

Central Elementary



Student/Parent Handbook

Supplemental to the KCS Handbook
2022-2023

900 Helene Street
St. Albans, WV 25177

304-722-0226 *phone*
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<https://centralelem.kana.k12.wv.us/>

Central Educates for Success

Kanawha County Schools' Mission Statement

- The mission of Kanawha County Schools is to provide a world-class education system that ensures all students are college and career ready for today and beyond.

Kanawha County Schools' Core Beliefs

- All students can achieve.
- Quality teaching is the key to student success with consistent student and teacher engagement in the school and in classroom activities.
- Effective leadership skills are essential for creating and maintaining effective schools for current and future learners.
- Schools, parents, and communities must be partners in learning.
- Schools must be safe and caring places.
- All teachers must be teachers of literacy skills, including literacy in technology.
- Students and teachers must be prepared for life-long learning in a global society.

Kanawha County Schools' Goals

- Provide a safe and healthy learning environment
- Increase academic achievement
- Increase the four-year graduation rate

Our Vision

- Central Educates for Success

Our Mission

- Meet the needs of the whole child (academic, physical, and social)
- Prepare our students to be college and/or career ready
- Instill collaboration skills
- Excel in using 21st century skills

Our School Beliefs

- We believe our students should have
 - A safe and positive learning climate
 - A strong instructional leadership
 - High expectations for students and staff
 - Self-discipline, responsibility, and respect of self and others
 - Parents and community as partners in learning

Attendance/Tardy Policy

When Absent/Tardy:

Please remember to submit a doctor's excuse or a parent excuse each time your child is absent or tardy. Notes should indicate the day(s) absent and the reason.

Schoology messages cannot be accepted as parent notes. Absences must be coded correctly by the secretary or parents could face truancy charges by the county Attendance Director/Social Worker. **Parents with students who have 10 or more unexcused absences will receive a legal notice to appear in court.**

Parents **must** sign-in tardy students. Students not in the classroom ready to work at 7:45 a.m. are considered tardy. Tardy students may be asked to sit in the office until an opportunity allows for them to be integrated into the classroom without causing interruption. Ten tardies will require a conference with the principal, parent, and student. Eleven tardies will result in a referral to our Student Assistance Team. Fifteen tardies will result in a referral to central office.

A student will be required to complete and return make-up work promptly. Make-up work will be provided on the day the student returns to school. Teachers cannot be expected to gather work for absent students during instructional times.

Emergency Cards

Your child's emergency card must be on file. The school must have telephone numbers where parents or guardians may be reached during the instructional day. School facilities and staffing do not permit us to care for ill students longer than the time necessary to notify parents. If you relocate and your contact information has changed, please notify the school in writing immediately with the new information. A new emergency card will have to be completed and the West Virginia Educational Information System updated.

Schedule

7:15	Doors Open to Students
7:15-7:40	Breakfast Served
7:45	Instruction Begins – Tardy Bell
10:40-12:25	Lunch Served
2:15	Dismissal

Parent Involvement & Volunteer Program

Parent and volunteer involvement in our school is very important. All parents are encouraged to be involved and participate in school functions in accordance with KCS policies. All volunteers at the school are required to sign and adhere to the volunteer policy which may be obtained in the office. Parents are invited to participate in numerous activities at the school such as the following:

- Parent Teacher Organization
- Local School Improvement Council
- Homeroom Parents
- CASE Partnership
- Fundraisers
- Strategic Planning Committee
- Counselor workshops and informal meetings
- Parent/Teacher conferences
- Open house
- Meet & Greet

The goals of our volunteer program are to aid school staff in clerical tasks, provide community resource persons in music, art, careers and other areas, and finally to provide better school-community relations via involvement in the decision-making process concerning the needs of our school.

Safety/Security

In order to make our school a safe and nurturing place for students to learn and staff to work we are asking the following:

Visitors:

- All visitors must report to the office. All visitors must sign in and obtain a visitor pass. (Driver's License Required)
- Parents are not permitted to walk students to class in the mornings. Staff will be available to escort students who need assistance walking to class in the mornings.
- When picking-up students from school early or at the end of the day, please wait in the lobby until students are dismissed by their teachers. **Parents are not to wait outside of classrooms or in the hallways.**
- Only the front door is to be used for entering and exiting the building.

Safe School Plan

- **Fire Drills:** 10 drills are held per year. Students line-up outside a safe distance from the building.
- **Shelter- In- Place:** No one is permitted in or allowed out of the building during a shelter-in-place. All entrances/exits will be sealed and locked.
- **Lock Down:** Follow run, hide, fight
- **Evacuation:** Evacuation sites include the following: St. Andrew's Church and/or St. Albans Public Library. Location will depend on the reason for the evacuation.
- **Daily Safety Requirements:** ALL classroom doors will be closed and locked every day. Do not prop classroom doors open for any reason. Additionally, you may use exterior doors to leave for recess, but you may not prop them open to re-enter.

Bus/Reporting Home:

- Students are to report home immediately after school. This will prevent anxious moments by parents and school personnel. Students are still under the protection of KCS once they exit the bus and prior to getting home. Students are subject to KCS Board Discipline Policies during this time. Note that flowers, glass, and balloons are not permitted on buses.
- Inappropriate bus behavior could result in suspension from the bus.

Permission Policy

- If your child is to go to a different location after school, or if he/she will be picked-up by someone other than a legal guardian, it is necessary to send a note signed by the parent. This note must be signed and approved by the principal or secretary. Bus drivers will not admit a student on the bus without this notice. These arrangements must be made prior to arriving at school. Students will not be permitted to call parents to make these arrangements. Students without a note will be required to follow their usual routine. Avoid calling the school with schedule changes.



Legal/Custody Orders:

Legal papers are required to be on file at the school when custody issues prevent certain adults from having access to student records. Legal orders must be resubmitted when expired and also resubmitted at the beginning of every school year. Out of date orders will be discarded and will not be honored. Make sure your child's emergency card accurately reflects your legal order.

Nutrition/Health/Wellness

The Nutrition Policy by the West Virginia Department of Education must be enforced by our school. Foods and beverages made available on school premises during the school day must meet the requirements. Foods and beverages are defined as any food or beverage, sold, served, or distributed to students including snacks from vending machines, school stores, parties/celebrations, and school day fund raising activities. This does not include foods brought to school by individual students for their own consumption, however compliance is recommended.

Guideline highlights are as follows:

- Limit calories to no more than 200 per product/package
- Limit total fat to no more than 35% of calories per product/package excluding nuts, seeds or cheese
- Limit saturated fat to less than 10% of the total calories
- Limit trans-fat to less than or equal to 0.5 grams per product/package
- Reduce sugar content of food items to no more than 35% of calories per product excluding fruits.
- Limit sodium to no more than 200 milligrams per product/package
- Only water, 100% fruit and/or vegetable juice and non-fat and/or 1% low-fat milk, flavored or unflavored is to be served
- No candy, soft drinks, chewing gum, or flavored ice bars
- Juice beverages are not to contain added sugar
- Fruit and vegetable portions are to be no more than 4oz.
- No caffeine containing beverages
- No foods containing non-nutritive/artificial sweeteners
- No food or beverage items are to be sold, served or distributed from the time the first child arrives at school until 20 minutes after all students are served lunch
- Foods and beverages shall not be offered as a reward or used as a means of punishment or disciplinary action for any student.
- All fund-raising activities involving foods and beverages shall comply with the standards set forth in this policy

Other School Guidelines:

- There are children in our school that have peanut and nut allergies. Exposure to peanuts or nuts can cause a life-threatening allergic reaction. Children with this allergy are not to eat or inhale anything with peanuts or nuts. All foods now have an allergy disclosure under the ingredients list. Anything that contains nuts, may contain nuts, or is processed in a plant that processes nuts should not be sent to school with your child.
- If the teacher approves snacks, they must be in their original packaging so the teacher can approve them. Any snacks that are brought to school must be approved by the teacher before being given to the students. If peanut or nut products are mentioned in the allergy disclosure, then the snacks cannot be distributed to the students. If the snacks do not meet the above nutritional guidelines, they will not be distributed.
- Homemade items will not be accepted.
- Note, that the guidelines do impact holiday celebrations such as Halloween, Valentine's Day etc...and must be followed.
- Students eating lunches from restaurants, such as McDonalds, will be required to eat at a separate table from the other students. Parents may only provide restaurant lunches for their child. If it is desired to provide a restaurant lunch for other children, those children must have a note of approval from their parent.

Breakfast/Lunch

All students enrolled at Central Elementary will be provided a meal number which is the same as their WVEIS number. Student meal numbers are to be entered during breakfast and lunch for tracking purposes. Students will be permitted to charge only one breakfast and one lunch per day. Visitors wanting to eat may purchase a meal ticket from the secretary. Cash only.

Adult breakfast: \$3.25

Adult lunch: \$4.35

In accordance with the WVDE policy 126-85-111 "Adults shall be served the same menu served to students in portions not to exceed that of secondary students...Sale of a la carte items to adults is not permitted."



Medications

Kanawha County Schools Administration of Medications policy allows students to take medications at school only if it is necessary in order for the students to attend school and learn. Please follow the regulations below when your child must take medications at school.

1. Send the written order from the physician. The order should include dosage instructions and the time the medication must be given. Written permission from the parent must also be included.
2. For medications that need to be given for longer than 21 days, an Administration of Medication form must be completed and signed by the physician and signed by the parent/guardian. This form may be obtained from the school.
3. The medication must be delivered to school in the original container. Prescription medication must be labeled clearly and accurately by the pharmacist or physician.
4. Over the Counter (nonprescription) medication must be delivered to school in the manufacturer's container and must be clearly labeled with the student's name.
5. All medications must be accompanied by an order from the physician except for the Over-the-Counter medications listed below. These medications must be accompanied by a note from the parent or guardian that gives permission to administer these medications and they must be delivered to the school in the original container. These medications will be administered according to the manufacturer's directions for up to three school days. After three days, an order from the physician will be required.
 - ◇ Ibuprofen medications such as Advil and Motrin
 - ◇ Acetaminophen medications such as Tylenol
 - ◇ Calamine lotion
 - ◇ Simple cough drops that contain only menthol or pectin.
6. Children must be kept home from schools for the following reasons:
 - ◇ The child has a fever over 100°F. They cannot return until they have been fever free for 24 hours without fever reducing medication.
 - ◇ There are obvious signs of respiratory illness such as thick nasal discharge, frequent cough, severe sore throat, earache, or drainage from the eyes.
 - ◇ The child has vomited within the previous 24 hours, has diarrhea, or severe abdominal pain.
 - ◇ There is any unidentified (therefore possibly contagious) rash or any open skin lesions.
 - ◇ The child has untreated head lice infestation. This is a strictly enforced county policy.

Positive Behavior Program/School Rules

Our school has a Positive Behavior Program. Students are expected to follow the three school rules each day.

1. Be Respectful

2. Be Responsible

3. Be Kind

This year, we will be utilizing Kickboard as the only behavior management program in our school.

Expectations for all areas of the building have been developed. Students will earn Kickboard points for meeting the expectations each day. Students will lose points for failure to follow our three school rules. We will give a reasonable number of opportunities each day to earn positive points. Please let your child's teacher know if you need your parent access code for Schoology or Kickboard.

The goal for Kickboard is 85% positive behavior each day. Students meeting this expectation will receive a Buffalo Buck each day. Buffalo Bucks are entered into a weekly drawing for prizes to be given away at lunch each week. The more Buffalo Bucks a student earns each week increases their chances of winning. Additionally, every student who earns an 85% positivity average will participate in a Buffalo Blast activity each nine weeks.

Students who do not follow the expectations of the school positive behavior program will be subject to consequences as outlined in Policy J25.

Homework

At Central we have a NO HOMEWORK policy. Teachers may send something home for extra practice on occasion, but it is not required. Special projects may be assigned throughout the year.

The teacher reserves the right to have a child bring home any unfinished class work to be completed and returned the next day.

Students can be asked to read each night and study for their weekly reading and spelling tests as well as work on programs.

5th graders may be assigned light homework starting the 2nd semester of school to prepare them for middle school.

Telephone Usage

Students are not permitted to use the school telephone except in emergencies. Nor are students called to the telephone, except in emergencies. Messages will be relayed from the office to students if they are of an emergency nature. The school office should not be expected to deliver messages that could have been handled before leaving home.

Make early dismissal day arrangement plans with your child ahead of time. It is not possible to allow each child to phone home for instructions. Notes should be sent to classroom teachers to make them aware of any issues or schedule changes.

Dress Code

- Clothing which may present a safety hazard must not be worn. This includes any clothing, jewelry, accessories, etc., that may be used as weapons or present a risk of injury to the student or school personnel. Additionally, Students may be prohibited from wearing or required to change out of shoes that present a safety concern during recess, gym class, or during the regular school day and School Administration determines.
- Any clothing, accessories, symbols, jewelry, or other paraphernalia, which depicts or suggests association with a gang shall not be brought to school, worn at school, or in any way be present at any school related event.
- Any clothing, jewelry or accessories with decorations, patches, lettering, advertisements, etc., that may be considered obscene or offensive are not to be worn to school. This includes any clothing, jewelry, accessories, etc., which have drug emblems; contain obscenities; tobacco or alcoholic beverage references; which may be considered derogatory towards a race, culture or religion; which may be considered any form of harassment.
- Transparent and/or see through material is considered unacceptable. Shirts or blouses must cover the entire midsection at all times, even in movement.
- No undergarments or body parts of a personal or private nature may be exposed plainly or by way of tears, rips, holes, etc. in clothing. These personal and private body parts include male and female chests, buttocks, and genitalia, etc.
- Any type of head covering is unacceptable unless for religious purposes

Refer to the KCS Handbook for more detailed information about the Dress Code.

Personal Property

Possession of personal property items that are not needed for the instructional objectives of the school day are not permitted. The purpose of identifying specific items is to eliminate any items that disrupt classroom instruction or operation of the school, this also eliminates the responsibility of school personnel for items that are expensive which could be lost or broken and to eliminate items that violate Board of Education Policy.

The following items are not permitted. Additional items may be identified by the individual classroom teachers:

- Toys (Especially collectible cards)
- Animals/Pets
- Electronic equipment (MP3, IPODs)
- Regular games and electronic games
- **Cell Phones**
- Medications without doctor and parent permission

Teachers have the authority to permit exceptions if certain items are part of a special/temporary classroom project. (Animals are specifically prohibited by Board of Education Policy, no exceptions)

Fundraising

No student is allowed to sell products door-to-door. Any student selling door-to-door may not participate in any prize program or any future fund-raising events. Money earned is allocated for supplies, instructional materials, student rewards/awards, staff/volunteer recognition programs, field trips, technology, playground, and school beautification projects.

Birthdays/Celebrations

Invitations to student birthday parties may be passed out at school providing all students in the classroom receive an invitation.

Flowers and balloons may be sent to school, but students will not be allowed to pick them up in the office until the end of the school day. Flowers and balloons are not permitted on school buses. Students with flowers or balloons must be picked-up by a parent that day or the items will be left at school.

We are unable to accommodate birthday celebrations in the classroom.

Field Trips and Excursions

Students are to meet guidelines in order to attend field trips. Students not meeting guidelines may be excluded from the trip by the classroom teacher.

- Maintains acceptable work habits in his/her classroom
- Meets student behavior program guidelines*
- Exhibits self-control in and out of the classroom*
- Permission slips and medical forms must be signed and returned prior to trips. Students will not be permitted to call home for permission

School based staff members will be the sole chaperones on field trips unless determined by the principal that parent assistance is needed. **Only school-based staff members will be permitted on overnight trips.**

Student Awareness

Students and parents must be aware of Policy J25 regarding Student Behavior, including the sections dealing with weapons, drugs and sexual harassment. Please be aware of the consequences for violating these policies.

Weapons, drugs, tobacco, alcohol and sexual harassment are not permitted on school property.

Facility Usage

A Certificate of Liability Insurance is required for all outside groups using Board of Education property for any reason. The required amount of coverage that is needed is no less than \$1,000, 000. Certificates of insurance and a letter of endorsement must be received 48 hours prior to the event. In addition, a Facilities Use Form (Board Re. C41A) must be filled out for any event by the principal and group using the facility. There is a \$15 per hour charge for the use of a classroom and a \$25 per hour charge for the use of the multi-purpose room. If custodians, food service workers or other school employees are needed during the event, an additional amount will be charged to the group.

Parent/Educator Resource Center (PERC)

The mission of the PERC is to provide families, educators, and the community with information, training, and support to work in partnership for each child's educational success. PERC offers information regarding all aspects of education and can refer families to social and literacy resources as well.

Contact: Parent/Educator Resource Center
304-348-7715
perc@mail.kana.k12.wv.us

Strategic Plan

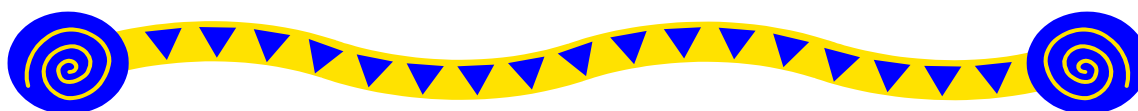
Mission Statement: Central Educates for Success!

Our vision: It is our vision to meet the needs of the whole child. We strive to instill in our students the ability to collaborate and communicate effectively. We will teach them to excel using 21st century learning skills that will prepare them to be college and career ready.

Our Beliefs:

- Schools, parents, and community must be partners in learning.
- Quality teaching is the key to student success.
- Education should provide the stimulus by which each student will be challenged to reach his or her potential.
- Schools must be safe and caring places.
- Effective leadership skills are essential for creating a highly productive learning environment.

The Strategic Plan for Central Elementary School is available for your review at any time. If you would like more information about the plan or would like to be on the planning committee, please contact the principal. Your input and questions are appreciated.



Curriculum Standards and Objectives, Concept Maps, and Pacing Guides:

Teachers at all grade levels will be implementing the West Virginia College and Career Ready Standards. They will also be following the Concept Maps and Pacing Guides established by Kanawha County Schools. Adopted textbooks and other supplemental materials will be utilized to instruct students so that mastery of the content standards is achieved.

Reading Curriculum/Assessments

National Reading Panel – Five Elements of Reading

Central Elementary staff will implement the skills children need to read well as outlined by the research in Put Reading First: The Research Building Blocks for Teaching Children to Read. The reading skills being focused on are as follows:

- ✓ Phonemic Awareness
- ✓ Phonics Instruction
- ✓ Fluency Instruction
- ✓ Vocabulary Development
- ✓ Text Comprehension

“myView Literacy” by Savvas is our adopted text. It allows for differentiated instruction for readers at all levels. Students have access to online versions of the text at home.

Phonemic Awareness:

Teachers in grades K-1 will be working with students to improve their phonemic awareness, which is the ability to hear and manipulate the sounds in spoken words and the understanding that spoken words and syllables are made up of sequences of speech sounds. In other words, it is the awareness that sounds (phonemes) make up spoken words. Students must be taught this essential pre-reading skill.

DIBELS:

The Dynamic Indicators of Basic Early Literacy Skills (DIBELS) are a set of standardized, individually administered measures of early literacy development. They are designed to be short (one minute) fluency measures used to regularly monitor the development of pre-reading and early reading skills. Subtests administered to students in grades K-3 include the following: Letter Naming Fluency, Nonsense Word Fluency, Phoneme Segmentation Fluency, Oral Reading Fluency and Retell Fluency. DIBELS testing results will be sent home to parents following each benchmark test.

Phonics:

Teachers in the primary grades will be instructing students in phonics. Phonics is a method of teaching students how to read by learning the sounds each letter and letter cluster makes. It is only after this understanding of the sound/letter relationship is achieved that successful, independent reading can occur. The Phonics program is an explicit and systematic program, which means that students are first taught individual letters, the sounds those letters make, and the rules governing the use of those letters. Over time, students will learn the 26 letters, the 44 sounds those letters make, and the 70+ ways those sounds are spelled, as well as the four vowel rules basic to the English language.

Guided Reading:

Central Elementary School teachers will be implementing guided reading across all grade levels. We will be using the model provided by Jan Richardson in “Next Steps Forward in Guided Reading.” Guided reading is an instructional approach that involves a teacher working with a small group of students who demonstrate similar reading behaviors and can all read similar levels of texts. The text is easy enough for students to read with the teacher’s skillful support. The text offers challenges and opportunities for problem solving, but it is easy enough for students to read with some fluency. Teachers will choose selections that help students expand their strategies. Guided reading is important to students because it gives them the chance to apply strategies they already know to new text. Teachers provide support, but the goal is independent reading. The goal is for students to be able to read a variety of texts with ease and deep understanding. All classroom teachers will be responsible for using and updating the Pioneer Valley Progress Charts for each student.



No Requests for Teachers

We do not accept requests for teachers.

Students will be grouped according to academic, social and behavioral needs. We will be looking closely at educational data to determine balanced student groupings in each classroom.

Data such as GSA, DIBELS, Reading/Math Benchmark tests, and formative assessments will be analyzed when making grouping decisions.

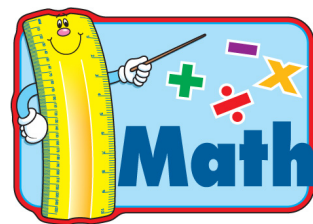
Creating a balanced educational setting for **ALL** students is essential to the overall success of our school and we are glad that you can understand the need for this policy.



Math Curriculum & Assessments

The current math adoption is My Math by McGraw-Hill. The McGraw-Hill company describes the program by saying, “McGraw-Hill My Math can help you challenge your students in a way that inspires them to embrace the power of mathematics through real-world applications and experience just how fun math success can be. By weaving the three components of rigor throughout the student edition and program, McGraw-Hill.”

My Math enables your students to progress toward a higher level of achievement and steadily grow their math confidence.

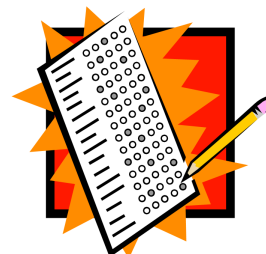
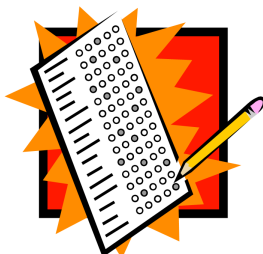
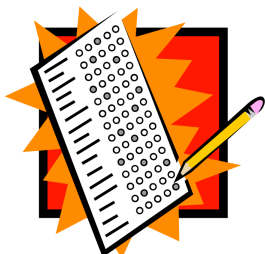


State Standardized Assessments

The West Virginia General Summative Assessment (WVGSA) for students in grades 3-8 is an online summative test given toward the end of the school year to measure student performance on the state's content standards, which provide clear, consistent guidelines for what students should know and be able to do at each grade level.

Students in grades 3-8 are assessed in English language arts (ELA) and mathematics. Students in grades 5 and 8 also are assessed in science.

Students who arrive on time, put forth their best effort and who are present will be rewarded. Those not meeting these guidelines will not receive the reward. Rewards may include parties, fun school activities, field trip, etc.



Parent Teacher

Organization

The Central Elementary PTO is made up of parents and teachers and is governed by an executive committee.

Fundraising money will be used to support the following PTO initiatives:

- School beautification projects
- Playground/Physical Activity Events
- Stipends for classroom accounts
- 21st Century Technology Integration
- Student and volunteer reward programs
- 5th grade trip and graduation activities
- Teacher Appreciation Week
- Crossing guard
- Improve communication between home/school
- Create awareness of instructional programs
- Involve parents more closely in educational affairs and operations

Local School Improvement

Council

The Central Elementary LSIC meets 4x-per year. The LSIC is made up of parents, educational personnel, community members and business owners. The LSIC is an elected council.

The LSIC does the following:

- Encourage the involvement of parents/guardians in his/her child's educational process and in the school
- Encourage businesses to provide time for their employees who are parents/guardians to meet with teachers concerning their child's education.
- Encourage advice and suggestions from the business community
- Encourage school volunteer programs and mentorship programs
- Foster utilization of the school facilities and grounds for public community activities

Student iPads

All students will have an iPad assigned to them. An inventory will be completed the first week of school by each classroom teacher to ensure students have an iPad and it is the iPad assigned to them. Please notify the principal of any missing or incorrectly assigned iPads. Your family is responsible for the care of the iPad. An optional damage waiver is available for purchase. You will receive information about this the first week of school.

iPads will be sent home daily in case of an unexpected remote learning day and to use for extra practice at home. Students are expected to bring their iPads, fully charged, each day. Please incorporate this into your nightly routine.

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER DISCRIMINATION PROHIBITED

As required by federal laws and regulations, the Kanawha County Board of Education does not discriminate on the basis of sex, race, color, religion, disability, marital status, age, or national origin in its employment practices and or in the administration of any of its education programs and activities. Inquiries may be directed to:

- Roshana Gray, Title IX Coordinator, Kanawha County Board of Education, 200 Elizabeth Street, Charleston, WV 25311-2119, phone 348-1379
- Lauren Winter, Section 504 Coordinator, Kanawha County Board of Education, 200 Elizabeth Street, Charleston, WV 25311-2119, phone 348-7740
- Elimination of Sex Discrimination Program coordinator, 558-7864 or the US Department of Education's Director of the Office of Civil Rights (215) 596-6795

IF PRINT MATERIALS ARE NEEDED IN AN ALTERNATIVE FORMAT DUE TO A DISABILITY OR LITERACY ISSUE, PLEASE CONTACT THE PRINCIPAL TO MAKE THOSE ARRANGEMENTS.