



# **DODDRIDGE COUNTY EARLY LEARNING ACADEMY**

55 C Stansberry Field Rd. West Union, WV 25456

Phone: 304-873-3955 Fax: 304-873-3956

Mrs. Katrina See, Principal



## **STUDENT HANDBOOK 2025-2026**

**55 C Stansberry Field Rd.**

**West Union, WV 26456**

**Telephone: 304-873-3955**

**Fax: 304-873-3956**

**Website: [dcschools.us/dcela](https://dcschools.us/dcela)**

# DODDRIDGE COUNTY EARLY LEARNING ACADEMY STUDENT HANDBOOK VERIFICATION FORM

View electronic Student Handbook at <https://www.dcschools.us/o/dcela>

Doddridge County Early Learning Academy’s student handbook can be viewed by visiting the following website: <https://www.dcschools.us/o/dcela>. Students and parent(s)/guardians(s) are asked to review the handbook; and sign the following verification form stating that you have been informed of how to view the electronic copy. **PLEASE SIGN AND RETURN THE VERIFICATION FORM TO YOUR CHILD’S TEACHER.**

We, the undersigned, have read the “Doddridge County Early Learning Academy’s Parent/Student Handbook” the Attendance, Discipline, and Medication Policies included therein, for the 2025-2026 school year.

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Student Signature

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Parent/Guardian Signature

- Please visit <https://www.dcschools.us/o/dcela> website to view the Student Handbook in its entirety.
- Parents may request a hard copy of the Student Handbook by contacting DCELA.

Comments/Questions:

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# **DCELA STAFF**

## **2025-2026**

**Principal**, Katrina See  
**Secretary**, Ashley Miller  
**Guidance Counselor**, Mona Mayle  
**School Resource Officer**, Kirby Miller  
**Nurse**, Kristin Sleeth

### **3 YEAR OLD PRESCHOOL PROGRAM:**

Miranda Mitchell  
Tabitha Jones  
Karen Siders

### **PRESCHOOL:**

Teresa McCauley  
Mandy Richards  
Judy Robinson  
Betsy Wells

### **KINDERGARTEN:**

Lindsey Hudkins  
Keri Hurst  
Amanda Thomas  
Jessica Yost

Robert Stier, Special Education  
Haley Lipscomb, ELA/Math Interventionist  
Happy Plaugher, PERC Coordinator/Mental Health Specialist  
Carrie Curran, Speech

### **SERVICE PERSONNEL:**

Brooke Bagley, Preschool  
Kathy Ellifritt, Preschool  
Sherry Heckert, Preschool  
Terry Hutson, Preschool  
Lisa Lowe, Preschool  
Courtney McCartney, Preschool  
Laurel McCombs, Preschool  
Julie Roberts, Preschool  
Lisa Talkington, Preschool  
Tim Dixon, Kindergarten  
Tammy Jones, Kindergarten  
Jill Myers, Kindergarten  
Kendra Primm, Kindergarten  
Sarah Mayle, Special Education  
Linda Trent, Special Education

### **CUSTODIANS:**

Mike Allen  
Brittany Moore

### **COOKS:**

Robyn Bayes  
Robin Reinig

## TELEPHONE NUMBERS

Doddridge County Early Learning Academy	873-3955
Doddridge County Early Learning Academy Fax	873-3956
Doddridge County Board of Education Offices	873-2300
Doddridge County Transportation Office	873-2431
Doddridge County Elementary School	873-3294
Doddridge County Middle School	873-2332
Doddridge County High School	873-2521
Doddridge County Child Nutrition/Lunch Program	873-2322
Doddridge County Parent Resource Center	873-2778
Doddridge County FRN	873-1245
Doddridge County School Based Health Center	873-0060

## INFORMATIONAL WEB SITES

Doddridge County Board of Education	<a href="http://www.dcschools.us/">http://www.dcschools.us/</a>
Doddridge County Early Learning Academy	<a href="http://www.dcschools.us/o/dcela/">http://www.dcschools.us/o/dcela/</a>
Doddridge County Elementary School	<a href="http://www.dcschools.us/o/dces/">http://www.dcschools.us/o/dces/</a>
Doddridge County Middle School	<a href="http://www.dcschools.us/o/dcms/">http://www.dcschools.us/o/dcms/</a>
Doddridge County High School	<a href="http://www.dcschools.us/0/dchs/">http://www.dcschools.us/0/dchs/</a>
West Virginia Department of Education	<a href="http://wvde.state.wv.us/">http://wvde.state.wv.us/</a>
West Virginia Department of Education Policies	<a href="http://wvde.state.wv.us/policies/">http://wvde.state.wv.us/policies/</a>
College and Career Readiness Standards	<a href="https://wvde.state.wv.us/apps/tree/#">https://wvde.state.wv.us/apps/tree/#</a>
US Department of Education	<a href="http://www.ed.gov/index.html">http://www.ed.gov/index.html</a>

# School Information

**OFFICIAL SCHOOL NAME:** *Doddridge County Early Learning Academy*

**OFFICIAL SCHOOL MASCOT:** *Pups*

**OFFICIAL SCHOOL COLORS:** *Green & Gold*

**OFFICIAL VISION:** Doddridge County Early Learning Academy is committed to providing our students high quality educational opportunities in a safe, nurturing environment to become successful, life-long learners.

**OFFICIAL MISSION:** The mission of Doddridge County Early Learning Academy is to develop positive relationships between our families, school, and community. We are invested in open communication and active engagement to promote family involvement. Our school will instill fundamental building blocks to create a love of learning through play. Using collaborative partnerships within the community, we will lay a foundation to support the development of our students for years to come.

## LOCATION

The Doddridge County Early Learning Academy, located in rural West Virginia on US Route 50, just West of Clarksburg, serves three-year & four-year-old preschool and kindergarten students.

## SCHOOL HOURS

Students will be considered tardy at **8:00**.

1. Classes begin at **8:00 a.m.** (Students ready to go)
2. The school day ends at **2:40 p.m.**; A student arriving after 9:40 a.m. or leaving prior to 1:00 p.m. is assessed a ½ day absence.
3. The building opens at **7:30 a.m.** for students.
4. All non-bus students are encouraged to arrive at school between **7:30 a.m. and 7:50 a.m.** Please do not drop off students without being sure there is an adult aware your child is in the building.
5. **Pick up 3-year-old preschool students** will be dismissed at **2:00 p.m.**
6. **Pick up preschool students** will be dismissed at **2:15 p.m.**
7. **Pick up kindergarten students** will be dismissed at **2:30 p.m.**

*\*School attendance is very important, parents are asked to schedule all appointments after school when possible.*

## TEACHER PLANNING

Planning periods are the best time to contact our teachers. Preschool planning is on Fridays and kindergarten planning is in the afternoons. Please contact the school or specific details.

# SCHOOL POLICIES

## ATTENDANCE

**PLEASE READ! ATTENDANCE LAWS WERE CHANGED BY STATE LEGISLATURE!**

When a student is absent from school, a written note from the student's parent, guardian or custodian must be presented to the school's office within three days of the student's return to school following the absence for it to be an excused absence. The note should have name of student, date of absence(s), reason or nature of absence(s), and signature of parent/guardian/custodian.

Absence notes can be submitted online. Access <https://www.dcschools.us> The Absence Excuse Form is highlighted in green at the top left of the webpage. An excused absence is defined as following:

(A) A medical or dental appointment with written excuse from physician or dentist;

In compliance with West Virginia Law, ONLY TEN PARENT NOTES WILL BE ACCEPTED PER ACADEMIC YEAR.

NOTES ARE REQUIRED FOR (B), (C) AND (D)

(B) Personal illness or injury of the student accompanied by a timely written excuse from the student's parent, guardian, or custodian: Provided: That the total absences under this section combined with absences permitted under subdivision (C) of this subsection do not exceed more than 10 per school year unless supported by a physician's note: Provided however: That a medically documented chronic health condition or disability that adversely impacts in-person attendance approved by a county school board or the principal is not subject to this limitation, and that absences of students with disabilities shall be in accordance with the Individuals with Disabilities Education Improvement Act of 2004 and the federal and state regulations adopted in compliance therewith;

(C) Personal illness or injury of the student's parent, guardian, custodian, or family member: Provided, That the excuse must provide a reasonable explanation for why the student's absence was necessary and caused by the illness or injury in the family, and the total absences under this section in combination with section (B) may not exceed more than ten excuses per school year;

(D) Death in the family;

(E) School-approved or county-approved curricular or extra-curricular activities;

Extracurricular activity. -- An activity that is not part of the required instructional day or curricular offerings but that is under the supervision of the school. Examples include athletics, non- instructional assemblies, social programs, entertainment, and other similar activities. W. Va. Code R. 126-73-4

"Cocurricular activities" are activities that are closely related to identifiable academic programs or areas of study that serve to complement academic curricula as further defined by the state board; and

The following applies to cocurricular activities:

(1) The state board shall determine what activities may be considered cocurricular;

(2) The state board shall determine the amount of instructional time that may be consumed by cocurricular activities; and

(3) Other requirements or restrictions the state board may provide in the rule required to be promulgated by this section.

(F) A judicial obligation or court appearance involving the student; and

(G) A military requirement for students enlisted or enlisting in the military.

Unexcused Absence means any absence not specifically included in the definition of “excused absence”.

The Attendance Director will follow these procedures regarding unexcused absences: Meaningful contact is made at 3 and 5 unexcused days. Attendance Director and Truancy Diversion Specialist request parent/guardian meeting at 7 unexcused days. Referral to Prosecuting Attorney office at 10 unexcused days.

## COMPULSORY STUDENT ATTENDANCE

The Attendance Policy for all students uses the West Virginia Compulsory Attendance Law as a model and prescription, but is not limited to the law’s minimum requirements. Pursuant to the State code, compulsory school attendance begins with the school year in which the sixth birthday is reached prior to July 1 of such year or upon enrolling in a full-time publicly funded kindergarten program, and continues to the 17th birthday or for as long as the student continues to be enrolled in a school system after the 17<sup>th</sup> birthday.

## TARDINESS/LATE ARRIVALS

Tardiness is a disruption that affects all students’ ability to learn. ***Students arriving after 8:00 a.m. are considered tardy.*** Students arriving tardy or returning from an appointment, etc., must sign in at the main office. Students arriving to school late or leaving school early will be counted as a **HALF-DAY ABSENCE** if the time exceeds 50% of the school day.

**Students will be considered absent half-day if they arrive after 9:40 a.m. or leave before 1:00 p.m.**

## BUS PASSES

Bus passes will only be provided to students who bring a written note from their parent/guardian. If your child needs to ride a bus other than his/her designated bus, **a written note** must be sent to school to your child’s teacher to obtain a pass to ride a different bus. Please specify destination, person receiving child, and phone number of person writing the note. If this note is not received, the child will ride their regular bus or follow their normal/daily plan. ***If circumstances change during the school day, a phone call from the parent to the school needs to be made by 2:00 p.m. Only emergency bus passes will be issued after this time.***

# STUDENT CHECKOUT PROCEDURES

*Please pick up your 3-year-old preschool child at 2:00 p.m., 4-year-old Preschool child at 2:15 p.m., or Kindergarten child at 2:30 p.m. except in emergencies or for scheduled appointments.* Parents or designated adults who need to pick up students early should send a note with their child that morning to help your child and his/her teacher prepare for the student's early departure from school. Parents should report to the office to sign the student(s) out.

If a student does need to leave during the school day, parents may sign him/her out **in the office.** Parents are encouraged to make dental and medical appointments after school hours whenever possible. Extracurricular activities must be scheduled for after school hours.

## BUS REGULATIONS

The Doddridge County Board of Education provides transportation for approximately 1200 students riding school buses each day. There are buses that provide services for students requiring special needs and those buses are also provided with a well-trained school bus aide to assist the bus operator. Some important safety rules to remember are:

- Wait for your bus in a safe place, off the roadway.
- Enter the bus in an orderly manner and be seated.
- Follow the instructions of the school bus driver.
- Remain in your seat while the bus is in motion.
- Keep your head and arms inside the bus at all times.
- Keep the aisles clear at all times.
- Be courteous to school bus driver and fellow passengers.
- No glass containers are permitted on the bus.

When bus rules are violated, the bus drivers will inform the parents of the concerns.

## EMERGENCY NUMBERS

DCELA **must** have a current home telephone number, work telephone number, emergency telephone number, or cell phone number, in order to contact you in the event of illness or emergency. Should there be an emergency or accident and you cannot be reached, your child will be transported to United Hospital Center's Emergency Department by a medical ambulance. The doctor on call will administer emergency medical treatment. Parents are expected to notify the school **IMMEDIATELY** of any change of address or telephone number.

*\*Note: as cell phone providers change and numbers change, please notify the school immediately of the change.*

## SCHOOL VISITATION

Parents are encouraged to visit our school and actively participate in the education of their child. We request parents avoid conferences with the teacher during these visits, but rather schedule a conference for a mutually acceptable time. **Morning drop off is an extremely busy time for the teacher and students. Please avoid trying to conference with your child's teacher during this time.** Your child's

teacher will provide their hours available for conferences, telephones, etc. during the first week of school. **FOR THE SAFETY AND PROTECTION OF THE STUDENTS; ALL NON-STUDENTS ARE TO REPORT TO THE MAIN OFFICE UPON ENTERING THE BUILDING. PLEASE REFRAIN FROM GOING DIRECTLY TO THE CLASSROOM.** If you need to give your child a message, medication, homework, lunch money, supplies, etc., please go to the office. Parents are not permitted to walk students to class or deliver supplies to classrooms after 8:00 a.m. **Students from other schools are not permitted to attend your child's class as a visitor.** All visitors to Doddridge Early Learning Academy are to report to the office and present a driver's license or current photo ID. Visitors are required to sign in and out and wear a visitor's ID badge. If you are visiting the school, please abide by the dress code and set a good example for the students.

## STUDENT APPEARANCE

### **DRESS CODE PROCEDURE**

Students should **dress comfortably** according to existing weather conditions and do so in good taste. The student code of conduct stipulates that students' mode of dress **must not be detrimental to the educational process**. The administration reserves the right to make the final decision about attire acceptable during the school day. Students who are in violation of the dress code will have the **opportunity to correct any deficiencies**. Students will not be able to attend class in attire that is in violation of the dress code. Students who **refuse to comply with administrative requests to change their attire**, or students who are in **constant conflict with the dress code** will be considered **insubordinate** and will be disciplined accordingly. Students are expected to **use good judgement and common sense** in their selection of clothing. The following guidelines have been established for the comfort and safety of students and the effective operation of the school.

1. Wearing clothing that is distracting or inappropriate for school.
2. Students are required to wear shoes for health and safety reasons.
3. Students will not wear hats, caps, sunglasses, or other head coverings inside the building.
4. Students are not permitted to wear any clothing that has inappropriate language or patterns, as well as any clothing advertising drugs or alcohol use.
5. **Do dress so that what you wear reflects the high expectations that we all have for our students. As a general rule, if you are not certain your clothing is suitable, wear something else.**

**NOTE:** Faculty and staff are to follow the same guidelines as the students.

**NOTE:** At all times the school administration reserves the right to restrict any attire which causes disruption of the educational process.

Administration also has the right to consider any current fashion to determine its acceptability for school wear.

Students should wear tennis shoes during physical education and at recess.

## BACKPACK POLICY

For safety purposes, Doddridge County Schools require that backpacks do not have wheels.

# HEALTH SERVICES

The school provides regular health services to each student. The school nurse periodically checks the eyes of each student and a dentist or dental hygienist screens oral health. If difficulties are discovered, you will be notified and appropriate referrals will be made. Other services provided are checking of parasites, immunization screening, reading of T.B. tests, and immediate attention to personal injury. **PLEASE COMPLETE THE EMERGENCY FORM AND RETURN IT TO SCHOOL PROMPTLY!** This updated information is necessary to enable us to promptly and effectively deal with injuries, illness, or emergencies concerning your child. If there are any changes to your child's medical needs throughout the year, please notify the school nurse.

*The school nurse keeps a daily log of all students seen during the day.*

## SCHOOL-BASED WELLNESS CENTER

The School-Based Wellness Center opened in August 2014 and is located at the Elementary/Middle School Campus directly behind Doddridge County Middle School. The Wellness center offers medical and dental services to all Doddridge County students and their families and Doddridge County Board of Education employees, including: teachers, service personnel, and board members. Grant money has paid for the cost of the building and the necessary equipment and supplies needed for a doctor and dental office.

The School-Based Wellness Center will serve all students, regardless of insurance coverage. Under the scope of Integrated Health Centers of West Virginia, the School-Based Wellness Center will accept health and dental insurance, Medicare, Medicaid, WV CHIP, in addition to offering a sliding fee scale for those who qualify if they do not have insurance or are under insured.

The center offers; sport physicals year-round, Health Check annual physicals, acute care treatment (sore throat, earache, rashes, allergies, acne, etc.), allergy injections, routine immunizations, management for chronic care (high blood pressure, diabetes, etc.) treatment for minor injuries, flu shots, urine test, blood test, hearing and vision screenings.

You can make an appointment by calling (304) 873-0060. The Wellness Center accepts walk-ins for students and Board of Education employees for acute care visits.

Hours of operation are Monday through Friday 7:30 a.m. to 4:00 p.m. The center follows the school calendar and is closed for holidays and inclement weather. The staff is available and appointments can be made during holidays and school closings at the West Union Campus, (downtown) 117 West Main Street, 304-873-1401. Hours are reduced during the summer.

If you have questions about the School-Based Health Center and the services offered, please contact Sandy White, Practice Manager at the West Union Campus of Integrated Health Centers of West Virginia. Mrs. White can be reached at 304-873-1401 ext. 206.

**All DCELA staff and students must complete an enrollment form to receive services from the School-Based Wellness Center.**

# MEDICATIONS



Use of medication is not a substitute for health care. If your child is ill, he/she should **not attend school that day.**

1. No medication will be given without a signed permission slip from the parent or guardian and a prescription from a medical professional. The signed permission slip must include the child's name, name of medication, amount of medication to be given, and the time medication needs to be administered.
2. Please do not send medication to school with your child or with another child. The school accepts no responsibility to accidental or unexplained "self-medication" by a child.
3. Bring all prescription medication in a labeled container from the drugstore. Ask your pharmacist to label two (2) containers for you. Medications should be brought to school by an adult.
4. **UNUSED** medications must be picked up from school by a parent or guardian.
5. All medications need to be brought to school in the original container. Do not bring medication in boxes, baggies, or envelopes. **School personnel will not administer it!** The school cannot administer non-prescription items. This includes aspirin, Tylenol, cough drops, nose sprays, cold medications, skin creams, sore throat drops, sprays, or gum.
6. If your child's medication or dosage changes, you must complete a new permission form and provide a new labeled container or written note from a physician authorizing dosage change.

If you have any questions or concerns, please call the school nurse at 873-3294.

# IMMUNIZATIONS

West Virginia State Law requires the following immunizations to attend school: 3 DPT, 3 Polio, and 2 MMR vaccines with the last dose to be given after the fourth birthday.

# BREAKFAST AND LUNCH

Breakfast and lunch are served daily.

# CHILD NUTRITION PROGRAM

During the 2025-26 school year, all Doddridge County students will have the opportunity to enjoy school breakfast and lunch at no cost. Furthermore, there will be no distribution or approval of free and reduced-price meal applications. This is made possible by participation in the USDA Community Eligibility Provision (CEP) and requires no action by parents or students. CEP was enacted as a result of the Healthy, Hunger-Free Kids Act and provides universal free meal service to students in high poverty areas. Extra milk may still be purchased at a price of \$.30, but must be paid at the time of sale and cannot be charged for later billing. **Please note that CEP does not eliminate or reduce existing debt incurred during past school years.** It is the parent/guardian's responsibility to ensure that the debt be paid in full or the bill will be submitted for collection through an independent agency or through magistrate court.

Doddridge County Board of Education employees may continue to purchase meals at school on a pay as served or charged to be billed option. At the time of this printing, the prices of adult meals

were as follows:

Adult Breakfast - \$3.45      Adult Lunch - \$4.55      *These prices are subject to change.*

Doddridge County Child Nutrition programs are designed to provide wholesome, nutritious meals for all enrolled students. The United States Department of Agriculture (USDA) and the WV Department of Education (WVDE) establish program requirements. While the major source of program funding is the federal government, other sources include state and local governments. USDA approved breakfast and lunch are provided daily at each school for all students who wish to participate. On days of early dismissal, every attempt is made to serve school lunch before students' board buses for home. In the interest of student safety, however, there may be isolated occurrences when lunch is not served at school. Serving balanced meals that meet the dietary guidelines for Americans is a primary goal of the Child Nutrition Program. School breakfast is intended to provide one fourth of the child's nutrient requirements, while lunch should provide one third of the child's nutrient needs. Since nutrient requirements for children vary by age, serving sizes are adjusted between schools of different grade levels.

Schools must make substitutions in foods, when prescribed by a physician, for children whose disabilities restrict their diets. Please contact the school or the Child Nutrition Coordinator at 873-2300 to obtain the required Physician's Medical Statement.

Teen pregnancy greatly increases the nutrient needs of young women. To meet the dietary needs of both mother and child, a morning or afternoon snack is made available to pregnant or lactating students. Students requiring this service should contact the school counselor or call the school health nurse at 873-3955 (DCELA) 873-3294 (DCES), 873-2332 (DCMS), or 873-2521 (DCHS).

**WVDE sets minimum standards for all foods and beverages made available, sold, or served to students on school premises during the school day.** This includes rewards, foods sold during school hours for fundraising purposes, foods for parties, and vending sales. Complete information for foods and/or beverages sold or served at school may be found in WVDE Policy 4321.1.

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

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

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

"USDA is an equal opportunity provider and employer."

# WEST VIRGINIA SCHOOLS EMPLOYEE CODE OF CONDUCT

“Employee shall include all school personnel employed by a county board of education whether employed on a regular full-time basis or otherwise, and shall include other personnel such as employees of the WV School for the Deaf and Blind, and all employees of the WV Department of Education Institutional Programs.

All West Virginia school employees shall:

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

# WEST VIRGINIA SCHOOLS STUDENT CODE OF CONDUCT

All students enrolled in West Virginia public schools shall behave in a manner that promotes a school environment that is nurturing, orderly, safe, and conducive to learning and personal-social development.

- **Students will help create an atmosphere free from bullying, intimidation, and harassment.**
- **Students will demonstrate honesty and trustworthiness.**
- **Students will treat others with respect, deal peacefully with anger, use good manners, and be considerate of the feelings of others.**
- **Students will demonstrate fairness, play by the rules, and will not take advantage of others.**
- **Students will demonstrate compassion and caring.**
- **Students will demonstrate good citizenship by obeying laws and rules, respecting authority, and by cooperating with others.**

# **PBIS PROGRAM—Positive Behavior Intervention System**

Doddridge County Early Learning Academy Staff expects each student to behave in a manner that is appropriate for a school environment at all times. Through PBIS, students are taught appropriate and expected behaviors in each environment of school. These behaviors will be modeled by the staff and reinforced throughout the year. We choose to focus on acknowledging consistent positive behaviors in hopes that this will decrease negative behaviors. All students have the opportunity to be rewarded if they choose appropriate and expected behaviors.

When desired behavior is observed, staff can reward a student with praise, recognition, or PBIS points. These points can be used to obtain student rewards. Examples of rewards are Game Day, Dance Day, Relay Day, School Store, Toy Raffles, Temporary Tattoos, Extra Recess, and many more fun and exciting things. Activities and rewards are evaluated by the PBIS team for effectiveness.

## **PLAYGROUND RULES**

1. Do not jump off of playground equipment.
2. Climbing is only permitted on playground equipment designed for climbing.
3. Only one person permitted on a slide at a time and students must face forward when going down the slide.
4. All rules of conduct of the school are to be followed on the playground.
5. Use playground equipment and toys for their intended purpose.
6. Keep hands, feet and objects to self.
7. Students should remain in assigned areas on the playground and not leave without a teacher's permission.
8. Appropriate shoes must be worn on playground equipment. Tennis shoes are the preferred footwear to be worn on the playground.

## **DODDRIDGE COUNTY EARLY LEARNING ACADEMY STUDENT BEHAVIOR POLICY**

The Doddridge County Early Learning staff and faculty expect each student to behave in a manner that is appropriate for school. This will ensure a safe environment and offer the optimal educational experience for each student. These behaviors include but are not limited to:

- Demonstrating respect for all students, parents, and DCELA Staff members. This will include showing respect for school property and the property of others.
- Exhibiting responsibility for his/her behavior.
- Coming to school prepared for the necessary activities of the school day including having the appropriate materials, homework, books, etc.
- Demonstrating appropriate behavior in all school environments, which includes the classroom, hallway, restrooms, playgrounds, cafeteria, bus room and school buses. Examples of appropriate behavior include: walking in the hallway, using a quiet voice when expected, keeping hands to self, paying attention, follow directions, and using facilities appropriately.

Furthermore, DCELA believes it is the right and responsibility of each teacher to enforce classroom and school-wide rules, procedures and consequences that consistently and fairly govern behavior and promote effective teaching and learning, as well as to change behaviors. In addition, it is each teacher's responsibility to periodically review discipline procedures and to regularly inform all students of the rules, consequences and behavior expectations.

## DISCIPLINE PROCEDURES

1. Classroom and School Rules/Procedures will be posted in all classrooms
2. Classroom and School Rules are to be consistently followed and enforced by all staff members
3. Discipline referrals must be completely and accurately filled out for each incident.
4. Referrals are to be submitted to the administration.
5. Discipline should first be handled within the classroom setting if possible. If behavior continues after verbal warning(s) and/or one to one conferencing dismiss students with a referral to the office. **BEHAVIORS WILL NOT IMPEDE THE LEARNING PROCESS AND INTERRUPT INSTRUCTIONAL TIME.**
6. For all discipline incidents, in the classroom or other areas on school property, consequences will be distributed following a progressive discipline model. The student, parent, and corresponding teacher will be notified of consequences by the administration. **Parents are asked to sign and return all discipline forms to the administration. Parent phone calls will also be made for all disciplinary referrals.** If student's behavior does not improve a parental conference will be scheduled.

**NOTE:** The administration reserves the right to adjust and/or modify the Discipline Policy and Procedures at any time.

\*The process described above applies to non-threatening or non-violent behaviors by students. For threatening or violent behaviors, see the Doddridge County Schools Discipline Policy or the West Virginia Safe School Act.

## ADMINISTRATIVE CONSEQUENCES FOR MAJOR VIOLATIONS

### GRADES K-4

The Doddridge County School District recognizes the need for students, teachers, administrators, and other school personnel to have a safe and supportive educational environment that is conducive to teaching and learning. The Board believes schools should undertake proactive, preventive approaches using a Multi-Tiered System of Supports (MTSS) framework to ensure a positive school climate and culture that fosters learning and personal-social development.

All school employees are responsible for providing a safe and supportive school climate and culture. When incidents of inappropriate behavior are witnessed by or reported to school staff and substantiated, the behavior shall be addressed consistently in accordance with the behaviors, interventions, and consequences outlined in this policy and with the school implementation plan.

The expectations in this policy apply 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 the Board, West Virginia Department of Education (WVDE), West Virginia Board of Education (WVBE) or in another facility or upon any other property being used by any of these agencies. Students' off-campus conduct that would reasonably be expected to cause disruption in the school may be prohibited or disciplined. This includes, but is not limited to, blogs and social media postings created for the purpose of inviting others to indulge in disruptive and hateful conduct towards a student or staff member.

### **Level/Tier System for Behaviors, Interventions, and Consequences**

Inappropriate behavior shall be addressed with meaningful, tiered interventions and consequences that strive to improve future behavior

Any student suspended or expelled from school is also suspended from extra-curricular activities for the duration of the out-of-school suspension or expulsion.

NOTE: These descriptions and penalties of rules violations are not all-encompassing but are to serve as a general guideline for staff, students, and parents in an effort to build consistency. The administration reserves the right to deviate from the listed discipline consequences as required on an individual basis. Also, the administration reserves the right to determine which actions of students are considered violations of student conduct and may be subject to punishment.

**LEVEL 1:** Minimally Disruptive Behaviors disrupt the educational process and the orderly operations of the school but do not pose a direct danger to self or others.

**Cheating** (Plagiarizing or copying the work of others or breaking rules to gain advantage in a competitive situation. Interventions could result in academic sanctions. )

1st Offense - Parent Phone Call/0% on the assignment

2nd Offense - 1 day Recess Detention/0% on an assignment

3rd Offense - 2 days Recess Detention/0% on an assignment

### **PERSONAL ELECTRONIC DEVICES**

"Personal electronic devices" (PEDs) as used in this policy are defined in Bylaw 0100. All personal electronic devices (PEDs) shall not be accessible to students for use in a classroom setting (i.e., an environment where instruction or activities related to the school curriculum are occurring including, but not limited to, general classrooms, gymnasiums, common areas, or any other area where instruction may occur) during instructional time, with the exception of exemptions set forth in this policy. The instructional day is defined as the time from the start of the first instructional period to the end of the last instructional period, including transition between classes. Students are permitted to have PEDs on school property. Before the beginning of the instructional day, students must store their PEDs as determined by school administrators. Students may not retrieve their PEDs until the end of the instructional day unless exemptions apply. During the instructional day, PEDs will be stored in the student's locker.

### **EXEMPTIONS**

Students with an approved documented need, as required by a medical doctor or licensed healthcare professional or as a requirement of an Individualized Education Plan (IEP) or 504 plan, the student's health care provider's medical orders, or other written accommodation plan, may have access to personal electronic devices if the device relates to the student's specific need. An exemption related to a student's IEP, 504 plan, medical order, or other written accommodation shall include a timeline of

the required exemption and specify what electronic device(s) shall be included in the exemption. The county board of education may include permission to use PEDs for student use in approved work-based learning programs. Students must submit a request, stating the specific course and purpose for which the electronic device may be used.

### EXTRACURRICULAR ACTIVITIES

Students involved in extracurricular activities after school is dismissed shall have the cell phone set to "silent" or "vibrate" mode so that the extracurricular activity will not be disrupted. Student use of cell phones during extracurricular activities may be regulated by the coach or group sponsor as needed to prevent disruptions.

### STUDENT TRANSPORTATION

Students may use PEDs while riding to and from school on a school bus or other Board-provided vehicles or on a school bus or Board-provided vehicle during school-sponsored activities, at the discretion of the bus driver, classroom teacher, or sponsor/advisor/coach. Distracting behavior that creates an unsafe environment will not be tolerated. Any use of PEDs during off-campus field trips during the instructional day will be prohibited, unless such use is specifically allowed by the teacher and/or adult chaperone of the activity.

### VIOLATIONS

Violations of this policy may result in disciplinary action and/or confiscation of the PED. The building principal will also refer the matter to law enforcement or child services if the violation involves an illegal activity (e.g., child pornography, sexting). Discipline will be imposed on an escalating scale based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. If the PED is confiscated, it will be released/returned to the student's parent/guardian after the student complies with any other disciplinary consequences that are imposed, unless the violation involves potentially illegal activity in which case the PED may be turned over to law enforcement. A confiscated device will be marked in a removable manner with the student's name and held in a secure location in the building's central office until it is retrieved by the parent/guardian or turned over to law enforcement. School officials will not search or otherwise tamper with PEDs in District custody unless they reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules. Any search will be conducted in accordance with Policy 5771 – Search and Seizure. If multiple offenses occur, a student may lose his/her privilege to bring a PED to school for a designated length of time or on a permanent basis. In the event that a personal electronic device is used for an illegal activity, the principal shall report the matter to law enforcement officials. Use of a PED for purposes of academic dishonesty, recording of altercations, or unethical or immoral activities shall carry additional penalties at the discretion of the principal. All violations of this policy shall be documented in the West Virginia Education Information System (WVEIS).

Specifically, violations of this policy will result in the following penalties:

1st Offense - The device will be confiscated and returned to the student at the end of the school day. The parent/guardian will be contacted, and the incident will be recorded in WVEIS.

2nd Offense - The device will be confiscated and returned to the parent/guardian. The incident will be recorded into WVEIS.

3rd Offense - The device will be confiscated and returned to the parent/guardian. The student will be given detention.

Subsequent Offenses -The device will be confiscated and returned to the parent/guardian. The student will then be considered insubordinate and may have their privilege of possessing a PED on

school property at any time (including extracurricular activities) revoked and/or face consequences for insubordination as outlined in the discipline policy.

**Deceit** (Deliberately concealing or misrepresenting truth, deceive another or causing another to be deceived by false or misleading information)

1st Offense - Administrative reprimand/Parent Phone Call

2nd Offense - 1 day Recess Detention

3rd Offense - 2 days Recess Detention

**Disruptive Conduct** (Behavior that violates classroom/school rules resulting in distraction and obstruction of the educational process; behavior that prevents a teacher from starting an activity or lesson, or behavior that results in the teacher stopping instruction in order to address the disruption.)

1st Offense - Administrative reprimand/Parent Phone Call

2nd Offense - 1 day Recess Detention

3rd Offense - 2 days Recess Detention

**Failure to Serve Detention-each occurrence** (Failure to serve an assigned after-school detention of which students and/or parents/guardian have been notified)

1st Offense - add 1 additional day Detention

2nd Offense -add 3 additional days Detention

3rd Offense - 1 Day of ISS

**Falsifying Identity** (Using another person's identification or providing false identification to any school official with intent to deceive school personnel or falsely obtain money or property. )

1st Offense - Administrative reprimand/Parent Phone Call

2nd Offense - 1 day Recess Detention

3rd Offense - 2 days Recess Detention

**Inappropriate Appearance** (Dress or groom in a manner that disrupts the educational process or is detrimental to the health, safety, or welfare of others; dress in a manner that is distractive or indecent, to the extent that it interferes with the teaching and learning process, including any apparel that displays or promotes behavior and/or items prohibited by this policy.)

1st Offense - Administrative reprimand/Parent Phone Call/Directed to change appearance

2nd Offense - 1 day Recess Detention/ Directed to change appearance

3rd Offense - 2 days Recess Detention/ Directed to change appearance

**Inappropriate Display of Affection** (Engaging in inappropriate displays of intimate affection, such as kissing or embracing.)

1st Offense - Administrative reprimand/Parent Phone Call

2nd Offense - 1 day Recess Detention

3rd Offense - 2 days Recess Detention

**Inappropriate Language** (Using profanity in a general context (not directed toward any individual or group), whether orally, in writing, electronically, or with photographs or drawings; Oral statements regarding violence not deemed threatening by the administration and/or PROs)

1st Offense - Administrative reprimand/Parent Phone Call

2nd Offense - 1 day Recess Detention

3rd Offense - 2 days Recess Detention

**Inappropriate Touch/Horseplay** (Engaging in inappropriate touching and/or horseplay such as, but not limited to, pinching, slapping, pushing, shoving, smacking, biting, pulling, or yanking on any part of another person's body.)

1st Offense - Administrative reprimand/Parent Phone Call

2nd Offense - 1 day Recess Detention

3rd Offense - 2 days Recess Detention

**Possession of Inappropriate Personal Property** (Possessing personal property that is prohibited by school rules or that is disruptive to the educational process.)

1st Offense - Administrative reprimand/Parent Phone Call (depending on nature of the item, property will be kept in the administrative office until the end of the school day or until parent picks it up.)

2nd Offense - 2 days Recess Detention (for technology-Parent will be required to pick property up from Administration)

3rd Offense - 3 days Recess Detention (for technology-Parent will be required to pick property up from Administration)

**Skipping Class** (Failing to report to the student's assigned class or activity without prior permission, knowledge, or excuse by the school or by the parent or guardian.)

1st Offense - Administrative reprimand/Parent Phone Call

2nd Offense - 1 day Recess Detention

3rd Offense - 2 days Recess Detention

**Tardiness** – 5 tardies (Failure to report to his/her place of instruction at the assigned time without a valid excuse)

1st Offense – make notation

2nd Offense – make notation

3rd Offense – Parent Phone Call

**Unauthorized Zone** (Accessing a prohibited area of the school or campus.)

1st Offense - Administrative reprimand/Parent Phone Call

2nd Offense - 1 day Recess Detention

3rd Offense - 2 days Recess Detention

**LEVEL 2:** Disruptive and Potentially Harmful Behaviors disrupt the educational process and/or pose potential harm, danger, or educational detriment to self and/or others. The behavior is committed willfully but not in a manner that is intended maliciously to cause harm or danger to self and/or others.

**Disruptive/Disrespectful Conduct** - (Exhibiting behavior that violates classroom/school rules and results in distraction and/or obstruction of the educational process. Conduct is considered disruptive and disrespectful when the student fails to comply with redirection in a discourteous, rude, impolite, or bad-mannered way.)

1st Offense - 2 days Recess Detention  
2nd Offense - 5 days Recess Detention  
3rd Offense - 1 day ISS

**Habitual Violation of School Rules or Policies**- (Persistently refusing to obey the reasonable and proper orders or directions of school employees, school rules, or policies. Violations of school rules or policies shall be considered to be habitual when a student has had three or more previous discipline referrals for such violations.)

1st Offense - 5 days Recess Detention  
2nd Offense – 1 day ISS  
3rd Offense – 3 days ISS

**Insubordination** (Ignoring, refusing to comply with directions, or a general unwillingness to cooperate with instructions given by school authorities.)

1st Offense - 5 days Recess Detention  
2nd Offense - 1 day OSS  
3rd Offense - 3 days OSS

**Skipping School/Leaving School without Permission** (Leaving the school building, campus, or school activity without permission from authorized school personnel.)

1st Offense - 3 days Recess Detention  
2nd Offense - 5 days Recess Detention  
3rd Offense - 1 day ISS

**Physical Fight Without Injury** (Engaging in a physical altercation using blows in an attempt to harm or overpower another person or persons.)

1st Offense - 5 days Recess Detention  
2nd Offense - 1 day OSS  
3rd Offense - 3 days OSS

**Possession of Imitation Weapon** (Possessing any object fashioned to imitate or look like a weapon.)

1st Offense - 2 days Recess Detention

2nd Offense - 3 days Recess Detention

3rd Offense - 5 days Recess Detention

**Possession of knife not meeting Dangerous Weapon Definition set forth in WV Code §61-7-2** (Possessing a knife or knife-like implement under 3 ½ inches in length.)

1st Offense - 3 days Recess Detention

2nd Offense - 5 days Recess Detention

3rd Offense - 1 day ISS

**Profane Language/Obscene Gesture/Indecent Act Toward an Employee or a Student** (Directing profane language, obscene gestures, or indecent acts toward a school employee or a fellow student including but not limited to verbal, writing, electronic, and/or illustrative communications intended to offend and/or humiliate.)

1st Offense - 3 days Recess Detention

2nd Offense - 1 day OSS

3rd Offense - 3 days OSS

**Technology Misuse** - (Violating W. Va. 126CSR41, Policy 2460, Educational Purpose and Acceptable Use of Electronic Resources, Technologies, and the Internet.)

1st Offense - 2 days Recess Detention

2nd Offense - 5 days Recess Detention-loss of technology privileges for two (2) weeks

3rd Offense -1 day ISS- loss of technology privileges for the school year

**Reckless Conduct** - (Creating an unsafe environment through actions that are not intentionally directed towards someone. Carelessly throwing a door open, shoving a chair or other object that inadvertently strikes or nearly strikes another, would both be examples of reckless conduct.)

1st Offense - 2 days Recess Detention

2nd Offense - 3 days Recess Detention

3rd Offense - 5 days Recess Detention

**LEVEL 3:** Severely Disruptive, Imminently Dangerous, Illegal, and/or Aggressive Behaviors are willfully committed and are known to be illegal and/or harmful to people and/or property. (Specific behaviors are outlined in W. Va. Code §18A-5-1a(c) and the principal shall address these inappropriate behaviors accordingly.)

**Battery Against a Student** (Injuring another student unlawfully and intentionally.)

1st Offense - 10 days OSS

2nd Offense - referral for Expulsion

**Disruptive/Defiant Conduct** (Exhibiting escalating behavior that violates classroom/school rules, resulting in distraction and obstruction of the overall educational process. Conduct becomes defiant when the student refuses to comply with any redirection and will not obey the directives they have been provided, responding in an aggressive or insubordinate manner. )

1st Offense - 5 days Recess Detention  
2nd Offense - 1 day OSS  
3rd Offense - 3 days OSS

**Defacing School Property/Vandalism** (Defacing or damaging property of the school or others. Actions such as writing in school textbooks or library books, writing on desks or walls, carving into woodwork, desks, or tables, and spray-painting surfaces are acts of defacement. Examples of damage to school property include, but are not limited to, ruining bulletin boards, intentionally clogging the plumbing system, breaking light bulbs or fixtures, and damaging school equipment to the point where repair is necessary.)

1st Offense - 3 days Recess Detention  
2nd Offense - 5 days Recess Detention  
3rd Offense - 1 day of OSS

**False Fire Alarm** (Setting off a fire alarm knowingly and willingly without cause.)

1st Offense - 5 days Detention  
2nd Offense - 1 day OSS  
3rd Offense - 3 days of OSS

**Fraud/Forgery** (Deceiving another or causing another to be deceived by false or misleading information or signing the name of another person in order to obtain anything of value or defrauding authorities.)

1st Offense - 3 days Recess Detention  
2nd Offense - 5 days Recess Detention  
3rd Offense - 1 day of OSS

**Gambling** (Engaging in any game of chance or contest wherein money or other items of monetary value are awarded to the winner, except for those games and contests authorized as official school functions.)

1st Offense - 2 days Recess Detention  
2nd Offense - 3 days Recess Detention  
3rd Offense - 5 days Recess Detention

**Gang-Related Activity** (Using violence, force, coercion, threat of violence, or engaging in gang activity that causes disruption or obstruction to the educational process. Gangs are defined as organized groups of students and/or adults who engage in activities that threaten the safety of the general populace, compromise the general community order, and/or interfere with the school county's educational mission.)

Gang activity includes:

- wearing or displaying any clothing, jewelry, colors, or insignia that intentionally identifies the student as a member or otherwise symbolizes support of a gang;
- using any word, phrase, written symbol, or gesture that intentionally identifies a student as a member, or otherwise symbolizes support of a gang;
- gathering of two or more persons for purposes of engaging in activities or discussions promoting gangs; and

- recruiting student(s) for gangs.)

1st Offense – Administrator Reprimand/Parent Phone Call

2nd Offense - 2 days Recess Detention

3rd Offense - 3 days Recess Detention

**Harassment/Bullying/Intimidation** ( W. Va. Code §18-2C-2 defines harassment, intimidation, or bullying as any intentional gesture, or any intentional electronic, written, verbal, or physical act, communication, transmission, or threat that:

- a reasonable person should know will have the effect of harming a student, damaging a student's property, placing a student in reasonable fear of harm to his/her person, and/or placing a student in reasonable fear of damage to his/her property;
- is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or emotionally abusive educational environment for a student; or
- disrupts or interferes with the orderly operation of the school and/or educational process.

An electronic act, communication, transmission, or threat includes, but is not limited to, one which is administered via telephone, computer, pager, or any electronic or wireless device, and includes, but is not limited to, transmission of any image or voice, email, or text message using any such device.

Acts of harassment, intimidation, or bullying 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.

When harassment, intimidation, or bullying are of a racial, sexual, and/or religious/ethnic nature, the above definition applies to all cases whether or not they involve students, staff, or the public. Detailed definitions related to inappropriate behavior of this nature are as follow.)

**Sexual harassment** Sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct or communication of a sexual nature when submission to the conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining an education; or submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's education; or that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's education by creating an intimidating, hostile, or offensive employment or educational environment.

Amorous relationships between county board of education employees and students are prohibited, pursuant to W. Va. Code §61-8B-11b.

Students)

**Racial harassment** Physical, verbal, or written conduct relating to an individual's race when the conduct has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment; or otherwise adversely affects an individual's academic opportunities.

**Religious/Ethnic harassment** Physical, verbal, or written conduct related to an individual's religion

or ethnic background when the conduct has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment.

**Sexual Violence** Physical act of aggression or force or the threat thereof which involves the touching of another's intimate parts, or forcing a person to touch any person's intimate parts. Intimate parts include the primary genital area, groin, inner thigh, buttocks, or breast, as well as the clothing covering these areas. Sexual violence may include, but is not limited to: touching, patting, grabbing, or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex; coercing, forcing, or attempting to coerce or force the touching of anyone's intimate parts; coercing, forcing, or attempting to coerce or force sexual intercourse or a sexual act on another; threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another; or; threatening or forcing exposure of intimate apparel or body parts by removal of clothing.

**Racial Violence** Physical act of aggression or assault upon another because of, or in a manner reasonably related to, race.

1st Offense - 3 days ISS  
2nd Offense - 1 day OSS  
3rd Offense - 3 days OSS

**Hazing** - Hazing or conspiring to engage in the hazing of another person. Hazing means to cause any action or situation which recklessly or intentionally endangers the mental or physical health or safety of another person or persons, to destroy or remove public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in, any activity or organization, including both co-curricular and extra-curricular activities.

Appropriate interventions and consequences may include but are not limited to: conferences with administrator/ student/ parent/ guardian, referral for counseling or therapeutic services, notification of appropriate health and human resources, out-of-school suspension, and expulsion. Refer to WVDE policy 4373 for further guidance.

**Imitation Drugs: Possession, Use, Distribution, or Sale;** - Possessing, using, distributing, or selling any substance that is expressly represented or implied to be a controlled substance or to simulate the effect and/or the appearance (color, shape, size, and markings) of a controlled substance.

**Inhalant Abuse** - Deliberately inhaling or sniffing common products found in homes, schools, and communities with the purpose of intoxication. The action may be referred to as huffing, sniffing, dusting, and/or bagging.

1st Offense –Conference with parent/guardian and Completion of an IN DEPTH education program.  
2nd Offense –Conference with parent/guardian. Repeat IN DEPTH education program.  
3rd Offense – Conference with parent/guardian. Repeat IN DEPTH education program and referral to PRO officer.

**Larceny** (Taking, without permission, another person's property or having another person's property in his/her possession. Property valued at \$1,000.00 or more will increase this behavior to a Level 4 because it is considered a felony in accordance with West Virginia Code §60-3-13.)

1st Offense - 3 days Recess Detention  
2nd Offense -5 days Recess Detention  
3rd Offense - 1 day of OSS

**Possession/Use of Substance Containing Tobacco and/or Nicotine** – (Possessing, using, or being under the influence of any substance containing tobacco and/or nicotine or any paraphernalia intended for the manufacture, sale, and/or use of tobacco/nicotine products in any building/area under the control of a county school system, including all activities or events sponsored by the county. This includes any electronic cigarette or vaporizing device; regardless of whether or not it contains nicotine.)

1st Offense - Completion of an IN DEPTH nicotine education program.

2nd Offense - Repeat IN DEPTH nicotine education program.

3rd Offense - Repeat IN DEPTH nicotine education program, referral to PRO officer.

Further offenses will result in referrals to appropriate agencies.

**Sexual Misconduct** (Exposing himself/herself publicly and indecently, displaying or transmitting any sexually explicit media including, but not limited to drawings, photographs, animations, or videos of a sexual nature, or committing an indecent act of a sexual nature on school property, on a school bus, or at a school-sponsored event. Due to the nature of this conduct the administration will evaluate the physical and emotional injury to others, the severity of the act, and the impact of the injury to self and others. Appropriate interventions and consequences may include but are not limited to: conferences with administrator/student/parent/guardian, referral for counseling or therapeutic services, notification of appropriate health and human resources, out-of-school suspension, or expulsion. Refer to WVDE Policy 4373 for further guidance.

**Threat of Injury/Assault Against an Employee or a Student** (Threatening (verbal or written) or attempting to injure another student, teacher, administrator, or other school personnel. (This includes assault on a school employee defined in W. Va. Code §61-2-15.)

1st Offense - 3 days OSS

2nd Offense -5 days OSS

3rd Offense - 10 days OSS

**LEVEL 4:** Safe Schools Act Behaviors are defined in W. Va. Code §18A-5-1 and §18A-51a. These laws require that the principal, county superintendent, and county board of education address Level 4 behaviors in a specific manner as outlined in W. Va. Code §18A-5-1a and paraphrased in this chapter.

W. Va. Code §18A-5-1 and §18A-5-1a require mandatory out-of-school suspension by the principal and mandatory expulsion for a period of not less than 12 consecutive months by the county board of education for possession of a deadly weapon, battery on a school employee, or sale of a narcotic drug.

**Battery Against a School Employee** - A student will not commit a battery by unlawfully and intentionally making physical contact of an insulting or provoking nature with the person of a school employee or causing physical harm to a school employee as outlined in W. Va. Code §61-2-15. A student who violates this code section shall be suspended and expelled.

***Shall Suspend***

***Shall Expel***

**Felony** - A student will not commit an act or engage in conduct that would constitute a felony under the laws of this state if committed by an adult as outlined in W. Va. Code §18A51a(b)(i). Such acts that would constitute a felony include, but are not limited to, arson as outlined in W. Va. Code §61-3-1; malicious assault and unlawful assault, as outlined in W. Va. Code §61-2-9; bomb threat, as outlined in W. Va. Code §61-6-17; sexual assault, as outlined in W. Va. Code §61-8B-3; terrorist act or false information about a terrorist act, hoax terrorist act, as outlined in W. Va. Code §61-6-24; and grand larceny, as outlined in W. Va. Code §61-3-13. The principal shall suspend a student from school and from transportation if the principal determines the student committed an act or engaged in conduct that would constitute a felony. The principal shall request that the superintendent recommend to the board that the student be expelled.

\*Threats of mass or whole school violence, including but not limited to, school shootings or gun violence shall be considered a felony in WVEIS.

***Shall Suspend***

***Shall Expel***

**Illegal Substance-Related Behaviors - Narcotic** - A student will not sell, possess, or distribute a narcotic drug as defined in W. Va. Code §60A-1-101 on the premises of an educational facility, at a school-sponsored function, or on a school bus. A student guilty of this behavior shall be suspended and expelled.

***Shall Suspend***

***Shall Expel***

**Illegal Substance-Related Behaviors - Nonnarcotic** -A student will not unlawfully possess, use, be under the influence of, distribute, or sell any substance containing alcohol, over-the-counter drugs, prescription drugs, any other substance included in the Uniform Controlled Substances Act as described in W. Va. Code §60A-1-101, et seq., or any paraphernalia intended for the manufacture, sale, and/or use of illegal substances in any building/area under the control of a county school system, including all activities or events sponsored by the county school district. This includes violations of W. Va. 126CSR25A, Policy 2422.7, Standards for Basic and Specialized Health Care Procedures and Standards for the Possession and Use of Medical Cannabis By a Student, and instances of prescription drug abuse (Policy 2442.7). This also includes the possession, use, or distribution of electronic cigarettes or vaporizing devices that possess any level of THC, or its derivative. The principal shall suspend a student from school and/or from transportation and may recommend expulsion for possession of a controlled substance governed by the Uniform Controlled Substance Act. The principal determines consequences for other violations listed herein.

\*Provisions for medical cannabis can be found in Policy 2422.7.

***Shall Suspend***

***May Expel***

**Possession and/or Use of Dangerous Weapon** - According to W. Va. Code §18A-5-1a(a), a student will not possess a firearm or deadly weapon as defined in W. Va. Code §61-7-2, on any school bus, on school property, or at any school-sponsored function as defined in W. Va. Code §61-7-11a.

As defined in W. Va. Code §61-7-2, a deadly weapon means any device intended to cause injury or bodily harm, any device used in a threatening manner that could cause injury or bodily harm, or any device that is primarily used for self-protection. Deadly weapons include, but are not limited to,

blackjack, gravity knife, knife, knife-like implement, switchblade knife, nunchaku, metallic or false knuckles, pistol, revolver, or other firearm. A deadly weapon may also include the use of a legitimate tool, instrument, or equipment as a weapon including, but not limited to, pens, pencils, compasses, or combs, with the intent to harm another. The student shall be suspended and expelled for violating W. Va. Code §61-7-11a.

***Shall Suspend***

***Shall Expel***

**DISCIPLINE**

In determining the appropriate intervention and/or consequence in response to a Level 1, 2, or 3 behavior, the principal, county superintendent, and/or county board of education should consider:

- the surrounding circumstances;
- the intent of the behavior;
- past incidents, continuing, or escalating patterns of behavior; and
- the relationships between the parties involved and the context in which the alleged incidents occurred.

The following are the Levels of Violations according to the West Virginia Department of Education Student Code of Conduct (Policy 4373):

**LEVEL 1 VIOLATIONS**

Definition: Minimally Disruptive Behaviors – disrupt the educational process and the orderly operations of the school but do not pose direct danger to self or others.

Disruptive Conduct
Cheating
Deceit
Failure to Serve Detention
Falsifying Identity
Inappropriate Appearance
Inappropriate Display of Affection
Inappropriate Language
Possession of Inappropriate Personal Property
Skiping Class
Tardiness
Vehicle Parking Violation
Cell Phone Violation
Unauthorized Zone

**LEVEL 2 VIOLATIONS**

Definition: Disruptive and Potentially Harmful Behaviors – disrupt the educational process and/or pose potential harm of danger to self and/or others. The behavior is committed willfully but not in the manner that is intended maliciously to cause harm or danger to self and/or others,

Disruptive/Disrespectful Conduct
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Habitual Violation of School Rules or Policies
Insubordination
Reckless Conduct
Leaving School Without Permission
Physical Fight Without Injury
Possession of Imitation Weapon
Possession of Knife Not Meeting Dangerous Weapon Definition
Technology Misuse
Profane Language/Obscene Gesture Indecent Act Toward an Employee
Profane Language Obscene Gesture Indecent Act Toward a Student

### **LEVEL 3 VIOLATIONS**

Definition: Imminently Dangerous, Illegal and/or Aggressive Behaviors – are willfully committed and are known to be illegal and/or harmful to people and/or property.

Battery Against a Student
Disruptive/Defiant Conduct
Gang Related Activity
Defacing School Property/Vandalism
False Fire Alarm
Fraud/Forgery
Gambling
Larceny
Threat of Injury/Assault Against An Employee
Threat of Injury/Assault Against A Student
Harassment/Bullying/Intimidation
Possession/Use of Substance Containing Tobacco and/or Nicotine
Trespassing
Improper or Negligent Operation of Motor Vehicle
Hazing
Imitation Drugs: Possession, Use, Distribution or Sale
Inhalant Abuse
Sexual Misconduct

### **LEVEL 4 VIOLATIONS**

Definition: Safe Schools Act Behaviors are defined in W. Va. Code §18A-5-1 and §18A-51a. These laws require that the principal, county superintendent, and county board of education address Level 4 behaviors in a specific manner as outlined in W. Va. Code §18A-5-1a and paraphrased in this chapter.

W. Va. Code §18A-5-1 and §18A-5-1a require mandatory out-of-school suspension by the principal and mandatory expulsion for a period of not less than 12 consecutive months by the county board of education for possession of a deadly weapon, battery on a school employee, or sale of a narcotic drug.

Battery on a School Employee
Felony
Illegal Substance Related Behaviors – Narcotic
Illegal Substance Related Behaviors – Nonnarcotic
Possession and/or Use of Deadly Weapon

## College and Career Readiness Standards

**GRADES PRE-K-5:** The following components must be included in early learning programs: Developmentally appropriate standards focused curriculum, developmentally appropriate practices for physical health and wellness, developmentally appropriate practices for global competence, developmentally appropriate practices for formative assessment processes, developmentally appropriate practices for technology integration and developmentally appropriate foundations for student success and career readiness.

**Preschool and Kindergarten:** DCELA preschool is Universal. The classes follow WVDE Early Learning Standards. Early Learning Readiness Grades ensure sufficient time is provided for students to engage in developmentally effective experiences that promote developmental growth in all applicable state-approved curricula.

## COMPUTER SKILLS

DCELA is committed to providing students technology skill for the 21<sup>st</sup> century. Students are exposed to many technology opportunities within the classroom and STEAM Lab. DCELA kindergarten is one-to-one which means that every student has access to a technology device to use individually. Each classroom and STEAM Labs are equipped with smart boards for student use. As well as many other technology tools.

## PHYSICAL EDUCATION

Physical Education is offered for all students. If a student's participation has some limitations, it will be necessary to submit a written note to the office for an excuse from physical education activities. Continued limitations will require a medical doctor's written excuse to be kept on file. A student's physical education grade could be affected by not participating.

Students should be dressed appropriately for physical education activities, and this includes tennis shoes.

## SPECIAL SERVICES

The Doddridge County Board of Education has approved a policy outlining the procedures for referring

students for evaluation, placement, and educational programming of exceptional children. Before referring any student for possible special services, a SAT (School Assistance Team) meeting must first be held by the SAT Coordinator and team members. The SAT is to recommend modifications for the student's current educational program to determine whether alternate instructional strategies are needed to improve the student's performance. These modifications are to be conducted for a reasonable amount of time and then be reviewed by the SAT team at a second meeting to determine the effectiveness of the modifications. If the student's progress is not significant with the designated modifications, referral procedures may be initiated.

A child who is identified as exceptional may be placed in one or more of the following programs.

- \*Holistic Child Program
- \*Behavior Disorders Program
- \*Gifted Program
- \*Hearing Impaired Program
- \*Homebound Instruction Program
- \*Learning Disabilities Program
- \*Mild, Moderately or Severely Intellectually Disabled Program
- \*Physically Disabled Program
- \*Speech and Language Program
- \*Visually Handicapped Program - large print textbooks, etc.

A child should be placed in a special service program that meets the "*least restrictive environment setting*" requirements. An Individualized Educational Program (IEP) will be developed for any student requiring any special service programs. The IEP will include:

- \*A statement of annual goals and short-term instructional objectives.
- \*A statement of the child's present level of educational performance.
- \*A statement of specific services to be provided.
- \*The projected dates when services will begin and how long it will continue.
- \*A set of objective criteria and evaluation procedures that will be used in evaluating the achievement of the stated goals.

Parents should participate in the development of the IEP and sign the IEP developed for their child. If parents do not attend the meeting, a prior written notice form will be sent home. All students receiving special services will be included in age/peer appropriate placements.

## **SUPPORT FOR PERSONALIZED LEARNING TITLE I READING SERVICES**

Title I Reading Services are available to all kindergarten students. DCELA is a school-wide Title I school allowing our staff to work with any students that need help.

Support for Personalized Learning (SPL) – West Virginia Support for Personalized Learning framework is a statewide initiative that allows for the flexible use of resources to provide relevant academic, social/emotional, and/or behavioral support to enhance learning for all students and includes the elements referred to as Response to Intervention (RTI). SPL is a multi-level process that emphasizes how students respond to instruction and provides support for students performing below State approved grade-level standards as well as those students exceeding grade-level standards. In the early grades, teachers intervene early to prevent students from falling behind. For older students, SPL provides

differentiated and scaffold instruction to help all students with the demands of multiple learning environments. The SPL process includes problem-solving teams at the school level who examine student performance data and make recommendations for improving student achievement.

## **HOLISTIC CHILD**

While attending Doddridge County Schools, your student may meet with the School Counselor to assist with academics, social and emotional guidance/development as well as behavioral issues if needed throughout the school year. Other staff members who are an extension of the school counseling program that may have contact with your child include: County Mental Health Coordinator, School Social Worker, County Mental Health Specialist and Behavior Specialist. As an extension of our school counseling programs, these positions assist Doddridge County students to become the best versions of themselves with a holistic approach.

## **COUNSELING PROGRAM**

The counseling program at Doddridge County Early Learning Academy is designed to help all students as they grow and develop. All students, teachers, and parents have access to counseling services at the school. Parents may schedule an appointment through the school counselor. Conferences often focus on normal development concerns of children in an early childhood school. The following are frequent concerns: forming and maintaining friendships, school work habits, family concerns, getting along with brothers and sisters, and improving behavior at school.

## **HOMEWORK POLICY**

Homework is often necessary to reinforce learning and practical skills. Homework is designed as an extension of the skills being taught in the classroom. Classroom assigned homework will be in a regulated time frame. This does not include makeup work or additional practice of skills. If possible, parents should select a quiet place for their child to study away from other family activities.

The learning process is a joint effort. Parents can help their children learn to be responsible for returning their homework to the school. Homework and unfinished class work should be completed and returned the next day.

## **STUDENT RECORDS**

The school maintains educational records for each child who is enrolled. Parents or eligible students (eighteen years of age or older) have the right to inspect and review the student's education records; to seek amendment of the student's education record that they believe to be inaccurate, misleading, or otherwise in violation of the student's privacy rights; to provide consent to disclosures of personally identifiable information contained in the student's education records (except to the extent that the law authorizes disclosure without consent); and to file with the U.S. Department of Education complaint concerning alleged failures by the educational agency or institution to comply with the requirements of this policy. Any questions concerning your child's records should be directed to the principal. A copy of the WV State Policy 4350 is available on the WVDE website or at Doddridge County Board of

Education.

## PROMOTION

Students shall be promoted to the next grade. This shall be determined yearly. No student shall be retained more than once in any one grade or more than once during the elementary school grades.

## REPORTING PUPIL PROGRESS

In an effort to keep parents informed about student progress, midterm reports will be sent home with all students, and a report card will be issued every nine weeks. If you have questions about your child's progress, please contact your child's teacher to schedule a conference. Parent-teacher conferences are held after the first and third reporting periods.

## DCELA GRADING PERIOD

	<b>Beginning</b>	<b>Ending</b>		
<b>1<sup>st</sup> 9 weeks</b>	August 13 <sup>th</sup> , 2025	October 10 <sup>th</sup> , 2025	<b>Mid -Term 1<sup>st</sup> 9 weeks</b>	September 15 <sup>th</sup> , 2025
<b>2<sup>nd</sup> 9 weeks</b>	October 13 <sup>th</sup> , 2025	December 18 <sup>th</sup> , 2025	<b>Mid -Term 2<sup>nd</sup> 9 weeks</b>	November 14 <sup>th</sup> , 2025
		<b>2<sup>nd</sup> Semester Begins</b>		
<b>3<sup>rd</sup> 9 weeks</b>	January 5 <sup>th</sup> , 2026	March 13 <sup>th</sup> , 2026	<b>Mid -Term 3<sup>rd</sup> 9 weeks</b>	February 6 <sup>th</sup> , 2026
<b>4<sup>th</sup> 9 weeks</b>	March 16 <sup>th</sup> , 2026	May 29 <sup>th</sup> , 2026	<b>Mid -Term 4<sup>th</sup> 9 weeks</b>	April 17 <sup>th</sup> , 2026

## DCELA GRADING SCALE

Preschool and kindergarten students will be evaluated using the state approved skills-based report cards in the Early Learning Reporting System.

## INTERNET ACCESS

Doddridge County Early Learning Academy staff believes internet access is essential to a student's education. The benefits to students from access to the Internet far exceed any disadvantage. However, ultimately, the parents and guardians of students are responsible for setting the standards that the students should follow.

Before students have access to the Internet, an **Acceptable Use Policy** must be signed by the students and their parents or guardians. This form will be distributed to all students enrolled and must be completed and returned to school before any student access to computers is permitted.

If parents do not sign the Acceptable Use Policy, their child will not be permitted to access any form of

technology at DCELA. However, if parents want their children to use IXL, MAP, Reading A-Z, Online Science Curriculum, or any computer program, they can specify on the Acceptable Use form that they do not want them on the Internet, but they can use the computer for other programs.

## AFTER SCHOOL LEADERSHIP CREW

After School Leadership Crew is an extended-day, extended-year program for all interested Kindergarten students attending Doddridge County Early Learning Academy that is in operation Monday through Thursday from 3:15 p.m. to 5:15 p.m. CREW students will be transported to DCES at the end of the school day. Daily activities will include a healthy meal, homework help, recreation, and engaging CREW activities. There is NO fee to attend. Leadership Crew forms will be sent home at a later date.

## EMERGENCY DRILLS

The safety of your child is one of our greatest concerns. The school holds regular drills to teach students how to respond calmly in the event of an emergency. Fire, tornado, and lock down drills will be conducted periodically during the school year. Detailed escape plans are posted inside the door of each classroom. Each class has an escape route to an outside area a safe distance from the building.

## SEVERE WEATHER POLICY

School will be in session unless the weather makes it dangerous for school buses to run. Doddridge County will use the automated school messenger system, local radio and television stations, and the West Virginia Department of Education website, <http://wvde.state.wv.us/closings/> to provide information regarding school delays, cancellations, and early dismissals. Please pay close attention to these announcements, especially if you have been notified that your child rides a bus that has an alternate snow bus route. Please remember, it is the parents' decision whether or not it is safe to send your child to school during extreme weather conditions. If you choose NOT to send your child to school when school is delayed due to inclement weather, please send a note to your child's school stating why you felt it was unsafe for your child to attend school that day.

Parents need to discuss in advance with their children who will pick them up or what to do in case school is dismissed early. ***These plans should also be included on the back of your child's EMERGENCY form.*** Don't forget to notify the school of any change in these arrangements!

## INSURANCE

Applications for insurance will be sent home at the beginning of the school year.

## TELEPHONE

The school telephone is for business calls only. Necessary plans should be made with children before they leave home in the morning. ***(A note should be sent to school if your child is to ride a different bus than usual or if someone will be picking them up from school i.e. if they are going home with a friend, going to grandma's, an aunt's house, etc. Anything other than what is specified***

***on their emergency form!)***

## **LOST AND FOUND**

Clothing and personal belongings brought to school should be labeled with the child's name. Articles found are turned into the school's main office. Unlabeled or unclaimed property is disposed of at periodic times throughout the school year.

## **PROHIBITED ARTICLES**

The following items are considered to be hazardous and/or disruptive to the classroom and/or school routines: any tobacco products, drugs, guns or look-a-like guns, caps, knives of any length or toys looking like any of the above. If a student is found with any of the above items listed, they will be dealt with in accordance to Doddridge County Board of Education and the State of West Virginia's policies for Safe and Drug Free Schools, as well as the state and federal laws that are designed to deal with these and other items. Students will not be permitted to bring toys to school **unless requested by the classroom teacher.** The school is not responsible for lost, stolen or damaged items like cell phones and other electronic devices.

## **SAFE & DRUG FREE SCHOOLS**

State policy prohibits tobacco/alcohol/drug use on school property. In accordance with West Virginia Board of Education Policy 2422.5A, a **student** will not be permitted to use tobacco/drugs/alcohol, or possess any substance containing tobacco in any building/area under the control of a county school system, including all activities or events sponsored by the county school district. Violations of this policy may result in disciplinary actions against the student.

### **TOBACCO POLICY**



State policy prohibits tobacco use (including e-cigarettes, vaping) on school property. Employees or visitors at Doddridge County Early Learning Academy who choose to smoke must leave school property entirely. In accordance with West Virginia Board of Education Policy 2422.5A, a student will not smoke (or vape), use tobacco, or possess any substance containing tobacco in any building/area under the control of a county school system, including all activities or events sponsored by the school district. This includes E-cigarettes.

## **DISCRIMINATION PROHIBITED**

The West Virginia Department of Education does not discriminate on the basis of sex, race, color, religion, disability, age, and national origin in employment and in the administration of any of its educational programs and activities. Inquiries may be directed to the Elimination of Sex Discrimination Program Coordinator 304-558-7864, the Section 504 Coordinator 304-558-2696, WV Department of Education's Director of the Office of Civil Rights 215-596-6795.

# STATEMENT OF ASSURANCES

In keeping with the guidelines of Title VI, Section 601, Civil Rights Act of 1964, Title IX, Section 901, Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, the Doddridge County Public Schools assures that no person in the United States shall, on the basis of race, color, national origin, age, sex, or handicap be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program activity. Anyone who feels that any non-discrimination laws have been violated is directed to contact Katrina White at 873-2300.

## 504 Compliance Officer(s)/ADA Coordinator(s)

The Board designates the following individual(s) to serve as the District's 504 Compliance Officer(s)/ADA Coordinator(s): Katrina White, Director of Student Services 304-873-2300 268 Bulldog Drive West Union, WV 26456 [kdwhite@k12.wv.us](mailto:kdwhite@k12.wv.us)

## Anti-Harassment Compliance Officers

The Board designates the following individuals to serve as "Anti-Harassment Compliance Officers" for the County. Katrina White, Director of Student Services 304-873-2300 268 Bulldog Drive West Union, WV 26456 [kdwhite@k12.wv.us](mailto:kdwhite@k12.wv.us) or Chris Cress, Director of Student Services 268 Bulldog Drive, West Union, WV 26456 304-873-2300 [ccress@k12.wv.us](mailto:ccress@k12.wv.us)

# PUBLIC COMPLAINTS

The Doddridge County Board of Education recognizes situations may arise in the operation of the system which is of concern to parents or the public. Such concerns are best dealt with through communication with appropriate staff members and officers of the system such as: the faculty, principal, central office staff, and Board members. The following guidelines are the proper procedures to be followed by persons with questions or complaints.

1. Matters concerning individual students must first be addressed to the teacher.
2. Matters not settled in step 1 may be addressed in a meeting with both the teacher and the principal.
3. Matters not settled in step 2 may be addressed in a meeting with both the principal and the superintendent.
4. Matters that cannot be settled satisfactorily by the superintendent may be brought to the attention of the entire Board of Education.

# MCKINNEY-VENTO ACT AND WEST VIRGINIA STATE LAW

A student may qualify for assistance through the McKinney-Vento Act as a homeless student if their primary nighttime residence is not fixed, regular, or an adequate place to reside.

\*Doubled-up with another family/families Children and youth share the housing of other persons due to loss of housing, economic hardship, or a similar reason.

\*Living in a hotel/motel Children and youth are living in motels, hotels, trailer parks, or campgrounds due to the lack of alternative adequate accommodations.

\*Living in a shelter Children and youth are living in emergency or transitional shelters (or are abandoned in hospitals).

\*Unsheltered Children and youth have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings; or are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings.

If you live in one of these situations, as for all students enrolling in West Virginia schools, you may enroll without the following documents in hand; however, your full cooperation is needed with the county and school personnel in trying to obtain these documents as soon as possible: Proof of residency, original birth certificate, school records, legal guardianship papers, and immunization records and/or a TB skin test result (students from out of state only). If you have questions about enrolling in school or need assistance with enrolling in school, contact your local school liaison, Chris Cress, 268 Bulldog Drive, West Union, WV 26456, 304-873-2300 ext. 0014.

## **Annual Notification of Rights under FERPA and WVBE Policy 4350 + Annual Directory Information Notice**

Parents and eligible students (that is, students who are 18 years of age or older) have certain rights with respect to their children's (or their own) education records. These rights are guaranteed by laws and regulations including the Family Educational Rights and Privacy Act (FERPA), West Virginia Board of Education (WVBE) Policy 4350<sup>1</sup>, and Doddridge County School Policy 8330. Generally, these rights are:

**1. The right to inspect and review education records in a reasonable timeframe after a school receives the request.**

If parents or eligible students want to inspect their child's or their own education records, they should submit a written request to the school principal. That written request should identify the specific records they want to see (such as enrollment, attendance, discipline, grades, schedules, and so on). The school official will make appropriate arrangements for access and will notify them about when and where they may view the records. School officials will try to provide electronic access when feasible, making sure that security of the information is high priority. Per WVBE Policy 4350, parents and eligible students must be given access to review the records within 30 days after the school receives the request.

**2. The right to request amendments or corrections to education records if a parent (or the eligible student) believes they are inaccurate, misleading, or otherwise in violation of the student's privacy rights.**

If parents or eligible students want to request a correction or amendment to an education record, they should write the school principal in a letter that (1) clearly identifies the part of the record that should be changed, and (2) specifies the reason(s) why it should be changed (including why it is inaccurate or misleading). If school officials decide not to amend the record as requested, the school will notify parents/eligible students of the decision and of their right to a hearing regarding the request. Additional information regarding the hearing procedures will be provided when notification is sent.

**3. The right to provide written consent before personally identifiable information (PII) from the student's education records is disclosed to other parties (except to the extent that regulations authorize disclosure without that consent).**

In general, parents or eligible students must provide written consent before schools or districts can disclose PII from education records. However, there are some exceptions that allow schools to share education records without this

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<sup>1</sup> WVBE Policy 4350, 126 CSR 94, *Procedures for the Collection, Maintenance and Disclosure of Student Data*  
DCELA Student Handbook 2025-2026 Page 33

written consent. One such exception is called the “School Officials Exception.” Under this exception, schools may disclose PII from education records to school officials with a legitimate educational interest. “Legitimate educational interest” means that the official needs information from education records in order to perform their assigned job or tasks or to carry out the responsibilities for which they have been hired/contracted.

“School Officials” in Doddridge County Schools include:

- Staff members employed by the school or school district:
  - Administrators
  - Teachers
  - Student support personnel (including counselors, school nurses, social workers)
  - Other support staff (including secretaries, bus drivers, cooks and cafeteria workers, student workers and Co-Op students)
- School Board members
- School and Classroom Volunteers, including parent, community, and student volunteers (like story time readers, homeroom moms/dads, office helpers, chaperones, peer mentors)
- Contractors or consultants who perform institutional services or functions for which the school or district would normally use employees and who are under the direct control of the school/district with respect to accessing, using, and/or maintaining PII from education records
  - such as an attorney, auditor, medical consultant, contracted counselor, or therapist

When students transfer or seek to enroll in other schools or districts, Doddridge County Schools will forward or transfer students’ education records from this district/school to officials at the new school or institution upon request. These disclosures related to enrollment/transfer will occur when appropriate records requests are made either by the new school/institution or by parents or eligible students.

FERPA permits the disclosure of PII from students’ education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations and § 126-94-19 of WVBE Policy 4350. Except for specific types of disclosures (such as disclosures of directory information), federal and state regulations require the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures.

For more information about instances in which disclosures of PII from education records can be made without parental or eligible student consent, please refer to one of the following resources:

- FERPA for Parents: <https://www2.ed.gov/policy/gen/guid/fpco/ferpa/parents.html>
- FERPA Regulations: <https://studentprivacy.ed.gov/node/548/>
- WVBE Policy 4350: <http://wvde.state.wv.us/policies/>

**4. The right to file a complaint with the U.S. Department of Education (USED) and/or the West Virginia Department of Education (WVDE) if a parent or eligible student believes that a school or district has not complied with the requirements of FERPA and/or WVBE Policy 4350.**

Parents or eligible students who believe that their school or district has failed to comply with FERPA and/or WVBE Policy 4350 may file a complaint with the USED Student Privacy Policy Office and/or the WVDE Office of Data Management and Information Systems.

- Privacy Concern Forms and instructions for filing a privacy complaint with the WVDE are available online at <https://wvde.us/data-analysis-research/privacy-and-protection-of-human-subjects/>  
*Please Note: It may be necessary to right-click to save the complaint form to your local computer. If a parent or eligible student needs a form and cannot access it online, they may call the WVDE at 833-627-2833.*

- More information about filing a complaint with the USED (including appropriate forms and contact information) can be found online at <https://studentprivacy.ed.gov/file-a-complaint>

Complaints and concerns can also be mailed to the following addresses:

U.S. Department of Education  
Student Privacy Policy Office  
400 Maryland Ave, SW  
Washington, DC 20202-8520

West Virginia Department of Education  
ATTN: Student Privacy Concern  
1900 Kanawha Blvd. E, Building 6  
Charleston, WV 25305-0330

## Directory Information Notice

The *Family Educational Rights and Privacy Act* (FERPA) and West Virginia Board of Education Policy 4350 require that **Doddridge County Schools**, with certain exceptions, obtain written consent prior to the disclosure of personally identifiable information from students' education records. However, **Doddridge County Schools** may disclose appropriately designated "directory information" without written consent, unless parents or eligible students (that is, students who are 18 years of age or older) have advised the **Doddridge County Schools** not to disclose that information.

Directory information is information that is generally not considered harmful or an invasion of privacy if released. **Doddridge County Schools** has designated the following information as directory information:

- **Student name**
- **Address**
- **Telephone number**
- **Date and place of birth**
- **Dates of attendance**
- **Most recent previous school attended**
- **Major field of study**
- **Indication of "graduate" or "non-graduate"**
- **Degrees and honors/awards received**
- **Participation in officially recognized activities and sports**
- **Weight and height of members of athletic teams**
- **Photograph**

A major purpose of directory information is to allow the **Doddridge County Schools** to include limited information from students' education records in certain publications or announcements. Directory information is used in various publications, including (but not limited to):

- Athletic programs, announcements, and award ceremonies (such as team programs or team lists, like those for football or wrestling that show the height/weight or weight classes of team members)
- Programs or playbills that list band or chorus participants or that show students' roles in drama productions
- Annual yearbooks
- Honor rolls or other awards/recognition lists
- Graduation programs
- Press releases and news stories about student awards and accomplishments

Directory information may also be disclosed to outside organizations such as companies that manufacture class rings; take school, team, or student organization photos; offer graduation announcements; or publish yearbooks.

Two federal laws (Section 9528 of the Elementary and Secondary Education Act [20 U.S.C. § 7908] and 10 U.S.C. § 503(c)) also require that **Doddridge County Schools** provide the names, addresses, and phone numbers of high school students to military recruiters unless parents or eligible students have advised **Doddridge County Schools** that they do not want that information to be disclosed without prior written consent.

If a parent or eligible student does not want **Doddridge County Schools** to disclose any or all of the types of information designated as directory information from a student's education record without prior written consent, that parent/eligible student must notify **Doddridge County Schools** in writing by **[insert date]** that directory information about the student should not be released.

## Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

The Protection of Pupil Rights Amendment (PPRA) ensures that parents and eligible students<sup>1</sup> have certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include, but are not limited to, the right to:

- 1. Give consent before students are required to submit to a survey that concerns one or more protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education.** Protected information includes the following:
  - Political affiliations or beliefs of the student or student’s parent
  - Mental or psychological problems of the student or student’s family
  - Sex behavior or attitudes
  - Illegal, anti-social, self-incriminating, or demeaning behavior
  - Critical appraisals of others with whom respondents have close family relationships
  - Legally recognized privileged relationships, such as with lawyers, doctors, or ministers
  - Religious practices, affiliations, or beliefs of the student or student’s parent
  - Income, other than as required by law to determine program eligibility
  
- 2. Receive notice of and an opportunity to opt a student out of the following:**
  - Any other protected information survey, regardless of funding source
  - Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under WV law
  - Activities involving collection, disclosure, or use of personal information collected from students for marketing or to sell or otherwise distribute the information to others  
*(This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions.)*
  
- 3. Inspect the following upon request and before administration or use:**
  - Protected information surveys of students and surveys created by a third party
  - Instruments used to collect personal information from students for any of the marketing, sales, or other distribution purposes listed in item 2
  - Instructional material used as part of the educational curriculum

Doddridge County Schools has developed policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. **Doddridge County Schools** will notify parents of these policies at least annually (and/or after any substantive changes). **Doddridge County Schools** will also directly notify parents whose children are scheduled to participate in the specific activities/surveys and will provide an opportunity for parents to (a) review any pertinent surveys and (b) opt their children out of participation in the survey/activity. **Doddridge County Schools** will adhere to reasonable notification timelines. Following is a list of the specific activities and surveys covered under this direct notification requirement:

- Collection, disclosure, or use of personal information collected from students for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Student Privacy Policy Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202

<sup>1</sup>These rights transfer from the parents to a student who is 18 years old or an emancipated minor under WV law.

## **DCELA Student Forms**

**(Please complete required forms and return to DCELA as soon as possible)**

- **Student Handbook Verification Form**
- **Emergency Form**
- **Field Trip Permission Form**
- **Picture Release Form**
- **Acceptable Use Policy**
- **Parent Compact**
- **School Based Health Center Authorization for Treatment**

# DODDRIDGE COUNTY EARLY LEARNING ACADEMY

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## FIELD TRIP PERMISSION & MEDICAL CONSENT FORM SEASONAL ACTIVITIES

For students who are part of a school sponsored activity that takes place off school property occasionally such as field trips in and out of the county.

It will not be necessary for my son/daughter to have a permission form signed by me each time he/she leaves school property to participate in the school event. Parents will be notified by the classroom teacher prior to scheduled field trips. Parents have the option to request their child not participate.

\_\_\_\_\_ has my permission to participate in any off-school event.

(Student's Name)

The Doddridge County Schools' Student Code of Conduct applies to all students during a field trip.

PLEASE PROVIDE THE FOLLOWING HEALTH INFORMATION, IF APPLICABLE:

MEDICATION \_\_\_\_\_

ALLERGIES \_\_\_\_\_

SPECIAL HANDLING \_\_\_\_\_

PLEASE PROVIDE THE FOLLOWING MEDICAL INSURANCE INFORMATION:

NAME OF DOCTOR \_\_\_\_\_ NAME OF INSURANCE COMPANY \_\_\_\_\_

DOCTOR'S PHONE NUMBER \_\_\_\_\_

In the event of an emergency and I cannot be reached, please contact the following person:

NAME \_\_\_\_\_ RELATIONSHIP \_\_\_\_\_

PHONE(S) \_\_\_\_\_

I recognize that while on a field trip, medical treatment on an emergency basis may be necessary, and I further recognize that school personnel may be unable to contact for my consent for emergency medical care. Therefore, I do hereby consent in advance to such emergency care including hospital care as may be deemed necessary under the existing circumstances. In addition, I have discussed with my children the necessity of acting responsibly while on the trip.

In consideration of my child being able to participate in this event I relieve and hold harmless members of the Board of Education, its employees and agents for any claims, lawsuits and judgments arising out of the operation of a vehicle operated by school personnel.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
(Please print name)

\_\_\_\_\_  
Home Phone

\_\_\_\_\_  
Work Phone

\_\_\_\_\_  
Cell Phone

\_\_\_\_\_  
Date

(A COPY OF THIS COMPLETED FORM MUST BE IN POSSESSION OF TEACHER/SUPERVISOR WHILE ON EVENT)

# STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY 7540.03 -

Technology has fundamentally altered the ways in which information is accessed, communicated, and transferred in society. As a result, educators are continually adapting their means and methods of instruction, and the way they approach student learning, to incorporate the vast, diverse, and unique resources available through the Internet. The Board of Education provides Technology Resources (as defined in Bylaw 0100) to support the educational and professional needs of its students and staff. With respect to students, District Technology Resources afford them the opportunity to acquire the skills and knowledge to learn effectively and live productively in a digital world. The Board provides students with access to the Internet for limited educational purposes only and utilizes online educational services/apps to enhance the instruction delivered to its students. The District's computer network and Internet system do not serve as a public access service or a public forum, and the Board imposes reasonable restrictions on its use consistent with its limited educational purpose.

The Board regulates the use of District Technology Resources by principles consistent with applicable local, State, and Federal laws, the District's educational mission, and articulated expectations of student conduct as delineated in the Student Code of Conduct. This policy and its related administrative guidelines and the Student Code of Conduct govern students' use of District Technology Resources and students' personal communication devices when they are connected to the District computer network, Internet connection, and/or online educational services/apps, or when used while the student is on Board-owned property or at a Board-sponsored activity (see Policy 5136).

Users are required to refrain from actions that are illegal (such as libel, slander, vandalism, harassment, theft, plagiarism, inappropriate access, and the like) or unkind (such as personal attacks, invasion of privacy, injurious comment, and the like). Because its Technology Resources are not unlimited, the Board has also instituted restrictions aimed at preserving these resources, such as placing limits on use of bandwidth, storage space, and printers.

Users have no right or expectation to privacy when using District Technology Resources (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity when using the District's computer network and/or Internet connection).

First, the Board may not be able to technologically limit access, through its Technology Resources, to only those services and resources that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, opens classrooms and students to electronic information resources that may not have been screened by educators for use by students of various ages.

The West Virginia Department of Education (WVDE), approved service provider, and other State agencies operate the Statewide infrastructure to provide Internet access for all Pre-K-12 public schools. Pursuant to Federal law, the State has implemented technology protection measures, that protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act. Electronic filtering will be installed by the West Virginia Department of Education at the two (2) points of presence (POPs) for Internet access. This will provide filtering for all public schools in a cost-effective manner and with efficient management. This service enables County/schools to meet the Children's Internet Protection Act (CIPA) and E-Rate guideline requirements for filtering.

The Board shall add other electronic filters at the local level.

At the discretion of the Board or the Superintendent, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The Board also utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. The technology protection measures may not be disabled at any time that students may be using District Technology Resources, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline.

The Superintendent or Technology Coordinator may temporarily or permanently unblock access to websites or online educational services/apps containing appropriate material, if access to such sites has been inappropriately blocked by the technology protection measures. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures.

Parents are advised that a determined user may be able to gain access to services and/or resources on the Internet that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents may find inappropriate, offensive, objectionable, or controversial. Parents of minors are responsible for setting and conveying the standards that their children should follow when using the Internet.

Pursuant to Federal law, students shall receive education about the following:

- A. safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communications;
- B. the dangers inherent with the online disclosure of personally identifiable information;
- C. the consequences of unauthorized access (e.g., "hacking", "harvesting", "digital piracy", "data mining", etc.), cyberbullying and other unlawful or inappropriate activities by students online; and

D. unauthorized disclosure, use, and dissemination of personally identifiable information regarding minors.

Staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security as specified above. Furthermore, staff members will monitor the online activities of students while at school.

Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions or use of specific monitoring tools to review browser history and network, server, and computer logs.

Building Principals are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of District Technology Resources. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social media, including in chat rooms, and cyberbullying awareness and response. All users of District Technology Resources (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

Students will be assigned a school e-mail account that they are required to utilize for all school-related electronic communications, including those to staff members, peers, and individuals and/or organizations outside the District, with whom they are communicating for school-related projects and assignments. Further, as directed and authorized by their teachers, they shall use their school-assigned e-mail account when signing-up/registering for access to various online educational services, including mobile applications/apps that will be utilized by the student for educational purposes.

Students are responsible for good behavior when using District Technology Resources - i.e., behavior comparable to that expected of students when they are in classrooms, school hallways, and other school premises and school-sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. The Board does not approve any use of its Technology Resources that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

The WVDE reserves the right to monitor, inspect, investigate, copy, review, and store, without prior notice, information about the content and usage of any network and system files, user files, disk space utilization, applications, bandwidth utilization, document files, folders, electronic communications, e-mail, Internet access, and any and all information transmitted or received in connection with networks, e-mail use, and web-based tools.

Students may only use District Technology Resources to access or use social media if it is done for educational purposes in accordance with their teacher's approved plan for such use.

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them.

Users are personally responsible and liable, both civilly and criminally, for uses of District Technology Resources that are not authorized by this policy and its accompanying guidelines.

Based upon the acceptable use and safety guidelines outlined in West Virginia State Board of Education policy 2460, the State Superintendent, the WVDE and the WVNET system administrators will determine what is appropriate use, and their decision is final. Also, the system administrator and/or local teachers may deny user access at any time.

Downloading, copying, duplicating, and distributing software, music, sound files, movies, images, or other copyrighted materials without the specific written permission of the copyright owner is generally prohibited. However, the duplication and distribution of materials for educational purposes are permitted if and when such duplication and distribution fall within the Fair Use Doctrine of the United States Copyright Law (Title 17, United States Code <http://copyright.gov/title17>) and content is cited appropriately.

The Board designates the Superintendent and Technology Coordinator as the administrators responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to students' use of District Technology Resources.

## DODDRIDGE COUNTY SCHOOLS ACCEPTABLE USE POLICY (AUP).

*Effective beginning the 2020-2021 School Year*

After reading the Doddridge County Acceptable Use Policy, please complete this form to indicate that you agree to the terms and conditions outlined.

**THE SIGNATURES OF BOTH THE STUDENT AND PARENT/LEGAL GUARDIAN ARE MANDATORY BEFORE INTERNET ACCESS MAY BE GRANTED.**

### STUDENT SECTION

I have read the Doddridge County Acceptable Use Policy and agree to follow the rules contained. I understand that if I violate the rules my privileges can be terminated, and I may face other disciplinary and/or legal measures.

User Name (Please Print) \_\_\_\_\_ Grade \_\_\_\_\_ WVEIS # \_\_\_\_\_

User Signature \_\_\_\_\_ Date \_\_\_\_\_

### PARENT SECTION

As a parent or legal guardian of the student signing above, I have read the Doddridge County Acceptable Use Policy and grant permission for my son or daughter to access the Internet and technology within the school system. I understand that the county will restrict access to all controversial materials, and I will not hold the teacher, school or county board of education responsible for materials acquired on the network, I understand that individuals and families may be held liable for violations. I hereby give permission for my child to access the Internet and certify that the information contained on this form is correct.

Parent/Legal Guardian Name (Please Print) \_\_\_\_\_

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

### Doddridge County Photograph Permission Release Form

We understand that some parents may request that we do not identify their child(ren). Please fill out the form below to inform us of your wishes regarding publicity. This photo release form does not apply to photographs taken during extra-curricular activities. Students who attend extracurricular activities forfeit their rights to retain authority over the publication of photos taken.

**\*\*Use a separate form for each child\*\***

\_\_\_\_\_ I give permission for my child to be photographed/filmed for use in district publications, including, but not limited to publication via web site or other technological publications, videos, newspaper, radio, or television.

\_\_\_\_\_ I request that you do NOT photograph my child.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

\*\*\* Please return this form to the school as soon as possible.

\*\*\* This form will be kept on file at your child's school. If a situation arises that may change your child's status, please notify the secretary at your child's school.

## Housing Information Form

Your answers will help determine if the student meets eligibility requirements for services under the McKinney-Vento Act.

Student \_\_\_\_\_ Parent/Guardian \_\_\_\_\_

School \_\_\_\_\_ Phone \_\_\_\_\_

Age \_\_\_\_\_ Grade \_\_\_\_\_ D.O.B. \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

Zip Code \_\_\_\_\_ Is this address Temporary or Permanent? (circle one)

Please choose which of the following situations the student currently resides in (you can choose more than one):

- House or apartment with parent or guardian
- Motel, car, or campsite
- Shelter or other temporary housing
- With friends or family members (other than or in addition to parent/guardian)

If you are living in shared housing, please check all of the following reasons that apply:

- Loss of housing
- Economic situation
- Temporarily waiting for house or apartment
- Provide care for a family member
- Living with boyfriend/girlfriend
- Loss of employment
- Parent/Guardian is deployed
- Other (Please explain)

Are you a student living apart from your parents or guardians? Yes No

### Housing and Educational Rights

Students without fixed, regular, and adequate nighttime residences have the following rights:

- 1) Immediate enrollment in the school they last attended or the local school where they are currently staying even if they do not have all of the documents normally required at the time of enrollment without fear of being separated or treated differently due to their housing situations;
- 2) Transportation to the school of origin for the regular school day;
- 3) Access to free meals, Title I and other educational programs, and transportation to extra-curricular activities to the same extent that it is offered to other students.

Any questions about these rights can be directed to the local McKinney-Vento liaison (Chris Cress) at (304)873-2300 or the State Coordinator (Kristin Walter) at (304)558-7805.

By signing below, I acknowledge that I have received and understand the above rights.

\_\_\_\_\_  
*Signature of Parent/Guardian/UHY Youth* *Date*

\_\_\_\_\_  
*Signature of McKinney-Vento Liaison/* *Date*