Procedures, Policies, and General School Information Packet

2019-2020

Teachers/Staff
Linda Powers  Director/Lead Teacher
Punky Thomas  Team Teacher
Anthony Rodgers  Music
Samantha Seip  Movement & Teaching Assistant
Harlan Brownlee  Movement
Linda Putthoff  Movement
Tara Tonsor  Art
Whitney Sweeney  World Languages

Executive Board
Kathleen Baker
Heather Brasel
John Cigas
Eileen Jagoda
Barb Kluepfel
Seana Knecht
Eric Powers
Spencer Schubert
Kim Stanton
Brad Stowe
Annie Watson
Hours of Operation
The school day begins at 8:15am and ends at 3:30. After-care is provided until 4:00pm. If a student has not been picked up by 4:00pm, there will be a $1 per minute charge for each minute after 4:00.

Entrance and Security Codes
The CS#1 entry is the door at the NW corner of First Lutheran Church. This door will be locked and secured at all times. Please do not use the preschool entrance at the south end of the building unless you have a child enrolled in the preschool.

Each family will receive a private security code, allowing you access to the building during school hours. Please do not share your security code with anyone outside of your immediate family.

Tuition
Operating costs are shared by the families on a per Full Time Equivalency student basis. See the Enrollment Contract Terms on our website for current tuition rates and information. Students records will be withheld if accounts are delinquent.

Immunization and Health Forms
All forms must be completed and on file at school by the first day of school. They will be kept on file in the office in the students’ files. State regulations require that all students have an updated health form and immunization record on file at school before being admitted to class. It is the responsibility of the parent/guardian to keep school files current and up to date by submitting any changes.

School Supplies
The School Supplies Drop Off night will be the evening prior to the first day of school. You will receive a school supplies list before school starts. The list may also be found on our website.

No Rescue Policy
Students come to school with their lunches, supplies, and materials for the day. If you notice your child has left something at home that they need for the day, please allow them to grow and experience the natural consequences of not preparing or being proactive. This can be difficult, but it is through difficulties that we grow and gain independence. While parents are welcome at school, a lot of coming and going is distracting. Students will not go hungry if they forget their lunch. They will be provided with a lunch and asked to bring a can of soup and an item for the snack shelf to replenish our supplies, or pay a fee of $5.

Heart Friend Families
Each new family will be assigned a Heart Friend Family. When you have a question, the first person you should ask is an Older student/Buddy. They are an excellent resource. After the Buddy, your Heart Friend Family should be contacted regarding procedures or school routines. Veteran families should check in with their Heart Friend Family at least once a week at the beginning of the year, to see if any assistance or guidance is required. Any, and all, academic or personal concerns should be directed to the director or appropriate teacher.
THE PEEP

The PEEP contains the Reading Log, spelling lists, homework assignments, information about the week and notices about upcoming or past events. Unfinished work will be designated in The Book each day. An older group student should write unfinished work on their PEEP Sheet as a reminder and organizer. Younger students require more parent assistance. The PEEP also contains the Reading Log and the students’ spelling list for the week. PEEPs are turned in on the first day of each week. PEEPs “live” in the Take Home Folder that each child receives the first week of school.

Morning Check In

Children check The Book each morning and place a checkmark next to his/her name. This designates the student is present and has checked The Book. Students need to take care of “Y” (Yesterday’s work), “FIX”, “O” or notes before other activities so they’ll get their full break time to play. Otherwise, students will miss up to 10 minutes of each break to complete the previous day’s work that was not finished at home.

Only homework from the previous evening and/or Packet Work is placed in the homework basket. All other work or notes must be shown to a teacher by the student. Adults are welcome to be present and help guide questions, but we strongly encourage students be allowed submit work and communicate for themselves. Notes from parents to teachers go in the teacher’s mailbox or “white basket”. If your child has any work or notes to be shown to a teacher, plan to arrive earlier than 8:00 a.m. If a student has work that will require a teacher more than several minutes to check or discuss, please set up an appointment. Teachers are prepping to begin the day so are not available to check work or have conferences from 8:00-8:15 a.m.

After School Check Out

Please check and sign out your child in The Book in the last column each day. If your child has any unfinished/FIX work or notes, either assist your child in completing the FIX or make sure that it is written on The PEEP and taken home to complete. Older students should record necessary information themselves. Please check to see that your child is bringing home any notes or FIX work.

After School

Make a plan with your child regarding how and when you will be picking them up. When a parent arrives, students should clean up immediately and get ready to go unless the adult wants their child to have a teacher check over and mark off work before leaving for the day. On most days teachers will check student FIX work from 3:00 p.m.-3:30 p.m. At times a teacher will require that work go home to be fixed and checked over by a parent before the teacher will see it again the next day.
Children will not be released to anyone other than a guardian or emergency contact unless the school has received advanced written permission.

Extended Day Programming
Child care is provided at no charge until 4:00 on regular school days. After 4:00 you will be billed at the rate of an additional $1.00 per minute.

Absences
Please let us know before 7:30 a.m. if your child will be missing school. We will do our best to give assignments in advance, however due to the flexible nature of our school day, it is impossible to give all assignments that will be missed. Children have one day to make up work for each day absent.

THE BOOK
The Book is our record of work students have completed. Children check The Book several times a day to see if work has been marked off. A parent should check the The Book at the beginning and end of each day. In any column, a STAR designates work completed correctly, “OK” designates work eventually completed correctly after reworking some portion of the assignment, and “FIX” designates work needing corrections. All items marked with “O” or “FIX” must be completed and shown to a teacher to be changed to an “OK”.

Old or FIX work must be checked over and signed by a parent. This shows it has been reviewed by a parent and is ready for a teacher to check again. This work can be shown the next day to a teacher from 7:45 a.m. - 8:00 a.m. or, if lengthy, by appointment. Teachers will not check old work after 8:00 a.m. If work is not marked off before 8:00, students have an opportunity during their breaks or after 3:15.

All old or FIX work, notes, Think Sheets, Disagreement and Complaint Forms, etc., should be shown directly to the teacher and should not be put in the homework basket.

Take-Home Folders
Each student has a Take Home Folder to carry to and from school each day. Students keep the PEEP, homework, notes, checked work, etc. in the folder.

The Take Home Folder should be cleaned out every Friday afternoon, or weekend, by the student with age appropriate parental assistance. Work in progress should be left in the folder. It is important that younger students get parental assistance with this and that parents do not do the work for them. Olders should be responsible for their own folder. Remove completed work which is designated with a Star or “OK”. If an item has FIX on it, the student should fix it and show a parent who checks it over and signs it. The work must then be shown to a teacher to get the item marked “OK”. If work does not have teacher feedback on it, please find out what the status of the work is. Please have student bring it to a teacher to clarify if you see something in the folder for more than two weeks.
THE “Y” = Unfinished School Work/ Outstanding Corrections

When your child leaves school, if his/her work is not finished, it needs to be taken home and completed correctly, according to instruction or individual expectation. Instead of a star, students will have a “Y” (yesterday) by their name the next day. Incomplete assignments will be listed as a “FIX” or “O” in The Book. Students are expected to write reminders on the PEEP Sheet and are encouraged to attach work to it as well. Parents check over and sign all FIX work before a teacher will check it again.

If a student is not marked off with all “old/fix” work from “Yesterday”, the student will miss up to the first 10 minutes for younger students, 20 minutes for olders, of break time/field trip experience until the work is complete. It is very important that all students completely finished old work in order to begin a new, fresh day. This is possible only with cooperation and support from parents and following through on guidelines and requirements for old work.

Students with Y work going back several days will miss more of their break time and perhaps even some class time to complete outstanding work. Consequences may also include missing part of field trips or other experiences until the work is caught up and marked off in the Book.

Please write a note if your child is not cooperative at home. A student will work at school on part of each break to complete their assignments if this is the case. Your child will miss playtime and social interactions with their peers so it is better that this FIX work be completed at home and not at school. This is an important aspect of our partnership and is imperative to successful learning and helping learners become responsible.

All work needing attention from a teacher must be brought in early enough for teachers to check. Teachers will check work from 7:35 a.m. - 8:00 a.m. Any student in need of teacher assistance or work needing more than a few minutes will require an appointment with the teacher. You may come early, but an appointment will assure you of teacher time.

Breaks/Recess

Breaks are an important part of the student day, provide a respite from the rigor of academics, and gives us all a chance to take a breath. Students have two breaks per day lasting up to 60 minute each. Up to 10 minutes for younger students, 20 minutes for olders, of each break may be missed if a student has incomplete work, or a “Y” by their name. The Pink Room and occasionally the Fellowship Hall, or Youth Room are utilized on indoor break days. The cumulative break time is above the metro average for recess time in schools, including private schools. The number of field trips we take each year, our daily structure, thrice weekly Movement classes, the availability of fitness balls, structure of our classroom, and other activities should also be taken into account when considering how much time our students spend engaged in moving.

Outdoor breaks are taken weather permitting and at teacher discretion. Generally, if it is above freezing, the field is conducive to use, or it is not actively precipitating, break will be held outdoors.

Children should come to school with appropriate clothing for changing weather conditions.
**Homework**
Children have homework Monday through Friday. The amount of total time spent on homework is at the parent’s discretion. A general guideline is 15-20 minutes per grade level is expected. Preparation for presentations and Required Reading counts as homework time. Y work does NOT count as homework time.

Each week’s homework assignments will be in the “Packet”. Packet work will be available the afternoon of the last day of the week and due the end of the following week, usually Friday to Friday. Because it is being given a week in advance, packet work can rarely be an extension of work done during the school day. Homework is not optional, however, not all of the Packet must be completed. Required elements are indicated on a pink piece of paper that is included each week. The amount of additional Packet work completed depends upon how much FIX or incomplete work must be done at home from the school day and how much time the student is spending preparing for presentation. Do not struggle with your child over an assignment; call a teacher to solve problems, for clarification or for help in general. On occasion, and if absolutely necessary, teachers may be called to assist with general cooperation. In order to be respectful of family and/or personal time, make calls before 7:00 p.m.

Homework is to be done at home. We request that parents not ask students to complete homework on the school premises. Homework establishes a partnership between home and school. Parents are highly involved in the earlier years and become more of a guide as their child matures and becomes more independent and self-sufficient.

Parental responsibility includes seeing that homework is done on time, with care, and in a work friendly place. Students should have developmentally appropriate words spelled correctly on all work and notes. Parents may write the correct spelling on a separate list that is turned in with homework. Older students, third through sixth graders, should write their own slips with parental assistance, time permitting.

**Home-School Communication**
Urgent and/or critical phone calls to teachers may be made before 7:00 p.m.

Children are strongly encouraged to look over homework and ask questions while at school but if truly in need, the student, with the parent listening in, may call us with questions about assignments. Students are given opportunities to ask questions at school and should be reminded that is the more appropriate time to ask rather than calling a teacher at home. Calling a heart friend or friend is also a possibility but should not become a habit. Parents check The Book when they pick up their children to see if all assignments have been completed and this allows for questions to be answered by a teacher before leaving the school.

E-mail is responded to within 1 business day. Parents can communicate with each other to get assistance on general questions but academics and concerns specific to your child should be addressed with a teacher.

The school phone will be answered and calls returned before and after school and during planning periods.
**Proactive Discipline**

Each morning begins with a class meeting. During these meetings, students help resolve interpersonal issues or ongoing concerns, and offer compliments to each other for a job well done. The class meeting also includes reciting the classroom creed, participating in a "brain dance", and a moment of silence. The brain dance is a series of movements designed to awaken the brain through increased blood flow to different areas of the mind. Our creed is based upon five fundamental tenants: 1) Be honest, be true. 2) Try to do your best and the right thing. 3) Respect others and their property. 4) Be kind and thoughtful. 5) React but do not overreact. Natural consequences, thinking times, and Think Sheets are tools we utilize in aiding the students, with teacher guidance, manage their classroom.

Think Sheets are filled out by the students and taken home for parents to discuss and sign. Think Sheets are a means of communication from school to home and are not intended for “punishment”. A discussion should occur between parents and students to reinforce appropriate behavior expectations at school. Thoughtfully written apologies are a very nice resolution and are strongly encouraged and sometimes required. At times a public apology is in order. Warnings are given prior to a Think Sheet unless the situation is volatile, physical, dangerous, flagrantly disrespectful or recurrent.

The students involved resolve problems between themselves. A teacher or another student may mediate. If necessary, students fill out a disagreement sheet together. Disagreement Forms are not necessarily sent home unless the problem reoccurs or takes so long to settle that class work does not get done.

If students have a complaint, a Complaint Form may be required to be completed. Students often prioritize concerns and the forms are only used occasionally. If a student comes home with a strong complaint, please encourage him or her to bring it back to school to resolve the problem. This helps us all to promote a high level of accountability and enables us to hear from all individuals involved in the situation. If your child doesn’t take the time to fill out the form as part of the resolution process, do not allow your child to continue to complain.

**Field Trip/Study Guidelines**

We expect students to behave on field trips as they would in school and follow the school rules while in vehicles and out and about. We realize these rules may be different than household or personal rules but we require consistency and larger groups of children behave differently than a few friends will. Parents may distribute "Think Sheets" after appropriate warnings to any student(s) who is not cooperative. We greatly appreciate parents’ support on our trips and most parents find value in participating. Please do not stop or detour for treats. Please do not provide snacks, treats, electronic games or play DVDs in your vehicle or for only your child while on a field trip. Sometimes we provide snacks for all students to eat in all vehicles but this is generally not necessary. One of the biggest challenges while on an outing, is treating all children equitably and not giving extra or specialized attention to your child. For younger children, this can amplify that their parent is not on the trip and result in attention getting behavior from others or on the part of your child. A field trip is an opportunity for you to help the school and your child. It is not a place to spend extra or special time with your child.
PRESENTATIONS: Events, Book Chats, Poetry and (Kindergarten) Show and Tell

Children in first through sixth grades will present an event, recite and perform a memorized poem, and review a book on a rotating weekly basis. Check the PEEP, Packet Pink Sheets, and monthly calendars for themes and schedule. Kindergarten and first year students may choose to “show and tell” or do a presentation. Initially, children need help preparing for presentations. Every fourth week is presentation free. During this week, we will have time for make-up presentations but points will be deducted for late presentations due to reasons other than illness.

#1 Events: Children discuss articles in an organized manner and share what they have learned. Articles must be brought in so that facts can be verified. Older students are required to turn in written notes(outline with the correct spelling, identify geographic location, etc.

#2 Poems: Children should choose one poem, rather than several short ones. The minimum expected is one line for each year a child is old. A printed copy of the poem is required. Older students must include props and appropriate dramatic actions to demonstrate interpretation and dramatization of the poem.

#3 Book Chat: Children should begin reading well in advance the book they would like to present to the class. A wide variety of books should be selected and a different genre needs to be presented each time.

#4 Presentation Free – this week is spent on an intensive literature response project (Book Response) so students are not responsible for both a presentation and a demanding project.

Cursive

Students who have completed the level 3 handwriting book are required to complete all their work in cursive. Once students have completed the level 5 book, they may choose to write in cursive, print, and begin to develop their own unique writing style.

Required Reading

Students may read anything appropriate for the weekly reading requirement. Being “read to” by a grown up or other child, listening to books on tape, is acceptable. Each week students are required to track reading time in MINUTES each night and record their minutes on the PEEP Sheet. Older students should convert total minutes to hours. An adult should assist younger children with this.

Reading requirements are per week

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<tr>
<th>Age</th>
<th>Minutes</th>
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<tr>
<td>5 years old</td>
<td>60 minutes or 1 hour</td>
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<td>6 years old</td>
<td>90 minutes or 1½ hours</td>
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<td>7 years old</td>
<td>120 minutes or 2 hours</td>
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<td>8 years old</td>
<td>150 minutes or 2½ hours</td>
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<td>9 years old</td>
<td>180 minutes or 3 hours</td>
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<td>10 years old</td>
<td>210 minutes or 3½ hours</td>
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<td>11 years old</td>
<td>240 minutes or 4 hours</td>
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<tr>
<td>12 years old and up</td>
<td>270 minutes or 4 ½ hours</td>
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Spelling and Phonics
Please encourage your children to utilize all their skills and “best guess spelling” when writing. A spelling slip should accompany all work for first graders and up. The slip contains words teachers and/or parents believe a student should study. These words are those that are individually, developmentally and/or academically appropriate. Older students should write their own spelling slips, time permitting, while younger students require more adult assistance. Words that are included in directions or the question should be spelled correctly in the answer.

Library
We most frequently visit the Plaza Branch of the Kansas City, MO, Public Library. We keep library cards on file at school. The main purpose of going to the library is so students have a wide selection of books to read during school, acquire research skills and get resources for projects. Students may use library trips to get books for book reports, projects, anthologies of poems, etc.

Students are responsible for their library books. We will usually go to the library on alternate Fridays. Check monthly calendars. Students may take as many library books home at a time as they wish, however this also can lead to confusion and lost books. If students leave a book at home they may bring the book to the library and return it the day of our field trip. Students may check out new books if all books are accounted for, the account is clear and all fines have been paid.

Lunches
Children provide their own lunches each day. Please pack food that does not need to be prepared or assembled, cooked at school or food that can be played with prior to eating. It can be distracting, time-consuming, and disruptive during presentations. If lunch is forgotten, we will provide a lunch. This situation needs to be discussed between teacher and student before the school day begins if possible so the student and teacher can plan a meal prior to lunchtime.

Children may bring food that requires warming up during the weeks of poetry presentations and when there are no presentations. Please send items that require no more than one or two minutes in the microwave. Older students will help younger students to warm up their food. We encourage children to use glass plates and not microwave in plastic containers. Students who forget utensils or need to borrow an item from the church kitchen will be responsible for cleaning, drying and returning the item used.

We strongly encourage parents and children to plan and/or prepare lunches together. Lunches that are packed in reusable containers have less of an impact upon our environment. We also strongly encourage healthy, nutritious, and environmentally friendly meals. Lunchables, fast food, sodas, juice boxes, and similar items do not fit these criteria. Students may eat a treat or dessert after their main course and healthy offerings are finished. Students put any uneaten, non-spilly food back in their lunch boxes so parents can keep track of what is consumed and make adjustments accordingly.

Snacks
Students are encouraged to bring extra food in their lunches so they can graze during the day. Healthy options include cheese sticks, fruit slices, pretzels, etc.
Birthdays
We all enjoy birthday treats and love celebrating birthdays at school with treats! Please notify teachers in writing at least one day before birthday treats are sent. Please prepare enough to serve students, teachers, and any visitors we may have. We celebrate a child’s birthday at the end of lunchtime. Send a simple treat, like cookies or cupcakes that the children can pass out. Party invitations may be passed out at school only if you choose to invite everyone. While we do not expect that everyone be included, we do ask that you mail selective invites from home and be sensitive to others feelings by limiting conversations at school.

Clothing
Dress for busy, active, messy days. Wear comfortable shoes. Watch for changing weather in all seasons and bring rain gear if it might be necessary. Most field trips are held rain or shine and we often go out for breaks if the weather isn’t super bad, and will go out if there is light precipitation.

After School Plans
We have a long-standing rule that prevents parents and kids from being put on the spot at the end of the day. Children need to make arrangements for visits with each other ahead of time, not on the day of the visit and NOT at school. It is best that these arrangements be made at home via the telephone and not as parents are picking up children.

Parental Help Wanted
There are many opportunities for parents to become involved. A large undertaking could mean coordinating committees or events. Something less involved would include volunteering to clean once a week or driving us on a field trip. Parents are asked to contribute at least 20 hours of volunteer hours per year or pay a contribution of $15 per each hour not served. Parents are asked to report their hours by the end of May. Your presence and assistance are part of the community in Community School#1. We deeply appreciate and profusely thank those parents volunteering in excess of the 20 hour requirement.

Volunteer Hours Tracker

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<th>Date</th>
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General Conduct
Our school desires an atmosphere of mutual courtesy and respect among staff, students and parents. This is reflected in our Classroom Creed. We allow students to develop and experience a true sense of independence, responsibility, and creative decision making while experiencing the full consequences of those decisions. All members of our school community are expected to observe the regulations of the school, to exhibit a respect for themselves, others and their environment. It is the responsibility of all to maintain an environment where everyone has the opportunity to realize their fullest potential.

The Director/Lead Teacher has complete discretion to dismiss or suspend any student, who in his/her judgment, after consultation with members of the faculty and board, should be separated from the school for academic or unsatisfactory behavior. Just as the parent has the right to withdraw a child if desired, the Administration reserves the right to require the withdrawal of a student if it is determined that the partnership between parent, teacher, and student is irretrievably broken. Serious infractions of school rules can lead to in-school suspension, out-of-school suspension or permanent dismissal from school by the Director/Lead Teacher. Students are responsible for any work missed while suspended.

Classroom Creed
1. I will do my best! to be my best!
2. I will grow personally and academically
3. I will create a warm and friendly school environment
4. I will have an open mind and listen to others attentively
5. I will be trustworthy and honest!
6. I will be on time and prepared
7. I will be responsible for my words and actions
8. My good behavior will be a model for others and I will lead by example
9. I will reach beyond the obvious and think outside the box
10. I will use my hands for helping
11. I will respect myself, others, and my environment
Behavior Guidelines/Expectations
The following guidelines are in place for the safety and security of students, faculty, and parents. This list is not inclusive of all behaviors.

- We use our hands for helping. Fighting, hitting, pushing, shoving, biting, pinching or any other forceful or harmful bodily contact, bullying, teasing, and intimidation are strictly prohibited. Dangerous articles such as guns or knives may not be in possession by any person at any time on school premises or during field studies.
- We demonstrate appropriate and respectful behavior to students, faculty, visitors or other people at school, during a school function, or during a field study.
- We conduct ourselves in a manner that is conducive to learning and the learning environment.
- We show concern for the personal belongings and/or possessions of others, including school property.
- In the event that the Director/Lead Teacher is off campus for an extended period of time, all discipline will be referred to others who have the authority to act on behalf of the Director/Lead Teacher for all discipline situations with the exception of those that might require permanent removal from school. Only the Director/Lead Teacher can expel a student from school.
- If a student and/or parent believe the consequence appears not to be appropriate or warranted, they may request a conference with the teacher and Director/Lead teacher to review the situation and information. The administration has final word on all disciplinary actions. The School Board is limited to ensuring that due process was followed in the decision.
- Parents will be notified prior to any major disciplinary action from the school. In the most serious cases involving expulsion, the Director/Lead Teacher will contact the parents with the school’s response.
- Students may not use cell phones during the school day. If a student brings a cell phone to school, it lives on Linda’s desk.

Zero Tolerance Policy
“Zero Tolerance” initially was defined as consistently enforced suspension and expulsion policies in response to weapons, drugs and violent acts in the school setting. These policies have the goal of ensuring safety of students and staff yet some evidence suggests these policies may, in actuality, have adverse effects on academics and behavior.

At Community School #1 we have a zero tolerance for weapons, alcohol, drugs, violence, and tobacco. If a student is found to be in possession of a weapon, alcohol, drugs, or tobacco or behaves in a violent, threatening manner, the response of the school will be measured and take into account individual circumstances.

We have multiple, non-punitive approaches to deal with issues including, but not limited to, character education and social-emotional learning, social skills training and positive behavioral support strategies.
I have read and understand the General Conduct Section of the Policies and Procedures Packet.

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I have read and understand the Behavior Guidelines/Expectations of the Policies and Procedures Packet.

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I have read and understand the Zero Tolerance Policy Section of the Policies and Procedures Packet.

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