ATTENDANCE
Children are encouraged to attend school every day. We believe that by being in school, children 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. Excessive excused absences will be dealt with at the discretion of the administration.

The following procedures will be followed for excused absences:
1. Parents should call the school between 7:30 a.m. and 9:00 a.m. to give the reason for the absence or
2. If a child is ill, a doctor’s excuse is required after three consecutive days absence. Otherwise, children will only be allowed one excused day of illness per semester.

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. Death in the immediate family.
3. A child who is in the custody of law enforcement or the courts.
4. School sponsored activity.
5. Other emergencies as approved by the building principal.

All absences are marked as unexcused unless the school is provided documentation for the above reasons.

Students who arrive at school after 9:00 or those who are checked out prior to 2:30 will be marked as ½ day absence.

ALL OTHER REASONS ARE CONSIDERED UNEXCUSED.
The following procedure will be followed for unexcused absences:
1. Parents will receive a letter informing them that their child has acquired 5 unexcused absences.
2. If a child receives 8 during the school year, a meeting with the principal and truancy advocate will be held and the child will be placed on an attendance contract.
3. If a child receives 4 unexcused absences in any 30 day period or 10 unexcused absences during the school year, court proceedings will begin. A report to Child Protective Services can also be made.

TARDINESS
Tardiness is considered a disruptive behavior and will be treated as a discipline problem. Parents must sign their child in at the office and the children will be given a pass to take to class.

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

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 child to have perfect attendance, he or she must be in school all day, every day. If a child has 3 tardies in the quarter, they will not qualify for perfect attendance.

**AWARD ASSEMBLIES**

At the end of each quarter children 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 their child will be receiving an award.

**CHILD STUDY**

The Child Study Team consists of the principal, social emotional specialist, special education teacher, and invited teacher(s) and/or parent(s)/guardian(s). The purpose of the team is to review recommendations to the Child Study Team. The Child Study Team acts when and if the recommendation of the Child Study Team finds it necessary to recommend formal evaluation of a child in need. Meetings occur monthly according to each child’s needs.

**COUNSELING**

Particular situations might require the intervention of our school social emotional specialist. Our school social emotional specialist will arrange for counseling sessions in cases that require his/her intervention.

**DINING ROOM**

Proper dining room behavior is expected of each child. The following rules will be followed in the dining room:

1. Throwing food or any other items will not be tolerated
2. After the class sits down to eat, there will be 5 minutes of quiet time.
3. Children will enter into lunch line 4 at a time
4. Cafeteria leaders will assist in monitoring the cafeteria
5. Children are responsible for cleaning their area
6. Children will line up and sit in an orderly manner

Breakfast will be delivered to the individual classrooms promptly at 7:45 a.m. Breakfast will conclude by 8:00 a.m. at which time instruction will begin. If a child is tardy, he or she may not have 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 1:20 p.m.**

Parents are encouraged to eat lunch with their child on occasion. This will be allowed beginning October 1st. Please check in at the office before visiting the dining room.

Parents are reminded to follow the cafeteria rule of no talking for the first 5 minutes. This allows children time to eat before going out to recess.

The cost for breakfast and lunch is as follows:

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast and lunch for students</td>
<td>Free</td>
</tr>
<tr>
<td>Lunch for adults</td>
<td>$3.75</td>
</tr>
<tr>
<td>Milk</td>
<td>$0.50</td>
</tr>
</tbody>
</table>
Outside lunches from local restaurants will not be allowed in the cafeteria. Only sack lunches made from home are allowed. Pop is not allowed.

**DISMISSAL/START OF THE DAY**

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

1. Children 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 7:50 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 **the first week of school ONLY.** After that time, parents are asked to stop in the main atrium.

3. Children who ride the school buses will be dropped off at the bus stop. Children will be escorted from the school to the bus stop at the end of the school day. All children riding the bus must give a signed bus slip to their driver within five days. Children will be given a bus slip at registration. **Kindergarten children must be met by an adult at the bus stop during the drop-off or the child will be returned to Eckhart Elementary.** After 4:25, children will be taken to the district office. It is the responsibility of the parent to pick up the child 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. Children 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 child. **The cafeteria doors will be opened at 3:25 p.m.** 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 in at the main office.

2. Early release of children should occur only in an emergency. All requests must be made through the office. Parents/guardians who pick up a child 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 child 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. Children will not be released early from school after 3:00 p.m. After 3:00 p.m. all parents should enter the cafeteria doors and wait for their child to be dismissed.
**Early Dismissal/Late Start**
Early dismissal due to extenuating circumstances will be announced on the local radio station. Bad weather conditions may delay the opening of school on certain days. Announcements will be made by on KCRT, or channels 5, 11, and 13. All buses will run two hours later than regularly scheduled for pick-up of children. The adjusted school schedule will be 10:00 a.m. – 3:30 p.m.

**This year the District will continue implementing School Messenger.** This program is an automated phone service. In the event of no school, early release or a delayed start, 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. Please keep your contact information current to ensure that you receive important information.

**DRESS CODE**
All children are expected to dress in a manner 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:

- Clothing that exposes the midriff
- Clothing that advertises alcohol, tobacco, drugs, or gang related images, words, or colors
- Clothing that displays sexual innuendoes or profanity
- Halter or tube tops
- Muscle shirts, jersey, or sleeveless shirts unless worn with a t-shirt underneath
- Pants that have holes in private areas
- Sagging pants, pants are to be worn at the waist
- Spandex and/or running shorts that are tight fitting or revealing
- Make-up
- Healies
- Hats
- Shorts are only allowed during the months of August/September and May and must be mid-thigh
- Flip flops and sandals without tights are allowed only during August/September and May
- Sandals may be worn all year with tights
- ONLY ear piercing is allowed

The principal has the final decision on inappropriate attire.

**EVACUATION PLANS**
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 staff will gladly answer your questions regarding the evacuation drills.

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

- Eyes on Speaker
- Be Quiet
• Be Still
• Hands Free
• Listen

GRADING
The following grading scale is used for children:

H = High Achieving (above grade level)
S = Satisfactory (at grade level)
I = Improvement (below grade level w/ assistance)
U = Unsatisfactory (minimal progress)

HOLIDAY CELEBRATIONS
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 to the office and the office staff will deliver them to the classroom at 3:00 p.m. This alleviates disruption of instruction during the day.

IMMUNIZATIONS
All children 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 child. If you have questions or concerns about the immunizations or waivers for immunizations, please contact the school nurse.

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. Children master the math concepts of counting, number recognition, basic addition and subtraction, and introduction to fractions. Enrichment activities such as social emotional learning, vocabulary, computers, art, and physical education will be integrated into core curriculum.

LATENESS
Children who arrive after 8:00 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.

LEADER IN ME
Eckhart Elementary School will continue to implement The LEADER IN ME. This process includes all stakeholders, including community members, parents, staff and children.

LIBRARY
The library houses over 2,000 books. Children are brought to the library weekly to check out one book and should return the book the following day. Children will not be allowed to check
out additional books if a book has not been returned. Fines for overdue books and replacement cost for lost or stolen books will become the responsibility of the child and parent/guardian.

**MEDICAL RECORDS**

An emergency medical/health card must be on file for every child. Current phone numbers are essential in case of a medical emergency. It is strongly recommended that several numbers be listed. The nurse is responsible for vision and hearing screenings. She/He will also maintain immunization records. Medication will be administered to children 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 child’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**

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.”

**MOTTO**

Leadership Begins Here

**MONEY**

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 LIGHTHOUSE TEAM**

The Parent Lighthouse Team meets monthly on the third Monday in the staff meeting room at 5:00 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**

At least two conferences with each child’s parent(s) will be conducted per year. Please refer to the district calendar for the correct dates.
PERSONAL BELONGINGS
All coats, gloves, hats, books, school supplies and any other personal belongings should be clearly marked with the child’s full name. It is the responsibility of the child and parent/guardian to alert the teacher of any lost or stolen items.

Cell phones are not allowed at school. If a child 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 child’s home. The school does not assume responsibility for the loss or damage of items brought from home.

REGISTRATION REQUIREMENTS
Children are eligible for kindergarten if they are 5 years old on or before June 1, 2019 for the 2019–2020 school year. Children are eligible for first grade if they are 6 years old on or before June 1, 2019 for the 2019–2020 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. Official birth certificate
2. Immunization records

REPORT CARDS
Report cards will be distributed at the end of each quarter.

RULES OF CONDUCT
Good behavior of all children is essential for a friendly and safe school for our children. Each child 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 children and the teaching of appropriate behavior. A child 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 offenses.

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. Children will remain on the playground under the supervision of the teachers on duty at all times.
2. Children are to WALK, NOT RUN to and from the building.
3. Children may return to the building during recess ONLY with the permission of the teacher on duty.
4. Children may NOT retrieve a ball once it goes over the fence.
5. Children are allowed only on the playground during recess.
Some situations may result in immediate disciplinary action by the principal. Please help make children aware of the following:

- Fighting (even “play fighting”) is not ever allowed.
- Gum chewing is not allowed anywhere in the building.
- Running inside the school or to and from the playground 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 children enrolled in publicly funded preschool or kindergarten. Therefore, all kindergarten children must be placed on a readiness plan. Those children will be assessed using Teaching Strategies Gold (TSGold) 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.

Readiness plans will be generated from TS Gold: Development and Learning Report and the Family Conferences form. Plans will be shared with parents during parent teacher conferences.

SECURITY CAMERAS

School district buildings, grounds and school transportation vehicles are equipped with electronic surveillance for the safety of children, staff and visitors. Your actions may be recorded and preserved. Video may be reviewed and discipline will be in accordance with the Child Code of Conduct.

SNOW DAYS

On snow days, school is dismissed by radio announcement, and on local news channels (5, 11, and 13). 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.

TEXTBOOKS

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

VISITOR PASS

Visitors are not permitted in the classrooms and hallways during school hours except when invited for special activities.

Whenever a visitor comes to our school, he or she is required to stop and sign in at the main office.
Any volunteers must go through a fingerprinting and background check process at the district office. After this process has been completed, all volunteers must be approved by the building administrator.