

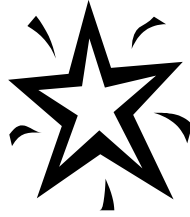
Information Specific to
Korte Elementary
Students and Parents
2014-2015



Thomas D. Korte Elementary

2437 S. Hardy
Independence, MO 64052
Phone: (816) 521-5430
Fax: (816) 521-5641

Ron Alburtus, Principal
Stephanie Merriott, Assistant Principal
Janine Winters, Counselor
Tony Caudillo, Family Support Liaison
Tabitha Mabie, Principal's Secretary
Cathy Cash, Attendance Secretary
Cindy Jones, Nurse



Korte Elementary Vision Statement

The staff at Thomas D. Korte Elementary School envisions a school and community working together enabling each student to reach his or her potential.

Korte Elementary Mission Statement

Korte Elementary School commits to creating an environment where decisions are based on what is best for student learning while empowering each student to achieve his or her highest potential by involving the student, staff, family, and community.



Dear Parents,

Welcome to Korte Elementary, where learning is fun! The faculty and staff are pleased that you and your family are part of the Independence School District and the Korte Elementary family.

At Korte, we strive to create an environment that encourages students to do and be their personal best. Our goal is that our students learn the importance of the following... ***Be Safe, Be Responsible, Be Respectful.*** As a staff, we will work hard to create a climate that is safe for all children. We believe in a school where bullying, “put-downs,” and fighting are not acceptable. We also believe that our teachers can best serve children if parents know and support the rules, procedures, and expectations of our school, which is the purpose for this handbook. Please be sure to read it carefully as it will give you an insight into the daily school life of your child.

The success of our students is connected to positive parent involvement. As a staff, we will provide an exciting educational experience for our students. We want to develop within your child a genuine love of learning and reading; therefore, we need your cooperation, support, and understanding. As we work together, we will create one of the best elementary schools in the Independence School District.

We hope that you will come to visit us to become better acquainted with your child’s teacher and principals. We ask that you call to make an appointment so that we can provide the right amount of time for the visit. Please consider becoming a school volunteer. We encourage you to become a member of our PTA. Take time every evening to work with your child each to provide the needed academic support from home. As all of us work together we can create a community school that allows every child to reach her or his potential!

To help you stay informed, please visit the Korte website. You will find a calendar, updates, and this handbook. If you should have a question concerning Korte Elementary, please feel free to call us or stop by.

Sincerely,

Ron L. Alburtus
Principal

Stephanie Merriott
Assistant Principal



Attitude + Achievement + Attendance = An A+ School
A New Beginning! Our Kids Can!

STAFF MEMBERS AND ASSIGNMENTS 2014-2015



Office Staff and Family Support

Ron Alburtus	Principal
Stephanie Merriott	Assistant Principal
Tabitha Mabie	Principal's Secretary
Cathy Cash	Attendance Secretary
Cindy Jones	Nurse
Tony Caudillo	Family Support Liaison
Janine Winters	Counselor
Stevie Box	Coordinator, Before/After School Program – Kid's Safari

Early Childhood

Bobbie Jones, Lead Teacher
Elaine Dunn, Family Advocate
Alycia Mason, Instructional Assistant
Sarah Eavason, Instructional Assistant

Kindergarten

Lisa Guenther
Shannon Logan
Mercedes Mendoza
Robyn Smith
Marsha Warner

1st Grade

Jill Douglas
Jenny Garcia
Jennifer LaMasters
Susan Malelega
Cheryl Tittle

2nd Grade

Abbie Davies
Deena Graham
Janie Hightower
Jenny Little

3rd Grade

Brenda Hall
Josh Hernandez
Lindsey Johnson
Maria Koppen

4th Grade

Julie Bover
Traci Fadler
Kathy Jenkins
Jennifer Shust

5th Grade

Angie Clarke
Janine McDonald
Jim Myrick
David Scott

Title I Reading

Angie Alexander, Kim Engstrom
Marilyn Miller, Lyn Verstraete

Art Special

Sarah Kreicbergs

Library & Computer Special

Maria Lutes

Music Special

Mykala Shaver

Physical Education Special

Leslie Stikeleather

Special Education Staff

Amy Tatge, Process Coordinator
Rachel Smith & Kristina Stricklin, Teachers
Terri Stark, Speech
Loretta Rowan, Occupational Therapist
Ruth Huerta & Martin Pena, Paras

Literacy Technology Integration Specialist

Michael Gammill

Instructional Coach

Jenifer Barnett

Recovery Room/Focus

Roman Davis & Chad Schauffler

Custodial Team

Charles Johnson, Lead Custodian
Denise Martin, Cletus Tierney, Carl Waller

Nutrition Services

Brenda Cox, Manager
Angie Fikes, Mary Oliver, Connie Lightner, Clarissa Goff, Jeannie Forcum

Korte Elementary 2014-2015 COYOTE Calendar

(Updated 8/5/14)

August 7	Grades K-5 Meet the Teacher Night 5:00-7:00 Kindergarten Parent Orientation, Curriculum and Welcome, Individual Appointments Scheduled by Teachers, 9:30 am to 5:00 pm
August 12	School Begins Grades K-5 (full day)
August 21	Hispanic Family Night 6 pm – Cafeteria
August 22	WatchDOG Dad Meeting 6 pm – Cafeteria
August 28	Grades 1-5 Back-to-School / Curriculum Night, 5:30- 7 pm – Dinner Provided.
September 1	No School – Labor Day
September 5-19	PTA Fall Fundrasier
September 12	Mid-Quarter, reports sent home on September 17
September 15	PTA Eat with the Pack – Culvers 5-8 pm
September 19	Student Pictures (Life Touch Studios) 9:15-1:00, Gym
September 25	Skating Party, 6:30-8:30, B & D Skating Rink
September 22-26	Cerner Healthe Kids & ISD Health Screenings
October 3	Major Saver Information Assemblies, Gym, 9:30 and 10:00
October 6	PTA Executive Board Mtg, Library, 4:00
October 8-17	Major Saver Discount Card Fund Raiser (final date Oct. 17)
October 13	No School – Professional Development for Teachers; End of 1 st Quarter
October 14	PTA Eat with the Pack - McDonalds
October 22	Student Pictures RETAKES (Life Touch Studios)
October 24	Trunk or Treat – 6 pm
October 29-30	Parent/Teacher Conferences 4:00-7:45 pm; First Quarter Grade Cards at Conferences
October 30	Fall Festival Classroom Parties
October 31	No School – Teacher Work Day
November 3	No School – Professional Development for Teachers
November 6	PTA Eat with the Pack – Chuck E Cheese 3-9 pm
November 10	PTA Executive Board Mtg, Library, 4:00
November 13	Flick and Feast Night (Movie & Snacks) on the Big Screen 6:30-8:00
November 14	Mid-Quarter, reports sent home November 19
November 26-28	No School - Thanksgiving Vacation
December 2-4	PTA Christmas Store
December 19	Classroom Holiday Parties
December 19	2 nd Quarter Ends
December 22-Jan 6	Winter Break

FYI: There will be no early dismissal days during the 2014-2015 school year.

PTA Eat With the Pack Nights, will be scheduled and notice sent home with students.

2015

January 5	No School - Teacher Work Day
January 6	No School – Teacher Professional Development Day
January 7	School Resumes
January 12	PTA Executive Board Mtg, Library 4:00
January 15	PTA Eat with the Pack – Wendys 5-8 pm
January TBA	Second Quarter Grade Cards sent home
January 19	No School – Martin Luther King Day
January 24	ISD PTA Pound the Ground for Kids 5K Walk/Run Event – Space Center
January 29	<i>Flick and Feast Night</i> (Movie & Snacks) on the Big Screen 6:30-8:00
February 2	PTA Executive Board Mtg, Library 4:00
February 6	Mid-Quarter (reports available at Conferences Feb. 9-10)
February 4-12	Scholastic Book Fair - Library
February 9-10	Parent/Teacher Conferences, 4:00-7:30
February 12	Valentine's Classroom Parties
February 13	No School – Teacher Work Day
February 16	No School – Presidents' Day
February 17	No School – Professional Development Day for Teachers
February 19	Skating Party, 6:30-8:30, B & D Skating Rink
February 26	PTA Eat with the Pack – Sonic 5-8 pm
March 2-6	Read Across America / Dr. Seuss Birthday
March TBA	PTA Eat with the Pack
March 2	PTA Executive Board Mtg, Library 4:00
March TBA	PTA Spring Fund Raiser Event
March 9	Spring Pictures for Students (Life Touch Studios) 9:15 Gym
March 13	End of 3 rd Quarter
March TBA	Third Quarter Grade Cards sent home
March 30-Apr 3	No School - <i>Spring Break</i>
April TBA	MAP Night, 6:30 All Families – Gym; & <i>PTA Membership Meeting</i>
April 6	PTA Executive Board Mtg, Library 4:00
April TBA	PTA Eat with the Pack – Chipotle 5-8 pm
April 17	Mid-Quarter, reports sent home on April 22
April TBA	PreK & 5 th Grade Promotion Individual Portraits (Life Touch Studios) 9:15 Gym
April 23	Skating Party, 6:30-8:30, B & D Skating Rink
April 27-May 15	MAP Testing Window for Students in Grades 3, 4, & 5
May 4-8	Teacher Appreciation Week
May TBA	Early Childhood Graduation at Korte
May 11	PTA Eat with the Pack – Culvers 5-8 pm
May TBA	5 th Grade DARE & Awards Ceremony
May 20	Last Day of School Year
May 20	Fourth Quarter Grade Cards sent home



DISCIPLINE: STUDENT BEHAVIOR PLAN

Be Safe, Be Responsible, Be Respectful

Student Behavior: At Korte, our goal is for learning to be both fun and exciting. To make that a reality, we have certain expectations for student behavior. We expect all students to display appropriate behavior that demonstrates kindness, courtesy, and respect to one another and to all adults in the building every day. Korte students are to be good citizens who respect the rights of others and their property. Inappropriate touching, hitting, or kicking will not be tolerated and immediate action will be taken to ensure the safety of students and staff. Students who display inappropriate conduct will be dealt with in a respectful and caring manner in order to help them learn to make better choices. Parents will be contacted depending on the situation and students may be removed from the classroom or sent home should the situation warrant. If a child is sent home, a meeting may be scheduled to discuss the return of the child to the classroom. In the Elementary Parent and Student Handbook, the district and school's discipline policies/guidelines are explained. All district and school policies apply to the Kid's Safari program. The Parent and Student Handbook may be found on the Korte website and the Independence School District web page at www.indep.k12.mo.us. At Korte, our goal is to help each child learn to make good choices, and to take responsibility for his/her actions. We want each child to develop a positive self-image and a feeling of personal dignity. The Korte Elementary faculty is committed to helping each individual achieve these goals. We ask all students to follow these expectations:

Coyote P.R.I.D.E.

Put downs are prohibited

Respect and trust one another

Insist on personal best

Discuss and listen actively

Expect and give truth and honesty

Please note the following misbehavior and the series of consequences that will be followed for repeated incidents:

Fighting with an intent to harm	All offenses referred to the principal with possible notification of the School Resource Officer 1 st offense: parent conference with child 2 nd offense: in-school suspension (1-3 days) 3 rd offense: out-of-school suspension, minimum 1 day with a maximum of 10 days per incident
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DRESS CODE

Student Dress: To maintain a positive and productive learning environment, students should have an appropriate and neat appearance at all times. Korte Elementary is an "A+ School" and we want our students and staff to show that even in our appearance! ***Please note that the following items are not appropriate or permissible for school dress:***

- Clothing such as tank tops, mesh tops, tube tops, short skirts or short shorts, short tops which expose the child's stomach. As a guide, straps should be the width of two fingers.
- Clothing that advertises products with references to profanity, alcohol, tobacco, drugs, sexual content, violence, weapons, or gangs.
- Sagging pants that expose underwear – pants should be worn at waist level.
- Hats worn in the building.

- Hair styles and colors should not distract from the learning environment. Please do not send your child to school with colored paint in their hair (exception – Fall Festival/Halloween costume).

Field Trip Guidelines for Participating Parents

Parents are a crucial part of their children's education at Korte Elementary. To continue and enhance this partnership, it is important to clarify the role and responsibilities of parents accompanying classes on field trips.

Field trips offer students real-life experiences and the opportunity to apply or better understand the concepts learned in the classroom. Teachers are constantly bombarded with materials from companies and locations promoting their field trips. These trips are carefully selected, screened, planned and arranged because they support district curriculum at each grade level. Therefore, they are an important part of Korte's curriculum plans.

Parents are asked to participate in field trips to:

- Share the experience with their child
- Assist the teacher with supervision
- Promote safety for the entire group

It is expected that parents agreeing to participate in a field trip will:

1. Understand the teacher is in charge.
2. Follow all procedures required by the bus company and the trip destination.
3. Actively participate and support the students' learning experience.
4. Remain with their assigned group at all times.
5. Focus their attention on the objectives and purpose of the trip.
6. Vigilantly attend to health and safety needs of the students.
7. **PLEASE NOTE:** Parents who attend any field trip during the 2014-2015 school year must have a cleared background check "on file" (not just in the process) through the Independence School District's Central Office. We provide this service at no cost to parents, but completion of the process often takes 4-6 weeks so please plan ahead to avoid missing a field trip. Once completed, this process does not have to be redone annually. Forms can be found in the District Parent Student Handbook available on the school and district web site or obtained by calling the school.
8. Non-school age siblings are not allowed to attend field trips with parents.
9. Parents who are approved volunteers may drive themselves to the trip destination; however, students must ride the bus to and from the field trip.

WE THANK YOU FOR YOUR CONTINUED SUPPORT OF YOUR CHILD & OF KORTE ELEMENTARY.

I understand the roles and expectations for parents accompanying school sponsored field trips.

Parent Signature

Date

Student Name

Grade

FILMS/VIDEO CASSETTES/DVD'S VIEWING PROCEDURES

The use of films, video cassettes, DVD's, CD-ROMS, laser disks, or any new technology for visually transmitting information, will be limited to instructional material(s) directly related to the curriculum. Materials will be previewed for content prior to showing. Films that are used for rewards and/or incentive programs are kept to a minimum. All films must meet the following criteria:

"G" rated movies approved without parent permission slip.

"PG" rated movies require written approval by parents prior to viewing. Alternative instructional activities will be provided to all students that have parents who opt not to have the movie(s) viewed by their children.

"PG-13" or "R" rated movies will not be shown.

BEFORE AND AFTER SCHOOL PROGRAM – Kid's Safari

We offer families the convenience of before and after school child care in Kid's Safari (Before and After School Program). Hours are from 6:30 AM to 6:00 PM Monday through Friday. This program requires enrollment. Please contact 521-5433 for the Kid's Safari program at our school.

LUNCH / BREAKFAST PROGRAM

We offer breakfast (beginning at 8:40 am) and lunch each school day. Although we encourage **all families** to complete a confidential application, ***families who need financial assistance with meals should fill out a free/reduced lunch application.*** It is federally mandated that we send these applications to everyone. Applications will be processed as soon as possible and a notice will be sent to you from Food Service. It is important to note our school receives federal funding based on the number of students qualifying for free or reduced lunches. If you qualify, please take advantage of this program. All families receiving assistance is kept in confidence. Parents can send money to prepay for breakfast and/or lunch each week or month. If you send a check, please make it payable to "Korte Elementary Cafeteria."

Lunch and Breakfast Meal Prices

Child

	Per Day	1 Week
Full Pay Lunch	\$2.35	\$11.75
Reduced Lunch	.40	\$2.00
Full Pay Breakfast	\$1.60	\$8.00
Reduced Breakfast	.30	\$1.50

Cost for Milk or Juice: \$.50 per carton

Adult

Adult breakfast charge is \$2.00 and a lunch price for an adult is \$2.95; milk or juice will be \$.50 per carton.

LUNCHROOM MANNERS

Elementary students have 25 minutes each day for lunch period. It is important for students to be nourished and ready to learn. **Quiet voices** and **polite table manners** are necessary to create a comfortable lunch environment. Students are expected to:

- “Do the Right Thing”
- “Treat People Right”
- Enter and exit the lunch room quietly with their members of the classroom community
- Walk when moving in the lunch room
- Follow adult directions and sit where assigned
- Remain in that seat until dismissed by an adult
- Keep eating area clean and use good table manners
- Focus on eating and use only quiet voices to talk with others at your table
- Eat only their lunch (for safety, sharing food can’t be granted)

If a student has difficulty following lunchroom expectations consistently, alternate lunch seating will be provided.

LUNCH SCHEDULE

If you plan to have lunch with your child, please telephone the office staff by 9:00, so that the Nutrition Services staff will prepare an adequate number of meals. Check with your child and or the classroom teacher for lunch schedule times. If parents bring in food for their child or wish to eat lunch with their child, parent and child can enjoy what we call, “private dining” at a table in the hall near the office.

MEDICATIONS, EMERGENCY TELEPHONE NUMBERS, & SAFETY

All medication that is to be taken by or administered to a student while at school must be delivered to the school by a parent, guardian, or another designated adult. The medicine must be in the current prescription container with a pharmacy label. All over-the-counter medications must be in the original labeled container and must be accompanied by a doctor’s written order containing the directions for administration. A medication consent form must be on file in the nurse’s office. **Children are not to carry medications to and from school at any time.**

It is very important that parents provide the school office staff with current emergency telephone numbers. The emergency cards will be maintained in the office; however, if there is a change in a home, work, or emergency telephone number, you must notify the office immediately with current information. ***Should there be an emergency or should your child be seriously injured, we must be able to contact parent, guardian, or family member as soon as possible. To do so, we must have current and correct information.***

PTA

We highly value the relationship the school has with parents and students. During the school year, the PTA coordinates one or two major fundraisers. Other activities that are on-going include: Box Tops for Education and Campbell Soup labels which provide playground balls for recesses.

PTA membership dues and profits from fund raisers help our school purchase and fund:

- Assemblies and educational programs brought into the school (each program or assembly usually has a cost around \$450)
- Transportation cost for field trips (each grade level will require 2 busses, approximate cost for two busses is \$300)
- Books for classroom libraries

- Technology for the classrooms, such as LCD projectors and computers
- Improvements to the playground
- Beautification projects around the inside and outside of the school

When teachers and parents join and support PTA, it strengthens the school. We encourage you to invest in your children and your neighborhood school by joining our PTA! Each year we set a goal to achieve 100% membership! We encourage you to get involved for the students!

PTA OFFICERS for 2014-2015

President: Michelle Fugate

Treasurer: Jamie Hays

DAILY SCHEDULE

8:30	Office Opens
8:40	Breakfast Service Begins and Student Supervision Begins – <i>Students will pick up their breakfast and eat in the classroom.</i>
9:00	Instruction Begins (official school day begins – students should be in attendance by this time.) Bell sounds
9:15	Breakfast is to be completed
11:20 – 1:20	Lunch
3:54	Dismissal Bell sounds
4:30	Office Closes

PARKING LOT SAFETY GUIDELINES – Arrival & Dismissal

Arrival and Dismissal: This includes drop-off and pick-up. The north parking lot and north double door entrance by the library should be used for drop-off and pick-up of *car riders*. The car riders will be dropped-off and picked-up in this area and parents are to pull up around the curve. The busses will begin their drop-off and pick-up of children on the asphalt playground on the south side of the school. Students may not enter the building until 8:40 am and should not arrive before 8:30 am as their will not be adult supervision for them until that time. As we prepare for daily dismissal from 3:45-4:00 p.m., parents picking up their children (car riders) should use the north parking lot. When entering and exiting the north lot, please drive slowly, using great care and patience. To insure student safety and to assist parents, be sure to follow the one way traffic signs.

Parking Lot Safety and Guideline (North Lot by Library/Gym): Please be sure to read the following.

- Car Riders – Parents be sure to have a sign in your dash with your child's name on it so he or she can be delivered to the appropriate vehicle.
- Observe the one-way traffic flow, especially in the morning and in the afternoon at dismissal.
- ***DO NOT park and leave your car unattended in the fire lane (curb painted red) adjacent to the sidewalk.*** Police will be called for those who continue to violate this guideline.

- If you are waiting in your car for pick-up at dismissal, you may park in the fire lane (curb painted red) adjacent to the sidewalk.
- As soon as your child arrives at your car, please carefully proceed out of the lot to allow other parents to pick-up their children.
- **As you leave the parking lot, please drive slowly and watch for children and parents who are exiting the building and possibly walking across the parking lot.**



Bus Transportation: If you have specific questions related to district bus transportation, please call the following number: 521-5335. Prior to the beginning of the school year, you will receive information related to bus routes, location of bus stops, pick-up and drop-off times, and bus passes for your child. Our office staff and school administration have no control over pick-up/drop-off times, bus stops, or routes. These are established by the Transportation Department. ***PLEASE NOTE:*** To request a change for end of the day transportation, such as having your child picked up rather than ride the bus, calls must be made to the school office before 2:40 pm. Calls made after that time, changes may not be honored.

PARTIES / CELEBRATIONS

Birthdays can be a special time. Classrooms teachers will provide a chance for you to send in a purchased treat (not homemade) for your own child's birthday. ***For birthdays and holiday parties, please select healthier options such as cheese, pretzels, fruit, etc.*** Refreshments should be taken to the office and will be delivered to the classroom. For parents to attend parties, they must be approved volunteers and arrangements made with the classroom teacher.

This year's tentative classroom parties... come and join the celebration! (Cleared volunteer background check required.)

- Fall Festival Parties: Thursday, October 30
- Winter Holiday Parties: Friday, December 19
- Valentine's Parties: Thursday, February 12

VERIFICATION OF RESIDENCE

For students to attend Korte Elementary School, parents must provide proof of residence verifying they live within the school's attendance area and the Independence School District. Children will not be able to attend classes until proof of residence has been provided. The following items must be presented to a member of the office staff at enrollment:

- **A current gas or electric bill AND one of the following:**
 - **Copy of a lease or rental agreement, or**
 - **Copy of the Deed of Trust, or**
 - **Copy of the Jackson County Paid Property Tax Receipt**

Specials Schedule

2014-2015

Korte Elementary

Specials Schedule (Art, Computer, Music, Physical Education)

A – Day	B – Day	C – Day	D – Day	Return to A - Day
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Music	Physical Education	Computer	Art	Music
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LIFE SKILLS AND CHARACTER PLUS TRAITS

All staff will teach and model the following set of positive character traits or LifeSkills. As a staff, quality literature is selected and read to and discussed with the students in “community circle” time that reinforces the LifeSkills or the CharacterPlus traits. Students demonstrating these LifeSkills will be recognized by intercom announcements, positive praise, and receipt of certificates from the staff.

Integrity	To act according to what is right and wrong
Initiative	To do something because it needs to be done
Flexibility	The ability to alter plans when necessary
Perseverance	To keep at it
Organization	To work in an orderly manner
Sense of Humor	To laugh and be playful without hurting others
Effort	To do your best
Common Sense	To think it through
Problem Solving	To seek solutions
Responsibility	To do what is right
Patience	To wait calmly
Friendship	To make and keep a friend through trust and caring
Curiosity	To investigate and seek understanding
Cooperation	To work together toward a common goal
Caring	To show/feel concern
Courage	To act according to one’s beliefs
Pride	To feel satisfaction from doing your personal best

