

Dodge City Public Schools
USD 443

**LINN ELEMENTARY SCHOOL
STUDENT
HANDBOOK**
(BOE Policy EDA/BDC/JAA)



2016-2017

Reaching  **Higher**
Excellence, Equity, Excitement



LINN ELEMENTARY

Dodge City Public Schools · Unified School District 443 · Dodge City, Kansas
1900 West Linn St · Dodge City, KS 67801
(620) 227-1602 TELEPHONE / (620) 227-1722 FACSIMILE

Welcome to Linn Elementary School. Actually, for most of you it is welcome *back* to Linn. We are excited for another year of working together to help children.

Throughout this handbook there are rules and expectations spelled out for the students of this school. They were created to make sure everyone stays safe and able to fully focus on the task at hand. Please read them and talk to your students about what they will be expected to do.

The simplest way to remember what to do would be to live by three simple phrases. Be nice. Try hard. Have fun. Be nice means everyone treats each other with respect and kindness. Try hard means everyone puts forth their best effort when faced with any task and maintains a positive attitude. Have fun is what everyone can enjoy if we all follow the first two guidelines. Sometimes life really can be that simple.

Success for a child requires teamwork. The educational staff must create an environment which allows students to learn. The students must be fully willing to focus on their jobs and give it their best shot. The family must encourage and support the student and look for opportunities to practice the academic skills learned at school out in the regular daily life of their children. The entire staff must do all they can to make everyone feel valuable and welcome so they are comfortable and able to do their work free of distraction and worry.

Everyone here wants to make each day a positive experience for our students. There are times we make mistakes and times we do things wrong. If these things occur we ask that you remember our motivations are good and our goals are yours and we will work to fix anything we have done improperly. We ask that you work with us as we continue on our mission to enhance the lives of children.

We are the Linn Lions. Hear us ROAR!



Amy Olivares, Principal· olivares.amy@usd443.org
Geri Heinz, Head Secretary

USD 443 does not discriminate on the basis of race, color, national origin, sex, age, religion, military status, primary language, and/or disability. This non-discrimination policy applies to admission, employment, programs, activities, and providing equal access to Boy Scouts and other designated youth groups. A lack of English language skills will not be a barrier to admission and participation in the Career and Technical (vocational) and/or other educational programs of the school.

LINN ELEMENTARY FACULTY AND STAFF

OFFICE

Amy Olivares

Geri Heinz
Agueda Garcia
Mildret Padilla
Lisa Rumbaugh
Sheralyn King
Debra Stone

Principal

Head Secretary
Parent Liaison
Clerk
Instructional Coach
School Nurse
Counselor

SPECIAL EDUCATION

Kris Ekum
Elaine Lehmkuhler
Whitney Doan
Kim Reger
Pat Seymore

ED Level I Teacher
Speech Pathologist
Psychologist
IR Instructor
IR Instructor

KINDERGARTEN

Amanda Coffey
Ruben Martinez
Vicki Moore

Teacher
Teacher
Teacher

FIRST GRADE

Brittany Webb
Linda Friess

Teacher
Teacher

SECOND GRADE

Paige Blankenship
Audra Harlan
Amy Schneweis

Teacher
Teacher
Teacher

THIRD GRADE

Sharon Cummins
Lori Lindeman
Kyle Moe

Teacher
Teacher
Teacher

FOURTH GRADE

Amy Alfrey
Adreinne Dutton
Jennifer Miller

Teacher
Teacher
Teacher

FIFTH GRADE

Allison Laskowsky
Samantha Fesemyer
Mary Ubel

Teacher
Teacher
Teacher

LINN ELEMENTARY FACULTY AND STAFF

VOCAL MUSIC

Jeff Adams	Teacher
Amanda Ellis	Teacher

PHYSICAL EDUCATION

April Baugh	Teacher
Adam Castillo	Teacher

MEDIA CENTER

Librarian

PARAPROFESSIONALS

Carina Garcia
Claudia Garcia
Patty Garrett
Caitlyn Goering
Mariela Grandos
Jermeny Hallman
Kimberly Hines
Araceli Huizar
Genevive Myers
Donna Oberley
Amanda Pilo
Nohemi Quiñonez
Maria Robles
Angie Salazar
Sandra Sosa
Jane Wolfe

CUSTODIANS

Francisco Gomez	Head Custodian
Tad LaRue	Night Custodian

SCHOOL NUTRITION

Mary Cruz	Manager
Rosa Aguirre	Food Service
Esthela Medrano	Food Service

SITE COUNCIL

The purpose of the Site Council is to provide advice and counsel to the school in evaluating performance goals and objectives. They determine methods which could be used by the school to meet the goals and objectives. The council serves as a liaison between the school, school organizations, the community and the local Board of Education by collecting and disseminating information about school improvement. An annual report is sent to the Board of Education every year.

The council meets the 2nd Thursday of every month at 5:30 PM. It is an open meeting and everyone is welcome. Please see the calendar for exact dates.

PARENT/TEACHER ORGANIZATION

We are proud of our *Parent-Teacher Organization*. All parents and staff members are welcome. Our parents in cooperation with school staff will provide many services for our students. These include, but are not limited to: sponsoring school parties, tutoring, assisting with field trips, carnivals, fundraising, school t-shirts, etc.

We invite you to become involved in this important organization. For more information, contact the school office or the PTO President.

DAILY SCHEDULE (SCHOOLS HOURS)

7:15 AM Doors open for Breakfast
7:45 AM Breakfast Ends
8:00 AM School Begins – Students need to be in the classroom
3:15 PM School Ends

LUNCH AND RECESS DAILY SCHEDULE

GRADE	RECESS	LUNCH	PM CLASS
5 th	10:45	11:00	11:20
3 rd	11:05	11:20	11:40
4 th	11:25	11:40	12:00
2 nd	11:45	12:00	12:20
1 st	12:05	12:20	12:40
Kinder	12:25	12:40	1:00

Parents/guardians and grandparents are invited to make lunch reservations to eat with their child/grandchild sometime during the school year. That can be done by calling the school office at 227-1602, no later than 9:00 AM on the day you would like to eat.

MAKE-UP WORK

Students will be permitted one school day to make up missed school work for each day's absence. In addition, one day "grace" will be added to this make up time. (For example, if a child is absent three school days, he/she will have until the close of school on the fourth day following the absence to make up the work). At the discretion of the teacher make up work can be given before or following a known absence.

BIRTHDAY PARTIES AND TREATS

Treats brought to school must be commercially packaged. Please talk to the teacher the day before you bring treats to find out the number of students in the class and the best time to bring treats. Bringing treats is not a necessity. A book for the classroom or school library in honor of the birthday student is a wonderful gift for the school in place of treats.

Party invitations may be brought for distribution, if there is an invitation for every child in the classroom.

TARDIES/EARLY DISMISSAL

To increase student's academic skills, it is important for students to be at school and on time daily. Students who arrive after the start of the day must stop in the office to sign in with date, time and reason for tardiness. Students will then give the tardy slip to the teacher.

Parents requesting release of a student for dental, doctor appointment, or emergencies should make a request to the teacher or office prior to said appointment. Parents must come to the office to sign out and pick up their child.

ATTENDANCE (Kansas Statute 72-1106 School term)

A school term during which public school shall be maintained in each school year by each school district organized under the laws of this state shall consist of not less than 1,116 hours.

Absences will be recorded for the AM and PM sessions. If students are out of class more than 1 hour and 40 minutes (half of the morning session) the time gone will be counted as a 1/2 day absence. Attendance will be taken in the morning by the teachers. The office staff or nurse checking students in or out will record the half-day/full-day absences during the day, if it changes from the first recorded absence in the morning. Absences will be recorded in Skyward.

Tardies will also be recorded in Skyward.

PLAYGROUND RULES

- Follow directions of the adults in charge.
- Stay in the assigned area.
- Keep hands, feet and objects to yourself. No fighting, hitting or throwing of dangerous objects (rocks, sand, etc.).
- No swearing or teasing. No obscene gestures.
- Use playground equipment appropriately

- Line up immediately when the bell rings. Enter the building following the direction of the supervisor on duty.
- Practice good sportsmanship and good manners.
- No bullying
- Use all equipment properly and safely.
 - A. Go down slides correctly. Running up the slide is prohibited.
 - B. Swing correctly – do not twist swings, do not run in front of children who are swinging and do not pull children out of swings.
 - C. Do not sit on the top of hand walking bars.

BUILDING RULES

- Follow directions. Obey every staff member in the building, not just your own teacher.
- Be in school, in your seat, when the bell rings.
- Keep your hands, feet, and objects to yourself. No hitting or fighting.
- No running in the hallways or classrooms.
- No swearing or put downs. No obscene gestures.
- No bullying
- No defacing of the building in any way.
- No illegal drugs or alcohol will be allowed on school property.

LUNCH ROOM RULES

- Keep hands and feet to yourself while standing in line and at the table.
- Eat only your own food.
- Stay in your seat unless you have permission to leave the table. Raise your hand to ask a question.
- No swearing or put downs. No obscene gestures.
- No bullying
- No throwing of food, napkins, or other objects.
- Water is also available along with milk at lunch time, but not as a replacement.

PHYSICAL EDUCATION RULES

- It is recommended to have a pair of tennis shoes to participate.
- No talking when the teacher is talking.
- No gum or candy in class.
- You must have a note from a parent to be excused from gym class for that day. For over three days, you must have a doctor's written excuse.
- The P.E. teacher will notify parents if a problem should arise in the classroom.
- Some gym classes will be held outdoors, please dress accordingly.

DRESS CODE

- In an effort to keep our students safe and healthy we are going to institute a rule stating that students are not allowed to wear shorts between the dates of November 1st and March 31st of each school year.
- Further dress code information can be found in the district section of this handbook on page 8.