Information Specific to Korte Elementary

Students and Parents 2016-2017



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
Mary Dodson, Nurse



Korte Elementary Vision Statement

We are a school and community working together, encouraging all students to reach their full potential.

Korte Elementary Philosophy of Discipline

We believe in providing consistent and positive instruction that shapes character and develops self-control, while promoting a safe environment through accountability and grace.





Dear Parents,

Welcome to Korte Elementary... where learning is fun and students reflect their best as we aim to achieve at high levels! 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. Along with you, 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 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 and Twitter. Your child's teacher may also have a classroom blog, Twitter account, and or 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 Stephanie Merriott Principal Assistant Principal

Korte Website: www.isdschools.org/korte

Visit us on Twitter: https://twitter.com/hashtag/kortecoyotes

Korte Community on Facebook: https://www.facebook.com/kortecommunity

Be Safe, Be Respectful, Be Responsible
Reflect Your Best at Korte Elementary School - Be the Example!

STAFF MEMBERS AND ASSIGNMENTS 2016-17

Office Staff and Family Support

Ron Alburtus Principal

Stephanie Merriott Assistant Principal
Tabitha Mabie Principal's Secretary
Cathy Cash Attendance Secretary

Mary Dodson Nurse

Tony Caudillo Family Support Liaison

Janine Winters Counselor

Rio Munro School Psychologist Intern

Erica Kreisler Coordinator, Before/After School Program – Kid's Safari

Early Childhood

Bobbie Jones, Lead Teacher

Jana Parker, Early Education Specialist Sarah Evason, Instructional Assistant Regina Nelson, Instructional Assistant

Kindergarten

Lisa Guenther

Shannon Logan

Mercedes Mendoza

Luis Munoz Robyn Smith Marsha Warner

1st Grade

Ashley Artigas

Janie Hightower

Amber Johnson

Maria Koppen

Jennifer LaMasters

Cheryl Tittle

2nd Grade

Raylene Alexander

Ray Kincaid

Ashtin Stephens

Megan Weiner

Lena Young

3rd Grade

Erin Baker

Jill Douglas

Janine McDonald

David Scott

4th Grade

Hanna Fiene

Kathleen Jenkins

Jenny Little

Susan Malelega

5th Grade

Julie Bover Joshua Hernandez Traci Fadler Ashley Terry Title I Reading

Shelly Whittle, Kim Engstrom, Maria Lutes

Marilyn Miller, Lyn Verstraete

Art Special

Jean Samyn

Library Clerk & Computer Special

Melissa Arnold

Music Special

Mykala Shaver

Physical Education Special

Leslie Stikeleather

Special Education Staff

Amy Tatge, Process Coordinator

Rachel Smith & Dakkota Druivenga, Teachers

Terri Stark, Speech

Loretta Rowan, Occupational Therapist

Andi Stark & Janette Howe, Paras

<u>Literacy Technology Integration Specialist</u>

Lisa Chiles

Instructional/Data Coach

Susan Maxwell, MU Mentor

Recovery Room/Focus

Adam Brooks, Paul Crandall

Custodial Team

Charles Johnson, Lead Custodian

Denise Martin, Cletus Tierney, Glenne Smith

Nutrition Services

Brenda Cox, Manager

Angie Fikes, Mary Oliver, Jeannie Forcum

Korte Elementary 2016-2017 COYOTE Calendar



August 9	Grades K-5 Meet the Teacher Night 4:30-6:00 pm

August 11 School Begins Grades K-5 (full day)

August 25 Grades K-5 Back-to-School & Curriculum Night, 5:30-7 pm – Dinner Provided.

Hispanic Family Night 7 pm – Library

September 5 No School – Labor Day

September 8 Mid-Quarter, reports sent home on September 15 September 8 WatchDOG Dad Meeting 6 pm – Cafeteria

September 9 PTA Fall Fundraiser – Kick Off Assembly (Fund Rasier Sept 9-23; Pick up Oct. 27)

September 12-16 Cerner Healthe Kids & ISD Health Screenings
September 15 MAP Awards Night Grades 3-5 6:00 pm Tentative

September 16-17 ISD 150th Celebration!
September 19 PTA Eat with the Pack - Culvers

September 22 Student Pictures (Life Touch) 9:15-1:00, Gym September 22 Skating Party 6:00-8:00 pm B & D Skating Rink September 26 No School – Teacher Professional Development

October TBA Major Saver Information Assemblies, Gym, 9:30 and 10:00

October 3 PTA Board Mtg, Library, 4:00

October 5-19 Major Saver Discount Card Fund Raiser (final date Oct. 16)

October 7 End of 1st Quarter

October 18 PTA Eat with the Pack – McDonalds (23rd and Sterling)

October 20 Skating Party 6:00-8:00 pm B & D Skating Rink

October 25-26 Parent/Teacher Conferences; First Quarter Grade Cards at Conferences

October 26 Student Pictures RETAKES (Life Touch)

October 27 Fall Festival Classroom Parties

October 28 No School

October 31 No School – Teacher Professional Development

November 7 PTA Board Mtg, Library, 4:00

November 10 PTA Eat with the Pack – Chuck E. Cheese November 11 Mid-Quarter, reports sent home November 17

November 23-25 No School - Thanksgiving Vacation

December 1 3rd Grade Concert – Nowlin Auditorium 6:30 pm

December 12-16 PTA Christmas Store

December 15 Winter Wonderland Family Night 5:30-7:30 pm

December 20 Classroom Holiday Parties

December 20 2nd Quarter Ends; 1st Semester Ends December 21 No School – Teacher Work Day

December 21-Jan 2 Winter Break – Students Return January 6

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

<u>2017</u>

January 3	No School - Teacher Professional Development
January 4	School Resumes
January 9	PTA Board Mtg, Library 4:00
January 11	Second Quarter Grade Cards sent home
January 16	No School – Martin Luther King Day
January 26	Skating Party 6:00-8:00 pm B & D Skating Rink
variatify 20	Similing Fully 6.00 6.00 pm B & B Similing Fulls
February TBA	PTA Eat with the Pack – Noodles and Company
February 3	Mid-Quarter, reports sent home February 9
February 6	PTA Board Mtg, Library 4:00
February 10	Dad and Daughter Dance 6-7:30 pm Korte Gym
February 14	Valentine's Classroom Parties
February 20	No School – Presidents' Day
February 21	No School – Teacher Professional Development
February 23	Skating Party 6:00-8:00 pm B & D Skating Rink
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February 27-March 3	Read Across America / Dr. Seuss Birthday & Scholastic Book Fair - Library
March 2	Seussville Family Night 5:30-7:30 pm
March TBA	PTA Eat with the Pack – Chick fil-A
March 6	PTA Board Mtg, Library 4:00
March TBA	PTA Spring Fund Raiser Event
March 7	Spring Picture Day for Students (Life Touch) 9:15 Gym
March 10	End of 3 rd Quarter -Third Quarter Grade Cards at Conferences
March 1	1st Gr Concert – 6:30 pm Nowlin Aud.
March 21-22	Parent/Teacher Conferences
March 22	PreK, Kindergarten, & 5 th Grade Promotion Individual Portraits (Life Touch) 9:15
	Gym
March 24	No School
March 27-31	No School - Spring Break
April 3	No Teacher – Teacher Professional Development
April 6	2 nd Gr Concert – 6:30 pm Korte Gym
April 10	PTA Board Mtg, Library 4:00
April 11	PTA Eat with the Pack - Chipotle
April 17	Mid-Quarter, reports sent home on April 21
April 21	PTA Spring Carnival
April 17-May 5	MAP Testing Window for Students in Grades 3, 4, & 5
May 1-5	Teacher Appreciation Week
May 8	PTA Eat with the Pack - Culvers
May 9	Kindergarten Graduation 2:00 pm Gym
May 9	Early Childhood Graduation at Korte 6:00 pm
May TBA	5th Grade Fishing Trip
May 12	5th Grade DARE & Awards Ceremony 10:30 am Gym
May 12	Mom and Son Night 5:30-7:00 pm
May 16	Field Day
May 18	Last Day of School Year
May 18	Fourth Quarter Grade Cards sent home

Special Note: Refer to the ISD Calendar for possible protected dates that will be used as makeup days in case of adverse weather. For example (March 27-31; May 19-30).

DISCIPLINE: STUDENT BEHAVIOR

Be Safe, Be Responsible, Be Respectful

Student Behavior: At Korte, our goal is for learning to be rigorous, while providing real-world opportunities that are fun, relevant, 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 selfimage 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 the expectations that are stated on the matrices around the school.

We are a Positive Behavior Interventions and Supports (PBIS/PBS) School. For all of our expectations for Korte and students, please see our school web site at www.isdschools.org/korte. Look for "PBS Matrices."

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

Fighting with an intent to	All offenses referred to the principal with possible notification of the	
harm	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, minimum1 day with a maximum	
	of 10 days per incident	

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.

Note: For safety reasons, tennis shoes should be worn daily.

Field Trip Guidelines for Participating Parents

Parents are a crucial part of their children's education at Korte Elementary. While every field trip may not accommodate parent volunteers, we welcome your assistance on trips that do allow for parent attendance. 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 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 <u>often</u> 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 or sibling in another grade 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 CASETTES/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 <u>all families</u> 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
Full Pay Lunch	\$2.45
Reduced Lunch	.40
Full Pay Breakfast	\$1.60
Reduced Breakfast	.30

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

Adult breakfast charge is \$2.00 and a lunch price for an adult is \$3.00; milk or juice will be \$.50. per carton.

LUNCHROOM EXPECTATIONS / 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:

- Be Safe, Be Respectful, Be Responsible
- 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 eating a school lunch, students must go through the serving line and select their own food. Parents may not share their child's lunch, and must purchase their own if they wish to each a school lunch. 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. This includes cough drops, ibuprofen, Neosporin, etc.

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 a variety of resources for our students and classrooms.

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 \$500)
- 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! Membership is only \$8.00. The class with the highest percentage of memberships wins a treat.

PTA OFFICERS for 2016-17

President: Sheryl Olsen
Volunteer Coordinator: Casey Phillips
Secretary: Sarah Townsend
Membership: Fonda Davis
Treasurer: Jamie Hays

DAILY SCHEDULE

8:30	Office Opens
8:40	Students may enter building. Breakfast Service Begins and Student Supervision Begins – Students in grades 2-5will pick up their breakfast and eat in the classroom. K and 1 st grade students will eat in the Coyote Café.
9:00	Instruction Begins (official school day begins – students should be in attendance by this time.) Bell sounds
9:00	Breakfast is to be completed
11:00 – 1:17	Lunch
4:03	Dismissal Bell sounds; Buses depart 4:09
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 gym 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 there will not be adult supervision for them until that time. As we prepare for daily dismissal from 3:50-4:03 p.m., parents picking up their children (car riders) should use the north parking lot. Cars will not be permitted to enter the front circle drive between 3:45 and 4:10 pm. If you must check out your child during this time, please park in the north lot and proceed to the office. 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.

NOTE: Please refer to the new car rider directional map for changes as we begin this school year.

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 3:00 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 <u>purchased treat</u> (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 27
Winter Holiday Parties: Tuesday, December 20
Valentine's Parties: Tuesday, February 14

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:
 - o Copy of a lease or rental agreement, or
 - o Copy of the Deed of Trust, or
 - Copy of the Jackson County Paid Property Tax Receipt

LIFE SKILLS AND CHARACTER PLUS TRAITS

All staff will teach and model the following set of positive character traits or LifeSkills. Each month, the counselor will present a lesson focused on the character trait. The classroom teacher will continue to reinforce the trait throughout the month. Students demonstrating these Life Skills will be recognized by intercom announcements or virtual assemblies, positive praise, and receipt of certificates from the staff.

Character Plus Monthly Traits

Ambition (August) To have strong determination to accomplish challenging goals

Responsibility (September) To be accountable for your actions

Integrity (October) To do the right thing

Citizenship (November) To be a productive, responsible member of society

Compassion (December) To understand the challenges of others and to want to do something about it

Respect (January)To show consideration or thoughtfulness to self and others

Cooperation (February)
Initiative (March)
Perseverance (April)
To respectfully play and work with others
To act and make decisions on your own
To continue trying in spite of difficulties

Self-Control (May)To express your feelings and actions in an appropriate manner

Courage (June) To remain strong when faced with difficulty Loyalty (July) To be faithful to a person, a team or an idea

Weekly Folders

All communication from the school and the teacher, including weekly newsletters and graded work, will come home in the <u>Wednesday Folder</u>. Parents are expected to remove papers, read them, and return the empty folder with their signature, verifying receipt of all papers, on the following day. All notes from the office will be printed on golden rod paper, and all PTA notes will be printed on cherry colored paper.

If students lose the **Wednesday Folder**, they will need to pay \$1.50 to replace it.