

Ruffner Elementary School

Respectful, Engaged, Safe

Mission and Goals

2026-2027 MISSION STATEMENT

Our mission is to provide supportive learning environments, academic growth, and the highest level of safety for all students at Ruffner.

2026-2027 Student MISSION STATEMENT (We have changed this order to reflect our new signage)

I will be kind.

I will work hard.

I will be safe.

Goals

Students will achieve at or above the current grade level by the end of the year in reading and math.

Vision Statement

At Ruffner, we envision a safe, supportive, and inclusive learning environment that promotes academic excellence in literacy, math, and the arts.

- Safe- By 2028 we will continue to be proactive to ensure the safety and security of all students and staff.
- Supportive- By 2028, we will continue to promote a positive and inclusive environment by recognizing the importance of individualized social and emotional learning opportunities.
- Success-By 2028, we will continue to provide best teaching practices to ensure student academic growth and foster self-motivated learners.

Dear Parents and Students,

It is my pleasure to welcome you to a new school year at Ruffner Elementary School for the 2026-2027 school year. We look forward to working with you to ensure a successful school experience for your child.

Following the lead of the West Virginia Department of Education's focus to provide students with both strong and challenging academic curriculum, and an infusion of 21st century skills needed to succeed after high school, we've raised the rigor of traditional subjects including math and reading. These remain as the core of our program. As a West Virginia School of Excellence, the staff and administration are committed to providing a 21st Century high quality education for our students in a safe and caring environment.

I would like to present you with the 2026-2027 Ruffner Elementary Parent and Student Handbook. Incorporated into this agenda, it provides a convenient way for parent and child to stay familiar with school policies and general information throughout the school year.

Please feel free to call or drop in to talk with me at any time. You are always welcome at Ruffner. All children are special! Best wishes for a rewarding school year!

Sincerely,

Principal Henry Nearman

Staff

_____ Mr. Henry Nearman	_____ Mrs. Skylar White-2nd
_____ Mrs. Diana Hamilton-secretary	_____ Ms. Misi Livingston- 2nd
_____ Ms. Stacey Beane-counselor	Assistant
_____ Ms. Morgan Larch-Autism	_____ Mrs. Calesha Berkley-3rd
_____ Mrs. Elissia Devitt-Autism Assistant	_____ Ms. Lydia Combs-3rd
_____ Ms. Sarah Dooley -Autism	_____ Ms. Michelle Cline-3rd Assistant
_____ Ms. Rachel Farmer- Autism Assistant	_____ Mrs. Alauna Croucher -4th
_____ Ms. Carly Smithson- Autism	_____ Mrs. Manda Bickoff-4th
_____ Mrs. Jessica Davis- Autism Assistant	_____ Ms. Amanda Runion -5th
_____ Mrs. Amanda Campbell- Autism Assistant	_____ Ms. Nicole Meadows-5th
_____ Mrs. Chasity Jarrell- Autism Assistant	_____ Mrs. Joy Redmond-Interventionist
_____ Mr. Atlas McGlinn- Autism Assistant	_____ Ms. Stephanie Berry-Technology
_____ Mrs. Susan Meador-Resource	_____ Mrs. Laura Schuda/Joshua
_____ Ms. Madelyn Bailey-PK	Humphreys-Music
_____ Ms. Madison Fields -PK Assistant	_____ Mr. Randall Gibson-Art
_____ Mrs. Sarah Brake-PA	_____ Mrs. Beth Sankoff-PE
_____ Mrs. Debi Scott-PK Assistant	_____ Mrs. Megan Bowman-speech
_____ Ms. Sara Kelley -PK	_____ Mrs. Amanda Shinault-nurse
_____ Mrs. Amanda Stover-PK Assistant	_____ Mrs. Crystal Hornsby-cook
_____ Ms. Michelle Eggert-PA	_____ Mrs. Marcy Roat-cook
_____ Mrs. Ashley Wilmot-K	_____ Mrs. Bonnie Crouch -cook
_____ Mrs. Chelsey Goins-K Assistant	_____ Ms. Peaches-cook
_____ Ms. Nikki Roush-K	_____ Mr. Jonathan Pence-custodian
_____ Ms. Kaylee Page-K Assistant	_____ Mr. Art Lane-custodian
_____ Mrs. Victoria Groves-1st	_____ Mrs. Kim Graley-attendance
_____ Mrs. Jessica Johnson-1st	_____ Mr. Yaniv Gutman -strings
Assistant	_____ Mrs. Sarah Kendall psychologist
_____ Ms. Calista Novak-1st	_____ Mrs. Crystal Pauley-specialist
_____ Mrs. Kailee Walker-1st Assistant	
_____ Mrs. Jessica Bryant-2nd	
_____ Mrs. Samantha Stutler-2nd Assistant	

Daily Schedule 26-27

7:00 Doors Open/breakfast begins

7:30 Instruction begins

10:40-11:10 2nd

10:50-11:20 1st, Pre-K

11:10-11:40 K

11:30-12:00 3rd

12:00-12:30 4th 5th

2:00 Bus Riders Dismissed

2:05 Car riders dismissed

12:30-2:10 The only changes you should be making to your child's end of day procedure should be for emergencies. If you need to make a change, you **MUST** either send a note (to each of your child's teachers) or call the office before 12:30. No emails/DOJO/Schoology messages will be accepted as teachers are teaching, and not expected to check their messages during this time.

Please Note: On two-hour delay days, school will start at 9:30 AM. On occasion, school may have to be dismissed early due to emergencies or inclement weather. Please know that the staff also leaves early if emergency dismissal is announced, so it is important for you to establish clear instructions and responsible care for your child before such emergencies occur. Stay tuned to weather forecasts on local radio and television stations and respond appropriately to insure the safety of your child. Do not depend on being able to reach us by telephone, as it probably will not be possible.

On regularly scheduled Early Dismissal days, Ruffner will dismiss students at 12:00pm. It is important to note that 3rdBase will take place beginning at 12:00pm on these days and still end at 5:40 pm.

If school is dismissed early due to emergencies or inclement weather, please be aware that no after school activities will take place. This includes 3rdBase.

If you choose to participate in the 3rdBase program, please go over instructions with your child ahead of time concerning your procedure concerning these conditions. This is very important for the safety of the child and to avoid last second confusion when phone lines are very busy and limited.

Please make certain that your child is at school in time to be prepared for the day before the tardy bell rings. It is very disrespectful and disruptive to the teacher and other students when children come in late. It also sets the tone for your child's day.

Attendance

Please see the Kanawha County Policies and Procedures Handbook for explanation of reasons for excused absences.

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. 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.

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

Students are responsible for work missed during an absence. Each school shall advise students of the procedures and the time line for makeup work as stated in Kanawha County Schools Attendance Policy.

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.

Call the school at 348-1130.

Awards

Ruffner Awards Information

We are excited to announce that PTO has again agreed to fund our students awards. This funding will provide various certificates, medals, and trophies for the students who meet certain academic and behavior criteria. On the back of this sheet you will see the areas where students can earn the various awards for their achievements. There will also be 4 honors parties and 3 Stars Assemblies. The awards assembly will be at the end of the school year at Ruffner Elementary. A

specific date will be determined later in the year due to the potential for the last day of school to be adjusted for weather-related changes.

This is a great opportunity for students to set goals for earning awards for the end of the school year. We look forward to this wonderful opportunity to celebrate our students!

Grades/Honors/Awards Levels/AR Goals

General achievement levels

Principal's List-4.0

A-Honor Roll-3.6-3.9

B-Honor Roll-3.0-3.5

Perfect Attendance-No absences and No tardies

Faithful Attendance -5 or less absence and tardies.

Grading scale

A=90-100

B=80-89

C=70-79

D=60-69

Behavior levels

PBS Stars 90-94%

PBS Shining Red 95-98%

PBS Super Stars 99-100%

AR Awards/Points:

Top 3 in each class

Honors Parties Guidelines

K-1-All S's in grades, and All S's in school behavior

2-5 All A, B, or C in academics and All S's in school behavior

Accelerated Reader Guidelines for Reward

1st nine-weeks Goals

Kindergarten - pass one test

1st - 1.5 points
 2nd - 5 points
 3rd - 7 points
 4th - 9 points
 5th - 11 points

2nd nine-weeks Goals

Kindergarten - pass one test

1st - 3 points
 2nd - 6 points
 3rd - 8 points
 4th - 10 points
 5th - 12 points

3rd nine-weeks Goals

Kindergarten - 1 point

1st - 4 points
 2nd - 7 points
 3rd - 9 points
 4th - 11 points
 5th - 13 points

4th nine-weeks Goals

Kindergarten - 1 point

1st - 4 points
 2nd - 7 points
 3rd - 9 points
 4th - 11 points
 5th - 13 points

 Perfect Attendance 0 absences for the year (K-5)	Certificate  Faithful Attendance 1-5 absences for the year (K-5)	 Principal's List Straight A's for final grades (2nd-5th)	 Reading Excellence Top AR (1st, 2nd, 3rd place) (K-5)	Certificate  Behavior Excellence PBS Super Star 95% or higher for Class Dojo for the year (K-5)
Certificate  Most Improved Reading	Certificate  Most Improved Math	Certificate  Most Improved Behavior	Certificate  A Honor Roll	Certificate  B Honor Roll

(K-5) 1 per class	(K-5) 1 per class	(K-5) 1 per class	3.6 - 3.9 GPA for final grades (2 nd -5 th)	3.0 - 3.5 GPA for final grades (2 nd -5 th)
 iReady Reading 30 Lesson Completed with a 75% or higher (K-5)	 iReady Reading 50 Lesson Completed with a 75% or higher (K-5)	 iReady Math Growth (K-5)	 Art Recognition Art Show (K-5) 1 per class	
 Roadrunner Award (5th)	 Chess Club Participation (3rd - 5th)	 Gardening Club Participation (4th-5th)	 Educational Minecraft Club Participation (3rd-5th)	 Student Council (3rd-5th)
 Strings Participation (4th-5th)	 All County Strings (4th-5th)	 Chorus Participation (5th)	 All County Chorus Participation (5th)	 Spelling Bee (4th - 5th)
 Math Field Day (4th-5th)	 Science Award (5th)	 Social Studies Award (5th)	 Patrols (5th)	 Magnet (5th)



**Speech Contest
(5th)**



AR Legend Award
The student earning the most AR points in their
elementary school career
(5th grade)

Bicycles and Skateboards

Due to the heavy traffic and crowded sidewalks, skateboards and bicycles are not allowed to be rode or brought to school. If they are brought to school, parents will be asked to pick them up.

CELL PHONE POLICY

All student cell phones must be off at all times during the school day. Students can use them walking to school, and walking home but while on the block of the school, no cell phones may be turned on. If phones are turned on, even if there is no service, they will be taken and a parent must pick them up. If this were to occur a second time, phones will be kept until last day of school. We have school phones in case of emergency for you and your students.

Child Custody

We are often faced with difficult situations concerning child custody. If you are a divorced or separated parent with sole custody of your child and have legal restrictions on the other parent visiting or picking up your child, a copy of the child custody court order must be on file in the office.

Classroom/Teacher Visitation Safe Schools

According to Kanawha County School policy, ALL visitors to the building, regardless of reason, MUST register in the office. All visitors and volunteers will be given a dated sticker to wear. Teachers and staff have been instructed to question anyone in the building not displaying proper identification. Classroom visitations are welcomed, but must be pre arranged with the teacher. Pre-school children are not permitted to visit the classrooms during the regular sessions. Parents are encouraged to volunteer in their child's class or other invited areas of need.

Counseling Services

Our counselor will be providing counseling services five days a week. If you have a concern about your child and would like for our counselor to schedule a consultation with him/her, please send a note or call the school. She is also available to consult with parents.

Communication from Home to School

Please send a note in the morning informing us where your child will be going after school, if it is different from the normal routine. 12:30-2:10 The only changes you should be making to your child's end of day procedure should be for emergencies. If you need to make a change, you MUST either send a note (to each of your child's teachers) or call the office before 12:30. No emails/DOJO/Schoology messages will be accepted as teachers are teaching, and not expected to check their messages during this time. We WILL NOT allow the students to tell us their plans have changed.

Also, it is imperative that after school arrangements are made the night before or in the morning prior to school. The child should know before they leave home what their plans are for after school. If your child is to go home with anyone other than a person listed on the emergency card, a note must be sent to school. Please do not rely on calling the school to relay plans.

Communication from School to Home

There are numerous ways that we communicate with you. 1) Phone calls, 2) text messages, 3) Kickboard 4) Schoology 5) emails, 6) website, 7) notes home, 8) weekly newsletters, 9) agendas, 10) marquee

With that being said as a parent it is your responsibility to know what is going on at school and with your child. Our staff does a wonderful job letting family members know what is going on at school with regards to academics and events.

Conferences with Teachers

Parent-Teacher conferences promote student achievement. Conferences for all parents will be when there is a need. Teachers are available at various other times during the school day when their students have phys. ed., technology, library or music classes. Preschool Teacher Conferences will be held on home visit days. Our policy is to respond to parental requests for conferences within two working days of the request. Sometimes concerns can be alleviated by making a phone call to your child's teacher during their planning time. If you have a concern, don't wait. Call the teacher for a conference. If the concern persists, involve the school counselor or principal. We want to work with you to give your child every opportunity for success.

Discrimination Prohibited Statement

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 or practices or in the administration of any of its education programs and activities. Inquiries may be directed to Title IX Coordinator, Kanawha County Board of Education, 200 Elizabeth Street, Charleston, WV 25311-2119, phone 348-1379; , Section 504 Coordinator, Kanawha County Board of Education, 200 Elizabeth Street, Charleston, WV 25311-2119, phone 348-1366; to Elimination of Sex Discrimination Program Coordinator, 558-7864 or the U.S. Department of Education's Director of Office of Civil Rights, Phone (215)596-6795.

NOTICE OF NONDISCRIMINATION

Applicants for admission and employment, students, parents, employees, and sources of referral of applicants for admission and employment are hereby notified that the Kanawha County School District does not discriminate on the basis of race, color, religion, national origin, sex, age, or disability in admission or access to, or treatment or employment in, its programs and activities. Any person having inquiries concerning the Kanawha County School District's compliance with the regulations implementing Title IX or Section 504 is directed to contact: Title IX: Title IX Coordinator, Kanawha County Board of Education, 200 Elizabeth Street, Charleston, WV 25311-2119, phone 348-1379; Section 504: Section 504 Coordinator, Kanawha County Board of Education, 200 Elizabeth Street, Charleston, WV 25311-2119, phone 348-1366. These persons have been designated by the Kanawha County School District to coordinate the efforts to comply with the regulations implementing Title IX and Section 504. Thank you for taking the time to read this policy. Again, greater detail to Kanawha County Policies can be found at <http://kcs.kana.k12.wv.us> . Please call our school at 304-348-1130 if you have questions. Have a great school year!

DRESS CODE

Student dress should be comfortable and in good taste. Ruffner will follow the KCS Dress Code. The following descriptions of clothing do not meet county and school codes and are considered a distraction and/or unsafe. Students wearing items mentioned below will be asked to return home or parents will be called to bring appropriate clothes to change:

The appropriateness of a student's dress for the school environment should dictate the student's appearance on each given day. No attempt will be made to dictate fashion styles as long as they are in keeping with district

policies. It should be noted, however, that it is the responsibility of the student and parent that the student adhere to the Dress Code.

All students are expected to adhere to common practices of personal hygiene and dress that contribute to the academic atmosphere, not detract from it.

Clarification regarding apparel should be obtained prior to wearing it to school; this can be obtained from the School Administration. School Administration shall have the right to consider any current fashion to determine its acceptability for school wear. School Administration will also allow for reasonable accommodations in dress and appearance for religious reasons or medical need, which will be provided upon request.

Students in violation of this policy may be asked to change, sent home, and/or otherwise be subjected to disciplinary actions as determined by the School's Administration. School Personnel shall follow building procedure for discipline referrals regarding dress code violations.

General Prohibitions:

- 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 or otherwise approved by School Administration.

Emergency info

The school maintains Student Emergency information. This provides a number where a parent and two alternate people can be reached during the day in case of illness or emergency. Please inform the school if any information on your child's card changes during the school year. For your child's safety, it is very important that our school records are kept up to date. At

anytime there is a change in your address, telephone number, or any other information on the emergency card, we ask that parents and guardians contact our school. **In order to safeguard children, they will not be released from school without written permission from the parent. Children will not be dismissed to leave with any person not identified on the emergency card. If an emergency arises, parents may send a note with their child.**

Field Trips

Field trips for instructional purposes are permitted and encouraged. Parents will be informed at least two weeks in advance of upcoming field trips. Permission slips must be returned to school the day prior to the day of the trip if the student is to participate. This allows enough time for school personnel to arrange supervision and transportation details. No student will be permitted to participate in a field trip without a signed permission slip delivered to the school prior to the day of the trip. Please remember that due to confidentiality, no video taping during field trips as they are considered an instructional setting. Please contact the principal and teacher for permission in special situations. Also, no student will be denied field trip opportunities because of inability to pay field trip fees. Please let the principal know if financial hardships exist. We often have parents who will donate money for students who are unable to pay. If students are suspended from the school bus, they may not ride a school bus for field trip purposes.

HATS, TOYS, JAM BOXES, Music PLAYERS, RADIOS, TRADING CARDS , GAMES, LASERS, etc.

Hats are not to be worn after a student enters the building. They must be stored in the student's backpack during school hours. This also includes sunglasses or any other article of clothing or accessory that may distract students from instruction. music players, radios, electronic games, laser pointers, recording devices, walkie-talkies, cell phones, any trading cards, or toys should not be brought to school. If confiscated, parents will have to pick up the items. Toy guns or weapons of any kind will result in suspension.

HOMEWORK

Each student at Ruffner should have homework every night, Monday through Thursday. According to Kanawha County Schools policy, homework should follow this guideline: Kindergarten-15 minutes maximum, 1st - 3rd-30 minutes maximum 4th - 5th-1 hour maximum Assignments should be review and drill of skills already taught. Homework may be assigned points for completion, but will not be recorded grades toward the final grade for the nine weeks. One exception would be long-term research projects.

LOST AND FOUND

The school maintains a lost and found where articles may be claimed. Please mark your children's clothing for identification. Please check the lost and found if articles are missing. Each semester, unclaimed items are donated to a local clothing pantry. School officials will not assume responsibility for lost articles or money. It is suggested that children bring only the amount of money necessary for any given day.

MAKE-UP ASSIGNMENTS

Students who have excused absences, documented by a note sent to the teacher upon return, will be permitted to make up assignments. The teacher will give the child an amount of time equal to the number of days absent to complete the work. According to Kanawha County Schools' policy, teachers are not required to allow suspended students to make up missed work except tests. If you would like to pick up homework for a sick child, please notify the school in the morning and the teacher will have assignments ready by the afternoon bell.

MEALS

Breakfast is served daily from 7:00 – 7:30 a.m. Lunch varies based on the class. Please feel free to join your child, the cost for adults for breakfast is \$3.25, and lunch is \$4.35. Students eat all meals for free, If you would like to have lunch with your child, please contact the office. We will notify the cooks in order to add you to their daily tally and have enough food prepared. Lunches should be paid for at the end of the lunch line. Please sign in at the office before eating. Students may not eat lunches brought to school other than those that are packed from home. At no time are soft drinks allowed in the lunchroom for students. Milk, water, and fruit juices are appropriate. According to federal guidelines, children may not bring in additional snacks to supplement their lunch.

We will NOT be able to heat up/cook any food brought from home (including mac and cheese/chef boyardee, etc.) If you want to send this food with your child you will need to heat it up/cook it for them and send it in an insulated container.

Nutritional Guidelines

We will be following the West Virginia Department of Education's guidelines of healthy foods

Below are our new guidelines.

Please note we are not permitted to distribute ANY candy at the party. Below is a list of healthy snack suggestions.

Healthy snacks (suggestions) must be prepackaged/individually wrapped (Nothing "homemade")

NO PEANUTS OR PEANUTS PRODUCTS-WE HAVE STUDENTS WITH SEVERE ALLERGIES

Foods

Low-salt baked potato chips (200 mg or less of sodium), crackers, and pretzels.

Animal crackers with no more than 35% of calories from sugars.

Graham crackers with no more than 35% of calories from sugars.

Ice cream bars low in sugar and fat.

Low-fat popcorn, Fresh fruits: apples, bananas, oranges, and pears,
or fruit cups packed in juice or water.

Fresh vegetables: baby carrots, celery, broccoli,
or something unusual, like edamame (soy).

Dried or dehydrated fruit: raisins, apricots, cherries, bananas.

Low-fat fruit-flavored yogurt.

Low-fat or nonfat chocolate or strawberry milk.

Low-fat, low-salt whole-grain crackers or chips.

Whole-grain, low-sugar cereals.

100% whole-grain mini bagels.

Drinks

100% fruit juice or 100% low-salt vegetable

PARKING

Please do not park in front of the school at any time, for any reason.

PARTIES

The homeroom helpers committee and PTO will provide Halloween and Valentine parties. Only healthy snacks can be brought to school. A birthday luncheon is prepared by the cooks. The cafeteria is decorated and students with birthdays during the month are given special treats. Parents are invited to join their students for birthday lunch, following Ruffner and KCS guidelines, which is announced on the monthly menu. Please do not bring treats without permission. **If birthday party invitations are brought to school, there must be an invitation given to each child in the room in order to avoid hurt feelings. If you are inviting a small group of the children's friends, please mail invitations from home or make a phone call invitation off of school time.**

Physical Education Program

Physical education is a program required by law. For safety purposes, all children will need rubber-soled shoes (no high-heeled sneakers, please). Girls will need to wear shorts under their dresses. If children are unable to participate in physical education, a doctor's excuse is necessary.

POSITIVE BEHAVIOR SUPPORT / PBS

Kanawha County Schools follows Policy J25 when it comes to student behaviors. This can be found on KCS website. We are going to incorporate PBS with our Character Education program. The PBS goal is to develop self-governing, responsible citizens. Its use creates and maintains safe, orderly, and positive environments. We will teach and reinforce our Character Education traits daily to stress positive behavior.

Discipline Code: Public school education is a right and a privilege. Good discipline begins with a “positive, caring school environment”. Ruffner students will be expected to assume certain responsibilities to insure the rights and privileges of all students.

Students Will.....

1. Respect myself, others, and property.
2. Be on time and prepared.
3. Listen and follow directions.
4. Keep hands, feet, objects, and ugly words to self.
5. Walk and talk quietly.

Student Orientation: During the first few days of school, classroom teachers will review classroom rules and Mr. Nearman or Ms. Beane will review Kanawha County Student Behavior policy Series J25 with students in each classroom. The purpose of the talk will be to inform students of school and county policies in regard to school behavior expectations and student conduct. Policy J25 includes county policy on weapons, alcohol/tobacco, drugs, and sexual harassment. Students will verify with signature of discipline expectations and consequences.

PLEASE LOOK AT THE KANAWHA COUNTY SCHOOLS DISCIPLINE POLICY FOUND IN THE KCS PARENT AND STUDENT HANDBOOK GIVEN TO EACH STUDENT TO TAKE HOME THE FIRST DAY OF SCHOOL.

To complement the Responsible Student Policy, a Positive Behavior Support program, or PBS, will be in place for the 2016-17 school year. This program operates under the philosophy that a positive and respectful culture throughout the school will occur with a unified approach across all grade levels through means of positive classroom procedures, expectations, and attainable incentives. This program will be outlined in a handout that will go home with students on the first day of school. When necessary, discipline procedures will align with the Kanawha County Schools Discipline Policy that can be found in the Kanawha County Schools Parent Student Handbook.

Other school-wide incentives: Students with high academic achievement (GPA 3.0 or higher) and proper behavior will be placed on honor roll according to honor roll policy. Students listed on honor roll will be recognized at the end of year awards assembly. The classroom teacher may reward appropriate student behavior and is encouraged to involve parents and/or school organizations to obtain proper awards. After each 9 weeks, we will hold a Stars Assembly to recognize leadership and positive behavior in our building. Families will be encouraged to attend these assemblies.

Students will have opportunities throughout the day to earn 10 points for their behaviors. These 10 points are:

- 1) **Being prepared**-This includes from the time they leave the house, travel on the bus or walking to school, returning documents signed, homework, or other supplies needed to be successful at Ruffner,
- 2 & 3) **Morning behavior**-This includes 2 points for their positive behaviors in the classroom,
- 4 & 5) **Transitions** –Each time students transition to or from a location,
- 6) **Lunch**-Showing respectful behavior during lunch time.
- 7) **Related Arts**-During PE, Music, Art, Library, and Counseling
- 8 & 9) **Afternoon behavior**– This includes 2 points for their positive behaviors in the classroom.
- 10) **Preparation for the end of the day**-This includes dismissal time, travel to home or daycare either walking, riding, or bussing.

These points will be totaled each day, week, month, and 9 weeks. Students who earn 90-94% will be considered “Stars.” Students who earn 95-98% will be considered “Shining Stars.” Students who earn 99-100% will be considered “Super Stars.”

You will receive a copy of the Behavior Intervention Chart. In the event that typical interventions are ineffective in reminding children of the expected procedures, this chart will guide us through the process of more structured interventions.

Below are the School Responses/Intervention Charts. They are to be used when determining appropriate responses or interventions to student behavior.

Ruffner Elementary 2026-2027
Behavioral Response Chart K-1

Student Name: _____ All at
discretion of Principal and Board of Education
Teacher’s Name: _____ KCS policies not
listed here are in effect.

	School Responses/Interventions			
Discipline code and description	1st offense	2nd offense	3rd offense	4th offense
<i>Level I Violations</i>				
<i>Wireless Phones/ Digital Watch</i>	<i>Removal of device</i>	<i>Removal of device</i>	<i>Removal of device</i>	<i>Removal of device</i>
<i>Cheating</i>	<i>Awareness Talk/ 5 minute isolation</i>	<i>15 minute isolation</i>	<i>30 minute isolation</i>	<i>1 hour isolation</i>
<i>Disruptive/Disrespectful Conduct</i>	<i>Awareness Talk</i>	<i>15 minute isolation</i>	<i>30 minute isolation</i>	<i>1 hour isolation</i>
<i>Inappropriate Appearance</i>	<i>Call home, provide appropriate clothing</i>	<i>Call home, provide appropriate clothing</i>	<i>Call home, provide appropriate clothing</i>	<i>Call home, provide appropriate clothing</i>
<i>Inappropriate Displays of Affection</i>	<i>Awareness Talk</i>	<i>15 minute isolation</i>	<i>30 minute isolation</i>	<i>1 hour isolation</i>
<i>Inappropriate Language Level I</i>	<i>Awareness Talk</i>	<i>15 minute isolation</i>	<i>30 minute isolation</i>	<i>1 hour isolation</i>
<i>Possession of Inappropriate Personal Property</i>	<i>Awareness Talk</i>	<i>15 minute isolation</i>	<i>30 minute isolation</i>	<i>1 hour isolation</i>
<i>Skiping Class</i>	<i>Awareness Talk/ 5 minute isolation</i>	<i>15 minute isolation</i>	<i>30 minute isolation</i>	<i>1 hour isolation</i>
<i>Level II Violations</i>				
<i>Habitual Violation of School Rules or Policies</i>	<i>30 minute isolation</i>	<i>1 hour isolation</i>	<i>½ day ISS</i>	<i>1 day ISS</i>
<i>Insubordination</i>	<i>30 minute isolation</i>	<i>1 hour isolation</i>	<i>½ day ISS</i>	<i>1 day ISS</i>
<i>Leaving School Without Permission</i>	<i>30 minute isolation</i>	<i>1 hour isolation</i>	<i>½ day ISS</i>	<i>1 day ISS</i>
<i>Physical Fight/Aggressive Touch Without Injury</i>	<i>30 minute isolation</i>	<i>1 hour isolation</i>	<i>½ day ISS</i>	<i>1 day ISS</i>
<i>Possession of Imitation Weapon</i>	<i>30 minute isolation</i>	<i>1 hour isolation</i>	<i>½ day ISS</i>	<i>1 day ISS</i>

<i>Possession of Knife not meeting Dangerous Weapon Definition</i>	<i>30 minute isolation</i>	<i>1 hour isolation</i>	<i>½ day ISS</i>	<i>1 day ISS</i>
<i>Profane Language/Obscene Gesture/Indecent act Toward an Employee or a Student</i>	<i>30 minute isolation</i>	<i>1 hour isolation</i>	<i>½ day ISS</i>	<i>1 day ISS</i>
<i>Technology Misuse</i>	<i>Awareness Talk/ 5 minute isolation</i>	<i>15 minute isolation</i>	<i>20 minute isolation</i>	<i>30 minute isolation</i>
<i>Threat of injury or assault against a student</i>	<i>30 minute isolation</i>	<i>1 hour isolation</i>	<i>½ ISS</i>	<i>1 day ISS</i>

Level III Violations

<i>Battery against a Student</i>	<i>½ day ISS</i>	<i>1 day ISS</i>	<i>2 day ISS</i>	<i>1 Day OSS</i>
<i>Defacing School Property/Vandalism</i>	<i>½ day ISS</i>	<i>1 day ISS</i>	<i>2 day ISS</i>	<i>1 Day OSS</i>
<i>False Fire Alarm</i>	<i>½ day ISS</i>	<i>1 day ISS</i>	<i>2 day ISS</i>	<i>1 Day OSS</i>
<i>Fraud/Forgery</i>	<i>½ day ISS</i>	<i>1 day ISS</i>	<i>2 day ISS</i>	<i>1 Day OSS</i>
<i>Hazing</i>	<i>½ day ISS</i>	<i>1 day ISS</i>	<i>2 day ISS</i>	<i>1 Day OSS</i>
<i>Larceny Theft or Possession of Stolen Property up to \$999</i>	<i>½ day ISS</i>	<i>1 day ISS</i>	<i>2 day ISS</i>	<i>1 Day OSS</i>
<i>Sexual Misconduct</i>	<i>½ day ISS</i>	<i>1 day ISS</i>	<i>2 day ISS</i>	<i>1 Day OSS</i>
<i>Threat of Injury/Assault against an Employee</i>	<i>½ day ISS</i>	<i>1 day ISS</i>	<i>2 day ISS</i>	<i>1 Day OSS</i>
<i>Trespassing</i>	<i>½ day ISS</i>	<i>1 day ISS</i>	<i>2 day ISS</i>	<i>1 Day OSS</i>
<i>Harassment/Bullying/Intimidation</i>	<i>½ day ISS</i>	<i>1 day ISS</i>	<i>2 day ISS</i>	<i>1 Day OSS</i>
<i>Imitation Drugs: Possession, Use, Distribution or Sale</i>	<i>½ day ISS</i>	<i>1 day ISS</i>	<i>2 day ISS</i>	<i>1 Day OSS</i>
<i>Possession/Use of Substance Containing Tobacco and/or Nicotine</i>	<i>½ day ISS</i>	<i>1 day ISS</i>	<i>2 day ISS</i>	<i>1 Day OSS</i>

Level IV Violations

<i>Battery on a School Employee</i>	<i>Recommendation for expulsion</i>			
<i>Felony Theft \$1000 or more</i>	<i>Oss or Recommendation for expulsion</i>			
<i>Possession of firearm or Dangerous Weapon</i>	<i>Oss or Recommendation for expulsion</i>			
<i>Illegal Substance Related Behaviors</i>	<i>Oss or Recommendation for expulsion</i>			

Behavioral Response Chart 2-5

Student Name: _____ All at
discretion of Principal and Board of Education
Teacher's Name: _____ KCS policies
not listed here are in effect.

	School Responses/Interventions			
Discipline code and description	1st offense	2nd offense	3rd offense	4th offense
<i>Level I Violations</i>				
<i>Wireless Phones/ Digital Watch</i>	<i>Removal of device</i>	<i>Removal of device</i>	<i>Removal of device</i>	<i>Removal of device</i>
<i>Cheating</i>	<i>1 hour isolation</i>	<i>2 hours isolation</i>	<i>½ Day ISS</i>	<i>1Day ISS</i>
<i>Disruptive/Disrespectful Conduct</i>	<i>1 hour isolation</i>	<i>2 hours isolation</i>	<i>½ Day ISS</i>	<i>1Day ISS</i>
<i>Inappropriate Appearance</i>	<i>Call home, provide appropriate clothing</i>	<i>Call home, provide appropriate clothing</i>	<i>Call home, provide appropriate clothing</i>	<i>Call home, provide appropriate clothing</i>
<i>Inappropriate Displays of Affection</i>	<i>1 hour isolation</i>	<i>2 hours isolation</i>	<i>½ Day ISS</i>	<i>1Day ISS</i>
<i>Inappropriate Language Level I</i>	<i>1 hour isolation</i>	<i>2 hours isolation</i>	<i>½ Day ISS</i>	<i>1Day ISS</i>
<i>Possession of Inappropriate Personal Property</i>	<i>1 hour isolation</i>	<i>2 hours isolation</i>	<i>½ Day ISS</i>	<i>1Day ISS</i>
<i>Skipping Class</i>	<i>1 hour isolation</i>	<i>2 hours isolation</i>	<i>½ Day ISS</i>	<i>1Day ISS</i>
<i>Level II Violations</i>				
<i>Habitual Violation of School Rules or Policies</i>	<i>½ Day ISS</i>	<i>1Day ISS</i>	<i>1 Day OSS</i>	<i>2 Days OSS</i>
<i>Insubordination</i>	<i>½ Day ISS</i>	<i>1Day ISS</i>	<i>1 Day OSS</i>	<i>2 Days OSS</i>
<i>Leaving School Without Permission</i>	<i>½ Day ISS</i>	<i>1Day ISS</i>	<i>1 Day OSS</i>	<i>2 Days OSS</i>
<i>Physical Fight/Aggressive Touch Without Injury</i>	<i>½ Day ISS</i>	<i>1Day ISS</i>	<i>1 Day OSS</i>	<i>2 Days OSS</i>
<i>Possession of Imitation Weapon</i>	<i>½ Day ISS</i>	<i>1Day ISS</i>	<i>1 Day OSS</i>	<i>2 Days OSS</i>
<i>Possession of Knife not meeting Dangerous Weapon Definition</i>	<i>½ Day ISS</i>	<i>1Day ISS</i>	<i>1 Day OSS</i>	<i>2 Days OSS</i>
<i>Profane Language/Obscene Gesture/Indecent act Toward an Employee or a Student</i>	<i>½ Day ISS</i>	<i>1Day ISS</i>	<i>1 Day OSS</i>	<i>2 Days OSS</i>

<i>Technology Misuse</i>	<i>½ Day ISS</i>	<i>1 Day ISS</i>	<i>1 Day OSS</i>	<i>2 Days OSS</i>
<i>Threat of injury or assault against a student</i>	<i>½ Day ISS</i>	<i>1 Day ISS</i>	<i>1 Day OSS</i>	<i>2 Days OSS</i>
<i>Level III Violations</i>				
<i>Battery against a Student</i>	<i>1 Day OSS</i>	<i>2 Days OSS</i>	<i>3 Days OSS</i>	<i>5 Days OSS</i>
<i>Defacing School Property/Vandalism</i>	<i>1 Day OSS</i>	<i>2 Days OSS</i>	<i>3 Days OSS</i>	<i>5 Days OSS</i>
<i>False Fire Alarm</i>	<i>1 Day OSS</i>	<i>2 Days OSS</i>	<i>3 Days OSS</i>	<i>5 Days OSS</i>
<i>Fraud/Forgery</i>	<i>1 Day OSS</i>	<i>2 Days OSS</i>	<i>3 Days OSS</i>	<i>5 Days OSS</i>
<i>Hazing</i>	<i>1 Day OSS</i>	<i>2 Days OSS</i>	<i>3 Days OSS</i>	<i>5 Days OSS</i>
<i>Larceny Theft or Possession of Stolen Property up to \$999</i>	<i>1 Day OSS</i>	<i>2 Days OSS</i>	<i>3 Days OSS</i>	<i>5 Days OSS</i>
<i>Sexual Misconduct</i>	<i>1 Day OSS</i>	<i>2 Days OSS</i>	<i>3 Days OSS</i>	<i>5 Days OSS</i>
<i>Threat of Injury/Assault against an Employee</i>	<i>1 Day OSS</i>	<i>2 Days OSS</i>	<i>3 Days OSS</i>	<i>5 Days OSS</i>
<i>Trespassing</i>	<i>1 Day OSS</i>	<i>2 Days OSS</i>	<i>3 Days OSS</i>	<i>5 Days OSS</i>
<i>Harassment/Bullying/Intimidation</i>	<i>1 Day OSS</i>	<i>2 Days OSS</i>	<i>3 Days OSS</i>	<i>5 Days OSS</i>
<i>Imitation Drugs: Possession, Use, Distribution or Sale</i>	<i>1 Day OSS</i>	<i>2 Days OSS</i>	<i>3 Days OSS</i>	<i>5 Days OSS</i>
<i>Possession/Use of Substance Containing Tobacco and/or Nicotine</i>	<i>1 Day OSS</i>	<i>2 Days OSS</i>	<i>3 Days OSS</i>	<i>5 Days OSS</i>
<i>Level IV Violations</i>				
<i>Battery on a School Employee</i>	<i>Recommendation for expulsion</i>			
<i>Felony Theft \$1000 or more</i>	<i>Oss or Recommendation for expulsion</i>			
<i>Possession of firearm or Dangerous Weapon</i>	<i>Oss or Recommendation for expulsion</i>			
<i>Illegal Substance Related Behaviors</i>	<i>Oss or Recommendation for expulsion</i>			

STAY IN TOUCH WITH RUFFNER



**STRONG COMMUNICATION BUILDS STRONG SCHOOL
AND HOME PARTNERSHIPS!**

HOW WE CAN COMMUNICATE

-  Phone Calls
-  Text Messages
-  Emails
-  Schoolology
-  ClassDojo
-  Notes Sent Home
-  Weekly Newsletters
-  Student Agendas
-  School Website
-  School Marquee



COMMUNICATION MATTERS

Ruffner Elementary loves staying connected with our families. Below are the many ways parents and guardians can connect with teachers and staff.

IMPORTANT LINKS

Schoolology-

<https://kanawha.schoolology.com/home>

Ruffner Elementary Website

<https://ruffner.kana.k12.wv.us/>

Facebook Community Page

<https://m.facebook.com/RuffnerElementaryCommunity/>

Weekly Email Updates

To receive weekly school emails, please contact Mr. Nearman

hnearman@mail.kana.k12.wv.us



GET INVOLVED AT RUFFNER

- ★ Stay Informed using our communication tools
- ★ Attend PTO Meetings
- 📅 Every 2nd Tuesday of the month at 6:00 p.m.

- ★ Volunteer
- 🕒 Whether it's 1 hour a year or 5 hours a week — we'll find something for you!
- ★ Participate in Fundraisers
- ★ Share Your Ideas — we value family input!

SCHOOL HEALTH SERVICES

Prescription medications that are to be administered at school must be authorized by a physician or other licensed health care provider (such as a nurse practitioner).

If prescription medicine is to be given daily for more than 21 days, the Kanawha County Schools medication administration form must be completed by the student's health care provider and signed by the parent/guardian.

If prescription medication is to be given less than 21 days, an order from the health care provider is needed at school (such as the prescription label on the medicine or a note from the health care provider). The parent/guardian must send a note with the medication that indicates how much medication and the time to administer the medication.

Kanawha County policy permits only Tylenol, Ibuprofen, Calamine lotion, and non-medicated cough drops to be given at school for up to 3 days with a note from the parent/guardian. The note must indicate the dosage and time for medication administration.

All medication is to be sent to school in the original container. All medication must be delivered to school and picked up by an adult. No medication will be sent home with the student.

To School or Not to School... that is the question...

Parents may find the following checklist helpful when there is a question of illness as to if your child should come to school. Keep your child home if:

Fever (100 degrees F. or more)

Obvious signs of respiratory illness such as thick nasal drainage, severe sore throat, earache, or drainage from the eyes.

Vomiting within the previous 12 hours, or has diarrhea or severe abdominal pain.

Any unidentified (therefore possibly contagious) rash or "open" skin lesions.

Untreated head lice infestation in the hair.

SPECIAL OCCASIONS

At times parents will send flowers or balloons to school for a child celebrating a special occasion, such as a birthday. The child will be called to the office to pick up his/her surprise at the end of the day. This ensures that classroom instruction will not be interrupted. Please talk to individual teachers before bringing treats to your child's classroom. Invitations to parties outside the school day are not to be distributed at school.

STUDENT CLASS PLACEMENT

Professional educators at Ruffner Elementary (e.g., principal, classroom teachers, Title I teachers, special education teachers, counselor, school psychologist, school nurse) consider a variety of factors in placing students in a particular classroom (e.g., academic achievement levels, student needs, behavior, gender distribution, ability to get along with others, personality, maturity, student learning styles). The intent of the consideration of a multitude of factors for student placement is to create a positive learning environment where all students can learn cooperatively and to their fullest potential. The principal, previous grade level teachers, receiving teachers and the counselor will meet for a final decision regarding student placements.

TELEPHONE USAGE

Our staff believes that students need to be responsible for their own belongings and assignments. Students are not allowed to use the telephone to ask parents to bring forgotten items to school. The only exceptions would be for eyeglasses or medication.

Third Base

Through Community Education, Ruffner has a safe and affordable child care option called Third Base

If school is dismissed early due to emergencies or inclement weather, please be aware that no after school activities will take place. This includes 3rd Base.

If you choose to participate in the 3rd Base program, please go over instructions with your child ahead of time concerning your procedure concerning these conditions. This is very important for the safety of the child and to avoid last second confusion when phone lines are very busy and limited.

This program runs from the end of the school day until 5:40 daily including scheduled early outs. The weekly fees for one child is: \$60 – 1 Child, \$85 – 2 children, \$110 – 3 Children. \$10 Registration Fee (non-refundable and not applied toward weekly tuition.) To enroll check out the Kanawha County Schools Website or call 304-766-0378.

TOBACCO

The county school system has a *no tobacco policy* in effect for all school properties.

Transportation To and From School

FOR THE SAFETY OF OUR CHILDREN, DO NOT DROP OFF OR PICK UP STUDENTS IN FRONT OF THE SCHOOL DURING BUS LOADING & UNLOADING.

Doors will open at 7:00 each morning. Ruffner Elementary is only responsible for students at that time and after. Please do not leave your students before this time.

Five school buses serve the Ruffner attendance area. We encourage you to use the bus transportation service to help us avoid traffic congestion at the school site. Please call the bus garage at 304-348-1991 to locate the nearest bus stop to your home. If you decide to transport your child to school, please do not park or drop off/pick up in the bus lane in front of the school. By state law, this yellow bus lane/ and red fire lane must remain clear. Bus drivers fully expect to be able to enter, unload, and be quickly and safely on their way to their next school. Please help them do their jobs. It is mandatory in the afternoons for parents who pick up children at school to utilize the correct pick up areas. Do not drive into the front of the school lot where buses are loading. Conditions are tight, and with poor visibility it is not safe for children to walk between buses to get to a car.

Arrival (PLEASE NOTE THIS IS A CHANGE FROM PREVIOUS YEARS):

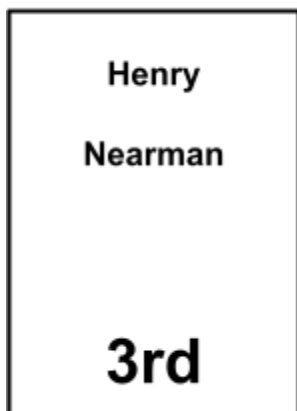
Pre-K, K, 1-parents will pull down in front of the building and drop their children off.

2nd, 3rd, 4th and 5th grade parents will go to the upper lot.

Purple and Green- parents will pull in the front circle and let their students off to a staff member close to the teacher's back doors.

Dismissal:

- **Busses have the priority so if there is a bus behind you you will be asked to move.**
- **Note: Please make a sign at least 8 x 10 that has your child's first and last name, with the grade listed below. Hold this against the front windshield of the vehicle so our staff can clearly see. Use large letter and numbering. Here is a sample.**



- **K-1** -turn off of Oakridge at Elmont Street (NOT Litz Drive) DO NOT BLOCK THE NEIGHBORS DRIVEWAYS. Pull to them and when there is space, drive completely past the driveways. There is no parking on Elmont and no parking on Pinnacle. Stay in your vehicles and you will be directed by the staff where to drive and stop. DO NOT ARRIVE BEFORE 2:05. PLAN ON ARRIVING BETWEEN 2:05-2:15.
- **Pre-K, Larch, Dooley**-turn off of Oakridge at Litz Drive. DO NOT BLOCK THE NEIGHBORS DRIVEWAYS. Pull to them and when there is space, drive completely past the driveways. A staff member will be standing at the marquee sign, calling out cars and instructing you what to do. When you get to circle pull to the furthest spot.
- **2nd, 3rd, 4th-5th**-turn off of Oakridge at Litz Drive. DO NOT BLOCK THE NEIGHBORS DRIVEWAYS. Pull to them and when there is space, drive completely past the driveways. Then continue to the right to the upper lot, following the green arrows painted on the ground. Stay in your vehicle and a staff member will bring your child to your car. When you exit, you will take a right down the hill by the Marquee and stay to the left of the other vehicles and get on Elmont Drive to Oakridge.

AT ALL TIMES, YOU SHOULD NEVER BE STOPPED ON OAKRIDGE WAITING TO TURN INTO ELMONT DRIVE OR LITZ DRIVE. If you cannot make the turn you must continue driving, finding a place to turn around, then come back. We have a dangerous curve at Litz and this could create an hazardous situation.

Riding the school bus

All students, whether they ride a bus regularly or not, should complete the Star Players bus registration form. This will give them the opportunity to ride a school bus on class field trips. Please help them understand the school bus rules which you will find in the Star Players brochure. The bus drivers will conduct emergency drills with all students. Riding a school bus is a privilege, not a right. If students do not conduct themselves properly, the privilege can and will be revoked in order to keep the bus transportation safe for all

TRANSFERS

We realize the importance of speed in sending student records to the new school and make every effort to expedite the transfer process. Please give us advance notice with the name and address of the new school.

WEBSITE

Our school maintains a website which contains valuable information about school events and curriculum. There are several links to educational sites that provide resources and activities. The West Virginia Content Standard Objectives are listed for each grade level with links to sites to reinforce the objectives. Please go to: <http://kcs.kana.k12.wv.us/ruffner/> Kanawha County Schools also has an excellent website. Please use: www.kcs.kana.k12.wv.us This site also has links to all of the schools.