

Parkwood Panthers



2018-2019
Handbook



Parkwood Elementary School

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Tim Pecoraro, Ed.D., Superintendent of Schools
Melissa Yount-Ott, Principal

Dear Students and Parents,

At Parkwood Elementary, we strive to ensure the best possible educational experience for every Parkwood student! When families and school staff work together, each child is nurtured and supported through many positive experiences. This handbook is intended to introduce you to school policies and practices designed to foster a caring, safe, and organized environment where your child can achieve success intellectually, emotionally, and socially. We encourage you to read this handbook & discuss it with your child(ren). We want you to be informed and involved in your child's school, its programs, policies, and activities.

The student handbook may be viewed on the Parkwood website at <http://pw.psdr3.org>. You may request a hard copy from the school office.

Parents are welcome at Parkwood. We invite you to become actively involved in classroom volunteering and our PTA. If you have any questions or concerns, feel free to contact the Parkwood office.

Welcome to Parkwood!

Your partner in education,

A handwritten signature in black ink that reads "Melissa Yount-Ott". The signature is written in a cursive style with a long, sweeping underline.

Melissa Yount-Ott
Principal

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SCHOOL HOURS

Grades K - 5:

8:30 a.m. Students enter the building.

8:50 a.m. School day begins.

3:35 p.m. Students are dismissed, school day ends.

ARRIVAL/DISMISSAL PROCEDURES

Arrival:

Students may enter the building when the 8:30 bell rings (students may NOT be dropped off prior to the 8:30 bell as no supervision is available). School begins at 8:50 a.m.

1. Parents dropping off their child in the morning should enter the lower parking lot. Keep left and pull around the lot stopping at the end of the guard rail. Staff members will be present to meet students as they exit vehicles and will escort them in through the lower entrance. Students should exit the REAR DRIVER'S SIDE door in order to not cross the path of traffic and ensure safety. Do not exit your car; staff members will assist. Once your child has left your vehicle with a staff member, it is critical that you pull away slowly to maintain the flow of traffic.
2. Parents who want to walk their child into the building will have to park in a designated parking space. There will be no parking in the front circle or any other non-designated parking area. You may escort your child into the main office. As a visitor, you must sign in at the main office if you wish to visit any part of the school after 8:50 a.m., including the classroom. Students cannot be dropped off in the front circle.
3. Buses will enter through the upper school lot and drop off students at the rear entry of the school. Staff will escort students into the building.
4. Students who wish to eat breakfast should enter the building and proceed directly to the cafeteria.

Dismissal:

School dismisses at 3:35 p.m. (early release days dismiss at 11:55).

1. Bus riders are escorted directly to the bus by their teacher.
2. Students enrolled in the YMCA Latchkey program will go directly to the multipurpose room.
3. Students being picked up must be enrolled in the Car Rider Program. Students will be escorted to parent/guardian vehicles lined up on the lower parking lot. In order for your child to participate as a Car Rider, the "Car Rider" form (available in the Parent Portal in PowerSchool) must be on file in the school office with a copy of your driver's license. You will be given a sign that must be posted in the driver's rear window. If you are interested in this program, please see the form in your Parent Portal or contact the office for more information.

4. If you need to change the dismissal for your child, this change must be made before 2:00 p.m, **in writing**. Please send your changes to **pwattendance@psdr3.org**. If you are picking your child up from school, you will need to do that before 3:15 p.m. If it is later than 3:15 p.m., you will need to be in the Car Rider lane. No pick-ups from the office will be allowed after 3:15 p.m.

WALKERS & BIKE RIDERS

For safety reasons, all children who are assigned to a school bus are expected to ride the bus to and from school. If a parent or guardian would rather have their child walk to, from, or to and from school, a request must be made in writing to the principal. The note requesting this change should list the dates the child will walk. If long-term permission is given, please indicate this on the Elementary Dismissal Plan form for your child.

Riding a bicycle to school is discouraged because of problems with safety and security. As with students who walk, written parent permission is needed for students to ride a bicycle to and from school. If a student must ride a bicycle to school, **a bike helmet is required by St. Louis County**, and a chain with a lock should be used. School personnel cannot be responsible for the security of bicycles nor the damage, which might be done to them.

EARLY PICK UP

If a student is to be picked up from school during school hours, parents/guardians are asked to please notify the office or classroom teacher, preferably in writing that morning.

Picking up a child during the school day may be done by a parent/legal guardian by signing the child out in the office. By intercom, your child's teacher will be notified that your child should report to the office. Please do not park your car in the front circle.

Students must be picked up prior to 3:15 p.m. ***No students can be signed out at the office after 3:15 p.m. in order to ensure a safe dismissal.***

If someone other than a parent is picking the child up from school, the person's name must be on file as an emergency contact in PowerSchool or a parent must submit in writing (secured form such as note with date & signature, email from email address on file, registered electronic communication with classroom teacher such as Dojo) to the office who has permission to sign the child out on that day. Identification will be requested with a photo ID of anyone picking a child up from school.

If a child is being picked up and will be transported by motor vehicle, the individual driving the vehicle must be able to produce a valid driver's license in order for the child to be released from school.

ATTENDANCE

Students may enter the building between 8:30 and 8:50 a.m. There is no adult supervision of students before 8:30 a.m.

Please remember that unless a student is ill, s/he should be in school for all school days. Parents are encouraged to call the school office before 9:00 a.m. when their child will be absent from school. The Parkwood Attendance Hotline number is 314-213-8115. If we do not receive a call from a parent by 9:00 a.m., the parent will be contacted using Pattonville's automated phone calling system to verify the student's absence from school.

Each school keeps accurate records of student hourly attendance as required by Missouri Law and in accordance with board policy JEDA-RE: Elementary Attendance Procedures

TARDIES

Students arriving to school late must be escorted into the office and signed in by an adult for attendance records. Students arriving after the 8:50 a.m. bell are considered tardy and must be signed in by an adult. Parents, please do not park in the front circle.

PATTONVILLE SCHOOL DISTRICT

EPS Code: JEDA-RE

ELEMENTARY ATTENDANCE PROCEDURE

In Pattonville it is our belief that...

1. Regular school attendance is an integral factor in school success.
2. Each day of school provides valuable experiences.
3. Daily interactions in the classroom cannot be exactly duplicated.

The purpose of the Pattonville School District attendance policy is to encourage regular and punctual school attendance. The Missouri Compulsory Attendance Statutes (RSMO.167.031-167.071) require all children between the ages of seven and sixteen years to attend school regularly. The parents or guardians are responsible for the attendance of minor children. Though it is recognized that absence from school may be necessary under certain conditions, excessive absences constitute a violation of the statute and are a class "C" misdemeanor, enforceable under Missouri's Juvenile Code.

Tardies:

Tardiness is the arrival to the classroom after the morning tardy bell rings. Parents or guardians of students who are tardy are requested to sign in the child upon arrival at school.

Absences:

1. Excused absences - Certain circumstances may cause a student to be absent from school.

Examples of these include but may not be limited to:

- *illness or hospitalization
- *death in the family
- *medical or dental appointment
- *religious observance
- *personal emergencies

2. **Unexcused absences** - Any absence which has not been duly reported to school authorities by parent or guardian.

3. **Excessive absences** - Whether excused or unexcused, whole day or partial day, excessive absences may adversely affect a student's performance, advancement, self-esteem and achievement. Typically, any absences above ten percent (10%) of the trimester (usually 5 to 6 days per trimester) would be considered excessive. More than five late arrivals (tardies) or early dismissals per trimester are considered excessive. Excessive absenteeism and late arrivals may result in the requirement of third party documentation (doctor, etc.) to determine an absence as excused.

Procedure for Dealing with Excessive Absences:

If a student's absences exceed 10% in a trimester, or the equivalent at earlier grading periods, the principal will send a letter to the parents to advise them of the problem. The school staff will work with the parents to understand the reasons for the absences or tardies and assist the parent in providing the support needed to improve attendance. If the absences are because of health concerns as documented by the family physician or psychological or social concerns as documented by family counselor, the child will be referred to a Care Team to consider accommodations and modifications that may assist the child in remaining productively connected to the educational curriculum.

If the absences and tardies continue beyond the 10% per trimester and the school staff have been unable to document medical, psychological or social concerns, the school Principal will report the attendance problem to the Department of Social Services, Division of Children's Services Hot Line, for suspected educational neglect, or to the St. Louis County Family Court for suspected truancy.

The Assistant Superintendent for Special Services will monitor implementation of this procedure.

Adopted: August 27, 1996
Revised: February 26, 2008

BEFORE AND AFTER SCHOOL RULES ON SCHOOL GROUNDS

Students should arrive at school between 8:30 and 8:50 a.m. and enter the building at that time.

Students are to leave school grounds when dismissed at 3:35 p.m. unless staying for a sponsored activity for which parent permission has been given in writing.

EMERGENCY SCHOOL CLOSINGS

Classes in the district are canceled only in case of emergency or extremely bad weather. Any decision to close schools in extremely bad weather will be announced using Pattonville's automated phone calling system. Announcements will also be made on the radio and local television stations. Please listen to one of the following radio stations or watch one of the following television channels:

KMOX 1120 AM

KTVI Channel 2

KMOV Channel 4

KSDK Channel 5

Announcements begin at approximately 5:30 a.m. School closings will also be announced on the district's website (*www.psdr3.org*) and on the following district social media accounts

Facebook: <http://www.facebook.com/PSDR3>

Twitter: @PattonvilleSD or <http://twitter.com/PattonvilleSD>

If you are a parents/guardian and did not receive a phone call on a day when school is closed due to weather, please verify your information in the online Parent Portal to ensure the district has the correct contact information on file for your family.

OTHER EMERGENCIES

Pattonville will use a number of ways to provide important information to Pattonville families about other emergencies or major school events. Depending on the situation, Pattonville may use e-mail, an automated telephone calling system, the district website, U.S. mail or the local media to keep families informed of important information. For this reason, it's important that all parents update the online Parent Portal with their most current phone numbers (home, work or cell phone). In addition, if parents wish to be notified via email of important information or updates, they should provide their email information as well. Pattonville will use the contact information it has on file in its student information system when communicating with parents.

EMERGENCY SITUATIONS AT SCHOOL

In case of a school emergency, (fire, tornado, earthquake, etc.), only a child's parent or guardian may take the child from school unless that parent or guardian has given written permission for another person to take the child.

Parkwood's Off-Campus Evacuation site is located at the *Holy Spirit*, 3130 Parkwood Lane. ALL STUDENTS MUST BE SIGNED OUT THROUGH THE MAIN OFFICE OR EMERGENCY MAIN OFFICE BY A PARENT OR GUARDIAN OR PERSON RECEIVING WRITTEN PERMISSION FROM THE PARENT OR GUARDIAN TO TAKE THE CHILD.

LUNCH

Lunches may be purchased by students in kindergarten through 5th grade for \$2.45 each day in the school cafeteria. Parents prepay money into their child's lunch account on the first day of school. Each student is issued a PIN that is used at the end of the lunch line and deducts \$2.45 from his or her lunch account.

Please put the check or cash in a labeled and sealed envelope. Please include pertinent information such as the child's name, teacher, and grade on the front of the envelope. Please put the child's name and room number on the check also. If you have more than one child at Parkwood Elementary School who will be buying his or her lunch, you may write one check to cover all of the lunches. Please list all children that are covered by the check on the check and envelope.

Many students bring a sack lunch or lunch box to school. Milk or juice may be purchased in the lunchroom for 50 cents.

The cafeteria serves a Type A meal which has five components. These include meat or a meat alternate, milk, grain, fruit, and vegetable. A choice of chocolate milk, or white milk is offered. A menu is sent home with the students each month. You can access nutrition and allergen information as well as the menu with pictures of food items and monthly newsletters at <http://www.psdr3.nutrislice.com>. A phone app is available also.

Parents who feel that their child may qualify for free or reduced lunch prices should complete the appropriate form (available under "Forms" in your parent portal online) and return it to their child's teacher who will forward it to the principal's office. Parents will be notified if their child is eligible for free or reduced lunches after they have submitted a completed application. Any student without a current, approved application will be charged full price for each school lunch. Please submit new applications early to allow adequate processing time.

If a child has no money in his or her account, he or she may charge her or his lunch. A student who has accumulated six unpaid meal charges and is still unable to pay for meals may be provided an alternative meal. Alternative meals will be on the regular serving line and will be available to all students as an alternative to the regular meal. A notification of the total charged lunches will be sent home with the child. We appreciate the repayment of lunch loans promptly. Accounts can be set up at myschoolbucks.com for online payments.

BREAKFAST

Through the school Breakfast Program, students can receive a no-cost breakfast in the school cafeteria between 8:30 and 8:50 a.m. Breakfast is planned to meet 25% of student daily food requirements. It consists of milk, grain and/or meat, and fruit or juice.

CHANGE OF ADDRESS AND/OR PHONE NUMBER

Please keep your Parent Portal in PowerSchool updated if there are changes of address, phone number, work phone number, or emergency phone numbers. Updates must be made by the parent or guardian in the Parent Portal only. Keeping this information current ensures that the school can properly contact you in case of emergency. Parents are expected to enter and maintain a minimum of 2 emergency contacts in the Parent Portal.

PARKING

Limited space is provided for visitors to park on the staff parking lots of the school. We have both an upper and lower parking lot, and we ask that you please not park in the front circle during school hours. This is a designated No Parking Zone. Also, please reserve the handicapped spaces for individuals with a handicapped license plate or handicapped sign displayed.

VISITORS AND VOLUNTEERS

All visitors and volunteers are expected to report to the office. Visitor and volunteer badges are to be worn after signing in on the iPad in the office. Persons not wearing any identification will be asked to sign in at the office. No exceptions. Please understand that this is district policy to ensure the safety of our students.

Parents are always welcome to visit their child's school and watch their child at work in the classroom. **Parents must schedule an appointment with the teacher at least one day before the visit.**

If parents need to meet with a teacher, he or she will be required to schedule a meeting. To protect instructional time, parents will not be allowed to drop off items in the classroom when school is in session.

We must ask that parents and other visitors not go to the playground area while children are at recess.

Parent Volunteers

If you wish to volunteer your time at Parkwood, we would be happy to find just the right place for you! Parents may help in the Library Media Center or the classroom. These opportunities are available on either a regular basis or on a short-term basis. Contact the classroom teacher or the librarian to arrange volunteer times.

Pattonville requires all volunteers to complete a background check. Volunteers who meet one or more of the following criteria will need to complete the confidential volunteer background screening every three years:

- Volunteer will have contact with students, such as working with students in the classroom (this does not include supporting school parties or attending school events when the teacher is supervising students)
- Volunteer has a regular and ongoing assignment at the school - such as working in the library, serving on PTO/PTA, or assisting the classroom
- Volunteer will be off campus with students - such as on field trips
- Volunteer is a mentor or tutor to a student(s)
- Volunteer helps with a before/after school club or student organization

In the event that there are concerns related to a volunteer's background screening, the director of student services will contact the volunteer and have a confidential conversation to determine next steps. An individual with a background screening issue will not automatically be disqualified from volunteering in the district, as we will consider each situation independently.

The success of our school community greatly depends on the work of volunteers! If you have any questions regarding the background screening process, please contact the Pattonville School District Student Services Office at (314) 213-8090

Volunteer Checklist

(NOTE: Both must be completed and turned in order to finalize the background check)

Online Screening Form

Complete and submit the online screening form via the following web link:

<http://www.applitrack.com/pattonville/StartForm.aspx?id=21726408>

Missouri State Highway Patrol / Missouri Department of Social Services Request for Child Abuse or Neglect / Criminal Record Form

Complete and return the Missouri State Highway Patrol / Missouri Department of Social Services Request for Child Abuse or Neglect / Criminal Record Form to the receptionist at the Pattonville Learning Center or to your child's school. Please note that it may take slightly longer to process forms returned to your child's school. The form can be downloaded via the following web link:

<http://www.psdr3.org/newsinfo/pdf/centralregistrysearch.pdf>

FIELD TRIPS

We believe that educational field trips often enhance the program of instruction and add much to the education of the child. Parents of students who are eligible to participate in field trips will be notified by their child's teacher of the activity and shall approve the student's attendance and participation in the field trip. If a parent fails to give permission for their child to participate in a field trip, the child will remain at school. All school rules concerning student conduct and bus safety are adhered to on student field trips. It is Parkwood's practice that siblings are not allowed to attend field trips at any time.

ROOM PARTIES

Each classroom may have three parties during the school year with parents assisting. Parkwood allows a Fall Party, a Winter Party, and a Spring Picnic. Teachers are in charge of their classroom at all times. Parents can help with refreshments, crafts, quiet games, and clean up after the party.

Your child's teacher will be contacting you about the room parties to seek your help in making these parties enjoyable for your child.

BIRTHDAY CELEBRATIONS AND INVITATIONS (PLEASE READ**)**

Parkwood Elementary has a new approach to celebrating birthdays this year. Starting in the 2018-2019 school year, Parkwood Elementary will celebrate birthdays in several ways that will ***no longer include treats or items from home.***

We know that for many families and students, celebrating birthdays is an exciting tradition. Starting this year at Parkwood we will be celebrating birthdays in the following ways:

- Birthday student will be recognized on announcements
- Birthday student will receive a ribbon from the office
- Birthday student will be recognized at lunch
- Birthday student will have a special role in their specials class
- Birthday student will receive a gift certificate to the school store

All students that celebrate birthdays will be recognized during the school year. ***All August birthdays will be recognized in August. June/July birthdays will be celebrated in May. If you prefer your child not be recognized on his or her birthday, please let their teacher know.***

The office will no longer accept birthday treats/items, any items sent to school will be returned (unused) at the end of the day.

We appreciate your support with this transition. Working together, we can acknowledge every child that celebrates his or her birthday, and also respect instructional time, student health/safety and the many different cultures represented at Parkwood.

Parents may have birthday invitations passed out at school ***as long as the entire class is invited to the party.***

STUDENT DRESS

Appropriate dress and grooming are the responsibility of parents and students using the following guidelines:

1. Students should be clean and in keeping with health, sanitary, and safety requirements when they come to school. Please refer any concerns to the nurse or office.
2. All students must wear shoes, boots, or other types of footwear that serve to protect the child's foot and help the child walk or run safely. We recommend tennis shoes and discourage open toed or loose fitting sandals. Heelies and shoes with LED lights are not allowed due to safety concerns.
3. Students should wear clothing that does not disrupt the teaching/learning process or cause undue distraction within the school.
4. Brief clothing with undue exposure of skin is not permitted. For example, shorts should be close to fingertip length. Tops need to have at least a one-inch wide strap and the midriff should remain covered even with raised arms. See-through clothing worn without proper undergarments are considered inappropriate. Biker shorts or leggings must be covered with other shorts or clothing. All clothing must be worn as it is designed to be worn. All pants, jeans, or shorts should fit snugly at the waist.
5. Articles of clothing with insignias or slogans that are offensive or inappropriate within the school setting are prohibited. This includes clothing and accessories advertising tobacco, liquor (including beer), drug paraphernalia, or inappropriate pictures of sports persons or famous personalities.
6. No head coverings are allowed unless they are part of a school sponsored activity, such as Hat Day, or for religious reasons.

When, in the judgment of the principal, a student's appearance or mode of dress disrupts the educational process, or constitutes a threat to health and safety, the student may be required to make modifications. If modifications cannot be made by the student at school, a parent will be called to provide an appropriate remedy.

STUDENT SUPPLIES

Supply lists are posted in the Parent Portal and on the school website. You can also come to the office and get a copy of the supply list. Please do not use backpacks with wheels. Parkwood's web address is <http://pw.pedr3.org>

PERSONAL PROPERTY

As a general rule, students should not bring toys, balls, or iPods, MP3 players to school unless given specific permission to do so. Knives, fireworks, toy guns, and other items, which could injure the child or others, are strictly forbidden on school grounds and will result in serious consequences. Please review the Student Behavior Handbook.

The teacher or principal will keep any toys brought to school without permission until parents come to school to retrieve them. Items brought to school, which are hazardous or dangerous, may necessitate a parent conference with the principal.

Cell phones are discouraged at school. However, if cell phones are brought to school, they must be turned off and placed in the student's backpack. If a cell phone is seen or heard, it will be sent to the office and the parent must come pick it up. The school is not liable for lost or stolen cell phones.

LOST AND FOUND

Parkwood Elementary School has a lost and found located outside of the cafeteria. If your child has lost something, please check the Lost and Found. Often parents check for lost items at PTA Meetings and during our Parent-Teacher Conferences.

We recommend you mark all coats, hats, book bags, lunch boxes, etc. with your child's first and last name using a permanent ink marker.

STUDENT BEHAVIOR

At Parkwood, we strive to maintain an orderly atmosphere within the school. Maintaining an orderly school environment is approached in a positive manner by teachers and staff. School and classroom rules and expectations are clearly communicated to students and their parents through written communication and careful

explanation. When students comply with rules and meet or exceed expectations, they are praised and rewarded for their behavior.

When rules are broken and consequences result, every effort is made to ensure that these consequences are logical and reasonable. Consequences are administered fairly, consistently, objectively, and in a manner that maintains student dignity.

A copy of the Pattonville School District K-8 Behavior Guide is available under “Forms” in your parent portal inside E-Registration. ***Parents are strongly encouraged to read these policies and the behavior guide***, and share the information with their children.

BUS SAFETY RULES

Students are assigned to a bus and may not ride a different bus.

The majority of Parkwood students ride the school bus to and from school. Our foremost concern is child safety. **Parents are asked to please read the bus safety rules very carefully with their children so everyone understands the expected behavior of bus riders.**

When dismissed, students must go directly home from the bus or school.

If all students observe these rules carefully, the buses will be a great service to everyone concerned, and it will be a pleasure for a child to ride on them. Transportation may be denied to those students who fail to observe our safety rules. Additional bus rules may be found in the Student Behavior Guide, which is found in your parent portal online.

In order to avoid missing the bus, students and parents are encouraged to be at the bus stop at the same time each day. Students should arrive at the bus stop five minutes prior to the usual arrival time and be prepared to remain for five minutes after in case traffic or other issues interfere with usual arrival times.

When you get off the bus at school and at home, allow those closest to the front of the bus to exit first. This is the fastest and safest way for everyone to exit the bus.

Please read the following rules carefully so you can do your part to keep the bus safe and enjoyable for everyone:

- ❖ Be on time, arrive 5 minutes early at your bus stop and stay there until the bus arrives.

- ❖ Wait for the bus on the sidewalk, not in the street. Do not stand on the porches or steps of other people. Line up to board the bus. Do not push or crowd the other students.
- ❖ Wait for the bus to come to a full stop before getting on or getting out of your seat if you are already on the bus.
- ❖ Report any damage of seats or windows to the driver as soon as you can.
- ❖ Do not eat or drink on the bus. Put any trash in the container near the bus driver's seat.
- ❖ Students who must cross the road after leaving the bus, or to board the bus, shall cross in front of the bus and only upon the signal given by your bus driver.
- ❖ Do not destroy or damage surrounding property. Do not throw rocks or anything at the bus or other students.
- ❖ Keep your back against the back of the seat and your bottom against the seat bottom. Feet are kept on the floor and hands are kept to yourself. Keep possessions out of the aisle.
- ❖ Keep arms, hands, and your head inside the bus at all times. When windows are down, refrain from calling out to people as the bus passes.
- ❖ Speak to those near you in a normal tone. There is to be no shouting to others on the bus.
- ❖ Students who damage the bus will have to pay to repair the damage. If something is damaged when you arrive at your bus seat, report the damage to your bus driver as soon as you can safely do so.
- ❖ At bus stops and while on the bus, the bus driver is in charge. Profane language, name calling, and disrespect to the driver is not tolerated.
- ❖ Remember that from the time you leave home in the morning until you return home in the afternoon, you are expected to behave according to school and bus rules. Inappropriate behavior will result in a bus referral and appropriate consequences as determined by the principal and/or the transportation department.

Parents, please stress the importance of following these rules so that your child and others can safely ride the school bus.

DISCIPLINE CODE

The Parkwood School Community has always been proud of the positive interactions between students and staff. As a staff, we want to further this goal by helping children learn the necessary skills to achieve school success. Our school will continue to use an approach based on research from the Positive Behavior Intervention Supports (PBIS) as one component of our school-wide Comprehensive Three-Tiered Intervention System. The purpose of the program is to approach expected behaviors from a teaching model.

The primary expectations are: BE RESPECTFUL, BE RESPONSIBLE, BE A LEARNER. The general behavior rules for Parkwood are below - (Minor variations might occur at various classroom levels due to student input, the age of the students as well as their maturity level.)

GENERAL SCHOOL RULES

Expectations for Hallway Behavior

- W. Walk in a line.
- A. Always stay to the right.
- L. Look straight ahead.
- K. Keep hands, feet and other objects to yourself.
- S. Shhhh!

Expectations for the Cafeteria

1. Wait in line quietly.
2. Use good table manners.
3. Speak to table neighbors in a quiet voice.
4. Stay seated.
5. Raise hand for help.
6. Throw trash away when dismissed.

Expectations for the Bathroom

1. Talk quietly.
2. Flush, wash, leave.
3. Throw paper towels in trash can.
4. Turn off water when finished washing your hands.

Expectations for the Playground

1. Play safely (no pushing, grabbing or tripping).
2. Use equipment the correct way.
3. Stay in designated area.
4. Follow directions.
5. Line up orderly and quietly.

Expectations for the Bus

1. Remain seated (back-to-back, seat-to-seat, feet on the floor and hands to yourself).
2. Follow directions.
3. No food or drinks.
4. Talk quietly.

Students may not have in their possession any weapon or object which could cause injury to themselves or others. This includes, but is not limited to, fireworks, knives, matches, chains, sticks, firearms, bows and arrows, darts, etc. **This includes toys and 'look like' weapons, or students acting out that they have a weapon.**

Stealing or attempting to steal school property, private property, or other personal belongings will not be tolerated.

No student shall use, possess, sell, or transfer any form of drugs, narcotics, alcoholic beverage, or controlled substance. A student may, under the direction of a medical prescription and in keeping with the Pattonville School District medication policy, use medication from a registered physician.

Respectful behavior toward adults and fellow students is expected at all times.

No child is to leave a classroom, school, or the playground area without permission from the person who is in charge. Students are not permitted to leave the school unless signed out by a parent or guardian.

Children are allowed to use the school phone in the office only under extreme emergency. Permission from the child's classroom teacher must be given before the child may come to the office to use the telephone.

CONTACTING TEACHERS

If parents wish to talk with their child's teacher, we encourage them to call and leave a message on the teacher's voicemail so that s/he can return the call before/after school, at lunch, or during a planning period. Phones will not ring into the classrooms during the instructional time in order to avoid distractions. Teachers have phones in their classrooms so they can return your call when they are free. Parents may also send a note or email to the teacher in place of a phone call. Staff email contact information may be found on the Parkwood website. <http://pw.psd3.org> All teachers at Parkwood utilize ClassDojo for daily parent communication. Parents are strongly encouraged to sign up and utilize Dojo (info. sent home by classroom teacher; <https://www.classdojo.com/>) to maintain two-communication between home and school.

Please do not interrupt instruction to talk to teachers. This includes AM arrival time when teachers need to be greeting students and preparing for the start of the day.

PARENT-TEACHER CONFERENCES

Conferences are scheduled during the school year at the end of first and second trimesters for students in Kindergarten through fifth grade. Teachers may request a parent conference any time they have a special concern for a student. Likewise, parents may ask to speak to their child's teacher should they have a concern. We encourage parents to request a parent-teacher conference any time there is a need or concern.

GRADING SYSTEM

Parents receive student progress information at the end of each trimester of school. Student grades are based upon student achievement for their grade level assignment at the end of each trimester. All teachers at Parkwood also utilize SeeSaw to maintain online, electronic portfolios of student work. Parents are highly encouraged to sign up for SeeSaw (info. sent home by classroom teacher -- https://app.seesaw.me/#/login?force_login=signup) in order to regularly view your child's work samples. You can even comment to your child and his/her teacher!

HOMEWORK PHILOSOPHY

We believe homework is a positive and engaging activity for students. Homework also serves as a means to teach students self-expression and about fulfillment of personal responsibility.

Homework is viewed as:

1. Extending activities beyond the regular school day.
2. A family opportunity and responsibility.
3. A chance for students to be self-directed, independent thinkers and wise decision makers.
4. A means for students to be better prepared to succeed in class and in life.
5. Preparation for students to develop the skills and attitude toward homework that will aid them in achieving their future academic goals.

Homework is an extension of class. Time and effort, both at school and at home, are required to attain the goals of the educational program. Homework is a learning activity

which should increase in complexity as the student's maturity grows. With increased maturity, learning becomes more of an independent activity. Students receive homework at their teacher's discretion. Homework may include the following:

1. Work which can be done at home to help students catch up after an extended absence.
2. Work which students have failed to complete during the school day.
3. Occasionally students are asked to complete assignments at home that cannot be done at school. ie. Clipping magazine pictures, interviewing a family member, or other such activities.
4. Home study such as viewing selected TV programs, researching a topic at the library, etc.
5. At times, extra drill and practice is needed on routine fundamentals. Homework can reinforce concepts that have already been taught in school.

Students should understand that homework is a part of the regular school day and can become a significant extension of the day.

Parents can help by providing good home study conditions. Regular study hours help students develop a good homework routine. Choose a time that is convenient and when your child is alert. The length of study time may increase with student progress. Choose someplace with good lighting, as little noise as possible, and provide the necessary supplies (paper, pencils, erasers, dictionary, etc.). Parents should remind children to place homework in their backpack after completion.

COUNSELOR

The Parkwood Elementary School counselors are involved in many aspects of the school and education program. They are responsible for testing students, both individually and using group tests.

The counselors also work with teachers to meet specific needs of individual students.

Our counselors are available to work with individual students as needed and can refer parents to outside resources if a child or family has a particular need. Please feel free to call our school counselor with any questions or concerns about the guidance program or your child.

LIBRARY MEDIA CENTER

Students visit the school Library (Library Media Center - LMC) with their homeroom class regularly each week. In addition, individual students may go to the LMC as needed. Students may check out books, which must be returned before the student is permitted to check out additional books or magazines.

Students with overdue library materials will receive written notice to return the materials. Books must be cared for to prevent damage from weather, food, pets, etc. Fines for lost or damaged materials will remain on student accounts until paid.

SCHOOL PUBLIC RELATIONS

From time to time, pictures are taken of students to be used by the local newspapers and television stations involving Parkwood and the Pattonville School District. If you would prefer your child's picture not be taken and used for these purposes, please complete the media exclusion permission in your Parent Portal to indicate this. This permission must be completed each year.

STUDENT TRANSFERS

Any student transferring to another school must turn in all books, library books, and supplies, as well as pay any fines or for any damages due before a report card or transfer of records will be forwarded to the new school. A note from the child's parent should be sent to the principal informing her of the last day of attendance at Parkwood Elementary School and the name of the new school the child will be attending.

PHYSICAL EDUCATION

Instruction in a variety of developmental physical education activities is provided for all students beginning in Kindergarten. All students are required to participate in physical education classes unless excused with a parent note (for up to 3 P.E. classes) or with a written doctor's order.

Children are asked to wear clothing appropriate for physical education activities on P.E. days. Rubber soled shoes are a requirement.

RECESS

Outdoor recess is scheduled each day of school. Parents are asked to send their children dressed in clothing appropriate for outside temperatures and outside play. Indoor activities are planned during inclement weather when children cannot be outside.

Students are expected to bring outwear to school for cold weather. If a child does not bring appropriate outwear, staff may choose to temporarily provide item(s) from Lost and Found for the duration of the outdoor period. If a child cannot be provided appropriate outwear, parents may be contacted by phone to provide appropriate attire.

After an illness, a child who presents a written request from a parent may stay inside for recess for up to one week. Beyond that, a written request from a doctor is required.

HEALTH SCREENING

Children are screened for vision concerns in 1st and 3rd grade. Children are screened for hearing problems in grades Kindergarten, 1st, 3rd, and 5th. All new students to Parkwood are screened for vision and hearing.

Parents will be notified in writing if a problem or difficulty is experienced in vision and/or hearing during screening.

MEDICINE AND HEALTH INFORMATION

See School Medication Policy at the end of this section.

It is Pattonville School District's policy that "over the counter" medications will only be dispensed by school personnel with written authorization from medical provider and parent.

When a physician feels it necessary for a child to have a prescription medication at school, the following procedure should be followed:

1. Medication must be in the proper container with the pharmacy label showing:
 - a. Name of child
 - b. Name of medicine
 - c. Dosage and schedule of administration
 - d. Physicians name
2. Send written parent permission for the school nurse to administer medication.
3. It is strongly recommended that medicine be brought to school by parents.
4. Long-term medication must be accompanied by a physician's written order.
5. The first dose of any medication will not be administered at school.
6. No child is to supply medication to another student.

7. The school district may refuse to administer any medication not approved by the Federal Drug Administration or any medication with greater than recommended doses.

***Note: Many pharmacies are willing to prepare an extra prescription container for use at school when necessary.*

COMPLETE IMMUNIZATION RECORDS

Complete immunization records must be on file in the Nurse's Office on the first day of student attendance. Missouri law states that students not in compliance on the first day of attendance will be excluded from school. The immunization record must include the day, month, and year the immunizations were given. Any objection to the immunizations required by law must be submitted in writing to the school nurse along with proper documentation from the Department of Health signed by a doctor.

ILLNESS AT SCHOOL

If a child becomes ill at school, parents are contacted and the child is sent home. If a parent cannot be reached, the person(s) designated on the Emergency Contact section of the online Parent Portal may be called to care for the child until a parent can be found. It is expected for a sick child to be picked up within an hour. Failure to pick up a sick child in a timely manner may result in school personnel contacting local police and/or Children' Division.

For your child's well-being and safety, please be sure the school office has at least two emergency phone numbers to call in case parents cannot be reached and an emergency arises.

Please send a note to the school nurse if your child is allergic to any food so all staff & foodservice can be made aware of your child's needs. We may need a doctor's order.

The illnesses below are some special health concerns from our school nurse:

ASTHMA Any child with Asthma or another potentially life-threatening respiratory illness must have an Asthma Action Plan on file in the nurse's office. A current plan must be placed with the nurse each year.

CONJUNCTIVITIS (Pinkeye) Symptoms usually include eye inflammation, matting, and discharge. The child should remain out of school until all symptoms have disappeared or until written permission is received from a physician.

CHICKEN POX Chicken pox begins with a sudden onset of mild fever, and a rash of superficial raised pimples will arise on the second day. These will soon become filled with clear fluid. Later, scabs form. The rash may continue to appear for several

days. The child may return to school when temperature free and all scabs are dry (7-10 days usually).

MEASLES: Rubeola (10 day or 'hard' measles) begins with a fever, hacking cough, and cold type symptoms of eyes and nose followed by dusky-red blotchy rash on the face that spreads rapidly over the body. The child must remain at home seven days after the rash appears.

Rubella, Roseola (3 day or German measles) is a mild disease with a rash which usually lasts three days. When the rash appears, the child should remain home for 3 days.

MUMPS: Fever, nausea, or pain when chewing or swallowing may be the first symptoms. Chills and headache follow with swelling about the angle of the jaw and front of the ears. The child may not attend school for nine days after the swelling begins.

FIFTH DISEASE: Usually the only symptom is the appearance of a rash with possibility of a slight fever. The child may return to school when fever free for 24 hours. The rash may continue up to 5 weeks.

STREPTOCOCCAL SORE THROAT: Sudden onset of sore throat and fever. A fine rash may appear on the child's neck, chest, folds of the elbows and groin within 24 hours. Exclusion from school until antibiotic treatment is begun and the child is free from fever.

SKIN LESIONS: Children suspected of having impetigo or ringworm should not be in school until a written note is received from a physician stating that the child is receiving proper medical treatment and may return to school.

TEMPERATURE: A child with a temperature of 100 degrees or higher will be sent home and should not return to school until the temperature has remained normal for at least 24 hours without the use of fever reducing medication. Children who are nauseated and vomiting will be sent home from school.

HEAD LICE: Children with head lice will not be readmitted until treated. A letter to the parents or legal guardians will be sent home with each child who is found to have head lice. Students may return to school after treatment of head and home environment is completed. Parents must have proof of treatment (dated sales receipt or label from product) and be checked by our school nurse before the child will be readmitted to class. Retreating the child and home in 7 days is highly recommended.

PATTONVILLE SCHOOL DISTRICT EPS

Code: JHCD-R
District Code:
B820

ADMINISTERING MEDICINES TO STUDENTS

Elementary

It shall be our practice that "over-the-counter" medications will only be dispensed by school personnel with written authorization from medical provider and parent. When a physician feels it is necessary for a child to have a prescription medication at school, the following procedure should be followed:

1. Medicine must be in the proper container with the pharmacy label showing
 - a. Name of child
 - b. Name of medicine
 - c. Dosage and schedule of administration
 - d. Physician's name
2. A written request from the parents giving the school permission to administer medication
3. It is strongly recommended that medicine be brought to school by parents
4. Long-term medication must be accompanied by a physician's written order
5. The first dose of any medication will not be administered at school.
6. No child is to supply medications to any other students.
7. The school district may refuse to administer any medication not approved by the Federal Drug Administration or any medication with greater than recommended doses.

NOTE: In order to make this procedure easier for parents to follow, many pharmacies are willing to prepare an extra prescription container for use at school when necessary.