STUDENT HANDBOOK

WASHINGTON DISTRICT ELEMENTARY SCHOOL

Planting seeds of hope to grow futures together.

SCHOOL INFORMATION



Washington District Elementary School
5078 Tallmansville Road
Buckhannon, WV 26201

(304) 472-6599
wdes.upshurschools.com

Home of the Roadrunners!

Washington District Elementary School is committed to providing a safe, inclusive environment for all. Everyone will be treated with respect, kindness, and fairness, regardless of their race, color, nationality, gender, religion, ability, or any other characteristic that makes them unique.

Upshur County Schools Policy 2260

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VISION & MISSION

UPSHUR COUNTY SCHOOLS

Mission

Upshur County Schools is committed to creating a united community for educational excellence.

WASHINGTON DISTRICT ELEMENTARY SCHOOL

Mission

Washington District Elementary
Develops leaders by
Empowering and
Supporting all!

Core Values

- Purpose
- Trust
- Respect
- Unity
- Joy
- Safety
- Nurturing
- Grit
- Understanding
- Limitless

Strategic Plan and Goals

For more information related to our school goals, please review our 2026-2027 Strategic Plan.

WASHINGTON DISTRICT ELEMENTARY SCHOOL

5078 TALLMANSVILLE ROAD
BUCKHANNON, WV 26201

July 31, 2026

Welcome to Washington District Elementary School, home of the Roadrunners! We are honored to partner with our students, families, and community as we work together to create an exceptional learning experience for every child.
At Washington District Elementary, we believe every student has the ability to learn, grow, and succeed. Our mission is to develop leaders by empowering and supporting all, and we are committed to providing a safe, welcoming, and engaging environment where every Roadrunner can thrive.

This year, our school community is embracing one powerful word: Intentional.
Being intentional means making choices with purpose. Every day, our students have opportunities to make decisions that help them grow academically, socially, and emotionally. Small, purposeful actions practiced consistently lead to meaningful accomplishments.
We encourage our Roadrunners to approach their goals with purpose and intention.

- Be Academically Intentional - Growth occurs through practice and perseverance! Give your best effort every day.

- Be Intentional in Attendance - Show up to school on time every day ready to learn. Strive to attend at least 95% of the days each month!

- Be Intentional with Behavior - Our school is strongest when everyone contributes to a positive environment. Lead by example with respect, responsibility, and safety.

Education is most successful when schools and families work together. Your encouragement, involvement, and support play a vital role in your child's success, and we are grateful for the partnership we share with each of our families.
Together, we will celebrate achievements, overcome challenges, and create opportunities for every student to grow as a learner, leader, and citizen. We are excited for all that our Roadrunners will accomplish this year and are proud to have you as part of our Washington District Elementary family.
We look forward to an outstanding year of learning, leadership, and success!

Sincerely,
Mrs. Kayla D. Yocum
Principal, Washington District Elementary School

OUR TEAM

OFFICE STAFF
Kayla Yocum, Principal
Erica Landis, Secretary

KITCHEN STAFF
Kathy Hyre, Head Cook
Vacant, Cook

CUSTODIAL STAFF
Brandon Kelley, Custodian

COUNSELOR
Chase Woody, Counselor

NURSES/COMMUNITY CARE
Donna Critchfield, Nurse
Christina Nestor, Nurse
Jina Roy, CCWV Practioner

SPECIAL EDUCATION STAFF
Brian Brandish, Teacher
Kaitlin Perkins, Aide
Christina Figueroa, Aide

ART/MUSIC/PE
Christiana Bouvy, Art Teacher
Victoria Haley, Music Teacher
Jason Piacente, PE Teacher

PRE-KINDERGARTEN
Emily Kelley, Teacher
Bethany Hunt Aide

KINDERGARTEN
Shauna Moody, Teacher
Joyce Morgan, Aide

FIRST GRADE
Abigail Fowler, Teacher
Kim Mitchell, Aide

SECOND GRADE
Lisa Tenney, Teacher
Bethany Hunt, Aide

THIRD GRADE
Lisa Lamb, Teacher
Shanna Collins, Aide

FOURTH GRADE
Abigail Moreland, Teacher

FIFTH GRADE
Vacant, Teacher



WASHINGTON DISTRICT ELEMENTARY SCHOOL

2026-2027 Daily Schedule

7:20 AM	First Bus Arrives
7:25-7:55 AM	Breakfast in the Cafeteria
7:50 AM	Morning Message & Dismissal to Classrooms
8:00 AM	Instruction Begins
8:45 AM	Breakfast After First
11:20 AM	Primary Lunch/Intermediate Recess
12:00 PM	Intermediate Lunch/Primary Recess
3:15 PM	Evening Announcements
3:15 PM	First Bus/Student Pick-Up Dismissal
3:30 PM	Evening Bus Room
4:00 PM	Last Bus Departs

STUDENT CODE OF CONDUCT

The Upshur County Board of Education and Washington District Elementary School recognize that students, teachers, administrators, and other school personnel need a safe and supportive educational environment. The intent is for students to learn and exhibit appropriate behavior. Upshur County Schools Policy 5500 requires that all schools respond immediately and consistently to any behavior that disrupts the learning environment in a manner that effectively deters future incidents and affirms respect for individuals. Inappropriate behaviors include but are not limited to incidents of harassment, intimidation, bullying, substance abuse and/or violence. Response to prohibited behaviors will be issued based on the Upshur County Schools Discipline Matrix.

Please select the link below or visit upshurschools.com to review the following policies.
Upshur County Schools Policy 5500
Upshur County Schools Discipline Matrix

Please select the link below or visit wvde.us to review the following state policies.
West Virginia Board of Education Policy 2510
West Virginia Board of Education Policy 4373

ADDITIONAL POLICIES

Upshur County Schools Policy 2340 - Field Trips
Field trips provide educational experiences and support West Virginia College and Career Readiness Standards.

Upshur County Schools Policy 8451- Lice Control
When a student exhibits symptoms of head lice, that student will be checked for head lice by the principal or the principal's designee. When live head lice are found, the student's parents will be notified, and the student will be sent home, if at all possible. At this time, the parent will receive a letter with instructions for the treatment of head lice. The school nurse must be notified at least by the next school day when live head lice are found. If the results of a head lice check are questionable, the principal will contact the school nurse for confirmation. A letter informing the parents that lice have been found in their child's class will be sent home.

ATTENDANCE

Regular attendance at school is directly related to student success. Every day your student is absent from school, primary guardians will be contacted by telephone to inform you of your student's absence via the automated call system issued by Upshur County Schools. Parents/guardians must send a note explaining the reason for their student's absence within 2 days or send in a doctor's excuse in order for the absence to be considered excused. All absence notes may be submitted electronically through the online form available at wdes.upshurschools.com.

Excused Absences

Excused absences include student illness, family emergencies, or death in the family. If a student accumulates three consecutive days of absence, they must return to school with a doctor's excuse. They are allowed a total of ten days of parent/guardian excuses for illness during the school year. A doctor's excuse must accompany any additional absences during the remainder of the year. Otherwise, it is recorded as an unexcused absence. **Absence excuses must be received within three school days of the student's return. The absence may be marked as unexcused if an excuse is not received within the three school days.**

Unexcused Absences

After three unexcused absences, parents/guardians will be notified by the school office. After five unexcused absences during a semester, a meeting will be scheduled with the principal. After more than 10 unexcused absences, the county attendance director shall serve written notice to the parents/guardians, and the Prosecutor's office will be contacted. Tardies and leaving school early are other forms of absences (depending on the time of day) that cause your student to miss instruction. Please note that the school day concludes at 3:15 p.m., which is when the first bus departs from the school.

Tardiness

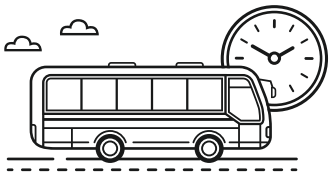
Students are considered tardy beginning at 8:05 a.m. Students arriving after 8:00 a.m. must be signed in through the office.

For more information related to Student Attendance, please review Upshur County Schools Policy 5200.

DID YOU KNOW?

- Attending school regularly helps students feel better about school and themselves.
- Students who are absent 2 school days every month, or 18 days a year, miss 10% of the school year.

SCHOOL



ARRIVAL AND DISMISSAL

Morning Arrival

Students may begin arriving at school at 7:20 a.m. Breakfast will be served daily in the cafeteria from 7:25 to 7:55 a.m.
Classroom instruction begins at 8:00 AM. Please ensure your student arrives on time and is prepared for a great day of learning.

Afternoon Dismissal

The instructional day ends at 3:15 p.m. Bus transportation and Parent/Guardian Pick-Up begin at 3:15 p.m. Family members who are picking up their student from school must be listed on the student's emergency card.

To review the Upshur County Bus Schedules, please visit upshurschools.com to identify the time your student will be returning home. Students aged nine and younger must have a parent/guardian present at the bus stop; otherwise, they will not be permitted to exit the bus and will be brought back to school for pickup.

Changes in Student Dismissal / Early Pick-Up

If, for any reason, your student requires a change in afternoon transportation or an early pick-up time is needed, please send a note to the office in advance.

Upshur County School Delays and Cancellations

In the event of a school delay, dismissal, and/or cancellation, primary and secondary parents/guardians will receive a call issued by the Upshur County Board of Education office through the automated system. Please have a plan in place for your student for these days and events.

Transportation Guidelines

All students enrolled in West Virginia public schools shall behave in a manner that promotes a school environment that is nurturing, orderly, safe, and conducive to learning and personal-social development. Riding the school bus is a privilege. Students age nine and younger must have an adult present at the bus stop for pick-up and drop-off. We encourage all students to review the School Bus Guidelines with their family members.

Upshur County Schools Transportation Policy 8600
2025-2026 Bus Schedules

PROGRAM DESIGN & DELIVERY

Washington District Elementary School instruction is designed around WV College and Career Readiness Standards. Classes are organized to maximize student learning and to meet individual student needs. Seven general education classroom teachers provide instruction for students in pre-kindergarten through fifth grade. Special education services are offered in communication disorders (speech), learning disabilities, mental impairment, behavior disorders, other health impairments, and gifted exceptionalities. Itinerant teachers provide art, music, and physical education. For more information related to curriculum, instructional resources, and content, please visit www.upshurschools.com to review Educational Program Development policies.

Counseling and nursing services are incorporated into our school to further support health, safety, and personal well-being for all. (Upshur County Schools Policy 2411)

For more information, please review the West Virginia Board of Education Content Standards Policies.

FAMILY ENGAGEMENT

Washington District Elementary School families are essential to the success of our students and school. We welcome and encourage family and community involvement. Families can access their students' courses, learning materials, and grades through Canvas. All families are encouraged to establish an account and utilize the available features to stay connected with our school and your student's classroom. Family-Teacher Conferences are offered twice a year. If you wish to contact your student's teacher at any time, please send a message via email, through Canvas, or contact the school to leave a message. Phone calls are returned within 24 hours, and email/Canvas messages are responded to within 48 hours.

Midterm reports and report cards are issued four times per year, once per quarter. Please review these reports thoroughly and set goals with your student.

Family/Community Volunteers

To ensure the safety and well-being of our staff and students, all volunteers are required to complete the School Volunteer and Confidentiality Training, as well as the Megan's Law Training, administered by the school administrator before volunteering. For more information regarding Family Involvement/Volunteering, please review Upshur County Schools Policy 2111. To review the School Volunteer Guidelines and Expectations, please click HERE.

ACADEMICS

At Washington District Elementary School, we are committed to fostering a dynamic learning environment that values academic excellence, personal growth, and integrity. Upshur County Schools adopt and utilize curriculum and educational practices that follow the West Virginia College and Career Readiness Standards to support academic development. For more information, please review Upshur County School Policies, which are available at www.upshurschools.com.

Academic Integrity

Maintaining academic integrity is most important. Academic dishonesty, such as plagiarism and cheating, can harm the educational experience for students and should be avoided. Students are expected to promote academic integrity to ensure a respectful, productive learning environment for themselves and their peers. For more information regarding academic honesty and integrity, please review West Virginia Board of Education Policy 4373.

Grading

The grading scale for Upshur County Schools will be as follows. Pre-kindergarten and kindergarten will utilize a skills development checklist to report student progress. For more information regarding grading, please review Upshur County Schools Policy 5421.

Average	Grade
90-100	A
80-89	B
70-79	C
60-69	D
0-59	F

Homework / Make-Up Work

Homework is assigned to support student learning and is minimal. When your student is absent from school, make-up work will be assigned upon their return to school. The student shall be allowed the number of days absent to complete the make-up work. If you wish to pick up work in the event of a long-term absence, please call the school to make arrangements. Please support your student by providing a quiet place at home to complete assignments. For more information, review Upshur County Schools Policy 2330.

ACADEMIC SUPPORT SERVICES

At Washington District Elementary School, we seek every opportunity to foster and support academic development and achievement. Our dedicated team is committed to providing comprehensive support that aligns with the diverse needs of our students. Resources and services designed to reinforce student learning may include individualized tutoring sessions, peer study groups, access to digital learning platforms, homework help, etc. Our academic support services are thoughtfully tailored to nurture a positive and inclusive learning environment, fostering both academic growth and personal development.

Special Education Services

Our school is dedicated to providing a nurturing and inclusive educational experience for all students. Through careful planning, collaboration, and individualized support, we strive to empower each student to achieve their full potential. Our procedures and accommodations are designed to ensure that students have equitable access to education and opportunities for success. For more information, please review West Virginia Board of Education Policy 2419 or Upshur County Schools Policy 2460.

Identification and Assessment: We collaborate with parents/guardians, teachers, and specialists to identify students with special needs or disabilities. This process begins with a Student Assistance Team (SAT) meeting and may involve reviewing student records, conducting assessments, and gathering input from various stakeholders to create a comprehensive understanding of the student's needs.

Individualized Education Plan (IEP) or 504 Plan: For students who qualify, an Individualized Education Plan (IEP) or a 504 Plan is developed to outline specific educational goals, modifications, and accommodations tailored to the student's needs. A 504 Plan provides accommodations and support that allow the student to access the curriculum on an equal basis with their peers.

Accommodations and Modifications: Depending on the individual needs of each student, a range of accommodations and modifications may be provided. The goal is to remove barriers to learning and ensure that the student can participate fully in the educational experience.

Support Services: We offer a variety of support services, such as speech therapy, occupational therapy, counseling, and specialized instruction. These services are provided by qualified professionals who collaborate with classroom teachers to address specific needs.

ACCEPTABLE USE AGREEMENT & TECHNOLOGY USE

In compliance with Federal, State, and Local Laws and Policies, every student, employee, and visitor of the Upshur County School System must agree to the provisions set forth in the Upshur County School District Acceptable Use of Electronic Resources – Internet Safety Policy to be granted access to computer and electronic resources including the Internet within the school system.

Educational Purpose: Electronic resources utilized at Washington District Elementary School are primarily used for educational purposes, including research, coursework, and communication related to academic activities.

Respectful Use: All electronic communications and internet activities must be conducted in a respectful and considerate manner. Harassment, bullying, and any form of harmful behavior are strictly prohibited. Students should respect themselves and the privacy of others and not share personal or sensitive information without explicit consent. Additionally, students are prohibited from accessing, sharing, or distributing inappropriate or confidential materials.

Ethical Conduct: Students must adhere to all local, state, and federal laws while using electronic devices and accessing the internet. Plagiarism, copyright infringement, hacking, and any other illegal or unethical activities are strictly forbidden.

Students are responsible for the proper care and maintenance of their personal electronic devices. Devices should be used in a manner that does not disrupt the learning environment or interfere with the rights of others.
Students are responsible for adhering to the guidelines and expectations presented within the Acceptable Use and iPad Agreements. Failure to comply with the guidelines and expectations can result in the revoking of privileges, as well as other disciplinary actions. For more information, please review Upshur County Schools Policy 7540.

WASHINGTON DISTRICT ELEMENTARY SCHOOL

5078 TALLMANSVILLE ROAD
BUCKHANNON, WV 26201

ACCEPTABLE USE AGREEMENT

Please read this form carefully and select the appropriate boxes. If you select "I do not agree", please understand that your student will not receive or be permitted to use an iPad, MacBook, or other electronic devices owned or operated by the Upshur County Board of Education. However, your student will still be required to complete their school-related work.

In compliance with Federal, State, and Local Laws and Policies, every student, employee, and visitor of the Upshur County School System must agree to the provisions set forth in the Upshur County School District's Student Technology Acceptable Use and Safety Policy to be granted access to computer and electronic resources including the Internet and Intranet network within the school system.

Parent/Guardian:
As the parent or guardian of a student attending Upshur County Schools, I have read and discussed this policy with my student. I understand that access to electronic resources is granted for educational purposes and is a privilege, not a right. I understand that Upshur County Schools and the State of West Virginia have taken precautions to eliminate exposure to objectionable material, but no system is foolproof and reported issues or problems will be addressed immediately. I understand that if my child is found in violation of any part of this policy, access to these resources may be revoked, as well as other sanctions, including administrative action, legal action, and collection for monetary payment damages resulting from abuse or neglect. This document remains in effect while enrolled in the Upshur County School District for the current academic year or until revoked by a parent/guardian or a designated school district representative.

_____ I agree. _____ I do not agree.

Student:
I have read and/or discussed the rules of the Upshur County School District's Student Technology Acceptable Use and Safety Policy with my teacher/parents. I understand that if I do not follow the rules in this policy, my access to computer and electronic resources, including the Internet or Intranet, may be revoked, and other disciplinary action may be taken. I understand that I may be responsible for damages resulting from my abuse or neglect. This document remains in effect while enrolled in the Upshur County School District for the current academic school year or until revoked by parent or school district representative.

_____ I agree. _____ I do not agree.

Student Name (please print): _____ Date: _____

Parent/Guardian Signature: _____

Student Signature (To be completed by student): _____

Completion of the Student iPad Agreement on the back of this form is mandatory to receive a device for use.

STUDENT IPAD AGREEMENT

- I understand that I am being issued an iPad to facilitate learning and achievement; it will be in my possession for use while enrolled in Upshur County Schools.

- I understand that I am responsible for the iPad issued to me and that I will care for the iPad in such a manner to prevent loss or damage. I further understand that:
    - In the event of any damage, loss, or theft of the iPad / MacBook, I will immediately notify my teacher or school official for repair or replacement matters.
    - The issued iPad / MacBook is the property of Upshur County Schools and is issued to students for conducting school business. It is intended only for the use of the student to whom it is assigned.
    - Technology staff will reimage the iPad/MacBook at any point where it becomes unusable or unstable. (This will result in data loss.) Upshur County Schools maintains that all data available on the device is not the personal property of the device user.
    - I will not write or place labels or stickers on the iPad / MacBook.
    - I will report any problems/issues I encounter while using the iPad / MacBook to my teacher or school official.
    - The iPad / MacBook is not to be loaned to anyone.
    - Other individuals should not be allowed to play on the iPad / MacBook.
    - I am responsible for the charging of the device to ensure proper use during school hours.
    - I will not remove the case from the device, as doing so may result in additional damages to the device and/or case.
    - Proper care is to be given to the iPad / MacBook at all times, including but not limited to the following:
        a. Give care that is appropriate for any electrical device.
        b. Use a surge protector or unplug the device during electrical storms.
        c. Keep food and drink away from the device.
        d. Do not leave the device exposed to direct sunlight or extreme cold.
        e. Position the device on a safe surface so it does not drop or fall.
        f. Do not attempt to repair a damaged or malfunctioning device.

In the case of damages that occur due to an intentional act, neglect, or abuse of the iPad/MacBook or because of failure to follow the district technology Acceptable Use Policy, including this agreement, I understand I will be held responsible for payment of repairs or the cost of replacement as determined by the Upshur County School System. Upshur County Schools shall be the final determination of the probable cause of damage. Cost repairs include:

- iPad: $364.00
- iPad Case: $36.00
- iPad Charger: $10.00
- iPad related Cable: $10.00
- MacBook: $600.00
- MacBook Case: $36.00
- MacBook Charger: $10.00
- MacBook related cable: $10.00

_____I agree to the above terms and conditions as such and agree to fully cooperate with property damage reporting requirements and with loss incident investigations.

_____I do not agree to the above terms and conditions as such and agree to fully cooperate with property damage reporting requirements and with loss incident investigations.

Student Name (please print): _____ Date: _____

Parent/Guardian Signature: _____

Student Signature (To be completed by student): _____

DRESS CODE

In order to maintain a positive school environment, all members of the school community will observe the following dress code during the school day: The following are prohibited:

- Clothing that exposes the midsection of the body
- Short shorts and mini-skirts that do not reach the tip of the index finger when standing
- Spaghetti straps or halters, unless worn with a buttoned-up shirt
- Tops that expose a large area of the back and/or front
- See-through mesh or fishnet clothing or clothing with cut-out places
- Hats, bandannas, and sunglasses will not be permitted in the building unless a special activity has been planned in advance.
- Clothing depicting violence, blood, knives, guns
- Clothing that evidences gang membership or references terrorism, suggestive sex, alcohol, drugs, tobacco, obscenities, or profane language
- Spiked jewelry or chains that could be used as weapons
- Baggy clothing considered to be a safety hazard or exposes undergarments or midsections.

The school administration reserves the right to offer clothing to allow a student more coverage to remain at school. Noncompliance may result in an unexcused absence from school or any other appropriate discipline. For more information, please review West Virginia Department of Education Policy 4373.

BULLYING/HARASSMENT

At Washington District Elementary School, we are dedicated to providing a safe and inclusive learning environment for all students. We firmly believe in fostering a culture of respect, empathy, and understanding among our students. We strive to keep our school free of discrimination, bullying, and harassment.

If any student witnesses or experiences bullying or harassment, we urge them to promptly report the incident to a trusted adult, teacher, counselor, or administrator. A statement from the reporter will be collected and help to determine action steps for resolution. Reports are anonymous, and all information will be treated with confidentiality.

Consequences for bullying and harassment are taken seriously and may result in disciplinary actions such as counseling, parent/guardian involvement, behavior contracts, and in severe cases, suspension or expulsion. For more information, please review Upshur County Schools Policy 5517 and Upshur County Schools Policy 5517.01.

CONFLICT RESOLUTION & MANAGEMENT

At Washington District Elementary School, we have established expectations and procedures to promote a positive culture of conflict resolution as well as a safe and secure environment.

Education & Awareness: Curriculum is implemented to teach students about the importance of positive relationships, empathy, peer mediation, and effective communication.

Clear Expectations: Appropriate behavioral expectations and codes of conduct are established to promote respect, understanding, and cooperation among students.

Communication: Active listening and communication skills are taught to support conflict resolution. Open dialogue is encouraged, allowing opportunities for students to share thoughts, concerns, and feelings. As active listeners, students can also be supportive as peer mediators.

Restorative Practice: Restorative communication is promoted as a common practice allowing students to come together to discuss conflicts, express feelings, and work toward resolutions in a supportive setting.

Conflict Resolution Support: Through effective communication and active listening practices, students are often able to resolve problems using restorative practice. In the event that additional support is needed, the school administrator, teachers, parents/guardians, school counselor, Communities in Schools facilitator, and/or support staff may provide assistance throughout the conflict resolution process.

Anti-Bullying: The implementation of anti-bullying campaigns that focus on promoting empathy, tolerance, and bystander intervention are incorporated into our conflict resolution and management practices. If a student or staff member witnesses or experiences bullying, they should report this to a trusted adult immediately.

FIELD TRIPS

Field trips are an exciting and integral part of the educational experience at Washington District Elementary School. Each trip is carefully planned to enhance curriculum and promote experiential learning. Parent/guardian permission is required for students to participate in field trips. For more information, please review Upshur County Schools Policy 2340.

MEDICATION AT SCHOOL

For medication to be issued at school, students must have a completed Parent/Guardian Authorization Form, and all medication must be in the original container. All medication obtained with or without a prescription must be delivered to the school by the student's parent/guardian. Non-prescribed, over-the-counter medications (including cough drops) are not permitted in Upshur County Schools without a physician's authorization. Parents/guardians are permitted to administer non-prescribed, over-the-counter medications to his/her student at the school. Registered and Licensed Practical Nurses cannot administer over-the-counter medications without an order from a licensed prescriber. All medication will be securely stored in the school office. For more information regarding medication, please review Upshur County Schools Policy 5330.

DRUG, ALCOHOL, & TOBACCO FREE CAMPUS

Washington District Elementary School is committed to providing a safe, healthy, and productive learning environment for all. To achieve this, our school campus is designated as a drug, alcohol, and tobacco-free zone. Use, possession, and/or distribution of drugs, alcohol, and tobacco products on school grounds is strictly prohibited. Violation of this policy will result in disciplinary action. Preventive and protective measures are taken to promote awareness of substance abuse and control. For more information, please review Upshur County Schools Policy 2414. We demonstrate dedication to creating a supportive and thriving environment.

Upshur County Schools Policy 7434

EMERGENCY PREPAREDNESS

Ensuring the safety and well-being of our students is our top priority at Washington District Elementary School. We are dedicated to providing a secure learning environment and have established comprehensive safety measures and protocols for various emergencies as part of our commitment.

Safety Drills

Regular safety drills are conducted throughout the academic year to familiarize students and staff with appropriate responses to various emergency situations. These drills include, but are not limited to, fire drills, tornado drills, and lockdown drills. Each drill is conducted with the utmost care and attention to ensure a smooth and effective execution.

Evacuation Procedures

In the event of an emergency that requires evacuation, our school follows a well-defined procedure:

1. Students and staff exit the building in a calm and orderly manner using designated evacuation routes.
2. Teachers and staff take attendance to ensure all students are accounted for.
3. Everyone gathers at predetermined assembly points outside the building to await further instructions.

Emergency Protocols: Our school has established protocols for a range of emergencies, including but not limited to:

- Fire: The alarm will sound in case of a fire. Students and staff will exit the building immediately using designated evacuation routes.
- Tornado/Severe Weather: During severe weather conditions, students and staff will move to designated safe areas in the building to wait out the storm.
- Lockdown: In the event of an external threat, a lockdown will be initiated. Students and staff will secure themselves, and all movement within the building will cease.
- Medical Emergencies: Our trained staff will respond swiftly to any medical emergencies and provide appropriate care while seeking professional medical help as needed.

For more information regarding school safety and emergency preparedness, please review the policies referenced below.

Upshur County Schools Policy 8400

INTEGRATED PEST MANAGEMENT

The West Virginia Legislature has passed into law a procedure (Integrated Pest Management Plan) for notifying families and school staff 24 hours prior to the application of Level 3 (spray) and Level 4 (fog-out) pesticides in schools. Our school is checked regularly to monitor and control structural pests (roaches, ants, bees, mice, etc.). All other means of control will be used before a Level 3 or Level 4 pesticide will be used. In the event that a Level 3 or 4 pesticide is used, families will be notified through the Upshur County Schools automated call system.

ASBESTOS MANAGEMENT

All buildings owned by the Upshur County Board of Education, which are currently in use, have been inspected for asbestos. EPA-accredited persons are responsible for conducting these inspections.

The Asbestos Management Plan for Washington District Elementary School is on file in the school office and the Upshur County Board of Education office. All buildings are reassessed every six months and inspected every three years by accredited inspectors. Please review the additional information on page 22.

Any person may contact the Upshur County Board of Education at (304) 472-5480 to review the Asbestos Management Plan.

Thank you for your continued support of our efforts to maintain safe and healthy environments in all buildings currently operated by the Upshur County Board of Education.

Administration
Mrs. Christine Miller
Superintendent
Mr. George "Russ" Collett
Assistant Superintendent

Board of Education
Dr. Tammy Samples, President
Mrs. Jan Craig, Vice-President
Mrs. Sherry Dean
Mr. Roy Wager
Mrs. Daya Wright

TO: Upshur County Board of Education Employees, Parents and Community

FROM: Tim Derico, Facilities Director

SUBJECT: Dissemination of Asbestos Contact Information

DATE: August 3, 2022

All buildings owned by the Upshur County Board of Education which are currently in use have been inspected for asbestos during the year. These inspections were conducted by EPA accredited persons. The Asbestos Management Plan for your building is on file in two locations.

1. Each School Office
2. Board of Education Office

All buildings are reassessed every six months and inspected every three years by accredited inspectors.

Any person may review the Asbestos Management Plan by visiting the school and requesting it from the principal or by contacting Tim Derico, Facilities Director, Upshur County Board of Education, 102 Smithfield Street, Buckhannon, WV 26201 (Phone: 304-472-5480). Tim Derico is the Upshur County Board of Education contact. He meets all annual training requirements of the Environmental Protection Agency.

Thank you for your continued support of our efforts to maintain safe, healthful environments in all buildings currently operated by the Upshur County Board of Education.

For A School

Pesticide Application Notification Request

Washington District Elementary School adheres to an Integrated Pest Management Plan in accordance with Title 61, Series 12J rules of the West Virginia Department of Agriculture. Pests are controlled primarily through preventive measures. When pesticides are required, the least hazardous materials will be used.

Pest management methods are classified as Level 1, Level 2, Level 3, and Level 4, depending upon their toxicity and the degree of hazard associated with their application.

Level 1	Non-chemical (preventive)
Level 2	Least hazardous (low toxicity, non-volatile baits or dusts)
Level 3	EPA Caution (limited volatility liquids)
Level 4	EPA Caution (broadcast), Warning or Danger (any application method)

As a parent or guardian, you have the right to be notified if and when Level 3 or Level 4 pesticides are to be applied. To receive such notification, please complete the information requested below and return this form to the principal.

Please Note: Level 3 and Level 4 pesticides will not be applied when students are in the areas being treated.

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To: Kayla D. Yocum, Principal Date: _____

School: Washington District Elementary School

Please notify me at least 24 hours prior to the application of Level 3 or Level 4 pesticides at this facility.

From: _____

Address: _____

_____

Telephone: _____