

KINGWOOD ELEMENTARY SCHOOL



Parent – Student Handbook

Kingwood Elementary School

Mission Statement: Our students are academically and socially successful.

Purpose: This booklet provides the parents and students with background and information about the processes, procedures, opportunities and expectations at Kingwood Elementary School.

Arrival: Any students being driven to school should arrive between 7:00 am and 7:45 am. Parents wishing to walk their child to the multi-purpose room **MUST** park at Lobb's or on the Fireman's Field across the street from the school and use the crosswalks as they travel to the multi-purpose room. Parents not leaving their vehicle may drop students off in the designated lane in front of the school on Price Street. This is a designated FIRE LANE; parents **MUST** remain in the vehicle. The students will enter through the multipurpose room.

Any students arriving at school after 7:50 am will be tardy and must enter through the main entrance and report to the office to sign in.

Arrival - Entry: Parents shall enter at the office, sign in and receive a visitor's pass. All students enter through the multipurpose room from 7:00 a.m. to 7:50 a.m.

Students enter and leave the school through the front door by the office from 7:50 a.m. to 2:00 p.m. Classroom visitation and the occasional early pick-up must occur before 2:00pm.

As you know, SAFETY in our school is extremely important.

We truly appreciate your support in our effort to create the safest environment possible for our students and staff. We further appreciate your patience with us, and your understanding of any inconvenience for student safety.

Assemblies: Parents are invited to attend assemblies/activities held at the school on a space available basis. We ask that you help us by being positive role-models.

Attendance: Attendance is crucial to education! A copy of the Preston County Attendance Policy is available on the Preston County Board of Education's website

at <http://prestoncountyschools.com/wp-content/uploads/sites/5/2015/06/Policy-Manual-2015-2016.pdf>

Attendance – Notes: A note should be sent to your child’s teacher anytime a student misses all or part of the school day, even if the child left school early. Kingwood Elementary School will grant no more than 5 excused absences per semester using parent notes as sole documentation. Further absences must be supported by a physician’s note.

Attendance – Doctor visits: Doctor and dentist appointments should be made on non-school days, as late in the day as possible, or during a non-instructional period of the day such as lunch or recess. Students who are taken out of school for doctor/dentist appointments during the school day will be counted as tardy if the child is gone less than 90 minutes. They will be counted absent if the child misses 90 or more minutes of the school day.

Behavior Expectations: Kingwood Elementary School has developed a Positive Behavior Intervention and Support program. Students are expected to:

- Show respect
- Take responsibility
- Overcome Problems
- Motivate to learn
- Prepare for Success

Closings, Delays and Early Dismissals: Should a situation arise where the school day cannot be completed as scheduled, i.e. snow days; an announcement will be made through the local radio stations -- WKMM and WFSP and on School Messenger.

Parents are urged to discuss with their children what action they should take if they arrive home from school unexpectedly and find that no one is there. Please teach your child where to find a key to get through a locked door and how to open the locked door. Also instruct them on what types of activities are

acceptable for them in the absence of adult supervision. If you have a phone, teach your children how to dial emergency numbers, your work number, or numbers of friends or neighbors who may be able to come and supervise them until you arrive home.

In the event that our school is involved in an emergency such as a fire, bomb threat, or other emergency, the students will be evacuated to a location off campus. While operating during an emergency situation, students will remain in the custody of school personnel until a decision to release them has been made. During an emergency situation, all parents picking up a child will be required to show a photo ID before the child will be released.

Parents will be notified of this decision by radio, television, or School Messenger announcements. **Please do not call or come to the school because bringing additional people into an emergency situation actually DECREASES the safety and security of your child.**

Deliveries: Deliveries for students from commercial establishments are not accepted. This includes, but is not limited to balloons, flowers, and food.

Discrimination - Title IX: As required by federal laws and regulations, the Kingwood Elementary School does not discriminate on the basis of sex, race, color, religion, disability or national origin for employment or in its educational programs and activities. Inquiries may be referred to the Title IX Coordinator or the Section 504 Coordinator, Preston County Board of Education, 300 Preston Drive, Kingwood, WV, 26537, Phone: 329-0580; or to the U.S. Department of Education's Director of the Office of Civil Rights.

Dismissal – Authorization to Pick Up: IF THERE ARE ANY CHANGES DURING THE YEAR, PARENTS/GUARDIANS MUST SEND WRITTEN NOTIFICATION OF CHANGES STATING WHO IS AUTHORIZED TO PICK UP A CHILD. If, at some point during the day, you decide you need/want to pick your children up after school, but you have not sent a note to school stating you will be doing so, you will need to sign your children out prior to picking them up. You will sign your child's name on the Sign-Out sheet and list your name as the individual picking the child up. The Sign-

Out sheet is located at the main office. Children can NOT be signed out between 2:15 and 2:30pm. After 2:15pm, the parent must follow the regular dismissal procedure.

If school personnel have a question about the identity of an individual picking a child up, they might request a photo I.D. from the individual such as a driver's license. If someone is not on the list of people authorized to pick the child up, the child will not be dismissed to them without first checking with the parents/guardians to get approval.

A list of children with special precautionary situations will be available to the supervisors of the dismissal room. This list may include children whose guardian/custody situations have changed during the year.

If anyone other than the parent is to pick up your child, send a note to your child's teacher.

IF WE HAVE NO INFORMATION FROM YOU, WE WILL NOT RELEASE YOUR CHILD.
We do this for the protection of your child.

Dismissal – Permission Notes: If your child is to alter from their normal routine at dismissal time please use the following guidelines:

- If your child is to attend after-school activities such as scouting, football, etc., he/she must have a note from the parent/guardian stating the date, where the child will be going to, who will be picking the child up, an emergency phone number and any other pertinent data. If it is a yearlong activity one note stating the above information is sufficient. If more than one person may be picking the child up from a yearlong activity, please indicate so on the note.
- If parents wish to have their child get off the bus at a different location, ride a different bus, or ride a bus (in the case of a walker), the parent must send a note to the child's teacher. The request must include the bus # of the bus on which the child should ride, the name of the stop or the name of the person with whom the child will be staying, as well as an emergency phone

number. A bus pass will be written and given to the student if space is available. If the child is to go home with another child, BOTH children must have notes stating such. If a child is to go home with another student after school, the teacher must receive a note of instructions from the parents of BOTH students.

- Remember, if the child, whether a walker, rider, or bus student is to change his/her regular after-school routine, the teacher must receive a note with instructions.

Dismissal - Walkers: Dismissal from school begins at 2:30 P.M. for walkers and bus students. Price Street walkers will be collected from the classrooms and walked up Price Street above Brown Avenue. They will be helped across Price St. and then helped across Brown Ave. Morgan Street walkers will be collected from the classrooms and walked through the Morgan Street building and helped across Morgan Street to the sidewalk.

Dismissal – Parent Pick-ups: Children who bring a note to school stating that they will be picked up after school by an authorized adult will be dismissed as parent pick-ups. This would include:

1. Children who bring a note to school in the morning stating they will be picked up at the end of the day by an authorized adult whose name is mentioned in the note, or
2. Children who bring a note stating they will be picked up at the end of every day by an authorized adult until further notice. If changes are made to this routine, they would have to bring a note to school to alter that pattern (ride a bus or go home from school in another manner).

Parents will line up at the right hand door of the gym and present their ID and child's name to the staff member. They will walk along the sidewalk and meet their child at the left hand door.

Dress Code: It is our belief that parents should control and determine what their child wears to school.

While we recognize that choice of attire and grooming are matters of expression and are subject to fashion and current fads, nevertheless, we expect that students will appear at school clothed and groomed in an appropriate manner which is dictated by good taste. Any article of clothing or manner of hair style or makeup which is determined by the teacher and/or administrators to be disruptive to the learning environment, destructive to "school property" or hazardous to the health and safety of the child or others shall not be allowed.

INAPPROPRIATE APPAREL is: clothing that advertises alcohol, tobacco, or adverse educational attitudes; clothing such as net shirts, muscle shirts, tank tops, or other such tops; and shorts, pants, skirts, or dresses that are unacceptably revealing or improperly worn. Flip-flops are prohibited as they are treacherous on wet floors and not protective enough on playground equipment.

Infractions of the above may result in a call from school personnel with a request for a change of clothing to be brought to the school, or a request that the clothing not be worn in the future.

Drugs: Kingwood Elementary School is a DRUG FREE SCHOOL.

The use of, possession of, and/or distribution of any controlled substance will result in a report to the parent and police, as well as, suspension from school.

Educational Leave: Educational leave is available to students for up to five (5) days during a school year. It must be applied for in ADVANCE and approved by the school administration. The parent/guardian will need to submit an education plan detailing the objectives and activities the student will engage in while they are absent from school. The educational leave request form may be obtained from the school office. Any leave extending more than five (5) days requires county board approval. For more information on educational leave, review your county attendance policy. Educational Leave may be denied for students with excessive absences.

Electronic Devices: Cell phones, radios, tape recorders, tape players, electronic games, toys, or other valuable items are not to be brought to school unless the

item is to be used for a class presentation. THE SCHOOL IS NOT RESPONSIBLE IF THESE ITEMS ARE BROUGHT TO SCHOOL AND THEY ARE LOST OR STOLEN.

Field Trips: Occasionally students will travel to another location for experiences that will enhance their education. Transportation for these field trips will be arranged by the school. Field trips will be chaperoned by the teachers and an approved list of parent chaperones.

Participation for field trips will require written parent permission.

Fund Raising: Each year the school sponsors one major fund raising activity. It usually occurs in the fall. Parents are notified at the time of the fund raiser and what the proceeds from the fund raiser will be used for.

Homebound Instruction: Homebound Policy-Policy 3-30: Homebound instruction is available upon application for students who are confined to home because of an illness or injury that will last more than two weeks. Applications can be obtained in the school office.

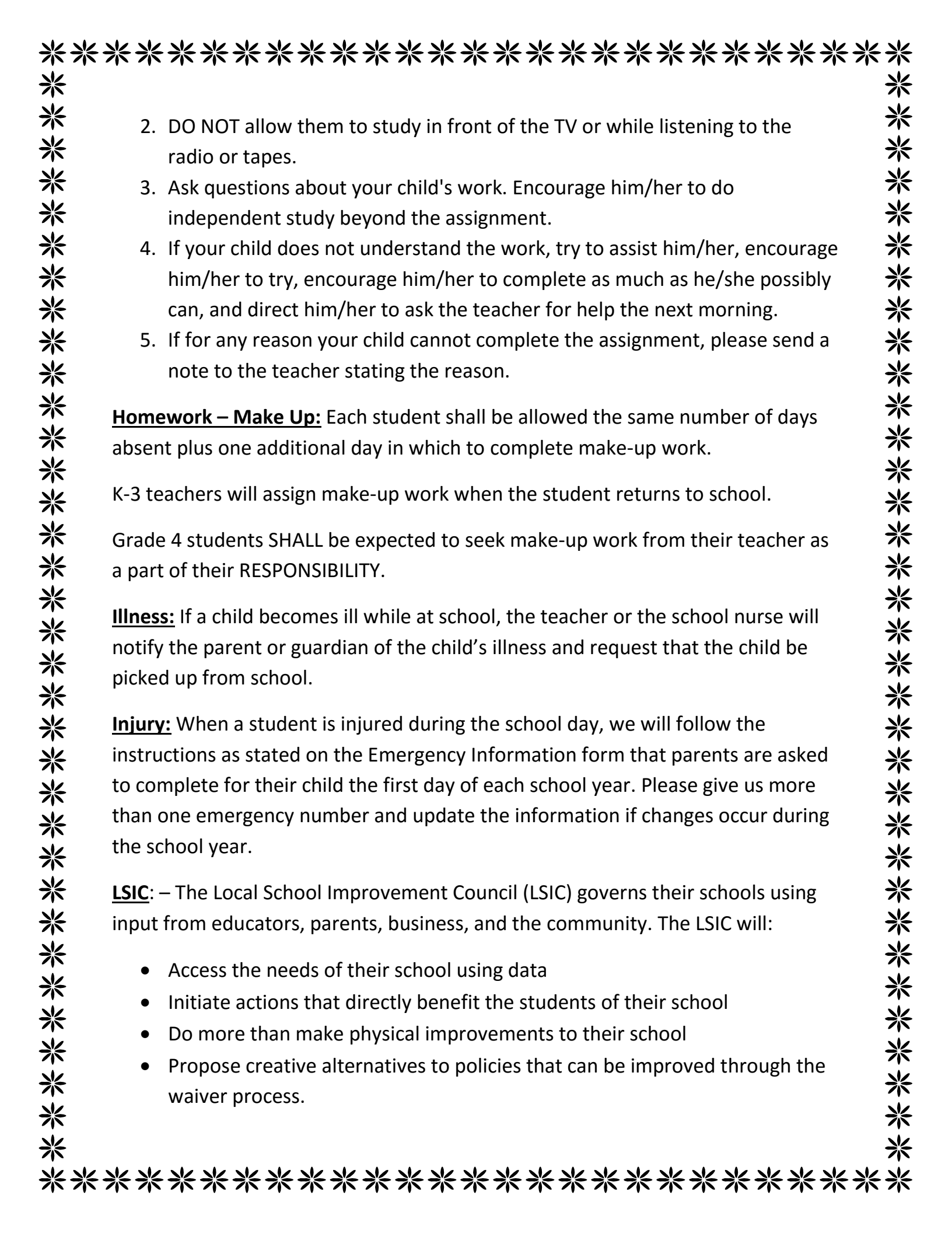
Homework - Amount: Homework is recommended for your child. This work should be review work or a small amount of drill work from exercises done in class that day. If your child does not have an assignment, then he/she should read for 15-30 minutes. The following are suggested homework times for each grade level:

- K-1st Grade - (5-10 minutes daily)
- 2nd – 3rd Grades - (10-30 minutes daily)
- 4th – 5th Grades - (15-45 minutes daily)

If your child is regularly spending more time than those noted above, it is recommended that you contact your child's teacher immediately.

Homework - Suggestions: Please use the following suggestions for helping your child study:

1. Set a standard time and place to study.

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2. DO NOT allow them to study in front of the TV or while listening to the radio or tapes.
 3. Ask questions about your child's work. Encourage him/her to do independent study beyond the assignment.
 4. If your child does not understand the work, try to assist him/her, encourage him/her to try, encourage him/her to complete as much as he/she possibly can, and direct him/her to ask the teacher for help the next morning.
 5. If for any reason your child cannot complete the assignment, please send a note to the teacher stating the reason.

Homework – Make Up: Each student shall be allowed the same number of days absent plus one additional day in which to complete make-up work.

K-3 teachers will assign make-up work when the student returns to school.

Grade 4 students SHALL be expected to seek make-up work from their teacher as a part of their RESPONSIBILITY.

Illness: If a child becomes ill while at school, the teacher or the school nurse will notify the parent or guardian of the child’s illness and request that the child be picked up from school.

Injury: When a student is injured during the school day, we will follow the instructions as stated on the Emergency Information form that parents are asked to complete for their child the first day of each school year. Please give us more than one emergency number and update the information if changes occur during the school year.

LSIC: – The Local School Improvement Council (LSIC) governs their schools using input from educators, parents, business, and the community. The LSIC will:

- Access the needs of their school using data
- Initiate actions that directly benefit the students of their school
- Do more than make physical improvements to their school
- Propose creative alternatives to policies that can be improved through the waiver process.

- Establish procedures & programs so that school facilities are used for community activities.

LSIC – Meetings: Local School Improvement Council meetings are held quarterly. If you have an issue that you would like to have addressed at one of the meetings, please notify the principal.

Lost and Found: Items found should be given to the teacher. If the owner cannot be found, the article will be sent to the lost and found closet located at the top of the ramp connecting the main hall and the annex. Articles brought to the lost and found will be kept for the remainder of the ten-week period. The items will be displayed, and those not claimed will be removed from the school.

Meals - Breakfast: Breakfast is served in the cafeteria from 7:00 A.M. to 7:50 A.M. for those wishing to participate. Kingwood is a CEP school and meals are FREE to all students.

Meals - Lunch: Milk is available for purchase for cold lunch students at a cost of \$.35 and must be prepaid with cash. However, if the child takes the meal WITH the milk, the cost is FREE.

Medication: See the "Preston County Policy Manual" for the proper procedures for medications. All medication sent to school must contain the pharmacy's instruction label and only the amount to be taken that day unless previous arrangements have been made with the school nurse. All medication MUST be given to the school nurse or teacher. Nonprescription drugs, including aspirin, are not permitted to be administered without the proper information. You will receive the Medication Procedures with the Attendance Policy.

Nurse: The school has a nurse available from 7:15 A.M. to 3:15 P.M.

Some of his/her duties include:

- Checking the health records and birth certificates of the students
- Reviewing the medication policies to ensure that medication are being distributed and dispensed properly to those students requiring medicine

- Education and inspection regarding head lice
- Assisting teachers with health instruction
- Addressing health emergencies
- Informing parents when concerns arise

Parking: Parking is permitted on the Fireman’s Field located directly across from the Price St. entrance to the school. For the safety of you and your children, please use the walk lanes and crosswalks for crossing the parking lot or street. Please help in instructing and supervising your children in the proper use of the walk lanes and crosswalks as well.

The parking lot in front of Kingwood Elementary School is for buses and employees only between 7:00 am and 8:00 am and again from 2:15 pm and 3:20pm. All students arriving at school before 7:50am MUST enter the school through the multipurpose room. No students will be permitted to enter the Morgan Street building. Morgan Street doors will be locked at all times. The front main door will be the only door for entry after 8:00 am.

PTA – Parent Teacher Association: The home and the school are two major factors in the complex educational life of children. Therefore, the home and the school must have a relationship of understanding and cooperative spirit. We must have a mutual respect for each other. To help maintain this home/school relationship, our school has a Parent Teacher Association.

Each parent and teacher is urged to join and to become a participating member of this association. Meetings are scheduled for the second Tuesday of each month at 6:00 P.M.

P.T.A. membership gives you voting rights in the organization; however, you do not have to be a member to attend these meetings. The specific dates will be announced.

Parent – Teacher Conferences: Parent-teacher conferences will be scheduled throughout the year. You will be notified of these conferences in advance of their occurrence.

If questions or problems arise at any time throughout the school year, we encourage parents to set up a conference with their child's teacher. You may schedule a conference with your child's teacher by calling the school office and leaving a message for the teacher or sending a note to school with your child to the teacher.

Generally, the best time to arrange a conference with your child's teacher is during the teacher's planning time or at the end of the day. Please contact your child's teacher to make an appointment at one of these times.

By working together, the parents and teachers can usually solve the concern. If necessary, the principal and/or curriculum specialist may be included in the conference,

Parent Visitations: Parent visitation days are a time for parents/guardians to come to their child's classroom and observe the teachers instructing the children. To minimize the disruption of the normal routine of students and teachers on this day, the following guidelines have been established:

1. Parents/guardians must show a photo identification at the office, sign the visitors log and receive a name tag which must be WORN the entire time the parent/guardian is in the school building. This name tag indicates that the parent is authorized to be present in the school. Any parent not wearing a name tag will be asked to leave until they have signed in properly.
2. Parents/guardians are asked to enter and leave the classroom as quickly and quietly as possible to minimize any disruption to the classroom.
3. Parents/guardians are asked to refrain from speaking to the teacher, the students, or other parent/guardian visitors unless specifically asked to do so by the teacher. Just as the students are asked not to converse with others during classroom presentations by the teachers so that all can focus on what is being taught -- so too, parents are asked to engage in the same considerate behavior.
4. During lunch and recess, teachers are supervising the students. Because their primary focus needs to be on the students, they are unable to engage

in lengthy or in-depth conversations with parents/guardians. If you need to have a conference with your child's teacher, they will be happy to make arrangements for one at a time when they can focus on your concerns.

5. Parents/guardians are NOT to bring preschool age children to school with them during a classroom visitation. The presence of younger children in the classroom would certainly hinder the teacher's ability to conduct class.
6. Parents/guardians are asked not to assist their child in classroom work unless specifically asked to do so by the teacher. Within the classroom setting, teachers are evaluating a child's ability to perform work skills independently as well as their knowledge of certain materials. By observing the teacher's techniques in working with children, parents/guardians will, hopefully, pick up some useful ideas they can then use when helping their child with school work at home.
7. No video or audio recording equipment or cameras will be allowed during the time of a parent visitation. The presence and use of such equipment is a major distraction to the teaching environment.

Parties: The school hosts a Fall Party and a Christmas Party. Parents will be invited but are NOT ALLOWED to bring food of any kind to the party. This is due to food allergies as well as Federal Child Nutrition guidelines. Kingwood Elementary School will provide the snacks for parties.

Invitations to private parties held off campus are not to be distributed at school unless the ENTIRE class is invited. There are no exceptions.

Permissions - After School Activities: Kingwood Elementary School works with the community and other agencies in providing suitable activities for children after school. If your child is to attend any of these after-school activities, he/she must have a note from the parent or guardian stating the date, location the child will be going to, who will be picking the child up, and any other pertinent data. If it is a yearlong activity, one note stating the above information is sufficient. If more than one person may be picking the child up from a yearlong activity, please indicate so on the note. This note is to be sent to your child's teacher.

Pictures: Photos of each individual student will be taken yearly in October. These photos are available for purchase if you wish. You are under no obligation to purchase the photos. Class group photos will be available in the spring each year. Exact dates of these photo opportunities will be announced in a timely manner.

Playground: Our students will have many opportunities to use the playground facilities at the school on days when weather permits. In an attempt to make this time as enjoyable and as safe as possible, we will expect the children to follow the SCHOOL RULES without exception.

When children are using playground equipment, they use the facilities behind the Morgan Street building and the area adjacent to the Price Street building. Running activities will be limited to football field adjacent to the Price Street building playground and the fireman's field across the street from the Price Street building.

Playground time generally consists of an exercise program and free time for the children to play. On days when weather does not permit outdoor play students will complete a planned indoor physical activity and then participate in other educational activities.

Report Cards: Report cards will be sent home at the end of each ten-week period in grades Kindergarten through 4th grade. Midterm reports and comments go out the 5th week in each grading period only if a student's grade has declined or if the student is failing a subject.

Student Council: The Student Council consists of 5 students from each 4th grade classroom and 4 students from each 3rd grade classroom.

The Student Council participates in a number of school and community activities:

- purchase material for classrooms
- act as tour guides for Open House and Parent-Teacher Conferences
- pick up trash in the school, on the playground, firemen's field, and baseball field
- work to recycle paper and plastic

- collect pop tabs and donate items for the Ronald McDonald's House
- donate food and supplies to the Preston County Animal Shelter
- take part in a beautification program for KES
- provide children's books for ***Catch Them In The Cradle*** Program
- bring baked goods for National Education Week and Teacher Appreciation Week
- organize and participate in school functions (dances, parades, and educational programs)
- design Christmas and Valentine cards for Pine Ridge patients and donate items
- Perfect attendance bulletin board
- provide safety patrols in hallway
- perform breakfast duty
- perform the morning pledge and announcements

Student Records/Confidentiality: Student Records/Confidentiality- Policy # 11-19: Normally, Preston County Schools will collect directory information which includes: student name, parent names, or names of other family member, address, telephone number, social security number, date and place of birth, major activities and sports, weights and heights of athletic team, dates of attendance, awards received and other similar information.

Records or files of students will not be released from the school system without written consent of the parent, with the exception of records being transferred from one local school to another or other school systems in which the student seeks or intends to enroll. The parent shall be notified when a student's records have been transferred to another school or school system, and upon request (and for cost) may receive a copy of the record transferred.

Upon written request, parents have the right to inspect and review any and all official records, files and data directly related to their children. This includes all material that is incorporated into each student's cumulative records folder (a) identifying data, (b) academic work completed, (c) level of achievement, (d) test data including psychological, interest, achievement and aptitude information, (e)

attendance and verified reports of serious or recurrent behavior patterns. Parents need to contact the local principal to review the records. Copies of records may be obtained by parents at cost of reproduction by the school.

Parents have the right to a hearing to correct or remove inaccurate, misleading or inappropriate data from school files.

Preston County Schools presumes that both parents of the student have authority to inspect and review the education records of the student unless the agency or institution has been provided with evidence that there is a legally binding instrument, or a state law or court order governing such matters as divorce, separation or custody, which provides to the contrary.

When a student becomes eighteen (18) years of age, he/she assumes responsibility for the release of his/her own records.

Student Assistance Team (SAT): Policy #3-11. The SAT is available to an individual student when a student demonstrates poor attendance and/or advanced or poor academic performance and/or engages in disruptive behavior and/or needs social services. They recommend and implement instructional/behavioral intervention strategies within the regular education program and/or refer for multi-disciplinary evaluation. Contact the principal for assistance.

Transportation – Bus Pass: If parents wish to have their child get off the bus at a different stop, ride a different bus, or ride a bus (in the case of a walker) to a different location, the parent must send a note to the child's teacher requesting such to take place. The request must include the bus # of the bus on which the child should ride, the name of the stop or the name of the person with whom the child will be staying, as well as an emergency phone number. A bus pass will be written and given to the student if space is available. If the child is to go home with another child, BOTH children must have notes stating such.

Transportation – Bus Behavior: All persons riding the bus are expected to behave in a courteous and responsible manner. The rules of conduct on the bus are

generally sent home with the students during the first week of school. These rules are also posted at the front of each bus.

Transportation – Seating: The school policy requires assigned seating on the buses. These seating assignments are made by the driver. If your child has a problem with the seating assignment because of inappropriate conduct from the student(s) sitting with or around them, please speak with the driver. The driver will work toward altering the inappropriate bus conduct and when necessary change the seating assignment.

If you or your child are having problems with a bus situation, please discuss the matter, first, with the driver. If you feel this has not been effective, contact the transportation director at the bus garage -- 329- 2524. If after speaking to the bus driver and the transportation director, you feel you are still having problems, contact the principal.

Transportation – Bus Disciplinary Action: There are specific disciplinary procedures which are followed when a child does not follow the bus code of conduct. First, the bus driver will discuss the problem with the child. If that is unsuccessful in eliminating the undesirable behavior, the driver will involve the child's parents. When talks with both the child and the child's parents fail to stop the inappropriate conduct, disciplinary action will be taken and the driver will complete a form as outlined in the bus discipline procedures. A child may be removed from a bus (not allowed to ride any school bus) for repeated bus misconduct. Further information on the bus discipline procedures can be obtained from your bus driver, the bus garage, or www.prestoncountyschools.com; click on BOE information; scroll down and click on Policies. Choose Transportation Services, File: 12-3.

Transportation – Contact: If the bus does not arrive to pick up or drop off your child at their usual time, contact the transportation director at the bus garage -- 329-2524 -- to find out why.

Transportation – Parent Drop Off: Any students being driven to school should arrive between 7:15 am and 7:45 am. Parents wishing to walk their child to the

multi-purpose room MUST park on the Fireman's Field across the street from the school and use the crosswalks as they travel to the multi-purpose room. Parents not leaving their vehicle may drop students off in the designated lane in front of the school on Price Street. The students will enter through the multipurpose room.

Please do not block any crosswalk or the entrance/exit of the school's parking lot. Again, your assistance is needed to ensure the safety of your child. DO NOT pull into school parking lot to drop students off. THIS IS A SAFETY FACTOR.

Any students arriving at school after 7:50 am will be tardy and must enter through the main entrance and report to the office to sign in.

Textbooks: The Preston County Board of Education will provide all required textbooks for each child.

Physical Education: Tennis shoes are needed for physical education class indoors. The shoes should be clean and worn only in the multipurpose room. They need not be new shoes, just clean.

Telephone: Any student wishing to use the telephone in case of emergency must ask a teacher or secretary. Neither students nor teachers will be called from class for non-emergency phone calls. If necessary, the secretary will relay a message to the teacher.

Visitors: If you are a visitor in our school between 7:30 A.M. and 2:30 P.M. you are required to register at the main office of the Price Street Building. The secretary will assist you. You must show a photo ID, and a pass will be issued to you before entering the classroom area.

For the safety of our children, all visitors must enter the school through the Price Street Building front entrance and check in with the secretary in the office as you walk through the door. If the secretary is not there, please wait for him/her to return before proceeding into the building. Visitors must sign the visitor's log and obtain a pass before entering the classroom areas of the school.

Volunteers: All volunteers are asked to sign in on the volunteer log in the office. The number of volunteer hours can earn benefits for the school. If you are interested in doing volunteer work at Kingwood Elementary School contact your child's teacher.

IT IS IMPORTANT THAT EACH PARENT REVIEW THIS HANDBOOK WITH THEIR CHILD.

* This document was most recently revised August 21, 2016.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, DC, 20250-9410 or call toll free (866) 632-9992 (Voice). TOO users can contact the USDA through local relay or the Federal Relay at (800) 877-8339 (TOO) or (866) 377-8642 (relay voice users). USDA is an equal opportunity provider and employer.

207 South Price Street Kingwood, West Virginia 26537

Phone: (304) 329-1034 Fax: (304) 329-1035

I certify that I have read and reviewed the Kingwood Elementary School
Parent – Student Handbook and I have discussed it with my child.

_____ Parent

_____ Child

_____ Child's Teacher

_____ Grade