Kanawha County Schools
Student Parent Handbook
2017-2018
TABLE OF CONTENTS

Administration of Medication ..........................................................24
Administration Team .................................................................2
Administration of Education ........................................................4
Athletics ......................................................................................5
Attendance Policy ........................................................................11
Authority of Teachers ...................................................................12
Ben Franklin & Career, Career & Technical Education ......................13
Board of Education Member ........................................................2
Bullying, Harassment and Intimidation ..........................................16
Career Clusters and Concentrations ..............................................4
Citizen Appeal Procedure ............................................................23
Citizen Complaints Policy ............................................................23
Class Ranking ..............................................................................5
Classroom/School Visitation .......................................................8
Class Ranking ..............................................................................5
Community Education ...................................................................4
Community Education Program .................................................4
Community Education Program .................................................4
Credit for Courses Below Grade 9 ................................................9
Credit Recovery Program ................................................................6
Direct Information for Admission to School .................................3
Dual Credit Options ......................................................................5
EDGE ..........................................................................................5
Elementary Curriculum ..................................................................5
English as a Second Language (ESL) Program ..............................9
Federal Law Summary Sheet .......................................................21
Frequently Called Numbers .......................................................12
Grievance Procedure 504/ADA ....................................................21
Head Start ..................................................................................3
High School Curriculum ............................................................4
Homebound Education ..................................................................6
Honors and Advanced Education .......28
Immunization Requirements .....................................................15
Individual Student Transfer Plan/Career Clusters .........................6
Intergovernmental Relations ......................................................11
Kanawha County Belief Statement ..............................................2
Kanawha County Goals ................................................................2
Kanawha County Goals ..............................................................2
Kanawha County Mission Statement ..........................................2
Kanawha County Office of Instruction ........................................9
Kanawha County School Board ..................................................7
Local School Improvement Council .............................................7
Magnet Schools ............................................................................5
Medical homebound instruction ................................................11

Dear Community Members:

This parent handbook was a cooperative effort of the Kanawha County Schools, Charleston Newspapers, and community business partners. 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 teaching the minds and hearts of our children. Together, we can work to 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 be willing to provide our children with the committed, caring and involved 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 among community members with communications. We continue to strive to better serve you and the students in opening the lines of communication and providing a better education for our children. You may also contact us through our Twitter (@KCSBOE), Facebook (KCSWV) or our online app. The information contained in this handbook, along with a complete listing of KCS policies, is available on our website at https://ksk.kana.k12.wv.us. Please visit there often for important information.

Ron Duering
Ron Duering 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. Duering served as a consultant, he had the opportunity to work with the WV 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 Hazerho President Award for outstanding leadership. In May of 2003, he was awarded from Marshall University the Distinguished Graduate Student Awards. In 2006, he was awarded the Michael Prestera Award of Excellence. Dr. Duering was appointed 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 of Professionals. Dr. Duering is married and the father of two children 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 21st 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.
• Mission of our schools is to teach and equip students.
• All teachers must be teachers of 21st Century literacies.
• Students and teachers must be prepared for life-long learning in a global society.
• Effective leadership skills are essential for creating 21st Century schools.

KANAWHA COUNTY SCHOOLS GOALS

GOAL I: The achievement gap will be eliminated.
GOAL II: All students will master or exceed grade level educational standards through quality instruction.
GOAL III: Student achievement and time-on-task will increase through effective leadership.

ADMINISTRATIVE TEAM

Ron Duering, 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 348-7707
Myron Flood, Curriculum & Instruction 348-6145
Mark Milam, High School/Technical & Adult Education 347-7484

EXECUTIVE DIRECTORS

Brette Frailey, Transportation 348-6616
Charles Wilson, Facilities, Planning & Maintenance 348-6148
Carol Harwick, Human Resources 348-6656
Charles Foraker, Police, Fire and Safety 348-6655
Diane Miller, Office of Child Nutrition 348-6661
Jerry Legg, Information Systems & Operation 348-6180
Jon Duffly, Counseling & Testing 348-7720
Leah Sparks, Technology 348-6116

DIRECORS

Pam Paden, Federal Programs/TITLE I 348-6105
Alan Cummins, Planning & Supply Mgt 348-6108
Elaine Gayton, Staff Development/ESL 348-6105
Sta Keller, Accounting 348-6679
Carol Lane, Preschool 348-1942
Teresa Sauvageot, Community Education 348-0078
Keith Alexander, Justice Security & Safety 348-1346
Briana Warner, Communications 348-6675

SCHOOL SYSTEM COMMUNICATIONS

Kanawha County Schools provides information to parents and students via the following channels: Parentlink, website (kcs.kanaka.k12.wv.us), television station (KCS-TV), mobile app, Facebook page and Twitter.

FREQUENTLY CALLED NUMBERS

Accounts Payable 348-6606
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
Exceptional Students 348-7740
ESL (English as a Second Language) 348-1375/348-6105
2017-2018 KCS Traditional School Calendar

First Month - August
01 – First Day for Teachers / 200 Day Employees/Faculty Senate
09-10 – Labor Day
11 – Faculty Senate/Prep Day
14 – First Day for Pupils
16 – Early Out
17 – Early Out
21-22 – Out of Calendar Days
24 – OS Day (Schools & Offices Closed)
25 – Christmas Day Holiday
28 – Memorial Day
22-25, 29 – OS Days (Schools & Offices Closed; May be used as make-up days)
30 – Early Out

Second Month - September
04 – Early Out
05 – 2nd Nine Weeks Report Cards
09 – 2nd Nine Weeks Begins
13 – Early Out
17 – Early Out
18 – Early Out
19 – Early Out
20 – 1st Nine Weeks Report Cards

Fourth Month – November
10 – Veterans Day (Schools & Offices Closed)
22 – Thanksgiving Holiday
23 – DS Day (Schools & Offices Closed)

Fifth Month – December
18 – Early Out / Faculty Senate / End of 2nd Nine Weeks
27 – Christmas Holiday
28-29 – End of Semester (Schools Closed)

Sixth Month – January
1 – New Year’s Holiday
3 – 2nd Semester Begins
5 – 2nd Nine Weeks Report Cards
12 – Early Out
14 – MLK Jr. Holiday

Seventh Month – February
02 – Early Out/3rd Nine Weeks Midterm Progress Reports
04 – Early Out / Calendar Days
09 – 3rd Nine Weeks Report Cards
16 – Early Out
20 – 4th Nine Weeks Midterm Progress Reports
24-25, 29 – Out of Calendar Days
26-27 – Out of Calendar Days

Tenth Month – May
08 – Primary Election (Schools & Offices Closed)
18 – Seat Day (Schools Only)
21 – Last Day for Students (unless make up days are required)/End of 4th Nine Weeks & 2nd Semester (93 days)
22-25, 29 – Out of Schools & Offices Closed; May be used as make-up days
28 – Memorial Day

Eleventh Month – June
01-02 – Out of School (All days through June 30 can now be used for make-up days if needed)

Twelfth Month – July
04 – Independence Day

DOCUMENTATION FOR ADMISSION TO SCHOOL

- Must show proof of one TDap Booster, received after the 11th birthday, and one dose of the Meningococcal vaccine.
- 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 representative of the Kanawha Charlestown Health Department.

For more information, contact the West Virginia Health Commissioner, as required by WV state law.

MINIMUM IMMUNIZATION REQUIREMENTS FOR ENTERING ALL PRE-KINDERGARTEN PROGRAMS

All children entering Pre-Kindergartan should be appropriately immunized. The following guidelines for parents and school personnel indicate the minimum number of doses for each vaccine series.

All Medical exemptions must be approved by the West Virginia Health Commissioner, as required by WV state law.

WEST VIRGINIA UNIVERSAL PRESCHOOL PROGRAM 2017-2018

Kanawha County Schools Preschools are colloborating 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 students, and other 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 with collaborative partnerships with faith based programs and licensed child care centers as well as within Kanawha County Schools to meet state requirements. 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 is required to work with all state offices to fulfill the requirements of the West Virginia Birth to three to offer a preschool experience to eligible children.

Parent and Student Handbook 2017-2018
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 Eureka Math as the math program and Houghton Mifflin Journeys as the reading textbook. Student progress is monitored through their participation in DBELS 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. These services 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.

Day care services are provided at all locations include:
• Early Childhood education program with certified early childhood teachers in every classroom
• Certified assistant teacher aides 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

Family Engagement

Volunteer Recognition Program

Social Services

Mental Health support

Free Nutritional services and training

Parent and Staff well-being training

Services to children with disabilities and special needs

Family Literacy Opportunities

Fatherhood / Healthy Families Involvement Program

Gal Health Education and Services

Childhood Obesity Prevention Program

Additional Services Provided

Day care before and after school option

Extended Day Services (based on the length of school day)

The elementary curriculum is designed to prepare students for life after middle school through the following components:

KANAWHA COUNTY BOARD OF EDUCATION POLICY

Promotion and Classification of Students K-5

Series: 111

Reference: 126 CSR 4

Issued: 05.15.1978 Revised: 10.15.1998; 05.16.2002; 05.02.2011

Revision Number: 6

11.01 General. Kanawha County Schools is committed to the total development of students. Therefore, when students are considered for promotion, double promotion, and retention the following factors must be thoroughly evaluated:

11.01.1 Mastery of required competencies as contained in the West Virginia content standards and objectives.

11.01.2 Social and emotional maturity.

11.01.3 Physical health.

11.02 Promotion. The promotion of a student from one grade level to the next shall be based primarily on mastery of required competencies as contained in the West Virginia content standards and objectives. Students who have not demonstrated at least proficiency in one or more subjects shall be retained for one or more grade levels.

11.04 Retention. Retention of students is an option for students who, after intensive interventions, are performing below grade level standards. Interventions must occur before the retention decision is made. Retention of children (students) at grade level (level) as an appropriate intervention. Accordingly, retention should be considered only after the Student Assistance Team has met and the Kanawha County Schools’ “Considerations for Retention/Promotion” document has been consulted. The major factor to be considered in retention decisions is mastery of required competencies in the content areas that are contained in the West Virginia content standards and objectives for Reading and Mathematics. Students should not be retained more than one (1) time in grades K-5. No student shall spend more than seven years in school or more than five years as determined by the Superintendent of Schools. The following documentation is required when retention occurs:

11.04.1 Evidence that the student has mastered the required essential competencies at the grade levels to be missed.

11.04.2 Physical maturity is such that the student can adjust to the age group to be joined.

11.04.3 Social and emotional maturity is such that the student can adjust to the age group to be joined.

11.04.4 Retention decisions are made by the Principal or Principals involved and the parents.

11.04.5 The school principal, after consulting with the Student Assistance Team, shall render a final decision.

11.07 Change of Student Grade Level Placement. In the event a student has been identified, because of age or other factors, for possible change of grade level placement, the Principal shall convene a meeting of the SAT and, if applicable, the Principal and relevant special education personnel from the receiving school. The parents of the student shall be invited to attend the meeting. At such meeting all options will be discussed and a consensus decision will be sought. If, however, a consensus decision is not reached as a result of such meeting, a final decision shall be made by the principal and the parents by following the process outlined in the "Considerations for Retention/Promotion" document.

The West Virginia PROMISE (Providing Real Opportunities for Many Students In Quality Education) Scholarship Program, approved by the Legislature in 1999, offers West Virginia high school students the opportunity to pursue a college education at an eligible postsecondary institution. Scholarships are awarded to students who plan to enroll in a two-year or four-year college program. The scholarship program is designed to support students who want to attend college but who may not otherwise be able to afford it. Students must meet certain eligibility requirements to receive a scholarship, including demonstrating financial need and maintaining a minimum grade point average. Scholarships are renewable for up to four years, and recipients may use the funds to cover tuition, fees, books, and other college-related expenses. The program is administered by the West Virginia Department of Education and the West Virginia Business Development Corporation. Scholarships are awarded based on a competitive application process and are available to students who meet the eligibility requirements. The program is intended to support students throughout their college education and to help reduce the financial burden of college costs.
school graduate who meets PROMISE standards and requirements.

PARENT AND STUDENT HANDBOOK 2017-2018

Grade Grade Average Percent
A mastery of subject 93-100
B above average work 85-92
C average achievement 75-84
D below average work 65-74
F poor work, non-mastery below 65
incomplete - makeup needed no credit
W withdrawal from class no credit

PROGRESS REPORTS

Progress reports will be issued to students at the mid-point of each grading period. The report indicates who is not making satisfactory progress and/or is in danger of failing a course. Upon receiving this written notification, parents are encouraged to call teachers for a conference.

COLLEGE ENTRANCE EXAMS

The college entrance exams are given by two testing agencies: the College Board which administers the PSAT/NMSQT, SAT, and the American College Testing Program which administers the ACT. 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 Secondary Schools Activities Commission. Any specific questions regarding participation, eligibility, transfers, etc., should be directed to the athletic director of the school.

NCAA COLLEGE FRESHMAN ATHLETIC ELIGIBILITY PROTOCOL

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.ncaac.org/eligibility/cbsa/clearinghouse to determine the initial eligibility requirements that apply to you. Students should check with their counselor for specific registration and information materials.

BEN FRANKLIN AND CARVER CAREER AND TECHNICAL EDUCATION CENTERS

Ben Franklin Career and Technical Education Center and Carver Career and Technical Education Center are two separate schools. Students are not required to attend both schools. The centers are located in Dunbar and Carver, respectively. Students can choose to attend either school. Students interested in attending either center should contact a counselor.

BEN FRANKLIN

Ben Franklin Career Center is a recognized leader in technical education. For the past twenty years, Ben Franklin offers both high school and adult students opportunities for learning, training, and further education. Ben Franklin is a haven for students, their families, and the businesses we serve. High school students can earn four credits a year in their CTE program, and three credits a year in the other school. Students can also earn a high school diploma in two years.

DUAL CREDIT OPTIONS

Students transferring to Kanawha County Schools from a school they wish to attend based upon the academics offered at that school can receive credit for dual enrollment. A student interested in emphasizing high school study to prepare for college 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.

CAREER ACADEMIES/MAGNET SCHOOLS

Kanawha County Schools has in place the process of developing career academies and magnet schools to expand career education options for high school students. Career academies are designed to develop career and work based learning experiences. Each magnet school is associated with a Career Academy and has an Academy of Criminology. George Washington has a STEM Academy. The difference between a Magnet school and a Career Academy? The Magnet school is one that specializes in a particular subject, in addition to providing a general education while a Career Academy is a learning community built around a career theme. All schools will continue to offer the high academic standards that Kanawha County Schools has been known for.

CAPITAL HIGH PERFORMING ARTS AND HUMAN PERFORMANCE MANAGEMENT

Capital High School

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. It helps students build strong relationships with peers and teachers. Academic experiences help students develop creative thinking and appreciation for the arts around the career theme. Connections are also made with local businesses to provide students with a range of career and work based learning experiences.

NITRO HIGH BIOSCIENCE PROGRAM

The purpose of the bioscience program is to open a portal of investigation for students to explore the bio/medical field and the marketable biotech field of bioscience. This program is well suited for the student interested in emphasizing high school study to prepare for fields classified as biomedical (college-bound track; specializing in a particular subject) or biotech (also programs not necessarily requiring a four-year degree, such as respiratory therapy, lab tech). The first three years of the program will culminate in the senior year with an internship/ job shadow in a medical or academic laboratory facility; or in a medical education program. Each of these programs will culminate in a threedom study research project.
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. The program is offered at 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.

KCS procedures are consistent with federal and state law including

KANAWHA COUNTY BOARD OF EDUCATION

at:

10th grade students with average or above average ability currently enrolled in Kanawha County Schools and who qualify.

KCS employs special education process and helps families learn how to work in

Right to Request Teacher and Paraprofessional Qualifications

The PCRC team is available to present

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 offers trainings on such topics as Understanding Special Education (U.S.E. course), which is a 1/2 hour session that explains educational rights and responsibilities during each phase of the special education process and helps families learn how to work in

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 encouraged to participate in components of the On Target. The On Target program is designed to offer academic courses to students interested in preparing for entry into the workforce, and is available to students interested in entering career fields such as law enforcement, legal professions, and forensic investigation.

SCHOOL HEALTH

Counselor(s), and qualifications of your child’s classroom teacher(s), and qualifications have the right to request information regarding the professional

PARENT AND STUDENT HANDBOOK 2017-2018

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 designed to prepare students for a career in law enforcement. The program is a partnership between students, teachers, school and the local restaurateurs.

Herbert Hoover Academy of Criminology

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

The On Target credit. For more information about credit recovery,

The purpose of medical homebound instruction is to provide

Medical Homebound Instruction

The purpose of medical homebound instruction is to provide

St. Albans

Biological Science

APPLICATION PROCESS

The application may be found on the Kanawha County Schools web page 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 the Program you are interested in for further details. This will link you to the application link which will be found on the right side of the page. Application Deadline is July 20th at 4:30 pm. If you have any questions regarding the process or need more information please contact Mr. Mark Milam at 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 now offers a different model for high school students who need to make up credits for courses failed. The program is called the High School Choice Program, 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 WVE provides this program to Kanawha County Schools.

Students will have the opportunity to complete the coursework outside of the traditional classroom setting.

The school year to determine the appropriate services. A re-evaluation

During normal school hours. The flexibility of On Target and credit recovery

The application may be found on the Kanawha County Schools web

The purpose of medical homebound instruction is to

KANAWHA COUNTY SCHOOLS OFFERS A VARIETY OF ALTERNATIVE EDUCATION PROGRAMS TO BENEFIT STUDENTS WITH DISABILITIES, LEARNING DISABILITIES, AND NON-DISRUPTIVE SECONDARY STUDENTS.

The Kanawha County Board of Education has adopted Regulations for the

Each summer, three schools in the county will be designated as

Students will have the opportunity to complete the coursework

The program is a partnership between students, teachers, school and the local restaurateurs.

HERBERT HOOVER ACADEMY OF CRIMINOLOGY

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Kanawha County Schools offers a variety of alternative education programs to benefit students with disabilities, learning disabilities, and non-disruptive secondary students.

KCS procedures are consistent with federal and state law including

KCS employs special education process and helps families learn how to work

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KCS employs special education process and helps families learn how to work
In support of strengthening student academic achievement, each local educational agency (LEA or school district) that receives Title I, Part A funds shall develop jointly with, agree on with, and distribute to all participating schools, plans for the involvement of parents and family members of participating children. The plans will include ongoing parent and family engagement opportunities and shall specify how the school district will involve parents and family members of participating children, including parents who are in the English language learning process, other primary language parents, and parents who have limited English proficiency, have limited literacy, or are homeless.

The school district will, with the assistance of its schools, will provide assistance to parents and families as meaningful partners in their child's education.

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PARENTS AND STUDENTS' RIGHTS UNDER THE MCKINNEY-VENTO ACT

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 them 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 refrain from making arrangements through the Central Office. The superintendent or designee can then make the necessary arrangements or have someone knowledgeable in the area to assist them in the 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 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 with inappropriate dress. 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 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: student name, teacher name, current name, parent name, reason for the request, and expected outcome of the observation. Sign Community Agency/Independent Contractor Visitor Agreement (EEA6). Awaits final approval 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 them from school whenever they are not in school and are not in the control of a school person. It is not the policy of the Kanawha County Schools to return students to their homes unless there is a legal release or court order, or unless the student is accompanied by a school person.

Issued: 08.14.1975
Reference: 126 CSR 42

KANAWHA COUNTY BOARD OF EDUCATION POLICY

Series: 104
Issued: 08.14.1975
Revised: 11.19.1998
Revision Number: 3

PARENTS' AND STUDENTS' RIGHTS UNDER

KANAWHA COUNTY BOARD OF EDUCATION POLICY

Homework

Series: 104
Issued: 08.14.1975
Revised: 11.19.1998
Revision Number: 3

41.01 Homework. Homework is a necessary and integral part of the total educational process. The habit of homework is to be initiated early in the suggested time allotments:

<table>
<thead>
<tr>
<th>Time Period</th>
<th>Allotted Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kindergarten</td>
<td>15 minutes daily</td>
</tr>
<tr>
<td>1st - 3rd</td>
<td>30 minutes daily</td>
</tr>
<tr>
<td>4th - 6th</td>
<td>1 hour daily</td>
</tr>
<tr>
<td>7th - 9th</td>
<td>1.5 hours daily</td>
</tr>
<tr>
<td>10th - 12th</td>
<td>2 hours daily</td>
</tr>
</tbody>
</table>

Parents needing information concerning junior high/middle school and senior high school courses and course requirements can obtain them from their local schools the appropriate course description handbook.
Exceptional Students Records: 200 Elizabeth Street, Director of Exceptional Students
Chapter I Records: 200 Elizabeth Street, Director of Chapter I

27.07 Disclosure of Information on Educational Records.
The District shall not disclose personally identifiable information from a student’s education records, absent written consent of the parents or eligible student, except:
(a) To school officials who have a legitimate educational interest in the records.
(b) To officials of another school in which the student seeks or intends to enroll upon the request of such official.
(c) To certain officials of the United States Department of Education, the Comptroller General, and state and local educational agencies (including the Division of Rehabilitation Services), in connection with certain state or federally supported education programs.
(d) In connection with a student’s request for a receipt of financial aid, as necessary to determine the eligibility, amount, or conditions of the financial aid, or to enforce the terms and conditions of the aid.
(e) To organizations conducting certain studies for or on behalf of the District.
(f) To accrediting organizations to carry out their functions.
(g) To parents of an eligible student who claims the student as a dependent for income tax purposes.
(h) To comply with a judicial order or lawfully issued subpoena. Notice of such compliance will be given in advance to parents or eligible student.
(i) To appropriate parties in a health or safety emergency.

27.08 Record of Requests For Disclosure. The District will maintain a record of all requests for and/or disclosure of information from a student’s education records, excluding requests of school officials and requests for directory information. The record will indicate the name of the party making the request, any additional parties to whom it may be disclosed, and the legitimate interest the party had in requesting or obtaining the information. The record may be reviewed by the parents, eligible student or parents of an eligible dependent eligible student.

27.09 Directory Information. The District designates the following items as Directory Information: 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. The District may disclose any of the aforementioned items without prior written consent, unless notified in writing to the contrary by September 30 of each school year.

27.10 Correction of Education Records. Parents or eligible students have the right to seek the correction of records they believe to be inaccurate, misleading, or in violation of their privacy rights. The procedure for the correction of records is set forth as follows:
(a) Parents or eligible student must submit a written request to the District to amend the record which specifies the part of the record which the parents or eligible student wants to change and the reason they believe it is inaccurate, misleading or in violation of the student’s privacy rights.
(b) The District may comply with the request and provide written notification to the parents or eligible student of its decision to amend the student’s record. If the District elects not to comply with the request, notice of the decision and information concerning the right to a hearing shall be provided to parents or eligible student.
(c) Upon request, the District will arrange for a hearing, and notify the parents or eligible student, reasonably in advance, of the date, place and time of the hearing.
(d) The hearing shall be conducted by a school official who has no direct interest in the outcome of the hearing. The parents or eligible student may be afforded a full and fair opportunity to present evidence relevant to the issues raised in the initial request to amend the student’s education records. The parents or eligible student may, at their own expense, be assisted or represented by one or more individuals, including an attorney.
(e) Within a reasonable period after the hearing the District will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence and the reasons for the decision.
(f) If the District determines that the challenged information is not inaccurate, misleading or in violation of the student’s right of privacy, it will provide notice to the parents or eligible student of the right of the place to take in the record a statement commenting on the challenged information and/or a statement which sets forth the reason for the decision.
(g) Any statement submitted by a parent or eligible student shall be maintained so long as the contested information is maintained. If the District disclosed the contested information, it will also disclose the statement.
(h) If the District determines the information is inaccurate, misleading or in violation of the student’s right of privacy, it will amend the record and provide written notification to the parents or eligible student that the record has been amended.

27.11 Disclosure of List of Juniors and Seniors to Armed Forces Recruiters. Subject to the requirements of this policy, including the requirement that directory information be withheld upon the written request of parents or eligible students, each high school principal shall, upon request, release the names, addresses and telephone listings of juniors and seniors to authorized recruiters.

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.

Refuse to permit the designation of the following information as Directory Information:

<table>
<thead>
<tr>
<th>Specific Categories</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Name of School)</td>
</tr>
<tr>
<td>(Student Name)</td>
</tr>
<tr>
<td>(Birth date)</td>
</tr>
</tbody>
</table>

(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 of a public duty by learning 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 and native English speaking students acquire English proficiency 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 Schülern die eine andere Sprache als Englisch sprechen, können Informationen über verfügbare Dienste des Kanawha County School Systems ihrer Muttertatsprache erhalten, wenn sie die Nummer 348-1375 anrufen.

Vietnamese
Những phụ huynh của học sinh nói một thứ tiếng khác so với tiếng Anh có thể liên hệ với bộ phận hỗ trợ học sinh nói tiếng Anh để nhận thông tin về các dịch vụ có sẵn tại Kanawha County School Systems ở ngôn ngữ bản địa của họ, nếu họ muốn thông báo điện thoại số 348-1375.
Parents and students may request an out of area transfer, which shall not take action upon such proposed modification until the next ensuing regularly scheduled meeting.

32.01 Attendance Areas. The Superintendent shall cause to be published both a text description and a map of the attendance area for each school. Proposed modifications of attendance areas shall be placed on first reading at a regularly scheduled meeting. The Board shall not take action upon such proposed modification until the next ensuing regularly scheduled meeting.

32.02 Exceptional Students. The Department of Exceptional Students shall designate the “home school” for exceptional students who are required to receive specialized educational and related services that are not available in the appropriate school within the attendance area of residence.

32.03 Attendance Requirements. Except as hereinafter provided, students shall be required to attend the appropriate school within the attendance area where they reside. Residence shall be determined by the residence of the custodial parent(s), legal guardian, or legally designated person(s) who are responsible for admission and registration procedures may require the submission of information to verify residence, such as property tax receipts, utility bills, current driver’s license, rental agreement, voter registration information, etc. If evidence exists to indicate that the information concerning residency is erroneous, an investigation shall be conducted by the receiving school, and a report provided to the Superintendent’s designee. If it is determined that erroneous information concerning residency was given the student shall be referred to their correct school of attendance.

32.04 School Registration. Applications for admission to the public schools shall be made by the parent or guardian of each student located within the attendance area of residence. The principal or other person responsible for admission and registration procedures may require the submission of information to verify residence, such as property tax receipts, utility bills, current driver’s license, rental agreement, voter registration information, etc. If evidence exists to indicate that the information concerning residency is erroneous, an investigation shall be conducted by the receiving school, and a report provided to the Superintendent’s designee. If it is determined that erroneous information concerning residency was given the student shall be referred to their correct school of attendance.

32.05 Out of Area Transfer Procedure. In the event a transfer is sought for an elementary school student, application shall be completed and sent to the Assistant Superintendent for Elementary Schools. Kindergarten students must register in their home school. If the child is attending an out of area school, the application shall be made at the school at which they are enrolled. In the event a transfer is sought for a high school student, application shall be made at the school at which they are enrolled.

32.06 High School Choice Program Application Procedure. In the event a student wishes to apply for placement in a High School Choice Program, the application is to be made electronically and online and the completed application will be forwarded to the Assistant Superintendent’s office. Requests for High School Choice Programs will be accepted electronically from April 1 through July 1 for the ensuing school year.

Applications for the High School Choice Program are to be made through the Kanawha County Schools web site at http://kcs.kana12.wv.us.

32.07 Transfer Criteria. The following criteria shall be considered with respect to applications to attend schools outside the attendance area of student residence:

(a) Student-teacher ratio limitations: Kindergarten 17 to 1; grades 1-3, 20 to 1; grades 4-5, 22 to 1.

(b) At the middle school level, a transfer request may be approved if the additional student does not cause the average number of students to exceed any of the following: 1st-3rd grades, 24 to 1; 4th-5th grades, 26 to 1.

(c) Grades 9-12; Students may apply to transfer to a High School Choice Program. Students transferring to a High School Choice Program shall be required to meet the following criteria:

32.08 Out of Area Enrollments/Continuing Status. Except as otherwise provided in this policy, upon the approval of an application of a student to attend a school outside the area of residence, such student shall continue to attend the schools of the receiving school’s system until such time as any subsequent change in attendance area will be subject to the application requirements of Sections 32.04 and 32.05 of this Policy. Furthermore, subject to the provisions of this policy, any student who has been approved to attend school outside the area of residence shall be required to comply with the rules and regulations of the school to which he or she is attending.

Notwithstanding the foregoing, any student who is granted an out of area transfer effective with the beginning of the next school year shall be required to remain enrolled in the school designated to receive such student for the full school year.

Students who live outside of the attendance area of the school in which they are enrolled, who are consistently tardy or absent from school, as defined by the school rules or policies, or who become involved in other behavior problems, may be subject to transfer to another school. In addition to the foregoing, once a student’s application for an out of area transfer is approved, all the student’s siblings, including half siblings and step siblings, living at the same residence, shall be permitted to enroll in the out of area school without the requirement for any additional sibling to be attending the out of area school; provided that for any out of area transfer effective after July 1, 2013, the privilege of siblings being permitted to attend the same out of area school is rescinded.

Students who have been approved to attend school outside the area of residence shall be required to maintain acceptable conduct, which is defined as not being suspended for more than ten days cumulative during any school year or not committing any Level III or Level IV offense, as described in Kanawha County Schools Student Behavior Policy. In the event a student has been approved to attend school outside the area of residence, if the student is determined that erroneous information is being received at the school, and a report provided to the Superintendent, the Superintendent’s designee. If it is determined that erroneous information is being received at the school, and a report provided to the Superintendent’s designee. If it is determined that erroneous information concerning residency was given the student, the student and/or parent will be notified by the Superintendent’s designee. If it is determined that erroneous information concerning residency was given the student, the student and/or parent will be notified by the Superintendent’s designee.

The Superintendent shall cause to be published both a text description and a map of the attendance area for each school. Proposed modifications of attendance areas shall be placed on first reading at a regularly scheduled meeting. The Board shall not take action upon such proposed modification until the next ensuing regularly scheduled meeting.

32.09 Move of Custodial Parent(s), Guardian, or responsible Adult. Students of a custodial parent(s), legal guardian, or legally responsible adult who move to a different attendance area may elect to remain in and be considered residents of their then current attendance area. Such an election shall be deemed permanent to the extent that any subsequent change in attendance area is subject to the application requirements of Sections 32.04, 32.05 and 32.13 of this Policy.

Beginning with the 2013-14 school year, any student who moves to a different attendance area during the school year may elect to continue to attend school at the receiving school, provided that for any out of area transfer effective after July 1, 2013, the privilege of siblings being permitted to attend the same out of area school is rescinded.

Students who are enrolled in a High School Choice Program and who have been approved to attend school outside the area of residence shall be required to maintain acceptable conduct, which is defined as not being suspended for more than ten days cumulative during any school year or not committing any Level III or Level IV offense, as described in Kanawha County Schools Student Behavior Policy. In the event a student’s application for an out of area transfer is approved, all the student’s siblings, including half siblings and step siblings, living at the same residence, shall be permitted to enroll in the out of area school without the requirement for any additional sibling to be attending the out of area school; provided that for any out of area transfer effective after July 1, 2013, the privilege of siblings being permitted to attend the same out of area school is rescinded.

The Superintendent shall cause to be published both a text description and a map of the attendance area for each school. Proposed modifications of attendance areas shall be placed on first reading at a regularly scheduled meeting. The Board shall not take action upon such proposed modification until the next ensuing regularly scheduled meeting.

32.10 School Closures. All students who attend a school which is closed due to over-crowding of a school or school transportation issues, students who live in a dual attendance area or who reside adjacent to an attendance area boundary may be designated to attend one of the designated schools. The parents of any such students will be notified before April 1 of the school which the student will attend for the ensuing school year.

32.11 Dual Attendance Area and Boundary Issues. In the event of overcrowding at a school or transportation issues, students who live in a dual attendance area or who reside adjacent to an attendance area boundary may be designated to attend one of the designated schools. The parents of any such students will be notified before April 1 of the school which the student will attend for the ensuing school year.

32.12 Superintendent Initiated Transfers. The Superintendent may transfer any student from one school to another for reasons determined to be in the best interests of the student or the school system. Transfers shall be approved in writing by the Superintendent under conditions established by the Superintendent. A behavior contract will be developed for each student transferred for disciplinary reasons. The principal of a school, which receives a disciplinary transfer, shall be responsible for the student to abide by the conditions and terms of a transfer.

32.13 Transportation. Students, who are admitted to schools outside the attendance area of residence, including students who elect to remain in school in an attendance area after moving to another attendance area, shall not be entitled to transportation. However, such transportation will continue until such time as any student fails to meet the following criteria:

- Student has been approved to attend school outside the area of residence, including students who elect to remain in school in an attendance area after moving to another attendance area.
- Student has been approved to attend school outside the area of residence, including students who elect to remain in school in an attendance area after moving to another attendance area.

Notwithstanding the foregoing, any student who is granted an out of area transfer effective with the beginning of the next school year shall be required to remain enrolled in the school designated to receive such student for the full school year.

The Superintendent shall cause to be published both a text description and a map of the attendance area for each school. Proposed modifications of attendance areas shall be placed on first reading at a regularly scheduled meeting. The Board shall not take action upon such proposed modification until the next ensuing regularly scheduled meeting.

32.14 Athletic Participation 6-12. The eligibility for participating in intercollegiate athletics, including cheerleading, by students who transfer schools within or outside of Kanawha County Schools shall be governed by the rules adopted by the West Virginia Secondary Schools Athletic Commission. West Virginia Secondary Schools Athletic Commission Rules 127 CSR 2 will apply for all athletics eligibility questions.

OFFICE OF ATTENDANCE AND SOCIAL SERVICES

The Office of Attendance and Social Services is staffed by the Lead Counselor and a Staff Counselor. The office is responsible for the supervision of 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. Resource counselors continue to work with families and individuals who may be experiencing delays for students identified as homeless. The Truancy Diversion Worker (TDW) will work closely with our staff managing 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 system and the community. Parents of any such students will be notified before April 1 of the school which the student will attend for the ensuing school year.

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 late, during which time, learning begins immediately and it is important that students 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, students must arrive at school at the start of the school day. At the beginning of the school year, every student will be scheduled to attend 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
- Peer counseling
- Clothing and shoes
- Community resources
- Identification and reporting child abuse and neglect
- Driver Eligibility Certification for driver’s permit
**ATTENDANCE**

**KANAWHA COUNTY BOARD OF EDUCATION POLICY**

**Attendance**

Reference: W. Va. Code §18-8-1 et seq.; 126 CSR 18; 126 CSR 84

Issued: 06.18.1987

Revised: 06.21.2001; 06.21.2001; 06.09.2003; 02.19.04; 03.18.2005; 02.22.2011; 06.10.2016; 07.11.17;

Revision Number: 8

19.03.1 **Definitions**

19.03.1.1 Absence – Not being physically present in the school facility for any reason.

19.03.2.2 Excused absence – Shall mean absences from school or curricular activities due to

19.03.2.1 School- approved or county-approved curricular or extracurricular activities; failure of the bus to run/hazardous

19.03.2.2 Personal illness or injury; or other extraordinary circumstances

19.03.2.3 Medical or dental appointment with written excuse from physician or dentist.

19.03.2.4 Documented chronic medical conditions that may require medical or regular absences. These conditions

19.03.2.5 Participation in homebound or hospital instruction due to an illness or injury or other extraordinary circumstances

19.03.2.6 Documented absences consisting of a mental or physical impairments that substantially limit one or more

19.04.1 Calmness, such as fire or flood.

19.03.2.7 Death in the family.

19.03.2.8 Judicial obligation or court appearance involving the student.

19.03.10 Military requirements for students enlisted or enlisting in the military.

19.03.11 Personal or academic circumstances approved by the principal

19.03.12 Such other situations as may be further determined by the county board. Provided, That absences with disabilities shall be in accordance with the Individuals with Disabilities Education Improvement Act of 2004 and the federal and state regulations adopted in compliance therewith.

19.04.2.1 Full day attendance means being present at least .74 of the school day.

19.04.2.2 Half day attendance means being present at least .50 of the school day.

19.04.2.3 Attendance is officially enrolled when one of the following conditions occurs: 1) the student was enrolled the previous year and did not graduate; 2) the student appears at the school to enroll with or without a parent or guardian; and 3) the parent or guardian appears at school to enroll with or without records.

19.04.1 All records and reports.

19.04.2 Attendance procedures will be reported and aggregated to the nearest half day according to the definitions in 19.04.2.a and 19.04.2.b.

19.04.2.a Full day attendance means being present at least .74 of the school day.

19.04.2.b Half day attendance means being present at least .50 of the school day.

19.09.1 School Referral Responsibilities and Procedures - Each school shall appoint a designated school attendance coordinator or designee, who shall collect and records attendance data on WVEIS on a daily basis using the allowable deductions, as defined by the WVDE.

19.09.2 Overtime Work and Evaluation – All students are expected to make up work missed due to absences.

19.09.3 Absences of Two Days or Less. For students in grades K – 8, it is the teacher’s responsibility to provide make up work.
work within two school days of the return of the student to school. For students in grades 9 – 12 it is the responsibility of the student to request makeup work within two school days of return to school.

19.09.2 Absences of More than Two Days. After a student has been absent for more than two consecutive days, the school attendance policy shall be enforced. The absence shall be recorded for the days that the student is picked up by the parent/guardian or designee so that the student may continue pursuing education until the student returns to school.

19.09.3 Makeup Procedure. Upon receiving makeup work from the teacher, student must submit the work within a time line designated by the teacher or school policy. Students will be afforded the opportunity to learn missed classroom instruction by completing any makeup absences in order to progress through their program of studies. Teachers are responsible for providing a minimum of one day for each day’s absence for students to make up missed work assignments and/or evaluation that are occasioned by excused or unexcused absences. Teachers may, in their discretion, require alternative work assignments and/or evaluation procedures.

19.10 Failure to Make Up Work and/or Evaluations within the guidelines established in section 19.09.3 may result in loss of credit for that work or evaluation and could result in failing the class.

19.11 Credit – In all cases, credit shall be based upon completion of the assigned instructional activities and academic performance as defined by established evaluation procedures.

19.12 Penalties for Unexcused Absences – School attendance procedures may include reasonable penalties for the occurrence of unexcused absences. Excessive absenteeism and tardiness shall be referred to the County Attendance Director or Assistant Attendance Director for appropriate legal action.

19.12.1 In the case of the third (3) total unexcused absences of a student during a school year, the attendance director or assistant may serve written notice to the parent, guardian, or custodian of the student that the attendance director or assistant will take actions under this policy. If the student has five (5) unexcused absences, a conference with the principal or other designated representative will be required.

19.12.2 In the case of five (5) total unexcused absences, the attendance director or assistant shall provide written notice to the parent, guardian or custodian of the student that within five (5) days of receipt of the notice, the parent, guardian or custodian, accompanied by the student, shall report to the school the student attends for a conference with the principal or other designated representative of the school in order to discuss and correct the circumstances causing the unexcused absences of the student, including the adjustment of unexcused absences reported upon subsequent occasions.

19.12.3 In the case of ten (10) total unexcused absences of a student during a school year, the attendance director or assistant may make complaint against the parent, guardian, or custodian, or student (18 years of age and older) before a magistrate of the county. More than one parent, guardian or custodian may be charged in the complaint.

19.12.4 When calculating unexcused absences for the purpose of making complaint against a parent, guardian, or custodian before a magistrate, unexcused absences resulting from suspensions or expulsions from school shall not be considered.

19.13 Attendance Appeal Procedure – An appeal of an attendance decision may be made by a student or parent to the school principal or the county Attendance Director. An appeals committee which shall include the principal, County Attendance Director/Assistant Attendance Director, school counselor, and school personnel as needed will address the appeal.

19.14 Homeless Reporting – The County Attendance Director shall serve as the liaison for homeless children and youth as defined in Subtitle B of Title VII of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11431 et seq.), as the liaison for homeless children and youth, the attendance director is responsible for:

19.14.1 ensuring that public notice of the educational rights of students in homeless situations is disseminated where children and youth receive services.

19.14.2 ensuring that parents or guardians are informed of educational and related opportunities available to their children, and are provided with meaningful opportunities to participate in the education of their children.

19.14.3 ensuring that parents or guardians are informed of, and assisted in accessing, all transportation services for their children, including to the school or origin.

19.14.4 help unaccompanied youth choose and enroll in a school, after considering the youth’s wishes, and provide the youth with notice of his or her right to appeal the school district’s decision.

19.14.5 immediately assist in obtaining immunizations or record of immunizations or other medical records for those students who do not have them, and assure that students are enrolled and provided with any necessary immunizations.

19.14.6 ensure that homeless children and youths are identified by school personnel and through coordination activities with other entities and agencies.

19.14.7 ensure that all unaccompanied children and youths enroll in, and have a full and equal opportunity to succeed in, schools of that local educational agency.

19.14.8 ensure that homeless families, children, and youths receive educational benefits by excused or unexcused absences, and that students are eligible, including Head Start and Early Start programs and preschool programs administered by the local educational agency, and referrals to health care services, dental services, mental health services, and other appropriate services.

19.14.9 ensure that enrollment disputes are mediated as outlined in Paragraph (3) (E) of Subtitle B of Title VII of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11431 et seq.)

19.14.10 Homeless Children and Youth – Federal definition for homeless children and youth added to policy as defined in Subtitle B of the Title VII of McKinney-Vento Homeless Assistance Act (42 U.S.C. 11431 et seq.) means individuals who lack a fixed, regular, and adequate nighttime residence and includes:

19.14.11 children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, camping grounds due to the lack of alternative accommodations; are living in emergency or transitional shelters; are abandoned in hospitals;

19.14.12 children who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and

19.14.13 migratory children who qualify as homeless because of the children or youth are living in circumstances described in the above definitions.

19.14.14 School of origin defined in Subtitle B of Title VII of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11431 et seq.) is the school that the child or youth attended in the school building or school in which the child or youth was last enrolled.

19.14.15 Drop Out Reporting – The County Attendance Director shall monitor the reporting of dropouts to the State Department of Education.

19.14.16 Attendance/Behavior Out/School Environment (OSE) – Educational programs where instruction is provided to students that have been removed from school by expulsion, violation of safe school policy, or continuous unexcused absences. Determination of eligibility is made by the County Code of Conduct. The student may be assigned to receive instruction through an alternative setting.

19.14.17 Middle and high school students attend a day program in an educational setting with smaller classes and support provided by a psychologist, counselor, and assistant attendance director in addition to the educational team.

19.14.18 The academy program is designed for grades six (6) through twelve (12). The classes are small and meet at an assigned site for up to four (4) hours of instruction weekly.

19.14.19 The school shall provide work until the educational placement instruction is in place.

19.14.20 Instructional Day Guidelines and Exceptions – All students shall be scheduled for the full instructional day including all four years of high school, as defined in Code §18-8-4. During the school year the County Board for courses, advanced technical programs, and participation in the WV Virtual School are included in Kanawha County Board of Education Policy, Series J20, pursuant to State Board Policy 2510.

19.14.21 Driver’s license. A Driver Eligibility Certificate is issued to any student who is at least fifteen but less than eighteen years of age who is in satisfactory standing with regard to attendance, school behavior and academic progress. Students who do not have a Driver Eligibility Certificate a student’s absences cannot exceed ten (10) consecutive unexcused or fifteen (15) unexcused absences in a year pursuant to West Virginia Code § 18-8-11. Also, a student must earn five credits annually (three of the five credits must be from the core requirements identified in West Virginia Board of Education Policy 2510). In order to obtain a Driver Eligibility Certificate a student may not be suspended or expelled for any of the following behaviors when committed on the premises of an educational facility, at a school-sponsored function, or on a school bus: a) assault and/or battery on school employees regardless of the time or place of the action; b) possessing deadly weapons; c) sale of a narcotic drug; d) committing an act or engaging in conduct that would constitute a felony under the federal law or the West Virginia Code if committed by an adult; or: e) unlawfully using a control substance governed by the uniform controlled substances act as described in W.Va. Code 60a-1.1 et seq. The student will lose the driver eligibility certificate or to revoke a driver’s license. Expulsion or suspension shall not be considered a circumstance beyond the control of the student.

19.22 Severability – If any provision of this rule or the application thereof to any person or circumstance is held invalid, such invalidity shall not affect other provisions or applications of this rule.

Policy Development - The Kanawha County Schools Attendance Policy has been reviewed and revised after the allotted time will not be accepted for driver’s eligibility approval.

30.01 General. The purpose of this administrative regulation is to establish procedures that are calculated to provide quality and continuity of instruction to students who are homebound/hospitalized.

30.02 Administration. The Office of Exceptional Students shall be responsible for assignment of qualified teachers to provide home/hospital instruction to eligible students.

30.03 Procedure. a. Students whose eligibility or re-eligibility is due to injury or for any other reason as certified by writing in a licensed physician or other licensed health care provider, are temporarily confined to home or hospital for a period that has lasted or will last more than three consecutive weeks shall be considered homebound/hospitalized. The written statement must include:

A. the specific reasons the student must remain at home or in the hospital; and

B. the criteria or conditions under which the student can return to school, and the expected date of such return.

W. a written statement by a licensed physician or other licensed health care provider must be resubmitted every six months if a student’s temporary home

KANAWHA COUNTY SCHOOLS ADMINISTRATIVE REGULATION
Home/Hospital Instruction
Section: 4100

Revision Number: 1
hospital instruction is prolonged.

c. Kanawha County Schools may require that the
parent/guardian obtain an opinion from a second
health care provider at the expense of KCS.

d. Home/hospital services must be designed to
provide the student adequate opportunity to
develop and maintain the necessary skills and
knowledge for the orderly transition to school
content standards and objectives. The schedule for
home/hospital services must include adequate
instructual time and be provided at a location
where an adult is responsible adult in addition to the
teacher is present.

e. Home/hospital teachers are responsible for
facilitating instruction on the core courses’ content
standards as guided by the student’s classroom teacher(s); consequently, the
home/hospital teacher must be in regular contact with the classroom teacher(s) to
secure and understand units/lessons, instructional plans, and instructional materials, and

B. establish procedures for the collection and return of
student work to the classroom teacher(s) for
assessment. The student’s home school shall be responsible for providing
the student 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 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.

1.Whenever a student reaches the age of sixteen, until they return to their respective homes, except that where transportation of pupils is provided, the driver in charge of the school or bus or other mode of transportation shall exercise such authority and control over the children while they are in transit 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 or public schools which include any additional offenses which are deemed appropriate for any such student.

c. During any extracurricular activity or trip conducted under the auspices of Kanawha County Schools in which a student is participating;

d. While a student is in transit or in school or an
extracurricular activity, including transit on a school bus;

e. Offenses against employees of Kanawah County Schools;

f. Before or after school, in a school building or other property used or operated by the board

30.04 Home-Based Programs for Disruptive Students

Kanawha County Schools may provide home-based programs for students expelled under the Productive and Safe Schools Act (W.Va. Code 18A-5-3) or for disruptive students pursuant to the provisions of West Virginia Board of Education Policy 2418, as determined by KCS Student Assistance Team.

30.05 Other Provisions related to Home-Bound Students

The principal or his or her designee will ensure that all students enrolled in Kanawha County Schools and/or homebound programs, are provided with appropriate notices regarding school pictures, (including individual and group pictures), school trips, the yearbook, and information concerning senior graduation pictures. Regardless of whether a student is in attendance;

(c) During any extracurricular activity or trip conducted under the auspices of Kanawha County Schools in which a student is participating;

30.06 Contract

Each teacher who provides home/hospital instruction shall first enter into a written contract with the board. Such contracts shall include continuation of instruction clause that will require that home/hospital instruction be continued for the duration of the disability not to exceed beyond the then current school year.

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

25.04 Student Code of Conduct

25.04.1. All students enrolled in Kanawha County Schools shall
be 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 doing the right thing.

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 they graduate. They may attend at a reduced charge or without charge except for post secondary, community education, or adult preparatory programs.

25.04.10. Student Inquiry and Expression. Students may ask
questions of faculty, school officials, school administration and 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.

Public schooling is tuition-free for all students. School systems, however, are allowed to charge fees for such items as lunch, athletic, field trip, the yearbook, and information concerning senior graduation pictures. School systems, however, are allowed to charge fees for such items as lunch, athletic, field trip, graduation events in a timely manner. The school may require that students pursue Transportation and Computers if their use is part of the curriculum. Students required to purchase their own equipment, such as instruments and uniforms, may attend at a reduced charge or without charge except for post secondary, community education, or adult preparatory programs.

25.04.11. Non-curriculum Related Student Groups.

When high

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. interscholastics athletic such as football, basketball, track or wrestling; cheerleading; student government; clubs and other non-athletic activities).
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. Bomb threats, on 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 school official, student or other person during school hours.

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 the student by the 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 the Student Code of Conduct (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 students, parents, and staff about the Code 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. The County’s Code of Conduct 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, 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 rights and responsibilities of the individuals, 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 understanding of the differences and similarities of students from different cultural backgrounds.

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, counseling, and referral of students with behavioral and substance abuse issues.

25.06.9. No school or board of education property or school county publication may be used for the advertisement of any tobacco or alcohol product. In accordance with WVBE Policy 4930-08-06, students have the right to communicate and interact with students, other students, and the public. This right includes the freedom to speak out against 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 that suggest that the consumption of vended items will result in health or social improvement.

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 School, through the school’s communication organization represents interact with students, other students, and the public. This right includes the freedom to speak out against 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 that suggest that the consumption of vended items will result in health or social improvement.

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 training, support, and resources. These partnerships may be both formal and informal.

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

25.06.15. A description of any source of federal funds available for allocation and disbursement to the county board from the School Access Safety Fund.

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

25.06.17. School Crisis Plans. Each school shall create a school specific crisis response plan for each school building (for public guests). Each plan shall be designed 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 staff and 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 fire department, the service person 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 service and local fire department agencies in drafting the plan. The plan shall address, if applicable, 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. The specific crisis response plan shall be reviewed 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 specific crisis response 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

25.07.1.1. Lost Items:

25.07.1.1.1. A student who reports any type of lost item shall be responsible for following the designated procedures for seeking the lost item. If the lost item is not returned it shall be confiscated as a violation to the student code of conduct.

25.07.1.1.2. A student who uses any electronic communication device for curricular purposes under the direction and supervision of a teacher.

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

25.07.1.1.4. Inappropriate Language. A student will not orally, in writing, electronically, or by any other means, include profanity, racial slurs, obscenity, vulgar gestures, references to sex or sexual acts, or any other language that is offensive or inappropriate.

25.07.1.1.5. Inappropriate Appearance. A student will not wear any apparel that displays or promotes behavior and/or items that are undeclared, indecent, or distracting to the extent it interferes with the learning environment.

25.07.1.1.6. Inappropriate Behavior. A student will not engage in inappropriate behavior, either in general context (not directed toward any individual or group).

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

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

25.07.1.1.9. Inappropriate Language. A student will not orally, in writing, electronically, or by any other means, include profanity, racial slurs, obscenity, vulgar gestures, references to sex or sexual acts, or any other language that is offensive or inappropriate.

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

25.07.1.1.12. Inappropriate Language. A student will not orally, in writing, electronically, or by any other means, include profanity, racial slurs, obscenity, vulgar gestures, references to sex or sexual acts, or any other language that is offensive or inappropriate.

25.07.1.1.13. Inappropriate Appearance. A student will not wear any apparel that displays or promotes behavior and/or items that are undeclared, indecent, or distracting to the extent it interferes with the learning environment.

25.07.1.1.14. Inappropriate Behavior. A student will not engage in inappropriate behavior, either in general context (not directed toward any individual or group).

25.07.1.2. Interventions:

25.07.1.2.1. Interventions:

25.07.1.2.1.1. Administrator/student conference or reprimand

25.07.1.2.1.2. Administrator and teacher-parent/guardian conference

25.07.1.2.1.3. Referrals and conference to support staff or agency for counseling or other therapeutic services

25.07.1.2.1.4. Daily/weekly progress reports

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

25.07.1.2.1.6. Change in the student’s class schedule

25.07.1.2.1.7. School suspension

25.07.1.2.1.8. Confiscation of an inappropriate item
25.07.1.4.1.1.3. Administrator/student conference or reprimand

25.07.1.4.1.1.4. Administrator and teacher-parent/guardian conference

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

25.07.1.4.1.1.6. Daily/weekly progress reports

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

25.07.1.4.1.1.8. Change in the student’s class schedule

25.07.1.4.1.1.9. School service assignment

25.07.1.4.1.1.10. Parental assistance and conference

25.07.1.4.1.2. Disciplinary Actions:

25.07.1.4.1.2.1. Confinement in in-school suspension, in-school detention, or removal from school, for a period not to exceed 30 days.

25.07.1.4.1.2.2. Confinement in out-of-school suspension or detention, for a period not to exceed 30 days.

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 determined to be detained for the normal school day, or parent 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, for a period not to exceed 30 days.

25.07.1.4.1.2.6. Immediate exclusion by teacher from the classroom, for a period not to exceed one school day. The administrator will address the violation following the procedures outlined in W.Va. Code §18A-5-1a, subsections (b) through (h).

25.07.1.4.1.2.10. Recommended placement in an Alternative Education program.

25.07.1.4.1.2.11. Expulsion

25.07.1.4.1.3. Procedure for placement on a delinquency notification.

25.07.1.4.1.3.1. Level III Violations. Imminently Dangerous, Illegal and/or Aggressive Behaviors – 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 deface school property or deface, destroy, or damage property owned by 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, running 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 willfully set off a fire alarm without cause.

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

25.07.1.5.5. Level I Violations. Harassment/Offensive Working or Academic Environment; Intimidation; Religious/ethnic harassment.

25.07.1.5.5.1. Harassment/Offering an Offensive Working or Academic Environment.

25.07.1.5.5.1.1. Sexual 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 participation in the school program.

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 involvement in extracurricular activities.

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, breast, anus, or oral cavity when these are being covered. 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, compelling, or forcing to consent to or 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 a sexual act;

• 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. Immunity: Drugs: Possession, Use, Distribution or Sale. A student will not possess, use, distribute or sell tobacco or tobacco-related substance which is expressly represented or implied to be a controlled substance or to simulate the effect of and/or the appearance (color, shape, size and markings) of a controlled substance. See Section 25.07.1.7.3.1 for circumstances which may result in a student being referred to law enforcement.

25.07.1.5.15. Inhaling 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 circumstances which may result in a student being referred to law enforcement.

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 products.

25.07.1.6.1. Administrator/student conference or reprimand

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

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

25.07.1.6.4. School Responses to Level III Violations. Level III behaviors require a substantive and serious 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.

25.07.1.6.5. Formation of school committee to provide recommendations in the event of a substantiated Level III Violation.

25.07.1.6.6. 2nd Offense – Confiscation of tobacco products and smoking paraphernalia; referral to alternative learning center or detention, if possession or actual use of tobacco products is determined.

25.07.1.6.7. 3rd Offense – Confiscation of tobacco products and smoking paraphernalia; up to 10 days Out-of-School suspension, referral to alternative learning center.

25.07.1.6.8. 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.

3rd Offense – Confiscation of tobacco products and smoking paraphernalia; up to 5 day out of school suspension or referral to Alternative Learning Center.

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.

25.07.1.6.9. School Responses to Level III Violations. Level III behaviors are severe, serious and require a 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 within the school 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.

25.07.1.6.10. School Responses to Level III Violations. Level III behaviors are severe, serious and require a 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 within the school 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.

25.07.1.6.11. School Responses to Level III Violations. Level III behaviors are severe, serious and require a 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 within the school 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.
Guidelines for Suspension and Expulsion

25.08.1. Suspension is considered a temporary solution to a violation, 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 to address serious, atypical behaviors that are detrimental to the progress and general conduct of the school or to a school-sponsored function or on a school bus.

25.08.2. Any suspension shall be reported in writing to the parent(s) or guardian(s) and the appropriate conduct examiner. Procedures the school must follow when dealing with suspensions of more than ten (10) days are outlined in W.Va. Code §18A-5-1a and §18A-5-1a.1.

25.08.3. In the event the principal intends to recommend to the board of education for education or a hearing before the board of education of education or a hearing examiner, a hearing before a hearing examiner may be conducted by one of the boards of education. The board of education shall have the duty to file a complaint with the superintendent, in writing, when the board of education is of the opinion that the student is a dangerous student, such student may not be provided with an education, or is not secure. The board of education may not provide the superintendent with the substance or alcohol, possession of the substance, drug devices or alcohol; Suspension (10 days Mandatory); Criminal charges filed; Recommended transfer to an alternate 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. Petition for reinstatement does not guarantee an early return.

25.07.1.3.3. 3rd and subsequent Offense for use, possession or being under the influence of or second and subsequent offense for possession or being under the influence of a controlled substance as set forth in the Public Education Code, W.Va. Code §18A-5-1a, such a student will not possess a firearm or deadly weapon as defined in W.Va. Code §61-7-2, or on any school bus as defined in W.Va. Code §18A-5-1a, or in or on any public or private school building, on any public playground, athletic field, school bus, school vehicle, or property, or in any other location where school activities or events sponsored by Kanawha County Schools. This manufacture, sale and/or use of illegal substances in any building/structure or area that impair one's ability to safely perform his or her activities, under the influence, distribution or sell of any substance that have instances of prescription drug abuse, and the possession, use, or any device which is designed to be used to produce serious bodily injury to a person, or any other 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 respond to the principal's contentions. 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. A student who is suspended for any school-sponsored activities or events, or suspended from a school program may be suspended for more than ten (10) consecutive school days without the opportunity for a formal hearing as described in W.Va. Code §18A-5-1a(1).

25.08.4. In the event the principal intends to recommend to the board of education for education or a hearing examiner, a hearing before a hearing examiner may be conducted by one of the boards of education. The board of education shall have the duty to file a complaint with the superintendent, in writing, when the board of education is of the opinion that the student is a dangerous student, such student may not be provided with an education, or is not secure. The board of education may not provide the superintendent with the substance or alcohol, possession of the substance, drug devices or alcohol; Suspension (10 days Mandatory); Criminal charges filed; Recommended transfer to an alternate 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. Petition for reinstatement does not guarantee an early return.

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 prohibited by law. Deadly weapons include, but are not limited to, blackjack, gravity knife, knife, switchblade knife, nunchuka, metallic or false knuckles, pistol, or revolver. The deadly weapon also includes explosive, chemical, biological or radiological materials. A deadly weapon may also include a false or legitimate bomb or instrument designed to cause injury to 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 to a person, including, but not limited to, knives, razor blades, and other objects designed to cause serious injury to the person to which they are directed. Any instrument designed to cause serious injury to the person to which they are directed. Any instrument designed to cause serious injury to the person to which they are directed. Deadly weapons include, but are not limited to, blackjack, gravity knife, knife, switchblade knife, nunchuca, metallic or false knuckles, pistol, or revolver. The deadly weapon also includes explosive, chemical, biological or radiological materials. A deadly weapon may also include a false or legitimate bomb or instrument designed to cause injury to a weapon including, but not limited to, pens, pencils, compasses, or combs, with the intent to harm another.
25.10 25.11 25.12 25.13 25.14 25.15

25.09 School Bus Offenses

25.09.1. Conduct detrimental to proper operation of bus – It shall be a violation of this policy to:  

25.09.1.1. Hitting or striking a student on their physical person;  
25.09.1.2. Hitting or striking a student on their physical person;  
25.09.1.3.RATIONALE:  
25.10.2.2. Requirements and limitations:  
25.10.2.2.1. Restraint - the use of physical force to significantly restrict movement or control behavior; and  
25.10.2.2.2. Violation – Denial of transportation privileges pending conference with parent or custodial guardian.

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

25.10.2.2.6. Date of the restraint and the time the restraint began and ended;

25.10.2.2.7. Location of the restraint;

25.10.2.2.8. 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

25.10.2.2.9. Documentation of all parental contact and notification efforts.

25.10.2.2.10. Searches.

25.10.2.2.11.1. Search 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 conditions that impact the student’s learning and/or the violation of the student’s conduct or violation of the student’s rights. Any search or seizure must be conducted in such a way that the privacy of the individual is not invaded 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 who has the authority to supervise and properly discover as a result of a search may be confiscated.

25.10.2.2.11.2. 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 the 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.

25.10.2.2.11.3. Locker Searches. A student’s locker may be searched if there are reasonable grounds to suspect that the search will turn up evidence that the 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 Superintendent shall retain keys to all lockers in order to affect such inspections.

25.10.2.2.11.4. 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 the search of lockers, storage areas, restrooms, or other areas where such drugs or explosives may be found. 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 inspections.

25.10.2.2.11.5. 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 been requested by the school principal, if 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.

25.10.2.2.11.6. Prevention Resource Officers (PRO). PRO Officers are certificated police officers, working as full-time officers who have been assigned to work full-time 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, only those individuals specifically authorized 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 permission to interview the student must be obtained from a parent or guardian 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 restraint is necessary to control an unruly student to prevent the student from being a danger to self or others. Whether the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy.

25.15.5. Investigation Procedures.

25.15.5.1. 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.

25.15.5.2. 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 incidents. However, the principal shall, at a minimum, be present during such interview, provided that such notification would not compromise the investigation or school/student safety. Parental notification is encouraged at Levels II and III and at the discretion of the principal of the investigation.

25.15.5.3. 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.

25.15.5.4. The investigation should be concluded 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. In any investigation, while the officer is present in the school. 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 suspected as a result of the investigation, the principal shall report the suspension to the school official.

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 individuals involved in allegations of violation, the result of such investigation, and all records related to such complaints will be maintained as confidential by the school officials.

25.14.2. Any person who believes he or she has been the victim of a discrimination 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 the law enforcement agency.
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, cafeterias, 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 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.

25.20. **Mandatory Suspension/Discretionary Expulsion Request Act, if committed by an adult, would constitute a felony.**

- Use, Possession or Being Under the Influence of Substances (3rd offense possession or 2nd offense distribution)
- Gang Related Activity
- Insubordination
- Leaving School Without Permission
- Possession of Imitation Weapon
- Possession of a Knife Under 3 ½” in length
- Technology Misuse
- False Fire Alarm
- Fraud/Forgery
- Gambling
- Hazing
- Trespassing
- Sexual Misconduct
- 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)
- Imitation Drugs (3rd offense possession or 2nd offense distribution)
- Inhalant Abuse (3rd offense possession or 2nd offense distribution)
- Harassment/Bullying/Intimidation
- Intentionally defaced school property
- Willfully disobeyed a teacher
- Use of profane language directed a pupil or school employee
- Theft of property valued at less than $999.99
- Improper or Negligent Operation of a Motor Vehicle
- Participated in a physical altercation while under the authority of school personnel
- Threatened or injured or injured a pupil or school employee
- 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:

Principal __________________________ Date ________________

BEFORE THE BOARD OF EDUCATION OF THE COUNTY OF KANAWHA

To: [Parents, Guardians or Custodians] [Student]

School [Address]

Special Education [Student WVEIS #] 504

Parent, Guardian or Custodian [Address]

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
These procedures do not limit

36.03 Dresses, Skirts and Shorts:

36.02 General:

Any clothing, accessories, symbols, jewelry, or other paraphernalia,

50.03 Definitions.

50.01 Purpose. The purpose of these regulations is to prevent racial or

Racial, Religious and Ethnic Harassment Or Violence Prohibited

50.03.1 Racial Harassment – Racial Harassment consists of physical,

Definitions.

The appropriateness of a student’s dress for the school environment

50.04 Non-exemptive Remedy. These procedures do not limit the ability to

ties, rips or cuts in trousers or pants must be below the knee.

tears, rips or cuts in trousers or pants mostly be below the knee. the

the student is under suspension or

ears, rings or any other body piercing may not be worn.

The purpose of these regulations is to prevent racial or religious/ethnic harassment or violence, towards students and staff, to protect the academic environment and to assure that Kanawha County Schools respond to harassment and/or violence incidents when they occur in a manner that effectively deters future incidents and assists students having any physical or mental impairment that substantially

50.03.5.1 an act done with intent to cause fear in another of immediate

No attempt will be made to dictate fashion styles as long as they are

36.05 Accessories:

All students must wear shoes. Flip-flops, thongs or similar type shoe, which fit between the toes, are considered unsafe and, therefore, are not to be worn as the primary level, a boy’s shirt should cover the entire crown

and affirms respect for individuals.

50.04 Reporting Complaints. Any employee or student who has a

the workplace and educational environment is strictly

36.01 Purpose and Purpose:

The appropriateness of a student’s dress for the school environment

36.04 PANTS:

Form-fitting pants, such as spandex or bicycle pants, may only be worn with another layer of clothing which meets the dress code. Any
GRIEVANCE PROCEDURE 504/ADA

Purpose
The purpose of this procedure is to provide a way for any individual, including a parent, student or employee, to reach solutions to problems of alleged discrimination.

Procedure
In the event of a formal grievance, it is encouraged that the individual (or authorized representative) have an informal discussion with the building principal or office director.

KANAWHA COUNTY SCHOOLS ADMINISTRATIVE REGULATION 504 Of The Rehabilitation Act/Americans With Disabilities Act

Grievance Procedure

Series: J12A


Revision Number: 1

5.01 General. The Board of Education of the County of Kanawha (BOARD) ensures its policies, practices, procedures and workplace and educational environment are free from discrimination and harassment on the basis of disability. BOARD will not tolerate disability discrimination or harassment, which are violations of state and Federal law. Any individual, including a parent, student or employee, who feels that any policy, practice or procedure, or direct service provided by the BOARD has resulted in a violation of Section 504 or the Americans with Disabilities Act (ADA), BOARD prohibits any retaliation or reprisal against individuals who file complaints or participate in the complaint process.

5.02 Definitions.

5.02.01 Grievance - a complaint alleging a policy, procedure, practice, or direct service of the BOARD is in violation of Section 504 and/or the ADA. A complaint may also be filed in reference to alleged discrimination based on disability and/or harassment directed toward an individual by students, staff, or other third parties.

5.02.02 Grievant any individual, including a parent, student or employee, who files a grievance alleging that a policy, practice, procedure, or direct service provided by the BOARD, or that any alleged act of discrimination has resulted in a violation of Section 504 and/or the ADA.

5.03 Level 1: Section 504/ADA Coordinator. A grievant may file a written grievance by submitting a written report to the Section 504/ADA Coordinator. The grievance must be written in such a manner as to clearly identify the issues to which the grievance relates. Grievants are encouraged to maintain copies of all written communications regarding the grievance.

5.03.01 Within 10 days of receipt of the written grievance, the Board of Education shall conduct an informal review of the grievance and all concerned parties will be notified of any additional information relevant to the investigation, including submission of documents and other evidence and submission of names of witnesses submitted by the parties.

5.03.02 BOARD staff directly involved in the allegations will be informed in writing of the grievance and will be requested to submit relevant documents and other evidence, including names of witnesses, which may be included.

5.03.03 Parties will be given 20 days to submit documentation.

5.03.04 The Coordinator will conduct an investigation, which will consist of a review of all documentation submitted and interviews of individuals having information relevant to the investigation, including witnesses submitted by the parties.

5.03.05 The Coordinator will issue a letter of findings to all concerned parties within ninety calendar days of receipt of the written grievance stating: 1) the allegations, 2) the remedy sought by the grievant, 3) individuals interviewed and documents reviewed; 4) statement of the findings of fact, 5) a statement of the conclusions of the investigation, and 6) the actions to be taken to correct any violations found and to prevent the recurrence of such violations.

5.03.06 With the agreement of all parties, the timeline for completing the investigation and issuing the report may be extended.

5.03.07 BOARD will take steps to prevent the recurrence of any discrimination or harassment, and to correct any discriminatory effects on the Grievant and others, when appropriate.

5.03.08 A copy of the letter of findings will be provided to the grievant, the office director or school principal and the Superintendent of Schools.

5.04 Level 2: Superintendent. A party not satisfied with the decision from Level 1 may make a written appeal to the Superintendent, hereafter, the "Superintendent", within 30 calendar days of the issuance of the letter of findings from Level 1. Upon receipt of the request for review of the letter of findings and decision, the Superintendent or designee shall notify all parties of the appeal and of their right to submit additional relevant information for consideration.

5.04.02 The Superintendent or designee shall review the letter of findings, review any additional information submitted and issue a written decision to all concerned parties within 45 calendar days.

5.04.03 The decision of the Superintendent is final. A party not satisfied with the decision may appeal to the U.S. Department of Education or a court of competent jurisdiction.

5.05 Options for the Grievant. Employees of BOARD may file a grievance under the employee grievance procedure under Article 2, Chapter 6C of the Code of West Virginia. A grievant may at any time file a complaint with the Office for Civil Rights, Wannamaker Building, 100 Penn Square East, Suite 515, Philadelphia, PA 19107. A due process hearing may be held for Section 504 issues with respect to actions regarding the identification, evaluation or educational placement of a student with a disability, because of disability, need or are believed to need special instruction or related services. A hearing request addressing issues under both the Individuals with Disabilities Education Act and Section 504 for an individual student filed with the BOARD will be reviewed and decided by the Section 504 Coordinator: Dr. James Mullins, 304-347-7740 ext. 347, ADA Coordinator, Mr. Charles H. Wilson, 348-6148.

FEDERAL LAW SUMMARY SHEET

Title IX

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

KANAWHA COUNTY SCHOOLS ADMINISTRATIVE REGULATION Title IX Grievance Procedure

Series: J12A

Reference: Title IX Educational Amendments of 1972 Issued: 02.18.1980


Revision Number: 4

Title IX of the Education Amendments of 1972 prohibits sex discrimination in educational programs or activities receiving Federal financial assistance. The following grievance procedure has been adopted.

 PURPOSE

The purpose of this procedure is to provide a way for employees, students and third parties to reach solutions to problems of alleged sex discrimination, including sexual harassment, sexual assault and sexual violence.

DEFINITIONS

"Sex discrimination" occurs when a person, because of his or her sex, is denied participation in or the benefits of any education program receiving Federal financial assistance. Sex discrimination includes, but is not limited to, race, color, national origin, sex, age, or disability.

"Sexual harassment" shall consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal, written, or graphic, or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a student's academic status or an employee's employment.

2. Submission to or rejection of such conduct was used as the basis of an academic or employment decision affecting an individual.

3. Such conduct deprives a student of educational and employment benefits or privileges.

4. Such conduct is so sufficiently severe, persistent, or pervasive that it has the purpose or effect of substantially interfering with a student's educational performance or an employee's job performance, or creating an intimidating, hostile, or offensive educational or working environment.

Examples of conduct that may constitute sexual harassment include, but are not limited to, touching, pinching, grabbing, or otherwise subjecting an individual to unwanted sexual advances; requests for sexual favors; or other verbal, nonverbal, or physical conduct of a sexual nature. If a student, faculty member or employee feels that he/she has been subject to either a violation of Section 504 or the Americans with Disabilities Act, or that any act or practice, or direct service of the BOARD is in violation of Section 504 or the Americans with Disabilities Act (ADA), BOARD prohibits any retaliation or reprisal against individuals who file complaints or participate in the complaint process.

This policy will be distributed to all buildings and facilities within the Kanawha County School District. Section 504 Coordinator: Dr. James Mullins, 348-347-7740 ext. 347, ADA Coordinator, Mr. Charles H. Wilson, 348-6148.

Nondiscrimination statements shall include the position, office address and telephone number of the Compliance Officer.

The Compliance Officer, together with other appropriate district officials, is responsible to monitor the implementation of nondiscrimination procedures in the following areas:


2. Training - Provision of training for students and staff to identify and alleviate problems of discrimination and unlawful harassment.

3. Employment Relations - to ensure that all students have equal access and are not segregated under this policy.

4. Non-Discrimination - to ensure that all students have equal access and are not segregated under this policy.

5. Student Evaluation - Review of tests, procedures, and guidance textbooks and supplemental materials for discriminatory bias.

6. Employment Relations - to ensure that all students have equal access and are not segregated under this policy.

7. Student Quota System - Review of data and other information for discriminatory bias.

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4. Student Quota System - Review of data and other information for discriminatory bias.

5. Student Evaluation - Review of tests, procedures, and guidance textbooks and supplemental materials for discriminatory bias.

6. Employment Relations - to ensure that all students have equal access and are not segregated under this policy.
Each employee shall be responsible to maintain learning and working environment free from all forms of unlawful discrimination and harassment, and to report all incidents of unlawful discrimination or harassment which he/she observes or is informed about to the building principal or Compliance Officer.

Each employee shall be responsible to respect the rights of their fellow students and district employees and to ensure an environment free from all forms of unlawful discrimination and harassment, and to report all incidents of unlawful discrimination or harassment which he/she observes or is informed about to the building principal or Compliance Officer.

Reporting Violations: Filing Complaints

A student (or his/her parent/guardian) who believes he/she has been subject to conduct that constitutes unlawful sex discrimination, including sexual harassment, shall report the incident to the building principal as soon as possible. A student may also report the incident to any teacher, coach/advisor, counselor, or administrator. A complaint may also be filed with the Title IX Coordinator at 200 Elizabeth Street, Charleston, WV 25311, Telephone Number 304-348-1379.

Any school employee who suspects or is notified that a student has been subject to conduct that constitutes unlawful sex discrimination, including sexual harassment, shall report the incident to the building principal as soon as possible (not later than twenty-four (24) hours unless extenuating circumstances justify a reasonable extension of that deadline). The building principal or another administrator as soon as possible. If the building principal is the subject of the complaint or otherwise not impartial, the report shall be made to another administrator or the Superintendent of Schools.

All complaints by a student (or his/her parent/guardian) who asserts that he/she has been subject to conduct that constitutes unlawful sex discrimination, including sexual harassment, shall be filed by completing County Schools Incident Report: Possible Sexual, Racial, Religious/ethnic, or Other Harassment Form, or the forms which are available at each school building principal and other working location or from the Compliance Officer. If the incident was initially reported orally, the building principal or Compliance Officer shall confirm in writing the details of the complaint. Any complaint submitted in writing shall promptly provide all necessary forms assistance to enable the complainant to file an appropriate written complaint. Complainants may also be accompanied by a companion/guardian at all steps of the complaint procedure.

Complaints shall be filed within thirty (30) calendar days after any incident alleged to constitute a violation of this policy or they shall be deemed untimely. If it is not possible to complete the investigation in a timely fashion, the school employee shall report the incident to the Compliance Officer or another administrator as soon as possible.

If the building principal is the subject of the complaint or otherwise not impartial, the student shall report the incident to the next administrator as soon as possible. In the latter case, the Compliance Officer shall authorize another administrator or person trained on this policy to commence an informal investigation and resolution.

Upon receiving a written complaint of discrimination, the building principal or other person designated to conduct the initial investigation shall be responsible to:

1. Provide the opportunity for participation by the parents/guardian of a minor student and representation by counsel at any conference, meeting, or hearing with a student and in presenting information.

2. Provide an opportunity for the complainant and the accused to present witnesses and other evidence.

3. Conduct a fair and impartial investigation of the complaint and make a determination based on a preponderance of the evidence.

4. Take all necessary interim actions reasonably calculated to prevent any other violations prior to the completion of the complaint procedure.

5. Comply with the confidentiality requirements of this policy.

6. Notify the complainant of the status of the investigation and complaint procedure on a periodic basis and at appropriate stages of the procedure.

7. The results of the investigation of each complaint filed under these procedures shall be summarized by the Investigation Coordinator at 200 Elizabeth Street, Charleston, WV 25311, Telephone Number 304-348-1379.

Investigation

The formal investigation shall include individual interviews with the complainant, the accused, and others with knowledge relative to the complaint. The investigator shall also evaluate any other information and materials relevant to the investigation, and shall consider all information presented by the complainant and the accused. Every attempt will be made to conduct and complete the investigation as thoroughly and speedily as possible.

If the building principal is the subject of the complaint or otherwise not impartial, the report shall be made to another administrator or the Superintendent of Schools.

The building principal or other person designated to conduct the initial investigation shall prepare a written report within fifteen (15) calendar days following the conclusion of the investigation. The report shall include a summary of the investigation; findings of fact and an explanation of the evidence in support of such findings (including a determination with respect to the factual allegations of the complaint); conclusions whether there have been any violations based on the factual findings and a discussion of the reasons for such conclusions; and a recommended disposition of the complaint, including any recommended district action.

The written report shall include a summary of the investigation; findings of fact and an explanation of the evidence in support of such findings (including a determination with respect to the factual allegations of the complaint); conclusions whether there have been any violations based on the factual findings and a discussion of the reasons for such conclusions; and a recommended disposition of the complaint, including any recommended district action.

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Appeal

The results of the investigation of each complaint filed under these procedures shall be reviewed by the appeal officer designated by the Superintendent or his/her designee. Any district procedures, and other applicable state and federal laws, rules, and regulations, and the provisions of Kanawha County Schools Administrative Regulation G64A.

The building principal or other person designated to conduct the initial investigation shall prepare a written report within fifteen (15) calendar days following the conclusion of the investigation. The report shall include a summary of the investigation; findings of fact and an explanation of the evidence in support of such findings (including a determination with respect to the factual allegations of the complaint); conclusions whether there have been any violations based on the factual findings and a discussion of the reasons for such conclusions; and a recommended disposition of the complaint, including any recommended district action.

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the investigator shall provide a written report with accompanying documentation to the Superintendent. At the time the report is submitted, the Superintendent shall provide written notice specifically stating the grounds upon which the proposed disciplinary hearing is being requested. The person who is being requested for the investigation shall be notified in writing.

1. The person accused of the harassment shall be notified promptly of the investigation after the complaint is placed in writing or the investigator otherwise determines that there are reasonable grounds to believe that an incident of harassment actually occurred. The accused shall be advised that there will be no retaliation against any person for reporting the alleged sexual harassment or for testifying, assisting, or participating in an investigation, proceeding, or hearing relating to the sexual harassment claim.

2. An appropriate investigation shall be promptly initiated with a full, confidential interview with the complainant by an investigator not employed at the school site. At the time the interview is scheduled, the investigator shall inform the complainant whether there will be a parent or guardian present or consent of the parent or guardian must be given for the interview unless the student is eighteen (18) years or older. Prior to the interview, the Lead Counselor for the school district will designate a counselor or psychologist to be present during the interview in order to assist for the complainant, including scheduling changes or counseling.

3. Following an interview with the complainant, the investigator should individually interview any witnesses identified. Each witness shall be directed to keep the matter confidential.

4. The investigator shall obtain from the complainant the content of the allegations, the names of any witnesses, and supporting documents and evidence. The interview with the complainant shall be recorded by mechanical means. In the alternative, the complainant may be given an opportunity to provide a hand-written statement of events.

5. The investigator should confirm whether the appropriate reports were made to the police and/or child protective services. Further, the investigator shall ask the complainant who the individual is that can best represent for the complainant, including scheduling changes or counseling.

6. The investigator will advise such individuals that should retaliation or reprisal occur he/she shall promptly report the specific actions to the investigator.

7. The investigator shall question the accused regarding the alleged allegations and obtain the names of any witnesses and supporting documents and evidence. The interview with the accused shall be recorded by mechanical means. In the alternative, the accused may be given an opportunity to provide a hand-written statement of events.

8. At the conclusion of the interview, the complainant and any witnesses will be advised by the investigator that no persons should retaliate against them for reporting the alleged sexual harassment or for testifying, assisting, or participating in the investigation proceeding or hearing related to the sexual harassment claim. Further, the investigator will advise such individuals that should retaliation or reprisal occur he/she shall promptly report the specific actions to the investigator.

9. Once all witnesses identified by the complainant have been interviewed and all supporting documents or evidence has been gathered, the investigator will interview the accused employee.

10. At the time of the interview, the accused employee must be provided a copy of this policy.

The investigator shall question the accused regarding the alleged allegations and obtain the names of any witnesses and supporting documents and evidence. The interview with the accused shall be recorded by mechanical means. In the alternative, the accused may be given an opportunity to provide a hand-written statement of events.

11. At the conclusion of the interview, the investigator will again advise the accused that there shall be no retaliation against any person who reports the alleged sexual harassment or for testifying, assisting, or participating in an investigation, proceeding, or hearing relating to the sexual harassment claim. The accused will be advised that the person who is being investigated may be present during the time the student provides sworn testimony. The hearing may be postponed for good cause, however, if the hearing is postponed at the request of the employee and rescheduled and held within thirty days from the date originally scheduled, the Superintendent may determine that the employee’s status will be changed to suspended without pay.

12. In the event a Kanawha County Schools student, or any other person under the age of 18, testifies as a witness in an employee disciplinary hearing, such testimony shall, at the request of any party, be taken by the hearing examiner and transmitted. The testimony of the student or child shall be taken in a room, separate and apart from the room in which the employee is present. The hearing examiner, the court reporter, the attorneys for the parties, the student’s or child’s parents and any other person the hearing examiner determines should be present, shall be present in the room in which the student or child is testifying. The image and voice of the student or child shall be electronically transmitted. The hearing examiner is responsible for ensuring the transmission. The student or child shall testify under oath and shall be subject to examination and cross examination as in the same manner as any other hearing. The hearing examiner may permit consultation between counsel and the parties by adjournment, electronic means or otherwise.

13. If the accused employee retires or resigns following notice of a disciplinary hearing or during the course of a disciplinary hearing, a letter advising that the employee did not conclude the disciplinary hearing will be sent to the West Virginia State Superintendent of Schools, accompanied by a copy of the disciplinary notice and a copy of the report of allegations. A copy of the West Virginia State Superintendent of Schools advising that the employee did not conclude the disciplinary hearing and the disciplinary notice and report of allegations will be placed in the employee’s personnel file. Such a letter will be transmitted. The letter will be specifically ordered to remove such by an administrative body or court of competent jurisdiction such as the West Virginia Education and School Employees Grievance Board, Circuit Court, or West Virginia Supreme Court of Appeals.

14. A disciplinary hearing will be conducted by an independent hearing examiner who is not employed by the Board of Education. The hearing examiner shall, within a reasonable time, submit to the Superintendent specific findings of fact and law along with a recommendation for action.

15. The Superintendent will determine whether discipline is appropriate and the employee shall be given written notice of the Superintendent’s action along with the reasons for the action. Such discipline may include reprimand, suspension, or termination of employment.

16. Any action by the Board of Education will be timely related to the employee, along with any explanation of the employee’s right to appeal to the West Virginia Education Employees Grievance Board.

17. The Superintendent will report any conviction of a felony, hearing determination that admission to the Board of Education is not appropriate, or an omission of duty to the Superintendent.

18. The decision of the hearing examiner shall be final and not subject to further appeal. However, nothing contained herein shall be construed to limit the right of persons to appear before the Kanawha County Board of Education as provided in Section 1.07 of Board Policy.

6.04 Employee Due Process. Nothing within this regulation shall be construed to limit any relevant due process rights of school employees relative to decisions which may adversely affect terms and conditions of employment.

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. If a complaint is not resolved in a manner of a student, employee, or parent believes to be 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 school board 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 personnel shall be resolved by the school personnel organization. For direct disputes against the school personnel organization, the parent or legal guardian of the student shall request that the appeal 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 any appeal. If a case is not resolved at this level, the proper 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 prescription time lines and provisions for written responses, preparation for the hearing, 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 Councils will be established in every school consisting of the following:

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 non-teaching staff 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, or non-teacher public employee elected by the school service personnel organization, the parent or legal guardian students enrolled at the school in such manner as may be determined by the principal;

5. Five at-large members appointed by the principal, one of whom represents business or industry, one of whom represents public education and one of whom represents business or industry, neither of whom is eligible for membership under any of the elected classes of members;

6. In the case of the vocational-technical schools, the vocational director or his designee as the representative of the vocational-technical school. The vocational director 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 principal shall replace the principal of any other school 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 by school newsletter. No notice of election shall be given to students, teachers, or other public employee for this election. School councils shall be held within the same week. Parents, teachers, and school service personnel to the council shall serve a two-year term, and elections shall be arranged in such a manner that no more than two or three members of the council will be elected in any given year. However, if more than one service person are elected in a given year. All other non-official 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.
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 convenience of the council.

t. 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 be the official representatives of the school improvement councils.

In order to provide 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;
5. Foster utilization of the school facilities and grounds for public community activities.

The 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 the specific needs of the student body within a school or within a school system. In accordance with section thirty, 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, therefore, local school level programs to 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 the proposal 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 measures to waive or interpret policies or rules promulgated by the state board or state superintendent interpretations: Provided that such request for waiver is submitted to the appropriate board adopting said rule or policy and that the board adopting 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 waives such a request, the local school improvement council may seek an advisory opinion from the state board regarding the waiver. If the state board or county 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 has passed such a resolution. In instances where the state board or county board or state superintendent Interpretations: Provided further, that notwithstanding any other provisions of the law to the contrary, the county 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 school board.

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 ensure that a student’s health needs are adequately met during the school day. In the event of a 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 excluded from school until the parent/guardian has taken personal 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 before 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 forarranging transportation for your 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. In the event of a student suspected of being ill, and parents can be contacted. Confidentially of infected 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

Parent Responsibilities:

1. Arrange, if possible, for an infested student to be transported home.
2. Appropriately treat students with a pediculicide, remove nits from the student's family members, and return items to the 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 mates and partners and close playmates should be checked. Confidentially of infected students will be maintained at all times. At any time 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.
INTEGRATED PEST MANAGEMENT
(Kanawha County Schools)

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 school units to implement an Integrated Pest Management (IPM) Program. The IPM program is designed to be an 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, is hereby providing notice that, effective immediately, an IPM Program is being implemented.

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:
Sensitivities to pesticides? (If so, please list) REGULATION FOR PUPILS TRANSPORTED IN SCHOOL BUSES (Policy 4331 - Approved by the State Board of Education) BUS MUST BE Kept FREE OF SMOKE AND ENFORCED BY THE BUS OPERATOR

State of West Virginia
State Department of Education
Office of School Transportation and Facilities

REGULATION FOR PUPILS TRANSPORTED IN SCHOOL BUSES–Jim Winthrop
(Policy 4331 - Approved by the State Board of Education)

OUTSIDE THE BUS
a. Walk on left side of road, facing traffic.

OUTSIDE THE BUS
b. Be responsible for the vandalism that occurs on a seat in which they ride.

c. Cooperate with the bus operator to keep the bus clean. Except when medically necessary, eating and/or drinking on the bus is prohibited.
d. Avoid unnecessary conversation with the bus operator.
e. Keep head and arms inside bus windows at all times.
f. Respect seated or exit or released latch to the bus operator immediately.
g. Provide enrollment information to the bus operator.
h. No riding in stepwell or forward of front row of seats.
i. No standing while bus is in motion. Violation of this rule at any time is a seat is available.
j. No use of profane or obscene language.
k. Do not throw or pass any object of any nature into or from the bus through a door or window.
l. Unless otherwise directed by the bus operator, do not open emergency exits, except during emergencies.
m. Comply with the Student Code of Conduct policy.

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 on the bus. All pupils are expected to follow the rules and regulations governing transportation. The 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 permitted.
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, such disorderly passenger may beForbidden by the operator of the bus from 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 does not preclude 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 the situation can be corrected. This includes regular bus runs, vocational, extra-curricular, and other trips necessary for the operation of the school system. The bus 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 $500, to be provided 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 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 that 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 $500, to be provided as provided by state law.

(3) If conditions require a bus to be removed from a run as a result of excessive 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.

***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. A second offense will result in 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. 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 of home, work, cell phones, etc. are correct at your child's school.

Parents, employees, and students, are asked to not call the radio and television stations or 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.

Schools are closed for the day (or when schools are to be closed when school is opened early) all regular classes, extracurricular 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 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
Prior to affording individual student

students MUST complete their portion of the Kanawha County School Bus Identification safety Tag Program (4346) requires County School Systems

the building will be closed.

she understands. Return your plan to the school so that we will know

Everyone needs an alternate plan. Maybe you are always home,

when the buses are waiting to leave. A procedure and plan needs to

child has a safe place to go? It is impossible to allow the children to call

In the event school must be closed or dismissed early due to bad

2. If parents choose to charge student meals, a bill will be mailed

Nutrition office and a statement will be sent home each month

involved with supervising the lunchroom.

The school office should not be

they are of an emergency nature.

security.

supervisor must provide the appropriate bus driver(s) a copy

of a form.

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

The acceptable and digital resources is an extension of the educator's responsibility

and digital resources is an extension of the educator's responsibility

programs are prohibited from

receiving or undertaking

activities for which students

receiving or undertaking

activities for which students

are now given the

CSIP

Internet and Telecommunications Access Acceptable Use.

apparent and acceptable at

functionality of all K-12 students will receive the grade appropriate curriculum

in accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies,

Civil Rights

individuals who are deaf, hard of hearing or have speech

disabilities may contact USDA through the Federal Relay Service

In accordance with Federal civil rights law and U.S. Department

For the purpose of legal educational pursuits, use of

appropriate terminations of student access have occurred.

The principal shall cause a monthly review of the

affords student telecommunication access shall cause the termination

of all educational staff and employees.

It is also the educator’s responsibility not to use electronic
tools, as they are an integral part of the technologies that all K-12 students will receive the grade appropriate curriculum

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6. Employees, the student and his/her parent(s) or guardian(s) must understand that access to the School District Network is being developed to support the District's educational responsibilities and the school’s policies. The student will have their own account and may change it from time to time. In addition, Kanawha County Schools makes no warranties with respect to network service, and it specifically assumes no liability for any training required by the student to utilize the network service.

7. Specific examples of prohibited use include, but are not limited to:
   a. Downloading, executing or viewing non-educational activities (e.g., games, music, videos, shopping, gambling);
   b. Downloading, uploading and/or executing malicious code (e.g., viruses, Trojans, worms, malicious software, malware, etc.);
   c. Creating, storing, transmitting or viewing materials of a violent, sexual, racist, obscene or other offensive nature;
   d. Cyber bullying, hate mail, defamation, harassment or any kind of harassment, jokes, remarks, and similar inappropriate uses as referenced in federal, state, and local policies and laws.
   e. Employing the network, equipment or technology resources for commercial or unauthorized purposes;
   f. Using school equipment or resources in any manner that violates any law or state/district policy.

8. A student is allowed to use the Internet unless an authorized adult supervises the student. District employees and volunteers shall be required to have successfully completed the KCS Hour Internet course. In addition, a signed acceptable use agreement must be filed for the student by the student or guardian.

9. Access to the Internet and the district's computer system is provided in the same manner as the Internet. Computer use shall be permitted only in the presence of the District Network. All students must sign for the District Computer Network System. This access provides technical protection measures in the form of firewalls, anti-virus, anti-spyware, anti-malware, anti-adware, anti-phishing, and other similar protective measures established by the District or WVDE and WVNET.

10. The student is responsible for any damages, loss of data, or validity of information acquired, when using the Web, email, or any other electronic resource.

11. Use of the Internet and Inter-networking Telecommunication Network is considered an extension of the school, and students are bound by the same rules and regulations as employees. The student is responsible for his/her actions while on the Internet. Allegations of such abuse shall be investigated and appropriate administrative and/or disciplinary actions initiated according to applicable administrative and policies and procedures.

12. Regardless of the type of social media or electronic communication, inside or outside school, all employees shall maintain a professional relationship with students. Therefore, all employees are discouraged from communicating with students via electronic media such as social media to establish non-professional interaction with students. Doing so places the employee at risk. Instances of inappropriate conduct shall be investigated and handled according to the applicable Code of Conduct and Progressive Disciplinary Procedures.

13. Kanawha County Schools recognizes the educational benefits of publishing information on the Internet by school personnel and students. In order to protect the District's network and the educational purpose, the following guidelines for publishing information on the Internet, except to the extent that the Communications Committee of the Board and/or School Technology Committee establishes procedures that are more restrictive than this Policy 2460.

14. This access provides technical protection measures in the form of firewalls, anti-virus, anti-spyware, anti-malware, anti-phishing, and other similar protective measures established by the District or WVDE and WVNET. There is no presumption of privacy regarding these accounts, and either account may be closed or deleted at any time. This includes deleting any associated personal information.

15. Personal technology devices cannot be added to the school, district or state network without prior permission from the Department of Technology or Department of Information Systems.

16. This access provides technical protection measures in the form of firewalls, anti-virus, anti-spyware, anti-malware, anti-phishing, and other similar protective measures established by the District or WVDE and WVNET. There is no presumption of privacy regarding these accounts, and either account may be closed or deleted at any time.

17. In order to protect the District’s network and the educational purpose, the following guidelines for publishing information on the Internet, except to the extent that the Communications Committee of the Board and/or School Technology Committee establishes procedures that are less restrictive than this Policy 2460.

18. This access provides technical protection measures in the form of firewalls, anti-virus, anti-spyware, anti-malware, anti-phishing, and other similar protective measures established by the District or WVDE and WVNET. There is no presumption of privacy regarding these accounts, and either account may be closed or deleted at any time.

19. In order to protect the District’s network and the educational purpose, the following guidelines for publishing information on the Internet, except to the extent that the Communications Committee of the Board and/or School Technology Committee establishes procedures that are less restrictive than this Policy 2460.
Kanawha County Schools

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