

Parent and Student Handbook 2021-2022



Linwood Elementary

1654 S. Hydraulic

Wichita, Kansas 67211

316-973-8100

Fax 316-973-8110

School Hours 9:00 a.m. – 4:10 p.m.

SCHOOL HOURS

Welcome



The Staff at Linwood

Elementary extends a warm welcome to you. We want all children to experience academic success as each child's educational potential is developed in Linwood's rich environment.

--Todd Sanchez, Principal

Linwood Elementary Mission Statement

Linwood Elementary provides a safe environment by empowering positive relationships for students and families to inspire life-long learners.

Linwood Elementary Vision Statement

We are dedicated to inclusiveness of all students in achieving independence and critical thinking by engaging learners in rigorous and relevant educational experiences that instill academic, physical and emotional growth.

ABSENCES / TARDINESS

It is important that children be on time to school and not be absent except when absolutely necessary. If a child must be absent or tardy, we ask that you call the school at 973-8100. Tardy is defined as arriving between 9:00 and 10:30 in the morning or checked out between 2:30 and 4:10 in the afternoon. State law mandates that when a child has three consecutive days or five accumulative days of unexcused absences, the school contact the parent. If we receive no response; we must notify DCF. **No one will be released after 3:45 p.m. Be on time! Stay all day!**

MEDICATIONS

Medication can only be given at school with a written statement signed by the doctor and parent.

Please remember this includes prescription as well as over-the-counter medications. (This includes: Tylenol, cough drops, eye drops, and so on.) Please contact our nurse for the medication form. NO student having an infectious or contagious disease shall be admitted to school. The student should be Fever Free for 24 hours before returning to school.



DENTAL EXAMINATIONS

Each pupil should visit their dentist at least once a year and should return a Dental Care Card signed by the dentist. Those children who do not return this card will receive a dental screening at school. This screening should not take the place of a dental examination in the dentist's office.

School Hours: 9:00 am – 4:10 pm. Drop off times are between 8:45-9:00 am. PreK, KG, 1st, and 2nd will be at the front of the school. 3rd, 4th, and 5th will be on the south side. Breakfast at Linwood will be in the classroom starting at 8:50am when the doors open. If your child is on school grounds before that time, there is not any supervision for them. Elementary children are not legally to be left alone, we are obligated to report them to the Wichita Police Department for safety reasons. Children are not to be on school grounds before 8:45 for drop off!

BREAKFAST AND LUNCH PROGRAM

Breakfast and lunch will be FREE again this year for all students. We still ask that you fill out the free or reduced lunch application forms online. These forms still determine a child's eligibility for free/reduced status for other things.

PUPIL PROGRESS REPORTS

Progress Reports:

Progress Reports are available to students at the conclusion of each nine week period of instruction on ParentVue. Please call the office if you need assistance with accessing these.

Parent-Teacher Conference:

We will host two parent-teacher conferences during the year. You will have the option of doing your conference virtually or in person. At that time we ask that you DO have your child with you at their conference.

Additional conferences can be held at the request of the teacher or parents.



IMMUNIZATION RECORDS

The Wichita Public Schools require, as does Kansas Law, that new pupils be immunized before they are allowed to start school. You are required by law to present a signed Kansas Certificate of Immunization (KCI form) to the school official. Since the complete schedule of immunization requires several months to complete, the first KCI form may only indicate that the immunizations have begun.

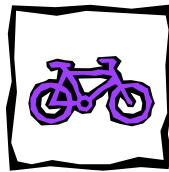
STUDENT SAFETY TO AND FROM SCHOOL

We are always concerned about student safety to and from school. Parents and students should discuss the following safety procedures:

- Cross at the crosswalks or corner of the streets.
- Children should not walk unescorted through the parking lot.
- Do not go between cars to enter a stopped car in the street.
- Walk on sidewalks whenever and wherever possible.
- Go directly home at school dismissal time.

If your child is not home within a reasonable time after school, please notify the school immediately. Any 3rd, 4th, or 5th grade student who wishes to ride a bike to school must communicate with their teacher. The school is not responsible for lost or stolen bikes.

- During dismissal, please wait for your child to come to you instead of mixing in with our classes.



STUDENT DRESS

Parents should use good judgment in sending students to school properly dressed. Some items of clothing may be unacceptable if they cause a disruption to the educational process. The principal and/or teacher will advise the students. Such items include, but are not limited to:

- Hats, ball caps, bandannas and other head gear.
- Tops exposing private areas
- Excessive hair color
- T-shirts advertising alcohol or tobacco products.
- Clothing containing inappropriate language or Gestures.
- Apparel associated with gangs or gang symbols.
- Anything that disrupts the learning environment.

Also, please consider the weather outside when dressing your child for school. Please be sure to send a jacket or coat when necessary.



ADDRESS AND

TELEPHONE NUMBERS

In case of an emergency, it is very important that the school office have each student's current address, phone number, emergency name and number. Please contact the school office with any and every change during the year.

Students will not be released per phone notification to anyone not on their emergency contacts. We must have it in writing. Please update your emergency contacts throughout the year as necessary.

DISMISSAL OF STUDENTS DURING THE DAY

If a student is to be dismissed during the day, **they must be checked out in the office by an adult.** Teachers will not release students to anyone at the classroom. NO student will be released to anyone person who is not on that child's specific pick up list. Please keep your pick up list updated.

LATCHKEY INFORMATION

Latchkey Hours - 6:30 a.m. – 6:00 p.m.
Fees vary considering hours and pay status, please contact someone at the school at 973-8100 for more information.

CLASSROOM VISITATION

Please contact our office for current status on visits and school entry. Visits will be subject to current health assessment. For the safety and welfare of the students, all visitors must report to the office before going further into the building. Also, please communicate with the teachers in advance so that parents are aware of the times students will be in their rooms. All meetings must be scheduled in advance. Children not enrolled at Linwood are not permitted to visit classrooms unless accompanied by an adult.

SCHOOL PARTIES

One party per semester for each room can be planned, not to interrupt instructional time. Teachers should coordinate plans with the room parents at least one week in advance. Parties will be held at the teacher's discretion. Parents wishing to bring treats for their child's birthday must consult with the teacher beforehand. Please **DO NOT** ask that party invitations or other materials not pertaining to school functions be distributed in the classroom.

LOST AND FOUND

A lost and found area is kept at school. Please encourage your child to check this box if he or she has lost something. Please plainly mark each item your child brings to school. **The lost and found will be disposed of at the end of each 9 weeks.**

VOLUNTEERS

Be a School Volunteer

School volunteers are a vital part of the Linwood **TEAM**. Volunteers are needed for tutoring, mentoring, projects, field trips, etc. Follow up with the office to learn more.

SITE COUNCIL

Linwood Site Council is composed of parents, community and business representatives and staff. The council gives ideas and support to the administration and staff to benefit all students. Meetings are open and parents are encouraged to attend.

BEHAVIOR EXPECTATIONS

All Students have the right to learn in an orderly environment. We expect students to use care, common sense, consideration, cooperation and courtesy in making choices about positive behavior.

In addition to the policies set forth by the Wichita School Board, students will be expected to follow the following school expectations:

- Each student is responsible for his/her own behavior.
- Each student will respect the property, person and ideas of others.
- Each student will speak and treat others with courtesy.

Students who choose to violate school and classroom expectations may have the following outcomes:

- Loss of privileges
- Conference with principal
- Conference with parent
- Detention after school
- Making restitution for damage
- In-School suspension
- Suspension from school
- Potential hearing

WEAPONS

According to Wichita School Board Policy, Possession of a weapon (or replica) on school property is prohibited. Any student found with a weapon or replica at school will be dealt with accordingly. The school principal is required to schedule a hearing for that student to determine the outcome.

Adult Check In

We use the Hall Pass system to check every adult who enters the building. Please be prepared to bring driver's license when entering the building. You will receive a badge that must be worn at all times.

IMPORTANT MESSAGES

TOYS, GAMES, AND ELECTRONIC DEVICES

Unless students have teacher permission, all personal toys, games and electronic devices are not to be brought to school. Any personal toys, games or electronic devices brought to school without teacher permission, will be kept in the principal's office and may be picked up by the parent at any time.

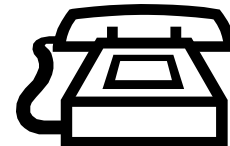
MONEY

Please do not allow your child to bring any money of any kind to school, unless there has been prior communication with the teacher verifying we are doing sales or a field trip. The school is not responsible for lost or stolen money.

TELEPHONE

Be sure to make all of your arrangements with your child for the day in the morning before they leave for school. Once school has started, we will not pull a child out of class while learning to take phone calls. The office staff is instructed NOT to transfer calls to a teacher's classroom during school hours. This interrupts the entire class from learning. We can send emails to teachers conveying your message. Teachers will respond at their convenience. Thank you for your help in this matter.

Cell Phones are to be given to the classroom teacher during the school day.



P5116 EMERGENCY SAFETY INTERVENTIONS

BOARD POLICY:

The use of seclusion or physical restraint when any student presents an immediate danger to self or others or, in certain instances, is engaged in the violent destruction of property ("emergency safety interventions" or "ESI") must be performed in accordance with K.A.R. 91-42-1 and 91-42-2. Every effort will be made to prevent the need for the use of restraint or seclusion, which should only be employed where less invasive alternatives are infeasible. Restraint or seclusion is never to be used as punishment or discipline, as a means of coercion or retaliation, or as a convenience. This policy will be posted on the district's website and will be included within the school code of conduct.

