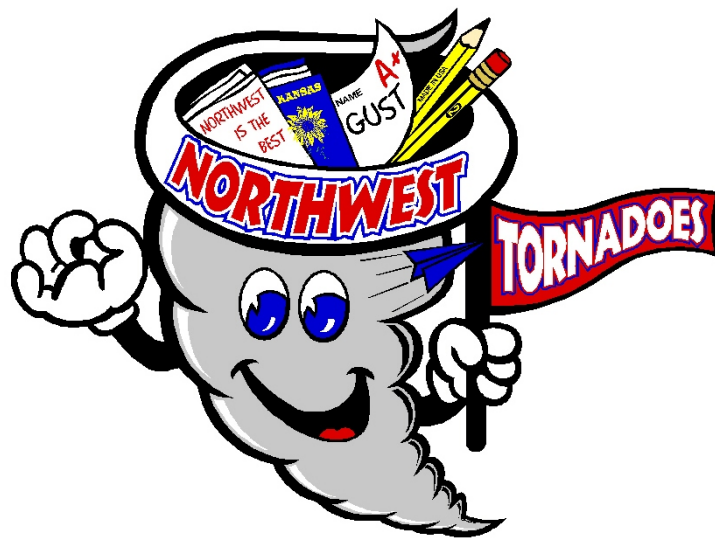


Dodge City Public Schools
USD 443

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

2017-2018



NORTHWEST SCHOOL'S MISSION STATEMENT

Our Mission:

*Our students will grow academically and socially
To achieve personal excellence in a diverse world.*

Reaching  Higher

Excellence, Equity, Excitement

Kim Armstrong, Principal
2100 Sixth Avenue
620.471.2115

www.usd443.org

WELCOME FROM THE PRINCIPAL

We would like to welcome you to our school!

Northwest is a reputable school with high student/teacher expectations and wonderful parent support. We have received many awards for academic achievement at the state and national levels. Northwest received the National Distinguished Title I School of the year and most recently The Challenge Award of Merit from the Kansas Department of Education.

Students are working towards the 21st Century Learning model and exhibit strength in the use of technology. We emphasize character education to help our students grow socially and emotionally. We share a common vision in our building to promote a positive supportive learning environment for all our students.

Our parents are so important to us. We encourage you to communicate with your child's teacher this year and be an active participant in his/her learning. We have Title I parent activities several times a year and individual grade levels have opportunities for parents to interact and be involved with their students learning. We know with your support this year will be a success.

We have a very active Parent Teacher Organization which we hope you participate in. Our Site Council and Business Partners help us throughout the year in decisions, support and being part of our team.

This year Northwest will see many exciting changes. We will add new staff members, students and complete our construction. Northwest Elementary School wants all our parents to know your child's safety, academic success and having a positive experience in learning is what we strive for. Once again, welcome to Northwest, we look forward to a great year.

I am so glad to have you here.

Kim Armstrong, Principal

MOTTO



NORTHWEST ELEMENTARY STAFF LIST

Principal	Kim Armstrong
Head Secretary	Lynde Lembright
Parent Liaison	Elda Flores
Clerk	Micaela Calderon
Counselor	Julie Banks
Psychologist	Whitney Doan
Speech Pathologist	Kyleigh Cole
Speech Paraprofessional	Jessica Duque
Instructional Coach	Melissa Tasaka
Nurse	Sheralyn King
Kindergarten Teacher	Tawn Hawes
Kindergarten Paraprofessional	Brenda Whelchel
Kindergarten Teacher	Tricia Spencer
Kindergarten Paraprofessional	Maeva McLaughlin
Kindergarten Teacher	Kiley Wakeman
Kindergarten Paraprofessional	Mary Kincaid
1st Grade Teacher	Michelle Bogner
1st Grade Teacher	Kathy Doussa
1st Grade Teacher	Cyndy Torres
1st Grade Paraprofessional	Michelle Adams
1st Grade Paraprofessional	Shelby Schmidt
1st Grade Paraprofessional	Sandra Sosa
2nd Grade Teacher	Roxanne Chance
2nd Grade Teacher	Daxeli Monterroza
2nd Grade Teacher	Darline Soto
2nd Grade Paraprofessional	Julie Wessel
3rd Grade Teacher	Brenda Carmona
3rd Grade Teacher	Ashley Harris
3rd Grade Teacher	Sarah Thomas
3rd Grade Paraprofessional	Dolores Wetzell
4th Grade Teacher	Shawn Batman
4th Grade Teacher	Gilbert Still
4th Grade Teacher	Matthew Varner
4th Grade Paraprofessional	Kim Allen
5th Grade Teacher	Brandy Aguilar
5th Grade Teacher	Melissa Bell
5th Grade Teacher	Juan Ferreiro
5th Grade Paraprofessional	
Special Education Teacher (K-2)	Carly Andrasko
Paraprofessional (613)	Bonnie Nunes
Paraprofessional (613)	Martha Solorzano
Special Education Teacher (3-5)	Tammie Mink
Paraprofessional	Mindy Floro
Paraprofessional	Kassandra Montoya
Librarian	Elaine McDaniel
Music	Kasie Gepford
Music	Christy Russell

Physical Education	Chris Ridenour
Physical Education	Shelley Schuette
Head Custodian	Phillip Nguyen
Custodian	Kimberly Nguyen
Part Time Custodian	Jose Alarcon
Nutrition Manager	Saydee Tinoco
Nutrition	Geronima Acosta
Nutrition	Mayra Andazola
Nutrition	Leticia Peredes
Nutrition	

DATES TO REMEMBER

July 31-August 11	Jump Start
August 3	Enrollment Day
August 17	Northwest Open House, 5-6pm
August 21	1 st Day of School
August 22	Kinder Parent Meeting, 6-7pm
August 22	1 st Grade Parent Meeting, 6-7pm
August 23	2 nd Grade Parent Meeting, 6-7 pm
August 23	3 rd Grade Parent Meeting, 6-7pm
August 24	4 th Grade Parent Meeting, 6-7pm
August 24	5 th Grade Parent Meeting, 6-7pm
September 4	No School; Labor Day
September 11	Northwest Site Council/BLT Meeting, 3:30pm
September 12	Northwest PTO Meeting, 6pm
September 13	90 Minute Late Start Day
September 19	Title I: Muffins & Math, 8-8:45AM
September 20	Fall Pictures
September 20	Student Count Day
September 28	PTO Fundraiser begins
September 29	Character Assembly-Respect, 8:15AM
October 9	Northwest PTO Fundraiser Due
October 10	Northwest PTO Meeting, 6pm
October 18	Fall Picture Retakes
October 20	End of 1 st Quarter
October 20	No School; 2 hour In-service & Workday
October 25	Character Assembly- Responsibility, 8:15AM
October 25	Parent/Teacher Conferences, 3:30-6PM
October 26	No School
October 26	Parent/Teacher Conferences, 11:30-7PM
October 27	No School
October 31	Northwest Costume Parade &PTO Fall Party, 2:15-3PM
November 1	No School-Staff Development Day
November 6	Northwest Site Council/BLT Meeting, 3:30PM
November 7	Northwest PTO Meeting, 6pm
November 10	Donuts for Democracy- Recognition Veteran's Day, 8AM
November 16	Title I: Turkey Bingo, 5:30-7PM
November 21	Character Assembly-Courage, 8:15AM
November 22	No School-Staff Development; Thanksgiving Break
November 23-24	No School; Thanksgiving Break
December 6	Northwest Vision Screening
December 12	Northwest PTO Meeting, 6PM
December 13	90 Minute Late Start Day
December 19	Northwest 3 rd Grade Music Program, 6:30PM
December 20	Character Assembly-Caring, 8:15AM
December 21	End of 1 st Semester

December 21	No School; Teacher Work Day, 2 Hour Staff Early Dismissal
Dec. 22- Jan. 5	No School; Winter Break
January 8	First day of Spring Semester
January 9	Northwest PTO Meeting, 6pm
January 18	Title I Reading Party, 2:30-3PM
January 26	Character Assembly-Fairness, 8:15AM
February 2	Northwest Spring Pictures
February 12	Northwest Site Council/BLT Meeting, 3:30PM
February 13	Northwest PTO Meeting 6pm
February 14	90 Minute Late Start
February 14	Northwest Hearing Screening
February 14	Northwest PTO Winter Party, 2:30pm
February 15	1 st Grade Music Program, 6:30pm
February 19	No School; Staff Development
February 23	Character Assembly-Honesty, 8:15AM
March 6	Northwest PTO Meeting 6pm
March 8	Northwest 4 th Grade Music Program 6:30
March 9	No School; 2 hour In-service/work day
March 9	End of 3 rd Quarter
March 12-16	No School; Spring Break
March 21	Character Assembly-Citizenship, 8:15AM
March 21	Parent Teacher Conferences 3:30-6:00pm
March 22	No School
March 22	Parent Teacher Conferences 11:30am-7pm
March 23	No School- Kinder-5 th Grades
March 29	PTO Spring Party, 12:30PM
March 29	Early Dismissal, 1:15
March 30	No School, Easter Break
April 2	No School, Easter Break
April 9	Northwest Site Council/BLT Meeting 3:30
April 10	Northwest PTO Meeting 6pm
April 26	2 nd Grade Music Program, 6:30pm
April 27	Character Assembly-Safety, 8:15AM
May 8	Northwest PTO Meeting 6pm
May 9	90 Minute Late Start Day
May 17	5 th Grade Music Program, 6:30PM
May 18	Northwest Kindergarten Music Program, 2:30pm
May 18	Character Assembly- Perseverance, 8:15AM
May 23	Last Day of School
May 24-25	Teacher Work Day
May 28	Memorial Day

NEWSLETTERS

At the beginning of each month, a newsletter is sent home with each student and posted on our internet sight. The school's newsletter provides important information including dates of activities, classroom news, requests to parents, and other important changes. Parents will receive dates and times for our Title I math and reading activities throughout the year.

NORTHWEST SITE COUNCIL/BLT MEETING

The purpose of the Site Council and Building Leadership Team 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 SITE Council/BLT 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. The council meets at 3:30 p.m., on the second Monday of the Month.

PARENT/TEACHER ORGANIZATION

We are proud of our Parent/Teacher Association. 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, go to our PTO website- www.facebook.com/pg/northwesttornado or call the school office.

SCHOOL HOURS

8:00 a.m. – 3:15 p.m.

The building will be open to children at 7:20 a.m. Parents may bring their children at that time. School begins at 8:00 a.m. Students may eat breakfast between 7:20 – 7:50 a.m. Students arriving before 7:50 a.m. will go to the gym and wait until they are dismissed for class.

School is dismissed at 3:15 p.m. Students must be picked up by 3:45 p.m. unless special circumstances have occurred and we have been notified. We make every effort to locate and notify parents that their child has not been picked up. At 3:45 p.m., students still at school will be referred to Dodge City Child Services or Dodge City Police Department.

Northwest doors are locked, except for the door on 6th Street on the West side of the building. The safety of our students is our utmost concern. Visitors to our school are required to sign in at the office.

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's "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 students' 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.

Tardies and absences, and leaving school early are closely monitored and will be turned over to truancy court when excessive.

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.

YMCA AFTER SCHOOL PROGRAM

Northwest School offers an afterschool program through the YMCA. Information is available at the YMCA if you are interested.

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 at 8 a.m.
- Keep your hands, feet, and objects to yourself. No hitting, fighting or bullying.
- No running in the hallways or classrooms.
- No swearing or put downs. No obscene gestures.
- No defacing of the building in any way.
- No illegal drugs or alcohol will be allowed on school property.

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 or rude 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.
- No tag or chase games
- Contact sports are not allowed (no tackle football, rugby, or wrestling).
- Students caught fighting will be out of school suspended for the remainder of the day.

LUNCHROOM 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.
- Do not trade or exchange food(s).
- No soft drinks or fast foods may be brought in to the lunchroom.
- 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.

NORTHWEST DRESS CODE

A student's appearance should in no way disrupt the normal proceedings of the school, nor interfere with the health, safety or welfare of any individual.

Apparel and clothing containing printed or visual messages, which are inappropriate in a school setting, may necessitate a change of clothing. Shoes shall be worn. Hats and cutoffs, beach apparel, see-throughs, bare midriffs, spaghetti straps, cropped tops, T-shirts with inappropriate pictures or messages, tank tops, mesh or fish net shirts, bicycle shorts, short shorts and skate shoes are unacceptable. **No gang attire or sagging of pants allowed. Shorts are allowed August 20 to November 1, and April 1st through the end of school.** Please dress your child appropriately for the weather. We go outside each day, weather permitting. Heavy coats need to be worn on cold days.

PICKING UP AND DROPPING OFF STUDENTS AT SCHOOL

1. **Students are to cross the street at the marked crosswalks at Sixth and Soule or Sixth and Cheyenne.**
2. **Do not allow students to cross in the middle of the street.** This is not only dangerous, but also illegal. Please do not ask your child to disobey the teacher and the principal by asking him/her to cross in the middle of the street.
3. ***Do not Double Park*** when dropping your child off at school. You must pull into a parking space on the West side of the building. U-turns are not allowed to cross over and park on the West end of building. Please use the Drop off/ Pick up Zone on the North side of the building.
4. When exiting the parking lot, ***please turn right only.*** This will allow for the flow of traffic to be maintained.
5. **All students must be picked up after school by 3:45 p.m. unless special circumstances have occurred and we have been notified. We make every effort to locate and notify parents that their child has not been picked up. At 3:45 p.m., students still at school will be referred to Dodge City Child Services or Dodge City Police Department.**