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**\*Policies contained in this calendar are updated as needed and may change during the school calendar year.**

**Not all of these policies are presented in full.**

**A copy of Mercer County Board of Education Policy(ies) in their entirety may be viewed at your local school or at <http://boe.merc.k12.wv.us>.**



## MISSION STATEMENT

To provide students of all ages equitable opportunities to achieve 21<sup>st</sup> century skills and knowledge by offering the highest quality education utilizing all available resources efficiently and effectively.

## CORE BELIEFS

The key to a student's success is a skilled and caring staff that:

- Respects personal worth
  - Provides opportunities for the development of problem-solving abilities
  - Provides for individual differences
  - Fosters the love of learning
  - Promotes decision-making skills that result in wise use of leisure time and development of social skills
  - Seeks to develop a respect for the dignity of work
  - Enhances positive attitudes toward school and the process of lifetime learning
  - Promotes good mental, emotional, and physical health
  - Fosters belief in the democratic process
  - Seeks to develop an appreciation of the aesthetics
  - Teaches students to accept responsibility for their decisions and behaviors
  - Develops lessons that engage students and promote questioning, thinking, collaboration and communication.
- All students can learn; all students have potential that can be developed.  
Education is a shared responsibility. Achievement requires the commitment and participation of students, staff, family and community.  
High expectations yield high achievement.  
School climate contributes to achievement. Learning occurs best in an environment of mutual respect.

## ACCOUNTING PROCEDURES FOR PTOs AND SCHOOL SUPPORT ORGANIZATIONS

It is recognized that parent-teacher associations and many other school support organizations provide an essential function in the support and funding of various curricular and extra-curricular programs offered by the public schools throughout the State. Countless hours are devoted by teachers, parents and other school supporters in fund raising activities for programs that enhance education.

Every school support organization should be officially organized with a set of published by-laws and be governed by an elected board of directors consisting of at least a president, a vice president, a secretary and a treasurer.

Written minutes are to be prepared for each meeting. Minutes are to be made available to anyone within a reasonable time after the meeting. At a minimum, minutes should contain the following information:

- Date, time and place of the meeting,
- Name of each member of the governing board present and absent,
- All motions, proposals, and resolutions, the name of the individual who made the proposal and their disposition, and
- Results of all votes.

**Bank Accounts:** Every bank account in which the organization funds are deposited should be insured or the bank should be required to provide adequate bond to cover the maximum amount that may be deposited at any one time. The account should contain the name of the organization and the organization's Federal Employer Identification Number (FEIN).

The bank signature cards must be maintained current at all times. Two signatures should be required on every check issued by the organization. One of the signatures should be that of the organization's president.

All checks should have pre-printed on them the name of the organization, the name of the school, the organization's address, the check number and two blank spaces for signatures. Current stocks of checks, however, could be used until exhausted.

**Collections:** All moneys collected should be receipted and deposited intact in a timely manner into one of the organization's depository accounts. The total amount of money collected should be reconciled to the detailed records that support the collections.

**Concession Sales:** If concession stands are operated by a school organization, local procedures should be established to safeguard the inventory of goods sold to protect against pilferage or unauthorized use.

All proceeds from concession sales operated by a school support organization should be receipted and deposited intact and in a timely manner into one of the organizations depository accounts. Merchandise purchased for resale should be purchased by check issued for that purpose. Periodically, a profit and loss statement should be

prepared to compare actual sales proceeds to the expected sales totals that should have been recognized from the amount of merchandise sold.

**Fund Raisers:** All school support organizations must be approved, in advance, by the county board of education to conduct fund raising activities in the name of a county school. In addition, the organization must get prior approval from the school principal or his designee for each fund raising activity being held.

**Parents / volunteers can and will be held liable for the safety and well-being of students who, while involved in fund-raising activities, are under the supervision of parents / volunteers.**

**Quarterly and Annual Financial Statements:** As detailed in Policy I-39, four times annually, the president and/or treasurer of each support organization will submit to the school principal a financial statement (treasurer's report) showing the organization's beginning balance, ending balance, revenues collected, and expenditures during the quarter. If any sub-accounts are maintained by the organization, records for those accounts must be submitted as well. Support organizations must also submit, each quarter, a reconciled bank statement for each account.

In addition to the treasurer's report and bank statement required each quarter, the July 15<sup>th</sup> financial report should list all invoices that have not been paid and all revenues that have not been received by the end of the fiscal year (June 30<sup>th</sup>).

**Noncompliance:** Failure to submit quarterly documentation will result in a written warning. If, after receipt of the warning, the documentation is still not forthcoming or – in the case where an organization must be repeatedly prompted by letter to submit its financial report – the organization's finances will become part of the school's accounts.

**Consumer Sales Tax on Purchases:** Private nonprofit organizations such as Parent Teacher Associations, booster groups and other school support organizations, are not exempt from paying the consumer sales and use tax by reason of their nonprofit status alone, but must meet very specific requirements contained in state tax laws and legislative regulations.

One of the requirements is that the organization must be currently registered with the West Virginia Department of Tax and Revenue and have a business registration certificate. Each organization must have its own business registration certificate; private nonprofit organizations are not to use the school's registration number.

**Consumer Sales Tax on Sales:** Private nonprofit organizations that meet the requirements set forth in the preceding section for making tax-exempt purchases may also make casual and occasional sales for fund raising purposes and not be required to collect and remit consumer sales tax on their sales.

For the purpose of this exemption, "casual and occasional sales" means fund raising event not conducted in a repeated manner or in the ordinary course of repetitive and successive transactions. These fund raising events are limited to six events (which last no more than eighty-four consecutive hours each) in any twelve-month period. Any fund raising event which lasts more than eighty-four hours will be considered as two or more events, depending upon the duration of the event.

**Records Retention:** All financial records, minute books and other documents maintained by or in the name of a school organization belong to the organization and must be delivered or handed over to the duly elected president of the organization, or to the county superintendent of schools, upon request. Copies of the organization's annual financial statements and minute books are to be retained permanently. The transaction journal, bank statements, and canceled checks are to be retained for at least five (5) years. All other financial records are to be retained for at least three (3) years.

**SCHOOL-WIDE SPORTS BOOSTER CLUBS  
(Policy I-55)**

A School-Wide Sports Booster Club (SWSBC) is defined as the governing parent / community support group that provides service, awards, funds, equipment and other support for MCS-sponsored interscholastic sports programs in a particular school. As per Policy I-55, each middle and high school may support one SWSBC to achieve these goals or approve separate team/season booster clubs (BCs) to function as subcommittees of the SWSBC.

In order to be recognized and acknowledged by the Board of Education, to maintain transparent financial management, and to assure equitable benefits to boys' and girls' sports of all types, the SWSBC must meet the following requirements:

- Comply with all rules and regulations of the MCS Board of Education, the State Athletic Association, and laws of the state and nation
- Prepare bylaws as stipulated in Policy I-55

- Prior to September 15<sup>th</sup>, develop – in consultation with the principal – annual financial planning goals
- Request capital improvement projects through the principal and superintendent
- Get principal’s pre-approval for all fundraising activities
- Annually submit names of officers and their contact information
- Annually submit a post-season fundraising financial report to the principal who will submit it to the superintendent
- Acknowledge that participation by students or parents is not a condition for participating in a sport or school-related program
- Acknowledge that the SWSBC prohibits the use of tobacco or the sale and consumption of alcohol at any and all functions where students are in attendance
- Ensure that all requests for the use of school facilities and equipment comply with MCS policies
- Ensure that all gifts or awards to the SWSBC or any subcommittee are provided to the principal to allocate to the interscholastic program as required by Title IX and MCS policy, and that student athletes and other participants shall not receive any direct gifts or payments in violation of state athletic association guidelines
- Maintain funds through a student sports activity account which becomes part of the MCS audit system.

(See Mercer County Policy I-55 for additional details.)

### DELAY OR CLOSURE OF SCHOOLS DUE TO INCLEMENT WEATHER (Policy E-01)

Policy E-1 outlines the procedures for delayed or closed school due to inclement weather conditions such as ice, snow, extreme temperatures, hurricanes or high water. This policy may be reviewed in full at <http://boe.merc.k12.wv.us/policy51/E-1.pdf>.

The decision whether to close schools due to inclement weather is faced on a daily basis from December until May. The school system’s coordinator of transportation consults the National Weather Service, State Department of Highways and law enforcement agencies and makes on-site inspections throughout the county. The information is relayed to the superintendent who makes the final decision.

When possible, the decision to delay or close will be made and announced on the evening before or by 6:00 A.M. of the following day. Mercer County Schools will use the media, our automated telephone system, our county webpage, the MCS APP (available at the iTunes and Google Play Store) and Facebook to relay the information.

With the advice of proper authorities, a delayed schedule will be used. When a delayed schedule occurs, school buses will run two (2) hours later and school will start two (2) hours later than usual.

On rare occasions, dismissal may occur due to inclement weather, but only on the advice of the proper authorities. Announcement will be made with local media, by automated telephone system, and posted to Facebook. Parents and students may use Internet address <http://boe.merc.k12.wv.us/closings> to check schedule changes.

To make up all days of instruction lost due to weather or other emergencies, the county shall convert Out of Calendar (OC) Days, Outside School Environment (OSE) Days, and other non-instructional days as needed, with the exception of Continuing Education (CE) Days and the end-of-year Preparation (P) Day. The out-of-calendar and non-instructional days which may be converted are published in the calendar. The Superintendent will determine the order. Traditional Spring Break days will be converted to instructional days, if necessary, after all non-instructional days have been converted. Spring Break days will be converted prior to extending the school year.

### REGULATIONS FOR PUPILS TRANSPORTED BY SCHOOL BUS (Policies JFCC and J18)

#### Outside the Bus

- Walk on left side of road, facing traffic.
- Be at the designated bus stop at the scheduled time of arrival.
- Parents shall instruct students to wait for the bus on the proper side of the roadway, except where such would compromise their safety. (Proper side of roadway shall mean on the right for the direction in which the bus is traveling.)
- Never stand or play on the roadway while waiting for the bus.
- Line up orderly, safely away from the traffic lane until the bus has completely stopped.
- Board the bus in a safe, orderly manner without pushing and shoving.
- Follow the bus operator’s instruction carefully by proceeding safely and alertly when getting off the bus and / or crossing the roadway.
- Go home promptly after leaving the bus at the end of the school day.

#### Inside the Bus

- Go immediately to assigned seat and courteously share seats with others boarding the bus.
- Promptly report any damage or vandalism to seats. Pupils can be held responsible.
- Change seats only with bus operator’s permission and only when bus is not in motion.

- Get on or off the bus only when it is completely stopped.
- Cooperate with any monitor on duty.
- Cooperate with the bus operator to keep the bus clean. Eating and / or drinking on the bus is prohibited (unless medically necessary).
- Observe classroom conduct, except for ordinary conversation, to enable the bus operator to give attention to safe driving.
- Avoid unnecessary conversation with the bus operator.
- Keep head and limbs inside the bus windows at all times.
- Immediately report any open exit or released latch to the bus operator.
- No riding in step-well or forward of front row seats.
- No standing while bus is in motion any time a seat is available.
- No use of tobacco, alcohol, or controlled substances.
- No use or display of cellular phones (should be turned off and stored in backpacks, pocketbooks, etc.).
- No use of profane or obscene language.
- Do not throw or pass any object of any nature into or from the bus through a door or window.
- Unless directed by the bus operator, do not open emergency exits, except during emergencies.

Two pupils may be appointed to assist at the emergency door exit during emergency exits; practice drills or demonstrations for such exits. The bus operator is in complete charge of the bus and passengers. Passengers must follow directions from the operator promptly and respectfully. If any passenger does persist in violating these regulations, proper procedures will be followed by the bus operator and school administrative personnel, in order to establish control and maintain safety.

### SCHOOL NUTRITION PROGRAM

Mercer County Schools provides free breakfast and lunch to all students. Menus are based on the Healthy, Hunger-Free Kids Act of 2010 and the USDA Dietary Guidelines.

Students, pre-Kindergarten through grade 12, are served “Breakfast in the Classroom,” a simple nutritious breakfast of whole grain baked goods, fruit or juice, and milk.

Lunches include traditional kid-friendly entrees as well as choices of vegetables and fruits and second servings of vegetables and fruits.

Although meals are free, students receive a lunch card with ID number for daily use. If students wish to purchase a second meal, they must be charged at the adult rate of \$3.75. Extra milk at any meal costs \$ .25.

### BULLYING, HARASSMENT AND INTIMIDATION (Policy J-18)

Harassment, violence, bullying, and intimidation are strictly prohibited by federal and state laws, and by Mercer County Schools. According to West Virginia Code §18-2C-2, “harassment, intimidation or bullying” means any intentional gesture, or any intentional electronic, written, verbal or physical act, communication, transmission or threat that:

- (a) A reasonable person under the circumstances should know the effect of harming a student, damaging a student’s property, placing a student in reasonable fear of harm to his or her person, and/or placing a student in reasonable fear of damage to his or her property;
- (b) Is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or emotionally abusive educational environment for a student; or
- (c) Disrupts or interferes with the orderly operation of the school.
- (d) An electronic act, communication, transmission or threat includes but is **not limited** to one which is administered via telephone, wireless phone, computer, pager or any electronic or wireless device whatsoever, and includes, but is not limited to transmission of any image or voice, email or text message using any such device.
- (e) Acts of bullying harassment or intimidation that are reasonably perceived as being motivated by any actual or perceived differentiating characteristic, or by association with a person who has or is perceived to have one or more of these characteristics shall be reported using the following list: race, color, religion, ancestry, national origin, gender, socioeconomic status, academic status, gender identity or expression, physical appearance, sexual orientation, mental/physical/developmental/sensory disability or other characteristic.

Any student who believes he or she is the victim of bullying should report the alleged acts immediately to a teacher or school administrator. Further, any third person who knows about or has reason to suspect conduct which he believes to be bullying should likewise report the alleged conduct to a school authority. If, upon investigation by the school principal or his designee, the claims of bullying are found to be valid, the administrator will take one or more of the disciplinary actions prescribed for a Level II offense (see Section 4.10 of Mercer County Policy J-18).

## **RACIAL, SEXUAL, DISABILITY AND RELIGIOUS/ETHNIC HARASSMENT AND VIOLENCE POLICY (Policy J-18)**

Students who harass or harm another student through conduct or communication of a racial, sexual, religious/ethnic, or disability-related nature violate Mercer County Policy J-18. All complaints of harassment or violence, whether formal or informal, verbal or written, and will be investigated. Students determined to have committed an act of racial, sexual and religious/ethnic harassment and/or violence will be disciplined as outlined in Policy J-18.

Any student who believes he or she has been the victim of harassment or violence by another student or by an employee should report the alleged acts immediately to a teacher or administrator. Further, any third person who knows about or has reason to suspect conduct which he believes to be harassment should likewise report the alleged conduct to the principal or his designee. Upon receipt of an allegation of an incident between students, the building administrator shall begin an investigation immediately, utilizing the procedures outlined in Policy J-18 for Level II offenses. If assistance is needed, the building administrator may use the services of the county Human Rights officer. Upon conclusion of the investigation of a complaint alleging racial, sexual and religious/ethnic harassment and violence, a written report will be provided to the complainant or to his/her parents/legal guardians.

Harassment and violence are forms of discrimination that are strictly prohibited by federal and state laws, and by Mercer County Schools. The Mercer County Board of Education is committed to maintaining an environment that is free from harassment and/or violence; thus, the Board prohibits any form of racial, sexual, religious/ethnic, or disability-related harassment or violence.

Students or employees who harass or harm a student or an employee through conduct or communication of a racial, sexual, religious/ethnic, or disability-related nature violate this policy. Mercer County Schools will investigate all complaints of harassment or violence whether those complaints are formal or informal, verbal or written, and will administer discipline to any student or employee who is determined to have committed an act as outlined in Policy J-18.

## **USE OF CELL PHONES AND OTHER ELECTRONIC DEVICES ON SCHOOL PROPERTY (Policy G-38)**

Elementary students are prohibited from having cell phones at school. All Middle School students may use a cell phone connected to an earbud and microphone for talking and texting before or after school while on school property. Use of a cell phone during the school day is prohibited. All high school students may use a cell phone connected to an earbud and microphone for talking and texting before or after school while on school property. At the discretion of the building administrator, they may also use a cell phone during lunch. Use of a cell phone or other electronic devices during class time or class change is prohibited.

## **TELECOMMUNICATIONS/COMPUTER NETWORK POLICY (Policy I-03B)**

Recognizing the importance of telecommunications in today's society and to comply with the State Board of Education Policy 2460, it is essential to obtain and utilize technology to benefit the students and personnel of Mercer County Public Schools. Therefore, the Mercer County Board of Education does hereby institute this policy to govern the use of telecommunications in our public schools.

- Telecommunications means any capability to receive, transmit, interact or otherwise utilize digital, laser or analog signals using a computer or other medium to retrieve, record or send information at another location.
- Student is defined as any individual enrolled in Mercer County Public Schools.
- Verifiable consent for students under the age of 18 is defined as a parental or legal guardian's signature. Verifiable consent for students 18 or older is defined as a personal, parental or legal guardian's signature.
- Authorized use requires compliance with State Board of Education Policy 2460 or other applicable policies as adopted.
- All students and personnel in Mercer County Public Schools will comply with the State Board of Education Policy 2460.
- Parental consent must be obtained for any student wishing to utilize the telecommunications capability at a particular location within Mercer County Public Schools. This signature confirms the intent to comply with all policies, laws and other statutes governing the proper and authorized use of telecommunications equipment, i.e., WVNet, Internet, Prodigy, American On-Line, Outlook 365 or others.
- Authorization for e-mail use must follow established procedures for obtaining an account from the Mercer County Board of Education, the school or the State Department of Education whichever is applicable. Issuance of an account or permission to use the network implies the authorized user accepts the terms outlined for the legitimate use and exchange of meaningful educational materials and that etiquette and

privilege are clearly understood by the user. There is no expectation of privacy on any device connected to the county-wide area network.

- Mercer County Schools will comply with the Children’s Internet Protection Act. Students will not access via Internet material that is obscene, pornographic, harmful to minors or inappropriate on school-owned computers. Personnel will monitor Internet student usage to restrict access to material that is obscene, pornographic, harmful to minors or inappropriate on school computers.
- Personnel will educate all K-12 students yearly on appropriate online behavior.
- In order to comply with the Children’s Internet Protection Act, the use of personal equipment that does not use state and county filters when accessing the Internet in schools is forbidden.
- All Mercer County Schools personnel will restrict their Internet usage to material that is not obscene, pornographic, harmful to minors or inappropriate on school computers.
- Mercer County personnel will monitor students’ use of chat rooms, e-mail and other direct electronic communications and permit access only to activities that are safe and have educational value. The use of web-based anonymous e-mail accounts by students and school personnel is forbidden.
- Students will not conduct online unauthorized access, including “hacking” and other unlawful activities.
- Unacceptable use of any telecommunications medium will result in the revocation of the student’s and/or school personnel’s privilege to utilize any telecommunications programs in Mercer County Public Schools. Usual procedural guidelines and evidential presentation would then apply.
- Web Publishing shall be done in accordance with all recommendations listed in section 3.4 of State Policy 2460 unless specific exceptions are noted in this policy. All material posted on school websites must be approved by the principal or his/her designee. All material may be reviewed by the Superintendent or Director of Technology and if either deems the material inappropriate, it shall be deleted. If a class requires students to create personal web pages, they may be published for thirty (30) days only. Student pictures, last names and personal information may not be published.

**Acceptable Use Policy for Telecommunications and Computer Networks:** As a telecommunications and computer user I agree to follow the rules and policies in all my work while attending Mercer County Public Schools. I understand WV Policy 2460, its intent and implications for acceptable use, privileges, network etiquette, reliability, security and vandalism.

- I I recognize all telecommunications and computer network users have the same rights to use the equipment; therefore,  
I will not play games or use the resources for non-academic activities when others require the system for academic purposes;  
I will not waste or take supplies such as paper, printer ribbons and diskettes that are provided by the school;  
I will avoid excessive use of network hard disk space by removing any file that has not been used within one month.
- II I recognize that programs, including software, are protected by copyright laws, therefore,  
I will not make unauthorized copies of software found on school systems for my own personal use. I will respect the integrity of electronic mail, bulletin boards and other materials.  
I will not give, lend, or sell copies of programs, software or other material without the expressed written consent of the copyright owner. I will only copy material clearly marked as shareware or public domain.
- III I recognize that the work of all users is valuable; therefore,  
I will protect the privacy of others’ areas by not trying to learn their passwords;  
I will not copy, change, read, or use files in another user’s area without that user’s permission;  
I will not attempt to gain unauthorized access to system programs or computer equipment;  
I will not create or introduce any virus which may destroy files or disrupt service to others;  
I will not attempt to gain access to any material that is pornographic in nature;  
I will not download information onto the hard drives of any computer for permanent storage;
- IV I recognize that the computer networks are to be used as educational tools to support the mission of Mercer County Schools; therefore,  
I will not transmit any materials in violation of any U.S. or state regulation, including, but not limited, to copyrighted material, threatening or obscene material, or material protected by trade secret.  
I will not use computer systems to disturb or harass other computer users by sending unwanted mail or by other means;  
I will not use the network for commercial activities, product advertisement, or political lobbying.
- V Use of computer networks is a privilege, not a right. Violations of the rules described above will be dealt with seriously. Violators will lose computer privileges.

**ELEMENTARY GRADING POLICY**  
**(Policies I-05, I-33, I-57)**

The Mercer County Board of Education recognizes the importance of effective communication between home and school in the educational process. For communication to be effective, it must occur on a regular basis. Therefore, the pupil progress report (report card), interim reports, and live grades are important tool in the communication process.

Letter grade definitions, percentage equivalents and other reporting indicators are defined as follows:

A	= Excellent progress	90	-	100
B	= Above average progress	80	-	89
C	= Average progress	70	-	79
D	= Below average progress	60	-	69
F	= Unsatisfactory progress	0	-	59
I	= Incomplete due to illness or other cause			
O	= Outstanding progress			
S	= Satisfactory progress			
N	= Needs improvement			

Progress reporting in grades K-5 shall occur every nine weeks. Kindergarten reporting will be based upon the evidence measured by the WVDE Standards Based Early Childhood Reporting System (ELRS). In Grade 1, reading, math, and spelling shall be reported with a numerical grade. Penmanship, writing, physical education, music, art, and conduct shall be reported with an O, S, or N. Social Studies, Science, and Health are integrated and are not assigned a separate marking. In Grade 2, reading/language arts, math, and spelling shall be reported with a numerical grade. Penmanship, writing, physical education, music, art, and conduct shall be reported with an O, S, or N. Social Studies, science, and health are integrated and are not assigned a separate grade. In grades 3 - 5, reporting shall include numerical grades for the educational academic areas of reading/language arts, mathematics, social studies, science, health, choir/music and instrumental music. In Grade 3, social studies, science, and health shall be graded with O, S, or N. (The Reading/Language Arts grade in Grades 3 – 5 shall be determined as follows: 50% reading; 40% English, and 10% spelling). Procedures for retention are outlined in Policy I-33.

**MIDDLE LEVEL GRADING POLICY**  
**(Policy I-09)**

The following policy will apply to schools that house grades 6-8 or 7-8.

GRADING GUIDELINES: Middle level pupil progress reports will be numerical:

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

Quizzes, assignments, etc., that are to be used to determine final grades should be graded by the instructor and returned promptly to students for review.

Teachers shall place a written explanation of the procedures they use for student evaluation and grading in the front of their grade book. This may include, but not be limited to, percentages allocated for homework, tests, quizzes, and other methods of evaluation. This information shall be shared with students at the beginning of the year and a copy given to the building principal.

Any teacher assigning an “I” (incomplete) for a grading period must replace the “I” with a numerical grade by the end of the following grading period. An “I” is not an acceptable grade. If work is not completed, an actual grade will be recorded, based on what the student has completed.

Non-block Scheduled Schools will distribute report cards every nine weeks and Block Scheduled Schools, every four and one-half (4 1/2) weeks. Students will hand-carry progress reports to parents at the end of each grading period with the exception of the year-end report, which will be mailed. Teachers are required to make use of interim reports to parents concerning students who are experiencing academic difficulty every 4 ½ weeks. FINAL GRADES: Final grades are calculated on a yearly basis for grades 6, 7 and 8. The grading period will be every 9 weeks. In block-scheduled schools, final grades are calculated on a term basis. The grading period will be every 4 ½ weeks.

To pass sixth, seventh and eighth grade and advance to the next level, students at Bluefield Middle School, Glenwood School, PikeView Middle School, Princeton Middle School and Montcalm High School may fail only one core course – English / Language Arts, Math, Social Studies, Science, or Developmental Reading, and must pass at least 50% of their exploratory or elective courses.

Any course taken as a high school credit must result in a **full** high school credit. The class must fulfill the same requirements of any full credit high school class. Half credits do not exist for any middle school class taken for high school credit.

Unit tests are required for students (6-8) throughout the year. If necessary for instructional purposes, these tests may be scheduled at times other than the end of the marking period. Unit tests should address course objectives and instructional goals and should be comprehensive. Higher level thinking skills are to be emphasized on these tests.

Unit tests should include essay questions. Tests which contain only multiple choice, fill-in-the-blank, true/false do not challenge students or require high-level thinking skills. Essay questions require analysis of the question and application of language arts and content skills. Students should be required to use proper grammar and correct spelling.

**FINAL GRADE:** The final grade will be determined by averaging the 9-week grade, 18-week grade, 27-week grade and 36-week grade. These grades will be divided by 4 for the yearly grade.

## HIGH SCHOOL GRADING POLICY (Policies I-02, I-10, I-28)

High School pupil progress reports will be numerical:

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

Quizzes, assignments, etc. that are to be used to determine final grades should be graded by the instructor and returned promptly to students for review.

Teachers shall place a written explanation of the procedures they use for student evaluation and grading in the front of their grade book. This may include, but not be limited to, percentages allocated for homework, tests, quizzes, etc. This information shall be shared with students at the beginning of each term and a copy given to the building principal.

Any teacher assigning an "I" (incomplete) for a grading period must record an actual grade at the end of the next grading period. "I" is not an acceptable grade.

Pupil-teacher conferences, parental telephone contacts and school visits are encouraged.

Progress Reports will be distributed at the end of every nine (9) week periods. Students will hand-carry progress reports to parents except for the end of year report which will be mailed. Teachers are encouraged to make use of interim reports to parents concerning students who are experiencing academic difficulty.

Final Grades: Final grades are calculated on a per credit basis for grades 9-12.

Advancement in Grades Nine through Twelve: Freshmen (Grade 9) must successfully complete a minimum of **six (6)** secondary credits, **five (5)** of which shall be required for graduation in order to be admitted to the sophomore class.

Sophomores (grade 10) must successfully complete **thirteen (13)** secondary credits, **ten (10)** of which shall be required for graduation, before they can be classified as a Junior. This requirement may be waived in situations where it limits an otherwise eligible student from qualifying for the GED option.

Juniors (grade 11) must successfully complete **twenty (20)** credits, **fifteen (15)** of which shall be required for graduation, before they can be classified as a senior.

Seniors (grade 12) must be scheduled for a full day of instruction. (Policy I-02 covers exemptions)

All students, including seniors, must be scheduled for the full instructional day each of the four years.

Attendance exceptions for seniors must be approved by the Assistant Superintendent.

Graduation requirements and exceptions are covered by Board Policy I-02 and State Policies 2510, 5.3. Twenty-eight (28) units are required for graduation.

Sequential courses, where applicable, shall be taken in that order and not concurrently. Questions on sequential courses shall be resolved by the Superintendent or his/her designee.

Schools will require all students to complete a final exam in every subject. Schools will require all students to complete a mid-term exam in every subject taught as a full-year course at the mid-point (second nine (9) weeks) of each course. All exams are to be developed by the classroom teacher according to the criteria established by the supervisory staff. These exams should be submitted to the principal, for review, two weeks prior to the exam date. Revisions, if any, must be submitted one week prior to the exam date.

Unit Tests: Unit tests are required for students (9-12) throughout the year. If necessary for instructional purposes, these tests may be scheduled at times other than the end of the grading period. Unit Tests should address course objectives and instructional goals, and should be comprehensive. Higher level thinking skills and writing skills are to be emphasized on these tests.

Examination Papers: The teacher will keep the final exam papers for a period of four (4) weeks. The teacher's key to the exam will be filed with the building administrator.

The final numerical average for each course will be converted to quality points before being entered on the student's transcript. A 4.0 quality point scale will be used for standard courses; a 5.0 scale will be applied to Advanced Placement (AP) courses; and a 4.5 scale will be applied to courses designated as "Honors" (Policy I-10). For example, a final numerical grade of 97 in a regular course would convert to 4 quality points; the same grade in an AP course would convert to 5 quality points; the same grade in an Honors course would convert to 4.5 quality points.

Final Grades: Final grades will be calculated using the formula as described in MCBOE Policy I-10.

**See Mercer County Policy I-28 for an explanation of the process for determining senior class ranking.**

### **EMBEDDED CREDIT (Policy I-37)**

High school students enrolled in Career / Technical Education courses may, under certain circumstances, earn embedded credit for closely-linked courses that teach similar competencies. Prior to receiving embedded credit, however, students must pass all required courses within a concentration. If a student receives embedded credit for a class where credit was previously earned, the transcript will show both credits, with the highest quality points applied in the calculation of class rank.

### **SAT / ACT SCORES**

The College Board (the group that administers the SAT and SAT II) now permits students to release only the SAT scores they choose just as with the ACT. Students may now take the SAT multiple times and send colleges only the scores they designate.

Mercer County Schools will not be responsible for sending SAT and ACT scores to colleges. When students take the exams, they should code the colleges where the scores should be sent.

### **STUDENT RECORDS / FERPA (Policy J-04)**

Parents of students currently in attendance or eligible students in attendance are hereby notified of their rights under the Family Educational Rights and Privacy Act (FERPA), General Education Provisions Act, the Individuals with Disabilities Education Act, and state and local Board policies. Parents or eligible students over the age of 18 may (a) inspect and review the student's education records; (b) seek amendment of the student's education records when they are believed to be inaccurate, misleading, or otherwise in violation of the student's privacy rights; (c) consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that the Family Educational Rights and Privacy Act authorizes disclosure without consent; and (d) file with the U.S. Department of Education Family Policy Compliance Office a complaint concerning alleged failures by the educational agency to comply with FERPA requirements.

The school system may presume that either parents of the student has authority to inspect and review the student's education records unless the district has been provided with evidence that there is a legally binding instrument or a court order governing such matters as divorce, separation or custody which mandates to the contrary. Parents or eligible students shall be provided copies of records upon request.

Personally identifiable information from student records shall not be disclosed with the written consent of the parent(s) or eligible students except to those school officials and authorities the district has determined to have a legitimate interest (e.g. administrator, supervisor, teacher, support staff). Prior consent for disclosure of personally identifiable information is not required if the disclosure is to other school officials, including school officials in a system where the student intends to enroll.

Certain categories of personally identifiable information designated as "**directory information**" may be disclosed without the written consent of the parent(s) or eligible student. Directory information includes:

- |  |  |
|--|--|
| ▪ Student name                                     | ▪ Photograph                             |
| ▪ Date and place of birth                          | ▪ Grade level                            |
| ▪ Address  | ▪ Dates of attendance                    |
| ▪ Participation in official, recognized activities | ▪ Telephone numbers                      |
| ▪ Participation in official, recognized sports     | ▪ Major Field of Study                   |
| ▪ Student weight (athletic team only)              | ▪ Indication of graduate or non-graduate |
| ▪ Student height (athletic team only)              | ▪ Most recent previous school attended   |
| ▪ Awards, degrees received                         |  |

**To refuse to permit the disclosure of any or all categories of directory information, the parent(s) or eligible student(s) must notify Mercer County Schools in writing between September 1 and October 1 of each school year. In the case of student athletes and middle and high school marching band members, such notification should be filed with the district between July 1 and August 1.**

For more information on the procedure for exercising the right to inspect, review, amend, or authorize disclosure of educational records, contact the Mercer County Board of Education Special Education Department.

**WEAPONS IN THE SCHOOLS  
(Policy J-06)**

The Mercer County Board of Education recognizes its responsibility to parents, faculty, staff and students to provide a safe, secure environment for learning. Acts of violence and other aggressive behavior shall not be tolerated. The Board of Education will act consistently, decisively, and fairly in each situation in which students are involved in such behavior.

Weapons are identified in two (2) categories:

- Articles commonly used or designed to inflict bodily harm and/or to intimidate other persons. Examples are firearms, knuckles, switch blade/butterfly knives, knives (other than penknives), stars, etc. (State Code 61-7-1 et seq.)
- Any articles designed for other purposes but which are used to inflict bodily harm and/or intimidate. Examples are belts, bats, chains, combs, clubs, pencils, pens, files, compasses, scissors, penknife, wrenches, etc.

Students who have possession of weapons on school property during or after school hours and/or at school activities are to be immediately suspended to the custody of parents or guardians. Such violation of school/county regulations, applicable state laws (WV Code, Article §61-7-1 et. seq., §18A-5-1 and §18A-5-1a) and/or federal laws or regulations is subject to criminal prosecution, suspension, expulsion from school, or both.

Compliance is mandatory by all students and is applicable in the following circumstances:

- while on property owned by Mercer County Schools
- during time periods when a student is scheduled to attend school
- during any extracurricular activity or trip conducted under the auspices of Mercer County Schools
- while a student is in transit to or from school or for an extracurricular activity, including transit on a county school bus, contracted bus, or private vehicle utilized for the foregoing purposes

When a teacher, principal or other school employee determines that a student is acting in an aggressive or belligerent manner with any article, the matter shall be referred to the principal or his designee who will determine whether or not the student is to be judged in possession of a weapon. When a reasonable suspicion arises that use or possession of a student's property is illegal, illicit, disruptive, or a threat to the general welfare of any student, students and/or staff, an investigation must be initiated immediately by the school administration. If the school administration believes the intent is to use these articles as a weapon, this policy will be in effect. The investigation may include, but not be limited to, locker searches, automobile searches, and personal search under the existing codes pertaining to search procedures.

The school administrator or designee and/or law enforcement agency shall secure the weapon and notify the student's parent(s). If the weapon is a firearm, the law enforcement agencies shall be notified and the weapon turned over to them for safe handling.

**STUDENT INSURANCE  
(Policy J-09)**

The Mercer County Board of Education shall provide excess student insurance to all students participating in school-sponsored athletics. An approved commercial company will act as an official provider for excess student insurance.

Students attending Mercer County Technical Education Center and taking a course, which involves a safety sensitive area, must have some type of insurance coverage.

Students participating in athletics are required to have personal insurance in addition to the excess insurance provided by the Board. Excess student insurance shall mean coverage that is meant to supplement a personal insurance policy. It is not intended to act as the only policy, but as additional coverage to an existing policy. Personal insurance coverage would include, but not be limited to, UMWA Health & Retirement Funds, PEIA, Medicaid, or private coverage.

## ATTENDANCE POLICY (Policy J-10)

Please visit the <http://boe.merc.k12.wv.us>, **Online Services, Board Policies to view updates and changes.**

The Mercer County Board of Education firmly supports the concept that regular attendance in school correlates with success in the classroom and helps create a positive, safe environment conducive to learning. Regular school attendance is essential if students are to develop responsibility, self-discipline, and good work habits. Programs of study are delivered by building each day's lesson on work previously completed. After excessive school absence, a student loses the benefit of daily classroom discussion, laboratory work, teacher guidance and motivation. It is essential that students attend school regularly and that they are on time for classes.

### **Excused Absences are defined as:**

- Illness or injury of the student requiring physician's verification.
- Medical and/or dental appointment which cannot be scheduled outside the school day when the absence is verified in writing by the physician or dentist.
- Illness of student verified by a physician OR illness of student verified by parents/guardian not to exceed five (5) total days per semester. Principal or designee has discretion to accept more than five (5) parent notes for illness.
- Illness or injury in family when student absence verified as essential by physician.
- Calamity, such as fire in the home, flood, or family emergency (upon approval by the school principal).
- Death in the family, limit three (3) days for each occurrence except in extraordinary circumstances. "Family" defined as mother, father, brother, sister, grandmother, grandfather, aunt, uncle, brother-in-law, sister-in-law, brother's children, sister's children, student's child(ren), spouse or any person living in the same household.
- School approved curricular or extracurricular activities (see 2.2.7).
- Legal obligation with verification.
- Failure of bus to run.
- Observance of religious holidays.
- Handicapped students' absences should be addressed in accordance with Policy 2419 Regulations for the Education of Exceptional Students, Section 1.10 Home/Hospital Instruction.
- Absence related to military deployment of students' family as defined in 2.2.6 of Policy J-10.

When returning to school, these absences must be confirmed with written verification from parents, guardians and/or doctors.

### **Unexcused Absences are defined as: All absences not covered as an excused absence**

- A student will be considered tardy when he/she fails to be in the classroom, seated and prepared to receive instruction at the designated time. Three tardies count as an unexcused absence. These tardies will be used for computing absences to determine student eligibility for perfect or faithful attendance awards, for any other attendance-related incentive awards.

**Early dismissals:** Excused departure from school prior to the end of the instructional day, verified by parent and/or guardian for the purpose of:

- Illness or injury of student.
- Medical and/or dental appointment which cannot be scheduled outside the school day. Students are to bring appointment cards or note from the parent to the office before the instructional day begins.
- Illness or injury in family.
- Calamity, such as fire in the home, flood, or family emergency.
- Death in the family.
- Legal obligation with verification.
- Observance of religious holidays.

**PreKindergarten Students:** If a Pre-K student accumulates five (5) unexcused absences during a school year, the parent shall be contacted by the principal or designee and required to attend an attendance conference. The purpose of the conference is to inform the parent that if the student accrues ten (10) unexcused absences, their child's seat in the Pre-K program shall be forfeited and given to the next child on the Pre-K waiting list.

**Elementary Schools:** Each elementary school will have a school-based attendance committee consisting of the principal or designee, classroom teacher and guidance counselor or other designee who collects classroom attendance data and makes appropriate referrals to the Student Assistance Team and / or county attendance director.

The school-based committee's decision is final.

The principal shall contact the parent(s) or guardian(s) and the student after a total of three (3) absences in any year. If a student accumulates five unexcused absences during a school year, the attendance director shall be contacted.

When a student accrues ten (10) unexcused absences, that student may be referred to the Truancy/Truancy Diversion Program. For purposes of the Truancy/Truancy Program, three (3) unexcused tardies or three (3) unexcused early dismissals or a combination of the two shall equate to one (1) unexcused absence. Referrals are made to the Department of Health and Human Resources (DHHR) by the Attendance Director in consultation with the principal or designee. Parents of students in grades Kindergarten through 5 who have accrued ten (10) or more unexcused absences are subject to educational abuse and neglect charges.

**Secondary Schools:** Each secondary school will have a school-based attendance committee consisting of the principal or designee, a classroom teacher, and a guidance counselor, or other designee who collects classroom attendance data and makes appropriate referrals to the Student Assistance Team (S.A.T.) and / or county attendance director. This committee will review absences in relationship to the failure of a class. This committee's decision is final. An appeal about a driver's license may be made to the attendance director.

Each day the school will call the home of every absent student and document verification of illness, no response to call, etc.

After a student has accumulated five (5) unexcused absences, the parent shall be notified by telephone, mail, or home visit. Thereafter, conferences and / or counseling sessions will be scheduled if school personnel deem it necessary. When appropriate, outside agencies may be utilized to assist with attendance related issues.

In the case of five (5) unexcused absences of a student during a school year, the attendance director shall serve written notice to the parent, guardian, or custodian of each student.

Any student at least fifteen (15) but less than eighteen (18) years of age who is properly enrolled in a West Virginia public school may request from the attendance director appropriate school system documentation of enrollment / attendance status. This documentation must be provided on a form approved by the West Virginia Department of Education for presentation to the West Virginia Division of Motor Vehicles when making application for, or reinstatement of, an instruction permit or license to operate a motor vehicle.

In accordance with the provision of Section 3 and 5, Article 2, Chapter 17-b of the West Virginia State Code, the West Virginia Department of Motor Vehicles will deny a license or instruction permit for the operation of a motor vehicle to any person under the age of eighteen who does not present proof of graduation or enrollment in a secondary school.

No later than five (5) days following appropriate due process from the date of withdrawal, the attendance director shall notify the West Virginia Division of Motor Vehicles of the withdrawal from school of any student fifteen (15) years of age, but less than eighteen (18) years of age, except as provided in WV Code 18-8-11(d).

For the purposes of this section, withdrawal from school shall be defined as more than ten (10) consecutive or fifteen (15) days total unexcused absences during a school year. If suspended, the West Virginia Division of Motor Vehicles may not reinstate a license before the end of the semester following that in which the withdrawal occurred.

When a student accrues ten (10) unexcused absences, he/she may be referred to the Truancy/Truancy Diversion Program. For purposes of the Truancy/Truancy Diversion Program, three (3) unexcused tardies or three (3) unexcused early dismissals shall equate to one (1) unexcused absence. Referrals are made by the Attendance Director in consultation with the principal or designee. Referrals are presented to the Mercer County Probation Office for processing. Students in grades six (6) through age seventeen (17) who have accrued ten (10) or more unexcused absences are subject to status offender charges. Students who have previously not had a truancy case through Mercer County Circuit Court may be eligible to participate in Mercer County's Truancy Diversion Program.

#### **Early Dismissal Procedures:**

- *Doctor / Dental Medical Appointments:* Students are to bring appointment cards or a note from the parents to the office before the instructional day begins on the day of their appointment.
- *Early Dismissal for Other Reasons:* The parent will be responsible for any other dismissal during the normal school day. Any students leaving early must be signed out of school by the parent (no phone release).
- *Emergency Situations:* The principal or his / her designee shall have the authority to dismiss a student early under emergency situations.
- *Granting of Early Dismissals:* Early dismissals will not be granted within the last thirty minutes of the instructional day. Early dismissals for emergency situations during the last thirty minutes of the instructional day may be authorized at the discretion of the principal or designee.

**Makeup Work / Instruction Time Requirements:** Student shall be given the number of days missed plus one day to make up his / her school work unless other arrangements are made with the teacher(s). If students fail to make up work within the designated time period, credit will be denied for that makeup work. While it is the teacher's responsibility for makeup assignments to be made available in a timely fashion, it is the student's responsibility to obtain all makeup work from his / her teachers.

If a student is absent due to suspension, it is the student's responsibility to arrange to get his / her assignments before leaving the school or have his / her parent / guardian pick up his / her assignments during the suspension. Students who have been suspended shall have all assignments completed on the day they return from suspension, unless other arrangements are made with the teacher(s) or principal. Otherwise, credit for this work will be denied.

### HOMEBOUND (Policy I-11)

Mercer County Schools shall maintain a home/hospital instruction program for students who (due to injury or serious medical condition as recommended by a licensed physician, or for personal safety reasons as recommended by a law enforcement agency or an officer of the court) are in need of homebound services for a period of two weeks or more.

### ADMINISTRATION OF MEDICATION AND SPECIAL HEALTH CARE PLANS (Policy J-13)

Please visit the <http://boe.merc.k12.wv.us>, Online Services, Board Policies to view updates and changes.

The Mercer County Board of Education recognizes that the administration of medication is the primary responsibility of the parent or guardian and therefore, strongly discourages students from taking medication during school hours. Whenever possible, all medication should be administered prior to or following the school day. Realizing that students may have health conditions which require the administration of medications at school and, since a school nurse is not located in each building at all times, this policy considers the aspects which affect the safety of medications administered during school hours by designated school personnel.

Further, this policy recognizes that the health condition of some students may require a specialized health care plan and the administration of specialized health procedures such as:

- *Prescription medication* - any medication which has been prescribed by a physician for the purpose of treating a medical condition.
- *Non-prescription medication* - any over-the-counter, non-prescription medication generally used for treating a medical condition or routine illness. (This may include but is not limited to: aspirin, acetaminophen, ibuprofen, antacids, cough suppressants, cortisone cream, insect bite products, antibiotic creams, peroxide and other over-the-counter first-aid products.)
- *Specialized health procedures* - including, but not limited to, catheterization, suctioning of tracheotomy, nasogastric tube feeding or gastrostomy tube feeding and/or physician authorized injections.
- *Specialized health care plans* - a medical management plan developed and authorized by a physician in cooperation with school nurses and appropriate Mercer County Board of Education personnel who are responsible for implementing the plan within the school setting.

Each principal, or designee, in cooperation with the school nurse will determine the number of students who will require medications during the school day. Each principal will determine the appropriate staff who will be assigned the administration of medication responsibility.

The school nurse will provide appropriate training to designated employees for the administration of medications. The school nurse, in conjunction with the physician and in cooperation with the school principal and staff, will have final authority with respect to the administration of medication.

For all medication to be administered in school, the first dose should be administered at home to insure that no allergic reaction occurs. Parents are given the opportunity to administer medication to their own children at school. If this is not practical, the elementary student should self-administer all medications with designated school personnel observing. Secondary school students responsible for self-administering prescription medication may do so in school with supervision by school personnel. All medication must be dispensed by designated school personnel.

No prescription medication shall be administered at school without an ***Administration of Medication Form*** authorized by a physician on file. The ***Administration of Medication Form*** must contain the name of the drug, dosage, administration instructions, and time of in-school administration. Special instructions regarding medication side-effects, reactions and comments should be included as necessary. The physician must indicate whether the student may self-administer a medication and if the child requires an emergency medication (e.g., asthma inhaler, bee sting kit, etc.). An ***Administration of Medication Form*** will be made available for the physician to complete for each prescribed medication. The parent is responsible for obtaining written orders from the physician for all prescription medications and for completing the parent section of the ***Administration of Medication Form***.

No non-prescription medication shall be administered at school without an ***Administration of Medication Form*** authorized by a parent or legal guardian on file. The ***Administration of Medication Form*** must include the name of the medication, dosage, and the time to be administered. The ***Administration of Medication Form*** used by

parents for non-prescription medication is valid for up to two (2) weeks from the date it is authorized. In the event a parent/legal guardian wishes to continue a non-prescription medication for his/her child beyond two (2) weeks, a new **Administration of Medication Form** must be submitted.

All medications that are administered shall be recorded on the **Medication Administration Log** and signed by the person administering the medication. All **Administration of Medication Forms** should be kept accessible with the medication to be given. If the dosage changes or administration instructions change, a new form must be obtained from the physician if it is for a prescription medication, OR from the parent or legal guardian if it is for a non-prescription or over-the-counter medication.

All prescription medications should be brought to school in the original container labeled by the pharmacy. All non-prescription medications should also be in an original manufacturer container. Medications which are not appropriately labeled shall not be administered.

Any medication which remains at school at the end of the school year should be picked up by the parent or guardian. Medications that are not picked up shall be disposed of by the school nurse.

All students with unique health problems requiring long term medication and/or specialized procedures must have a specialized health care plan on file complete with physician's orders. All specialized health care plans must be developed in conjunction with a physician and school nurse in cooperation with the appropriate school personnel. Further, all specialized health care plans must be developed in accordance with guidelines found in the "*Basic and Standardized Health Care Procedures Manual for WV Public Schools.*"

### SUBSTANCE ABUSE (Included in Policy J-18)

Mercer County Schools works to establish a healthy school environment that is safe, conducive to learning, and provides for the physical welfare of the students and staff. Substance abuse refers to the following:

- *Mind-altering Chemicals* - Substances are considered mind-altering when they are used in a manner that impairs one's mental faculties and/or physical performance.
- *Controlled Substances* as regulated and defined by federal law.
- *Drug* - any substance with mind-altering actions that acts on the central nervous system, and refers to the use or possession of all such substances including, but not limited to, inhalants, marijuana, cocaine, LSD, PCP, amphetamines, heroin, steroids, look-alikes, and any other of those substances commonly referred to as "*designer drugs.*"
- *Alcohol* - is any intoxicating liquid that contains alcohol.
- *Prescription Drugs* - are any drugs ordered by a legally authorized health care provider. They are prohibited when used in a manner other than how they are prescribed or are used by a person other than the person for whom they are prescribed.
- *Nonprescription Drugs or Over-the-Counter (OTC) Drugs* - are those that may be purchased without a prescription. They are prohibited when used in a manner other than that recommended by the manufacturer.
- *Use* - shall mean ingestion, absorption, or inhalation of said substance or being under the influence of said substance.
- *Illegal Drug* - is any drug which is legally obtained and/or is being used by a person other than the person for whom it was prescribed and for the purpose for which the drug was intended for medical therapy by the manufacturer.
- Possession shall mean the presence of a drug on a person in any amount, in or on any item belonging under the general control or responsibility of the student (including school lockers) or owned by the student when such presence of the illicit drug or alcohol is observed, discovered or otherwise determined by school staff or law enforcement officials.
- Distribution shall mean the sale, giving, transfer, delivery, trade or exchange in any manner of any drug.
- *Medication* - any drug used as medical treatment for a therapeutic effect.
- *Paraphernalia* - any item, thing or device as defined by West Virginia Code Section 47-19-3.
- *Drug Screen* - a scientifically substantiated method of testing for the presence of illegal or prohibited drugs or the metabolites thereof in a person's urine.

In taking action against a student for violation of this policy, the school administration shall follow due process procedures. If the student is an "*Eligible Handicapped Student*" according to Policy 2419 of the West Virginia Board of Education (*Regulations for the Education of Exceptional Students*), any action taken against the student must comply with, and may not be in violation of, Policy 2419. All disciplinary action taken against the student shall be in accordance with local, state, and federal law.

If a student is found to be possessing any of the prohibited or illegal substances, the following shall occur:

#### **First Offense for Possession**

- The principal shall notify the parent/guardian of the offense and arrange a conference (hearing) to be attended by the principal or designee, the student offender, the parent/guardian and others approved by the principal.

- If evidence substantiates charges, the student shall be suspended for nine (9) days. The principal shall notify parent/guardian of his decision in writing and forward a copy of the letter to the Superintendent. The violation shall be recorded in the student's WVEIS discipline record.
- The principal shall inform the students and parent/guardian that a student who repeats this infraction will be required to attend a drug/alcohol treatment program, at the parent's/guardian's expense.
- The principal shall notify the appropriate law enforcement agency of the infraction.

#### **Repeat Offense for Possession**

- The principal shall notify the parent/guardian of the offense and arrange a conference (hearing) to be attended by the principal or designee, the student offender, the parent/guardian and others approved by the principal.
- If evidence substantiates charges, the principal shall suspend the student for ten (10) days and inform the parent/guardian that the student will be required to enroll in and attend, at the parent's/guardian's expense, an alcohol/drug education treatment program from a licensed substance abuse treatment facility. If the student/offender fails to complete the treatment program, the principal may recommend expulsion. Homebound services may be provided during the treatment program if deemed appropriate. The violation shall be recorded in the student's WVEIS discipline record.
- Upon completion of the treatment program, the student/offender shall enter the appropriate alternative education program for the remainder of the school year.
- The principal shall notify the appropriate law enforcement agency of the infraction.
- The principal may, when necessary, recommend expulsion.

When there is reasonable suspicion that a student is **under the influence or using** any of the prohibited or illegal substances, the student shall be reported and taken immediately to the principal, his/her designee, or the staff member responsible to confirm suspicion of use. If the violation is not alcohol related, the school nurse and or the parent/guardian shall be contacted. The nurse shall conduct a drug-screening test, via urine sample. The collection of the sample and the protocol for maintaining the chain of custody of the sample shall be conducted so as to safeguard the personal and privacy rights of the student. If the drug screen is a non-negative, the school nurse will submit the sample to a laboratory for further review, and a written report of the results shall be made available to the school administration within forty-eight (48) hours of the testing. A confirmed positive shall result in disciplinary actions as outlined above.

**If a student is found delivering, transferring or selling any of the prohibited substances defined in this policy OR is found to be in possession of, with the intent to deliver, transfer, or sell, the following shall occur:**

#### **First Offense**

- The principal shall notify the appropriate law enforcement agency of the infraction and request an investigation.
- The principal shall notify the parent/guardian of the offense and arrange a conference (hearing) to be attended by the principal or designee, the student offender, the parent/guardian and others approved by the principal.
- If evidence substantiates charges, the student shall be suspended for ten (10) days and the principal shall recommend to the Superintendent that the student be expelled pursuant to the expulsion procedures outlined in Mercer County file J-2. The principal shall notify the parent / guardian of his decision in writing and forward a copy of the letter to the Superintendent. The violation shall be recorded in the student's WVEIS discipline record.

**Please consult Mercer County Policy J-18 for additional information regarding possession, use, or sale of prohibited substances.**

### **INAPPROPRIATE DRESS AND GROOMING (Policy J-16)**

The Mercer County Board of Education recognizes the need for students, teachers, administrators and other school personnel to have a nurturing, safe, orderly, and stimulating environment. The purpose of this policy is to provide a standard for appropriate dress and grooming that will ensure an orderly and safe environment, free from distractions and conducive to learning.

Students and parents are reminded that apparel that is **in fashion** is not always appropriate for school. A student will not dress in a manner that is distracting or indecent to the extent that it interferes with teaching and learning. The following items of clothing and styles of dressing are not appropriate for school. Students who dress inappropriately will be subject to discipline.

- any apparel that displays or promotes any illegal drug, alcohol or tobacco-related product;

- any apparel that is sexually suggestive, racially offensive, or has profane language suggested and/or written on it;
- sunglasses and headgear such as hats, bandannas, or sweatbands (after arriving at school), unless prescribed by class requirements;
- backless, strapless, or “spaghetti” strapped blouses, shirts or dresses;
- blouses or shirts that expose the midriff and/or have plunging necklines;
- pants or shorts worn in a manner that exposes undergarments or the front or back midsections of the body;
- shorts, dresses, or skirts that violate the **fingertip rule** in regards to the length of the clothing item (except for school athletic uniforms).

This policy applies to all students - whether child, youth, or adult - attending public schools in Mercer County during any education-sponsored event, whether in a classroom, elsewhere on school premises, on a school bus or other vehicle used for a school-related event, or at a school-sponsored activity or event, whether or not it is held on school premises, in a building or other property used or operated by Mercer County Board of Education, RESA or State Department of Education, or in another facility being used by any of these agencies.

**STUDENT CODE OF CONDUCT  
(Policy J-18)**

Public schools must create, encourage, and maintain a safe, drug-free, and fear-free environment in all places and activities which are a direct or indirect activity of the school system such as school buses, other schools, field trips, and any school-sponsored or related event. To establish such an environment requires a comprehensive program supported by everyone in the school organization, as well as parents/guardians, and the community. All students at each grade level will be instructed and educated regarding the students’ responsibilities and our expectation for establishing such an environment. Important education components for students will consist of raising awareness of the different types of Student Code of Conduct violations, how they are manifested, their devastating emotional and educational consequences, and their potential legal implications. Any form of harassment, intimidation, bullying, substance abuse, violence, or any other policy violation is unacceptable.

Mercer County Schools has established four levels of Student Code of Conduct violations and progressively severe consequences for each level. Each school shall identify the individual who will receive complaints of violations. Specifically established procedures are to be followed when any staff member observes any of the violations. Staff members are **required** to report observances of violations. Schools, in accordance with developed guidelines, will reclassify specific violations one classification higher (excluding Level IV) based upon the repetition by a student.

All students enrolled in Mercer County Public Schools shall behave in a manner that promotes a nurturing, orderly, and safe school environment conducive to learning and personal/social development. Students will:

- Help create an atmosphere free from bullying, intimidation, harassment, and violence.
- Demonstrate honesty and trustworthiness.
- Treat others with respect, deal peacefully with anger, use good manners, and be considerate of the feelings of others.
- Demonstrate responsibility, use self-control and be self-disciplined.
- Demonstrate fairness, play by the rules, and will not take advantage of others.
- Demonstrate compassion and caring.
- Demonstrate good citizenship by obeying laws and rules, respecting authority, and by cooperating with others.
- Refrain from carrying book bags, backpacks, duffel bags, or any other large container used for carrying textbooks or instructional supplies throughout the school building. (All such containers shall be kept in the students’ locker or, in the absence of a locker, the designated location for storage of such items during the instructional day.)

**Please see Policy J-18 in its entirety for details concerning examples of the types of violation levels and investigation procedures.**

**ENERGY DRINKS  
(Policy J-20)**

The Mercer County Board of Education is concerned about the health and well-being of its student athletes and coaches. Since the consumption of energy drinks is a potential health hazard, particularly to those who consume them while participating in vigorous physical activity, the possession or use of energy drinks, specifically those containing elevated levels of caffeine in combination with taurine, glucuronolactone, glutamine and/or adaptogenic herbs for the purpose of improving performance, reaction speed, concentration, or emotional status or to stimulate the metabolism, is hereby prohibited for all students and coaches participating in WVSSAC sanctioned sports.

Therefore, it is the responsibility of all coaches in all WVSSAC sanctioned sports to inform their players that all energy drinks are hereby banned from all games, practices, meetings, and other events for all WVSSAC

sanctioned sports. Sanctions may include immediate removal from game, conference with coach, suspension from participation in future athletic contests, and other measures aimed at eliminating the use of such products.

**Players who violate this policy:**

- The first time a player(s) will face disciplinary sanctions that may include immediate removal from game, conference with coach, and suspension for up to three (3) scheduled regular season and / or tournament games.
- A second time a player(s) will face disciplinary sanctions that may include immediate removal from game, conference with coach and principal, and suspension for up to five (5) scheduled regular season and/or tournament games.
- A third time a player(s) will face disciplinary sanctions that may include immediate removal from game, conference with coach and principal, and suspension from the team for the duration of the season.
- At such point in the season that there are not enough remaining games to allow serving of a suspension, a player(s) will be suspended from games in the next sports season for those student athletes who participate in additional sports. For those who do not participate in additional sports, their suspension will carry over until the next season.

**Coaches who violate this policy:**

- The first time a coach will face disciplinary sanctions that include, but may not be limited to, conference with principal and suspension for up to five (5) scheduled regular season and/or tournament games.
- A second time a coach will face disciplinary sanctions that include, but may not be limited to, conference with principal and suspension for the remainder of the season and possible termination.

**STUDENT AND STAFF WELLNESS  
(Policy J-22)**

The Mercer County Board of Education recognizes that, while parents are the primary teachers and caregivers for their children, the present and future health, safety, and well-being of students is also the concern of Mercer County Schools. In compliance with the Child Nutrition and WIC Reauthorization Act of 2004, Mercer County Schools has established a local County Wellness Council comprised of representatives from the school food authority, the local school board, school administrators, parents, students, and the public. The Council developed this policy for the purpose of establishing the following:

- Goals for nutrition education, physical activity, and other school- based activities designed to promote wellness and discourage obesity;
- Nutrition guidelines for all foods available on each school campus;
- Guidelines for reimbursable school meals that comply with the Secretary of Agriculture’s regulations and guidelines.

The following items are key components of this policy; however, the full policy contains complete information not reprinted here:

- Nutrition education at each grade level that teaches the importance of healthy eating and physical activity.
- Not less than 30 minutes of physical activity at least three times a week for elementary students; one period of physical activity during one semester each year for middle school students; and one required P.E. credit for high school graduation.
- At least 100 minutes per week of recess for elementary students.
- Fitness testing, reporting, recognition, and incentives for students in grades 4 – 12.
- Body Mass Index (BMI) used as a progress indicator for students in grades 4 – 12.
- Food and beverages sold outside of reimbursable school meals (including foods brought in for parties/celebrations) shall limit calories, fat, sugar, and sodium (detailed in Policies J-22 and WVDE 4321.1).
- Foods/beverages brought or delivered from outside sources may be consumed only by individual students for which they were intended.
- Schools shall limit holiday celebrations involving food to two per class per year.

For additional information, consult your school’s Wellness Committee and Policy J-22.

**COMMUNICABLE DISEASE / IMMUNIZATIONS  
(Policy J-05)**

All children entering pre-kindergarten (Pre-K), kindergarten, and a West Virginia Public School for the first time must have age-appropriate immunizations and show proof upon enrollment as defined by WV code and state Board of Education Policy. Included in the first time enrollment is a tuberculosis screen which must be furnished as a certification from a licensed physician.

All immunization records of students in grades Pre-K and 12 shall be reviewed annually by the principal or designee to ascertain that all immunizations are up to date and have been entered into WVEIS.

The following phase-in inoculation schedule will be implemented until the 2016-2017 school year at which time all students in grades 7-12 will meet immunization requirements. Students transferring from out-of-county, whether entering at the beginning or during the school year, are required to show proof of immunization as set forth below:

School Year	Must show proof of immunization
2015-2016	7 <sup>th</sup> , 8 <sup>th</sup> , 9 <sup>th</sup> , 10 <sup>th</sup> , and 12 <sup>th</sup> grade
2016-2017	ALL GRADES (7 <sup>th</sup> through 12 <sup>th</sup> )

**SCHOOL SEARCH AND SEIZURE POLICY  
(Policy JFGA)**

To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may search a student’s personal effects, student lockers or student automobiles under the circumstances outlined below and may seize any illegal, unauthorized or contraband materials discovered in the search.

A student's failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action.

A student's person and/or personal effects (e.g. purse, book bag, gym bag, etc.) may be searched whenever a school authority has reasonable suspicion to believe that the student is in possession of illegal, unauthorized materials or contraband. "Contraband" includes all substances or materials, which is prohibited by school policy or state law, including but not limited to, controlled substances, drugs, alcohol or alcoholic beverages, abusable glue or aerosol paint, gums, knives, weapons and incendiary devices.

This search and seizure policy applies whenever a student is on school grounds or whenever a student is participating in authorized school activities conducted off the grounds such as field trips or other school trips, athletic trips or events, or any other occasion when a student is participating in authorized school activities conducted away from school grounds.

Student lockers are school property and remain at all times under the control of the school; however, students are expected to assume full responsibility for the security of their lockers. Periodic general inspections of lockers may be conducted by school authorities for any reason at any time without notice, without student consent, and without a search warrant.

Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to conduct routine patrols of student parking lots and inspections of the exteriors of student automobiles on school property. The interiors of student vehicles may be inspected whenever a school authority has reasonable suspicion to believe that illegal or unauthorized materials are contained inside. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.

Weapons of any nature on school property or at school functions are prohibited by school policy and state law. The presence of weapons is inherently dangerous to all persons in the school setting. When the administration has reasonable cause to believe that weapons are in the possession of unidentified students, when there has been a pattern of weapons found at a school, or when violence involving weapons has occurred at a school, the administration is authorized to use stationary or mobile metal detectors.

If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to proper legal authorities for ultimate disposition.

## EMERGENCY PROCEDURES (Policy JHCC)

In case of an accident or serious illness, the principal shall contact the child's parents or guardians. If it is not possible to locate the parents/guardians, the principal shall contact a person designated on the Emergency Information Card. This person has been authorized by the child's parents to assume responsibility for the temporary care of the child in case of emergency. If the principal is unable to locate the parent or their designated emergency contact person, the principal shall make whatever arrangements are deemed necessary to protect the safety, health, and welfare of the child. The principal shall attempt to contact the physician designated by the parents or shall take the child to the hospital designated by the parents on the Emergency Information Card.

When a school alert occurs (such as fire, bomb threat, weapon on campus, etc.) and students are to be dismissed, the following procedures will occur:

- If possible, students will be moved outside of the building or to other safe area where teachers will take roll.
- If the school or county deems it necessary to notify parents, the Rapid Notification System will be activated to call all phone numbers on file for each student with a pre-recorded voice and/or text message.
- Parents will follow the procedure outlined in the message they receive. If they are instructed to pick up their children, they will follow the school's sign-out procedure. Parents will sign a form to show they picked up their child/children. Children will be released only to individuals with Emergency Card authorization.
- The order of dismissal shall be as follows: (a) Bus students, (b) Students with cars, then (c) Walkers. Only the school administrator may make changes to this procedure.
- The telephones of the school or designated area shall be for emergency information and contact with the Superintendent's Office and other emergency groups.
- All cell phones must be turned off or not used since they may be a form of detonation.

## TOBACCO CONTROL (Included in Policy J-18)

The purpose of this policy is to prohibit the use and/or distribution of tobacco products in school buildings, on school grounds and in school-leased or owned vehicles.

Tobacco products have been demonstrated to have a direct linkage to numerous health problems. Research has indicated the following:

- Tobacco use is the single most preventable cause of death in the United States.
- Four out of five persons who use tobacco begin before they reach adulthood.
- Smokeless tobacco use is now linked to oral cancer and other mouth diseases.
- Second hand smoke is linked to cancer and cardiovascular diseases.
- Second hand smoke can trigger asthma attacks, and children exposed to smoke have increased incidence of respiratory infections.

This policy shall apply to any building or other property including automobiles or other vehicles owned or operated by the Mercer County Board of Education. No person shall use and/or distribute any tobacco product at any time in any area. No person under the age of 21 shall possess any tobacco product at any time in any area.

No school or board property and/or school or county publications may be used for advertising of any tobacco product.

Community groups or other organizations using school areas shall agree to comply with this policy.

It is the school administration's responsibility to enforce this policy and to maintain an environment for students and staff that reduces unnecessary health risks, physical harm and unsanitary conditions which result from tobacco usage.

The use of tobacco products by students, school personnel and members of the public in school buildings and on school grounds is prohibited. Further, the possession of tobacco and/or tobacco products by students under the age of 21 is prohibited. All schools in the county shall be provided with a list of available cessation/support programs to refer staff and students interested in cessation. Any expense incurred shall be the responsibility of the staff or student.

### Student Sanctions

First violation of this policy:

- Contact parent or legal guardian.
- Conference with principal or designee.
- Referral to and completion of the Substance Abuse Early Intervention Program for Mercer County, which includes cessation strategies. Failure to qualify for the early intervention program will result in the student being required to attend a Tobacco Education Program provided by the county.
- Notify police. (Summons Issued)

Repeated violations of this policy or failure to comply with first violation sanctions:

- Contact parent or legal guardian.

- Conference with principal or designee.
- Suspension for up to three (3) days **OR** school/community service up to eighteen (18) hours.
- Notify police. (Summons Issued)

**Public Sanctions** may include:

- Inform offenders of county/state policy.
- Request offender to cease.
- Request offender to leave school property.

**STUDENT PARKING GUIDELINES**

Students who drive to school must abide by the following rules:

- Students are not permitted to drive without a parking permit.
- Students must park in assigned space.
- Students must report to school on time.
- Students must report to the building immediately upon arrival to school and leave the parking lot immediately upon leaving the building. (No loitering in the parking lot.)
- Students are not permitted in the parking lot during lunch or at the any other time during the school day, unless scheduled to leave at that time.
- Students may not leave the school grounds prior to their scheduled time of departure unless permission is granted by a principal.
- Students who drive to the Mercer County Technical Education Center must also have permission from Mercer County Technical Education Center.
- Students who drive to the Mercer County Technical Education Center are not allowed to transport other students to or from the Mercer County Technical Education Center unless permission is on file at the school by a) the parents of the driver, b) the parents of the student riding, and c) the owner of the car being driven.
- Students are not permitted to leave with any other student during the school day unless permission is given by the office.
- Students are expected to drive responsibly.
- Student and parent agree and consent to the principal or his / her designee searching any vehicle so driven, at any time, for any reason, with or without advance notice.

**PESTICIDE APPLICATION NOTIFICATION TO PARENTS**

Mercer County Schools adheres to an Integrated Pest Management Program, with Carter Exterminating being our provider of this service. The program is 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, our exterminator will utilize the least hazardous materials available.

Pest management methods are classified as Level 1, Level 2, Level 3, and Level 4 based 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 and dusts)
Level 3	EPA Caution (limited volatility liquids)
Level 4	EPA Warning or Danger (broadcast and space treatments, spraying and fogging)

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 in the front of the calendar and return the form to your child’s school.

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

**DRIVER’S LICENSE OR DRIVER’S PERMIT NOTICE**

All students who have summer birthdays and will need a **Verification of Enrollment Form** for a driver’s exam **must obtain** a form at their high school **before school is out** in June.

## NOTICE TO PARENTS OF CHILDREN AT TITLE I SCHOOLS

### Right to Review Teacher Qualifications

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

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

If you would like to receive any of this information, please call the principal at your child's school.

**\*Policies contained in this calendar are updated as needed and may change during the school calendar year.**

**Not all of these policies are presented in full.**

**Mercer County Board of Education Policies in their entirety may be viewed at your local school or at <http://boe.merc.k12.wv.us/policy51>.**

In accordance with Federal law and US Department of Agriculture (USDA) policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, disability or retaliation. If you require information about this program, activity or facility in a language other than English, contact the USDA agency responsible for the program or activity, or any USDA office. If you require this information in alternative format (Braille, large print, audiotape, etc.), contact the USDA's TARGET Center at (202) 720-2600. Individuals who are deaf, hard of hearing or have special disabilities and wish to communicate with the Office of Agriculture's Secretary for Civil Rights may call the Federal Relay Service at (800) 877-8339 (English) or (800) 845-6136 (Spanish).

To file a complaint alleging discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, DC, 20250-9410, or call toll free (866) 632-9992 (Voice). TDD users can contact the USDA through the Federal Relay at either of the numbers listed above. USDA is an equal opportunity provider and employer.

**Medical Information for:** \_\_\_\_\_  
 (Name of Student)

**Physician's Name:** \_\_\_\_\_ **Phone No.:** \_\_\_\_\_

**Physician's Name:** \_\_\_\_\_ **Phone No.:** \_\_\_\_\_

**Insurance Provider:** \_\_\_\_\_

**Policy No.:** \_\_\_\_\_

**Hospital of Choice (In the event of emergency):** \_\_\_\_\_

**Chronic Medical Condition:**

Asthma       Diabetes

Seizures

Other (Specify): \_\_\_\_\_

**Allergies:**

<b>For School Use Only:</b>	
Care Plan on File:	<input type="checkbox"/>
Administration of Medication Form:	<input type="checkbox"/>

On occasion, Mercer County Schools may be dismissed early due to inclement weather conditions or other emergency situations. We need to know what your child is to do on such occasions as it may not be possible for all students to call home or for parents to call in. In the event of an emergency at school that results in early dismissal my child, \_\_\_\_\_, (Student's Name) is to: (Check one only)

\_\_\_\_\_ ride the bus as usual    Bus No.: \_\_\_\_\_      \_\_\_\_\_ ride the bus to \_\_\_\_\_ Bus No.: \_\_\_\_\_  
 (Sister, Relative, etc.)

\_\_\_\_\_ ride home by automobile with: \_\_\_\_\_      \_\_\_\_\_ wait for me to pick him/her up  
 (Person's Name)

**Other (Specify):** \_\_\_\_\_  
 \_\_\_\_\_

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

Please update this information at school as appropriate.

**EMERGENCY INFORMATION**

**Student's Name:** \_\_\_\_\_  
Last First M.I.

**Parent/Guardian Name:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Physical/Home Address:** \_\_\_\_\_

**Directions to Home:** \_\_\_\_\_

**School Year:** \_\_\_\_\_ **Homeroom:** \_\_\_\_\_

**Grade Level:** \_\_\_\_\_ **Bus #:** AM \_\_\_\_\_ PM \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_

**Telephone Numbers:**

Home Work Cell

**Father:** \_\_\_\_\_

**Mother:** \_\_\_\_\_

**The School is authorized to release student to the following individuals:**

Name:	Address	Relationship	Phone No.
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

*In case of an accident or serious illness, I request that the school representative contact me if possible. If the school representative is unable to contact me, I hereby authorize the school representative to make whatever arrangements deemed necessary to protect the safety, health, and welfare of the child. I agree to assume financial responsibility for such arrangements.*

**Parent / Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Indicate on back of this card medical information for the student.*

**Parent(s) / Guardian Email Address:** \_\_\_\_\_

**FOR SCHOOL USE ONLY:**

**WVEIS #:** \_\_\_\_\_

**Special Instructions:** \_\_\_\_\_



**IF YOU DO NOT WANT YOUR CHILD TO BE PUBLISHED, COMPLETE FORM BELOW**

*Complete this section, date, sign, clip along perforation and return this receipt to the principal's office as soon as possible if you **DO NOT** want your child to be published.*

**MERCER COUNTY PUBLIC SCHOOLS  
OPT-OUT FORM FOR PUBLICATIONS**

Mercer County Schools strives to recognize our students and their activities throughout the school year. We do realize there are certain circumstances where children cannot be photographed and/or published. As a parent or guardian, if you do not wish your child to be photographed, videoed, or named in a publication, please check the appropriate boxes below.

Do Not publish my child on the Mercer County Schools Webpage

Do Not publish my child in Group Photos/Videos for public release

Do Not publish my child on Social Media Posts by Mercer County Schools  
(Ex: Facebook, Instagram, Twitter, etc.)

Do Not publish my child in other outlets deemed appropriate by Mercer County  
Schools Administrative Staff



**IF YOU DO NOT WANT YOUR CHILD TO BE PUBLISHED, SIGN BELOW**

\_\_\_\_\_  
Student Name (please print)

\_\_\_\_\_  
School (please print)

\_\_\_\_\_  
Teacher / Homeroom Teacher (please print)

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Grade Level (please print)

\_\_\_\_\_  
Date (please print)

Note: Mercer County Schools cannot control photographs and videos published by outside entities including parents, news media, and other members of the community.



Por favor responda  
en inglés

### Mercer County School District ENCUESTA DE IDIOMA EN EL HOGAR

**Spanish**  
Home Language Survey

Nombre del alumno: \_\_\_\_\_ Fecha de nacimiento: \_\_\_\_\_ Sexo:  Masculino  Femenino

Nombre de los padres/apoderado: \_\_\_\_\_

Dirección: \_\_\_\_\_

Teléfono de la casa: \_\_\_\_\_ Teléfono del trabajo: \_\_\_\_\_

Escuela: \_\_\_\_\_ Grado: \_\_\_\_\_ Fecha: \_\_\_\_\_

Las leyes federales y estatales exigen que se recopile la siguiente información sobre el idioma principal y el hablado en el hogar de cada alumno que se inscriba en el distrito escolar. Complete una encuesta por cada alumno que se inscriba en el distrito escolar.

- 1. ¿Qué idioma aprendió su hijo cuando recién comenzó a hablar? \_\_\_\_\_
- 2. ¿Qué idioma habla en casa su hijo con más frecuencia? \_\_\_\_\_
- 3. ¿Qué idioma habla usted y su familia con más frecuencia en el hogar? \_\_\_\_\_

Si se indica un idioma que no sea el inglés en cualquiera de las preguntas anteriores, el distrito escolar evaluará la aptitud en inglés que tenga su hijo para así determinar su calificación inicial y permanencia en un programa de desarrollo de dicho idioma. Le informaremos sobre los resultados de estas evaluaciones.

- 4. Si ello fuera posible, ¿en qué idioma le gustaría recibir información de la escuela? \_\_\_\_\_

\_\_\_\_\_  
Firma del padre/madre o apoderado

\_\_\_\_\_  
Fecha

***Asignación / representante debe completar la parte frontal (inglés) o la espalda (español), de esta forma, fecha, firmar, de clip a lo largo de perforación y volver a la Oficina del principal tan pronto como sea posible.***

OFFICE USE ONLY			
Student ID #	Date Distributed	Date Received	

# Mercer County School District HOME LANGUAGE SURVEY

Student Name: \_\_\_\_\_ Birth Date: \_\_\_\_\_ Sex:  Male  Female

Parent/Guardian Name: \_\_\_\_\_

Address: \_\_\_\_\_

Home Telephone: \_\_\_\_\_ Work Telephone: \_\_\_\_\_

School: \_\_\_\_\_ Grade: \_\_\_\_\_ Date: \_\_\_\_\_

Federal and state laws require the following information be collected about the primary and home language of every student upon enrollment in the school district. Please complete a survey for each child you are enrolling in the school district.

- 1. What language did your child learn when he/she first began to talk? \_\_\_\_\_
- 2. What language does your child most frequently speak at home? \_\_\_\_\_
- 3. What language is spoken by you and your family most of the time at home? \_\_\_\_\_

If a language other than English is indicated for any of the above questions, the school district will test your child's English language proficiency to determine eligibility for initial and continuing placement in an English language development program. You will be notified about the results of this testing.

- 4. If available, in what language would you prefer to receive information from the school? \_\_\_\_\_

\_\_\_\_\_  
Parent or Guardian's Signature

\_\_\_\_\_  
Date

***Parent(s)/Guardian(s) must complete either the front (English) or the back (Spanish) of this form, date, sign, clip along perforation and return to the principal's office as soon as possible.***

OFFICE USE ONLY			
Student ID #	Date Distributed	Date Received	



*Student must complete this section, date, sign, clip along perforation and return this receipt to the principal's office as soon as possible.*

**STUDENT'S COMPLIANCE WITH COUNTY POLICIES**



I have received and read a copy of the 2022-2023 Mercer County Public Schools Student Calendar / Policy Manual. **I understand and agree to comply with the requirement of policy as listed in this calendar, in particular, the stipulations as set forth in the Student Code of Conduct (Page 20).**



**I understand and will abide by the Acceptable Use Policy for Telecommunications and Computers (Page 9).** I further understand that any violation of the regulations is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and / or appropriate legal action may be pursued.

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

School: \_\_\_\_\_ (please print) Grade \_\_\_\_\_

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

*Parent/Guardian must complete this section, date, sign, clip along perforation and return this receipt to the principal's office as soon as possible.*

**PARENT NOTIFICATION AND PERMISSION- TELECOMMUNICATIONS**



I, the parent/legal guardian of \_\_\_\_\_ have read and understand the implications, legal and otherwise, regarding the proper use of and access to these services. I have discussed the **Mercer County Telecommunications policy** (Page 9) with my child. I understand that this access is designed for educational purposes. The Mercer County Board of Education has taken precautions to remove and limit access to controversial material but it is impossible to remove all such materials so I accept responsibility for supervising my child if access is obtained outside the educational setting. I agree that misrepresentation and unauthorized use of this material will result in appropriate disciplinary action by the school or the Mercer County Board of Education.

**PARENT REQUEST FOR PESTICIDE APPLICATION NOTIFICATION**



I, the parent/legal guardian of \_\_\_\_\_ have read and understand the **Pesticide Application Notification of Parents** (Page 24). I request to be notified at least 24 hours prior to the application of Level 3 or Level 4 pesticides at this facility.

Student's Name(s): \_\_\_\_\_

Parent / Legal Guardian: \_\_\_\_\_ (please print)

Telephone Number: \_\_\_\_\_ (please print)

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

