENT RECORD  
CONFIDENTIAL**

**REGISTRATION STATEMENT  
REQUIRED BY W. VA. CODE §18-5-15f**

**(PUPIL NOT CURRENTLY UNDER SUSPENSION OR EXPULSION)**

I, \_\_\_\_\_ (name of parent), do hereby swear/affirm that \_\_\_\_\_ (name of student) is not at this time, under suspension or expulsion from attendance at a private or public school in West Virginia or another state.

\_\_\_\_\_  
 Pupil's Parent, Guardian or Custodian

STATE OF WEST VIRGINIA,  
 COUNTY OF KANAWHA, to-wit:

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, by \_\_\_\_\_.

My commission expires \_\_\_\_\_.

Notary Public

*Safe Schools Form 6a  
Appendix G*

**STUDENT RECORD  
CONFIDENTIAL**

**REGISTRATION STATEMENT  
REQUIRED BY W. VA. CODE §18-5-15f**

**(PUPIL CURRENTLY UNDER SUSPENSION OR EXPULSION)**

I, \_\_\_\_\_ (name of parent), do hereby swear/affirm that \_\_\_\_\_ (name of student) is at this time, under suspension or expulsion from attendance at a private or public school in West Virginia or another state. The name and address of the school from which \_\_\_\_\_ (name of student) is under suspension or expulsion is \_\_\_\_\_ (name of school) \_\_\_\_\_ (address of school).

\_\_\_\_\_  
 Pupil's Parent, Guardian or Custodian

STATE OF WEST VIRGINIA,  
 COUNTY OF KANAWHA, to-wit:

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, by \_\_\_\_\_.

My commission expires \_\_\_\_\_.

Notary Public

*Safe Schools Form 6b*

**STUDENT DRESS POLICY**  
**KANAWHA COUNTY BOARD OF EDUCATION POLICY**  
**Student Dress Policy**  
**Series: J36**  
**Available Online**

**KANAWHA COUNTY SCHOOLS ADMINISTRATIVE REGULATION**  
**Racial, Religious/Ethnic Harassment and Violence**  
**Series: G50A**  
**Available Online**

**SECTION 504 INFORMATION**

Section 504 of the Rehabilitation Act insures that the education system provides services necessary for a student with disabilities to participate in and benefit from public education programs and activities. Section 504 allows for modifications and accommodations for a student with disabilities. Section 504 is designed for those students having any physical or mental impairment that substantially limits one or more major life activities including seeing, hearing, walking, and learning. Section 504 is not an aspect of special education but is the responsibility of the regular education system to provide accommodations and modifications for eligible students. Students who have physical or mental disabilities that limit the ability to access and participate in the education program are entitled to rights (protection) under Section 504. Students who qualify for Section 504 modifications receive a Section 504 Plan, which is a written document describing the student's needs and the way the school district plans to meet those needs. The 504 Plan documents the modifications and accommodations necessary for the student to access the educational program, services related to the impairment, instructional methods, and/or equipment which are needed for the eligible student. The Section 504 Plan is written to provide a more successful experience in school. For further information, contact the Section 504 school coordinator at your school. Parents may also contact the Board Office at 348-7770.

**POLICY OF NONDISCRIMINATION ON THE BASIS OF DISABILITY**

Section 504 of the Rehabilitation Act of 1973

**EDUCATION POLICY STATEMENT**

The Kanawha County School District will identify, evaluate, and provide an appropriate public education to students who are disabled within the meaning of Section 504 of the Rehabilitation Act of 1973.

**NOTICE OF NONDISCRIMINATION**

Applicants for admission and employment, students, parents, employees, and sources of referral of applicants for admission and employment are hereby notified that the Kanawha County School District does not discriminate on the basis of race, color, religion, national origin, sex, age, or disability in admission or access to, or treatment or employment in, its programs and activities. Any person having inquiries concerning the Kanawha County School District's compliance with the regulations implementing Title IX or Section 504 is directed to contact: Title IX: Title IX Coordinator, Kanawha County Board of Education, 200 Elizabeth Street, Charleston, WV 25311-2119, phone 348-1379; Section 504: Section 504 Coordinator, Kanawha County Board of Education, 200 Elizabeth Street, Charleston, WV 25311-2119, phone 348-1366. These persons have been designated by the Kanawha County School District to coordinate the efforts to comply with the regulations implementing Title IX and Section 504.

**DUE PROCESS**

Due Process as required by PL 101-476 (formerly PL94-142) requires a system of procedural safeguards with respect to actions regarding the identification, evaluation or educational placement of persons who need or are believed to need, because of disability, special instruction or related services. Due Process procedures are handled through the Office of Exceptional Students.

The Office for Civil Rights enforces federal laws prohibiting discrimination against persons on the basis of race, color, national origin, religion, sex, age or mental and physical disability and investigates discrimination complaints brought by individuals under these statutes.

**NOTICE OF 504/ADA NONDISCRIMINATION**

The Board of Education of the County of Kanawha (BOARD) ensures its policies; practices, procedures and working environment are free from discrimination on the basis of disability. BOARD will not tolerate disability discrimination, which is a violation of state and Federal law. Any individual, including a parent, student or employee, may file a grievance if it is alleged that a policy, practice, procedure, or direct service provided by the BOARD has resulted in a violation of Section 504 or the Americans with Disabilities Act (ADA). Any retaliation or reprisal against individuals who file complaints or participate in the complaint process is prohibited by BOARD. ADA Coordinator for Operations Division, 348-6628.

**Education Policy Statement**

The Kanawha County School District will identify, evaluate, and provide an appropriate public education to students who are disabled within the meaning of Section 504 of the Rehabilitation Act of 1973.

**GRIEVANCE PROCEDURE 504/ADA  
KANAWHA COUNTY SCHOOLS ADMINISTRATIVE REGULATION  
504 Of The Rehabilitation Act/Americans With Disabilities Act  
Grievance Procedure**

**Series: E05A**

**Available Online**

**FEDERAL LAW SUMMARY SHEET**

| <b>Law or Executive Order</b>                         | <b>Prohibits</b>  | <b>Covers</b>            |
|---|---|--------------------------|
| Equal Pay Act 1963                                    | Sex Discrimination (in pay only)  | Employee                 |
| Vocational Education Act of 1963                      | Sex Discrimination in Vocational Education                                      | Student                  |
| Title VI Civil Rights Act of 1964                     | Race, sex, color, & national origin   | Student                  |
| Title VII Civil Rights Act of 1964                    | Race, sex, color, national origin & religious discrimination, sexual harassment | Employee                 |
| Executive Order 11246 (as amended by E.O.11375), 1968 | Race, sex, color, national origin & religious discrimination, sexual harassment | Employee                 |
| Title IX, Educational Amendment of 1972               | Sex Discrimination<br><br>Sex Harassment  | Employee<br><br>&Student |
| Rehabilitation Act, 1973, Section 504                 | Handicapped Discrimination  | Student                  |
| Public Law 94-142, 1976                               | Handicapped Discrimination  | Student                  |
| Pregnancy Discrimination Act, 1978                    | Sex Discrimination  | Employee                 |
| Age Discrimination in Employment Act, amended 1978    | Age Discrimination  | Employee                 |

**KANAWHA COUNTY SCHOOLS ADMINISTRATIVE REGULATION**

**Title IX Grievance Procedure**

**Series: J12A**

**Reference: Title IX Educational Amendments of 1972**

**Available Online**

**KANAWHA COUNTY SCHOOLS ADMINISTRATIVE REGULATION**

**Citizen Complaints**

**Series: K06A**

**Available Online**

**CITIZEN APPEAL PROCEDURE**

The West Virginia Board of Education has created a Citizen Appeal procedure to allow citizens to work with county boards of education and administrators to solve problems at the lowest possible administrative level. A Citizen Appeal is a claim by one or more citizens of a violation of state law or a state board of education policy, rule or regulation. The written appeal will identify the specific state law or

policy alleged to be violated. Copies of the state board's policies are available for review at the central office.

Citizen Appeals are not applicable to any situation where the county board is without authority to act or where the method of appeal is specifically established by law, such as appeals regarding the placement of exceptional children. Personal complaints against school employees and other complaints not governed by the Citizen Appeal procedure must be resolved through the Citizen Complaint procedure.

The Citizen Appeal procedure requires citizens and parents to first informally discuss their concerns with the proper administrator, usually the school principal or the supervisor/director at the county office, prior to filing a formal appeal. If the matter cannot be resolved informally, the administrator shall provide the citizen with the proper appeal form.

The procedure has four levels: 1) the principal or school administrator; 2) the county superintendent of schools; 3) the board of education; and, 4) the state superintendent of schools. There are prescribed time lines and provisions for written responses, representation and conferences/hearings. Copies of the procedure and forms are available at the Office of the State Superintendent of schools, the central office and each school.

**LOCAL SCHOOL IMPROVEMENT COUNCILS**

**Local School Improvement Council Election**

a. A local school improvement council shall be established at every school consisting of the following:

1. The principal, who shall serve as an ex officio member of the council and be entitled to vote;
2. Three teachers elected by the faculty senate of the school;
3. Two school service personnel elected by the school service personnel employed at the school;
4. Three parents or legal guardians of students enrolled at the school elected by the parent members of the school's parent teacher organization: Provided, That if there is not a parent teacher organization, the parent or legal guardian members shall be elected by the parents and legal guardians of students enrolled at the school in such manner as may be determined by the principal;

5. Two at-large members appointed by the principal, one of whom resides in the school's attendance area and one of whom represents business or industry, neither of whom is eligible for membership under any of the other elected classes of members;

6. In the case of the vocational-technical schools, the vocational director: Provided, That if there is no vocational director, then the principal may appoint no more than two additional representatives, one of whom represents business and one of whom represents industry;

7. In the case of a school with students in grade seven or higher, the student body president or other student in grade seven or higher elected by the student body in those grades.

b. The principal shall arrange for such elections to be held prior to the fifteenth day of September of each school year to elect a council and shall give notice of the elections at least one week prior to the election being held. To the extent practicable, all elections to select council members shall be held within the same week. Parents, teachers, and service personnel election to the council shall serve a two-year term, and elections shall be arranged in such a manner that no more than two teachers, no more than two parents or legal guardians, and no more than one service person are elected in a given year. All other non-ex-officio members shall serve one-year terms. Council members may only be replaced upon death, resignation, failure to appear at three consecutive meetings of the council for which notice was given, or a change in personal circumstances so that the person is no longer representative of the class of members from which appointed. In the case of replacement, an election shall be held to elect another qualified person to serve the unexpired term of the person being replaced.

c. As soon as practicable after the election of council members and no later than the first day of October of each school year, the principal shall convene an organizational meeting of the school improvement council. The principal shall notify each member in writing at least two employment days in advance of the organizational meeting. At this meeting, the principal shall provide each member with a copy of the current applicable section of this code and any state board rule or

regulations promulgated pursuant to the operation of these councils. The council shall elect from its membership a chair and two members to assist the chair in setting the agenda for each council meeting. The chair shall serve a term of one year and no person may serve as chair for more than two consecutive terms. If the chair's position becomes vacant for any reason, the principal shall call a meeting of the council to elect another qualified person to serve the unexpired term.

d. Once elected, the chair is responsible for notifying each member of the school improvement council in writing two employment days in advance of any council meeting. School improvement councils shall meet at least once every nine weeks or equivalent grading period at the call of the chair or by three fourths of its members.

e. School improvement councils shall be considered for the receipt of school of excellence awards under section three of this article and competitive grant awards under section twenty-nine, article two of this chapter, and may receive and expend such grants for the purposes provided in such section.

In any and all matters which may fall within the scope of both the school improvement councils and the school curriculum teams authorized in section five of this article, the school curriculum teams shall be deemed to have jurisdiction.

In order to promote innovations and improvements in the environment for teaching and learning at the school, a school improvement council shall receive cooperation from the school in implementing policies and programs it may adopt to:

1. Encourage the involvement of parents in their child's educational process and in the school;
2. Encourage businesses to provide time for their employees who are parents to meet with teachers concerning their child's education;
3. Encourage advice and suggestions from the business community;
4. Encourage school volunteer programs and mentorship programs; and
5. Foster utilization of the school facilities and grounds for public community activities.

Kanawha County Board of Education and Local School Improvement Councils Meetings will be scheduled during the months of October – January. Dates, times, and locations will be announced in late September.

**Authority and Procedures for Local School Improvement Councils to Request Waivers of Certain Rules, Policies and Interpretations**

The intent of this section is to establish a mechanism which allows local school level initiatives to be designed and implemented to meet local school needs and circumstances. In accordance with this intent, a local school improvement council established under the provisions of this article may propose alternatives to the operation of the public school which alternatives will meet or exceed the high quality standards established by the state board and will increase administrative efficiency, enhance the delivery of instructional programs, promote community involvement in the local school system or improve the educational performance of the school generally. The proposal of the council shall set forth the objective or objectives to be accomplished under the proposal, how the accomplishment of such objective or objectives will meet or exceed the standards established by the state board, the indicators upon which the meeting of such standards should be judged and a projection of any funds to be saved by the proposal and how such funds will be reallocated within the school. The alternatives proposed by the council may include matters which require the waiver of policies or rules promulgated by the state or county board and state superintendent interpretations: Provided that such request for waiver is submitted to the appropriate board adopting said rule or policy and that board may approve the waiver. When a county board does not act within two months after receiving a request for waiver of a county board policy or rule or disapproves such a request, the local school improvement council may seek an advisory opinion from the state board regarding the waiver request.



The county board shall furnish the state board with copies of all waiver requests together with their response thereto: Provided, however, That when a local school improvement council votes to waive a state superintendent’s interpretation, the state superintendent need only to be notified that the local council intends to waive the state superintendent’s interpretation: Provided further, That notwithstanding any other provisions of the law to the contrary, council is not prohibited from permitting off-site classrooms to be developed in conjunction with local businesses if those sites have met the requirements established by the local board and if sites are located off campus. For an alternative to be proposed, at least two-thirds of the members must vote in favor thereof: And provided further, That if the alternative to be proposed relates to a waiver of policies or rules promulgated by the state or county board and state superintendent interpretations affecting employees, then prior to the proposal of the alternative, a majority of the local affected employee group involved must agree.

A council may also submit a written statement, with supporting reasons, to the legislative oversight commission on education accountability recommending a waiver of a statute or legislative rule, which the commission shall review and determine whether a recommendation should be made to the Legislature to waive such a statute or rule.

When a council decides to propose an alternative, it shall forward a copy of the proposal to the state board and the affected local board. The state board shall acknowledge receipt of the proposal alternative, promptly review the proposed alternative in consultation with the county board of the alternative or reply to the council within a reasonable time as to its reasons for not approving the proposed alternative. If the state board approves a proposed alternative, the state board shall provide appropriate notice to the local school council and the county board and shall establish a process for evaluation of the operation of the alternative. Approval for the operation of the alternative may be continued or revoked at any time based on the results and findings of the evaluation.

The state board shall submit a report to the legislative oversight commission on education accountability and the governor on the first day of September of each year summarizing the proposed alternatives received, approved or rejected, continued or revoked during the preceding school year and the results and findings of the evaluations. The report shall specifically identify all policy, rule, and interpretation waiver requests including those requests made to county boards by local school improvement councils received during the preceding year and the disposition of each.

**SCHOOL HEALTH SERVICES**

A certified school nurse is assigned to your child’s school and is there on a regular schedule. The school nurse checks all students and makes recommendations for any needed corrections to keep students healthy and in school. The school nurses work with parents and health care providers to insure that a student’s health needs are adequately met during the school day. It is important that the Student Emergency Health Information form, which your child brings home at the beginning of the school year, is completely filled out and the school nurse is informed of any health conditions that could impact on your child’s education. The school nurse should also be informed of any health concerns for your child that occur during the school year.

Students suspected of having a communicable disease will not be admitted to class until cleared by the school nurse. It is the parents’ responsibility to get their children home if they should become ill at school. Parents must make arrangements for this type of emergency. School facilities do not enable us to care for a sick child longer than it takes to notify parents. Medical and dental appointments should be made after school hours or on days when schools are closed if at all possible.

If your child is running a fever of 100° or more, is vomiting, has diarrhea or has the symptoms of a communicable disease, you are responsible for arranging transportation to be take the child home immediately. A student must be fever free and have no vomiting or diarrhea for twenty-four hours prior to returning to school. The school should be provided with at least three emergency contact names and

phone numbers so someone can be contacted promptly when your child is ill or shows symptoms of a communicable disease.

**STUDENT INSURANCE PROGRAM**

Group student insurance is available through your school. This is the economical group insurance program selected by your school officials for your child’s protection. Contact your school for information.

**SCHOOL HEALTH INFECTIOUS DISEASE PROCEDURES**

**Fever** – Must be without fever (fever is 100° or above) for 24 hours before returning to school

**Fifth’s Disease** – Student NOT excluded from school unless fever present

**Hand, Foot, Mouth** – Student Not excluded unless fever present, unable to participate or instances such as excessive drooling from mouth

**Unidentified Rash** – RN discretion. If RN is unable to be reached for is unable to be reached for consultation and school staff is concerned with the possibility of a contagious rash, or safety of the student, a note from a licensed health care professional may be requested before student returns to school

**Strep Throat** – May return after 24 hours of antibiotic treatment and without fever

**Mononucleosis** – Student NOT excluded from school unless fever present

**Influenza** – Must be without fever for 24 hours

**Ringworm** – Excluded at the end of the day, treatment to return

**Pink Eye/Redness** – Student NOT excluded unless unable to participate

**Gastroenteritis** – Must have absence of vomiting and/or diarrhea for 24 hours before returning to school

**Impetigo** – Excluded at the end of the day, treatment to return. Area should be washed and covered prior to returning to class

**Herpes Simplex** – Student NOT excluded unless uncontrolled drooling present

**KCS follows the exclusion recommendations of the American Academy of Pediatrics**

*The above guidelines are at the discretion of the professional school nurse.*

**Kanawha County Schools Health Services**

**Pediculosis (Head Lice) Procedures on Screening**

Kanawha County Schools Health Services, in cooperation with Kanawha Charleston Health Department, and in accordance with the American Academy of Pediatrics and the National Association of School Nurses, has determined that “no-nit” policies are ineffective in controlling out breaks of head lice. Therefore, students found to have nits, after being treated for head lice, will no longer be excluded from the classroom. Students with infestations of live lice will be sent home and must be treated before returning to the classroom.

**School Responsibilities:**

1. Keep coats and jackets separated
2. Sweep all carpeted areas daily
3. Prohibit dress up hats or wigs in the classroom
4. Personalize towels or mats that are used for naps and store them so they aren’t touching
5. Have two persons in the building trained by the school nurse to check for live lice infestation
6. Notify parent of head lice infestation. Provide parent with head lice treatment letter and head lice management information.

**School Nurse Responsibilities**

1. Train designated persons to screen for head lice.
2. See that schools have copies of the head lice treatment letters and head lice management information sheets.
3. Work with parents of students with chronic re-infestations to educate them regarding head lice management.
4. Upon request, provide information for students and staff about lice and lice management

**Parent Responsibilities**

1. Arrange, if possible, for an infested student to be transported home
2. Appropriately treat student with a pediculocide, remove nits, treat other infested family members and do all appropriate house cleaning to rid the house of possible head lice infestation.
3. Check children periodically for signs of head lice. Notify the school if you determine that your child has head lice.

If a student is identified as being infested, that student’s siblings, locker partners and close playmates should be checked. Confidentiality of infested students will be maintained at all times. After a child is sent home with a case of head lice, and the parent/guardian is informed of the treatment policy, a maximum of two excused absences will be allowed to complete the treatment process.

It is ineffective and inefficient to check an entire school population for head lice.

The Lead School Nurse, in collaboration with the Kanawha Charleston Health Department, may temporarily enforce stricter exclusion rules for situations of serious and wide spread head lice infestation.

**KANAWHA COUNTY BOARD OF EDUCATION POLICY**

**Administration of Medication by School Personnel**

**Series: C50**

**Reference: Basic and Specialized Health Care Procedures Manual for West Virginia Public Schools; W. Va. Code 18-5-22a**

**Available Online**

**INTEGRATED PEST MANAGEMENT**

TO: Parents/Guardians

SUBJECT: Pest Management Services

As you know, the Kanawha County School System is committed to maintaining a safe and healthy learning environment for all children in our schools. Recently, a state law went into effect which requires all Kanawha County Schools to implement an Integrated Pest Management (IPM) Program. The IPM program is designed to be an

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environmentally sound and safe pest control program.

Kanawha County Schools, in keeping with our commitment to provide a safe school environment and to comply with state law, participates in an IPM Program

The Pest Management Company is scheduled to conduct its monthly inspection/service. General pesticides may be applied. In all cases, the least hazardous material will be used.

Please provide the information below if you wish to request a 24-hour notice prior to the application of any pesticides. The application of pesticides will be done judiciously and in all cases the least hazardous materials will be used.

### NOTICE

I request a 24 hour notice prior to the application of any pesticide in my school.

School Name: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Student's Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone Number: \_\_\_\_\_

Sensitive to pesticides?: \_\_\_\_\_ If so, please list \_\_\_\_\_

### REGULATION FOR PUPILS TRANSPORTED IN SCHOOL BUSES

(Policy 4336 – Approved by the State Board of Education)

MUST BE POSTED IN A PROMINENT PLACE IN EACH SCHOOL BUS AND ENFORCED BY THE BUS OPERATOR

State of West Virginia

State Department of Education

Office of School Transportation and Facilities

#### 1. OUTSIDE THE BUS

- Walk on left side of road, facing traffic.
- Wait on the bus at the designated bus stop in an orderly manner.
- Board the bus in a safe, orderly manner.
- Follow the bus operator/aide's instructions at all times.

#### 2. INSIDE THE BUS

- Change seats only with bus operator's permission, and only when bus is not in motion.
- Be responsible for the vandalism that occurs on a seat in which they ride.
- Cooperate with the bus operator to keep the bus clean. Except when medically necessary, eating and/or drinking on the bus is prohibited.
- Avoid unnecessary conversation with the bus operator.
- Keep head and arms inside bus windows at all times.
- Report any open exit or released latch to the bus operator immediately.
- Provide enrollment information to the bus operator.
- No riding in stepwell or forward of front row of seats.
- No standing while bus is in motion any time a seat is available.
- No use of profane or obscene language.
- Do not throw or pass any object of any nature into or from the bus through a door or window.
- Unless directed by the bus operator, do not open emergency exits, except during emergencies.
- Comply with the Expected Behavior in Safe and Supportive Schools policy.

- Students enrolled in West Virginia public schools shall behave in a manner that promotes a school environment that is nurturing, orderly, safe and conducive to learning and personal-social development
- Students shall help create an atmosphere free from bullying, intimidation and harassment.
- Students shall demonstrate honesty and trustworthiness

- Students shall treat others with respect, deal peacefully with anger, use good manners and be considerate of the feelings of others.
- Students shall demonstrate responsibility, use self-control and be self-disciplined.
- Students shall demonstrate fairness, play by the rules, and will not take advantage of others.
- Students shall demonstrate compassion and caring.
- Students shall demonstrate good citizenship by obeying laws and rules, respecting authority, and by cooperating with others.

### PERIODIC INSTRUCTION

School principals, teachers and bus operators shall work cooperatively in instructing all school pupils with these regulations governing transported pupils. Special emphasis should be given toward pupil discipline while being transported on curricular and extracurricular trips. The county board of education shall furnish a copy of the above regulations to the following persons: superintendent, principals and teachers of schools where pupils are transported, director of transportation, bus operators, attendance directors, and parents.

### Be a Star Player

The driver will be responsible for the orderly conduct of his passengers. While on the bus, the pupil is under the authority of and directly responsible to the bus driver. Pupils shall conduct themselves on the school bus as they would in the classroom except that reasonable conversation is permissible.

**The right of pupils to ride in the conveyance is conditioned on their good behavior and observance of these rules. Bus operators shall enforce the rules.**

Should any passenger persist in violating any of these rules or regulations, after due warning has been given by the operator, **such disobedient passenger shall then be forbidden by the operator the privilege of further transportation on a school bus until permission has been restored.** Written notice of the action of the operator shall be furnished the parent through the school but such notice need not precede action by the operator.

In order to resolve some of the student discipline problems, the following procedures have been established.

**(1) Any student who cuts a school bus seat or damages a school bus in any way will lose all transportation privileges until a conference is held involving the student, parent or guardian, driver, principal, and supervisor. When the school system has been monetarily reimbursed for the damages and been given assurances from both parent and student of no further violation, transportation privileges will be restored. A second offense within the same school year will result in the loss of all transportation privileges for the remainder of the school year. The cost of repairs to the bus to cover the damages by the student will be defrayed by the parent or guardian, up to a maximum of \$5,000 as provided by state law.**

**(2) Any student who uses tobacco of any type on the bus will be expelled from all bus transportation privileges until a conference is held involving the student, parent or guardian, driver, principal, and supervisor. When the school system has been given assurances from both parent and student of no further violation, transportation privileges will be restored. A second offense within the same school year will result in the loss of all transportation privileges for the remainder of that school year.**

**(3) If conditions require a bus to be removed from a run as a result of extensive vandalism or student conduct, it will be removed from the run until the situation can be corrected. This includes regular bus runs, vocational, extra-curricular, and other trips necessary for the operation of the school system. Parents will be notified immediately of the corrective measures taken to**

**assure the safety of every Kanawha County student. Bus runs will not be reinstated until such a time as we can guarantee a safe trip to and from school for the students and drivers.**

### Know the Team Signals

#### GETTING ON AND OFF THE BUS

Help the driver maintain the schedule by being ready and waiting at the bus stop at the scheduled arrival time. Too frequent stops and unnecessary waiting increase traffic congestion. They are unfair to other highway users and multiply hazards for the bus and its occupants.

It is the responsibility of the parent to have the student at the designated bus stop at the scheduled time for bus arrival and on the proper side of the roadway (except in cases where the safety of the student involved may be jeopardized, the proper side of the roadway shall mean the side of the road on which the bus is traveling).

It is the responsibility of the parent to provide supervision at all bus stops until the bus arrives.

If it is necessary for you to wait for the bus on the left side of the road, wait until the bus stops and you get a signal from the driver before crossing the highway to get on the bus.

Wait for the driver's signal before crossing highway.

Walk quickly – don't loaf, you may be holding up traffic.

Use caution in crossing road after getting off the bus. Some drivers may not observe the rules.

Avoid crowding or pushing when getting on or off the bus.

Students, employees, and/or any other passengers shall be required to use the handrail when getting on or off the school bus.

Students will not be allowed to board the bus with skate boards, animals, reptiles, laser lights, etc. Loose objects, toys, pencils, and pens will be kept in a book bag.

Highly flammable materials, fire arms, explosives, aerosol cans and other objects of a dangerous or objectionable nature are prohibited.

### Play Your Position

#### RIDING THE BUS

Take the seat assigned by the driver, or if not assigned to a seat, go to the rear of the bus if you are the first to get on.

Take your seat as soon as you get on the bus. Please do not stand!

Share your seat with other pupils. Every effort is being made to fill buses to their capacity to make our service as efficient as possible.

Keep head, hair and limbs inside bus windows at all times.

Do not throw anything in the bus or out of the open window.

Do not eat or drink on the bus.

Talking quietly is permitted. At intersections and at railroad crossings there is to be no talking.

Pupils shall be held responsible for vandalism that occurs to the seat in which they ride or are assigned. (If damage is found, report it promptly to the bus operator.)

Do not transport band instruments to and from school by school bus unless absolutely necessary. Any item too large to conveniently hold on lap or between feet is not permitted.

Learn how to get off the bus in case of emergency. Your driver will have practice drills.

A copy of the rules and regulations that are posted on each bus are included. Please review them thoroughly!

### TRACKING SYSTEMS FOR PUPIL TRANSPORTATION

Kanawha County School buses may be equipped with the use of digital video/audio recording systems, Global Positioning Systems (GPS), and/or student tracking systems for the purpose of reducing disciplinary problems, improving security, and providing for safer



transportation for the general well-being of students and employees.

### \*\*\*Bus Behavior Report\*\*\*

**A Bus Behavior Report may be delivered to the parent/guardian by their child. The report must be signed and returned to the school bus driver the following school day. Failure of student to return the Bus Behavior Report will result in further disciplinary action.**

### SCHOOL CLOSING REPORTS

Information about the closing of Kanawha County Schools for inclement weather may be communicated by radio and television stations.

A Wide Area Rapid Notification system (Blackboard) is being implemented for phone notification of emergencies including school closing information. It is very important that the phone numbers (home, work, cell phones, etc. are correct at your child's schools.

Parents, employees, and students, are asked not to call the radio and television stations, the schools or the police department. Lines must be kept free. Make rainy day and snow day plans ahead of time with your child. It is not possible to allow each child to phone home for instructions. Discuss the plan in advance with your child.

When schools are closed for the day (or when schools are to be closed early) all regular, night, and alternative classes, extra-curricular activities, vocational education and community education classes scheduled for the morning or evening will be canceled.

When schools are opened two hours late; (for example, if school normally starts at 8:15 delayed starting time would be 10:15) all pre-school, which includes Head Start, LEAP and Full Start will be canceled. All morning vocational classes will also be canceled. Announcements about changes in bus schedules and routes will be made by 8:00 a.m.

New lockdown procedures are followed by each facility in order to provide a safe environment for students and staff.

### ELEMENTARY EARLY DISMISSAL PROCEDURE

In the event school must be closed or dismissed early due to bad weather or other emergency, have you made plans to insure that your child has a safe place to go? It is impossible to allow the children to call when the buses are waiting to leave. A procedure and plan needs to be developed now to insure the safety of our children. Please fill in the bottom part of this letter and return to school immediately.

**Discuss this plan with your child to be sure he/she understands. Everyone needs an alternate plan. Maybe you are always home, but on this day you have a doctor's appointment. Make an alternate plan now. For example, if you child comes home early and you are not there, he/she will go to Aunt Jane's next door. Emergencies do happen. Let's be ready.**

In summary, make your plans; discuss them with your child. Be sure he/she understands. Return your plan to the school so that we will know where the child is supposed to go and so the teacher can help any child who forgets where they should go. Staying at school is not an option, the building will be closed.

### KINDERGARTEN, 1ST AND 2ND GRADE KANAWHA COUNTY SCHOOL BUS IDENTIFICATION SAFETY TAG PROGRAM

**West Virginia State School Bus Transportation Policies and Procedures Manual (4346) requires County School Systems to formulate a policy to assure that a young child's guardian be at the bus stop for pickup and delivery of his/her child. The Kanawha County School Bus Identification Safety Tag Program will meet this state requirement.**

**Each parent of transported kindergarten, 1st and 2nd grade students MUST complete their portion of the Kanawha County School Bus Identification Safety Tag Form and return it to the appropriate teacher. Kindergarten, 1st and 2nd grade teachers must maintain a copy of this form and provide the Transportation Department with the original. The Pupil Transportation Department will make sure the correct bus terminal supervisor receives a copy of all forms. The terminal supervisor must provide the appropriate**

### bus driver(s) a copy of the form.

Pursuant to a new rule under State Policy 4336 (4.1.2.) – parents are responsible for providing supervision for all K-3 students at all bus stops until the bus arrives for both pickup and delivery.

It takes a team effort on the part of each Kindergarten, 1st and 2nd grade student, parent, teacher, principal, supervisor and bus driver to make sure each child is transported safely while not compromising security.

### USE OF THE TELEPHONE

Pupils are not permitted to use the school telephone except in emergencies. Nor are pupils called to the telephone, except in emergencies. Messages will be relayed from the office to pupils if they are of an emergency nature. **The school office should not be expected to deliver messages that could have been handled before leaving the home in the morning.**

**Make rainy day and snow day plans ahead of time with your child. It is not possible to allow each child to phone home for instructions. Discuss the plan in advance with your child.**

We would ask that parents refrain calling the school during lunch period, unless there is an emergency, as office personnel are usually involved with supervising the lunchroom.

### Child Nutrition

If children are to perform to the best of their ability, it is very important from them to have a healthy breakfast and lunch. We encourage each and every student to eat in our school cafeterias daily. The Healthy Hunger Free Kids Act will be followed in the school year 2018-2019. Our menus will feature an assortment of fresh fruits and vegetables, whole grain breads, school made dressings, and lower fat dairy items daily. Our salad bars feature many locally grown vegetables, including fresh romaine lettuce, cucumbers, and carrots. We will continue to reduce the usage of processed main entrées and evaluate student preferences each month. Suggestions are always welcome.

### Cost of School Meals

All Kanawha County Schools currently offer one free breakfast and one free lunch to all students, thanks to the Community Eligibility Program (CEP) offered through the U.S. Department of Agriculture.

1. Pregnant or lactating students can be provided additional nutritional supplements at the school site. Please contact the Child Nutrition Department office at (304) 348-6660 ext. 151.

2. Any student who has a medically based reason for a dietary accommodation must complete a new special dietary needs statement for school year 2018-2019 completed by a physician each and every year. These forms are available on line on the web site or at the individual school location. These are reviewed at the Child Nutrition office and by school nurses at each school.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter of all the information requested in the form. To request a copy

of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) MAIL: U.S Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410;

(2) FAX: (202) 690-7442; or

(3) EMAIL: [program.intake@usda.gov](mailto:program.intake@usda.gov).

**This institution is an equal opportunity provider.**

### KANAWHA COUNTY SCHOOLS ADMINISTRATIVE REGULATION Telecommunications Network Access

Series: J33A

Available Online

### KANAWHA COUNTY BOARD OF EDUCATION POLICY

Volunteers in the Schools

Series: C55

Available Online

KANAWHA COUNTY SCHOOLS



### RECRUITING AND RETENTION OF TEACHERS

Kanawha County Schools has a teaching environment that allows growth, encourages innovation, supports teamwork and fosters the belief that all students can achieve. We believe that the quality of teaching is the key to student success. Kanawha County Schools offers teachers:

- Support for teachers
- Safe places to work
- A school culture that expects success
- Better buildings for improved learning

We support new teachers through the New Teacher Induction & Mentoring Program. Kanawha has a teaching environment that allows growth, encourages innovation, and supports teamwork. Our teachers are often recognized as being among the best in West Virginia. We welcome certified teachers from other states and new teaching education graduates.

### Kanawha County Schools

200 Elizabeth Street

Charleston, WV 25311

304.348.7770 (Phone)

<http://kcs.kana.k12.us>





# Kanawha County Schools

200 Elizabeth Street  
Charleston, WV 25311-2119  
*Ron Duerring, Ed.D., Superintendent*



Kanawha County Board of Education



*Ric Cavender*  
*Jim Joseph Crawford, Sr.*  
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*Tracy White*  
*Ryan White*

