

# SYCAMORE HILLS

*Home of the Cougars*



**2013-2014**

## **PARENT/STUDENT HANDBOOK**

**15208 E. 39<sup>TH</sup> STREET  
INDEPENDENCE, MO 64055**

**PHONE: 816-521-5465  
FAX: 816-521-5649**

# Welcome Letter from Our Principal

Dear Parents,

Welcome to the 2013-2014 school year! It is with great pleasure that I welcome you and your child to Sycamore Hills Elementary School. We are proud of our commitment to high academic and behavioral expectations for our children. We welcome the opportunity to partner with you to create parent/teacher team support for your child's success.

Sycamore Hills Elementary is a very special school that will open its doors in August serving children in Preschool to 5th Grade. We have a preschool program for children ages 3-5 years old, regular education students K-5th grades, and the district Life Skills program for K-5 grades. We work as a committed team to help your child achieve their fullest potentials.

Education and safety receive the highest priority in all that we do in our community. We strive to implement best practices, integrating social and academic learning in every aspect of the school day. By teaching and reinforcing expectations, daily routines, and our school rules, we believe students can carry on their most important job of learning.

We offer a strong complement of Specials to our instruction in the areas of Physical Education, Music, Art, and Media that enhance the regular education experience for our students. We have teachers that are in these additional content areas who work closely with the regular education teachers to provide a meaningful experience that connects the work done in the classroom by the students and to the students' lives outside of the school.

Success, one child at a time - effort to meet each child's needs for growth socially, emotionally and academically through building teacher/student relationships. We use assessments to gather data on the academic growth of our students' skills. We use this data to develop appropriate classroom and individualized instruction for our students. We also integrate a school-wide Character Education program into the curriculum and use the traits as key concepts during learning opportunities for social-emotional growth. Our teachers develop strong relationships with their students and "know" each student's strengths, challenges and passions while striving for positive school experiences and love of learning.

We acknowledge the importance of parental involvement in the success of the schools and we enjoy a strong relationship with PTA and community volunteers. It is our pleasure to serve the district, the community, and the most valuable assets, the children.

Sincerely,

Ann Pye  
Sycamore Hills, Principal

## Sycamore Hills Elementary Staff 2013-2014

Mrs. Ann Pye	Principal
Mrs. Connie Daoust	Secretary
Mrs. Cammie Smith	Office Clerk
Ms. Joyce Graeme	Nurse, RN
Mrs. Nancy Cook	Nurse, RN
Ms. Mande Berg	Family School Liaison

### TEACHERS:

#### KINDERGARTEN

Mrs. Dawn Wilkerson  
Mrs. Cynthia Jones  
Mrs. Sondra Roberts

#### FIRST GRADE

Mrs. Tasha Barr  
Mrs. Melissa Glasco  
Mrs. Sharon Redding

#### SECOND GRADE

Mrs. Kim Kent  
Mrs. Jennifer Payton  
Mrs. Stacy Hill

#### THIRD GRADE

Mrs. Kim Nail  
Mrs. Sarah Horton  
Mrs. Debbie Feekin

#### FOURTH GRADE

Mrs. Melinda Buster  
Mrs. Julie Torpey  
Ms. Amanda Taylor

#### FIFTH GRADE

Mr. Kevin Drinkard  
Mrs. Stephanie Parker  
Mrs. Michele Cooper

#### SPECIAL EDUCATION

Mrs. Melanie Straughn  
Mrs. Karen Renstrom  
Mrs. Sara Farnsworth

Special Services  
Speech Pathologist  
Process Coordinator

#### LIFE SKILLS

Mrs. Shelley Mullins  
Ms. Patti Bezona  
Ms. Heather Smith

#### SPECIALS

Mrs. Diana Slee  
Mr. Herbert Horseman  
Ms. Kelsey Countryman  
Mr. Kyle Minx

Media  
Physical Education  
Art  
Music

#### CUSTODIAL STAFF

Mr. Vai Faiva  
Mr. Shane Kampe  
Mr. Visien Thongkam  
Ms. Manomie Rogers

Head Custodian  
Morning  
Evening  
Evening

#### KID SAFARI

Mrs. Doris Brunson

#### NUTRITION CENTER

Mrs. Sara Allen

#### EARLY EDUCATION

Mrs. Mary Epperson

Early Educ. Specialist

## 2013-2014 Sycamore Hills PTA Board

### **President**

Heather Kunkel  
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### **Historian**

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# **Independence School District Sycamore Hills Elementary School Parent Involvement Policy and Plan**

The Board of Education recognizes the positive effects of parents/families' involvement in the education of their children. The Board also recognizes the importance of assisting schools in eliminating barriers that impede parent/family involvement and will facilitate an environment that encourages collaboration with parents/families and community. The Board is committed to strong parent/family involvement in working collaboratively with District staff as knowledgeable partners in educating District students. In order to implement the Board's commitment to parent/family involvement in education, the Superintendent will appoint a committee of parents, staff, and community representatives to serve as the District's Parent Involvement Committee. The Committee's responsibilities will include recommendations for program development, parent/staff training and program evaluation.

1. Promote regular, two-way, meaningful communication between home and school.
2. Promote and support responsible parenting.
3. Promote the fact that parents/families play an integral role in assisting their children to learn.
4. Actively solicit parent/family support and assistance for school programs.
5. Include parents as partners in decisions affecting their children and families.
6. Use available community resources to strengthen and promote school programs, family practices, and the achievement of students.

The Board also recognizes the importance of parental involvement with the Title I program and will provide a variety of opportunities for parents to be involved in policy design and in the planning, implementation and review(ing) of Title I programs.

Some of opportunities for Parent Involvement in 2013-14 may include:

## **Communication**

- *Attend parent conferences, Meet the Teacher evening, Reading Night, Math Night, Grade Level Music programs, VIP Breakfast, and Title I Annual Meeting at Sycamore and at district level*
- *Receive written communications, with translations if necessary, possibly including:*
  - *Monthly Newsletter from school*
  - *Weekly classroom newsletters*
  - *Weekly student envelope from classroom teachers and Title I with communication, books and homework to be signed and returned*
  - *LLI book envelopes and occasional homework (2<sup>nd</sup> grade)*
  - *District and school procedures are sent home in Sycamore Handbook in fall*
  - *PTA and Sycamore events are shared in multiple event flyers*
  - *Grade level calendars and school-wide calendars of upcoming events are sent home*
  - *Phone school messenger is used*
  - *Emails between home and school are used regularly to communicate on issues*
  - *Book Reviews published from the Media Specialist and Title I*
  - *Classroom and reading information/links on teacher web page*
- *Receive information regarding student progress possibly including:*
  - *Student Progress Reports for classroom*

- *Work folders*
- *Reading Improvement Plan information (revised in fall)*
- *Assignment Notebook with comments from teacher*
- *Assessment data (MAP scores, STAR, Accelerated Reading, Acuity data, Easy CBM data)*

### **Shared Responsibility for Student Learning**

- *Volunteer opportunities*
  - *PTA events*
  - *School parties*
  - *Family night events*
  - *PAFLE*
  - *Field Trips*
- *Parents can participate in shared decision making by serving on:*
  - *Parent Advisory Board*
  - *PTA Board*
  - *Title I Planning/Review Team/Leadership Team*
- *A Home-School Compact is utilized to define the responsibilities the school, parent and student each have to facilitate student achievement. This is signed by students, teachers and parents during conference week in the fall.*

### **Building Parent Capacity for Involvement**

- *Nutrition Detectives with Kids Safari to inform parents*
- *ABC Fitness*
- *Parent workshops related to student learning:*
  - *MAP Night*
  - *Curriculum/Meet the Teacher/Information Nights*
  - *Math in Focus*
  - *Reading Strategies – Reading Night*
  - *Technology with Reading and Math Nights*
  - *Make and Take Sessions (part of Reading and Math Nights)*
  - *Kindergarten Night (spring-orientation)*
  - *LLI Parent Information Night*

### **Scheduled Dates for Parent Involvement at Sycamore for the 2013 – 14 School Year**

- *Meet the Teacher Night*
- *Reading Night (Booktoberfest)*
- *MAP Night*
- *Math Night (March Math Madness)*

Sycamore Hills will make parents aware of the Missouri Parent Information Resource Center (PIRC) which provides opportunities for parents to learn about child development and child rearing issues. [www.missouri-pirc.org](http://www.missouri-pirc.org). This will be included in an all-school newsletter or the handbook in the fall.

# FAMILY INVOLVEMENT DATES

## 2013-2014

<p><b><u>August</u></b>  12 Meet the Teacher 5:00-6:00pm; Info Booths, Membership  14 1st Day of School - Early Release 1:45pm  15 1st Day for Kindergarten  15 <b><i>Open PTA Meeting 6:00pm</i></b>  22 Back to School Ice Cream Reading Social 6:00pm  23 Enjoy the City fundraiser kick-off 3:00 assembly  26-30 Enjoy the City fundraiser  27 Ice Cream Reading Party 3:45-4:15pm</p>	<p><b><u>September</u></b>  <b>TBA</b> Fall Pictures  <b>TBA</b> Back-to-School Roller skating Night  2 No School  19 Classroom Volunteer Meeting 5:30  19 <b><i>Open PTA Meeting 6:00 pm</i></b>  20 Early Release 1:45pm  26-27 Book Fair Previews  30 Book Fair begins</p>
<p><b><u>October</u></b>  1-4 Sycamore Hills Reading Week &amp; Scholastic Book Fair  <b><i>1 PTA Unit Meeting "Reading" Night/Book Fair Open – 5:30 -7:00 p.m.</i></b>  1 Scholastic Evening Book Fair 5:30-8:00 p.m.  7 Catalog and Nuts fundraiser kick-off 3:00  11 Early Release 1:45pm  18 Early Release 1:45pm  21 Catalog and Nuts fundraiser ends  <b>21-24</b> Parent/Teacher Conferences  25-28 No School  29 Fundraiser orders picked-up  24 Fall Parties (2:00pm dress up) 2:30 – 3:30pm Party</p>	<p><b><u>November</u></b>  1 Decorate for RIF 3:45pm  4 RIF  5 ER  11 Veterans Day Program 3:00 p.m.  15 Early Release 1:45pm  <b>21 Open PTA Meeting 6:00pm</b>  <b>26</b> VIP Day 8:00 to 10:30  27-29 No School</p>
<p><b><u>December</u></b>  6 Santa Secret Shop Set Up  9-13 Santa Secret Shop  <b>12 PTA Unit Meeting – Winter Music Program 6:00 pm/3rd Grade and Choir</b>  20 Early Release 1:45pm  23-31 No School</p>	<p><b><u>January</u></b>  1-3 No School  6 1st Day Back to School  16 <b><i>Open PTA Meeting 6:00 pm</i></b>  20 No School  31 Early Release 1:45pm</p>
<p><b><u>February</u></b>  <b>10-12</b> Parent/Teacher Conferences  7 Valentine Parties 2:30 p.m.  13-17 No School  20 <b><i>Open PTA Meeting 6:00 pm</i></b>  27 <b><i>PTA Unit Meeting –1st and 4th Grades 6:00pm</i></b></p>	<p><b><u>March</u></b>  <b>TBA</b> Spring Pictures  <b>3-5</b> Math Week/Book Fair  <b>4 PTA Unit Meeting Math Night – 5:30-7:00</b>  7 Decorate for RIF 3:45pm  10 RIF  11 ER  14 Early Release 1:45pm  20 <b><i>Open PTA Meeting 6:30 pm</i></b>  27-31 No School</p>
<p><b><u>April</u></b>  17 <b><i>PTA Unit Meeting –K and 2<sup>nd</sup> Grades 6:00 pm</i></b>  18-21 No School</p>	<p><b><u>May</u></b>  2 Walk-A-Thon 1:45-3:00 p.m.  5-9 Teacher Appreciation Week  13 <b><i>End-of-Year Picnic 5:30-7:00pm</i></b>  15 <b><i>Open PTA Meeting / Installation Dinner 6:00 pm</i></b>  20 Last Scheduled Day of School Early Release 1:45 pm</p>