

Martin City Elementary School
Parent/Student Handbook 2017-2018



201 E. 133rd Street
Kansas City, MO 64145
Main Office 815-316-5700

Principal
Johnny Dodge

Assistant Principal
Dana Green

Instructional Coach
Sherry McCombs

Counselor
Amy Scott

Dear Parents and Students,

Welcome to the 2017-2018 school year at Martin City Elementary School. We are looking forward to a positive year of academic growth within a warm and welcoming community of learners.

Please take a moment to read through the information in the handbook. It is full of important information and will help you and your child have a successful year. It will provide you with some of the basic information about the school expectations.

We look forward to a wonderful school year. Please let us know if there is anything we can do to help make this year a success for both you and your child.

Sincerely,
Mr. Dodge and Mrs. Green

Mission Statement

Members of the Martin City community work together to inspire, motivate, and challenge students to achieve academic success and personal growth.

Vision Statement

Martin City staff and students aspire to create a positive and motivating learning environment where students are physically and psychologically safe. We expect all members of the community to excel academically and to interact respectfully and responsibly. We embrace learning and work with each other and parents to achieve goals. We care about each other and strive to create positive memories for all.

Notice of Non-Discrimination

The Grandview C-4 School District does not discriminate on the basis of race, color, religion national origin, ancestry, sex, disability, age or any other characteristic protected by law in its programs, activities or in employment, and provide equal access to the Boy Scouts and other designated youth groups.

MCE PROFESSIONAL SUPPORT STAFF

Principal's Secretary

Linda Stifter

Secretaries

Carley Miller

Beth Forgrave

Allison Powell

Head Custodian

Thomas Motsinger

Custodians

Zach Shearman

Bob Brittain

Dakota Perkins

Counselor

Amy Scott

HEALTH ROOM PARA

Susan Quinn

Professional Staff

Special Education Coordinator- Rachael Baca

Librarian- Tiesa Smith

School Improvement Specialist- Heidi Burns

Reading Specialist- Monique Cason

Kindergarten Staff

Amy Bahr

Stephanie Hiegel

Tamera Smith

First Grade Staff

Nicole Burkemper

Kelly Curtis

Cindy Long

Marcia Protzman

Second Grade Staff

Stephanie Griggs

Dan Huffman

Jennifer Courtney

Third Grade Staff

Sara Butler

Kenneth Dean

Darah Swartz

Fourth Grade Staff

Sherri Clark

Travis Gowen

Karla Smith

Fifth Grade Staff

Delaina Ellis

Tara Havens

Nicole Prindle

Specials Staff

Lisa Ochieng

Danelle Orender

Beth Reicher

SPED Staff

Cheyrl Cunningham

Sarah Jaramillo

Ronica Pompey-Rivers

ELL Staff

Lisa Hemenway

Sue Hendrix

Building Policies

School Hours

Full Day Schedule: 9:05 AM- 3:55 PM

Early Release Schedule: 9:05 - 1:05 PM

For the safety of our students we ask that parents not bring students to school prior to 8:45am. Staff members are not available to supervise students until the doors open at 8:45am. Thank you in advance for your support in this matter.

Afternoon Dismissal Times

3:50 p.m. - Kindergarten - 2nd grade and LINC students (By Grade)

3:55 p.m. - 3rd -5th grade and LINC students (By Grade)

Attendance Procedures

Maintaining an excellent attendance rate is a top priority at MCE. 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.

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. Please partner with us and help your child be prompt and regular in their attendance. (Tardy =missing 30 minutes or less at the beginning of the school day).

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 reason. This also allows the teacher time to provide make-up work. (Absent=missing more than 30 minutes of the school day).

Academic Expectations

All students will be expected to work to their fullest potential. 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 meet the following student commitments.

I will be Respectful, Responsible and Ready to Learn each day.

I will try my best to be a good student and positive role-model.

I will complete all assignments and homework to the best of my ability.

I will ask for help when needed and help others when I can.

I will give all notes and information from my school to my parent/guardian daily.

Awards and recognition

Students will be recognized quarterly for attendance and academic accomplishments during the quarter. All students with **Quarterly Perfect Attendance** (no part of a school

day missed during the quarter) or **Quarterly Outstanding Attendance** (missed less than one full school day during the quarter) will be recognized. Students in 1st through 3rd grade that average 80% or higher on the Weekly Reading Tests during the quarter will also be recognized.

BASICS / Behavioral Expectations/ Discipline Policy

At Martin City, 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 seat" 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 everyone deserves to be treated with respect and that students should come to school focused on learning and prepared to follow school expectations everyday. The District Student Discipline Policy is included in the Elementary Parent Handbook distributed during enrollment. You may also find the policy on the District web site www.grandviewc4.net.

Behavior Matrix

	Be Safe	Be Respectful	Be a Responsible Learner
Hallways	Walk in a single line with your hands and feet to yourself. Stay on the right side of the hall.	Walk quietly with silent voices so that others can continue to learn.	Return to class promptly.
Cafeteria	Walk. Stay in your seat. Place trash in trash cans.	Eat only your food. Use a peaceful voice. Talk only to students at your table. At the direction of an adult, voices off.	Be willing to help others. Use proper manners. Leave when you have an adult's permission.

Bathroom	Wash hands with soap and water. Keep water in the sink. Turn off water. Flush Toilet after use.	Allow for privacy of others. Clean up after self. Use a peaceful voice.	Return to class promptly. Use the bathroom appropriately.
Playground	Use the equipment for its intended purpose. Wood chips remain on the ground. Participate in school approved games only. Stay in approved areas. Keep body to self.	Line up at first signal. Share equipment. Allow all to join in and play together. Walk quietly with silent voices when entering and exiting the building.	Be a problem solver.
Classroom	Keep hands feet, and all objects to yourself.	Respect other's ideas. Follow the directions of the adult. Listen while others are speaking.	Cooperate with others to learn. Work is done with effort. Focus on class activity and contribute positively to the activity.

Top Dog: One student is chosen to be the "Top Dog" of their class. Students are chosen by showing positive behaviors that are outlined on the Martin City Behavior Matrix. The Top Dogs are recognized during the school day receive a special treat from the Principal and their names are put in the Bulldog Banner.

Class of the Month: Each month a classroom is chosen by the specials' teachers for showing the best use of the character traits respect, responsibility, trustworthiness, caring, fairness, and citizenship.

Martin City School Pledge

Today at Martin City School, I will be safe, be respectful, and be a responsible learner.
I will do my best to be my best— to listen and follow directions, to respect the rights of others.
I can learn.
I will learn.

Cell Phones

If a student needs to carry a cell phone for safety reasons traveling to and from school, arrangements must be made through the office and the cell phone must be checked into the office each morning and picked up each afternoon. Students are not to have cell phones in their classrooms. Cell phones not checked into the office will be confiscated and returned to parents. The school is not responsible for lost or stolen items.

Change of Address and Phone Number

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/guardians are receiving important mailings and that parents can be reached in the event of an emergency.

Class Parties

The PTA plans and coordinates three classroom parties during the school year. Fall party - October 31st, Winter Party - December 19th, and a Valentine's Day party - February 14th.

Code of Conduct Meetings

Code of conduct meetings will be presented by administration throughout the year as needed. During the code of conduct meetings, administration will discuss the district approved dress code, the code of conduct, emergency procedures, and the importance of attendance. Students will be able to ask questions and will sign off that these items have been reviewed.

Conferences

Our goal is to have **100% parent attendance** at parent/teacher conferences. 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. Party invitations will not be distributed in class unless the entire class is being invited to attend.

Any food item brought to school for distribution to students for special occasions **must be commercially produced, prepackaged and have ingredient and nutrition information available**, not homemade.

- Treats brought to school to share with other classmates will be eaten at a designated snack time in the classroom not in the cafeteria during lunch times.
- With the increased number of students experiencing food-related allergies, we encourage parents to provide written medical documentation from a health care provider regarding major food difficulties their child may experience.
- Parents not wishing for their children to participate in seasonal celebrations or

birthday celebrations are requested to notify the school in writing of that desire.

Dress Code

The Board of Education expects student dress and grooming to be neat, clean and in good taste so that each student may share in promoting a positive, healthy and safe atmosphere within the school district. For reasons of health and safety, students are required to wear shoes at all times. The primary purpose of these dress guidelines is to ensure a school atmosphere where optimal student learning can take place. **With the frequent changes in clothing styles and fashion, the delineation of specific examples of inappropriate school clothing can only serve as a guideline.**

When in the judgment of the principal, a student's appearance or mode of dress disrupts the educational process, or constitutes a threat to health or safety; the student will be required to make modifications. Extremes in wearing apparel or personal appearance that the administrations feels disrupts the learning process or interferes with the intended function of the school will not be acceptable. The school may restrict any student from attending class or school activities when that student's dress, general appearance, and/or conduct creates safety, health, or discipline problems.

Condensed Version: Clothes that expose your **Back, Belly, Buttocks, or Bust** are not permitted.

The following are examples of clothing that is deemed inappropriate for school and **WILL NOT BE ALLOWED:**

- Headwear including, but not limited to, hats, scarves, hair picks, combs, curlers, shower caps, stocking caps, do-rags, hairnets, berets and hoods. Head-wear for religious reasons is permitted.
- Tank tops, halter tops, cut-off tops, and tops with spaghetti straps.
- Clothing exposing the navel, cleavage, backs and midriffs.
- Any clothing with tears or holes that reveal the undergarments.
- Any attire where the posterior or undergarments are exposed.
- House shoes, Flip-Flops, or Slide-ons and pajamas.
- Items making reference to profanity, sex, alcohol, tobacco, drugs, racism, obscene gestures or pictures, weapons, gangs and/or violence.
- Chains, as well as jewelry and/or accessories with spikes, points, or sharp edges.
- Sunglasses.
- Coats, heavy jackets, windbreakers and backpacks worn during the school day.

Whenever student attire disrupts the educational environment or promotes disruptive behavior, the student will be requested to change to more appropriate attire.

Please reference Board Policy JFCA for full details.

Emergency Drills

All schools in the Grandview C-4 School District go into full lockdown during area warnings. Grandview C-4 schools and faculties routinely practice tornado and other emergency drills. During a tornado warning, all C-4 schools and other facilities will be locked down. No students or staff members will be allowed to leave their "take cover" area until the

warning has expired. For this reason, parents will not be allowed to pick up their children from school while a warning is underway as staff members would be required to leave their "take cover areas" to release the students, putting both the students and school employee at risk. When students and staff members take cover during tornado warnings, parents/guardians will receive a phone call through the district's automated calling system. The recorded calls will also inform parents that students will not be released from school during the warning. In addition, school staff members will not be answering the office telephones since they are required to be in their "take cover" positions. A second call will go to parents/guardians to notify them that the warning has expired and that students and school staff are returning to the classrooms.

Field Trips

Field trips are scheduled by classroom teachers throughout the school year. If students are scheduled to take a field trip, a written notice will be sent home to parents. Written parental permission will always be required for any field trip. In addition, all parent chaperons must have a clear background check annually to attend field trips.

Food Safety and Nutrition Guidelines

The United States Department of Agriculture (USDA) recently published science-based nutrition standards for foods sold to children during the school day. These standards, set forth by the Healthy, Hunger-Free Kids Act of 2010 (HHFKA), require schools to provide healthier choices in their food service programs beginning July 2014. These standards also apply to snack foods and beverages sold to children at school. In an effort to promote student well being through safe and healthy eating, Grandview C4 has established guidelines for snacks brought to school. We appreciate your support in our endeavor to promote healthy eating habits for all of our children by adhering to the following guidelines:

- Snacks brought to school for the purpose of sharing with other students **must be commercially produced, prepackaged and have ingredient and nutrition information available**, not homemade.
- Snacks that are shared on a regular basis as a part of the regular classroom routine, **must** be from the district approved snack list.
- It is **recommended** that snacks shared as a part of a special occasion such as a birthday special holiday, or significant milestone be from the district approved snack list.

GRANDVIEW CSD4 APPROPRIATE ITEMS FOR CLASSROOM SNACKS, CELEBRATIONS & PARTIES 2017-2018

BEVERAGES

Fruit juice and blends - 100% juice
Milk - reduced fat
Vegetable juices - V-8, Splash
Water

FRUIT AND VEGETABLES

Fresh fruit
Raisins/dried fruit (no sugar added)
Dole and DelMonte fruit bowls and fruit parfaits
Fruit snacks such as Fruit Roll-Ups
Raw vegetables with low fat dip
Applesauce/fruit cups

SALTY ITEMS

Baked potato and tortilla chips
Nabisco Air- Crisps - original potato flavor
Pretzels
Pringles - reduced fat
Doritos - reduced fat
Sun Chips
Chex Mix - strawberry or cheddar Chex Mix
Cheetos Puffs
Special K Chips
Reduced Fat Doritos
Nabisco 100-calorie packs - Cheese Nips, Wheat Thins
Whole Grain Crackers - Cheese Its, plain Ritz, Wheat Thins, Goldfish
Popcorn - Orville Redenbacher Smart Pop, Pop Secret 94% Fat Free, Smart Food Delight and, Act II Fat Free

SWEET ITEMS

Quaker Chewy Granola Bars
Fruit 'N Grain Cereal Bars, Oatmeal Crisp Fruit 'n' Cereal Bars
Nature Valley Granola Bars and Chewy Trail Mix Bars
Nutri-Grain Bars
Trail Mix
Trix Cereal Bar
Cocoa Puffs Cereal Bar
Kudo Bars
Nabisco 100-calorie packs - Oreo Thin Crisps, Chips Ahoy
Cereal with low fat milk
Graham crackers and shapes
Teddy Grahams
Animal Crackers
Yogurt - low or no fat, Go-Gurt, Yoplait Trix
Sugar Free Jello/Pudding
Low Fat/Fat Free Cheese
Flavored Rice Cakes
Please feel free to contact us if you have any questions or would like to see an item added to the list.

Health Room

Sometimes it is necessary for your child to take medications at school. Medications should be scheduled by the parent to minimize the number of doses needing to be given at school.

For example, if your child needed an antibiotic three times a day, a good dosing schedule to eliminate the need for giving it at school would be, before school, after school and at bedtime.

ALL medications (except cough drops) must be delivered to school by a parent/guardian. All medications must be in the original container (no baggies with a few pills). Over-the-counter medications must have a doctor's order with specific instructions for administration. You can ask your doctor to fax the order to **816-316-5751**. For prescription medications, the prescription bottle will serve as the doctor's order. You can ask your pharmacist for an extra bottle, if needed. Please remember to sign the back of the Student Health Information sheets at enrollment that permits your child to take medications at school and allows health room personnel to administer it. For inhalers, please try to have two dispensed so we can keep one in the Health Room and you can have one at home. If your child has any of these health concerns: Asthma, Diabetes, Seizures, Sickle Cell Anemia, please bring a Health Action Plan to school as soon as possible. Your doctor should provide you with one or we have the forms you can use to take to the doctor. These forms guide our care of your child should an emergency arise, and are very important for us to have. **Please be sure we have a correct and working telephone (cell phone) number for you and for your designated emergency contacts.** For the welfare of all our students and staff, parents/guardians are asked to keep sick children at home. Children with a fever of 100 degrees or higher, vomiting and/or with symptoms of communicable illness should be kept home. A child's temperature should be normal for 24 hours (without the use of medication) before returning to school. A child who has been vomiting should have two solid meals down before returning to school. Please don't hesitate to call the Health Room **816-316-5715** if you have any questions. We're here for you and your child to make this school year a very positive and productive one!

Lost and found

The lost and found container is located across the hallway from the health room.

Meal Prices for the 2017-2018 School Year

Elementary Breakfast	\$1.60
Elementary Lunch	\$2.35

Missouri Assessment Program (MAP)

Each year, every 3-5 grader will participate in the Missouri Assessment Program (MAP). The Missouri Assessment Program assesses student performance in ELA, math and science (5th grade only). Additional information regarding testing time frames, tips, and expectations will be sent home to parents.

Progress Reports/Parent Link (Parent Portal)

Regularly throughout the year and prior to each grade reporting period, parents will receive information about their student's academic performance. In addition, parents are encouraged to sign up for the Parent-Link/Parent Portal resource to receive school related emails and to monitor student attendance, discipline, and medical information.

Planners & Take Home Folders

The students in grade 3-5 will be required to use planners daily to record assignments/homework, stay organized and to help communicate to parents what students are learning each day. Students receive a planner at the beginning of the school year. Students in grade K-2 will bring home Yellow folders on a weekly basis.

Promotion and Retention Policy

Students will normally progress annually from grade to grade when, in the judgment of the district's certified staff, it is in the best educational interest of the student involved. Retention may also be recommended when, in the judgment of the certified staff, it is in the best educational interest of the student involved. Parents/Guardians will receive prior notification and explanation concerning the retention. After monitoring progress toward meeting the minimum expectations, the committee will evaluate student accomplishment prior to the end of the school year and make a recommendation regarding promotion. The final decision, however, will rest with the school administration.

PTA (Parent Teacher Association)

Membership in the Martin City Elementary School Parent-Teacher Association (PTA) is open to all parents/guardians, teachers and staff members. Activities of the MCE PTA include sponsoring and chaperoning school activities such as Fall Parties, Spring Parties, and Winter Parties, providing refreshments and assistance to support the school as needed. We encourage our parents to get involved and support our school by becoming an active member of the PTA.

Signing out a student and/or visiting a student

A picture I.D. is required when visiting with and/or signing a student out early from the school day. Students will only be released to, or allowed to be visited by an adult that is listed on the student's current enrollment form.

Student Drop Off and Pick-Up

Please park in a parking space in the parking lot if you are going to walk into the building to drop off or pick up during any part of the school day. Please do not park your car, leave cars running and/or unattended in the circle drive. If there is a line of cars in the circle, please wait until you have pulled forward to the front doors before letting your child out.

Toys/Valuables

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 provides 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.

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 student safety we ask that parents supervise students at the bus stop in the morning and afternoon.

Transportation Changes

If there is a change to your child's regular transportation from school, please call the school directly or send a note to school with your child letting us know of the change so that we make sure they get home safely. **Please note that students will be sent home in the way it has been recorded in SIS unless otherwise indicated by a parent/guardian.**

Visitors

All visitors are to check in at the front office and will be given a visitor's pass and escorted to the classroom by a building administrator or staff member. All visitors must present a valid picture id. Because teachers are busy instructing students, we ask that you refrain from engaging in conversation about your student or the procedures of the classroom during instructional time. Teachers will gladly schedule a conference to discuss your student's progress at a time that is most convenient.

Winter Weather Recess

Students will be going outside for recess as long as the temperature or wind-chill is at or above 32 degrees. If the temperature or wind-chill falls below 32 degrees, students may have a shortened outdoor recess. Please make sure that your child has the appropriate outerwear for going outside on cold days.

Martin City School's "House of Pillars"



Martin City School's "House of Pillars" represents the character traits of respect, responsibility, trustworthiness, fairness, caring, and citizenship. These character traits will be promoted throughout the 2017-2018 school year and will be displayed in the cafeteria. Our school counselor will focus on these character traits every day during morning announcements and will highlight important points during classroom counseling lessons.

Respect

Showing positive regard for self, others, property, environment, rules, and those in authority.

Responsibility

To be accountable for your actions without blaming others and to be willing to accept the consequences of your actions.

Trustworthiness

Being honest with others in both words & actions to show that others can depend on you.

Fairness

Playing by the rules, sharing, taking turns, and listening to what others say.

Caring

Showing genuine concern for others through words and deeds.

Citizenship

Accepting responsibilities for your actions & caring for the property of others in the same way that one would care for their own belongings.

