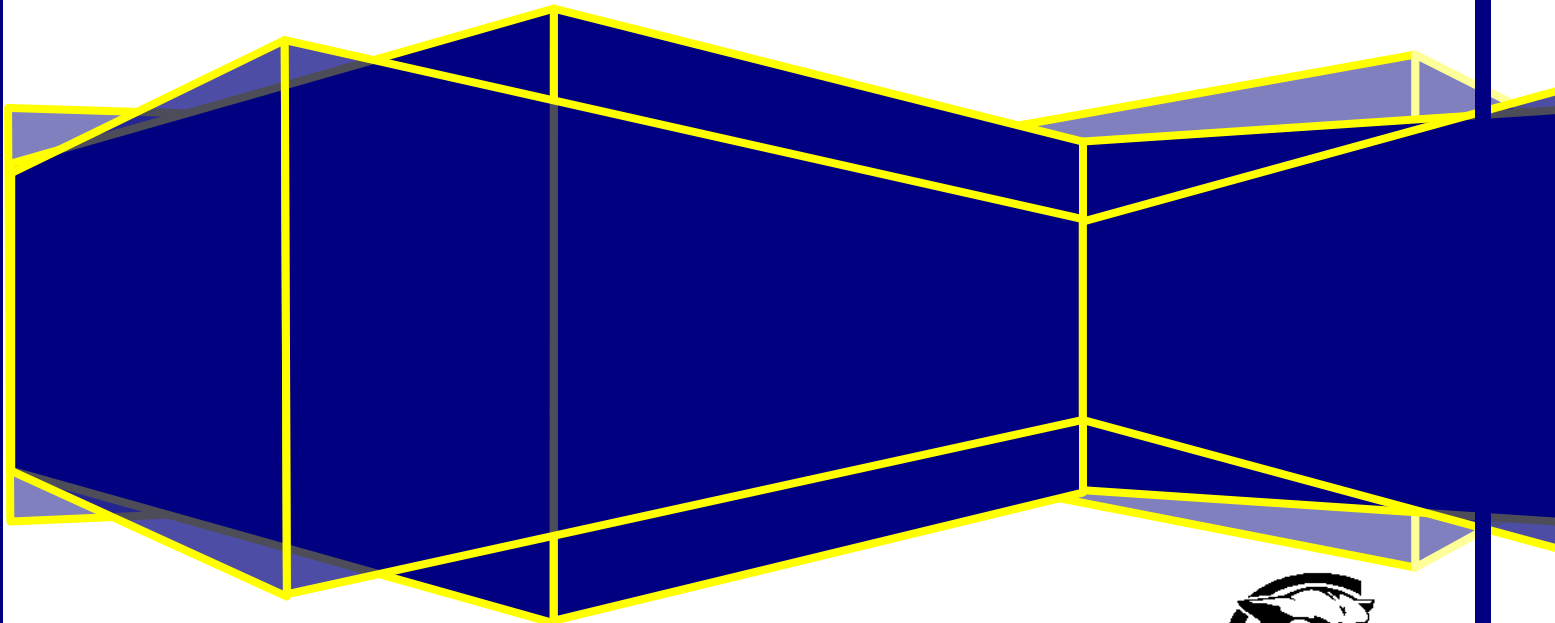


Conn-West Elementary



Parent and Student School Information



Most of the following information can also be found in the **Elementary Parent Handbook**; however some of the information below will be new for the 2011-2012 school-year and may be specific to Conn-West Elementary School.

School Hours

Full Day Schedule: 9:05 a.m. – 3:55 p.m.

Early Release Schedule: 9:05 a.m. – 1:05 p.m.

Doors Open: 8:40 a.m.

Main Office: 816.316.5225

***NEW:** For the safety of our students we ask that parents not bring students to school or drop them off prior to **8:40 a.m.** Teachers and staff members will not be available to supervise students until the doors open at **8:40 a.m.** Thank you in advance for your support in this matter.

Attendance Procedures

Maintaining an excellent attendance rate is a top priority at Conn-West. Students can't learn if they are not in school. We understand that there are times when absences are unavoidable however; we ask that every effort be made to keep absences, tardiness and early sign-outs to a minimum. Coming to school on time every day is a great habit for students to develop early in their educational careers.

Daily Attendance Reminders

Tardiness - Frequent tardiness disrupts the continuity of the instructional process and eliminates your child from enriching classroom experiences. Much occurs in those first few minutes of the day and sets the pace for a successful day for your child. If a child is tardy, an adult must come into the office and sign the student in. An admit slip will be issued to the student at that time. Students are not allowed into the classroom without an admit slip. Please partner with us and help your child/ren be prompt and regular in their attendance. (Tardy =missing 30 minutes or less at the beginning of the school day).

9:05 **TARDY BELL** (ANY student arriving after this bell must be SIGNED IN BY A PARENT in the FRONT OFFICE)

Absences - Attendance records are kept for every student. To help us keep accurate records, please call the school attendance office if your child is ill or will not be attending school for any other reason. This also allows the teacher time to provide make-up work. (Absent=missing more than 30 minutes of the school day).

Excessive Tardiness and/or Absences - Parents of students who are habitually tardy or absent will receive notification in the mail on a quarterly basis and may be asked to meet with the building principal to discuss attendance policies and ways to ensure the student is attending school. Continued tardies and/or frequent absences may result in a referral to the Division of Family Services, per School Board policy and as mandated by the state. It is understood that at times, there may be unusual circumstances and the building principal will be happy to visit and work with parents during these times.

Afternoon Dismissal Procedures

For the safety and appropriate supervision of our children, we have staggered our dismissal times:

3:48 p.m. – All LINC students dismissed to the cafeteria.

3:51 p.m. – Kindergarten – 2nd grade (ALL)

3:55 p.m. – 3rd -5th grade (ALL)

Departure Changes

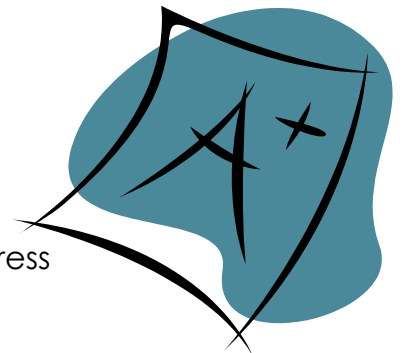
At the beginning of each school year, parents will inform each classroom teacher if their child will be a bus or day care rider, a car rider, or a walker at the end of the school day. **IF PLANS CHANGE ON ANY GIVEN DAY, PARENTS SHOULD NOTIFY THE OFFICE or the CHILD'S TEACHER IN WRITING.** Changes in departure plans will **ONLY BE MADE IF THE PARENT HAS NOTIFIED THE TEACHER.** Otherwise, the child will be sent home via the usual afternoon procedure as previously arranged by the parent.

ONLY students who are assigned to and designated as BUS RIDERS will be allowed to ride the school buses at Conn-West. "Non bus rider" students are NOT permitted to ride home with "bus rider" students on early release days or any other day of the school year. This is for the safety of our students.

Academic Expectations

All students will be expected to work to their fullest potential. **"Failure is not an option."** We will keep the academic standards high while helping students achieve them. Parents will be informed of student performance and will be asked to partner with us to help our students succeed academically. Students will be expected to:

- Report to school prepared to learn each day
- Complete all daily assignments
- Actively participate in class activities and discussions
- Complete and turn in homework assignments
- Track and document reading scores and learning progress
- Strive to meet grade level book standards
- Do their personal BEST work everyday



Behavioral Expectations/ Discipline Policy

At Conn-West we believe that teachers should be allowed to teach and students should be allowed to learn, therefore behaviors that are disruptive to the learning process will be addressed as outlined in the district discipline policy.

Every teacher will expect students to adhere to the classroom expectations that have been established. In accordance with the **BIST program**, to address classroom disruptions teachers may give a warning, move a student to a “safe area” or have a student sent to a “buddy room” depending on the behavior infraction. A parent will be notified if these interventions have to be imposed or if they are ineffective in changing the unwanted behavior. Students who have repeated or multiple offenses, exhibit behaviors that are disrespectful, aggressive and/or violent will be sent to the office immediately and a consequence will be assigned according to the district policy. Fighting and other forms of physical aggression will not be tolerated and may result in an Out-Of-School Suspension as per Board policy. This includes fights, “physical horseplay”, threats, and battery. Students are reminded on a daily basis to keep their hands, feet and all other objects to themselves. As you familiarize yourself with the district policy, please help keep our school safe and orderly by ensuring that your child understands that the adults are in charge, everyone deserves to be treated with respect and that they should come to school focused on learning and willing to follow school expectations everyday.

Cafeteria Information

Students will be expected to follow cafeteria expectations. Expectations will be posted in the cafeteria. Students will be expected to use inside voices when talking is allowed on designated days and must have work or reading materials for quiet time. Food and drinks should not be taken out of the cafeteria.

Prices

Breakfast - \$1.25

Lunch -\$2.00

Extra Milk - \$.50 / Juice -\$.40

Snack &Extra Dessert - \$.50 - \$.75

Change of Address/ Numbers

Please notify the main office as soon as possible when there is a change of address or phone number. We want to ensure that parents are receiving important mailings and that parents can be reached in the event of an emergency.

Conferences

Our goal is to have 100% parent attendance at parent/teacher conferences. During conferences, teachers will encourage students to take an active role in sharing information about their grades and academic performance with parents. Parent/teacher conferences are scheduled in the Fall and will be scheduled by teachers as needed in the Spring.

Deliveries/Parties/ Treats

Please do not have balloons, flowers, stuffed animals etc. for special events delivered to the school. Treats for classroom parties must be pre-arranged with the classroom teacher and must be shared with the entire class. Birthday party invitations will not be distributed in class unless the entire class is being invited to attend.

Gum / Candy

Gum and candy are not allowed in school unless special circumstances have been made through the classroom teacher. In addition, students are not allowed to take any food or drinks out of the cafeteria.

Dress Code / Uniform Policy



All students are required to wear uniforms at Conn-West. However, the dress code as outlined in the district policy still applies. The uniform policy for the 2011-2012 school year is as follows:

Uniform Attire for Boys

Navy Blue or Khaki:
Slacks
Shorts

With:

*Navy or White Shirts

Uniform Attire for Girls

Navy Blue or Khaki:
Slacks
Shorts
Capri Pants
Jumpers
Skirts

With:

*Navy or White Blouses

***Shirts and blouses MUST have collars. T-shirts or sweatshirts are not considered uniform attire. Undershirts, tights and leggings are allowed but must be navy or white. Parents may be contacted and asked to bring proper attire if students report to school out of uniform. All attire must be appropriate for the school setting.**

Health Care Information

By state law, students cannot attend school unless their immunization records are complete. (Please refer to medical information, previously sent home with your student.)

Health Screenings -At the beginning of every school year, students are weighed and measured (see EPH for specific grade levels) all students are checked for head lice and dental problems, and those students referred by a teacher or parent, are screened for vision and hearing acuity.

Fevers and Communicable Disease

Students shall not be permitted to attend classes with a fever. Once a student is fever-free for 24 hours, they may return to school. Students with any contagious or infectious disease may not attend classes until there is medical evidence that the student is no longer infected, or liable to transmit the disease, or that a student with a chronic infectious disease poses little risk of transmission in the school environment with reasonable precautions.

Parent Messages

We understand that there will be times that parents may need to call the school to have a message delivered to a student or to the student's teacher. To ensure that instructional time is protected as much as possible, messages will be delivered to students during their lunch time and they will be allowed to return phone calls at that time if necessary. We ask that parents call prior to **3:00 pm** to ensure that your message can be delivered prior to the end of the school day. Calls and messages received after 3:00 pm may not be delivered as that is a very busy time of the day for teachers and the office staff. Thank you for understanding and supporting this procedure. **Any change in the students transportation / dismissal routine will only be honored if received in writing from a parent/guardian in the morning. Students who do not have a written note will be required to follow their normal dismissal routine.**



Parking & Student Pick-Up Procedures

We understand that parking in the mornings, afternoons and during school events can be hectic.

We ask for your patience, politeness and courtesy when picking up students. We need your assistance in making sure that the parking procedures outlined

below are respected and followed to ensure that students and visitors are safe coming and going from our school.

Follow Signs: Please follow the signs that are posted (Buses only, Visitor parking etc.) do not remove signs or cones from the road.

Circle Drive: The circle drive will be designated for **BUSES ONLY** 20 minutes before school begins and 20 minutes before school is dismissed so buses can enter and exit safely. We ask that you do not in the circle drive during those times and please do not block the entrance or exit. Once these vehicles have departed, the circle drive will be open for student pick-up and drop-off.

Front parking spaces: Are available for visitors and parent pick-up. Please do not park behind cars that are in the front parking spaces.

OPTIONS for Picking Up Your Child:

- REMAIN in your vehicle and in the traffic line and pull all the way to the curb BEFORE allowing your child to enter the car. To avoid congestion and eliminate safety issues, parents should not leave their vehicles at any time while the vehicle is at the curb.
- If you wish to get out of your vehicle, you must pull into an available parking space. For safety reasons, parents are asked to **use the pedestrian crosswalks** to cross the line of traffic and walk to the curb to pick up their child. Then, please **use the pedestrian crosswalks** when escorting them back to the parked vehicle. **Staff supervising during dismissal will require students to use the crosswalks at all times.**
- **For safety reasons, we ask that parents NEVER STOP their car in the street.**

Signing Out

To ensure the safety of our students, when students need to be signed out, they must be signed out by a parent or guardian or an authorized adult listed on their contact panel. The adult checking out the student will come to the main office and will be asked to provide photo identification. Students will not be released to anyone under the age of 18 or anyone not listed on their contact panel.

Telephones / Toys/ Valuables

If it is necessary for your child to bring a cell-phone to school, it must be checked in at the main office in the morning and picked up at the end of the day. If a student is seen using their cell phone or if the cell phone is heard it will be taken away and turned in to the main office until a parent can pick it up. Toys, electronic games, equipment etc. should not be brought to school unless a teacher has requested that these items be brought for a class activity/event. If this is the case, the classroom teacher will notify parents in advance. We strongly discourage students bringing cell phones, large sums of money or other valuables to school and will not be held responsible for lost or stolen property.

Transportation

The Grandview School District provided transportation to and from school for students who meet transportation guidelines. The same behavioral expectations at school will be applied on the school bus. Bus drivers must be able to focus on the road as they are driving to ensure that students make it to and from school safely thus, students are expected to:



- Be polite and respectful to the driver /monitor and other students
- Stay seated until it is time to exit the bus (no moving from seat to seat)
- Keep head and hands inside windows (no throwing objects out of windows)
- Use a low, inside voice when speaking (no noises or distracting sounds)

Disruptive behavior on the school bus could result in a suspension of bus privileges and possibly suspension from school. Please remind your student of the importance of behaving appropriately on the bus and at the bus stop. To ensure students are safe after exiting the bus, we ask that parents supervise students at the bus stop in the morning and afternoon.

***Any change in the students transportation / dismissal routine will only be honored if received in writing from a parent/guardian in the morning. Students who do not have a written note will be required to follow their normal dismissal routine.**

Video Monitoring

For the safety of our students the buses and hallways are equipped with audio and video monitoring systems.

Visitors

Parents are always welcomed to visit our school. However, **all visitors must SIGN IN, present a photo ID and pick up a VISITOR'S BADGE in the main office.** Because teachers are busy instructing students, we ask that you refrain from engaging them in conversation about your student or the procedures of the class. Teachers will gladly schedule a conference to discuss your student's progress at a time that is most convenient. When your visit is complete please stop by the office to SIGN OUT. If you forget to check in, a staff member will direct you to the office. It is a building procedure to ensure that our students and staff are safe at all times. (See additional info in EPH).