

Andrews Heights Elementary

Family Handbook

*Supplemental to KCS Handbook, Policies, and
Procedures
2026-2027*

**Andrews Heights Elementary
7776 Coal River Road
Tornado, WV 25202
304-722-0232 (phone)
304-722-0243 (fax)**

“Education is not the filling of a pail, but the lighting of a fire.” --William Butler Yeats

WELCOME TO ANDREWS HEIGHTS ELEMENTARY

Dear Parents,

Welcome to another new school year! We are very excited to have the opportunity to work with you and your children and hope this year will be successful in every way.

Our staff wishes to extend a personal invitation to you to become actively involved in your child's education. We want to encourage you to get acquainted with our staff, visit the school, and join the PTO.

This handbook will provide important information about Andrews Heights Elementary, and we hope you will refer to it often.

Our office is always open for any questions or concerns you may have. Please add the Schoology app, where we will post our school events and information. Please sign up and check Schoology frequently. This is the learning platform we will use for school information and academics. This is also the way to communicate with our staff electronically, and will be our primary form of communication. You can always find general school information on our school website as well.

**Yours truly,
Suzanne Conley, Principal**

Kanawha County Schools publishes a handbook with information that is pertinent to all elementary students. This information includes bus regulations, policies and procedures, and a student code of conduct. You will receive this during the first few weeks of school. We hope you will find this information helpful.

Andrews Heights Elementary

Mission Statement:

Empowering students to achieve academic excellence, strong character, and responsible citizenship.

Belief Statements:

We believe:

1. All students can succeed.
2. Good teaching is essential.
3. Strong leadership is important for success.
4. Learning is enhanced when school, families and communities work together.
5. Our school provides a safe and caring environment.

School Pledge

I am a student at Andrews Heights Elementary.

I am expected to be

Responsible

Respectful

And Safe.

Staff List

Suzanne Conley	Principal	Office
Chelsea Loveless	Secretary	Office
Anita Gillespie	Counselor	Office
Madelyn Handley	Preschool Teacher	Room 113-Early Childhood Center
Amber Pritt Carter	Preschool Asst. Teacher	Room 113-Early Childhood Center
	Preschool Parent Asst.	Room 113-Early Childhood Center
Brenda Bayless	Kindergarten Teacher	Room 116-Early Childhood Center
September Harrison	Kindergarten Asst. Teacher	Room 116-Early Childhood Center
Emily Griffith	Kindergarten Teacher	Room 112-Early Childhood Center
Beth Price	Kindergarten Asst. Teacher	Room 112-Early Childhood Center
Tammie Miley	First Grade Teacher	Room 104
Jennifer Welker	First Grade Teacher	Room 105
Kara Doub	First Grade Asst. Teacher	Room 105
Amy McComas	Second Grade Teacher	Room 100

Angie Porterfield	Second Grade Asst. Teacher	Room 100
Madison Null	Second/Third Grade Teacher	Room 110
Megan Miller	Second/Third Grade Asst. Teacher	Room 110
Amy Loftis	Third Grade Teacher	Room 109
Kendal Nidy	Third Grade Asst. Teacher	Room 109
Sarah Farry	Fourth Grade Teacher	Room 107
Megan Hess	Fourth Grade Teacher	Room 108
Paul Strickland	Fifth Grade Teacher	Room 106
Alia Vance	Fifth Grade Teacher	Room 105
Jill Rose	Resource Teacher	Room 102
Leigh Ann Bright	Basic Skills Interventionist	Main Hall
Lynn Reynolds	Technology Teacher	Library
Josh Harvey	Physical Education	Multipurpose Room
Vickie Bryant	Speech Therapist	Main Hall
Andrew Winter	Music Teacher	Room 111
Michelle Holstein	Art Teacher	Room 101
April Ross	Nurse	Clinic
Beth McCune	Attendance Director	304-722-0212, office at SAHS
Melissa Beck	Dental Hygienist	
Pamela Mynes	Head Cook	Kitchen
Kelsey Carte	Cook	Kitchen
Tonya Van Fossen	Cook	Kitchen
Ron Johnson	Custodian	
Chris Smith	Custodian	

KCS School Calendar for 2026-2027

19: First Day of School for Students K-12

24: First Day of School for Preschool

September:

7: Labor Day Holiday (schools and offices closed)

18: mid-terms for 1st 9 weeks

October:

5: Parent Teacher Conferences (no school for students)

6: Professional Learning Day/Faculty Senate (no school for students)

16: 1st 9 weeks ends

19: 2nd 9 weeks begins

23: 1st 9 weeks report cards sent home

November:

3: Election Day (schools and offices closed)

11: Veterans Day (schools and offices closed)

23-27: Thanksgiving Break (schools closed)

December:

4: mid-terms for 2nd 9 weeks

18: Early Dismissal for students FS for staff

21-January 1: Winter Break (schools closed)

January:

4: Schools re-open after Winter Break
15: last day of 1st semester and 2nd 9 weeks
18: Martin Luther King Jr. Holiday (schools and offices closed)
19: 3rd 9 weeks and 2nd semester begins
22: 2nd 9 weeks report cards sent home

February:

12: Early Dismissal for students FS for staff
19: mid-terms for 3rd 9 weeks

March:

19: 3rd 9 weeks ends
22: 4th 9 weeks
26: 3rd 9 weeks report cards sent home

April:

2: PL Day and Faculty Senate (no school for students)
5-9: Spring Break (schools closed)
23: mid- terms for 4th 9 weeks

May:

28: Last day of school for students
28: 4th 9 weeks report cards sent home
31: Memorial Day (schools and offices closed)

BASIC INFORMATION

Projected enrollment: 230

Daily schedule:

6:45-7:15 doors open for students - students go to their classroom for breakfast

7:15 - tardy bell rings, instruction begins

10:35-11:05 First Grade Lunch

10:35-11:05 Kindergarten Lunch

10:55-11:25 Second Grade Lunch

11:15-11:45 Third Grade Lunch

11:25-11:55 Fourth Grade Lunch

11:45-12:15 Fifth Grade Lunch

1:50 - afternoon announcements, begin bus student dismissal

2:00 – walkers, car riders, Humphreys dismissed

2:45 - teacher dismissal

Absences and Attendance

Regular attendance is important for student achievement. Positive attendance habits should be encouraged all year.

To School or NOT To School?

Families may find the following list helpful in deciding whether or not to send a child to school when there is a question of illness:

KEEP YOUR CHILD HOME IF...

- There is a fever of 100 degrees F or more... Your child must be fever-free for 24 hours without medication before returning to school.
- 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.

ABSENCE IS EXCUSABLE FOR SPECIFIC REASONS

West Virginia Code 18-8-1 and West Virginia Board of Education Policy 4110 permit students to be excused from school for:

- a.) School-approved or county-approved curricular or extra-curricular activities; failure of the bus to run/hazardous condition, IEP, SAT/504 Plan meetings; and other county board approved excused absences.
- b.) Personal illness or injury of the student or student's parent, guardian or custodian.
- c.) Death in the family.
- d.) Judicial obligations or court appearance involving the student.
- e.) Military requirements for students enlisted or enlisting in the military.
- f.) Participation in medical homebound or hospital instruction.
- g.) Documented chronic medical conditions consisting of mental or physical impairments. Documentation by a physician is required and reviewed quarterly by the SAT, IEP or 504 team.

A VALID EXCUSE IS REQUIRED WHEN RETURNING TO SCHOOL

All documentation relating to absences shall be provided to the school not later than three instructional days after the first day the student returns to school. In the event the documentation is not provided to the school within three days, the absences are considered unexcused. Personal injury or illness excuses of student or parent/guardian may not exceed 10 per year. Excuse must include the following information.

- Student's name
- Grade
- Date(s) of absence
- Date of the note
- Reasons for the absence
- Signature of parent or guardian

OTHER REASONS CANNOT BE EXCUSED

Any absence not meeting the stated requirements shall be considered an unexcused absence (West Virginia Code 18-8-1). Absences such as hunting, fishing, working in or away from home, babysitting, oversleeping, suspensions, or missing the school bus are unexcused. Additionally, educational leave for any reason will not be granted.

Questions regarding any of the listed reasons may be answered by a school administrator, the Assistant Attendance Director assigned to your school, or the Attendance Director of Kanawha County Schools.

TARDINESS

Tardiness is defined as any arrival of a student after the time scheduled for classes or school to begin. Student tardiness will be handled according to procedures established by Kanawha County Schools and each school. A brochure outlining these procedures is available. A record of excessive tardiness or students leaving early for appointments will be kept. Students reporting to school more than 90 minutes after commencement of the school day shall be reported one-half day absent. If a student is taken out of school 90 minutes early, he/she shall be reported one-half day absent.

STUDENTS ARE RESPONSIBLE FOR MAKEUP OF SCHOOL WORK MISSED DURING AN ABSENCE

Students are responsible for work missed during an absence. 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.

ABSENCE REPORTED TO PARENTS

Absences from school are reported to parents by report cards, telephone calls, letters, or through home visits. Home visits may be made by the county Assistant Attendance Director or other school personnel.

The parent/guardian should notify the school when a student is absent.

Please give all unexcused absences notices immediate attention. Continued absence may result in a fine of 50 to 100 dollars for each violation, or possibility of a jail sentence of not less than five nor more than twenty days as prescribed by 18-8-2 of the SCHOOL LAWS OF WEST VIRGINIA.

After School Arrangements

If your child is to go to a different location after school, or will be picked up by someone other than the legal guardian, it is necessary to send a signed note by the parent/guardian. 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, rather than phoning the office to deliver a message. We will not interrupt instruction to deliver messages.

Arrangements to go home with a classmate should be made before school. PARENTS OF BOTH STUDENTS MUST SEND A NOTE. Students will not be permitted to call parents to make these arrangements. Students without a note will be required to follow their usual routine.

Arrival and Dismissal

ARRIVAL

Students need to arrive at school between 6:45am and 7:15am. The tardy bell rings at 7:15am, and students need to be in their classrooms, ready to work and learn by that time. This means that if they are eating breakfast at school they need to be here early enough to eat before the tardy bell.

All students must enter through the main doors. There are two lines of traffic in the morning – the inside lane, closest to the school is for the buses. Do not drive through the bus lane, as that is reserved only for buses. Car riders are in the outside lane, closest to Coal River Road. There are always adults outside to make sure the students get out of cars and onto the sidewalk safely. If you must get out of the car to open the door, hug, kiss, or dress your child, please pull into a parking space. We need to keep the line of traffic moving or our community gets very upset with us. UNDER NO CIRCUMSTANCES ARE STUDENTS TO BE LET OUT OF CARS ON COAL RIVER ROAD.

If you want to park and walk your child to the door, please park either at the far end of the lot or across the street on the church lot, never in the service drive beside the multipurpose room.

Students will not be supervised until 6:45am. Please do not drop your child off early to wait at the front doors. At 6:45am, adults will be present outside and in the hallways to help monitor and direct the students.

DISMISSAL

Parents will not be permitted in the building during dismissal. It makes the main hall too congested, and students get confused about where they are to go. We also respectfully request that parents please not arrive for parent pickup early just to avoid traffic. Signing students out 5 minutes prior to the start of dismissal is very disruptive for teachers trying to get the class ready for dismissal.

Students are to report home immediately after dismissal if they do not attend an after-school program. 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. Inappropriate bus behavior could result in suspension from the bus.

Animals on School Property

No animals are permitted on KCS property except service animals, therapy dogs, and police working dogs, unless approved by the principal.

Beginning of Year Forms and AHES Emergency Information Sheet

Parents must complete required KCS beginning of year paperwork and forms on the KCS website. If you cannot access the forms, please contact the school to make other arrangements.

Andrews Heights will send home a PINK school-based emergency information sheet. This form is required and provides vital information to the main office. We must have telephone numbers where parents or guardians may be reached during the instructional day. If you relocate and your contact information changes, please notify the school in writing immediately with the new information. Doing so will continue to allow the school and county to contact parents/guardians in the case of an emergency.

Breakfast, Lunch, Snack

All students enrolled at Andrews Heights Elementary will be provided a free breakfast and a lunch. If your student eats breakfast at home, he or she will not be required to eat school breakfast. If your child brings a cold lunch to school, he or she will not be required to eat a hot lunch. Students with a packed lunch may purchase a milk for \$.50. Students who bring lunch from home will always be given the opportunity to also get a school lunch.

Snack time will not be incorporated into our students' daily classroom schedule.

PACKED LUNCHES need to be **HEALTHY**. Please consider packing things like deli-meat sandwiches, fruit cups, veggies, applesauce or fruit sauces, bottled water, wraps, fresh fruit (apples, bananas, oranges), pretzels, granola bars, etc.... Students behave and work at their BEST when they are well-fueled with healthy foods and drinks.

Bus Transportation

This year, Kanawha County Schools will be using the EZNow tracking app so that parents and guardians can better track their student or students' bus. The app will allow you to view bus stop information, get notified when the bus gets close to the bus stop, and receive notifications about delays.

The app is available on the Apple App Store or Google Play. You may also use a QR code sent home from school at the beginning of the year.

Route number - if you or your student do not know the correct route number, you can go to Find My Bus Stop under the Transportation tab on the KCS webpage. There, you can input your address and find

out. **Make sure to select your student's correct grade level.** If you cannot find it, call our Transportation Office at 304-348-6616.

WVEIS number (student “39” number) - your student likely knows their number as their number may be used for their log-ins! You can ask them for their number. It is also listed on printed grade reports from the school. If you cannot find it, call your student’s school or email techdept@mail.kana.k12.wv.us.

Celebrations/Birthdays

We will have regularly scheduled celebrations that include a Halloween party, a Valentine party, Family Lunches, nine weeks awards ceremonies, and monthly birthday lunch.

Invitations to student birthday parties may be distributed at school, providing ALL students in the classroom receive an invitation. Teachers may accommodate birthday celebrations for students; however, they are to be kept very simple and take little of the instructional time. Arrangements for celebrations must be made well in advance with the classroom teacher. WVDE and KCS nutritional guidelines must be followed for any celebrations.

Cell Phones and Other Personal Electronic Devices

Kanawha County Schools has adopted a cell phone policy (J40), to address cell phones and personal electronic devices in schools. Andrews Heights Elementary will adhere to this policy and will enforce it daily.

Personal Electronic Device: any device that electronically communicates, sends, receives, stores, reproduces, or displays voice and/or text communication, media or data.

School day: The period during which students are in the school building/on a school sanctioned activity (as it pertains to field trips). This time starts when they enter the building to start the day and ends when either they leave the building or after dismissal (or at the conclusion of a school-sanctioned activity).

While cell phones and/or personal electronic devices are permitted on school property, they are not permitted to be used during the school day. Students are permitted to use their county issued iPad only for instructional purposes. Devices must be on silent or turned off and kept out of sight (in a backpack or locker, and NOT in a pocket, etc.) during the entire instructional day. Unauthorized use may include texting, social media browsing, gaming, photography, or any activity not related to instruction and are subject to the consequences outlined in District Policy J25.A.(1), as a Level I Violation. Any effort to circumvent this policy with another electronic communication device or through deceptive means will be considered a violation of this policy and of Policy J25– Student Behavior.

1st offense: phone call home, item given back at the end of the day.

2nd offense: phone call home, parent required to pick up item, student gets discipline offense in WVEIS.

3rd offense: principal discretion, in accordance with Policy J25

Conferences and Communication with Parents

Teachers will send home a weekly newsletter with assignments, skills, homework, and upcoming events listed for families. This also will be posted on the class’s Schoology page.

We believe that Parent Teacher conferences are most important for the welfare of each child and for the promotion of good understanding between the home and the school. Please understand that teachers arrive early to prepare for the school day. It is important that teachers spend all the time they can with their students. An appointment provides time for preparation, and the privacy that is desirable for a satisfactory conference. Conferences, other than regularly scheduled ones, may be arranged by request of a teacher or a parent when a need arises. Please call the school to arrange a conference, or message the teacher directly on Schoology.

Parents are encouraged to join the “Andrews Heights Elementary Parents” page on Facebook. This is a closed group, so only parents/guardians will be approved after completing membership information. This platform will be used to share information about the school and school events.

Confidentiality, Custody Orders, Legal Papers

Student and parent information is kept strictly confidential. Student records are kept secure and conversations regarding student achievement, attendance, etc., are only discussed in confidential terms.

Legal papers regarding custody issues and restraining orders are kept in the main office. Teachers will be informed when a legal order exists. We are to take every precaution to ensure that legal documents are followed and enforced. Please notify the office immediately if an issue arises. If you have any legal paperwork concerning your child, it needs to be on file at the school level. Legal orders must be resubmitted when they expire and at the beginning of the school year.

Positive Behavior Support

This is a schoolwide system that creates and maintains a safe and effective learning environment. The purpose is to establish a climate in which the appropriate behaviors are the norm. It ensures all students have the social skills needed for success at school and beyond. It is a proactive system that uses clear expectations, rewards for success, and consistency.

We will have “PBS Rewards Clubs” on the last school day of every month. We will start Rewards clubs in September. Students will choose a club (board game club, Nintendo Switch club, Pokemon club, ArtHub for Kids club, etc.) each semester. Students can earn their way into a fun club with positive behavior throughout the month.

Andrews Heights Elementary School Expectations

	<i>Bee Responsible</i>	<i>Bee Respectful</i>	<i>Bee Safe</i>
<i>Hallways</i>	• <i>Keep moving and stay to the right.</i> • <i>Keep hands, feet and objects to yourself.</i>	• <i>This is a quiet zone—others are working!</i> • <i>Respect others’ personal space when standing or moving in line.</i>	• <i>Walk facing forward, never run.</i> • <i>Watch where you are walking.</i> • <i>Follow directions.</i>
<i>Restrooms</i>	• <i>Always flush!</i> • <i>Always wash your hands.</i> • <i>Report problems to an adult.</i> • <i>Use equipment and supplies properly.</i>	• <i>Respect other people’s privacy.</i> • <i>FLUSH</i> • <i>Keep it clean.</i> • <i>Enter and exit promptly.</i>	• <i>Keep the water in the sink.</i> • <i>Report messes to an adult.</i>
<i>Classroom</i>	• <i>Keep hands, feet and objects to yourself.</i> • <i>Follow directions.</i> • <i>Come to class on time and ready to work.</i> • <i>Return all materials and homework daily.</i>	• <i>Use classroom materials properly.</i> • <i>Keep hands, feet, and objects to yourself.</i> • <i>Listen to your teacher and classmates when they are talking.</i> • <i>Raise your hand and wait your turn to speak.</i> • <i>Be considerate of others.</i>	• <i>Keep your desk and work area neat and clean.</i> • <i>Sit in your seat properly.</i> • <i>Walk at all times.</i> • <i>Use classroom tools and materials safely.</i>
<i>Playground</i>	• <i>Keep hands, feet and objects to yourself.</i> • <i>If you take equipment outside, return it to the proper place.</i>	• <i>Take turns and share equipment.</i> • <i>Include others.</i> • <i>Report bullying when it happens.</i>	• <i>Use the equipment correctly.</i> • <i>Wear safe clothing/shoes.</i>

	- Remember clothing, lunchboxes and personal items. - Follow instructions.	- Trash goes into the trash cans. - Use appropriate language.	- Watch where you are walking and playing to avoid being hit by others. - Report broken or damaged equipment. - Walk to line up after recess is over.
<i>Cafeteria</i>	"Lights off" means no talking. - Use inside voices. - Clean up after yourself. - Follow instructions. - Get everything you need before sitting down.	- Respect other people's space in line and when sitting. - Use good manners. - Keep hands, feet and objects to yourself. - Don't play with your food.	- Sit facing forward at all times. - Report spills. - Walk. - Carry your tray with both hands. - Stay seated.
<i>Library/Tech</i>	- Take care of books and equipment. - Stay on task. - Put things in their proper place. - Return materials on time. - Follow instructions. - Keep devices off the floor.	- Respect others who are trying to read and work. - Keep hands, feet, and objects to yourself.	- Walk at all times. - Sit in your seat properly.
<i>Physical Education</i>	- Wear appropriate shoes and clothing on PE days. - Always participate with a good attitude, enjoy, and have fun! - Always take care of the PE equipment.	- When the teacher is talking, all students are listening. - Treat others how you want to be treated- kindness and patience. - Keep your hands and feet to yourself.	- Stop any activity when the music stops, and focus on the teacher. - Stay on your feet. - Keep your hands and feet to yourself.

Dress Code

The following items are part of the KCS and Andrews Heights Elementary dress code:

- Shirts must secure and cover all areas of the abdomen
- Crop tops, tube tops, spaghetti straps, and halter tops are not permitted
- Undergarments must not be visible at any time during any school function or activity
- The length of a skirt, dress, or shorts must extend to at least the student's mid-thigh
- Any tears, rips, or cuts in pants must be below the knee
- 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 that may be used as weapons, which have drug emblems, contain obscenities, tobacco or alcoholic beverage

references, which may be considered derogatory towards a race, culture, or religion or which may be considered sexual harassment.

- Flip Flops, slides, and high heels bigger than 1 inch are not permitted. These shoes have been determined to cause safety issues/injuries. Tennis shoes must be worn in Physical Education and on the playground or the child will not be able to participate.
- No caps, hats, scarves, toboggans, or sunglasses are to be worn in the building. This is for student safety in the event that people need to be identified quickly.

*Students who violate the dress code may be required to call home to have appropriate clothing brought to school. Refer to the KCS Student Dress Policy J36 for more detailed information about the dress code.

Emergency Early Dismissal

Anytime there is an emergency early dismissal, the KCS School Messenger system will provide information via phone and text. If your phone number changes throughout the year, it is important that the school is notified. We will also do our best to update the Facebook page, and post on Schoology. Our ORANGE AHES emergency information sheets provide a place for parents to inform the school about how students will get home in the event of an emergency. Please listen to all incoming KCS messages as they provide important information.

Health and Safety Guidelines

We will call you to pick up your child at school if any of the following occur:

- They have a temperature of 100 degrees or higher.
- They have vomited.
- They have head lice.
- They have pink eye.
- They have a rash that may be contagious.
- They have an infected, draining wound.
- Other emergencies that may occur.

If a student is exhibiting life-threatening complications, 911 will be contacted by the nearest adult with a phone. The student's teacher or an administrator will contact the family.

Medications

Kanawha County Schools Administration of Medications policy allows students to take medications at school only if it is absolutely necessary in order for the students to attend school and learn. Parents and guardians are to 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.

Homework

Homework as reinforcement will be assigned regularly. While following the county time guidelines, each grade-level team will make a decision regarding the frequency and consistency of homework.

Homework guidelines:

K - 1st: No more than 15 minutes of homework daily

2nd - 3rd: No more than 20-30 minutes of homework daily

4th - 5th: No more than 30-60 minutes of homework daily

Remember, homework can be as simple as “read for 20 minutes” or “study math facts with a family member for 20 minutes.” It doesn’t always have to be something that is turned in or graded.

Honor Roll and Academic Recognition

Students in grades three through five have the opportunity to earn B, A, and Straight A honor roll each nine weeks based on their grade point average at the end of the grading term. They will be recognized at the nine weeks awards assemblies with a certificate.

At the end of the year, all students in grades K-5 have the opportunity to earn a trophy for showing the most growth in Reading and Math from the beginning of the year to the end of the year. One student will be recognized for Reading, and one for Math, from each class.

Local School Improvement Council

The Andrews Heights LSIC meets 4 times per year. The LSIC is made up of parents, education personnel, community members and business owners. The LSIC is an elected council, responsible for the following:

- Encourage the involvement of parents/guardians in their child’s education process and 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.

Math Curriculum and Resources

Math & You is the county-required math program this year. By weaving the three components of rigor - conceptual understanding, procedural skill and fluency, and application - throughout the program, Math & You enables students to progress toward a higher level of achievement and steadily grow their math confidence.

No Tobacco Policy

KCS has a no tobacco policy in effect for all. No smoking or other tobacco use is permitted on school property at any time by staff, students, parents, or visitors. This includes vaping.

Parent Involvement & Volunteer Program

Parent and volunteer involvement in our school is important for student success. All parents are encouraged to be involved and participate in school functions in accordance with KCS policies. Parents are invited to participate in numerous activities at the school such as the following:

- Parent Teacher Organization (PTO)
- Local School Improvement Council (LSIC)
- Homeroom parents
- Strategic Planning Committee
- Parent/Teacher conferences
- Classroom Observations by appointment
- Grade level lunch with your student

The goals of our volunteer program are to aide school staff in clerical tasks, provide community resource persons in various areas, and finally to provide better school-community relations via involvement in the decision-making process concerning the needs of our school. The Parent Involvement Policy can be accessed on our school website through the “Select a School” tab on the main Kanawha County Schools webpage at kcs.kana.k12.wv.us. The planning, review and improvement can be discussed at any time. Your input and questions are appreciated.

Parent Teacher Organization

Our PTO is made up of parents and teachers. It is governed by an executive committee. PTO meetings will be announced in advance. We are always looking for parents to help!

Parents Right to Know

Federal law allows parents to ask about the professional qualifications of their child’s classroom teacher and requires school systems to provide the information in a timely manner if they request it. Specifically, parents have the right to ask for information regarding teacher certification, college major and advanced degrees. Parents also have the right to request similar information about aides or paraprofessional personnel who provide services to their child. Parents who desire this information may contact the Department of Human Resources, Kanawha County Schools, at 304-348-7712.

Reading Curriculum

SAVVAS MYVIEW LITERACY PROGRAM is our county adopted reading curriculum. It allows for differentiated instruction for readers at all levels. Students have access to online versions of the text for school and for at-home learning.

PHONEMIC AWARENESS - Teachers in grades K-5 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.

Request for Teachers

We do not accept any requests for teachers. Students will be grouped according to academic, social and behavioral needs. We look closely at educational data to determine the balanced student groupings in each classroom.

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.

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:

- ALL VISITORS MUST SIGN IN TO THE OFFICE.

- All classroom doors are to be locked and closed at all times no matter the inconvenience. We could have an intruder at any time. Locked doors slow down tragedies.
- School badges and visitor stickers must be worn and visible while in our building.
- Threats of harm, suspicious behavior or intruders, or volatile situations must be reported to the principal immediately.

We will conduct 10 fire drills each year. We will conduct 2 Shelter-In-Place drills each year. We will conduct Lockdown drills throughout the year. If we have to evacuate the building for any reason, our evacuation site is Humphreys Memorial UMC or Hayes Middle School.

Student Policies

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 anywhere on school property.

Student Assistance Team (SAT)

The Student Assistance Team is a team comprised of teachers, the counselor, parents, administration, reading and/or math intervention teachers, the attendance director, and the school psychologist to work with parents to investigate ways to help specific students.

Children are referred to SAT for several reasons, including:

- Poor attendance or chronic absenteeism
- Learning deficiencies
- Possible gifted placement
- Behaviors that may need addressed

Toys, games, cards, pets

Toys, games, and collectibles are to be left at home. The only exception for toys or games will be special occasions when items are permitted by the teacher or the principal. After School Care students may bring items for after school use only. They must remain in backpacks until time for Third Base, Humphreys, or Gateway. No pets of any kind are permitted per KCS Policy C59.

Visitors

All visitors are to report to the main office to sign in and out. NO one will be permitted to move throughout the building unescorted while students are present. This ensures the safety of our students and staff.

Water Bottles

Please send your child to school with their own water bottle, preferably see through and plastic. Please make sure their name is on it somewhere. We encourage our students to drink water all day to keep their bodies and brains hydrated. We have bottle filling stations throughout the building for their use.

Discrimination Prohibited and Title IX Guidelines

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 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 304-348-1379; to Lauren Winter, Section 504 Coordinator, Kanawha County Board of Education, 200 Elizabeth Street, Charleston, WV 25311-2119.