

# Eckhart Elementary



Parent/Student Handbook

2014-2015

## **INTRODUCTION**

Welcome to Eckhart Elementary! Eckhart's Mission is as follows: "Eckhart Elementary – The Gateway to ACADEMIC EXCELLENCE, where the primary focus is promoting academic and social success for the WHOLE child! We are thrilled to be a part of your child's education experience. Let's make this year a great one!

Eckhart School  
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www.tsd1.org

### **Eckhart Staff**

#### **Principal**

Olivia Bachicha

#### **Kindergarten**

Anna Armijo  
Galene Connell  
Marcia Knezel  
Jillian Garcia  
Amy Velasquez

#### **Special Education**

Gaylee Massarotti

#### **Para-professionals**

Delfinia Vialpando  
Kathy Bueno/Computers

#### **Art**

Wayne Rivera

#### **Nurse**

Lawrence Sandoval

#### **Kitchen Staff**

Betty Avalos  
Regina Barron  
Fran Gurule

#### **Secretary**

Alicia Trancoso

#### **First grade**

Shalaina Baca  
Claudia Rivas  
Gary Rivas  
Amy Mock  
Melissa Rhodes

#### **Reading Interventionist/Specials**

Carla Hardy

#### **Custodian**

Tom Romero

#### **Physical Education**

Mark Fernandez

#### **Counselor**

## **ATTENDANCE: STUDENTS**

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Students are encouraged to attend school every day. We believe that by being in school, students will receive the full benefit of their education. All absences will be marked as an excused or unexcused absence. The school administration will be the final decision on whether an absence is excused or unexcused.

The following procedures will be followed for **excused** absences:

1. Parents should call the school between 7:00 a.m. and 3:05 p.m. to give the reason for the absence.
2. Parents may also send a note to school with the child the next day explaining the reason for the absence.
3. Students who acquire 5 unexcused and/or excused absences will be placed on an attendance plan.
4. If a student is ill, a doctor's excuse is required after three consecutive days absent. Otherwise, students will only be allowed 1 excused day of illness per semester.
5. Excessive excused absences will be dealt with however the administration deems necessary.

The following reasons will be considered acceptable reasons for an excused absence:

1. Professional appointments, doctors, dentist, etc. provided they return with a note.
2. Illness or injury of student or an immediate family member.
3. Death in the immediate family.
4. Student who is in the custody of law enforcement or the courts.
5. School sponsored activity.
6. Other as approved by the building principal.

## **ALL OTHER REASONS ARE CONSIDERED UNEXCUSED.**

The following procedure will followed for **unexcused** absences:

1. Parents will receive a letter informing them that their child has acquired **5** unexcused absences.
2. If a student receives **3** unexcused absences in any 30 day period or **8** during the school year, a letter will be sent to parents and an attendance hearing will be held.
3. If a student receives **4** unexcused absences in any 30 day period or **10** unexcused absences during the school year, court proceedings will begin.

## **TARDINESS**

Tardiness is considered a disruptive behavior and will be treated as a discipline problem. Students must check in at the office before going to class and obtain a pass. The following procedure will be followed for tardiness:

1. If a student receives 4 tardies it will be considered a one day unexcused absence.

2. In all cases, the final decision on whether an absence/tardy is excused or unexcused will be the responsibility of the building administration.

Students are expected to make up the work on any day that they are absent from school. One day will be allowed for each day missed by the student.

In any case, the final decision on whether an absence is excused or unexcused will be the responsibility of the principal.

**In order for a student to have perfect attendance, he or she must be in school every day and must not miss more than two hours per month. This allows for medical appointments.**

#### **ATTENDANCE INCENTIVES**

1. **Students with perfect attendance during any nine week period will be recognized and rewarded.**
2. **At the conclusion of each semester students with perfect attendance will be eligible to win a bike through a lottery drawing.**
3. **Other attendance incentives may be determined at the decision of the building principal and faculty.**
4. **Classes will compete for the quarterly perfect attendance race. The class with the best perfect attendance for the quarter will win a pizza party.**

#### **AWARD ASSEMBLIES**

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Each quarter students will be recognized for their accomplishments in an award assembly. Parents are encouraged to attend and will receive an invitation from their child's teacher if in fact their child will be receiving an award. Assemblies will occur during the months of November, December, March, and May.

#### **CHILD STUDY**

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The Child Study Team consists of the principal, school counselor, Sped teacher, Speech designee, learning specialist, and invited teacher(s) and/or parent(s)/guardian(s). The purpose of the team is to review recommendations to the committee. The Child Study Team acts when and if the recommendation of the committee finds it necessary to recommend formal evaluation of a student in need. Meetings occur on a bi-monthly basis.

#### **COUNSELING**

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Particular situations might require the intervention of our school counselor. Our school counselor will arrange for counseling sessions in cases that require her intervention.

#### **DINING ROOM**

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Proper dining room behavior is expected of each child. Students are reminded that they must use their "inside voices" while eating in the cafeteria. The following rules will be followed in the dining room:

1. Throwing food or any other items will not be tolerated
2. Inside voices will be allowed after the 15 minute quiet period.

3. Students are responsible for cleaning their area
4. Students will line up and sit in an orderly manner

This year, all students will be allowed to eat breakfast for free and lunch will be free for free and reduced students. **Breakfast will be delivered to the individual classrooms promptly at 7:55 a.m. Breakfast will conclude by 8:05 a.m. at which time instruction will begin. If a child is tardy, he or she may or may not have ample time to eat breakfast.**

**Kindergarten lunch is from 11:30 a.m. to 12:00 p.m.**  
**First grade lunch is from 12:00 p.m. to 12:30 p.m.**

Parents are encouraged to eat lunch with their child on occasion. This will be allowed from October to May. Please check and sign in at the office before visiting the dining room.

Parents are reminded to follow the cafeteria rule of **no talking for the first 15 minutes**. This allows students time to eat before going out to recess.

**Outside lunches from local restaurants will not be allowed in the cafeteria. Only sack lunches made from home are allowed. Pop is not allowed.**

The cost for breakfast and lunch is as follows:

- |                           |        |
|---------------------------|--------|
| a. Breakfast for students | free   |
| b. Lunch for adults       | \$3.25 |
| c. Lunch for students     | \$2.45 |
| d. Lunch for free/reduced | free   |
| e. Milk                   | \$0.50 |

#### **DISMISSAL/START OF THE DAY**

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**School will begin promptly at 7:55 a.m.**

1. Students who are transported to school by private vehicles are to be dropped off between the Loading Zone signs on Pierce Street. There will be school staff on duty at the drop off point each morning until 7:45 a.m. **NO VEHICLES ARE ALLOWED TO PARK IN THE LOADING ZONE!** Parents and visitors are to park in the designated parking lot east of the playground.
2. Parents who wish to walk their child to class may do so until September 30<sup>th</sup>. After that time, parents are asked to stop at the end of the hall.
3. Students who ride the school buses will be dropped off at the bus stop. Students will be escorted from the school to the bus stop at the end of the school day. All students riding the bus must give a signed bus slip to their driver within five days. Students will be given a bus slip at registration. **Kindergarten students must be met by an adult at the bus stop during the drop-off or the student will be returned to Eckhart Elementary. It is the responsibility of the parent to pick up the student if brought back to the school. If the child is returned to school three times, the child will lose bus privileges.**
4. **BUS RULES AND PROCEDURES**  
**Please refer to the transportation manual provided to you.**

**Children will only be allowed to ride one bus in the morning and one bus in the afternoon. BUS CHANGES WILL NOT BE ALLOWED.**

**The time for dismissal is 3:30 p.m.** To maintain an orderly and safe dismissal, please observe the following:

1. Parents who wish to pick up their child must park in the designated parking area east of the playground. Students will be waiting in the cafeteria where parents may pick them up. **Please do not enter through the main doors of the school but rather through the cafeteria doors.** Only those parents/guardians/or approved adults will be allowed to pick up a student. **The cafeteria doors will be opened at 3:20.** Parents are reminded that if you wish to speak to your child's teacher, you must sign in at the office. Visitors are not allowed in the classrooms and hallways without first checking and signing in at the main office.
2. Early release of students should occur only in an emergency. All requests must be made through the office. Parents/guardians who pick up a student before the end of the day must report to the main office. Parents/guardians will be required to sign-out their child in the main office. Children will be released only to the persons listed on the student information card.
3. If there is a change in your child's transportation, please call before 2:00 p.m. of that day. Changes to transportation will not be made after 2:00 p.m.
4. Students will not be released early from school after 3:10 p.m.

#### **Early Dismissal/Late Start**

Early dismissal due to extenuating circumstances will be announced on the local radio station or channel 63. Bad weather conditions may delay the opening of school on certain days. Announcement will be made by 6:15 a.m. on KCRT, channel 63, or channels 5, 11, and 13. All buses will run two hours later than regularly scheduled for pick-up of students. The adjusted school schedule will be 10:00 a.m. – 3:31 p.m.

**This year the District will continue implementing School Messenger.** This program is an automated phone service. In the event of no school, the program will automatically call parents of our school and notify them of the cancellation. It will also be used to notify parents of upcoming events at the school.

#### **DRESS CODE**

It is expected that all students will dress in a manner that is appropriate for the learning environment. Dress should not be distracting to school activities and/or educational pursuits. The following items are not allowed at Eckhart Elementary:

1. Clothing that exposes the midriff

2. Clothing that advertises alcohol, tobacco, drugs, or gang related images, words, or colors
3. Clothing that displays sexual innuendoes or profanity
4. Halter or tube tops
5. Muscle shirts, jersey, or sleeveless shirts unless worn with a t-shirt underneath
6. Pants that have holes in private areas
7. Sagging pants, pants are to be worn at the waist
8. Spandex and/or running shorts that are tight fitting or revealing
9. Make-up, colored hair, and mohawks
10. Healties
11. Caps except for stocking caps during cold days
12. Shorts are only allowed during the months of September and May and must be mid thigh.
13. Flip flops and sandals without tights are allowed only during September and May.
14. Sandals may be worn all year with tights.
15. ONLY ear piercing is allowed

The principal has the final decision on inappropriate attire.

## **EVACUATION PLANS**

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An electronic alarm system is installed in the building. Every classroom has an evacuation route displayed. Fire drills will be conducted regularly throughout the school year. The main office will gladly answer your questions regarding the evacuation drills. Every parent will receive a copy of the protocol at registration or upon registering a new student.

## **GIVE ME FIVE**

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At Eckhart Elementary we have implemented the Give Me Five procedure. When a hand is raised, students will adhere to the following steps:

1. Eyes on Speaker
2. Be Quiet
3. Be Still
4. Hands Free
5. Listen

## **GRADING**

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The following grading scale is used for students:

### Kindergarten

H = High Achieving

S = Satisfactory

I = Improvement

U = Unsatisfactory

### First Grade

H = High Achieving (above grade level)

S = Satisfactory (at grade level)

I = Improvement (below grade level w/ assistance)

U = Unsatisfactory (minimal progress)

## **HOLIDAY CELEBRATIONS**

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Three parties will be held during the school year. Each teacher will contact parents to assist. The three holiday celebrations observed will be Halloween, Christmas, and Valentine's Day. Parents may recognize their child's birthday with cookies, cupcakes, fruit, etc. however; pizza parties and all other food parties will not be allowed. Parents will be allowed to bring the treats at 3:00 p.m. This alleviates disruption of instruction during the day.

### **IMMUNIZATIONS**

All students enrolled in Trinidad School District #1 must meet immunization requirements as dictated by law. Failure to submit current immunization records within a fourteen day notice will result in withdrawal of the student.

### **INSTRUCTIONAL PROGRAM**

The core curriculum at Eckhart consists of reading, phonemic awareness, phonics, language arts, writing, math, science and social studies. Language arts components are: letter recognition, vowel and consonant sounds, vocabulary, and spelling. Students master the math concepts of counting, number recognition, basic addition and subtraction, and introduction to fractions. Enrichment activities such as reading intervention, vocabulary, computers, art, and physical education will be integrated into core curriculum.

### **LATENESS**

Students who arrive after 7:55 a.m. must report to the office before reporting to class. They will receive a tardy. Four tardies will result in one day unexcused absence.

### **LIBRARY**

The library houses over 2000 books. Students are brought to the library weekly to check out one book and should return the book the following day. Students will not be allowed to check out additional books if a book has not been returned. Parents/Guardians are invited to visit the library. Fines for overdue books and replacement cost for lost or stolen books will become the responsibility of the student and parent/guardian. Students will have library/vocabulary every day for a seven week period during specials.

### **MEDICAL RECORDS**

An emergency medical/health card must be on file for every student. Current phone numbers are essential in case of a medical emergency. It is strongly recommended that several numbers be listed. One nurse attends the needs for all students in the Trinidad School District. The nurse is responsible for vision and hearing screenings. She will also maintain immunization records. Medication will be administered to students through the office on the following conditions:

1. All medication must be accompanied with a written statement from the attending physician.
2. Medication must be in the original prescription container (NO EXCEPTIONS).
3. The student's name must appear on the prescription container.



4. A “Parent Request for Giving Medication” must be completed and on file with the nurse.
5. All medication, including over the counter drugs, must be left in the nurse’s office.
6. Medication will be administered in the nurse’s office only.
7. It is the responsibility of the parent to inform the office of time and dosage.
8. Parents may come to the office to administer the medication if prior arrangements have been made with the office staff.

### **MISSION STATEMENT**

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The mission statement is developed by a team of teachers in our school. Eckhart Elementary School’s Mission Statement is as follows: “Eckhart Elementary – The Gateway to ACADEMIC EXCELLENCE, where the primary focus is promoting academic and social success for the WHOLE child.”

### **MONEY**

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If money is sent to the school for your child, it is safer in the form of a check or money order. If you must send cash, please place it in a sealed envelope with your child’s name, teacher’s name, and the purpose for the money.

### **PARENT-TEACHER ORGANIZATION**

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The PTO meets monthly on the third Tuesday in the staff meeting room at 6:00 p.m. The purpose of the committee is to build a better partnership between school and the community. The goal of this partnership is to continually improve existing programs and/or initiate new programs. All parents are encouraged to attend meetings.

### **PARENT-TEACHER CONFERENCES**

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At least two conferences with each child’s parent(s) will be conducted per year (October 23<sup>rd</sup> and 24<sup>th</sup> and February 12<sup>th</sup> and 13<sup>th</sup>).

### **PERSONAL BELONGINGS**

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All coats, gloves, hats, books, school supplies and any other personal belongings should be clearly marked with the student’s full name. It is the responsibility of the student and parent/guardian to alert the teacher of any lost or stolen items. A lost and found box is located in the main office. **Cell phones are not allowed at school. If a student chooses to bring a cell phone, the phone will remain in the office until the parent picks it up.** Electronic devices, toys, games, etc. should remain at the student’s home. The school does not assume responsibility for the loss or damage of items brought from home.

### **READ PLANS**

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Due to the implementation of the READ Act, students who are not reading at grade level and are identified as a student with a significant reading deficiency based on DIBELS NEXT and BURST assessments; will be placed on a read plan. This plan will be created and reviewed with the parent during the October 24-25 conference time.

## **REGISTRATION REQUIREMENTS**

Students are eligible for kindergarten if they are FIVE years old on or before June 1, 2014 for the 2014 – 2015 school year. Students are eligible for first grade if they are six years old on or before June 1, 2014 for the 2014 – 2015 school year. Proof of age is required at the time of registration. Only a birth certificate will be accepted as proof of birth. The following documents are required when registering your child:

1. Birth certificate
2. Immunization records

## **REPORT CARDS**

Report cards will be distributed on the following dates: October 23 & 24, 2014, December 18, 2014, March 12, 2015, and May 21, 2015. Mid term reports will be sent out February 12 and 13, 2014.

## **RULES OF CONDUCT**

Good behavior of all students is essential for a friendly and safe school for our students. Each student is responsible for the safety of our school by behaving appropriately and following school rules. The school is responsible for the safety of our school through proper supervision of its students and the teaching of appropriate behavior. A student that causes bodily harm and/or mental anguish to others defines major behavior offenses as any action. These actions include, but are not limited to , hitting, biting, rock throwing, shoving, tripping, pinching, touching against another's will, spitting, publicly urinating, defacing school property, name calling, use of profanity, refusal to comply with staff, or use of racial remarks. Defacing school property or the property of others and blatant insubordination to faculty is also defined as major defenses.

### **General School Rules are as follows:**

1. Show respect for self and others at all times
2. Take care of school property and the property of others
3. Be polite at all times
4. Keep hands and feet to self
5. Obey all classroom rules as assigned by the individual teacher

### **Playground Rules are as follows:**

1. Students will remain on the playground under the supervision of the teachers on duty at all times.
2. Students are to WALK, NOT RUN to and from the building.
3. Students may return to the building during recess ONLY with the permission of the teacher on duty.
4. Students may NOT retrieve a ball once it goes over the fence.
5. Students are allowed only on the playground during recess.

### **Consequences are as follows:**

1. First offense – verbal warning
2. Second offense – Redirect student/parent conference
3. Third offense – Written referral/sent to principal/parent conference

Some situations may result in immediate disciplinary action by the principal. Please help make students aware of the following:

- Fighting (even “play fighting”) is not ever allowed.
- Gum chewing is not allowed anywhere in the building.
- Running is not permitted.
- Touching, kicking, or making snowballs is absolutely prohibited for safety’s sake.

### **SCHOOL READINESS PLANS**

School readiness describes both the preparedness of a child to engage in and benefit from learning experiences, and the ability of a school to meet the needs of all students enrolled in publicly funded preschool or kindergarten. Therefore, kindergarten students must be placed on a readiness plan. This school year, each kindergarten teacher with the collaboration of their team, reading interventionist, parent, and principal, will identify 3 children from their classroom to create Readiness Plans for. Those students will be assessed using Teaching Strategies Gold on all five domains (Academic Domain, Physical Development and Health, Social and Emotional Development, Cognitive/Logic and Reasoning, and Approaches to Learning) including each target under each domain (19 total). Data (NWEA Math and Reading and DIBELS NEXT) and goals created for Read Plans may be transferred into the TSGold Assessment. It is the intent of the law that every kindergarten child have a Readiness Plan during the 2015 – 2016 school year. Readiness Plans will be generated from TSGold: Development and Learning Report and the Family Conference Form. Plans will be shared with parents during conferences on October 23-24 and February 12-13.

### **SEVEN HABITS OF HIGHLY EFFECTIVE PEOPLE**

This year Eckhart School will be implementing concepts from, The Seven Habits of Highly Effective People. The School Board is in the process of approving the “Leader In Me” Process which promotes the seven habits within the school setting. This process includes all stakeholders including parents, community members, staff, and students.

### **SNOW DAYS**

On snow days, school is dismissed by radio announcement; use of snow tree, and on local news channels (5, 11, 13, and 63). **This year the District will continue to implement School Messenger.** This program is an automated phone service. In the event of no school, the program will automatically call parents of our school and notify them of the cancellation. It will also be used to notify parents of upcoming events at the school.

### **TEXTBOOKS**

Textbooks and library books are issued to students on a loan basis. It is the responsibility of the student and parent/guardian to return books in the same condition the book was issued. If a book is damaged, lost or stolen the student and/or parent/guardian are required to reimburse the district for the total replacement cost of the book.

## **VISITOR PASS**

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Whenever a visitor comes to our school, he or she is required to stop at the main office to receive a visitor pass and check and sign in with main office. This pass becomes evidence to you that the person is approved to be in the building and that his or her presence is welcomed. To further ensure safety, all doors will remain locked during the school day. Visitors may enter through the main doors by pressing the bell located to the right of the door. Also, those visitors who require handicap parking may park in the back of the school and may enter through the back doors by pressing the doorbell located to the right of the doors.

