

GENERAL SCHOOL INFORMATION

SCHOOL INFORMATION: The school phone number is **816-753-6700**. Please call this number to reach Ms. Sandy, Mrs. McDowell-Ray, or to contact your child's teacher.

SCHOOL DRESS CODE Students are required to wear khaki, navy or black pants and Gordon Parks' tee shirts or sweatshirts. Dress Down Day (approximately twice monthly marked on this calendar as early dismissal days) allows the wearing of jeans or other appropriate clothing of choice. No "flip flops" may be worn at any time. Students may not wear any clothing that disrupts our community. Shirts with inappropriate or rude writing or graphics are not to be worn. Students should wear belts to keep their pants on their waist. Students should wear shirts or blouses that cover their midriff. Proper clothes for physical education days are very important. Our students are very active and need to wear tennis shoes, and pants or shorts to ensure that they may participate in all activities. Jewelry is not part of the school dress code. The only jewelry allow are small post earrings.

SCHOOL HOURS: 8:30 am – 3:30 pm – Early Dismissal at 12:30 pm

PLEASE REFER TO THE MONTHLY SCHOOL CALENDAR FOR SCHOOL HOURS ON HALF DAYS FOR TEACHER STAFF DEVELOPMENT. APPROXIMATELY EVERY OTHER WEEK STUDENTS WILL BE RELEASED EARLY. THE CHILDREN WILL NOT HAVE SCHOOL ON TEACHER WORKDAYS.

Parents bringing children to school should arrive between 8:20 and 8:30. Students should not arrive at school before 8:15 am. Students who arrive after 8:45 must stop by the office to get a pass.

LUNCH:

Hot lunch is catered in daily. The cost for hot lunch is \$2.35 per day. If your child is not eligible for the Federal Free and Reduced Lunch Program you must send \$2.35 for lunch. Ms Sandy has Free and Reduced Lunch Program information and applications in the office.

Students may bring a sack lunch. PLEASE DO NOT SEND SODA POP OR SNACKS WITH YOUR CHILD. NO FOOD MAY LEAVE THE CAFETERIA UNLESS THE CLASSROOM HAS MADE SPECIAL ARRANGEMENTS FOR LUNCH WITH THE OFFICE.

11:25 – 11:55	Kindergarten & Fourth Grade Lunch
12:00 – 12:30	First & Second Grade Lunch
12:35 – 1:05	Third and Fifth Grade Lunch

ATTENDANCE

Good Attendance is crucial to your child's ability to learn without missing educational concepts. Consistent or habitual tardiness/absenteeism is a serious concern.

Tardies		Absences	
5 th Tardy	Call from Parent Liaison	3 days	Parent is contacted
10 th Tardy	Mandatory meeting with teacher & principal	5 days	Parent is called (absences within a trimester)
15 th Tardy	Mandatory meeting and possible referral	10 days	Mandatory meeting with teacher and principal
		15 days	Mandatory meeting where transcripts will be reviewed for retention, community agency support elicited, and a determination about whether to contact DFS.
			If a child is absent for 10 consecutive days without any contact from the parent, the child may be dropped from our attendance and another student enrolled from our waiting list.

EMERGENCY INFORMATION

Medications

If your child needs to take a prescription medication you will need to fill out a medication form which will include the doctor's instruction. The medication must be sent to the school in the ORIGINAL BOTTLE with enough medication for the week. Please send the medication EVERY WEEK. DO NOT SEND NONPRESCRIPTION MEDICATIONS. OUR OFFICE CANNOT BE RESPONSIBLE FOR ADMINISTERING NONPRESCRIPTION DRUGS THAT DO NOT HAVE A DOCTOR'S DIRECTIONS. Children who are taking medication need to take the medicine daily without interruption.

Illness

When your child is sick, please call the school office that morning to let us know. If your child should become ill during the school day, the school will notify you immediately. Operation Breakthrough has a nurse and clinic which we consult about children, if need be. If your child becomes ill during the school day you are required to pick up your child immediately.

Inclement Weather

In case of snowy, icy weather, GORDON PARKS ELEMENTARY will follow the school closing schedule of the Kansas City Missouri School District. These announcements will be made over the radio or television stations. Any days missed due to the weather will be made up at the end of May.

Student Pick-Up

If you pick up your child early, please call the office to inform Ms Sandy. You will need to sign your child out in the office when you arrive at the school. Children will only be released to people listed on the student information form unless the office is notified in advance.

Grievance Procedure for Parents on Behalf of Students:

The parent/guardian should first make every effort to resolve a difference directly with the staff person. If there is not a satisfactory outcome, the parent/guardian shall contact the principal who will set up a meeting. The principal may refer the parent/guardian to the school's Parent Liaison, or the parent/guardian may contact the Parent Liaison for assistance at any time during the process. If these efforts do not alleviate the problem, the parent/guardian should contact the Executive Director. If all the above efforts fail, the parent/guardian may contact the GORDON PARKS Board President.

Gordon Parks Elementary Discipline Plan

THINK SPOT	BUDDY ROOM	CARE ROOM	IN-SCHOOL SUSPENSION	OUT OF SCHOOL SUSPENSION
<p>A student will go to the think spot in the classroom when:</p> <p>He/she has had more than one redirection per activity.</p> <p>Problems could be: ~blurting out ~arguing ~not following directions ~not listening ~disruptive to others</p> <p>*A student may go directly from the think spot to the care room if they are being unsafe to themselves or others.</p>	<p>A student goes to the buddy room in another classroom when:</p> <p>He/she can't be successful or safe in the think spot.</p> <p>Problems could be: ~distracting others ~refusal to sit in think spot ~yelling out from the think spot</p> <p>*Specials teachers will send students to their assigned buddy rooms.</p>	<p>A student goes to the care room when:</p> <p>He/she is not successful in the buddy room.</p> <p>Problems could be: ~unsafe behavior ~distracting others ~hurting others</p> <p>*If a student is unsafe in the care room, a safehold** may need to be used to insure the safety of the students and adults in the care room.</p> <p>**A safehold is a procedure used by professionals in situations where an individual could cause bodily harm to self or others. All safehold providers are trained in appropriate techniques.</p> <p>*A student who remains unsafe or does not follow directions in the care room will be sent to the office.</p>	<p>A student will spend 1 school day in ISS when:</p> <p>He/she has not been successful in making it back safely to his/her buddy room or think spot.</p> <p>Problems could be: ~walking away from a teacher ~not being where he/she is supposed to be</p> <p><u>*This step requires a parent/teacher conference before the student may go back to the classroom.</u> If the conference (phone call or school visit) does not take place, the child will spend a second day in ISS. If there has still been no parental/guardian attempt to contact the teacher, an automatic OSS will take effect until the parent/guardian calls or comes to the school for a meeting.</p> <p>*Kindergarteners only spend ½ a day in ISS.</p>	<p>A student goes to OSS when:</p> <p>He/she engages in violent, deliberate behavior with the intent to harm and/or makes threats to harm.</p> <p>Problems could be: ~leaving school grounds ~possession of a weapon ~Possession of an illegal substance ~arson ~fighting ~threatening or harming school personnel ~other problems needing OSS to be determined by the principal.</p> <p>*The principal may request a mandatory parent/guardian conference. A behavior plan will be developed to help the student remain safely in their classroom. Parents/guardians may be asked to observe and assist with their child's safe entrance back into the community.</p>

3 Think Spots in one day	3 Buddy Room visits in one day	2 Care Room visits in one day	4 level plan for Care Room visits	Multiple ISS/OSS Infractions
<p>After a student has visited their classroom think spot 3 times in one day, they will spend the remainder of their day in their classroom think spot.</p> <p>*Count specials only if the student goes to a buddy room</p>	<p>After the student has been sent to the buddy room 3 times in one day, the student will spend the remainder of their day in the buddy room.</p>	<p>After a student has visited the care room twice in one day, they will spend the remainder of their day in the care room. If it is at the end of the day, the student will start their next day in the care room.</p> <p><u>IN ONE WEEK</u></p> <p>After a student has visited the care room 4 times in the same week, they will spend the remainder of the day in the care room. The next school day will be an ISS. Parents/guardians will be notified and a care team referral could be made.</p> <p>*In order for a student to go back to their classroom, they <u>must</u> complete their work in ISS. If the work is not completed, they will spend another day in ISS.</p> <p>*If there are any problems in ISS, the parent/guardian must come pick up their student in the care room or the office. If a parent is unable to be reached or cannot come, the student will spend the next school day in OSS.</p>	<p>~<u>Between 5 and 14 Care Room visits</u>: both classroom teachers and the principal will be responsible for alerting the parents/guardians.</p> <p>~<u>15 Care Room visits</u>: Hearing #1 – this will take place with the parent/guardian and the discipline hearing committee to develop a behavior plan. A care team referral may be made. Classroom interventions will be reviewed and revised.</p> <p>*Care Room visits 16-29, teachers and the principal are responsible for letting the parents know.</p> <p>~<u>30 Care Room visits</u>: Hearing #2 – this hearing will take place between the parent/guardian and the discipline hearing committee. Individual behavior assessments and tests will be given to the student. A board member will be present.</p> <p>~<u>40 Care Room visits</u>: Hearing #3 – this hearing will take place with the parent/guardian and discipline hearing committee to determine if Gordon Parks Elementary School is meeting the individual needs of the child. Documentation from previous hearings will be reviewed and used to help determine if Gordon Parks is the best placement or if alternative placement would benefit the student. A board member will be present and the case could be reviewed by the full board. Alternative placement may be sought by the parent.</p>	<p>1st ISS/OSS – parent note/phone call.</p> <p>2nd ISS/OSS – there will be a parent/guardian meeting.</p> <p>3rd ISS/OSS – hearing #1 will take place; behavior assessment and plan will be put into place.</p> <p>4th ISS/OSS – a review of the existing behavior plan will take place</p> <p>5th ISS/OSS – hearing #2 will take place. Parent/guardian will come in to observe/support their student on a schedule determined by the principal. The parents will be given written expectations from the principal</p> <p>6th ISS/OSS – hearing #3 will take place; The school will determine whether to recommend that alternative placement be sought by the parent.</p> <p>*If a parent/guardian does not meet any of the above requirements, their student may not come back.</p>