

STAFF

Principal

John Jenkins

Secretary

Dawn Halterman

Pre-School

Melissa Lambert
Kim Davis, Aide

Kindergarten

Cheryl Phares
Kitty Sponaugle, Aide

Grade One

Cyrena Harper

Grade Two

Leslie Bowers

Grade Three

Beth Sites

Grade Four

Rebecca Heavner

Grade Five

Breanna Griffin

Grade Six

Raven Turner

Special Education

Aaron Elbin

Title One

Angie Cooper

Counselor

Yasamien Kirby

Gifted Program

Pamela Waybright

Music

Walter Hojka

Physical Education

Shay Dove

School Nurse

Holly See

Speech Teacher

Helan Turner

Kitchen Staff

Lisa Grapes, Cook
Jessica Barkley

Custodial Staff

Nancy Barkley

Bus Drivers

Calvin Bailey
Jimmie Bennett
Lisa Raines
Steve Lambert
Jill Warner

Title V Staff

Brenda Cook

Technology Integration Coach

Dana Yokum

MESSAGE FROM THE PRINCIPAL

Dear NFES Students and Parents:

Welcome to 2018-2019 school year at North Fork Elementary School. The staff and I are looking forward seeing you again and meeting the new students and parents coming to our school.

This handbook has been prepared for you. Please take time to review the handbook carefully especially those dealing with Attendance Policies. It is important that you and your parents are informed regarding NFES policies and regulations. You will receive an addendum to this handbook if there are any policy changes.

I want to thank the faculty, staff, students, parents and the community for making the 2017-2018 school year a success. We are looking forward to this new school year and hope it will be even better!

Sincerely,
Mr. John Jenkins
Principal

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Vision Statement: Growth for All

Mission Statement: Providing Children Success

General Policy Statements

Non-Discrimination Policy: The Pendleton County Board of Education does not discriminate on the basis of sex, race, color, religion, disability, age or national origin in employment or in the administration of any of its educational programs and activities. Inquiries may be directed to Nicole Hevener, Title IX & Section 504 Coordinator, Pendleton County Board of Education, P. O. Drawer 888, Franklin, WV 26807.

Non-Discrimination Policy, USDA: The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the basis of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited basis will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish).

Persons with disabilities, who wish to file a program complaint, please see information above on how to contact us by mail directly or by email. If you require alternative means of communication for program information (e.g., Braille, large print, audiotope, etc.) please contact USDA's TARGET Center at (202) 720-2600 (voice and TDD).

USDA is an equal opportunity provider and employer.

Confidentiality: Student records are protected under the Family Rights and Privacy Act of 1974 and can only be reviewed by school officials, parents, and in some cases students unless a written parental release is provided. **TITLE IX:** As required by Federal laws and regulations, the Pendleton County Board of Education does not discriminate on the basis of sex, race, color, religion, disability, age or national origin in the employment or educational programs and activities. Inquires may be referred to Nicole Hevener, TITLE IX Coordinator and Section 504 Coordinator, Pendleton County Board of Education, PO Box 888, Franklin, WV 26807. Phone 304-358-2207

Attendance

The Pendleton County Board of Education recognizes that a direct relationship exists between students' daily attendance and academic performance, graduation, and good work habits. Daily attendance is necessary for students to meet their schools' academic program standards as each day's learning builds on the work previously completed. The Board also realizes that absenteeism often leads to higher delinquency, a higher dropout rate and unproductive adults with few or no marketable skills. Absenteeism can touch the total community spreading from the schools into industry, business and government.

Realizing the importance of good attendance, the Pendleton County Board of Education will enlist the help of many segments of society responsible for promoting good school attendance. This will include school personnel, parents, and community organizations such as Mental Health, Department of Human Services, Health Department and local law enforcement officials.

The Board of Education will further endeavor to promote good attendance by creating a positive, safe learning environment that is committed to helping students develop responsibility, self-discipline and good work habits. The instructional program will be designed to offer instructional opportunities designed to meet student needs, to satisfy high school graduation requirements, to identifying potential dropouts and to develop preventative programs, and to provide programs of instruction for dropouts to continue their education.

Absences: Pursuant to the State statutes, compulsory school attendance shall begin for students whose sixth birthday occurs prior to September 1st or upon enrolling in a public school kindergarten program. Attendance shall continue to the sixteenth birthday or for as long as the student shall continue to be enrolled. This policy does not apply to students who are exempt from compulsory attendance under WV Code 18-8-1. Enrolled students may be lawfully absent from school for the causes or conditions listed below. Each cause or condition shall be subject to provisions of Pendleton County School Policy S.2 and confirmation by the Attendance Director of Pendleton County.

Definitions of Excused Absences:

- Illness or injury of the student requiring physician's verification
- Medical and/or dental appointment which cannot be scheduled outside the school day when the absence is verified in writing by the physician or dentist
- Illness of the student verified by parent/guardian not to exceed three consecutive of five total days per year. Verification by a physician will be required if absences exceed three consecutive days
- Illness or injury in the family when student absence verified as essential by a physician
- Illness of the infant child, of an enrolled student, who is the child's primary caretaker, not to exceed five days per semester. Verification must be from physician, student's parent/guardian or student eighteen years of age or older.
- Calamity, such as fire in the home, flood, or family emergency upon approval by the school principal

- Death in the family, limit three days for each occurrence except in extraordinary circumstances. “Family” is defined as mother, father, brother, sister, grandmother, grandfather, aunt, uncle, brother-in-law, brother’s children, sister-in-law, sister’s children, student’s children, or any person living in the same household
- Leaves of educational value. (Example: family educational trips, 4-H educational activities, serving as a Page, etc.) Parent must fill out county forms and the leave must adhere to the following stipulations:
 - Obtain prior approval of school administrator
 - The parent must submit and obtain prior approval of the educational plan detailing objectives and activities
 - The leave may not exceed five days, and there must be verification of implementation of the education plan upon the student’s return
 - A leave that extends more than five days requires County Board of Education approval
- School approved extracurricular activities
- Legal obligation with verification
- Failure of bus to run or extremely hazardous conditions;
- Observance of religious holidays;
- Handicapped students’ absences should be addressed in accordance with State Board Policy 2419, “Regulations for the Education of Exceptional Students.

Unexcused Absences: Any absence not meeting the above requirements shall be considered an unexcused absence, including out-of-school suspensions. Parents have the right to appeal the application of this policy.

Other Out-of-Class School Related Activities: A student absent who attends class field trips, math field day and other approved curricular activities and approved extracurricular school sponsored activities will be an excused absence.

Unexcused Tardiness and Unexcused Leaving School Grounds: Leaving school grounds anytime throughout the day will be reported to the office as excused or unexcused. Each school will determine and post times of the day according to what time constitutes a full day (.74) or one-half day (.26) present. A student is tardy when he/she arrives at school or class after the time designated as the beginning of instruction.

At the beginning of each school year and throughout the school term, each principal will communicate to the parents the importance of the students arriving at school on a punctual basis. Each teacher will periodically explain to the students and parents, when possible, the inconvenience and disruption that a late student causes. This disruptive factor will also be explained in each student’s school handbook. The principal or designee will notify the parent/student in writing when a student has been tardy six times. Once a student has been tardy ten times, the principal or designee will refer the student to the Attendance Director who shall have a conference with the student and parent.

As deterrents to tardiness, school may use, but not limited to, after school detention, behavior improvement program loss of certain privileges, etc. Excessive tardiness will be addressed through each school’s discipline policy.

Makeup Work for Excused Absences: Regardless of the reason for the absence, the student will be allowed the number of days missed plus one in which he/she is responsible to make up all work missed during the absence. Grades for assignments missed during an absence may not be withheld unless the student, after given an opportunity to make up the work, fails to do so.

Procedural Steps in Dealing with Unexcused Absences:

- After three unexcused absences, the principal or the principal’s designee (i.e., secretary, homeroom teacher, etc.) may telephone the parent to check on suspected absences, particularly if it appears a pattern of unnecessary absences is beginning to develop. If a parent has no phone or there is no answer, above person should send a written communication or make a home visit.
- When contact with the parent has been attempted by phone call, note or home visit and the student has accumulated five unexcused absences, then the school will notify the parent by mail that a conference with the parent, principal and other appropriate members of the school staff is required.
- The principal shall hold the conference with the parents and appropriate school personnel to develop an Attendance Plan of Action. The Attendance Director may attend the meeting as appropriate and he/she be included when possible and appropriate.
- If the parent does not come for the conference or the APA does not improve attendance, the school will make an official referral to the County Attendance Director.
- When the student has accumulated ten unexcused absences or five consecutive unexcused absences, the County Attendance Director will initiate Form CA-2 , West Virginia “Notice of Unexcused Absence from School,” certified mail, return receipt requested.
- The Attendance Director shall hold a parent conference as mandated by CA-2 and includes the student. The principal may also attend. The group shall make an Attendance Plan of Action or revise the current APA.
- If the parent refused to pick up the registered letter at the post office, or if the parent does not come to the parent conference, the County Attendance Director shall make one more attempt to meet with parent (i.e., phone, letter, home visit).
- If APA does not improve attendance, the Director will take a further legal step, which may include the filing of a complaint in magistrate or circuit county. This may require a court appearance for the County Attendance Director, principal and possibly other members of the faculty. (WVC 18-8-4, 18-8-5 and SBP 4110)

Parent or Guardian Responsibilities

- Each parent, guardian, or custodian shall have the responsibility of fully cooperating in and completing the enrollment process by providing: immunization documentation (W. Va. Code 16-3-4), copy of a certified birth certificate or affidavit (W.Va. Code 18-2-5c), signed suspension and expulsion document (W. Va. Code 18-5-15), and any other documents required by federal, state, and/or local policies or code.
- Encourage his/her children to attend school.
- Know the difference between an excused and unexcused absence.
- Support his/her children in excused absences only.

- Write notes to school explaining each absence **within three days** of student's return to school. (WVC 18-8-2 and 18-8-7) The note must list a legal reason for the absence.

Student Responsibilities

- Know the difference between an excused and an unexcused absence.
- Promptly returns to school from an absence with a note from home explaining the absence.
- Avoid putting parents into legal difficulty by willfully not attending school.
- Accept the responsibility for the results of his/her own truant behavior, such as driver's license revocation and warrants served on parent or self, if eighteen years of age.

Attendance Rewards: Every month, all students that have had perfect attendance for that month are entered into a drawing. Each month, one name is drawn from all grades K-6th. A gift card, a movie pass to South Branch Cinemas, and a bowling pass will be awarded to the winners.

Dress Code

Students at North Fork Elementary are expected to dress in a manner that does not cause interference with school work or which does not create a classroom or school distraction

1. Clothing that allows for exposure of undergarments is not allowed.
2. Shorts and skirts must be below the end of your fist when your arm is at your side.
3. Students must wear shoes and/or sandals at all times.
4. Girls are not allowed to wear fishnet tops, halter tops or low-cut tops.
5. Boys cannot wear fishnet tops which can be seen through.
6. Bare midriffs are not allowed.
7. Clothing items that feature vulgar or suggestive language, or acts as well as those advocating drugs, tobacco, or alcohol use will not be allowed.
8. It is recommended that appropriate clothes such as shorts or pants be worn on gym days (Monday, Wednesday and alternate Fridays).

If a student breaks one of the rules, the parent(s) will be notified by phone or letter. If a parent can be contacted, they will be asked to bring in appropriate clothing for their child. If a parent cannot be contacted, spare clothing will be provided to the student by the school. Refusal to comply will result in the student receiving a Behavioral Referral Form for not obeying school rules.

Cell Phones/Electronic Devices

Any cell phone/electronic devices that are brought to school must be kept in book bags. The school will not be responsible for any lost, stolen or damaged electronic devices.

Alcohol, Drugs and Tobacco

School Board policy prohibits the use of alcohol, illegal drugs and tobacco on school grounds. See also the **Student Code of Conduct, page 16.**

Policy and Procedure for Pregnant and Lactating Students:

When a student had been identified as pregnant and/or lactating by school personnel, this student shall be referred to the school guidance counselor and/or the school nurse.

The guidance counselor and/or the school nurse shall inform the student of the availability of additional foods provided by the Child Nutrition Program at no cost. The guidance counselor and/or the school nurse shall refer the student to the cafeteria manager for provision of snacks. The cafeteria manager shall provide snacks in accordance with Policy 4321.1. Snacks shall be provided based on the student's class schedule and food preferences.

School Health Centers Provided by Pendleton Community Care

Pendleton County Schools teams with Pendleton Community Care (PCC) to provide primary medical care and behavioral health care to students and teachers in the school facilities. These services support the healthy mental, emotional, and physical development required for success in school.

Services: Most services provided by PCC's health centers can also be received at the school health centers. Services include:

- Periodic physical exams
- Immunizations
- Sports Physicals
- Sick visits
- Support for managing chronic health conditions like asthma and diabetes
- Education for fitness, healthy living, and positive social behavior
- Counseling for depression, anxiety, social problems, diet and weight control, smoking cessation, healthy life choices, sexuality, and drug and alcohol use.

Staff: Medical professionals from PCC provide the care on a posted schedule for each school. The professionals include: physicians / pediatrician, physician assistants and nurse practitioners, a nurse, a licensed professional counselor, and a health educator.

Registration: Any student may register to receive services in the school health centers. To register, parents sign a consent form each school year, authorizing their child's use of the services. Certain services require special consent.

Confidentiality: PCC respects the confidential nature of the patient-clinician relationship and accordingly follows policies and procedures to protect the patient's health information. Information from the school health centers is not included in the student's school file.

Charges: PCC's normal charges are billed to the responsible party for services provided at the school health centers. In addition, PCC submits your claim to insurance when applicable and as directed by the responsible party. No student will be denied services because of the inability to pay.

More information: Pendleton Community Care
PO Box 100
Franklin, WV 26807
(304) 358-2355

Medications

Compliance with State Law governing the administration of medications in schools shall be strictly adhered to by students, parents and school personnel. The administration of medication to students is the primary responsibility of the parent or guardian. Parents are encouraged to administer medication before and after school if at all possible. Please ask the prescribing physician to consider working dosages around the school day.

Prescription Medications: No prescription medication shall be administered at school except by written order with dosage instructions from the prescribing physician. The form entitled "ADMINISTRATION OF PRESCRIPTION MEDICATION AT SCHOOL" must be completed, signed and returned to the school. This form may be picked up at the office. Prescription medication must be in an original prescription container labeled clearly by a pharmacist or physician. Ask your physician to write one prescription for school dosage and one for home. Only one kind of medication may be included in a single container.

Non-prescription Medications: Non-prescription medications may be administered upon written direction of a parent or guardian. These medications must be sent to school in the original manufacturer's container labeled with the student's name and dosage instruction. If there is any question about dosage of medication, the school will request clarification. The medications **MUST** be handed in to the principal's office at the beginning of the school day. Students are not allowed to keep the containers on their person, desk, locker, etc. A form allowing for the administration of non-prescription medications may be picked up at the office.

Clinic: Pendleton Community Care staffs the school health clinic with either a physician, nurse practitioner or a physician's assistant. This medical staff provides health care to all North Fork Elementary School students two mornings per week. Parents must provide a signed consent prior to their child receiving care. Only services that would normally be charged at a clinic will be billed to the family. If possible, parents will be contacted before billable services are delivered. Insurance companies can be billed upon request.

State sponsored medical assistance programs are accepted. Services include routine health care for illnesses such as ear infections and colds. Other medical conditions such as diabetes and asthma can also be cared for. Physical examinations such as sport physicals, physicals, yearly

physicals, and the Medicaid EPSDT examination can be completed at the school health clinic. PCC can be contacted at 358-2355.

Local Wellness Policy: The Local Wellness Policy for Pendleton County Schools, along with implementation and assessment information are available at www.pendletoncountyschools.com This information is also available at the Board of Education Office in Franklin.

Head Lice: When a case of head lice is discovered the parent is contacted and the student is excused from school. The school nurse will provide the parent with information concerning head lice. The student must be checked and cleared by the school nurse or other designated staff member before returning to school. When head lice are discovered all students in the classroom of the infected student and siblings will be checked. Please contact the school nurse if you have questions.

Entrances and Exits: For the protection of the students and the staff only the main entrance to the school will be open during the school day. However, students will be able to exit any door in an emergency.

West Virginia Content Standards: West Virginia's Content Standards (what we teach children) are an integral part of the instructional program. Parents may view the Content Standards either with their child's teacher or with the Principal.

North Fork Elementary School – Four Goals

Our 5 year strategic plan has set four challenging goals for our school and students.

1. To assure that all students master an appropriately prioritized and sequenced K-6 curriculum that develops enduring understandings, essential skills, and critical knowledge as defined through the policies of the West Virginia Board of Education and the West Virginia Content Standards & Objectives.
2. To assure that each teacher utilizes research-based instructional design, management, delivery, and assessment systems that result in highly engaged students who achieve mastery and beyond of the essential curriculum.
3. To assure that the school exemplifies the leadership, culture, and organizational practices consistent with effective school research and possess the commitment, knowledge, and support to create structures and services that result in all students mastering the essential curriculum.
4. To assure that all students receive the support they need to achieve proficiency in the West Virginia Content Standards & Objectives and that all parents (or guardians) are treated as valued partners in their child's educational process.

Textbooks: Textbooks are issued to all students. The individual student is responsible for the loss and/or damage to any assigned textbook. If a textbook is lost, stolen, or damaged the student must pay for the book before another can be issued.

Daily Schedule/Instruction

7:10– 7:55	First Bus Arrives/Student Arrival – Breakfast – Homework Room – Accelerated Reader- Gym
8:00	Instruction Begins
11:45 – 12:20	K – 3 Lunch 4 – 6 Recess
12:25 – 1:00	K – 3 Recess 4 – 6 Lunch
11:35	Pre-K Lunch
1:00 – 3:15	Instruction
3:15	Instruction Ends – Snack - Preparation for Dismissal

Protection of Instructional Time: We value the time set aside for instruction. Every effort will be made to limit the use of the public address system, telephone and any other classroom interruptions. We are requesting that parents wait until instruction ends at 3:15 PM before picking up students.

Programs of Study: Language arts (reading, writing, spelling, listening, English) mathematics, science, social studies are taught in grades K-6. These subjects are taught daily with a re-teach component. Art, music, physical education and health are taught as separate or integrated programs, but are not taught daily. Career exploration and developmental guidance are taught throughout the school year.

Assignment Books/Student Planners: Students will receive and be required to keep an assignment book. Teachers will write assignments on the board or post them elsewhere in the classroom for students to copy in their assignment books daily. Reviewing and signing the book daily is an excellent way to keep in touch with what is happening in the classroom.

Homework: Homework refers to an assignment to be prepared outside of class and which requires work to be done in a study hall or at home. Student work that is assigned during school hours, and not completed, may be sent home with the pupil. The information for any homework assignment should be clear and specific so that the student can complete the assignment.

The purposes of homework are to improve the learning process, to aid in the mastery of skills, and to create and stimulate interest on the part of the student. The following guidelines shall be followed when assigning homework:

- Work shall not require the use of reference materials or technology not readily available.
- Long-term assignments may require the use of outside resources including library and technology.
- All work should be such that the student can complete it with little or no help. It is highly recommended that students in the primary grades be given supervision by parents/guardians.
- Homework should never be assigned as punishment.
- Routine overnight assignments shall be reviewed and/or corrected according to teacher direction. Results may be recorded and returned to the students.

- Teachers shall recognize that legitimate family responsibilities may prevent students from completing homework on time.
- Thirty minutes per night shall be considered an average amount of work to be assigned to students in grades K-4.
- 60 to 90 minutes per night shall be considered the average amount of work to be assigned to students in grades 5-6.

Student Support Services

We are fortunate to have the opportunity to offer our students a variety of programs of support. Listed below is a brief description of each program. For additional information contact your child's teacher or the principal.

Accelerated Reader: This is an incentive program to encourage all children grades 1-6 to read. Each child is encouraged to choose books on their reading level to participate in the program. They read the book they have selected from the library and then they take a reading comprehension test of five questions on the book. If they get four questions or above correct, they receive the point level of that book. The length of the book determines the point value. They accumulate points this way to receive enough points to attend a special award field trip at the end of the year. The number of points needed varies per grade level.

Gifted Program: Students may be nominated for the gifted program by a parent, a teacher or by the principal. Generally these students are performing exceptionally well academically. Parents must give consent for testing. Testing results as well as input from the classroom teacher and the parents are a part of the eligibility process. Identified students leave their classrooms once a week to work with the gifted teacher. The gifted teacher extends the curriculum in math, reading, social studies and science

Special Education: Students are identified for special education services through a referral and testing process. Parents are involved throughout this process and provide written permission for any testing. Parents and teachers work together to develop an Individualized Educational Plan for the identified student that is designed to keep the student in the regular classroom for the majority of the time. Parents must give consent for testing. Testing results as well as input from the classroom teacher and the parents are a part of the eligibility process.

Support For Personalized Learning (SPL) Is addressed through state and federal law and refers to a tiered approach to instruction. Students who do not make adequate academic progress and who are at risk for reading and other learning disabilities will receive increasingly intensive instructional services.

1. Instruction in the General Classroom
2. Classroom teacher provided instruction or expert works with students in small groups
3. Instruction with greater frequency or duration

Counseling: Counseling services are available for students through the school counselor or through Pendleton Community Care.

Title I: North Fork Elementary School has been designated as a Title I School. This designation allows us to have a full-time reading teacher. The teacher may work with any student in the school who is having difficulty in reading. The Title I teacher works with the classroom teacher as they plan for instruction. Students are served in small groups in either the Title classroom or in the regular classroom.

School Parental Involvement Policy

PART I. GENERAL EXPECTATIONS

North Fork Elementary School agrees to implement the following statutory requirements:

Consistent with section 1118, the school will ensure that the required school level parental involvement policy meets the requirements of section 1118 of the ESEA, and includes, as a component, a school-parent compact consistent with section 1118(d) of the ESEA.

Schools will notify parents of the policy in an understandable and uniform format and, to the extent practicable, in a language the parents can understand. The policy will be made available to the local community and updated periodically to meet the changing needs of parents and the school.

In carrying out the Title I, Part A, parental involvement requirements, to the extent practicable, the school will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under section 1111 of the ESEA in an understandable and uniform format and including alternative formats upon request and, to the extent practicable, in language parents understand.

If the school-wide program plan for Title I, Part A, developed under section 1114(b) of the ESEA, is not satisfactory to the parents of participating children, the school will submit any parent comments with the plan when the school submits the plan to the local educational agency (school district).

The school will involve the parents of children served in Title I, Part A schools in decisions about The school will build its own and the parent's capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school, parents, and the community to improve student academic achievement.

The school will provide parental involvement activities under section 1118 of the ESEA in the areas of improving student achievement, child development, child rearing and additional topics parents may request.

The school will be governed by the following statutory definition of parental involvement, and will carry out programs, activities, and procedures in accordance with this definition:

Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring—

- a. that parents play an integral role in assisting their child's learning;
- b. that parents are encouraged to be actively involved in their child's education at school;
- c. that parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child;

- d. the carrying out of other activities, such as those described in section 1118 of the ESEA.

PART II. DESCRIPTION OF HOW SCHOOLS WILL IMPLEMENT REQUIRED SCHOOL PARENTAL INVOLVEMENT POLICY COMPONENTS

NOTE: The School Parental Involvement Policy shall include a description of how the school will implement or accomplish each of the following components. [Section 1118, ESEA.]

1. **North Fork Elementary School** shall take the following actions to involve parents in the joint development and review of its school parental involvement policy under section 1118 of the ESEA:

- a. Open House is a time for parents, teachers, NFES staff and students to build a positive and working relationship.

- b. One family activity per year, with food and programs to inform and educate parents regarding Title I.

- c. Open Houses have been incorporated to share Title I policies, curriculum, classroom rules and routines.

2. **North Fork Elementary School** shall take the following actions to involve parents in the process of planning, joint development of the program, review and improvement of programs under Title I Part A of the ESEA :

- a. Use PTSO meetings to inform, plan, review, and improve the program

- b. Involve the Local School Improvement Council for the same purposes.

3. **North Fork Elementary School** shall hold an annual meeting to inform parents of the school's participation in Title I, Part A programs, and to explain the Title I, Part A requirements and the right of parents to be involved in Title I, Part A programs. The school will invite all parents of children participating in Title I, Part A programs to this meeting.

- a. Open House for each grade level – August, 2018

4. **North Fork Elementary School** shall provide parents of participating children information in a timely manner about Title I, Part A programs that includes a description and explanation of the school's curriculum, the forms of academic assessment used to measure children's progress, and the proficiency levels students are expected to meet.

- a. Provide information regarding goals, standards, and student through such things as the State Report Card, Summative Assessment, school interim reports and grade cards, regularly scheduled parent teacher conferences and SAT meetings

5. **North Fork Elementary School** shall, at the request of parents, provide opportunities for regular meetings for parents to formulate suggestions and to participate, as appropriate, in decisions about the education of their children. The school will respond to any such suggestions as soon as practicably possible by:

- a. Reviewing and evaluating suggestions.

- b. Implement activities to incorporate suggestions in the Title I plan and the School Strategic Plan, if applicable.

6. **North Fork Elementary School** shall provide each parent an individual student report about the performance of their child on the State assessment in at least math, language arts and reading by

- a. School interim reports and grade cards, regularly scheduled parent teacher conferences and SAT meetings, Summative Assessment results and Writing Assessment results.

7. **North Fork Elementary School** shall take the following actions to provide each parent timely notice when their child has been assigned or has been taught for four (4) or more consecutive weeks by a teacher who is not highly qualified within the meaning of the term in section 200.56 of the Title I Final Regulations (67 Fed. Reg. 71710, December 2, 2002):
 - a. Do the highly qualified audit as required by NCLB.
 - b. If any teachers are not highly qualified, notify parents as soon as possible.
8. **North Fork Elementary School** shall provide assistance to parents of children served by the school, as appropriate, in understanding topics by undertaking the actions described below:
 - a. The state's academic content standards,
 - b. The state's student academic achievement standards,
 - c. The state and local academic assessments including alternate assessments,
 - d. The requirements of Title I Part A,
 - e. How to monitor their child's progress, and
 - f. How to work with educators:
 - g. Family Day – 2019
 - h. SAT meeting invitations. Meetings are held at least once every quarter.
 - i. Postings to website and paper copies to homes monthly.
9. **North Fork Elementary School** shall provide materials and training to help parents work with their children in the areas of improving student achievement, (including literacy training and using technology) child development, child rearing and additional topics parents may request.
 - a. Survey parents to see what topics interest them.
 - b. Provide requested trainings.
10. **North Fork Elementary School** shall, with the assistance of its parents, educate its teachers, pupil services personnel, principals and other staff in how to reach out to, communicate with, and work with parents as equal partners in the value and utility of contributions of parents, and in how to implement and coordinate parent programs and build ties between parents and schools, by:
 - a. Work to involve parents in PTSO and LSIC by providing student centered programs.
 - b. Using our Parent Volunteer Coordinator to recruit non-traditional volunteers.
11. **North Fork Elementary School** shall, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities with Reading First, Early Reading First, Even Start, Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, public preschool, and other programs. The school will also conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children, by:
 - a. Family activities.
 - b. Providing information resources in the main office resource center, on-line, mailings.
 - c. Preschool, parent group meetings.
12. **North Fork Elementary School** shall take the following actions to ensure that information related to the school and parent-programs, meetings, and other activities is sent to parents of participating children in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand:
 - a. Family Activities
 - b. PTSO meetings (1 every other month)
 - c. LSIC meetings (1 per quarter)

PART III. DISCRETIONARY SCHOOL PARENTAL INVOLVEMENT POLICY COMPONENTS

NOTE: The School Parental Involvement Policy **may** include additional information and describe other discretionary activities that the school, ,in consultation with its parents, chooses to undertake to build parents' capacity for involvement in the school to support their children's academic achievement, such as the following discretionary activities listed under section 1118(e) of the ESEA:

- a. Involving parents in the development of training for teachers, principals, and other educators to improve the effectiveness of that training;
- b. Providing necessary literacy training for parents from Title I, Part A funds, if the school district has exhausted all other reasonably available sources of funding for that training;
- c. Paying reasonable and necessary expenses associated with parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions;
- d. Training parents to enhance the involvement of other parents;
- e. Arranging school meetings at a variety of times, or conducting in-home conferences between teachers or other educators who work directly with participating children, arrange meetings with parents who are unable to attend conferences at school in order to maximize parental involvement and participation in their children's education;
- f. Adopting and implementing model approaches to improving parental involvement;
- g. Establishing a school parent advisory council to provide advice on all matters related to parental involvement in Title I, Part A programs;
- h. Developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities.

PART IV. ADOPTION

This School Parental Involvement Policy has been developed jointly with, and agreed on with, parents of children participating in Title I, Part A programs, as evidenced by **parental signatures from family night participants, signatures returned from mailing campaign to put policy in parents' hands.**

This policy was adopted by the **North Fork Elementary School** on **September 20, 2006** and will be in effect for the period of **School Year 2018-2019.**

Student Assistance Team:

The SAT is designed to develop plans to help students who, for whatever reason(s), are not doing well. Parents are encouraged to be a part of these meetings and will always be invited to attend to discuss and make recommendations regarding students who are experiencing difficulty. Any recommendations made by the Student Assistance Team regarding your child will be shared with you.

Student Discipline/Code of Conduct

The West Virginia Board of Education recognizes the need for students, teachers, administrators, and other school personnel to have a safe, stimulating, educational environment. Public schools should undertake proactive, preventive approaches to ensure that these standards of conduct are applied in the classroom, on the playground, on buses and at school sponsored activities. Any form of harassment, intimidation, bullying, substance abuse, violence or other policy violations is unacceptable.

All West Virginia public school students will:

- Help create an atmosphere free from bullying, intimidation and harassment.
- Demonstrate honesty and trustworthiness.
- Treat others with respect, deal peacefully with anger, use good manners and be considerate of the feelings of others.
- Demonstrate responsibility, use self-control and be self-disciplined.
- Demonstrate fairness, play by the rules and not take advantage of others.
- Demonstrate compassion and caring.
- Demonstrate good citizenship by obeying laws and rules, respecting authority and by cooperating with others.
- Attend school regularly, complete assignments on time and work to your full potential.

STUDENT CODE OF CONDUCT LEVELS

Level I	Level II	Level III	Level IV
Anti-social conduct	Bullying/Harassment/Intimidation	Alcohol - possession or use	Assault/Battery on a school employee
Cheating	Failure to serve detention	Defacing school property	Felony
Disorderly Conduct	False Identification	Willfully disobeying a teacher	Possession of a controlled substance
Improper operation of a motor vehicle	Forgery	Profane language	Possession of a firearm or deadly weapon
Inappropriate display of affection	Fraud	Theft	Sale of a narcotic drug
Inappropriate dress or grooming	Gambling	Hazing	
Leaving school without permission	Gang activity	Improper or negligent operation of a motor vehicle	

Possession of inappropriate personal property	Insubordination/unruly conduct	Marijuana (simple possession)	
Tardiness	Loitering	Physical altercation	
Technology Abuse	Theft/possession of stolen property	Threat of injury / injury	
Tobacco possession or use			
Trespassing			
Truancy			

Discipline Plan: All teachers have designed and will implement their own classroom discipline system. Ask your child’s teacher about the classroom rules, rewards, and consequences. If a student refuses to follow the rules he/she will be given a discipline referral form (pink slip) to take home. This referral must be signed by the parent and returned to school. The student will also be assigned a detention (missed recess).

If a student receives a second discipline referral he/she will be assigned a detention (missed recess). If a student receives a third discipline referral he/she will serve one day of in-school suspension. In-school suspension will consist of completing assigned work in a setting outside of the classroom. Class work will have to be made up on the student’s time. You will be notified of the in-school suspension and may be asked to attend a conference.

A fourth and all other discipline referrals may result in an out-of-school suspension. The out-of-school suspension will be served the following school day or as assigned by the principal. A parent/school conference will be held before the student can return to school. Records of suspensions will be forwarded to the Superintendent. Students receiving a fourth referral will **NOT** be eligible to go on any field trips for the remainder of the school year, except the Accelerated Reader Field Trip which is part of our academic program.

Examples of our discipline referral forms, a (Pink Slip) and a (Teachers Notes) forms are included in this hand book.

Responsible Students’ Program.

NFES used the State recommended Responsible Students’ Program. We have a set of standards that are important to our school and to student success. Responsible students are prepared and ready for school and learning. They make sure they have what they need for class and actively participate in learning. We want all of our students to take responsibility for their grades and behavior. If a student violates a standard, they receive a minor discipline referral (Teachers Notes) that is marked to show the student what caused the action. Minor discipline referrals will result in a missed recess. Responsible students are those who have received 3 or less reminders (Teachers Notes) per month. Responsible students are rewarded for their efforts.



Teacher Notes

Check Points

To: _____ Date: _____

For: _____ Student From: _____ Teacher

Reason For Communication	
<input type="checkbox"/> Disruptive Behavior	<input type="checkbox"/> Not Staying On Task
<input type="checkbox"/> Disrespectful To Others	<input type="checkbox"/> Fighting/Damage To Property
<input type="checkbox"/> Poor Attendance/Tardiness	_____
<input type="checkbox"/> Late/Missing Homework	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Inappropriate Language	_____
<input type="checkbox"/> Showing Poor Sportsmanship	_____

Additional Comments: _____

Conference Requested

Please Sign and Return

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Student Rights and Responsibilities

Students may view a copy of the entire Student Handbook – Student Rights and Responsibilities in the school’s main office, in the principal’s office, in the counselor’s office, or in the library-media center.

Suspension

Violence of any kind will not be tolerated. Any student participating in a fight, causing injury to others or demonstrating threatening behavior will be suspended from school. The student will receive a referral and be isolated in the in-school suspension area for his/her safety and the safety of others until he/she is picked up or until the end of the school day. A parent/school conference must be held before the student may return to school. Records of suspension will be forwarded to the Superintendent. A student may not participate in any school sponsored activities, or be permitted on school grounds during the period of suspension without permission from the school principal.

Authority of Teachers (State Code 18A-5-1): The teacher shall stand in the place of the parent or guardian in exercising authority over the student and shall have control of all pupils enrolled in the school from the time they reach the school until they leave school.

Employee Code of Conduct: The purpose of the Employee Code of Conduct is to establish appropriate standards of conduct for all West Virginia school personnel.

All West Virginia school employees will:

- Exhibit professional behavior by showing positive examples of preparedness, communication, fairness, punctuality, attendance, language and appearance.
- Contribute, cooperate and participate in creating an environment in which all employees/students are accepted and are provided the opportunity to achieve at the highest levels in all areas of development.
- Maintain a safe and healthy environment free from harassment, intimidation, bullying, substance abuse, violence, and free from bias and discrimination.
- Create a culture of caring through understanding and support.
- Immediately intervene in any code of conduct violation that has a negative impact on students, in a manner that preserves confidentiality and the dignity of each person.
- Demonstrate responsible citizenship by maintaining a high standard of conduct, self-control and moral/ethical behavior.
- Comply with all Federal and West Virginia laws, policies, regulations and procedures.

Change of Address: Please report any change of marital status, address or telephone number at your residence or place of business as soon as possible. This information is critical in contacting you in case of an emergency at school.

Use of Telephone: We make an effort to limit the use of the office telephone by students. School personnel will relay messages from parents to students. Student may use the telephone when given permission by the Principal, Classroom Teacher, or Secretary.

School Messenger: Pendleton County Schools is collaborating with “School Messenger” to provide notification to parents via phone messaging of upcoming events, student attendance, tardiness, parental outreach and emergency broadcasts. The system is programmed to call the primary phone number of parents for a variety of reasons that impact the safety and academic performance of our students. “School Messenger” will be used to complement our emergency preparedness procedures and to inform parents of upcoming county and school events such as statewide testing and parent meetings.

Withdrawals and Transfers: Please notify the school at least one week before the student’s last day of attendance. All textbooks and library materials must be returned and bills paid by the last day of the student’s attendance. Please supply your new address, the name of the new school, its address and telephone number, if possible.

School Delays/Cancellations

Students or parents who suspect the possibility of a delay or cancellation due to bad weather should listen to the local radio or TV stations for announcements of school closing:

WSVA / WELD / WQWV radio
WHSV TV 3/ WSLs TV 10/ WDBJ TV 7

Morning Arrival: Students should not arrive at school before 7:05 a.m. Students must enter the school through the main entrance by the office and report directly to the cafeteria.

After School Arrangements: **If your child is to go somewhere other than home, a note must be sent to school that day.** The office staff must approve all requests. The following situations would require a note from home:

- Riding a different bus
- Getting off the bus at a different stop
- Going home with another student
- Being picked up by someone other than the parent or legal guardian
- Walking home rather than riding the bus or being picked up

The approved note must be presented to the bus driver before a student may ride a different bus or get off at a different stop. **Telephone calls to the school for a change of afternoon transportation for students will be taken on an emergency basis only.** Please include the following information in your note regarding a change in plans:

- Student’s full name
- Teacher’s name
- Destination
- Bus number

- Statement of permission
- Parent or guardian signature

Excuse Notes: When a student is absent from school he/she must bring a signed note from his/her parent or guardian when he/she returns to school. The student should take the note to his/her teacher as soon as he/she enters the school. If a note is not received within three days after returning to school, the absence is considered unexcused.

Tardiness: Please make every effort to get your child to school on time. A student will be tardy if he/she arrives before 9:50 a.m. If you bring your child late to school, please come to the office and check in. Arriving after 9:50 a.m. will be counted as ½ day absent. Leaving school prior to 1:10 p.m. will be counted as ½ day absent.

Makeup Work: Daily attendance is important to student progress. When a student is absent, all assignments need to be made up. It is not necessary for a parent or guardian to pick up work for short periods of absence (one to three days). If a student is to be absent for more than three days, please contact the school at least one day prior to the time that you plan to pick up makeup work. A student will have as many days to finish and return makeup work, as they were absent. For example, if a child missed two days, he/she would have two complete school days to do the work. The work will be due at 8:00 a.m. on the third school day.

School-Parent Compact

The North Fork Elementary School and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA) (participating children), agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State’s high standards.

This school-parent compact is in effect during school year 2018-2019.

Required School Parent-Compact Provisions School Responsibilities

The North Fork Elementary School will:

- 1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State’s student academic achievement standards as follows:**
 - We will teach the content standards and objectives of the core curricula.
 - We will use various sources of data to identify student weaknesses; we will develop and use techniques to improve those weaknesses.
 - We will strive to improve our methods of teaching children by educating ourselves about and using these methods.
 - We will always put the needs of the child first.

- 2. The North Fork Elementary School will hold parent-teacher conferences (at least annually in elementary schools) during which this compact will be discussed as it relates to the individual child's achievement.**
 - Specifically, those conferences will be held: First semester and second semester (Dates & times to be announced at a later date)

- 3. North Fork Elementary will provide parents with frequent reports on their children's progress.**
 - Midterm reports to parents for students who are failing or have a "D" average in a core subject.
 - Reports of all meetings such as Student Assistance Team meetings, Special Education meetings which involve their children.
 - Student Attendance reports when necessary.
 - Provide parents with their child's Summative Assessment results

- 4. North Fork Elementary staff will be available for parent consultation as follows:**
 - During teacher planning periods
 - During scheduled Student Assistance Team meetings
 - Before or after school by prior arrangement.

- 5. North Fork Elementary will provide parents opportunities to volunteer and participate in their child's class as follows:**
 - Homeroom parent
 - Tutoring
 - Guest speakers
 - Readers
 - Other areas such as art projects, musical presentation, etc.

Parent Responsibilities

We, as parents of North Fork Elementary students, will support our children's learning in the following ways:

- Monitoring attendance.
- Making sure that homework is completed.
- Monitoring amount of television our children watch.
- Volunteering in my child's classroom.
- Participating, as appropriate, in decisions relating to my children's education.
- Promoting positive use of my child's extracurricular time.
- Staying informed about my child's education and communicating with the school by promptly reading all notices from the school or the school district either received by my child or by mail and responding, as appropriate.
- Serving, to the extent possible, on policy advisory groups, such as being the Title I, Part A parent representative on the school's School Improvement Team, the

- Title I Policy Advisory Committee, the District wide Policy Advisory Council, the State’s Committee of Practitioners, the School Support Team or other school advisory or policy groups.

Grading and Related Issues

Interim Reports: Interim reports are issued four times a year. Please refer to the school calendar for specific dates. Please review these reports with your child. If there are problem areas, please call the teacher to learn about ways you can assist your child.

Report Cards: Report cards are issued four times a year. Please refer to the school calendar for specific dates. Please review these reports with your child. If there are any questions, feel free to contact your child’s teacher for a conference.

Grading Scale

Scale	1-6
93 –100	A
85-92	B
75-84	C
65-74	D
0-64	F

Honor Rolls: The purpose of the Honor Roll is to recognize students who have maintained outstanding scholastic achievement. Students in grades 1-6 will be recognized as A or A-B honor roll each grading period. Student awards will be given at the end of the First Semester and at the end of the Year. Honor Rolls and Attendance will be submitted to the newspaper at the end of each nine week period.

A Honor Roll: Students who earn an A in all subject areas and no rating less than an S in Health, Music, Physical Education, or Band/Choir, will be recognized as being on the A Honor Roll.

A-B Honor Roll: Students who earn A’s and B’s in all subject areas and no rating less than an S in Health, Music, Physical Education, or Band/Choir will be recognized as being on the A-B Honor Roll.

Opportunities for Parents to Participate in School

Student Assistance Team Meetings: A team of North Fork teachers meets periodically to discuss and make recommendations regarding students who are experiencing difficulty with attendance, discipline and/or learning. Any recommendations made by the Student Assistance Team regarding your child’s progress will be shared with you.

Parent/Teacher Conferences: Parent/teacher conferences are scheduled throughout the year. Please refer to the school calendar for specific dates. Parents are encouraged to attend these conferences. Additional conferences may be scheduled by contacting your child's teacher throughout the school year.

Parent/Teacher/Student Organization: The Parent Teacher/Student Organization meets in October, December, March and May. Minutes from the PTSO meetings will be sent home. All parents are invited to attend the PTSO meetings. Exact dates and times will be announced in the via the school calendar.

Local School Improvement Council: The Local School Improvement Council meets four times per year. All parents are invited to attend the LSIC meetings where the North Fork School Improvement Plan, curriculum, instruction, discipline, and safety issues are discussed.

Web Page: The North Fork Elementary web page will feature information about the school and its on-going programs. The web page will be updated as necessary and can be reached at www.pendletoncountyschools.com

North Fork Elementary School Calendar: North Fork Elementary will continue to publish a monthly calendar. It will provide you with monthly school events.

Faculty Senate: Faculty Senate meetings are scheduled throughout the year. Please see the school calendar for specific dates. These meetings are open to the public. An agenda is posted in the school's main office.

School Buses: School principals, teachers, and bus operators shall work cooperatively in instructing the pupils in the rules and regulations governing transported pupils. Special emphasis should be given to pupil discipline while being transported. Riding a school bus is a privilege that can be lost if students do not follow the rules.

Bank at School: In the fall, Pendleton Community Bank comes to our school to inform students about the importance of saving. Information will be sent home and interested students can set up an account with the bank. Deposits can be made at school on "Bank at School" days.

Handbook Improvement: We want this Handbook to be informative and easy to use. Please let us know if you have suggestions for its improvement. Your ideas are important to us.

Snack Program: There is a morning and afternoon snack available for all students. The morning snack cost will be sent home at the beginning of the school year. This can be paid monthly or all at once. The afternoon snack can be purchased daily by the students for \$.25, \$.35 & \$.50. All snacks meet the WV Dept. of Education guidelines. Some years, NFES receives a Fresh Fruit and Vegetable grant that provides fresh fruits and vegetables at least once a week for the students' afternoon snack at no charge.

Athletics

Athletic Teams: NFES sponsors 3 teams; basketball for boys and girls, and cheerleading. The girls' basketball season will begin in September. Boys' basketball and cheerleading will begin in November.

Eligibility: Students who have an average of 2.0 and are in grades 4-6 are automatically eligible to participate in athletics. Under certain circumstances, 3rd graders may be eligible. All students who participate are still subject to the school discipline policy at practice and at ball games.

Elementary School Athletics Policy: There is a separate athletic policy not included in this handbook which will be made available to students and parents of students who choose to participate in athletics at NFES.

Highly Qualified Teachers

Parents Right to Know-

1. Qualifications – at the beginning of each school year, a local educational agency that receives funds under this part shall notify the parents of each student attending any school receiving funds under this part that the parents may request, and the agency will provide the parents on request (and in a timely manner) information regarding the professional qualifications of the student's classroom teachers, including, at a minimum, the following:

a. Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.

b. Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.

c. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.

d. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

2. Additional information – in addition to the information that parents may request under paragraph 1, a school that receives funds under this part shall provide to each individual parent –

a. Information on the level of achievement of the parent's child in each of the State academic assessments as required under this part; and

b. Timely notice that the parent's child has been assigned, or has been taught for four or more consecutive weeks by a teacher who is not highly qualified.

3. Format – The notice and information provided to parents under this paragraph shall be in an understandable and uniform format and, to the extent practicable, provided in a language that the parents can understand.

a. Privacy – Information collected under this section shall be collected and disseminated in a manner that protects the privacy of individuals.

b. Technical Assistance – The Secretary shall provide a State educational agency, at the State educational agency’s request, technical assistance in meeting the requirements of this section, including the provision of advice by experts in the development of high-quality academic assessments, the setting of State standards, the development of measures of adequate yearly progress that are valid and reliable, and other relevant areas.

Disclaimer: Every effort is made to accurately reflect current State, County, and Local policies in this handbook. In the event of error or omission, the school will always act in accordance with policy while correcting an error or omission. If a policy is updated or a new policy added, the school will provide copies of the updated/new policies to all parents and students within 10 working days of receiving the policies.

**NOTICE TO PARENTS:
Right to Review Teacher Qualifications**

To: **ALL PARENTS**

From: North Fork Elementary School

Date: August 17, 2018

As a parent of a student at North Fork Elementary School, you have the right to know the professional qualifications of the classroom teachers who instruct your child. Federal law allows you to ask for certain information about your child's classroom teachers and requires us to give you this information in a timely manner if you ask for it. Specifically, you have the right to ask for the following information about each of your child's classroom teachers:

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

If you would like to receive any of this information, please call John Jenkins, Principal at 567-3193.

Pendleton County Schools
Annual Notification Regarding School Records
CONFIDENTIALITY

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. They are:

- (1) The right to inspect and review the student’s education records within 45 days of the day of the District receives a request for access. Parents of eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

- (2) The parents of an exceptional student shall be afforded an opportunity to inspect and review all education records with respect to:
 - a. The identification, evaluation and educational placement of the student; and
 - b. The provision of a free appropriate, public education to the student through the development and implementation of an IEP.

The public agency shall inform parents when personally identifiable information collected, maintained or used is no longer needed to provide educational services to the student. The information must be destroyed at the request of the parents. However, a permanent record of a student’s name, address, and phone number, his or her grades, attendance record, classes attended, grade level completed, and year completed may be maintained without time limitations.

- (3) The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask Pendleton County Schools to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request of amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- (4) The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed with the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

- (5) The right to file a complaint with the U.S. Department of Education concerning alleged failure by the District to comply with the requirements of the FERPA. The name and address of the Office that administers FERPA is:

Family Compliance Office
U.S. Department of Education
600 Independence Avenue, SW
Washington, DC 20202-4605

Any citizen of this school district is welcome to contact your Principal or the Director of Special Services for additional information regarding the person responsible for the maintenance of each type of record, the persons who have access to the records, types and location of records collected, the purpose for which they have access, or any other question regarding student records.

NOTICE TO PARENTS PARENTAL CONSENT TO ACCESS PUBLIC BENEFITS OR INSURANCE (E.G., MEDICAID)

This notice informs parents of the Individuals with Disabilities Education Act of 2004 (IDEA) regulations at 34 CFR §300.154, effective March 18, 2013, regarding written notification and parent consent to access public benefits or insurance, such as Medicaid. Before the school district accesses the parent's or child's Medicaid or other publicly funded benefits for the first time to seek reimbursement for services provided to an eligible student, and annually thereafter, this written notice is provided to inform parents of the following:

- A prior written parental consent will be requested to release personal information from a child's education records or information about the services that may be provided for the purpose of billing Medicaid or another specific agency for Individualized Education Program (IEP) services.
- The consent form will state the student's personal education records and information that will be disclosed, the purpose of the disclosure (e.g., Medicaid billing) and the agency to which the records will be released. By consenting, parents state they understand and agree that their or their child's public benefits or insurance will be accessed to reimburse the cost of services.
- Parents cannot be required to sign up for or enroll in public benefits or insurance programs for their child to receive free appropriate public education, that is, IEP services.
- Parents are not required to pay out-of-pocket expense such as a deductible or co-pay amount resulting from filing a claim, but may pay the cost that otherwise would be paid by parents.
- Parents must be informed that their public benefits or insurance (e.g., Medicaid) will not be billed if it would:
 - result in a decrease in lifetime benefits;
 - result in the child's parents paying for services that would otherwise be covered and that are needed for the child outside of the time the child is in school;
 - result in an increase in premiums or discontinuation of public benefits or insurance; or
 - risk loss of eligibility for home and community-based waivers based on the total (aggregated) health-related expenditures for the child or the child's parents.
- Parents have the right to withdraw consent to disclose their child's personal information for billing purposes at any time.
- Parents' withdrawal of consent, or refusal to provide consent, to release their child's personal information for purposes of accessing their public benefits or insurance (e.g., for Medicaid billing) does not relieve the school district of its responsibility to ensure that all required IEP services are provided at no cost to parents.

Please Note: is Student Handbook is Provided by Title I funds.

Please remove this page from the handbook, sign and return it to the school as soon as possible. NFES is required to prove that it has made every effort to inform parents of certain items contained the handbook.

I HAVE READ AND DISCUSSED THE STUDENT HANDBOOK WITH MY CHILD AND WE UNDERSTAND THE INFORMATION CONTAINED WITHIN. I FURTHER UNDERSTAND THAT MY CHILD AND I ARE RESPONSIBLE FOR ADHERING TO ALL INFORMATION LISTED IN THIS HANDBOOK.

CHILD'S NAME: _____

PARENT'S SIGNATURE: _____

DATE: _____

