

Memo

To: Interested Persons
From: Pendleton County Schools
CC:
Date: July 18, 2011
Re: Proposed Policy Changes – Pendleton County Board of Education

Attached are proposed policy changes for the Pendleton County Board of Education for comment and review. The highlighted sections are proposed sections to be added while the strikethrough sections are proposed sections to be deleted.

The comment period is from July 18, 2011 through August 2nd, 2011. The Board will review comments at the August 2nd meeting with the plan to approve the policies, with any changes, if needed, at that meeting after a second and final reading is held.

If you have any comments or suggestions, please provide feedback to Mr. Lambert at dslamber@access.k12.wv.us

File: I.24. Lesson Plans (New Policy)
(P) I.24.1. Lesson Plan Self-Assessment Form

Pendleton County has always required lesson plans, but this is the first time a formal, written policy has been placed in the policy manual. The purpose of this policy is to provide guidance to administrators and teachers in order to provide a uniform understanding of what is expected in the writing of lesson plans.

<p>PENDLETON COUNTY BOARD OF EDUCATION</p> <p>I. INSTRUCTION</p> <p>File: I.24. Lesson Plans</p>	<p>Adopted:</p> <p>Last Reviewed:</p>
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State Board of Education Policies 2320, 2510 and 5310 require each teacher to develop and utilize written lesson plans that are based on approved content standards and objectives. Lesson plans shall be prepared in advance and the principal shall review and comment on them a minimum of once each quarter and s/he shall provide written feedback to the teacher as necessary to improve instruction.

The daily plans are subject to additional review at the discretion of the building principal or Central Office Supervisor.

Rationale for Lesson Planning

The Board and administrative staff of the school system believe good written lesson plans help the teacher to:

- ❖ provide a long-rang perspective of the program;
- ❖ focus on the content standards and objectives for each lesson;
- ❖ identify the concepts to be taught;
- ❖ identify the procedures and methods to be utilized to engage the students in the instructional process;
- ❖ identify the means of assessing student mastery of the CSOs;
- ❖ adjust teaching strategies as a result of assessment of student mastery of subject matter;
- ❖ identify appropriate instructional materials and technology resources correlated with content standards, objectives and performance descriptors;
- ❖ provided for self-assessment of the effectiveness of each lesson; and
- ❖ supply tangible evidence of teacher preparation; and provide needed direction for substitute teachers.

Unit Lesson Plans

Unit Lesson Plans are the means by which the instructor defines the scope and parameters of the next several lessons which will focus upon the attainment of identified Content Standards and Objectives within a given topic or set of topics. Unit goals should be clearly stated and a tentative time line should be established for achieving those goals. Evaluation procedures should be established as a part of the unit plan so that both student and teacher will be fully informed about the expectations for the class. Unit Lesson Plans will remain in the teacher's classroom at a location designated by the building principal.

Daily Lesson Plans

Daily Lesson Plans are essential to effective teaching. These plans should clearly state the objectives to be achieved each day, specific learning targets to be achieved within the objectives, the teaching strategy or activities to be used in achieving those objectives, summary activities and the materials necessary to present the lesson. Evaluation procedures should be included as a part of the daily plan as appropriate.

The teacher's grade book or a separate classroom roster must also be available at all times in each classroom for use by substitute teachers. Additional information such as seating charts or other helpful management tools used by the teacher should also be available to substitute teachers.

Each teacher shall be required to have lesson plans at least five (5) days in advance of the instruction, and the plan book shall remain in the classroom at a location designated by the principal.

Recognizing that technology is an important part of the modern classroom, the "plan book" may be either a hard copy or it may be a computer generated document. Should the teacher opt for a digital "plan book", s/he shall e-mail a copy of the weekly lesson plan to the principal in order that a copy may be printed for those times when a substitute teacher is required. Principals may request a copy of hard copy lesson plans for their files.

- ❖ For the purpose of evaluation, classroom teachers may not be required to include in lesson plans any of the following: teach/reteach strategies; write to learn activities; cultural diversity; color coding; or any other similar items which are not required to serve as a guide to the teacher or substitute for daily instruction.
- ❖ Classroom teachers cannot be required to post their lesson plans on the Internet or otherwise make them available to students and parents. However, teachers may voluntarily post material on the Internet.

Emergency Day Plans

All teachers shall have on file in the principal's office a two-day emergency lesson plan for those times when an unexpected circumstance causes a disruption in the normal classroom activities.

Detailed Lesson Plans for Teachers Chaperoning Field Trips

Teachers who are chaperoning a field trip shall examine their daily lesson plans for the date(s) of the field trip and elaborate upon them as needed to assure that the substitute provided for them will be adequately informed about the planned activities. In addition, arrangements for special materials and equipment required to fulfill the lesson plan shall be in place in the classroom prior to that date.

A copy of the plan shall be submitted to the principal along with the travel request for the field trip. A second copy of the plan shall be left on the teacher's desk for the convenience of the substitute.
(SBP 2320; SBP 2510; SBP 5310)

(P) I.24.1. Lesson Plan Self-Assessment Form

Pendleton County Schools

Lesson Plan Self-Assessment Form

Teacher: _____ Date: _____

Grade Level: _____ Subject(s): _____

Lesson Plans are complete and turned in: on time late Nine Weeks: 1 2 3 4

Evidence of the following is present in reviewing my lesson plan book on the date above:

- CSO's are identified
- Various teaching strategies are included
- Student activities/procedures listed
- Reteach activities, accommodations, and modifications are listed as needed
- Extensions/enrichment
- Page numbers/specific assignments are listed for the day
- Materials used in instruction are listed
- Evaluation/assessment procedures are included
- Use of Technology
- Daily "bell ringer" or "brain teaser" identified
- Writing across the curriculum activities included
- Homework and/or independent practice
- Character education and/or multicultural lessons are included

Additional comments:

Teacher's Signature: _____

File: P.18. Employee Staff Development Programs

(P) P.18.6. Employee Option to Earn an In-lieu Continuing Education Day (New Policy)

This policy formalizes and clarifies the guidelines to be followed in scheduling staff development activities. The school system has a history of allowing employees to complete a portion of their staff development hours on their own time outside the school calendar in lieu of a continuing education day scheduled at the end of the school term. However, there has been some confusion as to who is eligible to receive the in lieu day and this policy clarifies that issue.

The CE day at the end of the school term is a part of the 200 day school calendar which must be applied to all school employees for pay purposes and only those employees who have completed six (6) hours of CE on their own time outside of the school calendar are eligible to be excused on that day. All other employees must be present at their work stations on the end of year CE Day.

Also, a caveat which must be attached to this policy is that the school laws of West Virginia are such that days of instruction shall take priority over non-instructional days near the end of the school term if an excessive number of instructional days have been lost due to inclement weather. Therefore, the CE Day could be used as in instructional day.

(P) P.18.7. Failure to Complete Required Continuing Education Hours (New Policy)

This policy is written to inform employees that State Board Policy provides for disciplinary action against employees who neglect or refuse to complete their 18 hours of Continuing Education.

PENDLETON COUNTY BOARD OF EDUCATION	Adopted: August 20, 2003
P. PERSONNEL – PROFESSIONAL AND SERVICE	Last Review:
File: P.18. Employee Staff Development Programs	August 24, 2010

(P) P.18.6 Employee Option to Earn an In-lieu Continuing Education Day

All Pendleton County employees are required to complete 18 of Continuing Education activities each year. In most cases, those hours are scheduled during their regular working hours as a part of the 200 day school calendar. However, the Pendleton County School System’s Continuing Education program provides employees the opportunity to annually schedule up to six hours of Continuing Education activities on their own time outside of the school calendar with the understanding that they will receive a compensatory day (in-lieu day) scheduled near the end of the school term.

These in lieu hours may be earned by attending county sponsored educational workshops in the summer, attending workshops on weekends or after school hours, approved college course work and other approved activities.

Special Note: The State Department’s chief financial office has ruled that employees who receive a stipend for attending Continuing Education activities scheduled outside the school calendar may not count those hours toward a compensatory day (in-lieu day) at a later date in the school calendar.

The In Lieu Day

The in lieu day shall be scheduled near the end of the school year, but prior to the last scheduled day for employees. The following guidelines will be followed:

- ❖ A six hour Continuing Education activity will be scheduled for that day. Employees who have not completed their required 18 hours of Continuing Education shall be required to participate in that activity.
- ❖ Those employees who have completed six hours of Continuing Education outside of the school calendar will not have to report to work on that day.
- ❖ Employees who have completed 18 hours of Continuing Education as a part of the 200 day calendar (they have attended activities scheduled during regular working hours) will report to work and shall use the day as a work day in their room or completing duties assigned by the principal.

A caveat which must be attached to this policy is that the school laws of West Virginia are such that days of instruction shall take priority over non-instructional days near the end of the school term if an excessive number of instructional days have been lost owing to inclement weather.

West Virginia Code §18-5-45 requires that if on or after March 1, the Board determines that it is not possible to complete 180 separate days of instruction, it shall schedule instruction on any available non-instructional day, regardless of the purpose for which the day originally was scheduled.

This can include Outside School Environment Days (OS), the third Continuing Education Day (CE) or Teacher-Pupil-Parent Days (TP). The non-instructional day scheduled for professional Continuing Education (CE) shall be the last available non-instructional day to be rescheduled as an instructional day.

In order to meet its commitment to annually complete 180 day instructional term, the Board hereby notifies all school employees who opt to schedule six hours of Continuing Education activities on their own time shall do so with the understanding that they will be provided a compensatory (in-lieu) day at the end of the school term only if it is still available as a non-instructional day on the date that it is scheduled.

(WVC §18-5-45; SBP 5500; SBP 5500.02)

[Home](#)

(P) P.18.7. Failure to Complete Required Continuing Education Hours

Employees are required by State Board Policies 5500 and 5500.02 to complete 18 hours of continuing education training each year and employees who fail to complete those hours shall be subject to disciplinary action. The training is required irrespective of whether an employee is present or absent from work on the days that the continuing education training is scheduled. Employees who are absent from work are required to complete the training at another time. It is not acceptable to excuse an employee from completing the required training because the employee was absent from work on the days that the training was scheduled regardless of the reason for the absence.

The Board is fully aware that its employees sometimes have schedule conflicts; therefore it offers the following suggestions for employees to make up missed scheduled Continuing Education activities:

- ❖ If the employee was absent from work on the scheduled CE day because s/he was authorized to be off, such as being on personal or annual leave for which s/he is being paid, then s/he would be eligible to complete the required CE during his/her regularly scheduled work hours. But this would not have to be during the time or on a day when the county would need to hire a substitute. The training could be obtained during hours that the employee is “on the clock” but able to be away from their primary duties or work assignments, such as between bus runs, or the CE could be offered on a work day, such as an ISE day, when the employee is not required to perform his/her primary duties.
- ❖ Employees have approximately 30 hours each year in which they can obtain the 18 hours of continuing education training; six hours on each of the three CE days and at least two hours on each of the five ISE days. A portion of each of the ISE days is to be used for staff development, and this training can be counted towards meeting the 18 hours specified in State Board policies 5500 and 5500.02. Also AIT days provide opportunities for staff development, so there should be no excuse for any employee who fails to obtain the required number of hours.

The county Staff Development Coordinator shall annually establish a deadline prior to the last week of instruction for all employees to have completed their Continuing Education hours or to be scheduled for the third Continuing Education day near the end of the school term. Employees who fail to attend or who are not scheduled to attend sufficient Continuing Education activities to complete the required 18 hours shall be suspended without pay one day for each six hours of Continuing Education missed. Employees who are short less than six hours of Continuing Education shall be suspended without pay on a pro rata basis.

Employees who fail to complete the required 18 hours of Continuing Education shall be subject to disciplinary action.
(WVC §18-5-45; SBP 5500; SBP 5500.02)

File: P.6. Employee Contracts and Compensation Plans

**(P) P.6.3.1. Restrictions on School Administrators holding Coaching Assignments
(New Policy)**

This is a new policy. This is not a new concept within the state. School boards generally view the responsibilities of both of these positions to be such that they require the undivided attention of the personnel who fill them.

PENDLETON COUNTY BOARD OF EDUCATION	Adopted: August 20, 2003
P. PERSONNEL – PROFESSIONAL AND SERVICE	Last Review:
File: P.6. Employee Contracts and Compensation Plans	August 24, 2010

**(P) P.6.3.1. Restrictions on School Administrators holding Coaching and other
Extra-Curricular Assignments**

Pendleton County School employees, who hold a principal or assistant principal position, shall not be permitted to also hold an athletic coaching position.

It is the Board's belief that both administrative and coaching assignments require strong leadership, great focus on the purpose and goals of the school system, the expenditure of enormous amounts of energy and dedication to the welfare of our students. It is unlikely that any one individual can, on a consistent basis, be successful in more than one such assignment at a time.

Further, it is the Board's belief that its administrative leaders will be most effective in providing a broad range of services to the students and community when they are free to concentrate on providing leadership, supervision, support and guidance to those who choose to direct students in athletics and other extra-curricular activities.

The Superintendent, when presented with unusual circumstances, may recommend to the Board that an employee holding an administrative position be permitted to act as an assistant coach on a short-term basis.

PENDLETON COUNTY BOARD OF EDUCATION R. RELATIONS WITH THE COMMUNITY File: R.9. School Volunteers and Chaperones	Adopted: August 20, 2003 Last Review: August 24, 2010
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Citizens who voluntarily contribute their time and talents to the improvement and enrichment of the public schools, instructional and other programs are valuable assets. The Board encourages constructive participation of groups and individuals in local schools and in central and area offices to perform appropriate tasks during and after school hours under the direction and supervision of professional personnel.

School Volunteers:

School volunteers are distinguished from chaperones in that they are active at school sites on a regular basis assisting with various supportive activities that are approved and supervised by the school principal and his/her professional staff.

School Chaperones:

Chaperones are those persons who have been recruited and approved by the school principal and whose names have been presented to the Board for approval to act as occasional, additional supervisors of students engaged in off-campus activities and, on occasion, on-campus activities. They, like school volunteers, are always under the direction of the principal and the professional staff.

(P) R.9.1. Selection and Utilization of School Volunteers

Recruitment:

Recruitment, utilization, coordination and training of volunteers are a responsibility of the school administration and will be carried out as directed or delegated by the Superintendent. It shall be the responsibility of the school principal to receive and process all applications for volunteer services and conduct a background check of each applicant utilizing the Federal and West Virginia State Police Sex Offender Registries.

The principal shall review the application forms and submit a Principal’s Recommendation Form containing the names of the selected volunteers to the Superintendent to be forwarded to the Board for approval.

Utilization:

Every effort should be made to utilize volunteer resources in a manner, which will ensure maximum contribution to the welfare and educational growth of pupils. The responsible school personnel will identify appropriate tasks for volunteers, and will provide training activities for them so they may become skilled in performing those tasks.

Volunteers may be involved in virtually every facet of the operation of the school district; however, volunteers may not assume responsibility for diagnosing, prescribing, evaluating instruction, grading papers, handling confidential information or the sole responsibility of supervising students. They may reinforce skills taught by the professional staff.

[Home](#)

(P) R.9.2. Selection and Utilization of Chaperones

Recruitment, utilization and coordination of chaperones are a responsibility of the school administration and will be carried out as directed or delegated by the Superintendent. The principal and or the sponsors in charge of school activities and trips shall provide appropriate directions and guidance for all chaperones before the activity or trip begins.

It shall be the responsibility of the school principal to receive and process all applications for chaperone services and conduct a background check of each applicant utilizing the Federal and West Virginia State Police Sex Offender Registries.

The principal shall review the application forms and submit a Principal's Recommendation Form containing the names of the selected chaperones to the Superintendent to be forwarded to the Board for approval.

(P) R.9.3. Insurance and Health Requirements for Volunteers and Chaperones

For the purpose of the County's insurance program, volunteers must be approved by the Pendleton County Board of Education.

Since school volunteers have contact with students similar to that of classroom teachers, they must have tuberculin test prior to beginning their volunteer efforts.

School chaperones only have occasional contact with students much in the same manner as people have contact in public transportation, public activities and social gatherings, it will not be necessary for them to have the tuberculin test.

The names of all regular school volunteers and chaperones must be submitted to the Superintendent by the school principal, and, upon his/her recommendation, approved by the Board of Education.

(WVC §16-3D-3; §18-5-13)

[Home](#)

(P) R.9.4. Injury to Volunteers and Chaperones on School Property

Accidents and/or injuries involving school volunteers and chaperones on school property or any other location or in vehicles under the jurisdiction of the Board of Education should be reported to the principal or the person in charge of the activities at the site of the incident. First aid may be administered as appropriate; however, when in doubt about the medical treatment required, 911 should be called to

obtain professional medical assistance. If the principal is not present at the site of the accident, he/she shall be notified of the incident and the action taken by the person in charge.

As appropriate, relatives of the injured person shall be contacted if requested by the injured party. In the event that no relatives are available to assist school personnel, or if the injured party does not request the notification of relative, the person in charge shall take prudent actions to assure the comfort and safety of the injured party.

The principal or the person in charge shall complete an accident report utilizing the attached reporting form (P) *R.9.3.1. Volunteer/Chaperone Injury Report Form*. The report shall be forwarded to the Safety Coordinator as soon as possible, but no later than the next workday. In order to expedite the processing of adult accident claims, the Business Manager shall assist the Safety Coordinator with the paperwork and accident investigation as appropriate. The person submitting the injury report shall also consult (P) *P.7.1. Workmen's Compensation*, to ensure the proper response to any and all injuries on school property.

[Home](#)

(P) R.9.5.

VOLUNTEER AND CHAPERONE ACCIDENT REPORT FORM

Name of Injured: _____

Home Address: _____

Home Telephone: _____ Work Telephone: _____

School Site: _____

School Employee in Charge: _____

Date Occurred: _____ Time Occurred: _____ AM PM

Date Accident Reported: _____

Specific Activity: _____

Location of Accident: _____

Description of Accident: _____

Nature of Injury: _____

Immediate Action Taken:

First Aid: _____ Yes _____ No By: _____

911 Emergency Call: _____ Yes _____ No By: _____

AUTHORIZATION:

Name

Date

[Home](#)

(P) R.9.6 Background Check for School Volunteers and Chaperones

The frequency of sex offenses against children in our society has risen dramatically in recent years and school systems and other social institutions which assume responsibility for children in settings outside the home must respond to this threat in a responsible manner. While the Pendleton County Board of Education has a deep respect for the citizens of this county, it cannot assume that the county is free of sexual offenders. The Pendleton County Board of Education has the responsibility to verify that volunteers and chaperones have not been convicted of an offense listed in Section 15-12-2 of the West Virginia Code, which would require them to register with the Central Abuse Registry as a sexual offender. Further, West Virginia law requires all school systems to adopt and implement policies which protect children entrusted to their care from sexual predators and which clearly define the circumstances under which individuals who are not school employees may have unrestricted access to students.

[Home](#)

Amended/Revised: January 12, 2010

(P) R.9.7. Volunteer Application

**PENDLETON COUNTY SCHOOLS
Volunteer Application**

[Please Type or Print]

I.

Name _____
Last First Middle Social Security Number

Present Address _____ () _____
Street Telephone

_____ City State Zip

E-Mail Address (if available) _____

Activities for which I am volunteering _____

Date(s) I am available for volunteer work _____

Are you volunteering as a driver to transport students? Yes _____ No _____ In yes, complete Section II.

II.

Have you ever been convicted of Driving under the Influence or Drugs or Alcohol? Yes No

Have you been convicted of Reckless Driving in the past 10 years? Yes No

Do you have the required excess Liability Insurance? Yes No

*Please attach a copy of your insurance coverage to this application to document the limits of your excess liability insurance.

III. Tuberculin Test: The applicant must provide documentation that s/he has had a tuberculin test prior to beginning service as a volunteer.

GENERAL BACKGROUND INFORMATION

You must give complete answers to all questions. If you answer "Yes" to any question, you must list all offenses, and for each conviction provide date of conviction and disposition, regardless of the date or location of occurrence. Conviction of a criminal offense is not a bar to service as a school volunteer in all cases. Each case is considered on its merits. Your answers will be verified with appropriate police records.

Criminal Offense includes felonies, misdemeanors, summary offenses and convictions resulting from a plea of "nolo contendere" (no contest).

Conviction is an adjudication of guilt and includes determinations before a court, a district justice or a magistrate which results in a fine, sentence or probation.

You may omit: minor traffic violations, offenses committed before your 18th birthday which were adjudicated in juvenile court or under a Youth Offender Law, and any convictions which have been expunged by a court or for which you successfully completed an Accelerated Rehabilitative Disposition program.

Were you ever convicted of a criminal offense? Yes <input type="checkbox"/> No <input type="checkbox"/>	Are you currently under charges for a criminal offense? Yes <input type="checkbox"/> No <input type="checkbox"/>
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CERTIFICATION AND RELEASE AUTHORIZATION

I hereby authorize any organization affiliated with The Pendleton County Board of Education to investigate my background as necessary for the consideration of my application. This authorization includes a search of the Federal and West Virginia State Police Sex Offender Registry to determine whether I have been convicted of an offense listed in Section 15-12-2 of the West Virginia Code and whether I am registered with the Central Abuse Registry as a sexual offender.

I farther authorize all persons, schools, companies, organizations, credit bureaus and law enforcement agencies to supply all information concerning my background and to furnish reports thereon and I hereby release them and any organization affiliated with the Pendleton County Board of Education from any and all liability an responsibility arising from their doing so.

I certify that the answers given by me to all questions on this application and any attachments are, to the best of my knowledge and belief, true and correct and that I have not knowingly withheld any pertinent facts or circumstances. I understand that any omission or misrepresentation of fact in this application may result in refusal of or separation from volunteer service upon discovery thereof.

Date

Signature of Candidate (in ink) (must be original)

As required by federal laws and regulations, the Pendleton County Board of Education does not discriminate on the basis of sex, race, color, religion, handicapping conditions, marital status, or national origin in employment or in its educational programs or activities. Inquiries may be referred to the Title IX and Section 504 Coordinator, Pendleton County Board of Education, at the Board of Education Office. Phone: 358-2207; or to the Department of Education’s Executive Director of the Office of Human Resources.

hereby recommend the following volunteers/applicants to be approved by the PCBOE. In addition, I have on file the applications for the persons listed above.”

Principal’s Signature Date

(P) R.9.9. Chaperone Application

**PENDLETON COUNTY SCHOOLS
Chaperone Application**

[Please Type or Print]

I.
Name _____
Last First Middle Social Security Number

Present Address _____ () _____
Street Telephone

_____ City State Zip

E-Mail Address (if available) _____

Activities for which I would like to be a chaperone _____

GENERAL BACKGROUND INFORMATION

You must give complete answers to all questions. If you answer "Yes" to any question, you must list all offenses, and for each conviction provide date of conviction and disposition, regardless of the date or location of occurrence. Conviction of a criminal offense is not a bar to service as a school volunteer in all cases. Each case is considered on its merits. Your answers will be verified with appropriate police records.

Criminal Offense includes felonies, misdemeanors, summary offenses and convictions resulting from a plea of "nolo contendere" (no contest).

Conviction is an adjudication of guilt and includes determinations before a court, a district justice or a magistrate which results in a fine, sentence or probation.

You may omit: minor traffic violations, offenses committed before your 18th birthday which were adjudicated in juvenile court or under a Youth Offender Law, and any convictions which have been expunged by a court or for which you successfully completed an Accelerated Rehabilitative Disposition program.

Were you ever convicted of a criminal offense? Yes <input type="checkbox"/> No <input type="checkbox"/>	Are you currently under charges for a criminal offense? Yes <input type="checkbox"/> No <input type="checkbox"/>
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CERTIFICATION AND RELEASE AUTHORIZATION

I hereby authorize any organization affiliated with The Pendleton County Board of Education to investigate my background as necessary for the consideration of my application. **This authorization includes a search of the Federal and West Virginia State Police Sex Offender Registry to determine whether I have been convicted of an offense listed in**

Section 15-12-2 of the West Virginia Code and whether I am registered with the Central Abuse Registry as a sexual offender.

I farther authorize all persons, schools, companies, organizations, credit bureaus and law enforcement agencies to supply all information concerning my background and to furnish reports thereon and I hereby release them and any organization affiliated with the Pendleton County Board of Education from any and all liability an responsibility arising from their doing so.

I certify that the answers given by me to all questions on this application and any attachments are, to the best of my knowledge and belief, true and correct and that I have not knowingly withheld any pertinent facts or circumstances. I understand that any omission or misrepresentation of fact in this application may result in refusal of or separation from volunteer service upon discovery thereof.

Date

Signature of Candidate (in ink) (must be original)

As required by federal laws and regulations, the Pendleton County Board of Education does not discriminate on the basis of sex, race, color, religion, handicapping conditions, marital status, or national origin in employment or in its educational programs or activities. Inquiries may be referred to the Title IX and Section 504 Coordinator, Pendleton County Board of Education, at the Board of Education Office. Phone: 358-2207; or to the Department of Education’s Executive Director of the Office of Human Resources.

