



HANCOCK COUNTY SCHOOLS

PARENT/STUDENT INFORMATION PACKET

2025-2026

www.boe.hancock.k12.wv.us

Hancock County Schools' mission is to afford all students the academic and social skills necessary to become productive members of society.

ATTENDANCE

The Hancock County Board of Education believes that regular attendance is essential for successful completion of each course of study as each day's learning builds on the work previously completed. **The most common cause for academic failure is absence.** Because the Hancock County Board of Education and its employees expect students to succeed, we require students to attend school regularly and to be prompt in arriving for classes.

An absence is defined as not being physically present in the school facility for any reason. To comply with West Virginia State Law (§18-8-1 and §18-8-2), all schools must record excused and unexcused absences. The following procedure should be followed by all parents/guardians when their child is absent from school:

When a student is absent, it is the responsibility of the parent or legal guardian to inform the school by phone of the reason for the child's absence. If phone contact has not been made, upon returning to school, the student shall present a written note from the parent/guardian within three days. If the phone contact or note is not presented within three days, the absence shall remain unexcused.

If a student has a local doctor's appointment during regular school hours (check-up, dental, eye, etc.) the student is expected to be in school prior to or after the scheduled appointment.

The following are legal, excused absences as approved by the Hancock County Board of Education and WVBE Attendance Policy 4110:

- a. Failure of bus to run.
- b. Illness, injury, or appointment (verified by clinician).
- c. Death in the family.
- d. Judicial obligations.
- e. Chronic medical conditions (verified by clinician) require a school meeting.
- f. Military obligations.
- g. Illness or injury of a student or family member-limit ten (10) per school year.

All other absences are unexcused. This includes calamity, leave of education value and approved personal circumstances.

County Attendance Theme is nine (9) or less = Success

Participation in school sponsored/approved Curricular or Extra Curricular activities, board sanctioned activities or attendance at a state tournament in which the school is participating are considered excused. **Participation in other school activities (dances, field trips, etc.) is contingent upon good school attendance.**

All students shall be given the opportunity to make up missed work due to school absences. Students shall have two days to make up missed work. Any exemption to this timeframe for extenuating circumstances must be approved by the principal and classroom teacher.

The complete attendance policy for Hancock County Schools is available for your review by contacting your child's principal and **is subject to change when WV State Law or Board of Education policy changes.**

CELL PHONES AND ELECTRONIC DEVICES

If cell phones and other electronic devices are brought into Hancock County Schools, they must be turned off and secured in the student's locker immediately upon arrival. These items are not permitted in any area of the school including hallways, cafeteria, gym and classrooms. Students shall be personally and solely responsible for the security of their cell phones. Hancock County Schools shall not assume any responsibility for the theft, loss or damage of a cell phone, or unauthorized calls made on a cell phone. In addition, the following cell phone restrictions apply:

- Students may not use cell phones or any other electronic device to record or photograph other students, parents, teachers or employees.
- Students shall not be permitted to possess in school and/or on any school property any photograph, electronic image, text message or any other electronic image which displays sexually explicit material as defined by WV Code 61-8c-1 and 61-8c-3b. In this regard, it shall be a violation of school rules for any student who intentionally possesses, creates, produces, distributes, presents, transmits, posts, exchanges, or otherwise disseminates a visual portrayal of another student posing in an inappropriate sexual manner or who distributes, presents, transmits, posts, exchanges or otherwise disseminates a visual portrayal of himself or herself posing in an inappropriate sexual manner. This prohibition shall also include an image which depicts students, teachers, staff, parent and/or employee with a portion of their body in its natural state.
- No student shall intercept or take the image of another student when the other student, teacher, staff, parent and/or employee have a reasonable expectation of privacy.

CHILD NUTRITION

Hancock County Schools participates in the Community Eligibility Provision, which means that every child in Hancock County schools is eligible for breakfast and lunch at no charge to the parent.

Good nutrition is a vital component of children's growth, development and learning. It also plays a significant role in the prevention of chronic diseases, such as heart disease, diabetes, cancer and osteoporosis. Eating fresh, healthy food helps kids learn better by improving their concentration and memory, and it helps them maintain a healthy weight. The health and nutrition of our children continues to be a top priority for Hancock County Schools.

The school environment is one of several settings that can influence children's food choices and eating habits. We want to ensure that the available food and beverage options are healthy and help youth eat food that meets dietary recommendations for fruits, vegetables, whole grains, and nonfat or low-fat dairy products.

DISCRIMINATION PROHIBITED

As required by federal laws and regulations, the Hancock County Board of Education does not discriminate on the basis of sex, race, color, religion, surname, language-minority status, handicapping condition, age and national origin in employment and in the administration of any of its education programs and activities. Inquiries may be referred to Sarah Parsons, Title VI and IX Coordinator, Hancock County Board of Education Office, 130 Rockefeller Circle, New Cumberland, WV 26047, phone 304-564-3411; or Erica Sauer, Section 504 Coordinator, Hancock County Board of Education, 130 Rockefeller Circle, New Cumberland, WV 26047.

Educational programs and activities that receive ED funds must operate in a nondiscriminatory manner. Some key issue areas in which recipients have Title IX obligations are: recruitment, admissions, and counseling; financial assistance; athletics, sex-based harassment; treatment of pregnant and parenting students; discipline; single-sex education; and employment. Also, a recipient may not retaliate against any person for opposing an unlawful educational practice or policy, or made charges, testified or participated in any complaint action under Title IX. For a recipient to retaliate in any way is considered a violation of Title IX. The ED Title IX regulations (Volume 34, Code of Federal Regulations, Part 106) provide additional information about the forms of discrimination prohibited by Title IX.

EMERGENCY SCHOOL CLOSINGS

The Hancock County Board of Education and personnel throughout the county sincerely care about the well-being of the students. Their safety is of utmost importance. Emergency situations sometimes occur that warrant the closing of schools to protect their well-being.

The primary reason for closing schools is unsafe road conditions caused by severe weather. Extreme snow, ice, cold, or flooding may result in cancellation of school. In addition, failure of mechanical or electrical equipment in schools, heating problems, epidemics, or other emergency situations could make it inadvisable to operate schools on certain days.

Chapter 18, Article 4, Section 10, relating to the School Laws of West Virginia, designates the Superintendent of Schools as the person to make the decision to close schools.

When the decision is made to close or delay schools, the **Thrill Share** emergency phone messaging system will be employed. Please note that the Thrill Share system is only able to call one phone number per student. Please be sure the phone number listed is for the parent/guardian.

In addition to the School Messenger system, television station WTRE, Channel 7, in Wheeling, WV and WTOV, Channel 9 in Steubenville, OH, are notified and the delays, closings or early dismissals will be broadcast on those stations (i.e. a crawler ribbon across the bottom of the screen).

EVALUATING STUDENT PROGRESS

To assure excellence in education, evaluating pupil progress is a continuous process. **A report card is issued at the end of each nine week grading period for Elementary/Middle Schools and each twelve week grading period for High School.** The level of achievement for students in grades 1-12 is reported with A, B, C, D, or F. **Kindergarten** utilizes standards-based report cards. **Progress reports** are sent home in between each report card distribution.

High Schools:

High schools operate on an alternating block schedule. Students take 8 classes, with 4 classes each day. Classes will be approximately 90 minutes in length and credits for all classes are earned at the end of the year. The total number of credits needed to graduate are:

Class of 2026 – 24 credits

Class of 2027 – 24 credits

Class of 2028- 26 credits

Class of 2029- 26 credits

The grading scale for all West Virginia Schools is as follows:

<i>Average</i>	<i>Grade</i>	<i>Quality Points</i>
90 -100	A	4.0
89 - 80	B	3.0
79 - 70	C	2.0
69 - 60	D	1.0
59 - 0	F	0.0

The weighted grading scale for Advanced Placement and Approved Dual Credit Courses for high school credit is as follows:

<i>Average</i>	<i>Grade</i>	<i>Quality Points</i>
90 -100	A	5.0
89 – 80	B	4.0
79 – 70	C	3.0
69 – 60	D	2.0
59 – 0	F	0.0

See the Hancock County Schools Programs of Study for information on available courses for high school credit.

EXPECTED BEHAVIORS IN SAFE AND SUPPORTIVE SCHOOLS

The Hancock County Schools Board of Education supports and promotes academic, social and emotional learning in all settings. Schools must consistently and persistently work to improve student knowledge, skills and dispositions that convey our nation's care values. Dispositions are the values, commitments and ethics that influence one's behaviors toward others and affect learning, motivation and development. Dispositions are affected by beliefs and attitudes related to values such as caring, fairness, honesty, responsibility and social justice. Ideally, the teaching and learning of these valued dispositions should be the shared responsibilities of every employee, student, parent and community member and these stakeholders should be engaged in support of the development of these dispositions.

For the complete policy on Expected Behaviors in Safe and Supportive Schools, please refer to WVBE Policy 4373 and Hancock County Schools policy JK. Copies are available for your review at the Hancock County Board of Education offices and at individual schools. The policy is also available on the Hancock County School's website, which is www.boe.hancock.k12.wv.us.

INAPPROPRIATE STUDENT BEHAVIORS

LEVEL 1 VIOLATIONS Minimally Disruptive Behaviors – Disrupts the educational process and the orderly operations of the school but do not pose direct danger to self or others.

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| A. Cheating | G. Inappropriate Display of Affection |
| B. Deceit | H. Inappropriate Language |
| C. Disruptive/Disrespectful Conduct | I. Possession of Inappropriate Personal Property |
| D. Failure to Serve Detention | J. Skipping Class |
| E. Falsifying Identity | K. Tardiness |
| F. Inappropriate Appearance | L. Vehicle Violation |

SCHOOL RESPONSE TO LEVEL I VIOLATIONS:

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| <i>a. Administrator/student/parent conference or reprimand</i> | <i>j. Confiscation of inappropriate item</i> |
| <i>b. Administrator and teacher-parent/guardian conference</i> | <i>k. Restitution/restoration</i> |
| <i>c. Conflict resolution and peer mediation program</i> | <i>l. Before and/or after school detention</i> |
| <i>d. Referral to support staff</i> | <i>m. Denial of participation in class or school activities</i> |
| <i>e. Referral to a tobacco cessation program</i> | <i>n. Immediate exclusion from class by teacher</i> |
| <i>f. Daily/weekly progress reports</i> | <i>o. Weekend detention</i> |
| <i>g. Behavioral Contracts</i> | <i>p. In-school suspension</i> |
| <i>h. Change in the student's class schedule</i> | <i>q. Out of school suspension for up to three (3) days</i> |
| <i>i. School service assignment</i> | <i>r. Law enforcement notification</i> |

LEVEL 2 VIOLATIONS Disruptive and Potentially Harmful Behaviors – Disrupts the educational process and/or pose potential harm or danger to self and/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.

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| A. Gang Related Activity | G. Possession of Knife Not Meeting Code of |
| B. Habitual Violation of School Rules or Policies | Dangerous Weapon Definition (WV §61-7-2) |
| C. Insubordination | H. Profane Language/Obscene Gesture/Indecent |
| D. Leaving School without Permission | Act toward an Employee or Student |
| E. Physical fight Without Injury | I. Technology Misuse |
| F. Possession of Imitation Weapon | |

SCHOOL RESPONSES TO LEVEL II VIOLATIONS:

- a. Any Level I response*
b. Out-of-school suspension for up to ten (10) days

LEVEL 3 VIOLATIONS Imminently Dangerous, Illegal and/or Aggressive Behaviors – Acts willfully committed and are known to be illegal and/or harmful to people and/or property. The principal shall address these inappropriate behaviors in accordance with West Virginia Code §18A-5-1a, subsections [b] through [h].)

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| A. Battery against a Student | J. Threat of Injury/Assault against an Employee or |
| B. Defacing School Property/Vandalism | a Student |
| C. False Fire Alarm | K. Trespassing |
| D. Fraud/Forgery | L. Harassment/Bullying/Intimidation |
| E. Gambling | M. Imitation Drugs: Possession, Use, Distribution or Sale |
| F. Hazing | N. Inhalant Abuse |
| G. Improper or Negligent Operation of Motor Vehicle | O. Possession/Use of Substance Containing Tobacco |
| H. Larceny | and/or Nicotine |
| I. Sexual Misconduct | |

SCHOOL RESPONSE TO LEVEL III VIOLATIONS:

- a. Suspension*
b. Suspension with recommendation for expulsion
c. Any school responses to Level I or II violations
d. Agency notification

LEVEL 4 VIOLATIONS Safe Schools Act Behaviors – Are consistent with those addressed in West Virginia Code §18-A-5-1a (a) and (b). The following Level 4 behavior definitions are aligned with West Virginia Code §§61-6-17, 61-6-24, and 18A-5-1, and in the gun Free Schools Act of 1994. These laws require that the principal, superintendent and county board address Level 4 behaviors in a specific manner as outlined in West Virginia code §18A-5-1a.

- A. Battery against a School Employee
- B. Felony

- C. Illegal Substance Related Behavior
- D. Possession and/or Use of Dangerous Weapon

Level 4 Behaviors			
<p>LEVEL 4: 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.</p> <p>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.</p>			
Battery on 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 from transportation if the principal determines the student committed an act or engaged in conduct that would constitute a felony. The principal shall request that the superintendent recommend to the board that the student be expelled. *Threats of mass or whole school violence, including but not limited to, school shootings or gun violence shall be considered a felony in WVEIS.	Shall Suspend	Shall Expel
Illegal Substance Related Behaviors – Narcotic	A student will not sell, possess, or distribute a narcotic drug as defined in W. Va. Code §60A-1-101 on the premises of an educational facility, at a school-sponsored function, or on a school bus. A student guilty of this behavior shall be suspended and expelled.	Shall Suspend	Shall Expel
Illegal Substance Related Behaviors – Nonnarcotic	A student will not unlawfully possess, use, be under the influence of, distribute, or sell any substance containing alcohol, over-the-counter drugs, prescription drugs, any other substance included in the Uniform Controlled Substances Act as described in W. Va. Code §60A-1-101, et seq., or any paraphernalia intended for the manufacture, sale, and/or use of illegal substances in any building/area under the control of a county school system, including all activities or events sponsored by the county school district. This includes violations of W. Va. 126CSR25A, Policy 2422.7, Standards for Basic and Specialized Health Care Procedures and Standards for the Possession and Use of Medical Cannabis By a Student, and instances of prescription drug abuse (Policy 2442.7). This also includes the possession, use, or distribution of electronic cigarettes or vaporizing devices that possess any level of THC, or its derivative. The principal shall suspend a student from school and/or from transportation and may recommend expulsion for possession of a controlled substance governed by the Uniform Controlled Substance Act. The principal determines consequences for other violations listed herein. *Provisions for medical cannabis can be found in Policy 2422.7.	Shall Suspend	May Expel

Level 4 Behaviors

Possession and/or Use of Deadly Weapon	<p>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.</p> <p>As defined in W. Va. Code §61-7-2, a deadly weapon means any device intended to cause injury or bodily harm, any device used in a threatening manner that could cause injury or bodily harm, or any device that is primarily used for self-protection. Deadly weapons include, but are not limited to, blackjack, gravity knife, knife, knife-like implement, switchblade knife, nunchaku, metallic or false knuckles, pistol, revolver, or other firearm. A deadly weapon may also include the use of a legitimate tool, instrument, or equipment as a weapon including, but not limited to, pens, pencils, compasses, or combs, with the intent to harm another. The student shall be suspended and expelled for violating W. Va. Code §61-7-11a.</p>	Shall Suspend	Shall Expel
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MEDICATION(S) FOR STUDENTS AT SCHOOL

Any **prescribed** or **non-prescribed medication (over the counter)** will be administered at school **ONLY** with a written order and dosage instructions from a licensed prescriber stating it is absolutely necessary that specific medication be given during school hours. ***Please make every effort to have medication given at times other than during school hours.*** A **Medication Administration form** is to be completed and signed by the licensed prescriber and the parent. These forms are available at the school office. The medication must be brought to the school office in a single bottle or container that has a current prescription label from the pharmacy.

The administration of medication to students is the primary responsibility of the parent or guardian. If such medication is required to be administered during school hours to facilitate the student's health and regular school attendance, then all medication will be administered or supervised by the school nurse or other trained personnel. The first dosage of any medication should be administered at home, except emergency medications. When transporting medication to and from school, it is the responsibility of the parent or another responsible adult to deliver the medication. If the student must bring it to school themselves, it must be given to the school nurse or taken to the principal's office immediately upon arrival to school.

Self-administered emergency or acute medication, such as Epi-pen or inhaler when the prescription states a student must maintain possession of medication, the student must be able to bring the medication to school, carry the medication in a safe and responsible manner, and use the medication only as prescribed. Students are not permitted to carry medications or inhalers except when a physician's order is on file. The parent/guardian understands that the school, county board and its employees and agents are exempt from any liability, except for willful and wanton conduct, as a result of any injury arising from the self-administration of asthma medication.

PARENT RIGHTS

Directory Information

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Hancock County Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. Hancock County Schools may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Hancock County Schools to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production
- The annual yearbook
- Honor roll or other recognition lists
- Graduation programs
- Sports activity sheets, such as for wrestling, showing weight and height of team members

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local military agencies receiving assistance under the Elementary and Secondary Act of 1965 (ESEA) to be provided, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the LEAS that they do not want their student's information disclosed without prior written consent.

If you do not want Hancock County Schools to disclose directory information from your child's education records without your prior written consent, you must notify your child's school in writing within ten (10) days of the public notice on intent to publish. Hancock County Schools has designated the following information as directory information:

- Student's name
- Parent's name
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors and awards received
- School pictures

In addition, Section 9528 of the No Child Left Behind Act of 2001 requires schools to release the name, address, telephone listing and school records of juniors and seniors to the Armed Services, Military Recruiters or Military Schools. If you choose to not have this information released, please contact your child's school in writing.

Please contact your child's school in writing within ten (10) calendar days of receipt of this information packet, if you wish to refuse the release of any or all items listed as directory information.

Notification of Rights under the Protection of Pupil Rights Amendment (PPRA)

The Protection of Pupil Rights Amendment (PPRA) gives parents and students (18 years or older or emancipated) certain rights when a school conducts student surveys, collects and uses information for marketing purposes, and administers certain physical exams to students.

Parents have the right to:

1. Consent before students can be given a survey concerning one or more of the following protected areas ("protected information survey"):

- Political affiliations or beliefs of the student or student's parent;
- Mental or psychological problems of the student or student's family;
- Sex behavior or attitudes;
- Illegal, anti-social, self-incriminating, or demeaning behavior;
- Critical appraisals of others with whom respondents have close family relationships;
- Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
- Religious practices, affiliations, or beliefs of the student or parents; or
- Income, other than as required by law to determine program eligibility.

2. Receive notice and an opportunity to opt a student out of:

- Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others;
- Any other protected information survey, regardless of funding; and
- Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law.

3. Inspect the following, upon request and before administration or use:

- Protected information surveys of students;
- Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
- Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

Please note that parents are not required by PPRA to be notified about the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students.

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

Family Policy Compliance Office
US Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920

For more information visit their website at: <https://www2.ed.gov/policy/gen/guid/fpco/ppra/parents.html>.

Parents' Right to Know

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

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

If you would like to receive any of this information, please call the Hancock County Personnel Director at 304-564-3411.

Student Records

The West Virginia Department of Education has adopted the Procedures for the Collection, Maintenance, and Disclosure of Student Data. This policy lists specific rights for parents and students concerning the collection, maintenance, and disclosure of educational records.

Under the "Privacy Rights of Parents and Students", (P.L. 93-380 and P.L. 94-142) the privacy of student records is protected. Student records specifically means: 1) access to records kept at the school, and 2) the release of record information.

RELEASE OF RECORDS: The school may release information from a student's education file without consent to the following individuals:

- School officials in the county that have legitimate educational interest
- The State Superintendent of Schools
- To appropriate individuals in the event of an emergency
- In compliance with a lawful subpoena or judicial order
- If a student has applied for financial aid

When a student is transferring to another school district, parents/guardians will need to complete a record release form at the child's school.

Parents have legal authority over their child's records until he/she is 18 years of age. If a student is 18 years of age, the law states "Whenever a student has attained 18 years of age or is attending an institution of post-secondary education, the permission or consent required of and the rights accorded to the parents of the student shall thereafter only be required of and accorded to the student."

The principal/assistant principal at each building is responsible for pupil records. All records are kept in a secure location at each building. Electronic files are protected by user identification and password.

Parents/guardians have the right to inspect their child's official student records. They should make a request, in writing, to the principal. The principal will then arrange a conference with the parent. Any questions concerning the files will be addressed at the meeting. Parents have the right to challenge the content or request it be amended. While accurate records are not changed, if an inaccuracy is determined, the school record will be amended.

REGULATIONS FOR STUDENTS TRANSPORTED IN SCHOOL BUSES

(Policy 4336) – Approved by the State Board of Education

VIDEO AND AUDIO RECORDERS ARE IN USE ON SCHOOL BUSES

Students riding a school bus, other than the one(s) assigned to him/her, is strictly prohibited unless prior permission has been obtained at their school's main office. Permission will not be granted for students visiting other students. WRITTEN PERMISSION must be requested by the parent/guardian of the student needing the bus change and must include a valid phone number in case of an emergency or a question arises. Students who have split families may be granted permission to be picked up/dropped off at a different location, if the parent/guardian sends a letter to their child's SCHOOL requesting the change. Requests are granted to students who are enrolled to ride county buses.

OUTSIDE THE BUS

- Walk on left side of road facing traffic.
- Wait on the bus at the designated stop in an orderly manner.
- Board the bus in an orderly manner.
- Never stand or play on the roadway while waiting for the bus.
- Follow the school bus operator's/aide's instructions at all times.
- Go home promptly after getting off the bus at the end of the school day.

INSIDE THE BUS

- Be responsible for vandalism that occurs on a seat in which they ride.
- Keep the bus clean by not eating and drinking inside the bus except when medically necessary.
- Change seats only with permission of the school bus operator and when the bus is not in motion.
- Avoid unnecessary conversation with the bus operator.
- Keep head and arms inside the bus windows at all times.
- Report any open exit or released latch to the bus operator immediately.
- Provide enrollment information to the bus operator.
- No riding in stepwell or forward of front row of seats.
- No standing while bus is in motion.
- No use of tobacco, alcohol, or controlled substances.
- No use of profane or obscene language.
- Do not throw or pass any object of any nature into or from the bus through a door or window.
- Do not open emergency exits, except during emergencies, unless directed by the school bus operator.
- Comply with Policy 4373.
 - 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 shall help create an atmosphere that is free from bullying, intimidation, harassment or any other inappropriate behavior.
 - Students shall demonstrate honesty and trustworthiness.
 - Students shall treat others with respect, deal peacefully with anger, use good manners, and be considerate of the feelings of others.
 - Students shall demonstrate responsibility, use self-control and be self-disciplined.
 - Students shall demonstrate fairness, play by the rules, and will not take advantage of others.
 - Students shall demonstrate compassion and caring.
 - Students shall demonstrate good citizenship by obeying laws and rules, respecting authority, and cooperating with others.
- The school bus driver shall be in charge of all passengers riding the bus. Passengers must follow directions from the driver.
- The school bus driver shall immediately notify the school principal or designee when any transported student has violated Policy 4373.

PERIODIC INSTRUCTION

School principals, teachers and bus operators shall work cooperatively in instructing all school pupils with these regulations governing transported pupils. Special emphasis should be given toward pupil discipline while being transported on curricular and extracurricular trips. The County Board of Education shall furnish a copy of the above regulations to the following persons: superintendent, principals and teachers of schools where pupils are transported, director of transportation, bus operators, attendance directors, and parents.

SCHOOL MESSENGER

Hancock County Schools has partnered with Thrill Share, an automated phone calling system to enhance communications between schools, parents, and the community. This system enables Hancock County Schools to alert parents within minutes of emergency situations, school closures, and dismissals. It also allows schools to send messages pertinent to school business and information that the school believes is important to keep parents informed in the event of a school closing, delay, or early dismissal. **It is essential that parents notify the school of any telephone number changes and/or address changes.** These notifications should be made in writing and sent to the school with the student.

WVEIS GRADEBOOK

Hancock County schools is utilizing a new Gradebook system beginning in the 2025-2026 school year. WVEIS Gradebook will improve communication between teachers and students/parents. By making grades available online, students/parents are empowered to monitor their progress closely, and utilize this information to focus efforts to improve their performance within class.

Each school will provide parents a "Guardian Login Information" sheet containing information on how to setup the online account. Parents will access the site at <https://hancock.sis.k12.wv.us/ptl.html>. The parent's e-mail must be accurate in WVEIS to sign up. Without an e-mail address in WVEIS, you cannot access any information about the student. Students then enter the username and password for their email to access the gradebook.

Once the parent's account has been created, the student's information will be available each time they log into the system. If the parent has multiple students they will show up in the system. When the parent logs in, he/she can select which of their students they want to view.

WEST VIRGINIA TIERED SYSTEMS OF SUPPORT

Introduction to Tiers

Support frameworks for academics, behavior, and mental health use common descriptors. WVTSS includes three tiers across all frameworks: universal, targeted, and intensive.

The universal tier, or Tier 1, includes instruction and support that is delivered to all students. Every student should continue receiving universal instruction at Tier 1 regardless of any targeted (Tier 2) or intensive (Tier 3) support they may also receive. If 75-80% of students are not successful at this tier, the universal instruction and supports should be carefully reviewed.

The targeted tier, or Tier 2, supports approximately 10-20% of students who have not demonstrated growth at the universal level. Targeted supports provide more in-depth scaffolding and may include small group sessions (15-30 minutes) 2-3 times per week and are monitored every 2-3 weeks to ensure that the intervention is appropriate to the student's needs. Targeted supports consist of brief interventions and skill-building provided in small group settings. The amount of time and numbers of sessions are flexible and determined by need.

The intensive tier, or Tier 3, supports approximately 5-10% of students who have not shown growth at the targeted level or are already experiencing mental health distress. Intensive supports provide increased individualized attention, longer and more frequent sessions, and progress monitoring every one to two weeks. Some intensive behavioral or mental health supports may be provided through referrals to outside services.