JACKSON MIDDLE SCHOOL

Home of the Generals

2026-2027

1601 34th Street
Vienna, West Virginia 26105
Telephone (304) 420-9551
Web Site: woodcountyschoolswv.com/o/jm

Office Hours: 7:30 a.m. - 3:30 p.m.

Kurt Echard
Principal

Caitlin Freeland
Assistant Principal

Kayla Loyd
Counselor

Amy Hanlon
Secretary

Cassie Andrews
Nurse

Ryan Black
Prevention Resource Officer

JACKSON MIDDLE SCHOOL MISSION STATEMENT

Jackson Middle School provides an environment where all students acquire the knowledge, ***skills, and attitudes to work cooperatively and to succeed in a changing society.***

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Alma Mater

Jackson Middle may you grow;

For we do hope, we needs must sow;

Jackson Middle proud and true;

our students love to strive for you;

So here we pledge our loyalty:

Forever singing young and free;

Jackson will make history;

What e'er you ask, we give to thee.

2026 – 2027 DAILY SCHEDULE

HR	**7:55 -8:15**
1st	**8:18-8:59**
2nd	**9:02-9:43**
3rd	**9:46-10:27**
4th	**10:30-11:11**
5A	**11:14-11:44**
5B	**11:47-12:17**
6th	**12:20-1:01**
7th	**1:04-1:46**
8th	**1:49-2:30**
9th	**2:33-3:14**

2 HOUR DELAY SCHEDULE

HR	**9:55-10:07**
1st	**10:10- 10:37**
2nd	**10:40- 11:07**
3rd	**11:10-11:37**
5A	**11:40-12:10**
5B	**12:13-12:43**
4th	**12:46-1:13**
6th	**1:16-1:43**
7th	**1:46-2:13**
8th	**2:16-2:43**
9th	**2:46-3:13**

INSTRUCTIONAL STAFF:

Michelle Talbott: English

Janelle West: English

Chasity McDonald: English

Wendy Fosselman: English

Amber Boggs: English

Brittany Bartlett: English

Bruce Boston; Social Studies/Spanish

Shannon Ferrebee: Social Studies

Don Fosselman: Social Studies

Ryan Creech: Social Studies

Leah Harvey: Mathematics

Stephanie Shepard: Mathematics

Roland Talbott: Mathematics

SPECIAL EDUCATION:

Angie Jesser: Speech

Kate York: Special Education

Margo Thompson: Special Education

Kelly Steward: Special Education

Steve Allman: Special Education

Brett Hickle: Special Education

Brittni Eisenbarth – Special Education

Laura Arnold: Gifted

Jodi Beha: Special Education Aide

Jennifer Barker: Special Education Aide

Rhett Davidson: Special Education Aide

Becky Casto: Mathematics

Shelley Cheuvront: Mathematics

Tara Campbell: Mathematics

Jeff Board: Science

Diana Boston: Science

Cherish Stavrakis: Science

Janet Fleenor: Science

Tammy Fisher: Wellness

Timothy Parker: Art

Jonah Litman: General Music and Band

Kristin Allodi: General Music and Choir

Lindsay Hill: Wellness

Victoria Voshel: STEAM

CUSTODIANS:

Jennifer Pratt: Head Custodian

Lori Snyder

James Alton

Greg Robinson

COOKS:

Felicia Lewis: Cafeteria Manager

Priscilla Woodard

Crystal Bradshaw

Heather Mathess

Kalea Haley

SECTION 1:
JACKSON MIDDLE SCHOOL GENERAL INFORMATION

Office Hours: 7:30-3:30
Phone Number: 304.420.9551
Drop Off: 7:15-8:00AM
Classes start at 7:55 AM
Dismissal: 3:14PM

BEFORE AND AFTER SCHOOL

When students arrive at school, they are to report to their designated area. Grades 7 and 8 in the gym, Grade 6 in the cafeteria and remain there until they are dismissed.
If student needs to enter the school to meet with an adult, they must get a hall pass from that adult the day before the meeting. On the morning of the meeting day, the student is to report to the cafeteria and show the pass to the staff member who will give permission to go to the meeting.

After school, students who walk are expected to go home immediately after dismissal. Students who ride the bus or are picked up must wait in the cafeteria for the bus or ride; these students must be in the cafeteria by 3:15. Students are not allowed to remain on campus after 3:15 unless they are involved in a school-sponsored activity. Students who leave the school grounds may not return to ride the bus.

If a student rides a bicycle or scooter to school, it must be parked in the racks found next to the cafeteria behind the band room steps. Bikes must be locked. Students are not allowed to ride bikes or scooters on the school's lawn or in the parking lot and are not to hang out by the bicycle racks before or after school.

PARKING

Traffic around our school is hazardous. Drivers should exercise extreme caution along 34th Street before and after school. Drivers who transport students are not allowed to park directly in front of the school between 7:00 and 8:15 a.m. before school or between 3:00 and 4:15 p.m. after school. During these times buses use our front lot to load and unload students, and other students are walking to and from school. Cars moving in and out of this area present a hazard to our students.
Drivers must use the Vienna Community Building parking lot or the Jackson Pool parking lot to drop off and pick up children. They are not allowed to park in the striped crosswalks or in the school's driveway or parking lot before or after school since this is designated for Wood County School Buses. After school, students should walk to either of these lots, crossing at the crosswalks. Cars coming from and/or going to Rosemar Road are asked to please use the Jackson Pool parking lot.
There is to be NO parking along the streets; this includes NO stopping on the street to load/unload students. The Vienna Police enforce this. Please continue to one of the two proper lots (mentioned above) for loading/unloading of students.

ADDRESS AND PHONE NUMBER

We make every effort to keep student records accurate. Changes in the family's address, telephone number or other essential information, such as emergency contacts, must be reported to the school as soon as possible.
Parents are asked to make it a priority to notify their child's school as soon as their phone number(s), address, emergency contacts, or other information changes.

TELEPHONE CALLS

Parents should feel free to inquire at the school should any questions arise. However, they should be aware that, except during emergencies, teachers are not able to come to the telephone during instructional time. The school secretary will give the message to the teacher who, in turn, will return the call during a time that does not interfere with classroom instruction. Parents may make an appointment any time during the year for a conference with teachers, the counselor, or principals by calling the school at 304-420-9551. Appointments are arranged with teachers during their conference and planning periods and with administrators as their daily schedules permit. Teachers' regular classes are not interrupted for parent conferences.

The school phone is a business phone. Students may not use the phone to obtain permission to do something or for someone to bring items they forgot. Students may only use the phone in cases of emergency. Students are not excused from class for telephone calls except for emergencies. If the concern involves a child's classroom work or conduct, a recent parent-teacher conference should have been held concerning this matter prior to meeting with the principal.

LOST AND FOUND

Lost items will be placed in the office or the designated area near the media center. Students who have lost items should check both areas promptly and often. Lost items that are not claimed will be donated to charity.

STUDENT EXPECTATIONS – MORE LISTED UNDER SECTION 4

ITEMS TO BRING TO CLASS

- Binder
- iPad
- Pencil Pouches/Ipsy Bag

DRESS CODE

- Clothing should always conceal undergarments and should not be inappropriately revealing. Clothing items with slogans of a suggestive nature are not permitted.
- All shirts/blouses must completely conceal the underarms, abdomen, back, shoulders, midriffs, and cleavage while sitting or standing. Cold-shoulder tunics are allowed but need to conceal undergarments.

- Shorts and skirts must be of modest length. Shorts/skirts which are excessively short, or pants which are excessively tight and/or baggy are not permitted.
- Accessories such as spikes or chains shall not be worn at school.
- For safety concerns, closed-toe shoes must be worn for gym class and intramurals. Students who do not have closed-toe shoes cannot participate in gym or intramurals.
- Flip Flops and house slippers are not permitted in school. Birkenstock shoes and similar shoes are permissible but students cannot participate in gym or intramurals if they are wearing these shoes unless they cover the toe and hook over the back of the heel.
- Caps, hats, or other similar head coverings shall not be worn in class or within school buildings unless prescribed by a physician or previously approved by the school's administration.
- Students are not to be writing on themselves or others. This distracts from the educational process.
- Parents and students should refer to the Wood County Dress Code

FRAGRANCES

Use of fragrances within the school building, including perfumes, colognes, body sprays, and aerosol deodorants can cause respiratory issues. These are not allowed. A student who refuses to follow these standards will be sent to an administrator and issued disciplinary action.

LOCKS AND LOCKERS

Students are always expected to keep locker combinations a secret and to keep lockers locked. Since no student will know another student's combination, each student is responsible for any schoolbooks or materials stolen from a locker.

Students must store outerwear (coats, hats, gloves, scarves, etc.) in their lockers upon arrival at school unless authorized by the school's administration. Note: If a student expects to get chilled during the day, it is suggested that a sweatshirt or sweater be kept in his/her locker.

Backpacks are only to be used to carry needed supplies to and from school each day.

Bags of any type should not be used during the school day unless given specific written permission by the administration.

TARDINESS

All students are to report to their rooms when the first bell rings. In case of a student's frequent or habitual tardiness, the parent may be contacted by the school and/or the county Director of Attendance to take corrective action.

COMMUNICATION/ELECTRONIC DEVICES

Students can bring cell phones and similar small devices to school. They will be kept in lockers and may be used at the end of the school day. The use of such items is not allowed in the hallways, restrooms, or classrooms at any time. Disobeying these guidelines will result in the confiscation of the devices. The school is not responsible for lost or stolen items. (Refer to Wood County Communication/Electronic Devices policy)

HALL PASSES

Except when classes are changing, hall passes are needed for any student who is out of the classroom. Teachers, aides, principals, the counselor, nurse, or secretaries issue hall passes. Jackson Middle School uses a digital hall pass system. The student makes the hall pass and waits for the teacher to accept it. Then they may leave the classroom.

RESTROOM POLICY

Students should use the restrooms during the beginning of class, not during class change. Students will need to fill out a digital hall pass and wait until the teacher approves the request.

HARASSMENT/INTIMIDATION/BULLYING

At JMS, we believe that all people are to be treated with respect and dignity. Harassment and violent incidents are responded to in a manner that effectively deters future incidents. At Jackson, these incidents need to be reported to staff and administration as soon as possible so they can be dealt with. (Students may also report these incidents via the JMS website.) Administration can be reached through telephone, Schoology, Rooms or email.

LUNCH PROCEDURES

- Students going to the cafeteria are to walk to lunch quietly and never run.
- Books should be locked in lockers before going to the cafeteria.
- Restrooms may be used on the way to the cafeteria or at the end of lunch.
- Upon arrival, students will enter the cafeteria and walk around the cafeteria and wait at the hot lunch line until directed by staff to enter the serving area. Students may sit anywhere they like but are not allowed to change tables during the meal without permission.
- Students are expected to follow the directions of the adults in charge; they are there to ensure a pleasant and safe lunchtime.
- Students are responsible for the cleanliness of the table where they sit.
- When students are dismissed from the cafeteria, they are to move quietly so they do not disturb classes still in session.
- Intramurals - Students will be able to go to art and library during this time.

Lunches and other items being brought to students during the school day must be given to the secretary in the main office. These items will be delivered to the students in a prompt fashion. Parents are not allowed in the cafeteria, classrooms, or hallways without prior approval due to concerns for student safety.

Students who are assigned to lunch detention are not allowed to have fast-food items during lunch; they must either eat a hot lunch or bring a sack lunch from home.

SPORTSMANSHIP

Jackson students are expected to show good sportsmanship while observing or participating in games or contests and to be good representatives of our school by being cheerful hosts to visiting schools and polite guests at other schools.

Good sportsmanship includes showing respect to game officials, coaches, and students while being modest in victory and gracious in defeat. Students are to listen to and follow instructions given by adults while attending school contests and those who do not show good sportsmanship will not be allowed to attend later events.

WATER BOTTLES

Students can bring water bottles to school. They must adhere to the Wood County Schools Water Bottle Policy. Water bottles need to be sealed to prevent spillage in the classrooms or hallways. We highly discourage glass bottles as they break and create a safety hazard.

DISPLAYS OF AFFECTION

Displays of affection are in poor taste and inappropriate for the school environment.

GAMBLING

Gambling is not allowed at school. Any student caught gambling will be disciplined.

PERSONAL ITEMS AND RESTRICTIONS

The staff requests parental cooperation in prohibiting all items from being brought to school that may affect the efficient operation of school activities. These may include, but are not necessarily limited to:
candy, gum, cards, electronic devices, makeup, toys, skateboards, or other private property items.

SECTION 2: ACADEMICS

ACADEMIC OVERVIEW

Wood County Schools' curriculum is based on West Virginia State Policy 2510, Assuring the Quality of Education: Regulations for Education Programs. Textbooks and teaching materials are state approved and meet the West Virginia Next Generation Content Standards and Objectives mandated by the West Virginia State Board of Education. All subjects required by school law are taught and instructional schedules are developed in coordination with Wood County and WV Dept. of Education guidelines. Our curriculum is enriched through the efforts of properly certified professional educators who adjust instruction as necessary to meet the needs of students. The school instructional day meets the West Virginia mandated guidelines for instructional time. Procedures for record keeping, grade reporting, communication with the home, discipline, and student achievement measurements are followed according to the policies of the Wood County Board of Education.

PLACEMENT OF STUDENTS

Every effort is made to create the best possible educational situation for all Wood County students. Students are assigned to rooms on a tentative basis in certain instances. Changes may sometimes be made for a variety of reasons, such as balancing the teacher's load. Parents who wish to discuss their child's placement should call the school counselor for a conference.

GRADING SCALE

It is our policy to assess each student in a fair and accurate manner. To do this properly, some uniformity shall exist regarding the grading scale applied to subject tests, daily work, and marking period grading. This uniformity shall extend from grade to grade as well as from teacher to teacher. The nature of the material, homework assigned, tests given, and material graded shall be the domain of the classroom teacher.

The following secondary grading scale has been adopted by Wood County Schools:
A 90 – 100% B 80 – 89% C 70 – 79% D 60 – 69% F Below 59%

The Wood County Board of Education and Jackson Middle School recognizes that all students do not progress at the same rate. It may be the professional judgment of teacher(s) that promotion is not in the child's best interest. School personnel who recommend retention should meet with the child's parent or guardian to explain the anticipated benefits. Parents who wish to appeal a retention decision may contact the principal.

HOMEWORK

Homework is an important learning activity that occurs outside of the regular classroom. Homework increases the understanding of a subject and supplies preparation, review, practice, and proficiency in schoolwork. Teachers determine when and how much homework is assigned. Some classes may require little or no homework, while others may require a lot of time each night. No matter how much homework teachers assign or how often they assign it, students are expected to complete all the work. Parents and guardians are key factors in the effectiveness of homework assignments. If students do not do their homework, teachers may enforce punitive measures. Only parents can make certain that their child completes homework assignments. This partnership between the parents and teachers ensures that the child receives the full benefit of his or her education. Students may record homework assignments in their own notebooks. Parents can check homework by checking what the teacher posted on Schoology.

ACADEMIC HONESTY POLICY

Jackson Middle School encourages students to demonstrate the ability to work within groups to increase productivity and achieve goals. Students should act responsibly and honestly. To develop academic honesty in all students, JMS views cheating and plagiarizing as unacceptable behaviors that have moral and legal consequences. Cheating is violating established rules and codes of ethics. Plagiarizing is falsely claiming authorship. Cheating and plagiarizing are serious offenses. The use of AI to solely complete assignments is considered plagiarizing as well.
Consequences for breaking the academic honesty policy:

1st offense - zero on the assignment, and a minor referral should be submitted for documentation
2nd offense - zero on the assignment, minor referral should be submitted, parent notification and signed form with an apology letter (detention until this is complete)
3rd offense – major referral should be submitted, and consequences will be looked at for the infraction, up to failure for the term (1/2/3/4) for the course in which it takes place

4th offense – major referral submitted, and consequences will be looked at for the infraction, up to OSS

REPORTS TO PARENTS

The schedule for report cards and midterms may be found on the county website. Phone calls, visits, school website postings, conferences, or letters home may be used in conjunction with formal reports as methods of keeping parents aware of their children's educational progress and needs. It is our intention that each child may benefit from the cooperation between school and home. Parents are encouraged to request an appointment with the school anytime they recognize the need for a conference.

ASSIGNMENTS FOR ABSENT STUDENTS

Students must be absent from school for at least three consecutive days before the office can arrange makeup homework assignments. Teachers instruct students to call a trusted friend for assignments if they will be absent for only one day. However, parents may get books and other materials from their child's locker at any time by first calling the office for help. Schoology can also be checked for missing assignments.

STUDENT ASSISTANCE TEAM (SAT)

Each public school must establish a Student Assistance Team (SAT) that consists of at least three persons, including a school administrator or designee, who shall serve as the chairperson, a current teacher(s), and other appropriate professional staff. SAT members will invite parents to review recommendations made by the SAT regarding the student's program and to provide feedback to the team about those recommendations. Parents may contact their child's school if they have questions regarding the Student Assistance Team.

SPECIAL EDUCATION REFERRAL PROCESS

Any interested person or agency may refer a child for a special education evaluation. Referral sources may include parents, developmental screening, Student Assistance Teams (SAT), student instruction and intervention teams, and/or private/religious schools. Parents who are interested in learning more about the special education process and programs may call their child's school or the Wood County Schools Special Education Office at 304-420-9655.

Wood County Policy does not supersede any right granted to special education students stated by Federal or State law or any other State Board of Education policy.

RECOGNITION PROGRAMS

Research indicates that students who feel good about themselves and their school are better achievers. We believe that every student must be provided with the opportunity to experience success. Accordingly, programs are designed to encourage positive attitudes, suitable manners, high achievement, personal improvement, and good attendance. The intent is to recognize and reinforce appropriate school behaviors and habits. To find out more about recognition programs, parents should contact their child's school.

HONOR ROLL

There are three honor lists:

•Principal's List includes students with straight A"s and no incompletes.

•Honor Roll includes students with a grade point average (GPA) from 3.60 and 3.99 and no Fs or incompletes.

•Commendation List includes students with a GPA from 3.00 to 3.59 and no Fs or incompletes

SALUTE TO THE SCHOLAR'S ASSEMBLY

In May of each year, Jackson presents an awards assembly to honor students who have earned excellent grades. This assembly is sponsored by our student council. To be invited, students must have straight A's in all classes for each of the first 3 Nine weeks, or eighth graders may qualify by winning the Presidential Award.

STUDENT COUNCIL

The Student Council is the official student government body of Jackson Middle School. Meetings are used to discuss student concerns and to discuss viable solutions. The Student Council works hard at promoting positive school spirit; the student council is creating an outdoor learning area for staff and students.

To be elected to student council, a student must conduct an election campaign and create a poster about why they believe that they would be suitable to serve on student council.

TEXTBOOKS/IPads - LOST OR DAMAGED

Lost or damaged textbooks, library books, or IPads must be paid for by the student to whom the book/device was assigned unless the student can demonstrate that another individual was responsible for the loss or damage.

CONFERENCES

Parents who wish to have a conference with their child's teacher at any time are invited to call for an appointment. Parents who would like a conference with the principal should call the office for an appointment. If the concern involves a child's classroom work or conduct, a recent parent-teacher conference should have been held concerning this matter prior to meeting with the principal.

EXTRACURRICULAR ACTIVITIES

In addition to the regular curriculum, opportunities for students are available in science and social studies fairs, math field day, art and writing contests, reading programs and music. Sports programs for our students help ensure physical fitness and develop athletic ability. We encourage all students to become involved in activities that broaden their horizons and enhance their educational experiences. Each school may also provide additional opportunities for extra and co-curricular activities and informs students and parents of these choices. Parents who do not receive this information should call their child's school.

FIELD TRIPS

Class field trips, such as visits to the state capital, governor's mansion, cultural center, various museums, C.O.S.I., Blennerhassett Island, libraries, planetariums, and local industries, enrich understanding of science, current events, history, and geography. Parents are notified in advance of all field trips. Permission forms are sent home when appropriate.

DANCES

Dances are held in Jackson's gym on select evenings. Students on social probation may not attend. Only Jackson students may attend our dances. Students must arrive at the dance within the first half hour of the dance and must stay until the dance is over unless picked up early by a parent or guardian. Students may not leave and then return to a dance.

PHYSICAL EDUCATION (Wellness)

All students are expected to participate in physical education classes (wellness). Students who have a medical condition that prohibits them from taking gym must bring a note from the doctor to keep on file at the school. Children who are unable to participate in physical education for up to three classes must bring a dated and signed note from a parent or guardian. An alternative assignment will be given to those unable to participate. Any excuse for missing physical education class for longer than three days must come from a doctor. The Fitness Gram is administered in every school as required by state law. Children who are unable to participate in this test must have a doctor's excuse. Sneakers are required for physical education in the gymnasium. Each child's name should be printed in ink on all personal possessions such as shoes, gym wear, etc.

SCHOOL COUNSELING SERVICES

The counseling program is intended to promote awareness of behavior and positive peer relationships among students. Other areas the school counselor may explore with students include student responsibility, interpersonal relationships, decision-making skills, and career planning. Students may also be assisted in solving a variety of school or personal problems they encounter daily as they grow up. Parents are invited to contact the school counselor regarding any student-related concerns. The counselor is willing to work with families to help students get through a challenging time or work through a behavioral concern. Parents should feel free to call the office and request an appointment. Information is kept confidential unless conditions exist that may indicate a danger to the student or others. Parents or appropriate authorities may be informed as needed after careful deliberation and consultation with other professionals.

MEDIA CENTER (LIBRARY)

The school media center has three major goals:

1. To help students set up and develop a habit of reading for personal pleasure and information.
2. To nurture skills in selecting and using reference materials; and
3. To supply materials that increase learning.

Students may check out books for two weeks; students are responsible for items they check out. Lost or damaged books must be paid in full.

SECTION 3:
ATTENDANCE, PUNCTUALITY AND TRANSPORTATION

ATTENDANCE GUIDELINES

Wood County Schools administrators are required by law to enforce compulsory school attendance and to provide an environment conducive to, and encouraging of, attendance. A pamphlet concerning attendance guidelines is sent home with each child at the beginning of the school year. Students who miss 10% of school days (18 days) are considered chronically absent. The county and school will make meaningful contact with the parents and child when a student is missing multiple days, as a proactive measure to prevent chronic absenteeism.
A copy of the attendance policy may be obtained from the school office or Wood County Schools Administration Building. Absences from school are reported to parents on report cards, noting the number of absences during each grading period and through telephone calls, letters, or home visits concerning questionable absences. If parents have questions about attendance guidelines, please call the Attendance Office at (304) 420-9663.

EXCUSE NOTES

Following an absence from school, students must bring a note from a parent or guardian and drop it off on the table outside of the office. A student who has been absent must have a note for that absence to be excused, with a maximum of ten (10) parent notes per semester. Absences beyond the five are excused only with a doctor's note.

ARRIVING LATE (TARDINESS)

A student who arrives and will not make it to homeroom until after 7:55 AM must report to the main office with a note from a parent or guardian explaining the tardiness. The student is to sign the attendance book on the counter in the office and will receive a pass to report to class late. Excessive tardiness is not tolerated and will result in disciplinary consequences. Homeroom is a graded course.

LEAVING SCHOOL EARLY

Any student who leaves school during the day must be signed out by a parent or other responsible adult. No child is permitted to leave school without an adult. Students who return to school the same day must report to the office and sign in before returning to class. A student must bring a doctor's note confirming any doctor's appointment. If possible, doctor's appointments should be scheduled at a time when school is not in session. All students who need to leave the school grounds at any time and for any reason, other than to go home at the close of school, MUST present a written note to their school office, signed by their parents. This note will state where the child is to go, the reason for going, and the date for the excuse.

SCHOOL CLOSING DUE TO WEATHER OR EMERGENCY

During the winter months, it may be necessary to close school for a day. Radio and television stations are among the first to be notified. Announcements pertaining to school closings are made on the radio beginning at 6:00 AM. In addition, Wood County Schools use automated telephone calls and text messages to notify parents of emergencies and school closures. If the school is closed for a day due to inclement weather, it will be open the next day unless another announcement is made. We ask that parents ensure they are signed up for calls/text from WCS, listen to the radio or watch television rather than call the school if severe weather sets in while school is in session.

TRANSPORTATION

Parents have the responsibility of aiding in the safe transportation of students to and from school, whatever the method of transportation, and should review the following guidelines. The safety of children is a concern to both school and parents. In travelling to and from school, children should:

•Know the safest way to school and follow this route daily. Parents should teach and enforce this.
•Respect the property of others. Picking flowers, throwing stones, and cutting through yards, for example, are not appropriate.
•Cross streets at intersections only, look both ways before crossing, and cross where there are guards on duty whenever possible.
•Always allow enough time to be safe and punctual.

PERMISSION TO GO HOME WITH ANOTHER CHILD OR ALTERNATE TRANSPORTATION

Arrangements for going home with a friend or changes in transportation must be made before the child leaves home in the morning. For a child to ride on a bus different from the regular bus or to walk home with another student if this is not the usual routine, a written note, from both parties, must be signed by the parent(s) or guardian(s) and the principal and presented to the bus driver if the child is using the bus. Permission is denied if a written note from home is not received by the school or if overcrowding on a bus is a problem. Bus drivers have been instructed to deny the child the chance to ride alternate buses, if these measures are not followed.

SCHOOL BUS SAFETY - STATE REGULATIONS

Wood County bus drivers are known for their safe transportation record. This is due to the cooperation of parents and students in maintaining bus safety regulations. At all times, student safety is a priority. Parents should review the following State School Bus Regulations with their children. Bus rules apply to field trips and unique events as well as daily bus transportation.

1. The bus operator is in full charge of students and passengers. Students must obey the driver promptly and respectfully.
2. Students should maintain a conversational tone of voice and use classroom manners on the bus.
3. Students may not put arms or heads out the windows at any time and must remain seated.
4. No objects of any kind may be thrown out a bus window.
5. Students must stop talking and remain quiet at railroad crossings in order for the driver to hear train signals.
6. Students must willingly share the seat they occupy with another passenger.
7. When getting on or off the bus, passengers should proceed safely and alertly. If it is necessary to cross in front of the bus when getting on or off, students should walk well out in front of the bus so the driver can see that someone is passing. Buses continue flashing lights until students have reached a safe destination.
8. Any student who must continually be corrected for violations of these rules may be denied transportation privileges on a school bus for a period. Warnings are given and parents notified of any disciplinary procedures. Parents are responsible for their child's transportation during the exclusionary period.
9. Students who are not regular bus students are not permitted to ride except in case of an emergency. If such an emergency should arise, the student must provide a written note from the parents involved and have it initialed by the principal before boarding the bus.

We ask that parents please get to know their child's bus driver and discuss any concerns with him or her. Wood County bus drivers are an important link with the schools and play a key role in the child's school day. If parents have specific questions, please call the Transportation Department at (304) 420-9636.

WITHDRAWAL PROCEDURE

When a student withdraws from school, the parent should contact the office and the homeroom teacher a few days in advance, giving the last date of attendance and, if possible, the school to which the child is transferring. All textbooks, library books, and other school materials must be returned, and all debts paid.

SECTION 4:
DISCIPLINE AND STUDENT RESPONSIBILITIES

PBIS PROGRAM

PBIS stands for Positive Behavior Intervention and Supports. The program teaches acceptable behavior at school. It defines expectations, rewards students who follow the expectations, and helps students who have trouble meeting expectations.

EXPECTATIONS FOR STUDENTS

To Be Safe, students are expected to:
•Use doors marked ENTER to enter school.
•Use doors marked EXIT to leave school.
•Use doors marked EXIT and FIRE EXIT during an emergency
•Talk quietly.
•Walk at a moderate pace but keep moving.
•Keep hands and feet to themselves.
•Use bookbags to carry books and materials to and from school. Leave these, as well as totes, in lockers during the school day.
•Not wear hats and other head coverings inside the school building.
•Wear clothing right for the season. Apparel intended for outdoor wear (coats, heavy jackets, etc.) are to be stored in your locker during the day.

To Take Responsibility, students are expected to:
•Bring a sharpened pencil or sharpened pencils before the start of class.
•Bring your assigned IPad.
•Bring the right textbook.
•Bring the homework for the class.
•Bring other materials required by the teacher.
•Be in assigned places.

•Have class materials ready.
•Be silent or follow the teacher's instructions.
•Continue working until dismissed by the teacher.
•Ignore the bell; it is a signal for teachers, not students.

To Be Respectful, students are expected to:
•Use kind and respectful words with classmates.
•Avoid using vulgar words.
•Think how words and actions make others feel about them.
•Treat others the way they want to be treated.
•Keep hands and feet to themselves.
•Respect your and others property/materials.

To Be Accepting, students are expected to:
•Understand that others may have opinions, beliefs, or lifestyles different than their own and accept those differences.
•Realize that authority figures are always acting in their best interest and to comply with and accept those in authority.
•Understand that when the student has not met expectations, consequences are only to correct mistakes and should be valued as a learning opportunity.

REWARDS

Students who earn reward points through PBIS can use these as currency in our school store or various classroom stores. These stores 'sell' assorted items such as homework passes, being a classroom helper, food on the acceptable food list, water/Propel, headphones, etc. Jackson Middle School sponsors PBIS reward activities during the 1st and 3rd terms and Iready reward activities during the 2nd and 4th terms, for students who meet the following criteria.

PBIS REWARD CRITERIA

- Faithful Attendance (No more than 3 unexcused absences!)
- No F in any class.
- No more than 3 unexcused tardies to class.
- No major referrals/ISS/OSS. (5 minors=major for same behavior)
- No more than three minor referrals.

BUYBACKS

You can spend 200 points to erase 1 minor referral or 1 unexcused absence. You can purchase as many as you want if you have the points.

iReady REWARD CRITERIA

(Criteria may be adjusted depending on the needs of the students)

- All iReady Lessons Passed (16-18 per 9 Weeks)
- Roughly 28-32 Lessons Passed Per Reward-Discretion exists for testing and Snow Days.
- Growth Goals…
- On Grade Level-No Growth Required (At/Middle/Late)
- Special Education-Any Growth
- Below Grade Level-50% Growth
- 1st Reward-Growth in Math or ELA
- 2nd Reward-Growth in Both

Time Reward Tiers for iReady

2 Hour Reward	1 Hour Reward	30 Minute Reward
Meet all requirements	Meet 1 Requirement	Be great in study hall and meet some iReady Criteria

School Rewards for 9th Period (By Term) Criteria

- Faithful Attendance (Zero Days Missed!)
- Zero Referrals
- Grades-3.0/3.5 and above!

CONSEQUENCES

Students who do not follow Jackson Middle School and classroom expectations may be placed in detention by a teacher or principal. Students who need further assistance in meeting expectations will receive the following: individual lessons, one-on-one coaching, behavior contracts, and/or peer mentoring programs. It is our hope that the PBIS system promotes well-rounded student citizens of Jackson Middle School and the Vienna Community. However, in some cases, more severe measures may be required. Listed below are examples of possible disciplinary action:

1. Student/parent conference
2. Counseling
3. Conflict resolution and peer mediation program
4. Referral to support
5. Reprimand
6. Referral to tobacco cessation program

7. Daily/weekly progress reports
8. Behavioral contracts
9. Change in student's class schedule
10. School service assignment
11. Confiscation of inappropriate item(s)
12. Restitution/restoration
13. Before and/or after school detention
14. Denial of participation in class and/or school activities
15. Immediate exclusion by teacher from one class period
16. Social Probation
17. In-school suspension
18. Out-of-school suspension
19. Law enforcement notification
20. Expulsion with county board approval

SOCIAL PROBATION

Social probation limits the student's attendance or participation in school-related functions outside the classroom or the regular school day. The terms and length of time for such probation will be determined on an individual basis.

A student may be placed on social probation as a result of disciplinary action and/or if they have accumulated more than 8 days total unexcused per semester. If a student is placed on social probation, he or she shall:

1. not be allowed in the school or on school grounds outside of school hours except as a participant in a school activity or sport under the direct supervision of a staff member
2. not be allowed to attend as a participant in school social activities such as parties, dances, or outings.

A student may, in addition to or in lieu of social probation, be denied the opportunity to participate in any or all athletic programs or other school activities including ceremonies as a result of disciplinary action taken against him or her.

DUE PROCESS

The United States Supreme Court has declared that students have a right to attend public schools. A suspension or an expulsion would result in depriving the student of a basic right. All pupils are protected by the Constitutions of West Virginia and the United States. Under the Constitutions, no person may be deprived of a right without due process of law. Therefore, the Supreme Court rules that students have a right to procedural due process when they are to be suspended or expelled from school.

The Supreme Court decision provides the following rules:

1. Students are entitled to an informal hearing if they are to be suspended from school for a period of ten days or less. At this hearing, the principal must tell the student why he/she is being suspended and the student must be given the opportunity to present his/her reasons why he/she should not be suspended.
2. If, however, the student's presence in school endangers persons or property or threatens to disrupt the academic process, the principal has a right suspend the student without a hearing to protect the integrity of the school. In cases such as this, the principal must hold an informal hearing in which the student has the right to defend himself/herself as soon after the suspension as practical. The principal must notify the student of the time and place of the hearing so that the student may be present.
3. In these usual short suspension cases, the court ruled that the student does not have the right to confront and cross-examine witnesses against him/her, nor to have witnesses to support the student's version of the incident for which the student is being suspended.
4. In cases involving suspension of longer than ten (10) days and in cases of expulsion from school, the Supreme Court found that more formal, trial-like hearings are constitutionally required. Since the student's right to public schooling would be at stake, due process of the law must be carried out in a manner patterned after procedures that are normally associated with judicial process.

SAFE SCHOOLS HOTLINE

For information concerning safe schools or to report violations of Safe School Policy or Student Code of Conduct, individuals may call the West Virginia Safe Schools Hotline at 1-866-723-3982 (1-866-SAFEWVA).

STUDENT RIGHTS AND RESPONSIBILITIES

Students in West Virginia have basic rights and responsibilities like those enjoyed by other citizens. It is a student's responsibility to follow school rules and regulations and to cooperate with school authorities who enforce these rules and regulations.

1. All students, regardless of race, religion, national origin, language, gender, disability, marital status, parenthood, or pregnancy have the right to an equal education opportunity. Students are required by law to attend school regularly until their seventeenth birthday; if they continue to be enrolled as a student after their seventeenth birthday; or until their graduation. Public schooling is tuition-free for all students.
2. Students are entitled to exercise appropriate speech while at school. Freedom of speech includes forms of expression other than vocal, provided this activity does not materially and disrupt the work and discipline of the school or impinge upon the rights of other students. Schools may limit vulgar or offensive speech inconsistent with the school's responsibility for teaching students the boundaries of socially appropriate behavior. Students off campus conduct that might be expected to cause disruption in the school may be prohibited or disciplined. This includes blogs and social media postings created for the purpose of inviting others to indulge in disruptive and hateful conduct towards a student or staff member. School sponsored student publications that are a part of the curriculum are subject to teacher editorial, control and therefore student speech may be regulated in a manner related to educational purposes.
3. When high schools allow one or more student groups whose purpose is not related to any class taught at the school to meet at the school, this is referred to as a limited open forum. If a school is a limited open forum for any purpose, the school must allow religious, political, and/or philosophical group meetings if the meetings are voluntary, monitored by the school, and do not interfere with the conduct of school activities.
4. Students must meet all state and local attendance requirements and maintain a 2.0 grade point average to participate in non-academic extra-curricular activities (e.g., interscholastic athletics such as football, basketball, track, or wrestling; cheerleading; student government; class officers in grades 6-12). Eligibility is determined for each semester by a student's grade point average for the previous semester.

5. Students have certain privacy rights regarding school records. Parent(s)/guardian(s) of students under eighteen years of age are entitled by law to inspect and review their child's school records. This right applies to both custodial and non-custodial parents. Students have these same rights if they are eighteen years of age or older.
6. Federal and state constitutions and statutes provide protection for all citizens from unreasonable searches and seizures. Private property may be searched by those authorized where there is "reasonable suspicion" to believe that student property contains stolen articles, illegal items or other contraband as defined by law or by local board or school policy.
7. Students have the right to grow up without being physically or sexually abused at school, in the home or in the community. WV Code §49-6A-2 requires teachers, counselors, nurses, or other professionals who suspect that a student is being abused to report the circumstances to the West Virginia Department of Health and Human Resources. Victims of abuse may seek the advice or assistance of a teacher, counselor, nurse, or other school professional.

SUBSTANCE ABUSE/TOBACCO CONTROL

No person shall at any time possess, distribute, or use any alcohol product or illegal substance in any area defined in Section 3.1 of Policy 5145. No person shall at any time possess drug paraphernalia as defined in WV (West Virginia) Code §47-19-3 in any area defined in Section 3.1 of Policy 5145. No person shall at any time distribute or use any tobacco product in any area defined in Section 3.1 of Policy 5145. In addition, students shall not possess at any time any tobacco product in areas or situations defined in Section 3.1 of Policy 5145 or at any school- or county-sponsored event or school-related event. A copy of Policy 5145: Substance Abuse and Tobacco Control may be viewed on the Wood County Schools website. A brochure with an overview of the policy is given to every student at the beginning of the school year.

WEAPONS

WV Code defines a "dangerous weapon" as any device intended to cause injury or bodily harm, any device used in a threatening manner that could cause injury or bodily harm, or any device that is primarily used for self-protection. Dangerous weapons include, but are not limited to, blackjack, gravity knife, switchblade knife, nun Chukka, metallic or false knuckles, pistol, or revolver. A dangerous weapon may also include the use of a legitimate tool, instrument, or equipment as a weapon including, but not limited to, pens, pencils, compasses, or combs, with the intent to harm another. According to WV Code, a student will not possess a firearm or deadly or dangerous weapon on any school bus, or in or on any public or private primary or secondary education building, structure, facility, or grounds including vocational education building, or at any school-sponsored functions unless specifically authorized by the department of education of the county or principal of the school where the property is located with valid educational purposes. According to WV policy, if a student has been suspended for a firearm or deadly weapon, the principal shall, within twenty-four hours, request that the county superintendent recommend to the county board that the student be expelled. Any person knowing someone under 18 years of age in violation of the firearm/deadly weapon law or plans to violate this law must immediately notify school and law enforcement officials.

SECTION 5:
HEALTH AND SAFETY

For health services forms or details on health services topics go to http://woodcountyschoolswv.com/ – 'Wellness - Health Services.'

STUDENT EMERGENCY MEDICAL INFORMATION

A Student Emergency Medical Information form must be completed each year. Any changes to this information during the school year must be reported immediately to the school.

ACCIDENTS/ ACCIDENT INSURANCE

Every accident in the school, on school grounds, at practice sessions, or any school-sponsored event must be reported immediately to the person in charge and the principal. Student accident insurance is available. Parents are asked to read carefully the brochure containing cost and coverage sent home with their child and to send the enrollment forms and payment to the location indicated.

IMMUNIZATION REQUIREMENTS

All children who enter school in West Virginia for the first time or transfer back to West Virginia in grades K-12 must show proof of immunizations against diphtheria, pertussis, tetanus, polio, measles, mumps, rubella, varicella, and hepatitis B as specified in 'Health Services – WV Immunization Requirements for New Enterers K-12' at http://woodcountyschoolswv.com/. In addition to K-12 immunization requirements, students entering 7th grade must show proof of one dose of Tdap (tetanus, diphtheria, and pertussis) and one dose of the meningococcal vaccine.

TB SKIN TESTS

Students enrolling from outside of the country shall provide certification that a TB skin test has been given and read within the past four months in the United States.

MEDICATION GUIDELINES

Medication is administered at school only when necessary to maintain the student's health and facilitate regular school attendance. For medication to be administered as ordered, we must have a script from the doctor. Please contact the school nurse for further guidance.

STUDENT ILLNESS

Students who are fevered, vomiting, or too ill to spend the day at school should stay home and/or follow up with their doctor. If a student is too ill to stay at school, a parent/guardian or designated responsible adult will be contacted to pick up the student. Students must be fever free (without medication) and not vomited for 24 hours prior to their return.
A Doctor's Release for Student's Return to School form must be completed before a student may return to school following any hospitalization, emergency treatment, homebound instruction, extended illness, and/or school nurse medical referral.

DRILLS

Drills are held several times each year as required by law to ensure the safety of all persons, particularly the children, by learning to leave the building rapidly or shelter in place with a minimum of confusion in case of a real emergency. Teachers advise students of the procedures for each room, including understanding signals, exits to use, leaving rooms, areas in which to assemble, methods of checking student attendance,

and returning to the room. There is to be NO TALKING AT ANY TIME DURING A DRILL to ensure that students can hear directions in the event of a real emergency.

ASBESTOS

Some Wood County Schools contain asbestos, which are identified and properly contained in accordance with EPA guidelines. Parents should direct any questions about the asbestos program to the Wood County Schools Physical Plant Department, at (304) 420-9568. Questions concerning asbestos in a specific school may be directed to the principal.

PESTICIDE APPLICATION NOTIFICATION

Wood County Schools adheres to an Integrated Pest Management Plan per "Title 61, Legislative Rules, Series J" of the West Virginia Department of Agriculture. Pests are controlled primarily through preventive measures. When pesticides are needed, the least hazardous materials are used. A form to request notification when pesticides are used in the school or information concerning pesticide application is available to all parents upon request from the school or administration offices.

SECTION 6:
CHILD NUTRITION SERVICES

Good nutrition is essential to a student's health and development. Child Nutrition Services encourage our students to eat nutritious school meals to enable each student to concentrate and learn. For more information, feel free to contact us at Child Nutrition Service- 304-420-9663.

THE BREAKFAST PROGRAM

A healthy school breakfast is a fantastic way to begin a day of learning. Research has shown that breakfast not only gives students energy to start their day, but also:

*A more nutritionally complete diet, higher in nutrients, vitamins, and minerals.
*Improved concentration and performance in the classroom; and
*More strength and endurance to engage in physical activity.

Wood County Schools are proud to serve a variety of delicious and nutritious foods for breakfast.

THE LUNCH PROGRAM

The Lunch Program at Wood County Schools is for all students regardless of income. Lunches served to the students under the National School Lunch Program are to meet guidelines outlined by the USDA (United States Department of Agriculture) and the West Virginia Department of Child Nutrition. Students do not have to participate in the National School Lunch Program, they can bring a meal from home. Milk is sold to any students who brings his/her own lunch or for students who want an extra milk with their lunch, for $.25.

Parents who prepare their child's lunches at home should include healthy foods. Good nutrition is important to a child's success in afternoon classes and activities. Parents are asked not to send food in glass containers. Soda pop and fast-food lunches are discouraged.

STUDENT MEAL ACCOUNT

Wood County Schools allow students to charge (at no cost) one breakfast and one lunch meal per day. Students can have a second lunch if they bring cash and pay for the meals. Extra milk cannot be charged

Each student has his/her own lunch account.

MENUS AND NUTRITIONAL INFORMATION

Child Nutrition Services monthly menus that can be found at https://www.woodcountyschoolswv.com/page/daily-school-menu

SPECIAL DIETS AND FOOD ALLERGIES

A "Special Dietary Needs Medical Statement" must be completed by your health care professional and submitted to the school nurse at the beginning of each school year. After the Child Nutrition Department receives a copy, an alert will be applied to the child's account. The information is required to be submitted annually for students with special dietary needs and/or food allergies. Special diets or special foods are not provided for students without a valid medical condition.

SECTION 7:
PARENTS, COMMUNITY AND PUBLIC SERVICES

FACULTY SENATE

The Faculty Senate is made up of all permanent full-time professional educators at each school. The purpose of the Faculty Senate is to take part in the operation of the school for the betterment of the educational opportunities offered to our students. Meetings are held as mandated by the West Virginia legislature.

LOCAL SCHOOL IMPROVEMENT COUNCIL (LSIC)

The legislature provided for the School Improvement Council which acts as a board of directors for each school. This group sets up and looks to implement goals for the school. State law requires that the council meets at least once each grading period. The council is formed of the following:

1. Three faculty representatives
2. Two service representatives (one must be a bus driver)
3. Three parents or guardians
4. One appointed member of the business community
5. Three large appointees
6. Student Council President (where proper)
7. Building principal

If you are interested in serving in this capacity, please contact the school at 304.420.9551

PARENT INVOLVEMENT AND VOLUNTEERS

Parents have many opportunities to be involved in their child's education. Parents who wish to volunteer should find areas of interest and contact their child's teacher or the school office. If you wish to volunteer, you MUST have a county approved background check on file. These are $18.00 and came be found on the WCS website. https://www.woodcountyschoolswv.com/page/background-check

PARENT TEACHER ORGANIZATIONS

Parent Teacher Organizations offer opportunities for parents, teachers, and the community to become better acquainted, help in supplying special programs for students and in financing important school projects. Parental support is needed and appreciated. The PTO objectives are:

- To promote the welfare of children and youth in home, school, church, and community.
- To raise the standard of home life.
- To bring into closer relations the home and the school and promote cooperation in the training of the child.
- To secure for all children the highest advantages in physical, mental, social, and spiritual education.

Jackson Middle School PTO will announce their meeting via school website, school Facebook and or Rooms. Please consider joining JMS PTO to support the students and school.

PARENT/ADULT CODE OF CONDUCT

Visitors are welcomed into Jackson Middle School with the expectation that their presence will contribute positively to the educational climate at the schools. Visitors are defined as anyone who is not a member of the school staff. All visitors acknowledge that their presence in the county schools is a privilege, and not a right. All visitors may only enter the building by the school secure entrance located in the parking lot below the field, door 18. Visitor sign-in procedures include a credential exchange which requires all visitors to produce a photo ID and be authorized by an authorized school staff member before building access is allowed.

When visiting or volunteering at a Wood County School, each adult shall:

- Report to the office, show photo ID, register, and receive proper identification.
- Use proper language.
- Dress appropriately. (For example: No hats, no offensive language, logos, or ads on shirts, etc.)
- Treat the school and its property with care. (For example: No hands or feet on the walls, no sitting on the tables, no chewing gum allowed.)
- Talk and communicate with others in a suitable, problem-solving manner.
- Ask for help when needed at once from the school staff which includes the principal, teacher, or secretary. (For example: Discipline problems, illness, accidents involving students, etc.)
- Any remarks concerning students are to be confidential. No information about the students is to leave the classroom/building at any time.
- Remember that the building, playground, and area in front of the school is a tobacco and drug free school zone.
- Visitors to Wood County facilities are subject to all policies of the Wood County school system.
- Visitors may not compromise the integrity of student confidentiality policies. Visitors must recognize that information about any confidential school matters overheard is not expected to leave the school.
- Legal guardians of students, school volunteers, LSIC, and Business Partners-in-Education team members are welcome to take part in events. Special permission of the principal may invite other visitors. All visitors are expected to abide by the general rules of the school as defined by the building administrator.
- School volunteers are expected to have a county approved background check on file. The background checks need to be completed yearly as they are only valid for one calendar year.
- Classroom visits must be approved in advance by the principal and classroom teacher on a limited basis.
- Under no circumstances are visitors allowed to remove students from the classrooms or other school activities, without the direct permission of the legal guardian of the student and/or the building administrator going with the visitor during this time.
- Visitors taking part in school events are expected to conduct themselves as guests of the school and to avoid disruption of any other activities ongoing at the school. Visitors may be denied future access or limited access to the school during school hours if their conduct is such that the building administrator feels it is disruptive to the school's educational program.
- Salespersons or other non-educational personnel are not allowed to disrupt class time activities. Visitors of this nature should expect to make contact either before school or after school, but not during school hours.
- Sporting event expectations for parents follow closely to the expectations for the students. Those who are viewing a sporting event are expected to show good sportsmanship while observing games or contests and to be good representatives of our school by being cheerful hosts to visiting schools and polite guests at other schools.

It is expected to show respect to game officials, coaches, and students while being modest in victory and gracious in defeat. Parents/adults are expected to be examples to the students, refrain from physical or verbal altercations. Those who do not follow these guideline and or show good sportsmanship will not be allowed to attend later events and may face more severe consequences.

- Building principals have the authority to sign a complaint charging criminal trespass when believed necessary.

SECTION 8:
OTHER IMPORTANT INFORMATION

FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

Each year the Wood County Board of Education must give notice of certain rights which are granted to parents, guardians, and eligible students by the federal Family Education Rights and Privacy Act (FERPA) and the West Virginia Procedures for the Collection, Maintenance and Disclosure of Student Data (the West Virginia Procedures). Parents, guardians, and eligible students have a right to be notified and informed. An "eligible student" is a student or former student who has reached the age of eighteen or is attending a post-secondary school. All rights and protections given to a student's parents or guardian under the FERPA, and the West Virginia procedures are transferred to the student or former student when he or she becomes an eligible student upon reaching the age of 18 or enrolling in a postsecondary school). Per the FERPA and the West Virginia Procedures, parents, guardians, and eligible students are notified of the following:

1. RIGHT TO INSPECT: You have the right to review and inspect all your educational records, or the educational records of your child or ward, kept by or at the Wood County School District.

2. RIGHT TO PREVENT DISCLOSURES: With certain exceptions, you have the right to prevent disclosure of educational records to third parties. It is the intent of the Wood County School District to limit the disclosure of information contained in education records to (a) those instances when prior written consent has been given to disclosure, (b) items of directory information which you have not refused to allow the school district to disclose, and (c) those instances when the FERPA or the West Virginia Procedures allow disclosure without prior written consent.

3. RIGHT TO REQUEST AMENDMENT: You have the right to seek to have corrected any parts of an education record which you believe to be inaccurate, misleading, or otherwise in violation of your rights. If the Wood County School District decides not to alter the education records according to your request, you have the right to a hearing at which you may present evidence to show that the record should be changed.

4. RIGHT TO COMPLAIN TO FERPA OFFICE AND STATE SUPERINTENDENT: You have the right to file a complaint with the Family Educational Rights and Privacy Act Office, Department of Educational, 400 Maryland Avenue S.W., Washington, D.C. 20202, and with the West Virginia Superintendent of Schools, West Virginia Department of Education, Capitol Complex Room B-358, Charleston, WV 25305, concerning the failure of the Wood County School District to comply with the FERPA or the West Virginia Procedures.

5. RIGHT TO REVIEW AND OBTAIN POLICY: You have the right to review and obtain a copy of the written policy adopted by the Wood County Board of Education in compliance with the FERPA and the West Virginia Procedures.

6. A charge may be made for copies obtained.

To view a copy of Wood County Board of Education Policy 5125.4: Student Records, Policies and Procedures, go to http://woodcountyschoolswv.com/ – Policies.

Wood County Schools will arrange to supply translations of this notice to non-English speaking parents, guardians, and eligible students in their native languages.

CHILD ABUSE AND NEGLECT

West Virginia State law requires teachers and other childcare providers to report suspected cases of child abuse or neglect. The law further protects childcare providers against liability for referring such cases in good faith.

DOMESTIC VIOLENCE

Domestic violence is a significant issue and is treated as such. Our school follows West Virginia State Law regarding all domestic violence situations. Domestic violence means the occurrence of one or more of the following acts between family or household members as defined by WV (West Virginia) State Code, whether these acts occur at school or away from school.

1. Attempting to cause or intentionally, knowingly, or recklessly causing physical harm to another with or without dangerous or deadly weapons.
2. Placing another in reasonable apprehension of physical harm.
3. Creating fear of physical harm by harassment, psychological abuse, or threatening acts.
4. Committing either sexual assault or sexual abuse as those terms are defined by WV State Code.
5. Holding, confining, detaining, or abducting another person against that person's will.

Students or student's family members involved in domestic situations which may affect the student while in Wood County schools are encouraged to provide protective orders to the school administration as soon as possible. Orders will be maintained by the school and followed until expiration, or a permanent order is issued.

MONEY AND CHECKS SENT TO SCHOOL

All checks sent to school should be made out with the school's full name unless otherwise specified.

Money sent to school with students should be put in an envelope, sealed, and marked with the child's name and what the money is to be used for. Parents are charged for all checks returned by the bank for insufficient funds

NONCUSTODIAL PARENTS

School personnel are at times confronted with the demanding situation of a noncustodial parent appearing at the school asking to remove the child. If a problem concerning the noncustodial parent exists, the custodial parent should contact the school, explain the situation, notify the principal as to child custody, and forward a copy of the court decision to the school.