

# *PASSWORDS And IMPORTANT INFORMATION*

# LONG DRAIN SCHOOL

3538 Long Drain Road, Metz, WV 26585

304.775.4221

Dear Parents and Students,

This handbook will serve as a wonderful resource for this coming school year. The Long Drain Staff worked collaboratively to include details on the school rules and procedures. Please read this document thoroughly, then sign and return the Parent-Student Contract and the Acceptable Use Policy at the end of the handbook. Additionally, medication forms are included at the end of this handbook.

On behalf of the faculty and staff, I would like to extend a ***BIG HORNET WELCOME***, and invite you to visit during open houses and family nights, attend your child's programs, and become an active member of our PTA and volunteer program.

Should you have any questions or concerns, please call the LDS at 304-775-4221.

Yours in Education,

***Laura L. McLaughlin***

Principal



**Learning**

**Determines**

**Success**

**Productive workers**

**Respectful citizens**

**Independent thinkers**

**Dedicated students**

**Effective communicators**

*We will encourage students to be confident, knowledgeable, responsible and productive citizens for a diverse, ever-changing world.*

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## Arrival

Students are expected to ARRIVE prior to 8:00 a.m. and no earlier than 7:40 a.m.

### **DO NOT DROP STUDENTS OFF BEFORE 7:40 a.m.**

We will continue to load and unload buses at the gym area parking lot. Staff will use this lot for parking and visitors may park at the main entrance located at the rear of the building.

All doors will be locked at all times. All students (including Pre-K) and visitors must come directly to the office for entry into the building.

Parents who transport their children to school should follow the following procedure:

1. Drop child off at the office entrance.
2. For security purposes: Wetzel BOE Policy KK
  - a. Your child needs to go directly to the gym without parental escort.
  - b. If you need to speak with your child's teacher, please call or visit the office for an appointment.
  - c. At dismissal time, parents are not to enter the building.
  - d. Parents or others picking up students that normally ride the bus MUST sign them out in the office. NO EXCEPTIONS!
3. Only staff members shall use the gym parking lot between 7:40 a.m. and 8:10 a.m. The Wetzel County Sheriff PRO will be notified if this policy is violated (Safety issue-use side road to park vehicle)
4. Walk children to the door.

## Expectations on the Bleachers

### **STUDENTS**

- Students are expected to go to the bleachers and wait in their assigned areas for the bell to ring.
- Students are not to be in their backpacks.
- There should be no toys, stuffed animals, etc.
- Do not put your feet on the seats. Walk on the **gray**, sit on the **blue**!
- No eating or drinking on the bleachers at any time!

## BREAKFAST

Breakfast will be served in cafeteria and is available to all students.

## Dismissal

During dismissal, students who ride the bus will be escorted to the gym and/or be placed on their bus. ***Students waiting for their bus are to abide by the rules listed above for arrival.*** Students are expected to go to the bleachers and wait in their assigned areas for their bus to arrive.

### **Dismissal (Pick-up)**

Students who are to be picked up will be taken to the main entrance (located near the office). Parents should be visible and meet them at the **OFFICE** door. ***Parents MAY NOT WAIT in the hallways or block the doors.***

**Parents do not wait until 3:00 to call for your child to be a pick up.**

**The cut off for student notes is 1:45 p.m.**

### **Dismissal Times**

Pre K	3:07	Kindergarten	3:08	1 <sup>st</sup> Grade	3:09
2 <sup>nd</sup> Grade	3:10	3 <sup>rd</sup> Grade	3:11	4 <sup>th</sup> Grade	3:12
5 <sup>th</sup> Grade	3:13	6 <sup>th</sup> – 8 <sup>th</sup> Grade	3:15		

### **Student Sign-Out Policy**

If a student needs to leave school *prior* to regular dismissal time, he/she *must* be signed out by a parent/guardian in the office before leaving.

- The secretary will notify the student from the office.
- Parents are not to go to the child's classroom.
- Students will not be permitted to leave early without a written valid excuse being presented in the office.
- Students leaving early will be marked accordingly.
- Please do not remove children early unless it is for illness, medical/dental appointment that cannot be scheduled during non-school hours or for an emergency.

**NOTE: Staff members at Long Drain School continue to teach until the final minutes of the day and your child will miss important instruction and can disrupt other students' learning.**

### **Discipline**

A safe and orderly environment is essential for a school to be effective. Each teacher outlines his/her rules and consequences in the classroom. Teachers are expected to teach the appropriate behavior to the students. Students are expected to demonstrate manners to adults and peers. School-wide expectations will be reviewed with all students as they will be held accountable for these daily.

Except for severe or recurring behavior problems, teachers, aides and bus drivers will deal with discipline issues as they occur. Severe problems will be handled by the principal with parental contact and input on an immediate basis. Consequences for students who are referred to the principal are the same as the Wetzel County Schools Code of Conduct. West Virginia policy, 2520.19 and 4373, will be followed.

### **PDA**

The Long Drain School Staff will not tolerate public displays of affection. Students are not to hold hands, hug, kiss or demonstrate any form of inappropriate physical contact.

### **DRESS CODE**

Students are expected to come to school looking clean, neat, and dressed in a manner which is accepted as being in good taste. **Any type of attire that attracts undue attention to the wearer and thus causes a disturbance in the school, is considered bad taste and not acceptable.**

1. No hats, caps, sunglasses and /or head cover-rags inside the building. They must be put away prior to entering the building.
2. No clothing, jewelry, etc., which advertises any alcoholic beverages, drugs or paraphernalia or exhibits obscenities pictorially or verbally.
3. Any offensive symbols will not be permitted
4. Shorts **are** permitted.

- a. Shorts or skirts should NOT be any shorter than mid-thigh. The finger-tip rule will be used to determine appropriateness. Multiple violations of the short policy will cause students to lose the privilege of wearing them.
5. There are to be no rips in pants or shorts above the knee.
6. Pajamas are not allowed unless the day is deemed Pajama Day!
7. Spaghetti straps, tank tops, and belly shirts are prohibited.
8. All undergarments must be covered (bra, straps, underwear, etc.)
9. Shirts *must* cover the top portion of the shoulder. Shirts may not expose body below the arm pit. Shirts may not be a low-cut garment. Shirts should be long enough to allow them to be tucked in if dress is deemed objectionable.
10. Yoga pants and leggings must be covered to the knee.

### **Parents, please note the consequences:**

A warning may be given during the first 3 days of school. After this initial period, students will be instructed to call home for a change of clothes and are subject to lunch detention. If unable to provide a change of clothes, the school may provide an option from the LDS clothes closet.

### **WEAPONS**

Possession of dangerous weapons is an automatic 365-day expulsion. The WV Board of Education now considers small knives with blades less than 3.5 inches a dangerous weapon. This includes a pen knife!

### **TOBACCO/ALCOHOL**

The use, distribution, and possession of tobacco or alcohol in any form are unacceptable and shall not be permitted on school property or while under school supervision. Vaping is included in this policy. Students violating this policy will subject to:

- First Offense: 3-day suspension from school (Out) or 1-day suspension and Tobacco Cessation Classes
- SAT Team Referral
- Parent/Guardian Notification
- Magistrate

### **FIGHTING**

Physical confrontations involving fists, kicks, shoves, wrestling, and/or open hand slaps are unacceptable and will not be tolerated. Each action will be evaluated, and students who cannot control themselves may be subject to legal action from the Wetzel County Prosecuting Attorney and or consultation with the PRO officer. **(Physical confrontations are illegal and may result in the charge of Battery)**

### **Racial, Sexual, Religious/Ethnic Harassment Policy**

It is the policy of Wetzel County Schools that racial, sexual, religious/ethnic, harassment and violence will not be tolerated under any circumstances. We firmly believe that all persons are to be treated with respect and dignity. Harassment and violent incidents will be responded to in a manner that effectively deters future incidents.

Racial, sexual, religious/ethnic, harassment and violence refers to unwelcome and unwanted behavior related to sex, race, religion or ethnic group that makes the recipient feel afraid, embarrassed, helpless, angry or unsafe or upsets the recipient to the point that they cannot learn, cannot teach, or be effective at school or at his/her job.

Harassment and violence is prohibited between staff members, between staff members and students, between students, and from members of the public directed at students or staff, on school property or at school-sponsored events. Some examples of harassment and violence may include but are not limited to: unwelcome touching, pinching, or physical contact; obscene gesturing or calling someone gay; ethnic or racial slurs; or threats; insults, or assaults against someone due to their sex, race, religion, or ethnic group.

The policy has been updated to include cyber bullying. The complete policy can be located at [www.wetzelcountyschools.com](http://www.wetzelcountyschools.com). The policy is GBAB.

If a staff member or student feels that his/her emotional well-being, his/her sense of safety and security or sense of self-worth is being affected by such conduct, a complaint should be filed by contacting the school principal or by calling: Todd Barcus, (304) 455-2441 ext. 118.

Expected behavior in safe and supportive schools (WVDE Policy 4373) became effective July 1, 2012. This policy combines five existing policies into one policy. The policies that have now been combined are: Harassment and Violence, Alternative Education Programs for Disruptive Students, Substance Abuse and Tobacco Control, Student Rights and Responsibilities, and Student Code of Conduct. Examples of some of the changes taking effect include social skills standards being taught in classrooms in an effort to combat bullying and harassment. These school-wide behaviors and expectations will be determined by the faculty of each school in the state of West Virginia. Additionally, changes have been made to the state Student Code of Conduct form. Examples include: tobacco violations have been changed from a Level 1 violation to a Level 3 violation (Level 4 is the highest), possession/use/distributions/sale of imitation drugs is a Level 3 violation, possession/use of alcohol violations have been changed from a Level 3 to a Level 4 violation (Safe Schools Violation).

The following is a link to access the electronic version of the entire policy. If you do not have access to the electronic version and you would like a copy of Policy 4373, you can request a copy from your child's school.

<http://wvde.state.wv.us/healthyschools/ElectronicManual4373New.html>

## **Student Code of Conduct (WV Policy 4373)**

3.1. All students enrolled in West Virginia public schools shall behave in a manner that promotes a school environment that is nurturing, orderly, safe and conducive to learning and personal-social development.

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

3.1.2. Students will demonstrate honesty and trustworthiness.

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

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

3.1.5. Students will demonstrate fairness, play by the rules, and will not take advantage of others.

3.1.6. Students will demonstrate compassion and caring.

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

## **Code of Conduct –Violation Levels and Examples**

### **Level I Violations.**

- a. *Anti-Social Conduct.* A student will not orally, in writing, electronically, or with photographs or drawings, direct profanity or insulting, obscene gestures toward another student that causes embarrassment, discomfort, or a reluctance to participate in school activities.
- b. *Cheating/Academic Misconduct.* A student will not plagiarize, cheat, gain unauthorized access to, or tamper with educational materials. The response to violations under this section may include academic sanctions in addition to other discipline.
- c. *Disorderly Conduct.* A student will not harass another student or other person or misbehave in a manner that causes disruption or obstruction to the education process. Disruption caused by talking, making noises, throwing objects, or otherwise distracting another person, constitutes disorderly conduct. Behavior is considered disorderly if a teacher is prevented from starting an activity or lesson, or has to stop instruction to address the disruption.
- d. *Improper Operation of a Motor Vehicle.* A student will not engage in improper parking of a motor vehicle on school property.
- e. *Inappropriate Displays of Affection.* Students will not engage in inappropriate displays of affection, such as kissing or embraces of an intimate nature.
- f. *Inappropriate Dress and Grooming.* A student will not dress or groom in a manner that disrupts the educational process or is detrimental to the health, safety or welfare of others. A student will not dress in a manner that is distractive or indecent, to the extent that it interferes with the teaching and learning process, including wearing any apparel that displays or promotes any drug-, alcohol- or tobacco-related product that is prohibited in school buildings, on school grounds, in school-leased or owned vehicles, and at all school-affiliated functions.
- g. *Leaving School Without Permission.* A student will not leave the school building, classroom, cafeteria, assigned area, or campus without permission from authorized school personnel.
- h. *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.
- i. *Tardiness.* A student will not fail to be in his/her place of instruction at the assigned time without a valid excuse.
- j. *Technology Abuse.* A student will not violate the terms of W.Va. §126CSR41, West Virginia Board of Education Policy 2460, Safety and Acceptable Use of the Internet by Students and Educators.
- k. *Tobacco.* In accordance with W.Va. §126CSR66, West Virginia Board of Education Policy 2422.5A, Tobacco-Free Schools, a student will not smoke, use tobacco, or possess any substance containing tobacco in any building/area under the control of a county school system, including all activities or events sponsored by the county school district.
- l. *Trespassing.* A student will not enter upon the premises of the county school system property, other than to the location to which the student is assigned, without authorization from proper school authorities. If removed, suspended, or expelled from school, a student will not return to the school premises without permission of the proper school authorities.
- m. *Truancy.* In accordance with W.Va. §126CSR81, West Virginia Board of Education Policy 4110, Attendance, a student will not fail to report to the school's assigned class or activity without prior permission, knowledge or excuse by the school or by the parent/guardian.



## Level II Violations.

- a. *Bullying/Harassment/Intimidation.* A student will not bully/intimidate/harass another student. According to W.Va. Code §18-2C-2, "harassment, intimidation or bullying" means any intentional gesture, or any intentional written, verbal or physical act or threat that: (a) a reasonable person under the circumstances should know will have the effect of : (1) harming a student; (2) damaging a student's property; (3) placing a student in reasonable fear of harm to his or her person; or (4) placing a student in reasonable fear of damage to his or her property; or (b) is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening or abusive educational environment for a student.
- b. *Failure to Serve Assigned Detention.* A student will not fail to serve an assigned detention of which students and/or parents/guardian have been notified.
- c. *False Identification.* A student will not use another person's identification or give false identification to any school official with intent to deceive school personnel or falsely obtain money or property.
- d. *Forgery.* A student will not sign the name of another person for the purpose of defrauding school personnel or the county board of education.
- e. *Fraud.* A student will not deceive another or cause another to be deceived by false or misleading information in order to obtain anything of value.
- f. *Gambling.* A student will not engage in any game of chance or contest wherein money or other items of monetary value are awarded to the winner, except for those games and contests authorized as official school functions.
- g. *Gang Activity.* A student will not, by use of violence, force, coercion, threat of violence, or gang activity, cause disruption or obstruction to the educational process. Gangs are defined as organized groups of students and/or adults who engage in activities that threaten the safety of the general populace, compromise the general community order, and/or interfere with the school district's education mission. A. Gang activity includes:
  - (a) Wearing or displaying any clothing, jewelry, colors, or insignia that intentionally identifies the student as a member of a gang, or otherwise symbolizes support of a gang.
  - (b) Using any word, phrase, written symbol, or gesture that intentionally identifies a student as a member of gang, or otherwise symbolizes support of a gang.
  - (c) Gathering of two or more persons for purposes of engaging in activities or discussions promoting gangs.
  - (d) Recruiting student(s) for gangs.
- h. *Insubordination/Unruly Conduct.* A student will not ignore or refuse to comply with directions or instructions given by school authorities. Refusing to open a book, complete an assignment, work with another student, work in a group, take a test or do any other class- or school-related activity not listed herein, refusing to leave a hallway when requested by a school staff member, or running away from school staff when told to stop, all constitute insubordination/unruly conduct.
- i. *Loitering.* A student will not remain or linger on school property without a legitimate purpose and/or proper authority.
- j. *Theft or Possession of Stolen Property.* A student will not, without permission of the owner or custodian of the property, take property or have in his or her possession property valued less than \$100.00 which does not belong to the student.

### Level III Violations.

- a. *Alcohol*. A student will not possess, distribute or be under the influence of alcohol in an educational facility, on school grounds, a school bus or at any school-sponsored function.
- b. *Defacing School Property*. A student will not willfully cause defacement of, or damage to, property of the school or others. Actions such as writing in school textbooks or library books, writing on desks or walls, carving into woodwork, desks, or tables, and spray painting surfaces are acts of defacement. Examples of damage to school property include, but are not limited to, ruining bulletin boards, intentionally clogging the plumbing system, breaking light bulbs or fixtures, and damaging school equipment to the point where repair is necessary.
- c. *Disobeying a Teacher in a Willful Manner*. A student will not willfully disobey a teacher.
- d. *Hazing*. A student will not haze or conspire to engage in the hazing of another person. "Hazing" means to cause any action or situation which recklessly or intentionally endangers the mental or physical health or safety of another person or persons to destroy or remove public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in, any activity or organization, including both co-curricular and extra-curricular activities.
- e. *Improper or Negligent Operation of a Motor Vehicle*. A student will not intentionally or recklessly operate a motor vehicle, on the grounds of any educational facility, parking lot, or at any school sponsored activity, so as to endanger the safety, health or welfare of others.
- f. *Marijuana (Simple Possession)*. A student will not possess or be under the influence of marijuana in an educational facility, on school grounds, a school bus or at any school-sponsored function.
- g. *Physical Altercation*. A student will not participate in a physical altercation with another person while under the authority of school personnel.
- h. *Profane Language*. A student will not use profane language directed at a school employee or a student. Using profane language may include, but is not limited to, verbally, in writing, electronically, or with photographs or drawings, direct profanity or insulting, obscene gestures toward any school employee or student
- i. *Theft*. A student will not, without permission of the owner or custodian of the property, take property or have in his or her possession, property valued at between \$100 and \$999.
- j. *Threat of Injury or Injury*. A student will not threaten to injure another student, a teacher, administrator or other school personnel. [This includes assault on a school employee defined in W.Va. Code 61-2-15(a)].
- k. *Violation of School Rules or Policies*. A student will not habitually, as defined by the county, violate school rules or policies.

### Level IV Violations.

- a. *Battery on a School Employee*. A student will not commit a battery by unlawfully and intentionally making physical contact of an insulting or provoking nature with the person of a school employee as outlined in W.Va. Code §61-2-15(b).

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

c. *Possession of a Controlled Substance*. According to W.Va. Code §18A-5-1a(b)(ii), a student will not possess, distribute, or be under the influence of a controlled substance governed by the Uniform Controlled Substances Act as described in W.Va. Code §60A-1-101, et seq., on the premises of an educational facility, at a school-sponsored function or on a school bus.

d. *Possession of a Firearm or Deadly Weapon*. According to W.Va. Code §18A-5-1a(a), a student will not possess a firearm or deadly weapon as defined in W.Va. Code §61-7-2, on any school bus as defined in W.Va. Code §17A-1-1, or in or on any public or private primary or secondary education building, structure, facility or grounds thereof, including any vocational education building, structure, facility or grounds thereof, or at any school-sponsored function as defined in W.Va. Code §61-7-11a. As defined in W.Va. Code §61-7-2, a "dangerous weapon" means any device intended to cause injury or bodily harm, any device used in a threatening manner that could cause injury or bodily harm, or any device that is primarily used for self-protection. Dangerous weapons include, but are not limited to, blackjack, gravity knife, knife, switchblade knife, nunchaku, metallic or false knuckles, pistol, or revolver. A dangerous weapon may also include the use of a legitimate tool, instrument, or equipment as a weapon including, but not limited to, pens, pencils, compasses, or combs, with the intent to harm another. A pocket knife with a blade of three and one-half inches or less shall not be included in the definition of knife as defined in W.Va. Code §61-7-2 unless such knife is knowingly used or intended to be used to produce serious bodily injury or death.

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

## BUSES

Bus Drivers have the same authority as teachers over students.

- Bus students are not to go home in any other way than which they came to school and will not be allowed to ride a different bus unless they have a signed note from the school allowing them to do so.
- Parents may send to school a written note or phone the school **PRIOR to 1:45 pm** to request that their child be allowed to ride to a different location than normal at the end of school.
- Requests will be reviewed.
- The request might be denied if it is after the aforementioned deadline of 1:45.
- If there is sufficient room on the bus your child will be issued a permission note from the school office which the child must give to the bus driver when boarding the bus.

Each bus driver has a copy of the state regulations for transportation of pupils. Please be certain that you understand them. All students are expected to obey the bus rules which are necessary for the safety of children. The bus driver's first priority is to focus on the highway. Students who misbehave will be subject to discipline from the driver and principal. The penalties include items listed in the Wetzel County Student Code of Conduct. Students may lose bus privileges for repeated or serious behavior concerns.

Parents should talk with their child to make them aware that they are to obey the bus driver and follow the bus rules. (Please be aware that video monitoring equipment is used on Wetzel County School buses.)

***Parents must make sure someone will be at home when the student(s) arrive home.***

When writing bus notes for your student, the note must include the following:


1. Student's Full Name
2. Teacher/Grade
3. Date
4. Bus #
5. What bus stop (Where is the student riding?)
6. Parent/Guardian Signature



**REMEMBER**, do not call and make last minute changes in your child's bus ride home. The deadline for request will be 1:45 pm.

## Long Drain School PBIS

Positive Behavior is a school wide expectation. Goals will be set each nine-week period. Activities will be held throughout the school year for students who meet their goals. These activities will be announced as planning begins. School expectations are detailed, will be taught to the students, and will remain visible throughout the school community.

	BE SAFE	BE RESPECTFUL	BE RESPONSIBLE
CAFETERIA	<ul style="list-style-type: none"> <li>Follow traffic pattern</li> <li>Sit properly in your seat</li> <li>Keep hands/feet to self</li> <li>Clean up spills/messes</li> </ul>	<ul style="list-style-type: none"> <li>Use table manners</li> <li>Use inside voices</li> <li>Use appropriate conversation</li> <li>Take only two (2) condiments</li> </ul>	<ul style="list-style-type: none"> <li>Clean up after yourself</li> <li>Take what you need the first time through the line</li> <li>Take only what you need</li> </ul>
HALLWAY	<ul style="list-style-type: none"> <li>No running</li> <li>Walk on the right side</li> <li>Keep lockers closed</li> <li>Keep hands/feet to self</li> </ul>	<ul style="list-style-type: none"> <li>Talk quietly</li> <li>Do not get in other students lockers</li> <li>Be timely</li> <li>Use your manners</li> </ul>	<ul style="list-style-type: none"> <li>Clean up after yourself</li> <li>Keep lockers clean and closed</li> </ul>
BATHROOM	<ul style="list-style-type: none"> <li>Keep hands/ feet to yourself</li> <li>Wash your hands</li> </ul>	<ul style="list-style-type: none"> <li>Stay in your own stall</li> <li>Wait patiently for your turn</li> <li>Respect privacy</li> <li>Talk quietly</li> <li>Properly dispose of trash</li> <li>Keep walls, doors, and stalls clean</li> </ul>	<ul style="list-style-type: none"> <li>Be timely</li> <li>Flush the toilet</li> <li>Wash your hands</li> <li>Clean up after yourself</li> </ul>
ACADEMIC PERFORMANC	<ul style="list-style-type: none"> <li>Sit properly in your seat</li> <li>Follow directions/ rules</li> <li>Use classroom materials properly and safely</li> </ul>	<ul style="list-style-type: none"> <li>Following instructions</li> <li>Use class time wisely</li> <li>Parent/ teacher communication</li> <li>Take ownership of your own education (active participant)</li> <li>BE KIND!</li> </ul>	<ul style="list-style-type: none"> <li>Take ownership of your own education (active participant)</li> <li>Complete and submit work</li> <li>Attend school regularly</li> <li>Bring materials to class</li> <li>BE HONEST!</li> </ul>

### **Hornet Bucks:**

Students will earn Hornet Bucks as PBIS expectations are followed. PBIS Expectations are displayed throughout the school and reviewed on a regular basis. Students will have the opportunity to spend earned bucks at the Hornet's Nest at the end of each nine-week period.

### **Hornet Helper:**

Hornet Helpers are meant to help redirect behaviors that may be of concern. Teachers, parents, and other school personnel may need to collaborate to reteach behaviors that become regular. Hornet Helpers are issued are given to students for the following:

- Interrupting class
- Not listening or following directions
- Disrespect
- Not keeping hands, feet, or other objects to self
- Not following hallway rules
- Not completing homework on time
- Being unprepared
- Off-task behavior
- Being late for class
- Not turning in previous a Hornet Helper.

### **Care of the School**

Remember this school is your school. Help keep your school in order by:

1. Putting waste paper in baskets.
2. Keeping the drinking fountains clean.
3. Keeping restrooms clean and sanitary.
4. Don't write on the walls, desks, bleachers, etc.
5. Keeping the school attractive and free from trash and paper.
6. Wearing only non-marking shoes. The black marks make the tile look bad.

### **Hallways**

Students may not be in the hallways during class time without a pass from the teacher and/or have signed out of the classroom. Below is a list of rules:

1. No running!
2. Students keep to the right and use the right-side door. (Exception Fire Drill)
3. Do not stop to talk, keep moving
4. 6-8 students are not permitted to use the K-4 side hallway except with written permission or when traveling to class.
5. Students are not allowed to carry book bags or back packs to class. They are to stay in lockers during the school day.

### **Fire and Safety Drills**

Drills must be practiced in a serious manner because we cannot predict a fire or emergency crisis situation. Students will leave the building and re-enter in a quiet, orderly manner through the designated exit. Talking is prohibited during these drills. Arms should be folded while exiting the building during a fire drill. Students are not to return to the building until the classroom list has been checked and an all clear signal has been given. Students who fail to follow the rules are subject to disciplinary action by the principal.

## Lockers

Lockers are provided for all students in grades K-8 at Long Drain School. There is not a rental fee for these lockers. However, students are held accountable for damage done to the lockers.

1. There should be no slamming of the locker doors
2. There should be no stickers on/in the lockers
3. No writing on the lockers
4. Students should only keep books, coats, etc. in lockers
5. Students shall not bring valuables to school to be stored in lockers.

We operate these lockers without locks (honor system). The student is responsible for his/her locker and should take care of books, coats, etc. Periodic locker inspection and clean-ups will be held to insure proper usage.

Students are permitted to go to their lockers only at the following times:

1. Before Homeroom each morning
2. Before/after Lunch and at dismissal time
3. Before going to the HHS at the end of 7<sup>th</sup> period
4. With written permission from their current teacher

## Electronic Devices—Wetzel BOE Policy JI

Examples: Cell phones, cameras, video games, MP3 players, iPods, iPads. If it is powered by a battery or chargeable, don't bring it to school. This policy applies to the school bus as well.

Use of cell phones will be PROHIBITED at Long Drain School during the regular school day (from the time the student arrives at LDS or HHS (Middle School Students) until all classes are dismissed for the day). With Wetzel County Schools moving to the 1:1 initiative with laptops, the need for students to use their cell phones during school has decreased. We realize students need to have contact with parents after extra-curricular events, but the need to contact them during the school day should be handled through the office.

### **YONDR Bags: Supports the countywide program concerning cell phone usage at school.**

Students who have cell phones with them, must place them in a Yondr Bag. Cell phones are not to be carried by a student (unless it is in a Yondr bag) or be visible at any time. Any cell phones found will be confiscated and given to the principal. This will be a "Zero Tolerance" Policy. If a student brings a cell phone into the school, it must remain in a YONDR BAG from the time the student arrives until they are dismissed from the building.

### **CONSEQUENCES**

**1<sup>st</sup> Offense-** The cell phone is taken from the student and sent to the principal's office. The student may pick up the device at the end of the day. **The student will serve one day lunch detention.**

**2<sup>nd</sup> Offense-** The cell phone is taken and sent to the office. The principal will only return the phone to the student's parent or guardian. **The student will serve one day of in-school suspension.**

**3<sup>rd</sup> Offense-** The cell phone is taken and sent to the office. The principal will only return the phone to the student's parent or guardian. **The student will serve one day of out-of-school suspension.** Each subsequent offense will result in suspension.

**\*\*If a student brings an alternate device to lock up and gets caught with a cell phone, he/she will begin with 2<sup>nd</sup> Offense Consequences.**

Cell phones may be brought by students if they are traveling on an extra-curricular trip and must be kept in the Yonder Bag, locker, or back pack. The school is not responsible for the phone being lost, stolen or damaged.

## **Wetzel County Schools Technology Policy**

### **WETZEL COUNTY FILE: JFB ACCEPTABLE USE OF TECHNOLOGY**

#### **General Technology Acceptable Use Policy**

Wetzel County Schools is committed to making available to all student and staff members access to a wide range of electronic learning facilities, equipment, and software, including computers, computer network systems, devices brought to school by students and staff, and the Internet connection. The goal in providing this technology and access is to support the educational objectives and mission of Wetzel County Schools to ensure excellence in education for every student. Wetzel County Schools has the right to place reasonable restriction on the material accessed and/or posted through the use of its computers, computer network, and/or Internet connection.

The use of technology resources must be in support of Wetzel County Schools' educational objectives. Access to various technology resources is available to users for academic-related purposes only unless written notification is provided to building administration by parent/guardian. A 'user' includes, but may not be limited to the following: student, faculty, administrator, staff, volunteer, support personnel. The goal of providing technology resources is to promote educational excellence by facilitating teaching and learning, research, production, innovation, communication, and collaboration. Access is a privilege, not a right. Permission from parents or guardians is required before students may access the computer network services. All school district users must sign an Acceptable Use Agreement before access is permitted.

Technology resources not only include district-owned hardware and servers but all resources used in the infrastructure, including personal devices. The infrastructure includes the wired network as well as the wireless network and the utilization of bandwidth associated with each segment of the network (e.g. user accessing district network using personal device).

#### **Privileges & Responsibilities**

Usage of Wetzel County Schools network and the Internet computer networking capabilities must be directly related to education consistent with the instructional objectives of this district. Neither the Local Area Network nor the Internet may be used for personal or frivolous reasons.

Access to these facilities imposes certain responsibilities and obligations. Users are expected to abide by the generally accepted rules of digital etiquette and district policies. Users are not to modify the standard configuration of any computer or other technologies. Users should report any malfunction, inappropriate material or improper usage to the appropriate staff. Users should not use technology in any way that disrupts use by others or creates a hostile learning environment. Examples of prohibited conduct include but are not limited to the following:

- **Use of another user's account.**
- **Attempting to breach the desktop security of a computer.**
- Attempting to break into password protected areas of a network or tampering with network systems.
- Use of the technology infrastructure to obtain or distribute racially, religiously or sexually offensive material, pornographic or sexually explicit materials, to participate in hate groups or similar groups, or to engage or enable others to engage in gambling or any other illegal activity.

- Use of technology to engage in behavior prohibited by Wetzel County Schools' anti-harassment and anti-bullying policy.
- **Accessing Wetzel County Schools blocked web sites.**
- Activity that is likely to cause a substantial disruption to the orderly operation of the school and/or learning environment.
- Activity that is prohibited under state, federal, or local law.

Any user who violates the acceptable use policy may be denied access to the school's technology resources.

## **Property Rights**

Users must respect the intellectual property of others by crediting sources and following all copyright laws. Users may not download or install software without administrative permission. All software loaded on Wetzel County Schools hardware is property of Wetzel County Schools and may not be copied or transmitted to any outside party: upon termination of employment, no employee shall remove any software or data from District owned computers. No student or employee may copy, download from the Internet or install onto a District computer or otherwise use any software in violation of applicable copyrights and license agreements.

## **Privacy Electronically Stored Personal Data**

Wetzel County Schools permits the use of its computer facilities for the storage of personal data and files, so long as this does not adversely impact the operation or capacity of the system in a material way. **Users shall not have a reasonable expectation of privacy while using district computers, networks, or technology.**

## **District Monitoring**

Wetzel County Schools has the right, but not the duty, to monitor any and all aspects of its computers, computer network systems, and Internet access including, but not limited to, monitoring sites students and staff visit on the Internet and reviewing email. The Administration and Technology Supervisor shall have both the authority and the right to review or monitor, with or without prior notice, the content of electronic communication for any reason, including but not limited to retrieval of information, investigation or resolution of network or communications problems, prevention of system misuse, ensuring compliance with policies for use of third-party software and information, ensuring compliance with legal and regulatory requests and enforcement of this Policy. Wetzel County Schools also reserves the right to review, inspect the content of, and monitor all information residing on all computers and file servers for such purposes.

Students and staff waive any right to privacy in anything they create, store, send, disseminate or receive on Wetzel County Schools' computers and computer network systems, including the Internet. Users may not engage in activities that consume excessive amounts of network bandwidth, such as downloading, uploading and/or live streaming non-school-related content. If network administrators suspect high utilization of bandwidth or inappropriate use of district technology resources, a user may be asked to turn over a device and any passwords needed to verify the suspicions.

## **Safety**

Individuals who utilize Wetzel County Schools' technology resources are expected to abide by the principles of digital citizenship. Reasonable efforts will be made to make sure students will be under supervision while on the network. However, it is not possible to constantly monitor all individual network use at all times. Some students may encounter information that may not be of educational value and/or may be inappropriate. If a



student encounters such information, the student should terminate access to the information immediately and notify supervisory personnel or other appropriate personnel of what occurred.

## **Student Violations**

Students who violate the rules and policies stated in the student handbook, will be subject to the actions specified to the violation. These actions range from a verbal warning to expulsion. The interpretation, application, and modification of this policy are within the sole discretion of Wetzel County Schools. Any questions or issues regarding this policy should be directed to the Superintendent, any building Principal or the Technology Supervisor.

## **1:1 Acceptable Use Policy Overview**

The 1:1 initiative gives students the tools to have instant access to a world of information and also to become producers rather than just consumers of information that is available through the use of technology.

## **Equipment Ownership**

Wetzel County Schools retains sole right of possession and ownership of all devices utilized in the 1:1 initiative, and grants permission to the student to use the Device according to the rules and guidelines set forth in this document. Failure to follow the terms of this policy will result in disciplinary action, including but not limited to confiscation of any and all devices lent to the student and revocation of student access to Wetzel County Schools technology, as well as any other disciplinary action deemed appropriate by Wetzel County Schools policy. Wetzel County Schools reserves the right to monitor and log the use of its technology and network by users and examine user files and materials as necessary. Moreover, Wetzel County Schools staff retains the right to collect and/or inspect the Device at any time, including via electronic remote access; and to alter, add, or delete installed software or hardware. **There is no reasonable expectation of privacy while using Wetzel County Schools computers, networks, or technology.**

## **Equipment Provided**

All Devices include a protective bag or case, AC charger, software, and other miscellaneous items (hereinafter collectively referred to as the "Device"). Wetzel County Schools will retain records of the serial numbers of provided equipment.

## **Device Use and Conduct**

The primary goal of Wetzel County Schools available technology is to enrich the learning that takes place in and out of classrooms. In particular, technology offers opportunities for exploration and analysis of academic subjects in ways that traditional instruction cannot replicate. Academic work for courses always takes priority over any other use of the Device and other media center equipment.

The following is a list of rules and guidelines that govern the use of Wetzel County Schools Devices and network resources. Students must follow these rules and guidelines at all times when using Wetzel County Schools technology. *Network Resources* in this document refers to all aspects of the school's owned or leased equipment, including, but not limited to, computers, printers, scanners and other peripherals, as well as email, Internet services, servers, network files and folders, and all other technology-related equipment and services. These rules apply to any use of the school's network resources whether this access occurs while on or off campus.

**Students will:**

1. Only access the system for educational purposes during school hours (this includes the use of networked printers in the building).
2. Use appropriate language and be respectful of others.
3. Observe and respect license and copyright agreements.
4. Return the Devices to Wetzel County School at the end of the school year for system updates and re-imaging of the Device.
5. Not harass, intimidate or bully anyone in accordance with the Wetzel County Policy GBAB: Racial, Sexual, Religious/Ethnic Harassment/Violence/Bullying Policy. Parents may obtain a copy of this policy by contacting the principal of their child's school or the policy is available online at: [http://www.edline.net/files/\\_YFJpk\\_/0b291d312a34e3ca374a49013852ec4/gbab.pdf](http://www.edline.net/files/_YFJpk_/0b291d312a34e3ca374a49013852ec4/gbab.pdf)

**Users may not use network resources for the following:**

- For accessing, viewing, downloading, displaying, transmitting, creating, or otherwise possessing/disseminating material that contains pornography, child pornography, obscenity, or sexually explicit, pervasively lewd and vulgar, indecent/inappropriate language, text, sounds/visual depictions.
- To access Web sites or other content blocked by the District, via codes or any other method.
- To conduct any activity that violates school rules, Wetzel County Schools Board Policy, or the law. This includes adhering to copyright laws.
- To alter, add or delete any files that affect the configuration of a school Device.
- To access the data/account of another user. Altering files of another user is considered vandalism.
- To install any software onto Wetzel County Devices
- To copy Wetzel County Schools school software. Copying school –owned software programs is considered theft.
- Attempt to change any Wetzel County Schools network or server configuration/the configuration of the Device.
- Give user name(s) and/or password(s) to anyone other than parents/guardians.
- Video tape staff/students without their consent/knowledge, this includes but is not limited to the following:
  - Webcams, laptops, cameras, cell phones and any other digital devices.

Use school issued email accounts in ways inconsistent with defined policy. The above list should not be considered to be inclusive.

**Discipline**

Any student who violates the rules and expectations relative to the policy and technology use will be subject to disciplinary action, up to and including suspension or expulsion from school. If there is evidence that a violation has occurred, then a Wetzel County Schools administrator or designee will decide appropriate consequences in accordance with school policy and the law. Any student violations may also result in the student's access to Wetzel County Schools technology being limited or revoked, and/or students having their hard drives restored to original settings. The school will cooperate fully with local, state or federal officials in any investigation related to any illegal activities conducted through the school's electronic system or devices.

## Wetzel County Schools Monitoring of Devices

In compliance with the Children's Internet Protection Act ("CIPA"), Wetzel County Schools is and will continue to do everything practical to keep students safe when using technology. This includes installing content filtering on all Devices. Filtering technology is not perfect, it is possible that restricted content may not always be stopped by filtering technology. Wetzel County Schools does not have control of content posted on the Internet, nor does it have control of incoming email. Sites and content accessible via the Internet may contain material that is defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, illegal or otherwise inconsistent with the mission of the Wetzel County Schools. Wetzel County Schools expects students to use technology appropriately and follow all policies when using the Internet, and believes that parent/or legal guardian supervision of technology use outside of school is of critical importance to ensuring student safety and compliance with District policies and federal, state, and local law. Students found in violation of the policy will be subject to disciplinary action under Wetzel County Schools policy.

### Damages

- If a Device is damaged, the school **must** be notified *immediately*.
- Wetzel County Schools reserves the right to charge the Student and Parent/Legal Guardian the full cost for repair/replacement when damage occurs due to intentional conduct/gross negligence as determined by Wetzel County Schools administration. Examples of gross negligence include but are not limited to:
  - Leaving equipment unattended and unlocked. This includes damage or loss resulting from an unattended an unlocked Device while at school.
  - Lending equipment to others other than one's parents/legal guardians.
  - Using equipment in an unsafe environment.
  - Using the equipment in an unsafe manner.
- A student whose Device is being repaired will have access to a loaner Device in most cases. These Devices are called "Hot Swaps" and will be available for students to use during the time of repair. If it is determined that the Device was damaged intentionally, the student will not be able to take the "Hot Swap" Device home.
- If the Device's charger is damaged or lost, the student is responsible for replacing it with the same model. Chargers have unique identifiers and these identifiers and these identifiers are recorded.
- If the student leaves the school district and does not turn in the device and bag, Wetzel County Schools will make a reasonable effort to obtain the device and bag. If those efforts are unsuccessful, Wetzel County Schools will treat it like a stolen device and will notify the appropriate authorities.

### Student Use in Classrooms

Students will be required to take their Device to each class each day.

### Student Access to the Internet

- At school, students will have access to the Internet through the school network. When not at school, students can access the Internet on district Devices if they have Internet access available to them in their home or other locations. Wetzel County Schools will not provide students with Internet access outside of school. The Device's content filter will also be in place when students access the Internet outside of the school. Therefore, sites that are "blocked" at school will also be "blocked" in other locations where students access the Internet.
- As with any other Internet-enabled Device, Wetzel County Schools recommends that parents/or legal guardians monitor their student's time and activities on the Internet.

## **Education of Students in Safe and Appropriate Use of Technology**

- Students will receive instruction in safe, ethical, and appropriate use of technology prior to issuance of a Device. It is important that students are aware of safe and appropriate use of technology for their own protection, and to ensure the safety of others.
- Topics covered in these learning sessions will include information on cyberbullying and cyber harassment, inappropriate web sites, online safety including use of social networking platforms and chat rooms, plagiarism, and misuse of the equipment. Students will also learn how to respond to inappropriate or unsafe situations that may arise on the Internet.

## **Student Access & Monitoring**

- **There is no reasonable expectation of privacy while using Wetzel County Schools computers, networks, or technology.** Ultimately the Device is the property of Wetzel County Schools, and Wetzel County Schools has the right to determine what is appropriate and to search the Device at any time.
- Wetzel County Schools' filtering software allows Wetzel County Schools to block websites that are inappropriate for students whether they are accessing the web via Wetzel County Schools wireless network or if they are connected to the Internet at other locations.
- Software also allows for screen monitoring while at school, which makes it possible for appointed Wetzel County Schools personnel to monitor student Device screens.
- Students who access inappropriate sites, or are accessing sites during the school day that are not related to a class they are in will be subject to disciplinary action.
- If prohibited or inappropriate Web sites or content are accessed by accident, the student should immediately leave the site and report the incident to an adult.

## **Bringing the Device to School**

- It is imperative that students bring their Device and charging unit to school each day for their learning. Teachers will be designing their lessons and classrooms based on students having access to their Device.
- The Device must be kept in the carrying bag at all times when it is not being used.

## **Charging of Devices**

- It is the students' responsibility to have their Devices charged each day when they come to school. Students must be responsible and charge their Devices before coming to school. If a student comes to class with a Device that is not charged, specific consequences may occur for the student.
- Students should establish a routine at home for the charging of the Devices so that it can charge overnight. The charging time of the Device and responsibility is very similar to the charging of a cell phone.
- It is the student's responsibility to maintain the power adapter and cable. The student or parent/or legal guardian will replace lost or damaged power adapters or cables with the same model. It is recommended that students **NOT** use the prongs on the charger to wrap the power cord, as over time, this has proven to damage the cord.
- Student may have access for charging at school, but should not rely on this access to charge his or her device.

## **Loss or Theft of Devices**

Devices that are lost or stolen need to be reported to the school's main office immediately. If a Device is stolen or vandalized while not at a Wetzel County Schools sponsored event, the parent/or legal guardian shall file a police report and notify the school's main office as soon as possible.

## **Downloading Programs & Personalizing the Device**

- Only Wetzel County Schools Technology Department or its authorized representatives may install applications on student Devices.
- Removable protective coverings may be purchased from third party vendors, at the student's sole expense. Please check with the Technology Department regarding specific models.

## **Student Printer Use**

- Students may have access to designated printers in the building, however use of Office 365 will be encouraged to save expense and model 21<sup>st</sup> Century Learning Skills.

## **Legal Issues and Jurisdiction**

Because Wetzel County Schools owns and operates the equipment and software that compose our network resources, the school is obligated to take steps to insure that all equipment and facilities are used legally. Any illegal use of network resources is prohibited. All content created, sent, accessed or downloaded using any part of Wetzel County Schools' network resources is subject to the rules stated in this policy. Wetzel County Schools monitors its network and may investigate electronic incidents even if they happen after school hours and outside of school. Wetzel County Schools reserves the right, if needed, and at its sole discretion, or any other District Policy.

## **Parents/Legal Guardian's Right to Waive 24/7 Access**

Parents/Legal Guardians have the right to waive their child's 24/7 access to the Device by filing a written waiver with the school's main office. A record of that waiver will be kept on file. The student will still have access to the Device while at school, but will not be allowed to remove the Device from school. A location will be provided to store and charge the Device at school. The decision to either waive the right to 24/7 access or to participate in 24/7 access to the Device can be made at any time during the school year.

## **Device Care**

Students are expected to follow all the specific guidelines listed in this document and take any additional common sense precautions to protect their assigned Device.

### **General Care**

- Treat this equipment with as much care as if it were your own property.
- Do not attempt to remove or change the physical structure of the Device, including the keys, screen cover or plastic casing.
- Do not remove or interfere with the serial number or any identification placed on the Device.
- Keep the equipment clean. For example, don't eat or drink while using the Device.
- Do not do anything to the Device that will permanently alter it in any way.
- Removable computer skins or protective covers may be purchased at the student's sole expense, but the following guidelines must be followed:
  - Only school approved stickers or identifying information may be added to the device.
  - Removable computer skins/covers purchased must fit the computer properly and cause no damage when removed:
- DO NOT charge your Device while it is in the bag. Ensure the computer has air circulation while charging.
- Close the lid of the computer when it is not in use, in order to save battery life and protect the screen.
- NEVER walk from one location to another with an open computer. This is applicable at school and at home.

### **Keep The Device in a Safe Place**

- The Device bag, along with the Device and other equipment, must be stored in a safe place.

- **The Device should not be left in a car or anywhere it might be exposed to extreme temperatures.**
- Devices left in bags in unattended classrooms or other areas are considered “unattended” and could be confiscated by faculty or staff as a protection against theft. If confiscated, the student will receive a warning before getting the Device back. If the Device is confiscated a second time, the student may be required to get a parent/or legal guardian signature acknowledging financial responsibility before getting the Device back, along with other potential appropriate consequences. Unattended and unlocked equipment, if stolen – including at school – will be the student’s responsibility.
- Avoid storing the Device in a car other than in a locked trunk. The locked trunk of a car would be an acceptable storage place as long as it’s not excessively hot or cold.

## **Device Bags**

Each student will be given a protective bag that they are required to use to carry their Device in during the school day and outside of school. This is the only bag that is approved for the Device to be placed in. It is specially designed for the Device that students are using. It is important to keep the bag clean, and take time to remove any items like paper clips that can scratch the exterior of your Device.

## **Keep The Device Away from All Liquids.**

Exposure to liquids will severely damage a Device and will result in large repair costs. Water, pop, juice, power drinks, coffee, etc. will all ruin your Device completely. Open cans of pop and cups of coffee (even those with lids) are especially dangerous. Do not put a bottle of water/pop/etc. in your backpack with your Device—even if it is sealed.

## **Device Problems**

- It is a student’s responsibility to maintain a 100% working Device at all times.
- If the Device is not working properly the student needs to first talk to the teacher in the class to determine if some minor troubleshooting will take care of the problem. If the problem still exists, the student must take the Device to the appointed technical support location as soon as possible after discovery of the problem. If the Device cannot be fixed immediately, the student may be issued a different Device to use on a temporary basis.
- Do not attempt to remove or change the physical structure of the computer, including keys, screen cover or plastic/aluminum casing. Doing so will void the warranty, and the student/family will be responsible for any repairs. When in doubt, ask for help.

## **Only One User**

**NEVER allow anyone else to use your Device.** Parents or guardians may utilize the Device for the sole purpose of monitoring a student’s use or classwork; personal or business use of a Device by a parent or guardian is prohibited. Loss or damage that occurs when anyone else is using it will be the student’s/parent’s responsibility.

## **Cleaning the Device**

Device screens show fingerprints and smudges easily, but be sure to follow proper cleaning procedures to keep your screen looking new. Never use a chemical to clean the screen. Use a soft, dry, lint-free cloth when cleaning the Device.

## **Shutting Down the Device.**

Fully shut down the Device when it won’t be used for an extended duration. Simply putting your Device to sleep and not using it for several days can drain the battery to a point where it may no longer accept a charge.

## Closing the Device

- The laptop lid/screen needs to be completely closed when moving it from one point to another.
- Make sure no foreign objects are in between the screen and keyboard when the lid is closed otherwise the screen may be broken or damaged.

## Carrying the Device

- Always store the Device in the protective bag.
- Bring the provided bag to classes and use the bag whenever transporting.
- Do not store anything (e.g., cords, papers or disks) in the area within the case designed for the Device other than the Device itself as this may damage the screen.
- Do not grab and squeeze the Device, as this can damage the screen and other components.
- Never carry your Device by the screen.

## Personal Health and Safety

- Avoid extended use of the computer resting directly on your lap. The bottom of the laptop can generate significant heat and therefore cause temporary or permanent injury. Use a barrier, such as a book or devices made specifically for this purpose, when working on your lap. Also, avoid lap-based computing while connected to the power adapter as this will significantly increase heat production.
- Avoid lengthy use involving repetitive tasks (such as typing and use of the track-pad). Take frequent breaks as well as alter your physical position (typing while standing, sitting, leaning, etc.) to minimize discomfort.

## Required Acceptance

Students and parents must sign and return proper forms indicating acceptance of this policy before a student is issued a Device. After receiving the Device, students and parents will be required to sign off on the issued Device. This form will include the Device's identifying information. Students are expected to return the device issued to them. All parts of the Device include identifying information that can be tracked. Failure to return the device and components issued could result in the district charging the parent/ and student for the missing component(s)

Source: WV Board Policy 2460; WVNET Computer Abuse Policy; and Wetzel County Board of Education Minutes

Date: 1-14-97; 10-9-01; 8-26-03; 6-5-12; 11-21-16



*Video monitoring of  
hallways,  
gymnasium, computer labs,  
cafeteria and  
the building exterior is  
used at Long Drain.*

## Medicines

Only necessary prescription and over the counter medications will be given to students during school hours. Wetzel County School's medication policy is outlined on the website [www.wetzelcountyschools.com](http://www.wetzelcountyschools.com). All prescription medications (including inhalers) and over the counter medications have required paperwork that must be completed prior to the student receiving medication at school. These forms can be obtained from the school office or the website. Any prescription must have a complete written order from a licensed physician. Medications must be brought to the school in the original labeled container and given to office personnel. All medicines are kept under lock and administered by an authorized school official.

If you have questions, please contact Nurse Carrie by calling Long Drain.

### Prescription Medications:

- A "Medication Administration Form" must be completed by the physician and signed by the guardian before any medication is given. Your doctor may have these forms or they can be obtained from the school.
- Medication brought to the school by an adult and delivered to Mr. Huston in the original bottle from the pharmacy. Do not send medications in other containers.

### Over the Counter Medications:

- The school must have a completed "Over the Counter Medication Form" on file prior to any medicine being administered.
- Medication must be brought to school by the parent or guardian in the manufacturer's original packaging. Do not send medicine with students or in other containers.

### Self-Administered Medications (Inhalers):

- Only students requiring inhalers prescribed by a physician may self-administer medications at school.
- Two forms must be completed prior to using inhalers. A "Medication Authorization Form" and an "Inhaler Authorization Form." These forms must be signed by the physician and parent prior to bringing the inhaler to school.

**Any student who fails to follow the school procedures involving medicine or prescription medicine will be subject to disciplinary action which may include: Suspension.**

## Health/Immunizations

The Certificate of Live Birth and all Immunization records must be on file and up to date.

Failure to supply the school with this information will result in contact of West Department of Human Services and police. A student may be excluded from school until the necessary records are supplied.

## Breakfast/Lunch Program

All students in Wetzel County will receive Free Lunch and Breakfast for the 2019-2020 school year. If your child has a previous balance, please pay. Checks can be made out to Long Drain School or Wetzel County Schools. If you have any questions, please contact Missy Bartrug, at (304) 775-4221.



### USDA Non-Discrimination Policy

"The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, sex, religion, age, disability, political beliefs, sexual orientation, and marital or family status. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD).

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Ave, S.W., Washington, DC 20250-9410 or call toll free (866) 632-9992 (Voice).

TDD users can contact the USDA through local relay or the Federal Relay at (800) 877-8339 (TDD) or (866) 377-8642 (relay voice users). USDA is an equal opportunity provider and employer."

## Cafeteria Rules

1. Walk quietly in to the cafeteria.
2. Keep your hands to yourself.
3. Be respectful to the cooks and those around you.
4. Once seated, you may talk at a reasonable volume.
5. Sit and eat!
6. Focus on yourself and your class.
7. If you make a mess, you clean it up.
8. Exit the cafeteria as you entered: "Quietly"



### 2022-2023 LUNCH SCHEDULE

GRADE	ENTER	LEAVE
Pre-K	10:58 a.m.	11:27 a.m.
Kindergarten	10:59 a.m.	11:28 a.m.
1 <sup>st</sup> Grade	11:00 a.m.	11:29 a.m.
2 <sup>nd</sup> Grade	11:29 a.m.	11:57 a.m.
3 <sup>rd</sup> Grade	11:30 a.m.	11:58 p.m.
4 <sup>th</sup> Grade	11:31 a.m.	12:00 p.m.
5 <sup>th</sup> Grade	11:58 a.m.	12:28 p.m.
<b>6<sup>th</sup> – 8<sup>th</sup> Grade</b>		
Lunch Group A	11:59 a.m.	12:29 p.m.
Lunch Group B	12:30 p.m.	1:00 p.m.

## Class Parties

Items for student parties must meet the following standards to be served at school:

*Policy 4321.1 Standards for School Nutrition* now limits beverages to water; 100 percent fruit juice; low fat or skim milk, either plain or flavored; or low fat yogurt smoothies. Dairy products, such as low fat yogurt, cheese cubes or string cheese are good options. Fruits and vegetables, either fresh or dried, also can be served. Whole grain products, no more than one ounce, such as baked chips; unsalted pretzels; graham or animal crackers; or rice cakes also can be served.

**All foods must be commercially packaged or sealed.** This policy may change due to WV BOE actions.

The PTA has scheduled several activities for the 2022-2023 school year. For PTA to be successful for the ensuing school year we need your support. Monthly PTA meetings will be scheduled. Homeroom parents are asked to attend all in-person meetings. Volunteers are also encouraged to attend.

## **School Business Partners**

Long Drain School, Hundred Branch of First Exchange Bank and Hundred Branch of Union Bank are active partners in learning. Activities involving these community businesses will be conducted throughout the school year.

## **School Group Meetings and Use of the Facility**

All school events should be scheduled at least one week in advance. Permission must be obtained from the principal. All events must be properly supervised. Fund-raising projects require a letter requesting permission to the principal.

An outside group's usage of the building and/or grounds, requires a "Building Use Agreement" signed by the group's representative and the school principal, the appropriate insurance documents, a \$100.00 deposit prior to the date of usage and Wetzel County Board of Education Approval.

While using the school grounds, groups shall refrain from smoking and or alcohol will not be permitted. The use of the facility by outside groups is limited to the gymnasium, playground, and/or cafeteria. Under no conditions shall students be permitted in the classroom area of the school without a teacher. All children must be supervised by an adult at all times.

## **Home Visits**

It will be the policy of Long Drain School professional staff to conduct home visits periodically. The reasons for these visits could be, but not limited to:

- 1) Attendance/Behavior Concerns
- 2) Academic Concerns
- 3) Hygiene/Health Concerns

## **Crisis Intervention**

A Crisis Intervention Team has been created at Long Drain School. The purpose of this team is to maintain the care, welfare, safety, and security of all individuals.

## **Local School Improvement Council**

This council is made up of elected parents, teachers, and service personnel and selected business members of the community. Its purpose is to ensure quality programs and clear communication among the school, the community, and homes. The council meets quarterly during the school year.

## **SAT Team-(Student Assistance Team)**

The SAT Team is composed of teachers whose job is to assist students and family with any difficulty in school. Members of the team are classroom and resource teachers, Mrs. McLaughlin, Mrs. Sleeth, and Mrs. Park. Please feel free to contact any of these members if your child has a problem or is in need of assistance.

## Library

Long Drain School has an extensive school library. When using the library, these rules must be followed:

1. Students may check out one book at a time.
2. Reference books may not be checked out.
3. "Quiet" will be maintained in the library at all times.
4. If a book is lost or damaged, the student must pay for the loss or damage.

## Promotion/Retention

Long Drain School will comply with Wetzel BOE Policy concerning the promotion and retention of students. A copy of this policy can be obtained upon request. Whenever possible, parents will be notified at the end of the first semester if their child is in danger of being retained. Failure in two or more academic subjects or excessive absences will cause a student to be considered for retention. If in the judgment of the professional staff a student has not met the academic standards he/she may be retained. Scores on state testing may also be used as an indicator of retention status.

## Parent Conferences

Parent-Teacher Conferences are part of the school calendar and will be held twice a year. Be sure to check your school newsletter for those dates.

However, realizing that parents want to talk with their child's teachers at other times during the course of the year, parents are asked to call the school office or leave a voicemail message for the teacher. The school office will schedule a conference during the teacher's planning period. Please consider the following guidelines:

1. Please do not come to the school and ask to immediately see a particular teacher. That would cause students to miss part of the day's instruction.
2. Call at *least one day* in advance for a conference with the teacher(s). If it is an emergency situation, please contact the office.
3. You **must** report to directly to the office. You will **not** be permitted to walk the hallways or go to a classroom without obtaining permission from the office.

## Homework Policy

Please do not call to request your child's homework *unless* they have or *will miss more than two days of school*. If after two or more days you wish to pick up your child's homework, you will need to call the school office prior to 8:30 am in order for the work to be ready in the office at dismissal time. Please remember that teachers cannot prepare the work request until their planning time.

Students who have been absent are responsible for gathering and making up missed assignments. It is not the teacher's responsibility to ensure that homework is picked up by the student and completed in a timely manner. If an absence is excused, the student will be given two days for each day's absence to make up the work. If the absence is unexcused, he/she will be given one day for each day's absence to make up the work.

**Teachers are not required to give out duplicate sheets or duplicate lists of make-up work when students lose the original.**

**WETZEL COUNTY FILE: IKB**  
**CF.JEAA**

## HOMEWORK

Homework, when properly assigned and reviewed, is an excellent educational strategy to reinforce concepts taught in the classroom and to provide background for the introduction of new concepts in the classroom. Homework is an extension of the school experience and is to aid the student in accomplishing stated learning standards and objectives. Homework should, therefore, not be assigned punitively or capriciously.

The objective of any homework assignment should be the reinforcement or extension of material covered in class, rather than repetitious exercises with no clear objective related to the original purpose of a lesson. Homework is either the completion of work begun in the classroom, practice or enrichment, or additional preparation for subsequent activities. Teachers shall grade or acknowledge all homework, and it may be used as a factor in arriving at the students' final grades.

Students should be aware of the purpose for homework assignments, expectations, and consequences for incomplete work.

Source: Board of Education Minutes

Date: 2-13-68; 2-26-85; 4-2-07

## **Weather Cancellation or Delay Procedures**

Wetzel County Schools will be open for instructional purposes as often as possible, taking into consideration the safety of the students. It is the plan of the school system to have school on a normal schedule every day the roads are judged to be safe for bus travel.

Please decide in advance for your child/children in the event of early dismissals. Parents need to notify teachers concerning where students should go if an emergency occurs and provide a phone number for emergency contacts.

Discuss the arrangements with your child/children so they know where to go if you are not going to be home.

Announcements concerning the delay or cancellation of school and a NTID (Non-Traditional Instructional Day) will be made by the superintendent or designee on all official social media sites as well as *School-Messenger*, the county phone/email notification system, and to all staff and students/parents. The traditional method of notifying local TV and radio stations will continue. You may also contact the county's automated telephone system for weather related announcements at 304-455-2441, ext. 7. (WCS Memorandum No. 21-003)

For NTID days, please review remote learning expectations as they are communicated by your child's classroom teacher. Remote instruction or snow day packets will be provided in order to keep all students on pace for learning.

## **Lice Control/Pest**

In order to control head lice and other infestations, our students will be screened. The parent is required to take appropriate corrective measures before a child is re-admitted to school.

### **Head Lice Procedures:**

1. School personnel will notify the Nurse immediately.
2. The school will notify the student's parents by phone to pick up the child.

3. The school will provide parents with written notice and information concerning the treatment and removing head lice.
4. Following treatment, the parent/guardian must bring the child to the school office where the child will be checked by school personnel.
5. Parents in all instances noted above are subject to WV Attendance Laws. Failure to treat head lice in a timely and appropriate manner may result in court action for unnecessary absence from school.

**\*\*\*Long Drain School has a supply of treatment products available to parents to assist them with this problem. If you need assistance—please ask!!!!**

## AIDS

Legislation requires that every school system provide AIDS instruction. Wetzel County Schools uses the West Virginia AIDS Education Curriculum. Parents of student's subject to AIDS instruction are permitted to review the curriculum and materials used. Parents may exempt their child from AIDS instruction by giving notice, in writing, to the Principal.

## Field Trips

**Children will ride the bus to the field trip destination and return on the bus.** Mrs. McLaughlin may allow alternate travel arrangements for extra-curricular conflicts or emergency situations only. Children not attending the field trip shall stay home the day of the trip, no teachers are available to supervise. All chaperones must ride the bus to and from the school. Parents are not encouraged to follow the bus since the trip is an extension of the school day. Field trips are a relevant part of the school curriculum and content standards.

**All Chaperones must be Wetzel County Board of Education approved. You must submit the appropriate application for consideration.**

## Extracurricular Activities

Any student wishing to participate in extracurricular activities at Long Drain School must abide by the LDS Athletic Code of Conduct and the expectations that are mandated by the WVSSAC. Students placed on social probation through the discipline system may not participate or attend activities at our school.

1. When student/athletes are suspended from school he/she shall also be suspended from all extra-curricular and co-curricular activities at the school during the inclusive dates of the suspension. Suspension from extra-curricular and co-curricular activities shall become effective immediately upon notice to the student of his/her suspension from school.
2. If the student/athlete's suspension dates from school include a weekend, holiday, or other dates that school is not in session for students, the suspension from extra-curricular and co-curricular activities is all-inclusive (includes all dates/activities) from the day/date the student is informed of the suspension through the last day/date that the student is suspended from school. For example; if a student is suspended from school for three days for something occurring on Wednesday and school is in session on the following Thursday, Friday, and Monday—the suspension from extracurricular and co-curricular activities begins on that Wednesday and continues through the following Monday. The student can then return to school on Tuesday and participate in extra-curricular and co-curricular activities on that Tuesday. Another example: if a student is suspended from extra-curricular and co-curricular activities on a Wednesday, but school is not in session until the following Tuesday—the student is suspended from extra-curricular and co-curricular

activities from Wednesday of the current week through the following week's Thursday since that would be the student's third day of suspension from school.

If a student receives a suspension from school near the end of the school year and there are not sufficient school days remaining in the current year's school calendar for the complete suspension to be served, said suspension shall carry over to the following school year's beginning instructional term. Such a student would not however be suspended from extra-curricular or co-curricular activities during the summer months when school is not in session. The remainder of such a suspension from school and from extra-curricular and co-curricular activities would be completed starting with the first day of the instructional term of the following school year at the school the student is attending.

## **Insurance**

Student Accident Insurance is available to all students at a minimal cost. In the event of an accident, a claim form should be picked up in the school office and completed immediately. It is the responsibility of the student to report any injury to the teacher or Principal as soon as it occurs.

All students participating in athletic events and/or intramural sports will be required to either purchase the school insurance or show proof of coverage from their parents. The purchase of the insurance is to be completed by the parent. Checks and the enrollment form must be sent directly to the insurance company and not to the school.

## **Textbooks/Supplies**

Textbooks, workbooks, and instructional supplies are purchased by local tax money. They should be used with care and returned in good condition. Students are responsible for books which are lost or damaged. The replacement cost for the average textbook is \$ 75.00.

**Students who lose or return damaged textbooks will not receive books or a locker until payment has been made to replace the text.**

## **Office Telephone**

Students may make phone calls when they have permission from their teachers. In order to encourage responsibility in the students, teachers will only permit students to call home for emergencies, medication, or eyeglasses. **They will not be permitted to call home for forgotten homework, textbooks, library books, musical instruments, permission to stay with a friend, or stay after school.**

Parents calling the school must give the message to the secretary which will be delivered to the student. Following this procedure will assure that students do not miss valuable class time.

## **Title IX-Equal Rights for All**

As required by federal laws and regulations, the Wetzel County BOE does not discriminate on the basis of sex, race, color, religion, handicapping condition, or national origin in employment or in its educational programs and activities. Inquiries may be referred to Todd Barcus, Title IV Coordinator, Wetzel County Schools at 333 Foundry Street, New Martinsville, WV 26155, phone 455-2441, extension 18; to JC Kimble, Section 504 Coordinator, Wetzel County Schools, 333 Foundry Street, New Martinsville, WV

26155, phone 455-2441, extension 127; or to the WV Department of Education's Director of the Office of Civil Rights.

## Citizen's Appeal Process

A citizen's appeal process is available to all citizens and students when seeking solutions to claims of a violation of Title IX, state laws, policies, rules, or regulations of the West Virginia Board of Education. Copies of Wetzel County Policy JFH, appeal procedures and necessary forms are available at both the Board of Education and school offices. The policy is also available on-line at [www.wetzelcountyschools.com](http://www.wetzelcountyschools.com).

## Absence Excuse

When writing an excuse for your student, please include:

1. Student's Full Name
2. Date
3. Date of Absences
4. Reason for Absences
5. Homeroom Teacher
6. Parent/Guardian Signature



Student Excuse Forms are available in the classroom to take home, complete, and return.

As always, a physician's order is required for absence due to scheduled appointments during school hours. If absence is due to a chronic medical condition, please document with a valid physician's note that explains the diagnosis and anticipated impact on attendance. Absences must be approved and reviewed to be considered an allowable absence.

**WETZEL COUNTY FILE: JEAA**  
**Cf. IKB**

## COMPULSORY SCHOOL ATTENDANCE

### Rationale:

Wetzel County Schools and the West Virginia Board of Education recognizes that a direct relationship exists between daily attendance and student performance, graduation and good work habits. This attendance policy promotes daily school attendance. Daily attendance is necessary for students to meet their schools' academic program standards as each day's learning builds on the work previously completed. While students and parents/guardians have the ultimate responsibility for daily school attendance, the laws of West Virginia require school administrators to enforce compulsory school attendance and to provide an environment conducive to, and encouraging of, attendance.

It is the intent of the Wetzel County Board of Education to increase attendance by encouraging schools to:

1. create a positive school climate conducive to learning;
2. help students develop responsibility, self-discipline and good work habits; and
3. develop a system enlisting parental support for regular school attendance.

### Definitions

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

Allowable Deductions - Absences that result from school-approved curricular/co-curricular activities; failure of bus/hazardous conditions; excused student absences; students not in attendance due to disciplinary measures; and absent students for whom the attendance director has pursued judicial remedies to compel attendance (filed a criminal complaint or juvenile petition) due to provisions in WV§18-8-4.

Dropout Date - for students of ages seventeen or older, the dropout date is defined as the school day after the student's last day of attendance.

Enrollment - a student is officially enrolled when one of the following conditions occur: student was enrolled the previous year; student appears at school to enroll with or without a parent/guardian; or student and/or guardian appears at school to enroll with or without records.

Full-day attendance - is being present at .74 of the school day.

Half-day attendance - is being present at least .26 of the day.

Homeless Children and Youth - an individual who lacks a fixed, regular permanent and adequate nighttime residence defined by Subtitle B of the Title VII of McKinney-Vento Homeless Assistance Act (42 U.S.C. 11431 et seq.)

Transfer - A process by which a student ends enrollment or attendance in one location and begins enrollment or attendance in a second location. This can be evidenced through a transcript request or other documentation that the student is continuing elementary or secondary education.

## **Responsibility**

The Wetzel County Board of Education has the responsibility to encourage student daily attendance, and is mandated to adequately address student absences including tardiness. The Director of Attendance is required to implement and execute the duties as defined in WV Code §18-8-4, including additional duties for homeless children and youth as defined by Subtitle B of the Title VII of McKinney-Vento Homeless Assistance Act. The Director of Attendance and Student Support Services shall diligently promote regular school attendance and ascertain reasons for absences from school of students of compulsory school age and students who remain enrolled beyond their sixteenth birthday. S/he shall submit monthly attendance reports to the county superintendent and the Wetzel County Board of Education.

Each principal has the responsibility to implement this policy through the following actions:

1. Appointment of a designated school attendance coordinator (principal or designee) who collects classroom attendance data and makes appropriate referrals to the Director of Attendance.
2. Maintaining up-to-date WVEIS registers/record of every student and related documentation which includes:
  - a. Monitoring student absences on a daily basis
  - b. Maintaining attendance records for all students on WVEIS. Whenever a student is physically absent from the school facility the student shall be counted absent. The student/county attendance rate will be adjusted for the allowable deductions defined in this policy and in WV Policy 4110
  - c. Referring appropriate students to the Director of Attendance and Student Support Services through WVEIS attendance tag report
  - d. Complete verification of enrollment forms which are then forwarded to the Director of Attendance for approval.
3. Reporting all dropouts through WVEIS which shall be reported to the West Virginia Department of Education
4. Ensuring that a student does not receive an out-of-school suspension solely for failure to attend class.

Each parent, guardian or custodian shall have the responsibility of fully cooperating in and completing the enrollment process providing; immunization documentation (WV Code §16-3-4), copy of certified birth certificate or affidavit (WV Code §18-2-5c), signed suspension and expulsion document (WV Code §18-5-15)



and any other documents required by federal, state and/or local policies or code. Written acknowledgment from the person in “actual charge” of the child stating that such person is assuming responsibility, temporarily or otherwise, for housing, care and supervision of the child must be provided to the school. (WV Code §18-8-2).

## **Principles of Operation**

Compulsory school attendance shall begin with the school year in which the sixth birthday is reached prior to the first day of September of such year or upon enrolling in a publicly supported kindergarten program and continue to the sixteenth birthday or for as long as the student shall continue to be enrolled in a school system after the sixteenth birthday (WV Code §18-8-1a). All students shall be scheduled for the full instructional day. Exceptions may be made in accordance with West Virginia State Board of Education Policy 2510 and Wetzel County Policy IKF, Graduation Requirements. Exemptions may be made by the Wetzel County Board of Education to accommodate placement into college courses, advanced vocational programs, mentorships, shadowing, participation in WV Virtual School, or for other compelling circumstances. This policy shall apply to both the regular instructional day and for the alternative education program. Parents have the right to appeal the application of these procedures through the Appeals Procedure for Citizens (7211) available through the Wetzel County Board of Education.

## **Excused Absences** (In compliance with WV Code §18-8-1 and §18-8-2)

The following definitions shall be used for determining excused absences:

1. Medical and/or dental appointments which cannot be scheduled outside the school day, when the absence is verified in writing by a physician or dentist.
2. Illness of student verified by the parent/guardian not to exceed ten (10) total days per year. Verification by a physician will be required if absences exceed ten (10) total days per year.
3. Illness or injury in the family when a physician verified the absence is essential.
4. Calamity, such as fire in the home, flood or family emergency upon approval of the school principal.
5. Death in the family, limit three (3) days for each occurrence except in extraordinary circumstances. (Family is defined as mother, father, brother, sister, grandmother, grandfather, aunt, uncle, brother-in-law, sister-in-law, brother's children, sister's children, student's child(ren), or any person living in the same household)
6. Leaves of educational value adhering to these stipulations:
  - a. Prior approval of the school principal
  - b. Prior submission and approval of an educational plan detailing objective and activities which must include the completion and submission of all missed work upon his/her return to school.
  - c. Leave not exceed five (5) days in a school year and verification of implementation of the education plan upon the student's return.
  - d. Leave to extend beyond five (5) days in a school year requires superintendent approval.
7. School approved co-curricular or extra-curricular activities. (Students involved in co-curricular and/or extra-curricular events that are held during the regular school day and have advanced approval from the principal shall not be penalized for being absent. They are responsible for making up all missed work. Not included in this exclusion from penalty is the situation when an extra-curricular activity causes a student to return home at a late hour of the evening before the day in which the student is absent)
8. Legal obligations with verification
9. Failure of the bus to run or extremely hazardous conditions; (A student's attendance is not penalized for such absence)
10. Investigation of post-secondary opportunities. The principal may approve days during the junior/senior years (not to exceed a total of two (2) to be used to investigate post-secondary educational opportunities). Additional days may be granted by the principal on an individual basis due to the availability of weekday versus weekend visits and the distance needed to travel to particular post-secondary institutions.

These days must have advanced approval of the school and the parent. The student must bring written verification from the school visited, otherwise, it will be recorded as an unexcused absence. Each school has the right to limit the number of students permitted to be absent on a particular day for this purpose. The student would be marked absent from class, but the days would be excluded in consideration of perfect attendance;

1. Handicapped student's absences should be addressed in accordance with Policy 2419, Regulations for the Education of Exceptional Students, Section 1.10
2. Student participation in approved homebound instruction per Wetzel County Policy IGAG, Homebound Program of Instruction. (Students so approved are not marked absent from school.)

Each student will present written verification for all or part of a day's absence within two (2) days of returning to school following the absence(s). A written excuse is also needed whenever a student leaves school for reasons other than illness.

### **Unexcused Absences**

1. Any absence not identified as excused (including out-of-school suspensions) shall be an unexcused absence.
2. Any late arrival to class or to school and/or any early departure from class or school not identified as being excused, shall cause the student to be marked tardy and/or with an unexcused early departure. To meet the definition of a full day of attendance, a student must be in attendance for 3/4 of the day, or 6 out of 8 class periods. Whenever a student is late to a class or leaves early without an excused reason, s/he will be considered to be tardy.
3. Unexcused absences in any class period which are not defined as a half or full day absence will be counted. Six (6) such unexcused class period absences are equivalent to one (1) full day of an unexcused absence which shall be charged on the student's attendance record.
4. Schools may develop additional interventions and consequences such as parent conferences, after-school or lunch time detention, in-school suspension and/or loss of privileges.

### **Making Up Missed Work**

1. All students shall be given the opportunity to make up all missed work due to school absences. Students shall be given two days for each excused absence and one day for each unexcused absence to make up all missed work. After the two-day due date, make-up work may not be counted. Students should write due dates on all make-up work or note work within their agenda.
2. Regardless of the reason for an absence, all teachers shall make themselves available upon a request by a student to answer questions a student might have concerning instruction that was missed while absent from class.

### **Preventive Actions/Parental Notification (Schools are encouraged to develop and implement additional preventive actions)**

1. Each school shall provide students and parents with policy requirements and responsibility/accountability for regular school attendance through methods which may include annual distribution of student handbooks or the policy; student assemblies and/or school newsletters. Any person shall be provided a copy of the policy upon request.
2. Each school shall enlist parental support for daily school attendance by students by reporting student absences and tardiness on report cards.

3. Classroom discussions will be held on the importance of regular school attendance, promptness and obtaining a high school diploma for future career choices.
4. Any parent(s) of a student who is at least sixteen years old and less than eighteen years old and wants to permit the student to dropout, must sign a statement granting permission for the student to do so. Any student who is at least eighteen years old and wishes to drop out must sign a statement stating that they are dropping out of school. School personnel shall provide counseling with the student and parent concerning the relevance of education and future goals, school-based assistance and community agencies available per the appropriate circumstances of the student.

### **Corrective Action/Parental Notification**

1. The Principal or School Attendance Coordinator shall continually review attendance data. When absenteeism or tardiness become a concern, which shall be prior to ten unexcused absences, a referral shall be made to the Student Assistance Team (SAT) or the IEP Committee when appropriate. Areas of consideration and intervention might include, but are not limited to, a review of the student's academic progress, referrals to a school tutoring program, schedule adjustments, alternative plans or programs that are positive in nature which might encourage improved school attendance, referral to the School Counselor for individual counseling, parent conferences, referral for multi-disciplinary assessment, and/or involvement with other programs or community agencies. Interventions shall be reviewed for effectiveness.
2. In compliance with provisions of West Virginia Law §18-8-5, when the principal determines that an enrolled pupil has accumulated five unexcused absences, the principal shall contact the parent/guardian or custodian to hold a meeting to discuss and improve the pupil's attendance.
3. In the case of five consecutive or ten total unexcused absences of a student during a school year, the attendance director shall serve written notice to the parent, guardian or custodian of such child that the attendance of such child at school is required and that within ten days of receipt of the notice, the parent, guardian or custodian, accompanied by the student, shall report in person to the attendance director for a conference in order to discuss and correct the circumstances causing the unexcused absences of the student. If the parent, guardian or custodian does not comply, then the attendance director shall make complaint against the parent, guardian or custodian before a magistrate of the county.
4. Additional actions may be pursued through magistrate and/or juvenile court.
5. Names of students who withdraw from school will be supplied to the appropriate agencies, e.g., Department of Health and Human Services, Department of Motor Vehicles, Adult Basic Education Programs, or programs to assist out-of-school youth.

### **Alternative Plans and Programs to Encourage School Attendance**

It is recognized that by encouraging and acknowledging good attendance habits, students increase their self-discipline and responsibility in preparation for post-secondary education/training and/or employment. Schools are encouraged to adopt additional incentives to improve attendance and reduce tardies such as recognizing:

1. Those students who have perfect or faithful (five (5) or fewer absences) attendance for the year with an attendance certificate;
2. Students through local media;
3. Students at school assemblies; and

4. Elementary homerooms and middle school/high school classes with the highest yearly attendance rates and least amount of tardiness to school and classes by engaging in a school planned activity or other reward;

Upon graduation from high school, each student will receive a "Certificate of Proficiency" which includes the number of days in attendance during their four (4) years of high school.

### **School Attendance as condition of Licensing for Privilege of Operation of Motor Vehicle per WV Code §18-8-11:**

Any student fifteen years of age, but less than eighteen years of age, who is properly enrolled in a West Virginia public school, or is enrolled and making satisfactory progress in a course leading toward a GED from a state approved institution or organization, or has obtained such certificate, or who is a West Virginia resident enrolled in an out-of-state school, or who is properly enrolled in an Exemption A, B, or K non-public school may request documentation of enrollment/attendance status.

To meet the attendance requirement, students must have less than ten consecutive or fifteen total unexcused absences during a school year in order to obtain and maintain a permit or driver's license.

A student may request a hearing to present why such absences or withdrawal was beyond his/her control. Suspension or expulsion from school or imprisonment in a jail or a West Virginia Correctional facility is not a circumstance beyond the control of the student. If it is determined that such absences were beyond the control of the student, the Director of Attendance shall provide the student with documentation to present to the West Virginia Division of Motor Vehicles. Any student who has had his/her license denied/revoked, must maintain satisfactory attendance (zero unexcused absences) during one complete semester following the denial/revocation of his/her driver's license. He/she may then reapply for a verification of enrollment/reinstatement form. The West Virginia Division of Motor Vehicles may not reinstate a license before the end of the semester following that in which the withdrawal occurred. Summer school does not meet these criteria.

No later than five days following appropriate due process procedures, the Director of Attendance shall notify the West Virginia Division of Motor Vehicles for revocation of student's license who does not meet the proper requirements as outlined in (WV §18-8-11).

### **Homeless Children and Youth**

Homeless youth lack a fixed, regular (permanent) and adequate nighttime residence which includes those:

1. Sharing housing due to loss of housing, economic hardship, or similar reason
2. Living in motels, hotels, trailer parks or camping grounds, due to lack of alternative accommodations; are living in emergency or transitional shelters, are abandoned in hospitals, or awaiting foster care placement
3. Having a primary nighttime residence that is a public or private place not designed for or ordinarily used as regular sleeping accommodations for human beings
4. Living in cars, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings
5. Who are migratory and are living in circumstances described above.

The Attendance Director shall ensure that notice of the educational rights of students in homeless situations is disseminated to the public, parents, guardians, and youth. Such rights shall include, but is not limited to, the following information:

1. Opportunities for meaningful parental involvement
2. Transportation services
3. Enrollment of unaccompanied youth with or without records

4. Assistance in obtaining immunizations/records
5. Full and equal opportunity to succeed in schools
6. Other available services

School personnel will make the effort to identify homeless youth in coordination with other entities and agencies. Any enrollment dispute shall be 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.)

### **Policy Development and Evaluation:**

An annual attendance evaluation shall be conducted to determine the effectiveness of this policy. Input from teachers, principals, attendance directors, parents and community leaders will be provided in the development or revision of this policy. 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.

Source: Board of Education Minutes

Dates: 8-12-83; 9-17-85; 8-11-87; 8-8-89; 11-14-89; 8-7-90; 9-8-92; 6-8-93; 8-6-96; -28-97; 7-29-97; 11-10-98; 5-25-99; 6-12-01; 8-29-02; 5-27-03; 5-13-04

Legal Reference: WV Code §18-2-5; §18-8-2; and §18-8-4; §18-8-11; State Board Policy 4110.10; Subtitle B of the Title VII of McKinney-Vento Homeless Assistance Act (42 U.S.C. 11431 et seq.)

### **Identification of Homeless Students**

In an effort to help all children succeed Wetzel County Schools is seeking information concerning children who live in homeless conditions. The federal guidelines are:

Homeless youth lack a fixed, regular (permanent) and adequate nighttime residence which includes those:

1. Sharing housing due to loss of housing, economic hardship, or similar reason
2. Living in motels, hotels, trailer parks or camping grounds, due to lack of alternative accommodations; are living in emergency or transitional shelters, are abandoned in hospitals, or awaiting foster care placement
3. Having a primary nighttime residence that is public or private place not designed for or originally used as a regular sleeping accommodation for human beings
4. Living in cars, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings
5. Who are migratory and are living in circumstances described above

Parents, guardians have rights which include, but are not limited to the following:

- Opportunities for meaningful parental involvement
- Transportations services
- Enrollment of unaccompanied youth with or without records
- Assistance in obtaining immunizations/records
- Full and equal opportunity to succeed in schools
- Other available services

# LONG DRAIN STAFF

## OFFICE

**Principal:** Laura McLaughlin  
**Counselor:** Teresa Sleeth  
**Secretary:** Missy Bartrug



## PROFESSIONAL

**Pre-Kindergarten:** Carla Fluharty  
**Kindergarten:** Diana Wheeler  
**1<sup>st</sup> Grade:** Davette Petrucci  
**2<sup>nd</sup> Grade:** Paula Cumberledge  
**3<sup>rd</sup> Grade:** Lindsay Rustemeyer  
**4<sup>th</sup> Grade:** Michaela Goddard  
**5<sup>th</sup> Grade:** Sharon Snider  
**6-8<sup>th</sup> Grades:** Marla Larue (*Math*), Brandon Miller (*Social Studies*), Lily Williams (*Reading*)  
Mark Roberts (*Science*), Ted Sumner (*Special Needs*), Joni Dakan (*ELA*)  
**Title I:** Dawn West and Janet Park  
**Intervention:** Leanna Watson  
**Elementary Special Needs:** Angel Forren, Chris Wilson, Shawntel Six  
**Speech:** Hannah Edwards  
**Specials:** Alec Ferrari (*PE/Health*), Melissa Hayes (*Music/Choir*),  
Aaron Sine (*Music/Band*), Matthew Mills (*Art*)  
**Social Worker:** Gianna Shriver  
**School Based Mental Health Coordinator:** Ashley Yoho

## SERVICE PERSONNEL

**Aides:** Lisa Neff (*Pre-K*), Diana McKinney (*Kindergarten*), Darlene Walker (*Library*),  
Shannon Eastham, Lindsay Dennis, Jeanette Soles, Janice Lookadoo (*Special Education*)  
**Cooks:** Drema Bragg, Cheryl Hillberry and Caitlin Wyatt  
**Custodians:** Tom LaRue and Brittany Greathouse  
**Maintenance:** Glen Hollabaugh

## 2022-2023 School-Parent-Student Contract

Student: \_\_\_\_\_

Grade: \_\_\_\_\_

We, the school community of Long Drain School, believe that all students should participate in an academically focused curriculum that is challenging and enables all students to achieve.

Therefore, the staff will:

- Provide for an atmosphere that fosters learning, provides opportunities for success and helps to develop responsible, caring, independent students.
- Allow students to experience success through a variety of instructional approaches. (Project Based Learning, Technology Integration, Implementation of 21<sup>st</sup> Century Content Standards)
- Communicate regularly with parents through letters, newsletters, phone calls, home visits.
- Be respectful of our student's needs.

The parent will:

- Participate in school activities including parent education programs, parent conferences, open house, PTA, and other related activities.
- Ensure that the child attends school regularly, completes homework and gets an adequate amount of sleep.
- Work closely with teachers to ensure the success of their children.
- Ensure that their child is aware of school rules and expects them to comply.

The student will:

- Be a responsible learner and active participant in his/her own learning.
- Complete all class work and homework on time.
- Attend school regularly.
- Respect and obey faculty and staff members.
- Refrain from aggressive or threatening behavior toward fellow students, teacher, or other school staff.
- Refrain from the possession or use of any weapon, alcohol, tobacco, or illegal drugs.
- Use technology tools in a meaningful and productive manner.

We have read the school handbook and agree to abide by the policies and school rules.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Wetzel County Schools

### Inhaler Authorization Form

Self-administration of asthma medication will only be permitted for students with the appropriate authorization as outlined in the West Virginia Code 18-5-22b. BOTH the "Inhaler Authorization Form" and the "Medication Authorization Form" must be completed and on file and the school in order for your child to carry an inhaler during school.

\_\_\_\_\_(student) needs to carry the following prescription labeled inhaler. The above student has been instructed in the proper use of the medication and fully understands how to administer this medication.

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Medication

Dosage and Directions

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Physician's Signature or Stamp

Date

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I hereby request that the above named student, over whom I have legal authority, be allowed to carry and use the prescription medication described above, at school. I understand that all schools in Wetzel County, the Board of Education and its employees and agents are exempt from any liability, except for willful and wanton conduct, as a result of any injury arising from the self-administration of the medication listed above.

I understand that permission to self-administer asthma medication may be revoked if the school administrator finds that the student's technique and understanding of the use of asthma medication is not appropriate and is willfully disregarded.

---

Parent/Guardian Signature

Date



## Wetzel County Schools

333 Foundry Street  
New Martinsville, WV 26155  
Phone: 304.455.2441  
Fax: 304.455.3446

### MEDICATION ADMINISTRATION FORM

<b>Student</b>	<b>DOB: mo/dd/yr</b>	<b>Grade</b>	<b>School</b>
<b>Name of Medication</b>	<b>Dosage</b>	<b>Method of Administration</b>	<b>Time of Administration</b>
<b>Comments: Side effects, reactions or other instructions</b>			
<b>Physicians Name or Stamp</b>		<b>Physician's Signature</b>	
<b>Date:</b>	<b>Phone:</b>	<b>Fax:</b>	
For Inhalers do you recommend that the student self-administer (circle) Yes      No	Self-administration of inhaler must be approved by a physician, parent and the school nurse in accordance with The Medical Policy		

No medication will be given to your child until this information is completed and returned to the school

- All medication must be in a pharmacy-labeled container
- If any changes in medication occur during the school year, a new form must be completed
- Only one form for each medication is to be used
- Medication must be brought to the school by a responsible adult. Do not send medication with students
- All unused medication will be properly disposed at the end of the school year if it is not picked up within one week after medication is discontinued
- Completion of this form authorizes the school nurse to discuss the medication order with the prescribing healthcare provider if indicated and/or needed.

<b>Student Allergies</b>	<b>Other medications taken by the student</b>
<b>Parental Name: (Print)</b>	<b>Parental Signature approving administration</b>
<b><u>For Inhalers only.</u> I authorize self-medication by my child for the use of his/her inhaler.</b> <b>Circle Yes No</b>	
<b>Date:</b>	<b>Telephone Number:</b>