

Conn-West

Elementary

**Parent and Student
Information**

2019-2020



Conn-West Elementary School

2019-2020



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Marcy Simon
Principal

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Dear Parents and Students,

Welcome to the 2019-2020 school year. I am 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.

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

Sincerely,
Ms. Simon

Conn-West Elementary Mission Statement

The mission of Conn-West Elementary is to provide a safe, caring environment where staff, parents and community work collaboratively to create a student-centered school climate that fosters citizenship and academic excellence for all students.

Conn-West Elementary Vision Statement

At Conn-West Elementary, we are **Aiming for Excellence; Building Character; and Creating Leaders.**

Conn-West Elementary Motto

“Excellence 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.

Conn-West Elementary Beliefs

Teacher Expertise & Attitude

As you walk through the halls at Conn-West we are proud to say that we have “halls and walls that talk”. We encourage parents to take some time to observe what teaching and learning looks, feels and sounds like at Conn-West. We recognize, respect and uphold the dignity of the students and adults in the building and take responsibility for the learning our students receive. You will see teachers with high expectations who believe that “failure is not an option”. Students are encouraged to go beyond where they have been before and are challenged to do their best work. The more you observe, the more you realize that CW teachers are here because they believe in their hearts that all children can learn and are dedicated to making that a reality at Conn-West Elementary School.

Instruction

At Conn-West, instruction is implemented by dedicated teachers who work collaboratively and support teaming. Our teachers participate in Professional Learning Communities and model the concept of life-long learning! Teachers understand how to use data to support instructional decisions and differentiate to accommodate all learners. Teachers strive to make learning relevant, rigorous and fun with additional emphasis on reading and writing across content areas. When students need additional support, we offer opportunities for targeted small-group instruction, reading interventions, enrichment, and Cougar Academy after school tutoring.

School Climate/Culture

When you visit Conn-West Elementary School, you will see that our students come first! Our goal is to create a school that is welcoming, student-centered, focused on high academic standards and supports the developmental and social well being of students. We embrace diversity and work to ensure that students are placed in classes to balance the learning environment with a variety of student abilities and learning styles. We follow school-wide procedures, embrace our Cougar Commitments, celebrate Cougars of Character, model our Cougar Pledge and promote our 3R's (Respectful, Responsible and Ready to Learn). In addition, we know that parents/guardians are the child's first teacher, so we value parental input and support and work with our parents to provide the best possible education for our students.

Parental Involvement /CW Parent-Teacher Association

Parental involvement is critical to student success. At the beginning of the year parents receive a CW Handbook, Home School Compact, weekly school and classroom newsletters. Teachers are encouraged to communicate with parents frequently via phone, planners/folders, or by email. The teacher email addresses and phone numbers are provided during enrollment so parents can contact teachers as necessary. In addition, we have multiple opportunities for parents to visit and participate in school-wide events such as Sneak-A-Peek, Back-to-School Night, and Family Literacy Night just to name a few. Membership in the Conn-West Elementary School Parent-Teacher Association (PTA) is open to all parents/guardians, teachers and staff members. We encourage our parents to get involved and support our school by becoming an active member of the PTA.

Conn-West Elementary Student Handbook

School Hours

Full Day Schedule: 9:05 a.m. – 4:00 p.m.

Doors Open: 8:40 a.m.

***For the safety of our students we ask that parents not drop off their child at school prior to 8:40 a.m. as teachers and staff are not available to supervise. 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.

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 @ 816-316-5227 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).

Afternoon Dismissal Times

3:55 p.m. – Kindergarten – 2nd grade

4:00 p.m. – 3rd -5th grade

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.



Activities / Events

Art Club, Cougar Choral, Student Council, Cougar Academy (Tutoring), Student of the Month, Spelling Bee, and more...

BASICS / 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 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.csd4.k12.mo.us.

Positive School-Wide Procedures (BASICS) At Conn-West, we want our building to be safe and orderly for students. As a school community, we have implemented the 3 R’s (Respectful, Responsible and Ready to Learn) and “BASICS” (behavioral expectations for common areas throughout the building). At the beginning of every school year, teachers spend the first days of school teaching, modeling and practicing school-wide procedures to ensure that all students understand and follow them consistently.

Board Policy JFCF

In order to promote a safe learning environment for all students, the Grandview C-4 School District prohibits all forms of bullying. The district prohibits reprisal or retaliation against any person who reports an act of bullying among or against students.

Definitions

Bullying – In accordance with state law, bullying is defined as intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; that substantially interferes with the educational performance, opportunities or benefits of any student without exception; or that substantially disrupts the orderly operation of the school. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or property damage; oral, written, or electronic communication, including name-calling, put-downs, extortion, or threats; or threats of reprisal or retaliation for reporting such acts.

Cyberbullying – A form of bullying committed by transmission of a communication including, but not limited to, a message, text, sound or image by means of an electronic device including, but not limited to, a

telephone, wireless telephone or other wireless communication device, computer or pager. The district has jurisdiction over cyberbullying that uses the district's technology resources or that originates on district property, at a district activity or on district transportation. Even when cyberbullying does not involve district property, activities or technology resources, the district will impose consequences and discipline for those who engage in cyberbullying if there is a sufficient nexus to the educational environment, the behavior materially and substantially disrupts the educational environment, the communication involves a threat as defined by law, or the district is otherwise allowed by law to address the behavior.

School Day – A day on the school calendar when students are required to attend school.

Designated Officials

The principal or lead administrator of each building is hereby designated as the individual to receive and investigate reports of bullying. Each building principal shall designate at least two certified staff members in the building who are authorized to receive and investigate reports of bullying in the principal's absence or at the principal's discretion.

The district compliance officer appointed in policy AC will serve as the districtwide antibullying coordinator. The antibullying coordinator will receive all completed investigative reports from all buildings and analyze the reports to identify any information that would inform the district's antidiscrimination and antibullying education and training programs. In addition, the antibullying coordinator will assist in making any relevant reports as required by state and federal law.

Reporting Bullying

School employees, substitutes or volunteers are expected to intervene to prevent student bullying, appropriately discipline the perpetrator, assist the target and report the incident to the building principal or designee for further investigation and action. Any school employee, substitute or volunteer who witnesses or has firsthand knowledge of bullying of a student must report the incident to the building principal or designee as soon as possible, but no later than two school days after the incident.

Students who have been subjected to bullying, or who have witnessed or have knowledge of bullying, are encouraged to promptly report such incidents to a school employee. Any school employee receiving such a report shall promptly transmit the report to the building principal or designee.

If the bullying incident involves students from more than one district building, the report should be made to the principal or designee of the building in which the incident took place or, if more appropriate, to the principal or designee of the building attended by the majority of the participants in the incident.

Investigation

Within two school days of receiving a report of bullying, the principal or designee will initiate an investigation of the incident. Reports that involve students from multiple buildings will be investigated cooperatively by the principals of each building involved, or those principals may request that the district's compliance officer designated in policy AC conduct the investigation. If at any time during the investigation the principal determines that the bullying involves illegal discrimination, harassment or retaliation as described in policy AC, the principal will report the incident to the compliance officer designated in that policy, who will assist in the investigation. If the alleged bullying involves a special education student or a student with disabilities, the principal will also notify the special education director and process coordinator.

The investigation shall be completed within ten school days of the date the report of bullying was received unless good cause exists to extend the investigation. Upon completion of the investigation, the principal will decide whether bullying or harassment occurred and, if so, whether additional discipline is warranted in accordance with the district's student discipline code. The principal will generate a written report of the investigation and findings and send a copy of the completed report to the district's antibullying coordinator. The principal or designee will document the report in the files of the target and the alleged or actual perpetrator of bullying. All reports will be kept confidential in accordance with state and federal law.

If the incident involved allegations of illegal discrimination or harassment, the principal's decision may be appealed in accordance with policy AC. Student discipline may be appealed when allowed by law in accordance with Board policy.

The principal or other appropriate district staff will work with targets and their families to access resources and services to help them deal with any negative effects that resulted from the incident.

Consequences

Students who participate in bullying or who retaliate against anyone who reports bullying will be disciplined in accordance with the district's discipline code. Such discipline may include detention, in-school suspension, out-of-school suspension, expulsion, removal from participation in activities, exclusion from honors and awards, and other consequences deemed appropriate by the principal, administrator or superintendent. The district will also contact law enforcement when required by law or notify social media companies of inappropriate online activity when appropriate.

Even in situations where the district does not have jurisdiction to discipline a student for bullying, such as when the acts take place off campus and there is an insufficient nexus to the district, the principal or designee will take appropriate actions to assist student targets. Such actions may include, but are not limited to, contacting the parents/guardians of the target and the alleged perpetrators, communicating that this behavior is not allowed on district grounds or at district activities, notifying the appropriate district staff to assist the target, and taking additional action when appropriate, such as notifying law enforcement or social media companies of inappropriate online activity.

District employees and substitutes who violate this policy will be disciplined or have their employment terminated. Discipline may include suspension with or without pay, a failure-to-comply notation on evaluation, prohibition from being on district property or at district activities, mandated training or other appropriate remedial action. Volunteers who violate this policy will no longer be permitted to volunteer.

Policy Publication

The district shall annually notify students, parents/guardians, district employees, substitutes and volunteers about this policy and the district's prohibition against bullying. A copy of this policy shall be included in student handbooks and posted on the district's website.

Training and Education

The district's antibullying coordinator will provide information and appropriate training designed to assist employees, substitutes and volunteers who have significant contact with students in identifying, preventing and responding to incidents of bullying.

The district will provide education and information about bullying and this policy to students every year. The principal of each school, in consultation with school counselors and other appropriate school employees, will determine the best methods for facilitating the discussion. Methods may include, but are not limited to: assemblies; homeroom presentations; class meetings; team or club meetings; special presentations by counselors, social workers or mental health professionals; and open-house events. When practical, parents/guardians will be invited to attend.

In addition to educating students about the content of this policy, the district will inform students of:

1. The procedure for reporting bullying.
2. The harmful effects of bullying.
3. Any initiatives the school or district has created to address bullying, including student peer-to-peer initiatives.
4. The consequences for those who participate in bullying or engage in reprisal or retaliation against those who report bullying.

School counselors, social workers, mental health professionals, school psychologists or other appropriate district staff will educate students who are targets of bullying about how to overcome the negative effects of bullying including, but not limited to:

1. Cultivating the student's self-worth and self-esteem.
2. Teaching the student to defend him- or herself assertively and effectively without violence.
3. Helping the student develop social skills.
4. Encouraging the student to develop an internal locus of control.

Additional School Programs and Resources

The Board directs the superintendent or designee to implement programs and other initiatives to address bullying, respond to such conduct in a manner that does not stigmatize the target, and make resources or referrals available to targets of bullying. Such initiatives may include educating parents/guardians and families on bullying prevention and resources.

Cafeteria Information

During breakfast and lunch students will be allowed to talk quietly with peers. The last 5 minutes prior to dismissal will be designated as "quiet time" allowing for a quick and orderly exit from the cafeteria. Students will be expected to use inside voices when talking is allowed and should have work or reading materials for quiet time.

Breakfast Service

Breakfast is served from 8:40 am until 9:00 am. Students that arrive to school at or before 9:00 am will have the opportunity to eat breakfast at school.

Meal Prices

Student

Breakfast: \$1.75

Lunch: \$2.50

Adult

Breakfast: \$2.65

Lunch: \$3.50

Additional Milk: \$.50

Additional Juice: \$.50

Change of Address/ Numbers

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

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.

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.

Detentions

Detentions are held Monday –Thursday from 3:55 pm – 4:25 pm. When students are assigned an after-school detention, parents will be contacted by a teacher or staff member to schedule a date and arrange transportation. Detentions are usually assigned for classroom disruptions and/or minor infractions that don't warrant a discipline referral.

Discipline Policy

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 at www.csd4.k12.mo.us.

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.

Boys	Girls
 <p><u>TOPS</u> Polo shirts Button down shirts w/collars Sweaters Cardigans Sweatshirts w/o hoods can be worn with a polo or button down shirt underneath.</p> <p><u>COLORS</u> Solid Navy, Light Blue or White</p>	<p><u>TOPS</u> Polo shirts Blouses w/collars Sweaters Cardigans Sweatshirts w/o hoods can be worn with a polo or button down shirt underneath.</p> <p><u>COLORS</u> Solid Navy, Light Blue or White</p>
<p><u>BOTTOMS</u> Slacks Shorts Cargo Pants / Shorts</p> <p><u>COLORS</u> Solid Navy Blue or Khaki (NO DENIM)</p>	<p><u>BOTTOMS</u> Slacks Shorts Skirts Dresses (with collars) Jumpers Capri Pants</p>  <p><u>COLORS</u> Solid Navy Blue or Khaki (NO DENIM or LEGGINGS)</p>

- Students can wear Conn-West spirit shirts on Fridays with their uniform bottoms.

***Shirts and blouses** Shirts and blouses must have collars. T-shirts, are not considered uniform attire. Tights and leggings are allowed but must be appropriate for school (holes, fishnets, overly distracting colors etc. will not be permitted). 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.

***Shoes** For the safety of our students flip-flops and other slip-on type shoes are not allowed to be worn at school. Shoes must have straps and/or backings.

***Dress Down Days** Throughout the school year, designated dress down days will be assigned. Students can dress out of uniform while meeting the district dress code policy. If students fail to comply, parents will be contacted to bring appropriate attire and/or students may not be allowed to dress out of uniform in the future.

Emergency Drills

All schools go into full lockdown during area warnings. Grandview C-4 schools and facilities 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 area to release the students, putting both the students and school employees 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 classrooms.

Field Trips

Field trips are scheduled by the 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 fieldtrip. In addition, all parent chaperones must complete and pass a background check.

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

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

Health Center Information

The health room para is available in the Health Center for student emergencies. If the para determines a student is too ill to remain in school, parents/guardians will be contacted. If there are persistent health concerns, the information should be included on a student's health record. By state law, students cannot attend school unless their immunization records are complete. (Please refer to medical information, previously sent home with your student.)

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.

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 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 **816-316-5230**. 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 **816-316-5227** if you have any questions. We're here for you and your child to make this school year a very positive and productive one!

Label Your Child's Belongings

Please put a name somewhere on your child's coats, jackets, sweaters, and sweatshirts! (Even pants! We've gotten those in the lost and found as well!) If the name is in there, the item will be sent home in your child's backpack.

Lost and Found

Lost and found containers are located in the main hallway and in the cafeteria. Any student who finds an item that does not belong to them should turn the item in to the main office immediately or place it in one of the lost and found containers. Lost articles may be claimed in the office before or after school. **Conn-West is not responsible for lost or stolen property.** **All unclaimed items will be donated to a local charity at the end of the school year.**

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. Additional information regarding testing time frames, tips, and expectations will be sent home to parents.

Parking & Student Drop-Off/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. Visitors may park in the lots located to the east and west of the building.

Follow Signs: Please follow the signs that are posted. Do not remove cones from the road.

Student Drop-Off and Pick-Up Procedures

We need your help in order to ensure the safety of our students, parents, and staff during drop-off and pick-up. It remains our highest priority to ensure that students enter and exit cars in a safe and organized way. We ask everyone to correctly follow our new pick-up and drop-off procedures.

Dropping Off at School in the Morning

- When you pull into the drive off of High Grove Road, the left lane is for cars and the right lane is for buses only.
- Pull your car as far forward into the car lane as traffic allows. Drivers may drop-off students along the entire length of car lane.
- Form a single lane on the right side of the car lane.
- Do not get out of your vehicle.
- Students are to unload from PASSENGER SIDE of vehicle only. The driver should remain in the vehicle at all times and all driver side doors are to remain closed.
- Once students exit the vehicle, they need to travel on the sidewalk and cross the bus lane at the marked crosswalk.
- Once your student has exited your vehicle you may exit the parking lot via the bypass lane to the driver's left. This lane is for driving only — no loading, unloading, or stopping at any time.
- If you would like to walk your child into the building, you may park in either lot on the west or east of the building. Please use the crosswalk, stay on the sidewalk, and do not walk through the drop-off or pick-up lanes.

Picking Up from School in the Afternoon

- When you pull into the drive off of High Grove Road, the left lane is for cars and the right lane is for buses only.
- Pull your car as far forward into the car lane, as traffic allows.
- Students will be waiting with their teacher on the sidewalk next to the school. Once your child has entered your car on the passenger side of vehicle, please exit the parking lot via bypass lane to driver's left. This lane is for driving only — no loading, unloading or stopping at any time.
- As cars exit the car lane, please pull your car forward in order to allow additional cars to enter the drive.
- If you want to get out of your vehicle to pick up your child, please pull into a parking spot on the sides (east and west) of the building.

We want to make sure students and parents remain safe and drop-off and pick-up runs smoothly.

Planners & Take Home Folders

The cost for planners is \$2.00. 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 purchase a planner at the beginning of the school year. Replacement planners are \$2.00. Students in grade K-2 will bring home 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 Conn-West Elementary School Parent-Teacher Association (PTA) is open to all parents/guardians, teachers and staff members. We encourage our parents to get involved and support our school by becoming an active member of the PTA.

Recognitions

It is a pleasure for the school staff to recognize student achievements. Students in grades K-5 are recognized quarterly. Categories include: Academic Success, Perfect Attendance, Cougars of Character, and more.

Report Cards

Mastery Connect Standards-Based Reports will be emailed to the parent's Parent Portal email address quarterly. Hard copies are available in the school's office upon request.

Signing Out/ Release of Students

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. **Please help us keep all of our students safe by having your photo identification with you when picking up students.**

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. The school is not responsible for lost or damaged cell phones. 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. The school 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 send a note to school with your child letting us know of the change so that we make sure they get home safely. If someone other than those listed on your child's enrollment form is to pick up your child, please send the name of the person picking up your child. If you need to call to make changes to your child's transportation, please do so before 3:00 pm.

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. The safety and security of our students is our number one priority. For safety purposes, all visitors will be escorted to their destinations.** Because teachers are busy instructing students, we ask that you refrain from engaging them 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. When your visit has been completed, please stop by the office to SIGN OUT. If you forget to check in, a staff member will direct you to the office.

Weekly Newsletter

Every Friday a newsletter will come home with your child. The newsletter will contain important school information and announcements. The newsletter will also be posted on the Conn-West website of the Grandview School District website @ <http://connwest.grandviewc4.net/>

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.

Missouri Department of Elementary and Secondary Education **Every Student Succeeds Act of 2015 (ESSA)** **COMPLAINT PROCEDURES**

This guide explains how to file a complaint about any of the programs that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA)².

Missouri Department of Elementary and Secondary Education Complaint Procedures for ESSA Programs

General Information

What is a complaint under ESSA?

Who may file a complaint?

How can a complaint be filed?

Complaints filed with LEA

How will a complaint filed with the LEA be investigated?

What happens if a complaint is not resolved at the local level (LEA)?

Complaints filed with the Department

How can a complaint be filed with the Department?

How will a complaint filed with the Department be investigated?

How are complaints related to equitable services to nonpublic school children handled differently?

Appeals

How will appeals to the Department be investigated?

What happens if the complaint is not resolved at the state level (the Department)?

What is a complaint?

For these purposes, a complaint is a written allegation that a local education agency (LEA) or the Missouri Department of Elementary and Secondary Education (the Department) has violated a federal statute or regulation that applies to a program under ESSA.

Who may file a complaint?

Any individual or organization may file a complaint.

How can a complaint be filed?

Complaints can be filed with the LEA or with the Department.

How will a complaint filed with the LEA be investigated?

Complaints filed with the LEA are to be investigated and attempted to be resolved according to the locally developed and adopted procedures.

What happens if a complaint is not resolved at the local level (LEA)?

A complaint not resolved at the local level may be appealed to the Department.

Programs include Title I. A, B, C, D, Title II, Title III, Title IV.A, Title V Revised 4/17
In compliance with ESSA Title VIII-Part C. Sec. 8304(a)(3)(C)

How can a complaint be filed with the Department?

A complaint filed with the Department must be a written, signed statement that includes:
A statement that a requirement that applies to an ESSA program has been violated by the LEA or the Department, and the facts on which the statement is based and the specific requirement allegedly violated.

How will a complaint filed with the Department be investigated?

The investigation and complaint resolution proceedings will be completed within a time limit of forty-five calendar days. That time limit can be extended by the agreement of all parties.

The following activities will occur in the investigation:

Record. A written record of the investigation will be kept.

Notification of LEA. The LEA will be notified of the complaint within five days of the complaint being filed.

Resolution at LEA. The LEA will then initiate its local complaint procedures in an effort to first resolve the complaint at the local level.

Report by LEA. Within thirty-five days of the complaint being filed, the LEA will submit a written summary of the LEA investigation and complaint resolution. This report is considered public record and may be made available to parents, teachers, and other members of the general public.

Verification. Within five days of receiving the written summary of a complaint resolution, the Department will verify the resolution of the complaint through an on-site visit, letter, or telephone call(s).

Appeal. The complainant or the LEA may appeal the decision of the Department to the U.S. Department of Education.

How are complaints related to equitable services to nonpublic school children handled differently?

In addition to the procedures listed in number 7 above, complaints related to equitable services will also be filed with the U.S. Department of Education, and they will receive all information related to the investigation and resolution of the complaint. Also, appeals to the United States Department of Education must be filed no longer than thirty days following the Department's resolution of the complaint (or its failure to resolve the complaint).

How will appeals to the Department be investigated?

The Department will initiate an investigation within ten days, which will be concluded within thirty days from the day of the appeal. This investigation may be continued beyond the thirty day limit at the discretion of the Department. At the conclusion of the investigation, the Department will communicate the decision and reasons for the decision to the complainant and the LEA. Recommendations and details of the decision are to be implemented within fifteen days of the decision being delivered to the LEA.

What happens if a complaint is not resolved at the state level (the Department)?

The complainant or the LEA may appeal the decision of the Department to the United States Department of Education.

Local education agencies are required to disseminate, free of charge, this information regarding ESSA complaint procedures to parents of students and appropriate private school officials or representatives.