



## Community School #1

6400 State Line Road  
 Shawnee Mission, Kansas 66208  
 (913) 722-1115  
[www.cs1elementary.org](http://www.cs1elementary.org)

---

# Procedures, Policies, and General School Information Packet 2010-2011

### Teachers/Staff

Linda Powers	Director/Lead Teacher
Joe Puglis	Team Teacher
Rachel Mahlik	Spanish
Becky Roper	Music
Jane Gotch	Movement
Harlan Brownlee	Movement
Linda Putthoff	Movement
Tara Tonsor	Art

### Hours of Operation

The school day begins at 8:15am and ends at 3:30. The doors will open at 7:30. After school care is available until 4:00 when all students are expected to leave unless prior arrangements have been made. There is a \$1 per minute late fee assessed after 4:00.

### Tuition

Tuition is \$725 per month for 9 months, or \$6,525 per year. Tuition payments are made either annually, semi-annually, or monthly. Monthly or semi-annual payments are made through Vanco Systems on the 25th of each month beginning in June and ending in February. Semi-annual payments are made on the last Friday in June and the last Friday in December. Annual payments may be made either through direct deposit or by writing a check directly to the school. The school must receive annual payments by the last Friday in June.

### Immunization and Health Forms

All forms must be completed and on file at school first day of school. They will be kept on file in the office and returned for updating at the end of the year. State regulations require that all students have an updated health form and immunization record on file at school to be admitted to class.

### School Supplies

The School Supplies Drop Off night will be the evening prior to the first day of school. You will receive a school supplies list before school starts and extra copies will be available outside the Big Room door.

**No Rescue Policy**

Students must come to school with their lunches, supplies, and materials for the day. If you notice your child has left something at home that they need for the day, please allow them to grow and experience the natural consequences of not preparing or being proactive. This can be difficult, but it is through difficulties that we grow and gain independence. While parents are always welcome at school, a lot of coming and going is distracting, not only for your own child but for all children and teachers alike. Students will not go hungry if they forgot their lunch and will be asked to bring a can of soup to replenish our supplies.

**Heart Friend Families**

Each new family will be assigned a Heart Friend Family. Your first contact should questions arise is an Older student. They are an excellent resource as they have lived and breathed the school. After the Older, your Heart Friend Family should be next in line if any question arises regarding procedures or school routines. Seasoned families should check in with their Heart Friend Family at least once a week at the beginning of the year, to see if any assistance or guidance is required. Any and all academic or personal concerns should be directed to a teacher.

**Entrance**

The CS#1 entry is the door at the NW corner of First Lutheran Church. This door will be locked and secured from 8:15 – 3:15. If this door is locked, you may use the door located just to the south, up the steps, at the middle of the building. If this door is locked, then you may use the pre-school entrance at the far south side of the building. This door should only be used if all other doors are secured as is it a dedicated pre-school entrance and is not for CS#1 use unless all other options have been exhausted.

**THE PEEP**

The PEEP contains the Reading Log, spelling lists, homework assignments, information about the week and notices about upcoming or past events. Unfinished work will be designated in The Book each day. An older group student should write unfinished work on their PEEP Sheet as a reminder and organizer. Younger students require parents to do this or assist. The PEEP also contains the Reading Log and the students' spelling list for the week. PEEPs are turned in on the first day of each week so teachers can record Required Reading Minutes. PEEPs need to "live" in the Take Home Folder that each child receives the first week of school.

**Morning Check In**

Children check **The Book** each morning and place a checkmark next to his/her name. This designates the student is here and has checked The Book. Students need to take care of "Y"(Yesterday's work), "FIX", "O" or notes before other activities so they'll get their full break time to play.

Only homework from the previous evening is placed in the homework basket. All other work, or notes must be shown to a teacher by the student. Adults are welcome to be present and help guide questions, but students need to submit work and communicate themselves. Notes from

Week 35 (XXXXV) \_\_\_\_\_  
 Name \_\_\_\_\_

Presentation Topic: Book Chat

Monday, May 12 Read the PEEP \* Required Reading \* Packet \* FIX or incomplete work \* Presentation Prep \* Brainstorm letters - begin RD  
 Notes: \_\_\_\_\_

Tuesday, May 13 Required Reading \* Packet \* FIX or incomplete work \* Presentation Prep \* pack an "on the road" lunch and an extra change of clothing and shoes for Powell Gardens  
 Notes: \_\_\_\_\_

Wednesday, May 14 Required Reading \* Packet \* FIX or incomplete work \* Presentation Prep  
 Notes: \_\_\_\_\_

Thursday, May 15 Required Reading \* Packet due tomorrow\* FIX or incomplete work \* Presentation Prep \* Spelling practice test \* Letter finals due at the end of the day  
 Notes: \_\_\_\_\_

Friday, May 16 Required Reading \* Packet \* FIX or incomplete work \* Presentation Prep \* begin packing for WW  
 Notes: \_\_\_\_\_

Required Reading: Each evening, record minutes read. All parents and Older sign please.

Minutes Read	Parent Signature	Older Signature
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		
Total Minutes:	Convert to hours & round to the nearest 10 (minutes / 60)	

Spelling Words: Week 1 Study the words you missed plus words from your spelling envelope. Your list should be as many words as you are years old.


parents to teachers go in the teacher’s mailbox or “white basket”. If your child has any work or notes to be shown to a teacher, plan to arrive earlier than 8:00 a.m. If a student has work that will require a teacher more than several minutes to check or discuss, please set up an appointment. Teachers are not available to check work from 8:00-8:15 a.m.

**After School Check Out**

Please check and sign out your child in The Book in the last column each day. If your child has any unfinished/FIX work or notes, either assist your child in completing the FIX or make sure that it is written on The PEEP and taken home to complete. Older students should record necessary information themselves. Please check to see that your child is bringing home any notes or FIX work.

**After School**

Make a plan with your child regarding how and when you will be picking them up. When a parent arrives, students should clean up immediately and get ready to go unless the adult wants their child to have a teacher check over and mark off work before leaving for the day. On most days teachers will check student FIX work from 3:15 p.m.-3:50 p.m. Sometimes a teacher will require that work go home to be fixed and checked over by a parent before the teacher will see it again the next day.

**Children will not be released to anyone other than a guardian or emergency contact unless the school has received advanced written permission.**

**Please do not call or email during the school day unless it is an emergency. Messages will not be checked until after 4:00.**

**Extended Day Programming**

Extended Day will not be offered this year. Speak with a teacher or make arrangements with another parent if you need occasional assistance.

**Absences**

Please let us know in advance or call before 7:30 a.m. if your child will be missing school. We cannot give all assignments in advance that will be missed due to the flexible nature of our school day. Children have one day to make up work for each day they missed.

**THE BOOK**

Date						Parent Sign-Out PLEASE write FIX work on your PEEP
Théo Morley						
Eliza Shaffer						
Nikolaj Neff						
Summer Kelly						
Olivier Longade						
Frances Wallerstedt						
Tano Gioacchini						
Nicky Gioacchini						
Mia Eckhardt						
Miles Knight						
Audun Sundeen						
Oskar Anderson						
Eleanor Powers						
Will Hanson-Ragan						
Isabel Shaffer						
Olive Horan						
Ian Neff						
Sarah Cigas						
Alex Neustaedter						
Alexia Gioacchini						
Willa Knight						

The Book is our record of work students have completed. Children will be checking the The Book in the morning and on breaks to see if an assignment has been marked off. A parent should check the The Book at the beginning and end of each day. In any column, a “O” designates work completed correctly, “OK” designates work eventually completed correctly after reworking some portion of the assignment, “O” designates work not completed, and “FIX” designates work needs correcting. All items marked with “O” or “FIX” must be completed and shown to a teacher in order to be changed to an “OK”.

**KEY**  
 O - if a student's work is not complete, finish, show a parent, parent signs, then show a teacher.  
 P - if a parent needs to check over this  
 F - if a parent needs to check over this  
 X - if you are not responsible for this  
 Note: parent need not sign  
 TS - Think Sheet  
 SP - Support/Assist Form  
 H - Home  
 V - Vacation

Old or FIX work must be checked over and signed by a parent. This

shows it has been reviewed by a parent and is ready for a teacher to check again. This work can be shown the next day to a teacher from 7:45 a.m.- 8:00 a.m. or, if lengthy, by appointment. Teachers will not check old work after 8:00 a.m. If work is not marked off before 8:00, students have an opportunity during their breaks or after 3:15.

All old or FIX work, notes, Think Sheets, Disagreement and Complaint Forms, etc., should be shown directly to the teacher and should not be put in the homework basket.

### **Take-Home Folders**

Each student has a white Take Home Folder to carry to and from school each day. Students keep the PEEP, homework, notes, checked work, etc. in the folder each day.

The Take Home Folder holds the work for the week and should be cleaned out every Friday afternoon, or weekend, by the student with age appropriate parental assistance. Work in progress should be left in the folder. It is important that younger students get parent assistance with this and that parents do not do the work for them. Olders should be responsible for their own folder. Take out completed work which is designated with a "●" or "OK". If an item has FIX on it, the student should fix it and show a parent who checks it over and signs it. The work must then be shown to a teacher to get the item marked "OK". If work does not have teacher feedback on it, please find out what the status of the work is. Please have student bring it to a teacher to clarify if you see something in the folder for more than two weeks.

### **Unfinished School Work/ "Old Corrections"**

When your child leaves school, if his/her work is not finished, it needs to be taken home and completed correctly, according to instruction or individual expectation. Incomplete assignments should be listed as a "FIX" or "●" in The Book. Students are encouraged to write reminders on the PEEP Sheet or attach work to it. Please check over and sign all FIX work before a teacher checks it again.

Please write a note if your child is not cooperative at home. A student will work at school on part of each break to complete their assignments if this is the case. Your child will miss playtime so it is better that this FIX work be completed at home and not at school. This is an important aspect of our partnership and is imperative to successful learning and helping learners become responsible.

All work needing attention from a teacher must be brought in early enough for teachers to check. Teachers will check work from 7:35 a.m. - 8:00 a.m. Any student in need of teacher assistance or work needing more than a few minutes will require an appointment with the teacher. You may show up early and there may be time, but an appointment will assure you of teacher time.

If a student is not marked off with all "old/fix" work from "yesterday" or before in the Book, the student will miss the first 10 minutes of their breaks until the work is complete. Sometimes work will be sent home to do again that evening. It is imperative that all students are completely finished with old work in order to begin a new, fresh day. This is possible only with cooperation and support from parents and following through on guidelines and requirements for old work.

## **Homework**

Children have homework Monday through Friday. The amount of time spent on homework is at the parent's discretion. A general guideline is 15-20 minutes per grade level. Preparation for presentations and Required Reading counts as homework time.

Each week's homework assignments will be in the "Packet". Packet work will be available on Friday afternoons and due the following Friday morning. Because it is being given a week in advance, packet work can rarely be an extension of work done during the school day. Homework is not optional, however, not all of the Packet must be completed. Required elements are indicated on a pink piece of paper that is included each week with the packet work. The amount of additional Packet work completed depends upon how much FIX or incomplete work must be done at home from the school day and how much time the student is spending preparing for presentation. Do not struggle with your child over an assignment; call a teacher to solve problems, for clarification or for help in general. On occasion, and if absolutely necessary, teachers may be called to assist with general cooperation. In order to be respectful of family and/or personal time, make calls before 7:00 p.m.

Homework is to be done at home. We request that parents not ask students to complete homework on the school premises. Homework establishes a partnership between home and school. Parents are highly involved in the earlier years and become more of a guide as their child matures and becomes more independent and self-sufficient.

Parental responsibility includes seeing that homework is done on time, with care, and in a work friendly place. Students should have developmentally appropriate words spelled correctly on all work and notes. Parents may write the correct spelling on a separate list that is turned in with homework. Older students, third through sixth graders, should write their own slips with parental assistance, time permitting.

Students will be given "two forgets per semester." If the child forgets his/her homework, he/she may bring it the next morning without a penalty, note home, etc. After the two "forgets" are used up, the homework will be done at school during free time. If the required reading total is less the requirement, the student reads during the first ten minutes of each break until the requirement is met.

## **Home-School Communication**

Urgent and/or critical phone calls to teachers' homes may be made before 7:00 p.m. Children are strongly encouraged to look over homework and ask questions while at school but if truly in need, the student, with the parent listening in, may call us with questions about assignments. Students are given opportunities to ask questions at school and should be reminded that is the more appropriate time to ask rather than calling a teacher at home. Calling a heart friend or friend is also a possibility but should not become a habit. Parents check The Book when they pick up their children to see if all assignments have been completed and this allows for questions to be answered by a teacher before leaving the school.

E-mail is responded to as time permits. Please send personal emails to our home addresses and school related emails to [lpowers@cs1elementary.org](mailto:lpowers@cs1elementary.org). Parents can communicate with each other to get assistance on general questions but academics and concerns specific to your child should be addressed with a teacher.

**Behavior Guidelines**

Each morning begins with a class meeting. During these meetings, students help resolve interpersonal issues or ongoing concerns, and also offer compliments to each other for a job well done. The class meeting also includes reciting the classroom creed, participating in a "brain dance", and a moment of silence. The brain dance is a series of movements designed to awaken the brain through increased blood flow to different areas of the mind. Our creed is based upon five fundamental tenants: 1) Be honest, be true. 2) Try to do your best and the right thing. 3) Respect others and their property. 4) Be kind and thoughtful. 5) React but do not overreact. Natural consequences, thinking times, and Think Sheets are tools we utilize. Think Sheets are filled out by the students and taken home for parents to discuss and sign. The signatures on Think Sheets and other notes are so we can be sure things get home and are discussed. Think Sheets are a means of communication from school to home and are not intended for "punishment". A discussion should occur between parents and students to reinforce appropriate behavior expectations at school. Thoughtfully written apologies are a very nice resolution and are strongly encouraged and sometimes required. At times a public apology is in order. Warnings are given prior to a Think Sheet unless the situation is volatile, physical, dangerous, flagrantly disrespectful or recurrent.

The students involved resolve problems between students. A teacher or another student may mediate. If necessary, students fill out a disagreement sheet together. Disagreement Forms are not necessarily sent home unless the problem reoccurs or takes so long to settle that class work does not get done.

If students have a complaint, we have Complaint Forms. Students often prioritize concerns and the forms are only used occasionally. If a student comes home with a strong complaint, please encourage him or her to bring it back to school to resolve the problem. This helps us all to promote a high level of accountability and enables us to hear from all individuals involved in the situation. If your child doesn't take the time to fill out the form as part of the resolution process, do not allow your child to continue to complain.

**Field Trip/Study Guidelines**

We expect students to behave on field trips as they would in school and follow the school rules while in vehicles and out and about. We realize these rules may be different than household or personal rules but we require consistency and larger groups of children behave differently than a few friends will. Parents can give "Think Sheets" after appropriate warnings to any students who are not cooperating in their vehicle or on a field trip. We greatly appreciate the parents' support on our trips and most parents find value in participating. Please do not stop or detour for treats. Please do not provide snacks, treats, or electronic games or play DVDs in your vehicle or for only your child while on a field trip. Sometimes we provide snacks for all students to eat in all vehicles but this is generally not necessary. One of the biggest challenges while on an outing, is treating all children fairly and not giving extra or specialized attention to your child. For younger children, this can amplify that their parent is not on the trip and result in attention getting behavior from others or on the part of your child. A field trip is an opportunity for you to help the school and your child, and experience daily life at CS#1. It is not the place to spend extra time with your child.

## **PRESENTATIONS: Events, Book Chats, Poetry and (Kindergarten) Show and Tell**

Children in first through sixth grades will present an Event, recite and perform a memorized poem, and review a book on a weekly basis. Check the PEEP, Packet Pink Sheets, and monthly calendars for themes and a schedule. Kindergarten students may choose to "show and tell" or do a presentation. Children initially will need help preparing for presentations. Every fourth week is presentation free. During this week, we will have time for make-up presentations but points will be deducted for late presentations due to reasons other than illness. Detailed information will be sent home two weeks prior to the week the required presentation is due.

#1 Events: Children are to explain articles, not read them or read their notes. Articles must be brought in so that facts can be verified. Older group students are required to turn in written notes/outline with the correct spelling.

#2 Poems: Children should choose one poem, rather than several short ones. The minimum expected is one line for each year a child is old. A printed copy of the poem is required. Older students must include props and appropriate dramatic actions to demonstrate interpretation and dramatization of the poem.

#3 Book Chat: Children should begin reading well in advance the book they would like to present to the class. A wide variety of books should be selected and a different genre needs to be presented each time.

#4 Presentation Free – this week is spent on an intensive literature response project (Book Response) so students are not responsible for both a presentation and a demanding project.

Preparation for presentations should occur the week prior to the presentation itself.

## **Cursive**

Students who have completed the level 3 book are required to complete all their work in cursive. Once students have completed the level 5 book they may choose to write in cursive, print, or begin to develop their own unique writing style.

## **Required Reading**

Students may read anything appropriate for the weekly reading requirement. Being "read to" by a parent or older child is acceptable. Each week students are required to track reading time in MINUTES each night and record their minutes on the PEEP Sheet. Older students should convert total minutes to hours. An adult should assist younger children with this.

Reading requirements are per week

5 years old 60 minutes or 1 hour

6 years old 90 minutes or 1½ hours

7 years old 120 minutes or 2 hours

8 years old 150 minutes or 2½ hours

9 years old 180 minutes or 3 hours

10 years old 210 minutes or 3½ hours

11 years old 240 minutes or 4 hours

12 years old 270 minutes of 4 ½ hours

## **Spelling and Phonics**

Please encourage your children to utilize all their skills and “best guess spelling” when writing. A spelling slip should accompany work for first graders and up which contains words teachers and/or parents believe a student should study. These words are ones that are individually, developmentally and/or academically appropriate. Older students should write their own spelling slips while a younger student requires more adult assistance.

## **Library**

We like to go to the Plaza Branch of the Kansas City, MO, Public Library. We keep library cards on file at school. The main purpose of going to the library is so students have a wide selection of books to read during school and acquire research skills and for projects. Students may use library trips to get books for book reports, projects, anthologies of poems, etc.

Students are responsible for their library books. We will usually go to the library on alternate Fridays. Check monthly calendars. Students may take only as many library books home at a time as they wish, however this also can lead to confusion and lost books. If students leave a book at home they may bring the book to the library and return it the day of our field trip. Students may check out new books if the account is clear and all fines have been paid.

## **Lunches**

Children provide their own lunches each day. Please pack food that does not need to be prepared or assembled, microwave cooked at school or food that can be played with prior to eating. It is a distracting, time-consuming, and disruptive during presentations. If lunch is forgotten, we will provide a lunch. This problem needs to be discussed between teacher and student before school starts so the student and teacher can plan a meal prior to lunchtime.

Children may bring food that requires warming up during the weeks of poetry presentations and Book Response. Please send items that require no more than one or two minutes in the microwave to warm. Older students will help younger students to warm up their food. We encourage children to use glass plates to warm up their food and not microwave in plastic containers.

We strongly encourage parents and children to plan and/or prepare lunches together. Lunches that are packed in reusable containers have a lesser impact on our environment. We also strongly encourage healthy, nutritious, and environmentally friendly meals. Lunchables, fast food, sodas, juice boxes, and similar items do not fit this criteria. Students may eat a treat or dessert after their main course and healthy offerings are finished. Students put any uneaten, non-spilly food back in their lunch boxes so parents can keep track of what is consumed.

## **Snacks**

At the beginning of the year each family is asked to sign up for two weeks to supply a snack for the class. Involving the children in preparing snacks is a great opportunity to engage them in helping their community.

## **Birthdays**

We all enjoy birthday treats for snack! Please notify teachers in writing at least one day before birthday treats are sent. Please prepare enough to serve 25 as we sometimes have visitors. We

