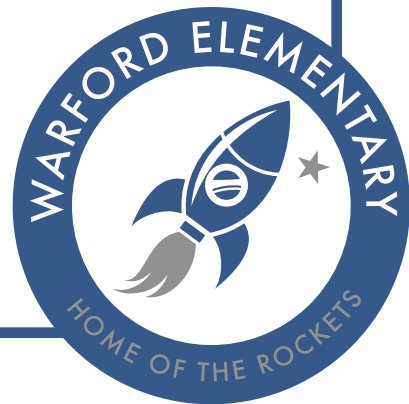


# STUDENT HANDBOOK

2024-2025

Warford.HickmanMills.org



# Warford Elementary Student Handbook

I am Somebody

**Address:** 11400 Cleveland, Kansas City, MO 64137

**Phone:** (816) 316-8150

**Fax:** (816) 316-8170

**Website:** [www.hickmanmills.org/warford](http://www.hickmanmills.org/warford)

**Email:** [warfordelementary@hickmanmills.org](mailto:warfordelementary@hickmanmills.org)

**School Hours:** 9:00 a.m. - 4:00 p.m.

2024-2025 School Year

## Welcome to Warford

Welcome to Warford Elementary, where we are a close-knit family, the Warford Squad. When you step into our learning space, we want you to feel immediately welcome and at ease. Our students are truly exceptional, and we are excited to show you the amazing things they are accomplishing in their classes.

At Warford Elementary, we are more than just a school; we are a community. We collaborate with local organizations to ensure our students are set up for success, and we invest in our teachers, knowing they play a crucial role in our students' growth. Our school is a place where everyone thrives - from our dedicated teachers and passionate organizations that care about kids, to our incredible students who feel safe and happy because of the supportive environment we've built together.

Our motto, "I am Somebody," echoes through our halls, reminding every student of their worth and potential. We believe in the capabilities and lovability of each individual, fostering a teachable spirit that encourages learning and growth. At Warford, we instill in our students a sense of determination and respect for themselves and others, recognizing that they are precious and bright individuals.

Aligned with the district's Comprehensive School Improvement Plan (CSIP), our guiding goals focus on academic growth and achievement:

1. iReady Reading and Math: We aim for a 23% increase in the green data (representing proficiency) from the baseline in September 2022 to the final assessment in May 2023.
2. MAP Assessment: Our target is to have 35% of students in grades 3-5 performing at the proficient or advanced levels in Reading and Math, with 20% or more achieving proficiency in science.

Our recent pride points reflect the excellence of our school:

- Warford was recognized for outstanding partnerships through the Caring for Kids network, showcasing our commitment to community collaboration.
- We have 15 students benefiting from weekly mentor visits, forming strong connections outside of the classroom.
- Four of our teachers achieved the highest performance in the district on the MAP Assessment, exemplifying our dedication to exceptional teaching.

Warford Elementary is a place where students leave with fond memories and often return to visit because of the positive impact it had on their lives. We invite you to join us and be a part of our family - where you are Somebody, and together, we believe in the limitless potential of every child. Come and experience the warmth and growth at Warford Elementary - your future starts here!

## WARFORD ELEMENTARY CONTACT INFORMATION

**School Name:**

Warford Elementary

**School Alias:**

Warford

**School Address:**

11400 Cleveland, Kansas City, MO 64137

**School Phone Number:**

(816) 316-8150

**School Fax:**

(816) 316-8170

**School Email:**

[warfordelementary@hickmanmills.org](mailto:warfordelementary@hickmanmills.org)

**School Website:**

[www.hickmanmills.org/warford](http://www.hickmanmills.org/warford)

**School Facebook Address:**

[www.facebook.com/Warford\\_HMC1](http://www.facebook.com/Warford_HMC1)

**School Instagram:**

[www.Instagram.com/warford\\_hmc1](http://www.Instagram.com/warford_hmc1)

**School Twitter:**

[www.Twitter.com/HMC1\\_warford](http://www.Twitter.com/HMC1_warford)

**School YouTube:**

[www.youtube.com/@warfordelementaryhmc1](http://www.youtube.com/@warfordelementaryhmc1)

**Principal Name:** Dana Tiller  
**Principal Email:** [dana.tiller@hickmanmills.org](mailto:dana.tiller@hickmanmills.org)  
**Principal Phone Number:** (816) 316-8151

**Secretary Name:** Shannon Rowland  
**Secretary Email:** [shannon.rowland@hickmanmills.org](mailto:shannon.rowland@hickmanmills.org)  
**Secretary Phone Number:** (816) 316-8150

**Attendance Clerk Name:** Fania Francis-Dillard  
**Attendance Clerk Email:** [fania.fransisdillard@hickmanmills.org](mailto:fania.fransisdillard@hickmanmills.org)  
**Attendance Clerk Number:** (816) 316-8179

**Family School Liaison Name:** Wynona Martin  
**Family School Liaison Email:** [wynona.martin@hickmanmills.org](mailto:wynona.martin@hickmanmills.org)  
**Family School Liaison Phone Number:** (816) 316-8139

**Nurse Name:** Rochelle Harvey Acker  
**Nurse Email:** [rochelle.harvey-acker@hickmanmills.org](mailto:rochelle.harvey-acker@hickmanmills.org)  
**Nurse Phone Number:** (816) 316-8152

## ABOUT

### **Mission:**

Our mission as a school community is to educate all students to their greatest potential.

### **Vision:**

Warford Elementary School is a partnership between students, staff, families, and the community with a vision of..

- A safe and orderly environment.
- High expectations for both academic and social success.
- Individualized progress through innovative practices, including curriculum and technology.
- Good citizenship, high self-esteem, positive character, and a respect for individual differences.

### **Mascot:**

- Rockets

### **Colors:**

- Blue and Gray

### **Goals:**

At Warford Elementary, our mission is to create a nurturing and inclusive environment where every student can achieve academic success and personal growth. To accomplish this, we have established the following goals:

1. **Academic Excellence:**
  - We aim to provide a rigorous and engaging curriculum that challenges students to reach their highest potential. Our goal is for every student to meet or exceed grade-level expectations in all core subjects.
2. **Positive School Culture:**
  - We strive to create a safe, supportive, and welcoming environment where every student feels valued and respected. Our goal is to foster a positive school culture through programs that promote kindness, respect, and responsibility.
3. **Equitable Opportunities:**
  - We are committed to ensuring that all students, regardless of background or ability, have access to the resources and support they need to succeed. Our goal is to close achievement gaps and provide equitable opportunities for learning and growth.
4. **Strong Family and Community Engagement:**
  - We believe that a strong partnership between school, families, and the community is essential for student success. Our goal is to actively involve families in their children's education and collaborate with community partners to enhance learning opportunities.
5. **Social and Emotional Development:**
  - We prioritize the social and emotional well-being of our students by providing programs and support that help them develop strong character, resilience, and healthy relationships. Our

goal is to equip students with the skills they need to navigate challenges and thrive in school and beyond.

**6. College and Career Readiness:**

- We prepare our students for future success by instilling a love of learning, critical thinking skills, and a strong work ethic. Our goal is to ensure that all students are well-prepared for the next stages of their educational journey and beyond.

By working together to achieve these goals, we can ensure that Warford Elementary remains a place where every student has the opportunity to succeed and grow.

**Mottos:**

I am somebody  
I am capable and loveable  
I am somebody  
I am teachable  
Therefore, I can learn  
I am somebody  
I can do anything if I try  
I will respect myself and others  
I will not waste time because it is too valuable  
And I am too precious and bright  
I am somebody

**THE WARFORD WAY... (YOU CAN ADD DETAILS SPECIFIC TO YOUR SCHOOL HERE)**

**AT WARFORD ELEMENTARY, WE BELIEVE IN FOSTERING AN ENVIRONMENT WHERE EVERY STUDENT CAN ACHIEVE THEIR GREATEST POTENTIAL. "THE WARFORD WAY" IS OUR GUIDING PRINCIPLE, REFLECTING OUR COMMITMENT TO EXCELLENCE, RESPECT, AND RESPONSIBILITY IN EVERYTHING WE DO.**

**CORE VALUES OF THE WARFORD WAY:**

- 1. RESPECT: WE TREAT EACH OTHER WITH KINDNESS AND CONSIDERATION, RECOGNIZING THE VALUE OF DIVERSE PERSPECTIVES AND EXPERIENCES. RESPECT IS SHOWN THROUGH OUR WORDS, ACTIONS, AND ATTITUDES TOWARD PEERS, STAFF, AND OUR SCHOOL COMMUNITY.**
- 2. RESPONSIBILITY: WE TAKE OWNERSHIP OF OUR ACTIONS AND DECISIONS, UNDERSTANDING THAT EACH OF US PLAYS A VITAL ROLE IN THE SUCCESS OF OUR SCHOOL. RESPONSIBILITY MEANS BEING PREPARED, MAKING POSITIVE CHOICES, AND CONTRIBUTING TO A SAFE AND PRODUCTIVE LEARNING ENVIRONMENT.**
- 3. EXCELLENCE: WE STRIVE FOR EXCELLENCE IN OUR ACADEMIC ENDEAVORS, BEHAVIOR, AND INTERACTIONS WITH OTHERS. AT WARFORD, WE SET HIGH EXPECTATIONS FOR OURSELVES AND WORK DILIGENTLY TO ACHIEVE OUR GOALS.**
- 4. COMMUNITY: WE ARE STRONGER TOGETHER. THE WARFORD WAY ENCOURAGES COLLABORATION, SUPPORT, AND UNITY AMONG STUDENTS, STAFF, AND FAMILIES. WE BUILD A POSITIVE SCHOOL CULTURE BY WORKING TOGETHER AND CELEBRATING EACH OTHER'S SUCCESSES.**

**LIVING THE WARFORD WAY MEANS EMBODYING THESE VALUES EVERY DAY, BOTH IN AND OUT OF THE CLASSROOM. BY DOING SO, WE CREATE A SCHOOL ENVIRONMENT WHERE EVERYONE CAN THRIVE AND REACH THEIR FULL POTENTIAL.**



## **ATTENDANCE AND INFORMATION UPDATES**

### **Attendance Policy**

Regular attendance is crucial for the academic success of all students. Parents and guardians are expected to ensure that their children attend school every day and arrive on time. Absences and tardiness can significantly affect a student's learning experience and overall performance.

### **Reporting Absences**

If a student is unable to attend school due to illness or any other valid reason, parents or guardians should notify the school office as soon as possible. Please call the school office before 9:00 AM on the day of the absence and provide a reason for the absence. If the school is not notified, the absence will be considered unexcused.

### **Excused Absences**

Absences may be excused for the following reasons:

- Illness or injury
- Medical or dental appointments (with a doctor's note)
- Family emergencies
- Religious observances
- Other reasons approved by the school administration

### **Unexcused Absences**

Unexcused absences include, but are not limited to:

- Family vacations during school days
- Oversleeping
- Missing the bus
- Lack of transportation
- Any other reason not approved by the school administration

### **Tardiness**

Students are expected to arrive at school on time. The school day begins at 9:00 AM. Students who arrive after 9:05 AM must report to the school office for a tardy slip before going to their classroom. Frequent tardiness can disrupt the learning environment and may result in consequences.

### **Checking Students In and Out**

Parents or guardians must sign students in and out at the school office for late arrivals and early departures. Proper identification may be required to ensure student safety.

### **Address, Phone Number, and Contact Changes**

It is essential to keep the school informed of any changes in address, phone numbers, or emergency contact information. Please notify the school office immediately of any updates to ensure the school can contact you in case of an emergency.

### **Inclement Weather Policy**

In case of severe weather conditions, school closures or delays will be announced through local radio and television stations, as well as through the school's automated notification system. Parents and guardians are encouraged to ensure that their contact information is up to date with the school office to receive timely notifications.

**Transportation Changes**

If there is a change in a student's usual transportation routine, parents or guardians must notify the school office in writing or by phone before 2:00 PM. This ensures that the student and staff are aware of the changes and can make necessary arrangements.

## **ARRIVAL AND DISMISSAL**

### **Arrival Procedures**

Students should arrive at school between 8:45 AM and 9:00 AM. Upon arrival, students should go directly to their classrooms. Parents dropping off students should follow the designated drop-off procedures to ensure safety and efficiency.

### **Bus Expectations and Bus Riders**

Students who ride the bus are expected to follow the bus rules and behave appropriately. Safety is a top priority. Students should remain seated, keep hands and feet inside the bus, and speak quietly. Misbehavior on the bus may result in disciplinary action and loss of bus riding privileges.

### **Car Rider Expectations**

Parents picking up their children by car should use the designated car rider lane and display the school-issued car tag with the student's name and grade. Students will be called in the order of the cars' arrival. Parents should remain in their vehicles to ensure a smooth and safe pick-up process.

### **Dismissal Procedures**

Dismissal begins at 3:00 PM. Students will be dismissed according to their designated mode of transportation (bus riders, car riders, and walkers). Teachers will escort students to their appropriate areas to ensure a safe and orderly dismissal.

### **Early Dismissal Procedures**

If a student needs to leave school before the end of the school day, a parent or guardian must sign them out at the school office. Please provide a written note or call the office in advance to inform the school of the early dismissal.

### **Walker Dismissal Procedures**

Students who walk home will be dismissed from a designated area. Parents who meet their children should wait in the designated waiting area. Students should follow all safety guidelines when walking home.

## **SCHOOL CALENDAR AND SCHEDULE**

### **School Hours**

**School Start Time: 9:00 AM**

**Dismissal Time: 4:00 PM**

### **School Calendar**

A detailed school calendar with important dates, holidays, and early release days will be provided at the beginning of the school year and will be available on the school's website.

## VISITORS AND VOLUNTEERS

### Visitors

Parents and guardians are welcome to visit classes and are encouraged to attend student assembly programs. To ensure the safety of all students and staff, all visitors must adhere to the following procedures:

- **Check-In Procedures:** Upon arrival, all visitors must report to the building office. Visitors will be required to present a government-issued ID, such as a driver's license, which will be scanned or manually entered into the Raptor system. If a visitor does not have a government-issued ID, any form of identification with the person's name can be used.
- **Visitor Badge:** Once entry is approved, the Raptor system will issue a badge that identifies the visitor, the date, and the purpose of their visit. Visitors must wear this badge at all times while on school premises. A visitor's badge is not required for those who are only dropping off items in the office or picking up paperwork.
- **Scheduled Visits:** Parents wishing to visit classes during school hours are asked to make prior arrangements with the office and the teacher(s) at least 24 hours before the desired visit. Visits should be limited to teacher-approved instructional times and are for observation only. Interactions should not distract from the learning environment.
- **Returning to Office:** Before leaving the building, visitors must return to the office to sign out of the system.

### Parent Volunteers

Parents are encouraged to volunteer at the school. Volunteers play a crucial role in supporting the school's programs and enhancing the educational experience of students. To ensure a safe environment, the following procedures must be followed:

- **Background Check:** All volunteers must complete and pass a district background check before working with staff and students. The Volunteer module, a web-based application, allows district patrons to complete an application online. There is a \$5 fee per background check, paid by the district patron.
- **Approval Process:** Results of the background check must be received and approved by the district before volunteering, tutoring, or participating in any school activities. The approval process is annual, and reminders will be sent to approved volunteers 60 days before the end of the school year.
- **Check-In Procedures:** Volunteers must report to the office upon arrival and departure. Volunteers

## STUDENT EXPECTATIONS

### Assemblies

- Students are expected to behave respectfully during assemblies, following the instructions of staff and presenters.

### Activities Programs

- Participation in extracurricular activities requires adherence to school rules and academic eligibility.

### Backpack

- Students are expected to bring a backpack to school daily to carry books, supplies, and other necessary items.
- Keep backpacks clean and free from any prohibited items such as toys, electronics, or other non-essential objects.

### Breakfast/Lunch

- Free breakfast and lunch are served daily. Menus are available on the district website.
- All students are eligible for free breakfast and lunch according to federal guidelines.
- Students who stay after school may receive dinner as well.

### Cell Phones

- Students must keep cell phones in their backpacks and turned off during the school day. Phones may be turned on after leaving campus.
- Use of cell phones during school hours is prohibited. Violations will result in confiscation, and parents will need to pick up the phones from the front office. Disciplinary consequences may also apply.

### Dress Code

Students' attire should contribute to a safe and appropriate learning environment. The following guidelines must be adhered to:

- **Shoes:** Must be worn at all times. Backless shoes, slippers, slides, heels over 2 inches, and shoes with spikes are not allowed.
- **Coverage:** Clothing must cover the body from shoulders to mid-thigh (about 3 inches above the knee). The chest, back, ribs, midriff, underarms, and buttocks must be covered. Undergarments should not be visible. Sagging is not permitted. All shirts must have sleeves.
- **Prohibited Items:**
  - Headphones (e.g., Dre-beats), wireless headsets (e.g., Bluetooth, iPods) unless for academic purposes with permission.
  - Ripped jeans, leggings, spandex pants, see-through tights or yoga pants worn alone, pajama pants, and skirts with slits more than 3 inches above the knee.
  - Clothing that is see-through, revealing, or displays profanity or symbols related to violence, ethnic/racial slurs, drugs, alcohol, tobacco, sex, illegal gang affiliation, or other illegal activity.
  - Jewelry or accessories that may be used as weapons, including wallet chains, spiked rings, spiked bracelets, oversized belt buckles, and bulky chains.

### Emergency Drills

- Students must follow all procedures and instructions during emergency drills, including fire, tornado, and lockdown drills.

**Field Trips**

- Field trips are an extension of classroom learning. Behavior expectations must be met to attend.
- Volunteers for field trips must complete an application and background check.
- Students must stay with their group and follow all guidelines during trips. Transportation to and from events will be provided by the school.

**Fines and Fees**

- Students are responsible for any fines or fees for lost or damaged school property, including textbooks and library books.

**Hall Passes**

- Students must have a hall pass when leaving the classroom during instructional time.

**Hallway Behavioral Expectations**

- Walk quietly and on the right side of the hallway. Be respectful of other classes in session.

**Medication at School**

- Daily medications should be administered by the school nurse or a trained designee. Parents/guardians must bring medications to school in the original prescription bottle.
- Non-prescription medications must also be delivered to the school nurse by a parent/guardian with written instructions.
- Students are not allowed to bring or self-administer medications.

**Personal Property**

- Personal items of value should not be brought to school. The school is not responsible for lost, stolen, or damaged personal property.

**Recess**

- All students are expected to participate in recess activities unless excused by a doctor's note for health reasons.
- Recess will be held outdoors unless weather conditions are unsuitable (below 32 degrees or above 90 degrees).
- Recess guidelines include no major horseplay, appropriate use of playground equipment, and staying within designated areas.

**Recording Video, Audio, and Photos**

- Recording of video, audio, or photos during school hours is prohibited unless approved by the administration for educational purposes.

**Resolving School Concerns**

- Parents are encouraged to address concerns with their child's teacher first. If further resolution is needed, contact the school counselor, Family School Liaison, or make an appointment with the administration.

**Selling of Merchandise:**

- Sales of merchandise on school property, such as fundraisers or spirit wear, must be approved by school administration. This ensures that all activities align with school policies and do not interfere with the educational environment.

**Signs or Posters**

- Posting of signs or posters must be approved by the school administration.

**Technology Use**

- Students must follow the district's technology use policy, using school devices and internet access responsibly and for educational purposes only.

**Textbooks**

- Students are responsible for taking care of their textbooks and returning them in good condition.
- Lost or damaged textbooks may result in fines or replacement costs.

**Telephone – Phone Calls**

- The school office will take emergency messages for students. Student use of the telephone is limited to emergencies only. Do not call your child's mobile phone during school hours.

**Tobacco-Free District**

- The school district prohibits the use of tobacco products on all school property and during school activities.

**Video Surveillance**

- The school utilizes video surveillance to ensure the safety and security of students and staff.

**What to Share at School/Leave Home**

- Items for sharing should be educational or interesting, such as photos, favorite stuffed animals, or vacation items.
- Toys, radios, games, phones, and other non-educational items should not be brought to school.
- Only bring the amount of money needed for specific purchases to minimize loss risk.
- Label personal items such as school supplies, coats, and jackets with the student's first and last names. The school is not responsible for lost, stolen, or damaged personal property.



## **BREAKFAST/LUNCH AND CLASSROOM EXPECTATIONS**

### **Breakfast/Lunch**

- Free breakfast and lunch are served daily, with menus available on the district website.
- All students are eligible for free breakfast and lunch according to federal guidelines.
- Students who stay after school may receive dinner as well.
- Healthy eating habits are encouraged, and students provided with a school lunch are not allowed to bring extra food (chips, juice, etc.). Students may bring a full lunch from home if they wish to include these items.
- All food must be eaten in the cafeteria unless there is an allergy need or special approved purpose for eating elsewhere.

### **Cafeteria Expectations**

- All students are expected to enjoy a calm lunchtime environment.
- The cafeteria noise level must remain low to ensure that all calls or emergency instructions can be heard without shouting.
- Students must remain seated throughout lunchtime.
- Students are allowed to speak in a quiet, almost whispering voice to maintain a low noise level.
- Students should use good table manners and not trade or touch another student's food.
- Pop and candy are only allowed if part of a home-prepared lunch.
- Students must clean their area and dispose of uneaten food properly.
- Students will exit the cafeteria when given permission by a lunchroom supervisor.
- Students will not be released at unscheduled lunch times to eat with parents/visitors in the building.

### **Lunch Procedures**

- Students will take all required lunch items.
- Students will sit with their class and talk quietly, using good table manners.
- Students are not allowed to trade or touch another student's food.
- Pop and candy are only allowed as part of a home-prepared lunch.
- Appropriate language must be used at all times.
- Throwing food, running, or playing in the cafeteria is prohibited.
- Students must remain seated unless given permission by a lunch supervisor.

### **Parent Lunchtime Visits Policy**

At Warford Elementary, we value the involvement of parents and guardians in their children's education and welcome visits during lunchtime. To ensure a positive experience for everyone, please adhere to the following guidelines:

1. Advance Notice:
  - Parents or guardians who wish to eat lunch with their child must notify the school office at least 24 hours in advance. This allows us to make the necessary arrangements and ensure there is adequate space.
2. Check-In Procedure:
  - Upon arrival, all visitors must check in at the front office, present a valid photo ID, and receive a visitor's badge. This badge must be worn at all times while on school grounds.
3. Designated Seating Area:
  - Parents and their child will be seated in a designated area to ensure minimal disruption to the

normal lunchtime routine. We kindly ask that parents do not invite other students to join them.

4. Respectful Environment:
  - We ask that all visiting parents and guardians maintain a respectful and positive environment. Please follow all school rules and model appropriate behavior for all students.
5. Allergies and Food Safety:
  - To protect students with food allergies, we ask that parents refrain from bringing food items that may contain common allergens such as peanuts or tree nuts. If you are unsure about a particular food item, please consult with the school nurse or office staff.
6. Departure:
  - After lunch, parents should escort their child back to their classroom's designated area before returning to the front office to sign out. We ask that parents leave promptly after lunch to allow the school day to continue without interruption.

### **Classroom Celebrations**

- Classroom celebrations should align with school policies and promote a positive learning environment.
- Celebrations should be planned with the teacher's approval and ensure that all students feel included.
- Healthy snacks and treats are encouraged for classroom celebrations.

### **Minimize Classroom Disruptions**

Students are expected to arrive on time and be prepared for class.

Maintain a respectful and quiet environment to ensure all students can learn without unnecessary interruptions.

Follow classroom rules and the teacher's instructions to minimize disruptions.

## **BUILDING EXPECTATIONS**

### **Building Doors**

- For security reasons, exterior doors should remain closed and locked during school hours. Do not open doors for anyone.

### **Building Security Procedures**

- During school hours, all persons **MUST** press the buzzer, identify themselves, and state their reasons for wishing to enter the building.
- Once in the building, all persons are required to sign in and show legal identification at the office. A visitor's badge will be provided if applicable.
- No adult will be allowed to visit any classroom without **FIRST** making contact with the classroom teacher and scheduling an appointment. The phone extensions of all team members are provided in this document. Please note that instruction will not be interrupted by unannounced and/or unplanned visitors entering classrooms.
- Legal documents from the court are required for allowing or refusing a biological parent access to their student. Please ensure the school is provided with any legal documentation from the court regarding your student.
- Keep the school office updated on any revisions or changes regarding custody arrangements, if applicable.

**Birthday Celebrations**

- Birthday Celebrations: Individual birthday parties are not allowed during the school day. However, parents may provide store-bought birthday treats to be distributed the last 30 minutes of the day. Parents must schedule with the teacher prior to bringing treats to the school. If time has not been scheduled, treats WILL NOT be allowed into the classroom. Please bring all necessary paper products for the treats, as teachers do not have these supplies in their classrooms.

**Building Celebrations**

- Building celebrations and specific holidays may take place throughout the year. Communication will be sent to families in advance. All food items must be store-bought and in the store package.

**Health Room/Clinic**

- The school nurse will contact you should your child's symptoms warrant going home. In the event your child needs to leave school due to illness or injury, please pick up your child as quickly as possible.
- All medications must be brought to the school nurse by a parent or guardian in the original container with labeling.

**STEAM and Maker Space Room**

- We have a fully functioning STEAM and Maker Space Room. ALL classrooms are welcome to use this room, which contains wonderful materials for students including a 3-D Printer, Lego Table, Make Space Cart, Robots, and much more!

## FAMILY INFORMATION & EXPECTATIONS

### School-Home Communications

Communication is essential to keep families informed about important events and information at our school. We utilize the following methods to ensure effective communication:

**Phone Blast/Newsletters:** Important information will be delivered to families via phone blasts or newsletters as needed to share events and updates.

**School Calendar – Yearly:** Parents will receive the district calendar at enrollment. Copies are always available at the front office and can be viewed on the district website.

**District/School Website:** Access our school's homepage from the district website for updates and information.

### Teacher Communication

Parents are provided a list of direct extensions for each teacher. If the teacher is unavailable, leave a voicemail, and they will return the call.

In case of an emergency, contact the office, and the message will be relayed to the teacher.

### Opportunities for Adult Involvement

Parents and guardians play a crucial role in our community. There are various ways to get involved in your student's educational experience:

**Academic Events:** Participate in curriculum nights, tutoring sessions, and other academic-focused events.

**Music Programs and Performances:** Join us for school concerts and performances.

**Field Trips:** Chaperone field trips (background check required).

**Special Events:** Attend school-wide celebrations, assemblies, and other special events.

### Family Involvement Plan

We strive to support and promote the educational growth of each student by encouraging family involvement

**Meet the Teacher:** Start of the school year event.

**Curriculum Night (Open House):** Review curriculum and expectations.

**Tutoring and Enrichment Programs:** After school programs starting in October.

**Parent/Teacher Conferences:** Scheduled in the fall and spring.

**Quarterly Celebration:** Recognize student achievements.

**Title 1 Information Meetings:** Discuss utilization of federal funds.

### School Community Involvement

There are numerous opportunities for parents and guardians to engage with the school community:

**PTO Meetings:** Regular meetings to discuss and plan school activities.

**School Events:** Attend concerts, parties, and other community events.

### Emergency Information

Keep the school office and classroom teacher updated on any changes to your address, phone numbers, or emergency contacts. This ensures we can contact you or a designee when necessary.

### Guardianship and Custody

If both parents are listed on a child's birth certificate, they are considered legal guardians unless the school receives a legal notarized declaration signed by a judge. Custodial parents/guardians should inform the school of any changes in legal custody and provide documentation. Original documents are required, and the school will make a copy for our records.

## Health and Safety

Our school is committed to ensuring the health and safety of all students. In the event your child needs to leave school due to illness or injury, please pick them up as quickly as possible. All medications must be brought to the school nurse by a parent or guardian in the original container with labeling. The school nurse will contact you if your child's symptoms warrant going home. Contact the school nurse for any additional health-related information or concerns.

## Inclement Weather

In the event of inclement weather and school closings or late starts, you will be contacted via a recorded phone message/email. Additional information on school closings can be found by:

- Watching local news stations for cancellations.
- Checking the district website or app.

## Medication at School

To ensure the safety and proper administration of medication at school, please follow these guidelines:

- Daily Medication:** Administered only by the school nurse or trained designee.
- Prescription and Non-Prescription Medication:** Must be brought to school by a parent or guardian in the original container. Students are not allowed to bring or self-administer medication

## Minimizing Disruptions

To help minimize classroom interruptions, please adhere to the following guidelines:

- Appointments with Teachers:** Schedule appointments 24 hours in advance to speak with your student's teacher during their office hours. An appointment is required to meet with the principal.
- Preparedness:** Ensure your child is well prepared for school each day. Classrooms are not interrupted to deliver homework, lunches, or messages. Items brought to school will be held in the office and delivered by a staff member at an appropriate time.
- Classroom Treats/Birthday Celebrations:** Require teacher approval (notify the teacher 24 hours in advance). Approved snacks will be given to students during recess or lunch. Due to allergies, some snacks may be denied.
- Balloons:** Not permitted for any reason, including birthday celebrations, awards assemblies, and performances.

## Parent/Teacher Conferences

Parent-Teacher Conferences are held in October and February to discuss student progress and address any concerns. Staff will make every effort to accommodate parents' schedules. Conferences can be scheduled directly with your child's teacher.

## PTO

The Parent Teacher Organization (PTO) is integral to school success, providing support through events, sponsorship, and volunteer opportunities.

## Resolving School Concerns

If you have concerns regarding your child's education, please follow these steps:

- Contact the Teacher:** Speak with your child's teacher, as they work closely with your student.
- School Counselor and Family School Liaison (FSL):** If further assistance is needed, contact the school counselor or FSL.
- Principal:** If the issue remains unresolved, schedule an appointment with the principal through the school office.

## Student Achievement Reports

- Progress Reports:** Quarterly mid-term and grade reports for grades 1-6.
- Achievement Reports:** iReady Reading & Math, MAP ELA, Math, and Science for relevant grades.



## STUDENT DISCIPLINE

At our school, we are committed to providing a safe and supportive learning environment for all students. Our discipline process emphasizes the importance of cooperation between school staff, parents/guardians, and students. It recognizes that student behavior directly impacts academic success and involves the collective responsibility of teachers. We follow all district policies and board guidelines in our approach to discipline.

### Discipline Philosophy

We believe that effective discipline includes:

**Positive Relationships:** Building strong, supportive relationships between students and staff.

**Classroom Management:** Implementing effective strategies for maintaining a productive learning environment.

**Instruction:** Providing high-quality teaching that meets the needs of all students.

### Behavior Intervention and Support

We utilize a range of strategies and frameworks to support positive behavior:

**Behavior Intervention Support Team (BIST):** Helps students manage their behavior in ways that do not disrupt their own learning or that of others. This includes:

**Safe Seat:** A designated area in the classroom where students can regain control of their behavior while continuing their work.

**Buddy Room:** An alternative classroom where students can work until they are ready to return to their own class.

**Cross Grade Level Room:** If necessary, students may be moved to a different grade level's classroom to continue their learning.

**Restorative Practices:** Focuses on repairing harm caused by misbehavior, fostering understanding, empathy, and accountability through a collaborative process.

### Behavioral Expectations

We have clear expectations for student behavior, which are consistent throughout the school. Our behavior management system involves:

**Understanding Harm:** Students learn about the impact of their actions and work to repair relationships.

**Empathy Development:** Encouraging students to understand and empathize with others.

**Accountability:** Promoting responsibility through reflection and a collaborative process.

## **Discipline Procedures**

### **Classroom Management:**

**Level 1 Behaviors:** Minor offenses such as not following directions or excessive talking are managed by the teacher. Documentation and at least one parent contact are recommended.

**Level 2 Behaviors:** More serious issues like back talking or refusing to work are also handled by the teacher with documentation and parent contact.

### **Office Referrals:**

**Level 3 Behaviors:** Serious offenses, including fighting, bullying, or theft, are referred directly to the administration. An office referral form must accompany the student, and parents will be contacted.

### **Suspension and Expulsion**

Certain behaviors, such as severe harassment, possession of weapons, or significant bodily harm, may result in immediate suspension or expulsion. The school will follow due process as outlined in district policies.

### **Electronic Equipment and Personal Items**

Policies regarding the use of electronic devices, toys, and cards will be specified separately.

### **Drugs and Related Items**

Strict policies are in place concerning the possession and use of drugs, vapes, and drug paraphernalia.



## **ACADEMICS**

At our school, we are dedicated to providing a well-rounded education that supports the academic, social, and emotional development of every student. Below is an overview of our academic policies and procedures.

### **Curriculum**

Our curriculum is designed to foster continuous growth and development across various subject areas, including:

- Reading
- Mathematics
- Science
- Social Studies
- Communication Arts
- Writing
- Health/Physical Education
- Art
- Music

### **Assignment and Reassignment to Classrooms**

To optimize educational outcomes, students are assigned to classrooms with diverse academic abilities and behavioral characteristics. We consider teacher input and student compatibility when making these assignments. While parent requests for specific teachers are considered, they are not determinative.

If a classroom setting does not meet a student's learning needs, parents/guardians can request a change by submitting a written request with specific educational justifications. A meeting with the parent, current teacher, and principal will be arranged to discuss concerns and possible solutions. If the issue is not resolved after two weeks, a formal request for a transfer can be made. Documentation of unsuccessful strategies will be required.

### **Homework**

Homework is assigned to reinforce classroom learning and develop study habits. It may also be used for enrichment purposes. Regular homework helps students build independence and self-reliance in their studies.

### **Homework Guidelines**

Homework assignments are determined by the classroom teacher and should be manageable for students. Recommended homework times are as follows:

- 1st Grade: Up to 10 minutes
- 2nd Grade: Up to 20 minutes
- 3rd Grade: Up to 30 minutes
- 4th Grade: Up to 40 minutes
- 5th Grade: Up to 50 minutes

### **Progress Reports:**

Issued eight times a year, with midterm reports provided halfway through each quarter and report cards at the end of each quarter. Report cards are sent home with students, and final report cards are provided on the last day of school.

Parents are encouraged to communicate with teachers about student performance.

### **Grades**

First quarter grades are given to parents at Parent/Teacher conferences. Progress reports are sent home midway through each quarter, and report cards are sent home at the end of each quarter.

Academic grades and effort grades are issued for grades Kindergarten through 5th.

**Grade Reporting:**

Academic Grades:

- M** = Meets the standard
- W** = Working towards the standard
- N** = Not meeting the standard

Effort Grades:

- +** = Satisfactory
- = Needs improvement

**Grade Retention**

Students advance to the next grade level based on their ability to meet content standards in language arts and math. Retention may be considered if it is in the student's best educational interest. Parents will be informed prior to any decision on retention. State law requires retention for students reading below a third-grade level if they do not show improvement after remediation efforts.

**Student Support**

**SAFE Team Process:** Early intervention strategies are implemented if a student is not meeting academic goals. This includes identifying and addressing specific needs and providing support as necessary.

**Student and Parent Portal**

Parents and students can access the Student Parent Portal to monitor academic progress, check grades, and review assignments. This portal is a valuable tool for staying informed about student performance and school activities.

**Technology**

Students must follow the district's technology use policy, using school devices and internet access responsibly and for educational purposes only.

Personal devices, including cell phones, should be turned off and kept in backpacks during the school day.

**Textbooks and Supplies:**

Textbooks, iPads, and library books are provided by the district. Students are responsible for lost or damaged materials and will be charged for replacement costs.

Students should regularly check and maintain their supplies, including pencils and paper.

## **EXTRA-CURRICULAR ACTIVITIES**

Our school offers a variety of extra-curricular activities designed to enrich the student experience beyond the standard curriculum. These activities provide opportunities for students to explore their interests, develop new skills, and engage with their peers in a supportive environment.

### **Athletics:**

Athletic programs are offered to promote physical fitness, teamwork, and sportsmanship. Details about available sports teams and activities, as well as tryout schedules, will be communicated to students and parents.

### **Clubs and Organizations:**

A range of enrichment clubs will be available, including:

- Lego League
- Math Relays

These clubs typically start in October and provide students with the chance to pursue interests and talents outside the classroom. Participation in clubs may require parental consent and could have associated costs for materials or fees.

### **National Honor Society**

Students in upper grades have the opportunity to join the Elementary National Honor Society (NEHS). Membership is based on academic achievement, leadership, and character. Further details will be provided during conferences.

### **School Dances:**

School dances are organized throughout the year to foster school spirit and provide students with social opportunities. Information about dates, themes, and ticket purchases will be provided in advance.