

Doddridge County Elementary School



STUDENT HANDBOOK 2025 -2026

**182 Doddridge County School Rd
West Union, WV 26456**

Telephone: 304-873-3294

Fax: 304-873-3297

Website: dcschools.us/dces

Doddridge County Elementary School

182 Doddridge County School Road
West Union, West Virginia 26456

Rosella Amos, Principal
Alan Snodgrass, Assistant Principal

Telephone: (304) 873-3294
Fax: (304) 873-3297

Dear Parents,

The beginning of a school year always brings new and exciting adventures to our students and their families. Whether you are new to Doddridge County Elementary School or a veteran “Little Dog,” the administration and staff would like to take this opportunity to welcome you to a wonderful year of learning and adventure. Last year was amazing for our total school culture. Our students showed tremendous growth academically and discipline referrals were minimal. We expect to keep moving forward and doing amazing things this year.

At Doddridge County Elementary School, we value and maintain high academic and behavioral expectations for our students. It is our goal to provide our students with the quality instruction they deserve and to ensure that all are successful. We understand that educating our children is a team effort, and we believe your participation is essential for your child to reach his/her fullest potential. I encourage you to communicate regularly with your child’s teacher through the many options we provide. We extend the invitation to you to contact DCES at any time to discuss issues or concerns involving your child. This school's staff prides itself on being highly adaptable to meet each child's needs. If we can help make your child’s education more successful and enjoyable while attending school, please contact us. It is our goal to work with you to provide the children of this community with the best educational program possible.

This handbook contains essential information about our school and Board of Education policies. I hope you find it a helpful resource. This handbook will help facilitate our educational programs, providing a safe and orderly environment in which your child will reach their fullest potential.

At DCES, we are shaping tomorrow’s leaders, and we will achieve our greatest successes by supporting one another in a respectful and caring environment. It is my privilege to welcome you to the DCES family. The staff and I look forward to a momentous year. Also be sure to join our Doddridge Elementary School Facebook page for up-to-date information and to see some of our activities and achievements. We look forward to meeting our new families and reuniting with our old friends.

Respectfully,
Rosella Amos
Principal

DODDRIDGE COUNTY ELEMENTARY SCHOOL STUDENT HANDBOOK VERIFICATION FORM

View electronic Student Handbook at [DCES](https://www.dcschools.us/o/des)
<https://www.dcschools.us/o/des>

Doddridge County Elementary School’s student handbook can be viewed by visiting our website: [DCES](https://www.dcschools.us/o/des) <https://www.dcschools.us/o/des> 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 THIS VERIFICATION FORM TO YOUR CHILD’S TEACHER.** You will also be receiving a copy of this verification with your student’s beginning of the year ⁽⁰⁸⁾paperwork⁽⁰⁸⁾ if you are unable to print it yourself.

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

Student Signature _____

Parent/Guardian Signature _____

- Please visit website [DCES](https://www.dcschools.us/o/des) to view the Student Handbook in its entirety.
- Parents may request a hard copy of the Student Handbook by contacting DCES.

Comments/Questions:



Doddridge County Elementary School Staff

2025-2026 School Year

Principal: Rosella Amos
Assistant Principal: Alan Snodgrass



First Grade

Hannah Tucker
Connie Cox – Aide
Cali Hayes
Connie Travis – Aide
Emma Boring
Isabella Bennett – Aide
Mary Stover
Grace Law – Aide
Lori Tate – Title I
Miranda Allen – Multi-Cat.

Second Grade

Charlotte Ferguson
Pam Heater – Aide
Amber Strebler
Megan Bennett – Aide
Susie Hoy
Sheena Gray – Aide
Michelle Richards
Amber Bowling – Aide
Mendi Leggett – Title I
Emily Davis – Multi Cat.

Third Grade

Erin James
Rebekah Leggett – Aide
Stacy White
Julia Spears – Aide
Jenna Lowther
Boyd Bowen – Aide
Melissa McCants
Jade Britton – Aide
Tiffany Jones – Interventionist
Myra Lipscomb – Multi Cat.
Dodi Davis – Aide

Fourth Grade

Kelly Gola
Chris Johnson
Nicole Jones
Rhonda Powell
Wendy Florence – Interventionist
Elizabeth Nicholson – Multi Cat.

Secretaries

Natasha Winemiller
Caitlain Swiger

Specials

Amy Spurlock – Library/Media
Tracy Robinson – Art
Morgan Hilvers – PE/Health
Devin Wells – PE/Health
Marcie Cumberledge – TIS/Technology

Severe/Profound

Elaine Starkey-Snider – Teacher
Michelle Layfield – Teacher
Billie Barte – Aide
Christina Richards – Aide
Karrie Brainard – Aide
Susan Knight – Aide
Faith Bowling – Aide
Tonya Montgomery – Aide

Counselor

Mona Mayle

Behavior Specialist

Ben Thomas

Community in Schools

William Bragg

Speech Pathologist

Farrah Johnson

Occupational Therapist

Chandler Haga

Custodians

Jamie Marple – Head Custodian
Lucas Newton – Afternoon
Bentley Edgell – Night

Cooks

Tina McCartney – Head Cook
Deborah Bode
Sara Richards

School Nurse

Emily Burnside

Resource Officer

Chris Garner

TELEPHONE NUMBERS

Doddridge County Elementary School	873-3294
Doddridge County Elementary School Fax	873-3297
Doddridge County Board of Education Offices	873-2300
Doddridge County Transportation Office	873-2431
Doddridge County Early Learning Academy	870-3955
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	<u>DC Schools</u>
Doddridge County Early Learning Academy	<u>DCELA</u>
Doddridge County Elementary School	<u>DCES</u>
Doddridge County Middle School	<u>DCMS</u>
Doddridge County High School	<u>DCHS</u>
West Virginia Department of Education	<u>WVDOE</u>
West Virginia Department of Education Policies	<u>Policies</u>
College and Career Readiness Standards	<u>Standards</u>
US Department of Education	<u>US Dept. of Educ.</u>
Schoology	<u>Schoology App</u>
Positive Behavior Intervention System	<u>PBISrewards</u>
Login information will be provided within the first two weeks of the school year.	

School Information

OFFICIAL SCHOOL NAME: *Doddridge County Elementary School*
OFFICIAL SCHOOL MASCOT: *Little Dogs - Bullseye*



OFFICIAL SCHOOL COLORS: *Green & Gold*

OFFICIAL CREDO: Shaping Tomorrow's Leaders

OFFICIAL VISION: DCES will provide a supportive learning environment, fostering opportunities for growth and empowering students to reach their potential.

OFFICIAL MISSION: DCES where we value individual growth and create multiple learning experiences through challenging instruction.

LOCATION

The Doddridge County Elementary School, on US Route 50, just West of Clarksburg, serves all elementary-age school children for Doddridge County in grades First through Fourth Grade.

SCHOOL HOURS



Students will be considered tardy after **8:00**. Students wanting to eat breakfast arriving at 7:50 or later will be provided with a grab and go bagged breakfast.

1. Classes begin at **8:00 a.m.** (Students ready to go)
2. The school day ends at **2:47 p.m.**; A student leaving prior to 1:01 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 earlier than this to ensure that supervision is provided.
5. Non-bus students will be dismissed at approximately **3:00 p.m.**

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

 DCES 2 HOUR DELAY 2025 - 2026 					
TIME	FIRST	SECOND	THIRD	FOURTH	SPECIALS
9:30-10:00	Arrival				
10:00-10:40			PLANNING 10:00-10:40		3rd Grade 10:00-10:40
10:40-11:00	RECESS 10:30-11:00	RECESS 10:30-11:00			Specials 10:40-11:00
11:00-11:45	LUNCH 11:00 - 11:30	LUNCH 11:10 - 11:40		RECESS 11:30-12:00	LUNCH 11:00-11:45

SCHOOL POLICIES

 DCES_2 HOUR EARLY DISMISSAL 2025-2026 					
TIME	FIRST	SECOND	THIRD	FOURTH	SPECIAL AREA
7:30-8:00	Arrival/Breakfast				
8:00-8:40			PLANNING 8:00-8:40		3rd Grade 8:00-8:40
8:40-9:20				PLANNING 8:40-9:20	4th Grade 8:40-9:20
9:20-10:00	RECESS 9:30-10:00	PLANNING 9:20-10:00			2nd Grade 9:20-10:00
10:00-10:40	PLANNING 10:00-10:40		RECESS 10:00-10:30		1st Grade 10:00-10:40
10:40-11:00		RECESS 10:30-11:00			PLANNING 10:40-11:00
11:00-11:45	LUNCH 11:00 - 11:30	LUNCH 11:10 - 11:40		RECESS 11:30-12:00	Lunches 11:00-12:30
11:45-12:30	RECESS 11:30-12:00		LUNCH 11:50 - 12:20	LUNCH 12:00 - 12:30	PLANNING 12:30-12:50
12:30-12:45	Students in classrooms to prepare for dismissal				
Aides will take their lunch at normal time on modified schedules.					

ATTENDANCE/ABSENCES

Absences

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 right 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 by the school. Attendance Director request parent/guardian meeting at 7 unexcused days. Referral to Prosecuting Attorney office at 10 unexcused days.

Homeless Children and Youth

As defined in the McKinney-Vento Act means individuals who lack a fixed, regular, and adequate nighttime residence and includes:

children and youth who share the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals or other locations;

children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as regular sleeping accommodation;

children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings;

migratory children who qualify as homeless because the children or youth are living in circumstances as described in the above descriptions.

Meaningful Contact

Process, whereby an attendance director, assistant director, or building level administrator shall make meaningful contact with the parent/guardian/custodian to ascertain the reason(s) for Unexcused Absences and what measures the school, may employ to assist the student in attending and not incurring additional Unexcused Absences.

Satisfactory Academic Progress

Satisfactory academic progress means the attaining and maintaining of grades sufficient to allow for graduation and coursework in an amount sufficient to allow graduation in five (5) years or by age nineteen (19), whichever is earlier. This calculation includes the minimum annual earning of five (5) credits to be on track to graduate in five (5) years based on the graduation requirements set forth in WVBE policy 2510. Three (3) of the five (5) credits earned annually must be in the graduation requirements in WVBE policy 2510.

School of Origin

The school that the child or youth attended when permanently housed or where they were last enrolled.

Transfer

Transfer is a process by which a student ends enrollment or attendance in one location and begins enrollment or

attendance in a second location (e.g., within a district, between districts, or out of state). This can be evidenced through a transcript request or other documentation that the student is continuing elementary or secondary education.

RESPONSIBILITIES

Student and Parent/Guardian/Custodian

Foremost, it is the legal responsibility of the parent, guardian, or custodian to make sure their child attends school regularly and on time while enrolled in school. Attendance and reporting to class on time shall be required of all students enrolled in the schools during the days and hours that the school is in session or during the attendance sessions to which s/he has been assigned.

Parent/Guardian/Custodian/Adult Student

Each Building principal shall require, from the parent, guardian, or custodian of each student of compulsory school age or from an adult student who has been absent from school or from class for any reason written documentation

CELL PHONE POLICY (NEW FOR 2025-2026)

Book	Policy Manual
Section	5000 Students
Title	PERSONAL ELECTRONIC DEVICES
Code	po5136
Status	Active
Adopted	April 20, 2021
Last Revised	July 28, 2025

5136 - **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:

Elementary Schools:

- | | |
|----------------------|---|
| 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. |

Middle and High Schools:

- | | |
|-------------|---|
| 1st Offense | The device will be confiscated and returned to the student at the end of the school day. The parent/guardian will be notified and the incident will be recorded in WVEIS. |
| 2nd Offense | The device will be confiscated and returned to the parent/guardian. The student will be assigned one day of lunch detention. |
| 3rd Offense | The device will be confiscated and returned to the parent/guardian. The student will be assigned one (1) day of after school detention. |

Subsequent Offenses: The device will be confiscated and returned to the parent/guardian. The student will be considered insubordinate and the privilege of possessing a PED on school property at any time (including extracurricular activities) may be revoked and/or face consequences for insubordination outlined in the student discipline policy

A person who discovers a student using a PED in violation of this policy is required to report the violation to the building principal.

Students are personally and solely responsible for the care and security of their PEDs. The Board assumes no responsibility for theft, loss, or damage to, or misuse or unauthorized use of, PEDs brought onto its property.

Parents/Guardians are advised that the best way to get in touch with their child during the school day is by calling the school office. Office personnel shall transmit messages to students (how and when, such as the end of each instructional period, via phone notification to the classroom, etc.)

Students may use school phones to contact parents/guardians during the school day.

POLICY COMMUNICATION AND OVERSIGHT

The Board shall make reasonable efforts to ensure that the content of this policy is disseminated to students and their parents/guardians by posting signs on school property and publishing information in student handbooks, newsletters, social media, and county or school websites.

The Local School Improvement Council (LSIC) of each school shall annually review relevant discipline data and discuss the progress of this policy's implementation.

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Legal WV Code 18-2-46

Cross References po0100 - DEFINITIONS
po5517.01 - BULLYING
po5771 - SEARCH AND SEIZURE

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. Electronic messages to teachers or other staff may not be the most efficient way to communicate these changes and could cause a student to not get to their appropriate destination. If electronic messages are used be certain to have a reply. Do not assume the staff has gotten your message. **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 child at 3:00 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.

If you are picking up a non-bus student, please sign out your child at the Parent Pickup Door at the end of the building and wait in the Parent Pickup area for dismissal at 3:00 p.m. If this is a daily occurrence a continuous form may be signed to eliminate the need of signing out your child. DCES staff members will be at the Parent Pickup door to release your child. **After your child has been received, please return to your car and please leave responsibly.**

BUS REGULATIONS

The Doddridge County Board of Education provides transportation for approximately 1100 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.
- * Always keep your head and arms inside the bus.
- * Keep the aisles clear at all times.
- * Be courteous to the 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 their concerns.

EMERGENCY NUMBERS

DCES must have a current home telephone number, work telephone number, emergency number, or cell phone number to contact you in case 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 confer with your child's teacher during this time.** Your child's teacher will provide the hours they are 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. Students from other schools are not permitted to attend your child's class as a visitor.** All visitors to Doddridge Elementary 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 disruptive 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. Students are not permitted to wear tank tops, tube tops, halter tops, spaghetti straps, short shorts, see-through shirts, or shirts that are too short to be tucked in, or clothing accessories that are a safety hazard such as baggy pants, chains, ropes, etc.
2. Student shorts, skirts, or dresses should be mid-thigh or longer.

3. Students' clothing must always keep all undergarments covered. Holes in students' pants must be below the mid-thigh. Students are not permitted to wear pants or leggings that are see-through. If a student chooses to wear leggings, then an appropriate article of clothing must cover the leggings.
4. Wearing clothing that is overly tight will not be permitted if it is distracting or inappropriate for school.
5. Students are required to wear properly fitted shoes for health and safety reasons.
6. Students will not wear hats, caps, sunglasses, or other head coverings inside the building unless it is specifically granted as a special occasion.
7. Students are not permitted to wear any clothing that has inappropriate language or patterns, as well as any clothing advertising drugs or alcohol use.
8. Do dress so that what you wear reflects the high expectations that we all have for our students. Generally, if you are not certain your clothing is suitable, wear something else.
9. Masks designated for health concerns are acceptable but should only cover the mouth and nostrils.

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

NOTE: Ultimately, the school administration reserves the right to restrict any attire which causes disruption of the educational process.

Students should wear tennis shoes during physical education and during recess. Strapless sandals and flip-flops are *discouraged* in the school building and *not allowed* on the playground equipment.

BACKPACK POLICY

For safety purposes, Doddridge County Schools require that backpacks do not have wheels. Exceptions may be made if documented medical diagnosis necessitates such exceptions.

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 are 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 deal with injuries, illness, or emergencies concerning your child promptly and effectively. 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 Ritchie Regional Health Center, 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.

The 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 Ritchie Regional Health Center. Mrs. White can be reached at 304-873-1401 ext. 206.

All DCES 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 for 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 on 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. Grab and go breakfast will begin at 7:45 a.m. and continue until all students arrive.

CHILD NUTRITION PROGRAM

During the 2025-2026 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 because 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.

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 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 873-3294 (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 fund-raising 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, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all the information requested on 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.

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 cooperating with others.**

PBIS PROGRAM—Positive Behavior Intervention System

Doddridge County Elementary School Staff expects each student to behave in a manner that is always appropriate for a school environment. Through PBIS, students are taught appropriate and expected behaviors in each school environment. 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.

***We will continue using PBIS Rewards. PBIS Rewards operates much like a debit card system: students earn points for good behavior and then cash in those points for privileges and items. Everything is done electronically, just like a debit card. Just as we learn in the adult world that being responsible in our job is how we earn our paycheck, PBIS Rewards helps students learn that positive behavior earns rewards, establishing a lifetime habit of responsible behavior. There is an app available for parents and/or students to download to keep track of their PBIS Points.**

PLAYGROUND RULES

1. Do not jump from playground equipment.
2. Climbing is only permitted on playground equipment designed for climbing.
3. Only one person is 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. Tennis shoes are the preferred footwear to wear on the playground.

DODDRIDGE COUNTY ELEMENTARY STUDENT BEHAVIOR POLICY

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 district 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.

The Doddridge County Elementary School 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 DCES Staff members. This includes Social Media activity. It also includes 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, following directions, and using facilities appropriately.

Furthermore, DCES 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 either in person or in their mailbox
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 the incident and its consequences.

Parents are asked to sign and return all discipline forms to the administration. If a 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.

right to determine which actions of students are considered violations of student conduct and may be subject to punishment.

ADMINISTRATIVE CONSEQUENCES FOR MAJOR VIOLATIONS GRADES K-4

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/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.

ADMINISTRATIVE CONSEQUENCES FOR MAJOR VIOLATIONS

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

Cell Phone Violation-Cell phones, tablet, iPod, etc. (Not adhering to classroom, school, or county rules or policies regarding the use of cell phones, tablets, or other electronic devices such as playing games, music, or visiting social media sites on technology during school hours)

1st Offense - Administrative reprimand/Parent Phone Call (for technology device will be kept in the administrative office until the end of the school day)

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

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

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 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 distracting 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 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 they involve students, staff, or the public. Detailed definitions related to inappropriate behavior of this nature are as follows.)

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, and 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 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 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 of Behaviors is defined in W. Va. Code §18A-5-1 and §18A-5-1a. 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 §18A-5-1a(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 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. The student who is 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 another 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

Good discipline, as evidenced by the appropriate conduct and action by students, must be maintained. School authorities have power to establish rules governing student behavior. The West Virginia State Board, the local board of education and/or the school shall make and support rules and regulations. Students shall be held responsible for their conduct and their behavior.

In determining the appropriate intervention and/or consequence in response to a Level 1, 2, or 3 behaviors, 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 a 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
Skipping 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 or 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
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-5-1a. 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

School Trips

Trip Rubric

<i>Objective</i>	<i>1 point column</i>	<i>2 point column</i>	<i>3 point column</i>	<i>4 point column</i>	<i>5 point column</i>
<i>Behavior</i>	2 or more incidences of OSS or 2 or more incidents of larceny	3-5 office referrals for level 2 offenses	1-2 office referrals for level 2 offenses	3-5 office referrals for level 1 offenses	1 or 2 office referrals for level 1 offenses
<i>Classwork</i>	9 or more classroom assignments not complete	7 or 8 classroom assignments not complete	5 or 6 classroom assignments not complete	3 or 4 classroom assignments not complete	1 or 2 classroom assignments not complete
<i>Performance</i>	Students never work in class. Students never meet deadlines. Students fail 1 or more classes due to lack of effort.	Students often does not work in class. Students do not put forth quality effort. Students make many excuses and does not meet deadlines. Students' grades are far below their ability levels.	Student work is inconsistent. Students do just enough to get by. Students could work harder and attain better grades. Students often find ways to get around doing assigned work.	Student grades are good. Student hands in assignments on time. The student's achievement level is reflective of grade level mastery and individual abilities.	Students' grades are excellent. Their work ethic is exemplary in and out of the class. Students perform well above average. Students overachieve to master subject areas.

School and class trips are a privilege for those students who demonstrate good behavior, character and work ethic, not a right. Therefore, students who receive a score of less than 15 on the trip rubric will lose trip privileges.

Student Name: _____ Date: _____ Total Points _____

Trip privileges have been revoked: YES or NO

Teacher Signature _____ Date: _____

Administrator's Signature _____ Date: _____

Parent's Signature _____

Date:

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.

GRADES 1 & 2: Early Learning Primary grades integrate content areas through developmentally appropriate experiences and instruction based on interests and prior knowledge.

GRADES 3-4:

Early Learning Intermediate grades may be ready for developmentally appropriate instruction that is content area focused. This does not preclude the use of integrated instruction that includes student-driven experiences based on interests and prior knowledge.

The West Virginia Standards for 21st Century Learning include the WV College and Career Readiness Standards and 21st Century Learning Skills and Technology Tools. All West Virginia teachers are responsible for classroom instruction that integrates content standards and objectives, learning skills and technology tools.

COMPUTER SKILLS

DCES is committed to providing students with technology skills for the 21st century. Students are exposed to many technology opportunities within the classroom, library, Global 21, STEAM Lab, and computer lab settings. DCES students use programs such as Imagine, Go Math and IXL Math to enhance academic progress. Imagine provides personalized learning on fundamental literacy and math skills for students in grades K–4 and delivers real-time performance data. The programs also provide practice with math and reading skills that feel like play but deliver immediate performance data.

PHYSICAL EDUCATION

Physical Education is offered to all elementary students in grades K-4. If a student's participation has some limitations, it will be necessary to submit a written note to the office

as 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 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.

- *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 elementary students. DCES 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 scaffolded 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.

COUNSELING PROGRAM

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.

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 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 the Doddridge County Board of Education.

PROMOTION

Students shall be promoted to the next grade in first through fourth 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.

ELEMENTARY GRADING PERIODS

Beginning Dates and Ending Dates

1ST 9 WEEKS	8/13/25	10/10/25	MID-TERM 1ST 9 WEEKS	9/15/25
2ND 9 WEEKS	10/13/25	12/18/25	MID-TERM 2ND 9 WEEKS	11/14/25

2 nd Semester Begins				
3 RD 9 WEEKS	1/5/26	3/13/26	MID-TERM 3 RD 9 WEEKS	2/6/26
4 TH 9 WEEKS	3/16/26	5/29/26	MID-TERM 4 TH 9 WEEK	4/17/26

ELEMENTARY GRADING SCALE

The Doddridge County Board of Education approved and adopted the following elementary grading scale

90 to 100...A	4.0
80 to 89....B	3.0
70 to 79....C	2.0
60 to 69....D	1.0
0 to 59.F	0

HONOR ROLL

The Doddridge County Board of Education approved and adopted the following elementary countywide honor roll system: The following are the academic subjects to be averaged: Reading, Math, English, Spelling, Science, Social Studies, and Health. Averages shall be calculated as follows:

A-4 points
 B-3 points
 C-2 points
 D-1 point
 F- 0 points



A Honor Roll: 4.0 - 3.6
 B Honor Roll: 3.5 - 3.0

INTERNET ACCESS

Doddridge County Elementary School staff believe internet access is essential to a student's education. The benefits to students from access to the Internet far exceed any disadvantages. 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 DCES. However, if parents want their children to use IXL, iReady, Reading A-Z, Online Science Curriculum, Reflex Math, Accelerated Reader, Eureka Affirm, 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 students attending Doddridge County Elementary School that is in operation Monday through Thursday from 3:15 p.m. to 5:15 p.m. 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, evacuation, 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 changes 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!)*** Children are called to the telephone **ONLY** in case of emergency.

LOST AND FOUND

Clothing and personal belongings brought to school **should be labelled 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.



Becoming involved in PTO (Parent Teacher Organization) provides an opportunity to contribute suggestions for the improvement of this education program. PTO meetings are held on an agreed upon time each month. You will receive notice of the time and date through our school newsletter. Throughout the year, many fun-filled fund-raising events take place. This is a fantastic way to support your child and school.



Watch D.O.G.S. (Dads of Great Students)

Doddridge County Elementary will reintroduce the Watch D.O.G.S program, and we need your help! This program aims to get healthy male role models into our school, interacting directly with our students in an education and mentoring capacity. If you are a father, stepfather, grandfather, uncle, male cousin, close family friend and you are interested in being involved with this program at our school, please ask for an application and background check application please contact the school or attend our launch event early in the school year. If you would like more information visit dadsongreatstudents.com or Watch D.O.G.S on Facebook. In the years prior to Covid, we had incredibly positive outcomes with this program and look forward to more of the same in the future.

PROHIBITED ARTICLES

The following items are considered 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 with 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 to include: IPODs, cell phones, MP3 players, and electronic games. Please use discretion in allowing your child to bring items of value to school.

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 and vaping) on school property. Employees or visitors at Doddridge County Elementary School 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 Wesley Ezell at 304-873-2300.

PUBLIC COMPLAINTS

The Doddridge County Board of Education recognizes situations that 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 people 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.

Notification of Rights under FERPA for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

(1) The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the school to amend a record should write to the school principal [or appropriate school official], clearly identify the part of the record they want to change and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to privacy of personally identifiable information in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if they need to review an education record to fulfill their professional responsibility. [Optional] Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington, DC 20202

PRIVACY OF SCHOOL RECORDS The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that DCES, with certain exceptions, obtain parent's written consent prior to the disclosure of personally identifiable information from their child's education records. "Directory information", however, is information that is generally not considered harmful or an invasion of privacy if released and may be disclosed without a parent's written consent. Occasionally we are asked to provide directory information to persons hired from grants or agencies who work in the school system, such as drop-out data, attendance, and student activities. Other examples include releasing information to the booster organizations, procuring grants, providing state/county data as needed, information to newspapers or newsletters, pictures of students to publish in the newspaper, exemplary student recognition such as honor roll lists, etc., a playbill showing your student's role in a drama production, the school annual, recognition programs, sports activity sheets such as for football showing weight and height of team members, or providing mailing labels to any person/agency with legitimate educational interests. If a parent or legal guardian wishes that their child never has his/her picture published or that no information is disclosed pertaining to that child for these educational activities, such a request must be made in writing (including specific exclusions) within 10 days of enrollment; otherwise, our school will utilize and/or release this information to all appropriate officials to ensure success of related programs and activities.

Directory information may, but does not have to, include information such as name, address, phone number, grade, photograph, date and place of birth, attendance, information required for participation in officially recognized activities and sports, weight, and height of members of athletic teams, and honors or awards received. At times, students may be videotaped in classrooms, assemblies, or in other school related activities.

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

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

Chris Cress
Director of Student Services
268 Bulldog Drive, West Union, WV 26456
304-873-2300
ccress@k12.wv.us

DCES Student Forms

(Please complete required forms and return to DCES 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**
- **Lexia**

DODDRIDGE COUNTY ELEMENTARY SCHOOL
182 Doddridge County School Road
West Union, WV 2645

Mrs. Rosella Amos, Principal

Telephone: (304) 873-3294

Mr. Alan Snodgrass, Asst. Principal

Fax: (304) 873-3297

ATTENTION PARENTS

As your new principal, please be assured that my top priority is safety at DCES. This includes the safety of all students and staff members. As a result, we have changed visitor procedures. ALL parents and guardians attending school parties must be board approved before volunteering. Please fill out and return the attached paperwork as soon as possible.

Thanks,

Rosella Amos, Principal

McKinney-Vento Homeless Student Act

Please go to the Doddridge County Schools Website under Menu- Parents/Students tab for more information [DC Schools](#)

DODDRIDGE COUNTY ELEMENTARY SCHOOL STUDENT HANDBOOK VERIFICATION FORM

View electronic Student Handbook at [DC Schools](#)

Doddridge County Elementary School’s student handbook can be viewed by visiting the following website: [DCES](#). 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 Elementary School’s Parent/Student Handbook” the Attendance, Discipline, and Medication Policies included therein, for the 2025-2026 school year.

Student Signature

Parent/Guardian Signature

- Please visit [DCES](#) website to view the Student Handbook in its entirety.
- Parents may request a hard copy of the Student Handbook by contacting DCES.

Comments/Questions:

DODDRIDGE COUNTY ELEMENTARY SCHOOL

2025-2026 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 to participate.

_____ has my permission to participate in any off-school event for the
2025- (Student Name) 2026 school year.

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)

Doddridge County Acceptable Use Policy For Technology Usage

Philosophy

Doddridge County Schools supports instruction through the use of educational technology, licensed software and other media, as well as networks and servers. Doddridge County Schools also provides internet access through an electronic network. Our goal in providing these services is to promote educational excellence in schools, facilitating resource sharing, innovation, and communication. We believe this will lead each student to become proficient users of technology in the 21st Century.

Purpose

With access to technology, people from around the world have the availability of material that may not be of educational value in the context of the school setting. On a global network such as the internet, it is impossible to control all materials and an industrious user may discover controversial information, either by accident or deliberately. We firmly believe, however, that the benefits to students from on-line access far outweigh the possibility.

This policy will provide guidelines for the use of technology and the Internet (online resources) in our school system. The policy ensures that these technologies are used for educational learning that meets County, State, and Federal guidelines (including – CIPA (Child Information Protection Act), COPPA (Children’s Online Privacy Protection Act) and E-Rate regulations).

Use of the System

(Throughout the AUP Policy/Procedure, the term “user” and “technology” may be referenced. The term “user” refers to any employee, student, or community member who accesses or utilizes the district’s electronic communication system, which includes Internet access. The term “technology” refers to computers, printers, servers, tablets, netbooks, notebooks, iPad and any other technology related device used to electronically transmit or receive information).

WV Policy 2460 establishes the use of technology within the county school system to meet local, state and federal statutes and regulations pertaining to safe and acceptable use of the Internet, various digital resources and technologies, compliance with FCC and E-rate guidelines, and reinforcement of copyright compliance.

Access to the System

1. To gain access to technology and the Internet, all students must obtain parental permission. All terms and conditions as stated in this policy are applicable to any Doddridge County Schools technology. Violation of any of the rules and responsibilities mentioned may result in a loss of access and may result in other disciplinary or legal actions. Please read this policy carefully and when finished, sign the attached form and return it to school. Students will not be permitted to use the Doddridge County Schools technology until the form is on file with a parent/guardian and student signature.
2. All Doddridge County Board of Education employees must read and sign the Acceptable Use Policy before accessing technology and the Internet within the school system.
3. Any non-county employee (parents, community member, visitor, etc.) assessing technology and/or Internet within the Doddridge County school system must adhere to the Doddridge County Acceptable Use Policy.
4. Materials created and/or stored on any device within the school network system are not guaranteed to be private. Routine maintenance and monitoring of school networks may lead to the discovery that a user has violated this policy or the law.
5. Doddridge County Schools will adhere to WVDE (West Virginia Department of Education) Policy 2460 that provides -
 - a. Electronic filtering and monitoring. This will be installed by the WVDE at the two points of presence (POPs) for Internet access. This will provide filtering for all public schools in a cost-effective manner and with efficient management. Providing this service at the state level enables districts/schools to meet Children's Internet Protection Act (CIPA) and E-Rate guideline requirements for filtering. (5.4.h)
 - b. Educating students about appropriate online behavior. Doddridge County Schools will provide education for students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response. The WVDE will also provide a method and instructional modules that allow districts/schools to certify compliance with the new FCC regulations regarding Internet safety policies. This WVDE or Doddridge County Schools will provide documentation the county has met the annual E-rate compliance requirements of educating students regarding appropriate

use.

c. Cyber-bullying

1. Cyber-bullying is the use of electronic information and communication devices to willfully harm either a person or persons through the medium of electronic text, photos, or videos.
2. Online activities and technologies often used by students engaged in Cyber-bullying include but are not limited to social networking sites, chat rooms and discussion groups, instant messaging, text messaging, computers, cell phones and personal digital devices, digital cameras, cell phone cameras, and web cams. As new technologies emerge, they too may be included with the above forms of electronic communication.
3. You are not permitted to create, post or transfer any discriminatory, confidential, threatening, libelous, obscene, or slanderous comments about Doddridge County Schools, its employees, students, parents, or community members.
4. Cyber-bullying creates a hostile, disruptive environment on the school campus and is a violation of a student's right to be safe and secure. It is a serious offense that can lead to disciplinary action.

Acceptable Use

Acceptable Use includes but is not limited to any activities that support learning and teaching. This includes classroom activities, research, online courses, collaboration, and dissemination of successful educational practices and professional or career development to further educational and personal goals consistent with the mission of the state, county, and school policies.

Unacceptable Use and Practice-include but are not limited to:

1. Illegal activities and privacy/safety violations of the Children's Online Privacy Act (COPPA), the Children's Internet Protection Act (CIPA) and E-Rate regulations are prohibited.
2. Transmission of materials in violation of any Federal or State law/regulation is prohibited.
3. Accessing, creating, reviewing, uploading, downloading, storing, posting, distributing, or printing of materials that are sexually explicit, pornographic, obscene, profane, lewd, threatening, violent, bullying/harassing, prejudicial, or discriminatory.
4. Using technology for personal financial gain or illegal activities.
5. Attempting to degrade or disrupt system performance (bandwidth) or unauthorized entry to and/or destruction of any technology including but not limited to downloading, uploading, or executing viruses, worms, Trojan horses, bots, malware, spyware, SPAM, etc., and changes to tools used to filter content or monitor hardware and software.
6. Unauthorized access to the school's system, attempting to log in through

another person's account, or use technology accounts, access codes or network identification other than those assigned to the user.

7. Using technology to transmit or receive messages that discriminate based on gender, race, color, religion, ethnic or national origin, political beliefs, marital status, age, sexual orientation, social and family background, linguistic preference, disability, or that are obscene, abusive, profane, lewd, vulgar, rude, threatening, disrespectful, defamatory, sexually explicit, or inflammatory.

8. Students are not permitted to enter blogs, chat rooms, Web 2.0+, online messaging, email, gaming or any social networking without direct permission and supervision of an administrator or teacher.

9. Accessing another person's materials, information, or files (i.e., copyright infringement, plagiarism, etc.) without the direct permission of proper authorization.

10. Revealing or publicizing confidential information regarding students or employees.

11. Intentionally interfering with normal operations of the network system (WVEIS (West Virginia Education Information System), online grading, etc. - county or school) or accessing unauthorized information.

12. Users will not use county or school technology to post personal contact information about themselves or other people. Personal contact information includes address, telephone, school address, etc.

13. Using technology resources for commercial purposes, product advertising, political lobbying or political campaigning.

14. Students are not permitted to download or install any commercial software, shareware or freeware onto the network, hard drive, or any removable disk, unless they have express permission from the Technology Contact.

15. Negligently, or intentionally and without authorization, accessing, altering, or interfering with the operation of, damaging, or destroying all or part of any Doddridge County Board of Education owned technology.

16. Students are not permitted to access technology networks with non-school system technology devices.

17. Using technology that may be construed as illegal or unethical, including the use of the link to gain unauthorized access to other systems (hacking) on any technology.

17. Other inappropriate uses of the Internet or network resources that may be identified by the proper authority.

Disciplinary Actions

1. Students will be held accountable and shall be subject to disciplinary actions in accordance with Doddridge County Discipline Policy (Section VIII.04). Additional disciplinary action may be determined at the building level in line with existing practices. When applicable, law enforcement agencies may be involved.

2. Employees of Doddridge County Board of Education committing prohibited actions will be held accountable and shall be subject to disciplinary action in accordance with the school laws of the State of West Virginia and applicable personnel policies. When

applicable, law enforcement agencies may be involved.

3. Student teachers or parent volunteers committing prohibited actions will be held accountable and may have their student teaching/parent volunteer privileges revoked in the Doddridge County school system. When applicable, law enforcement agencies may be involved.

4. Community members committing prohibited actions will be held accountable, and law enforcement agencies may be involved when applicable.

5. Other penalties may include suspension or revocation of computing privileges; suspension or dismissal and/or legal action, including action to recover damages.

E-Mail

1. The major purpose of e-mail is informal communications, e.g., notes, reminders, phone messages, simple questions, etc., and should not be used for confidential communication. By using the e-mail system, the user agrees not to misuse or abuse the e-mail system, agrees to comply with all limitations on the use of the e-mail system, and understands that the e-mail system is not private.

2. Only authorized e-mail accounts may be accessed through the network system. E-mail will be available for educational purposes through the state's ACCESS mail server for all Doddridge County Board of Education employees and students. Students can only access e-mail under the supervision of a school administrator or teacher.

Web Publishing

1. Follow all guidelines established in Section §126-41-10. (Web Publishing) of West Virginia Department of Education Policy 2460.

2. All county/school web pages and links are subject to review and monitoring by the county appointed technology team and county technology coordinator for appropriateness of information.

3. Parent/Guardian permission is required before schools can publish individual or group photos and/or identification on the Internet.

Limitation to Liability

1. The Doddridge County Board of Education makes no assurances of any kind, whether expressed or implied, regarding any technology or Internet services provided. The DCBE is not responsible for the accuracy or quality of the information obtained through or

stored on any county's technology device.

2. The most important prerequisite for someone to receive network and Internet privileges is that he/she takes full responsibility for his/her own actions. The Doddridge County School System, along with the other organizations sponsoring Internet link-up, will not be liable for the actions of anyone connecting to the Internet through this hook-up. All users shall assume full liability, legal, financial, or otherwise, for their actions.

3. Even though the user will access the Internet for learning, it is possible by accident or intent that he/she will see objectionable matter. Although the Internet is filtered at the state and designated professional staff takes reasonable steps to prevent students from seeing inappropriate matter, it is impossible to eliminate all objectionable materials all the time.

4. If a user inadvertently accesses inappropriate materials, he/she should immediately disclose the inadvertent access in a manner specified by his/her school. This will help protect users against allegations that he/she intentionally violated the Acceptable Use Policy/Procedure.

Copyright and Plagiarism

1. Laws related to copyrights will govern the use of material accessed through any county technology device. Because the extent of copyright protection of certain works found on the Internet is unclear, employees will make a standard practice of requesting permission from the holder of the work if their use of the material has the potential of being considered an infringement. Teachers will instruct students to respect copyright and to request permission when appropriate.

2. Users will not plagiarize works found on any online source. Plagiarism is taking the ideas or writings of others and presenting them as their own. Teachers will instruct students in appropriate research and citation practices.

3. All software licensing agreements will be observed as written.

Implementation

1. The school administration and technology team may develop appropriate guidelines and procedures necessary to implant this policy for submission to the school board for approval. Upon approval by the school board, such guidelines and procedures shall be an addendum to this policy.

2. The school administration and technology team shall develop the student and parent consent and waiver agreement to reflect the adoption of these guidelines and procedures.

1:1 Technology Initiative

Doddridge County School Systems is committed to focusing on the integration of technology into the curriculum to support improved student achievement. During the 2013-14 school year, Doddridge County began implementing a 1:1 initiative of providing each of our students with a technology device. This initiative will allow our students access to real-time resources for research, collaboration, productivity, and study across all disciplines. The Doddridge County Acceptable Use Policy will be adhered to when utilizing these devices.

USER AGREEMENT AND PARENT PERMISSION FORM

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.

Username (please print) _____ Grade _____

WVEIS# _____

User's 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 my 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

Have a Wonderful Year!!!

SOME KIDS ARE **SMARTER** THAN YOU

SOME KIDS HAVE **COOLER CLOTHES** THAN YOU

SOME KIDS ARE **BETTER AT SPORTS** THAN YOU

IT DOESN'T MATTER.

YOU HAVE THINGS THAT **YOU ARE** GOOD AT TOO!

BE THE KID WHO CAN GET ALONG

BE THE KID WHO IS GENEROUS

BE THE KID WHO IS HAPPY FOR OTHER PEOPLE

BE THE KID WHO DOES THE RIGHT THING

BE THE NICE KID