

# Student/Parent Handbook



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2016-2017  
Robert Drummond  
Elementary

Pattonville School District

## 2016-2017 Board Areas of Emphasis



The Pattonville School District Board of Education is committed to providing exemplary educational opportunities for **ALL** children. In order to accomplish this goal, quality professional development must be provided for all staff (new and experienced). Partnerships with parents, business leaders, and district patrons must continue to be actively developed in order to engage the entire community as the district strives for educational excellence. In addition to the above, the Board has adopted the following **Areas of Emphasis** for the **2016-2017** school year:

- ◆ All students will continue to improve their performance on all measures of academic achievement.
- ◆ Curriculum and instructional practices are research based and support students becoming proficient learners.
- ◆ Proactive strategies will be implemented to promote continued improvement in student responsibility, citizenship, and overall character with an emphasis on building relationships and an understanding of socioeconomic, cultural, and ethnic differences.
- ◆ Safety for students, staff, and community will continue to be evaluated and improved.
- ◆ Parents, staff, and students will continue to develop, modify, and implement school improvement plans based on data and research.
- ◆ The District Technology Plan will continue to be updated and implemented as appropriate.
- ◆ The District Facilities Plan will be updated as appropriate and implemented utilizing bond issue and district operating funds.
- ◆ The District Career Education programs will continue to become a more integral component of the total educational program.
- ◆ The District will continue to implement and revise a plan to increase the percentage of students involved in extra-curricular programs.
- ◆ District maintenance and grounds will continue to portray an excellent image of the district.
- ◆ The District will continue to use resources efficiently to address decreased revenues from state and federal sources.
- ◆ Continue legislative advocacy for public education.

*Board of Education Approved: June 28, 2016*



**This Parent/Student Handbook is provided for you to use as a reference guide throughout the school year. It is our hope that this handbook will prove helpful and informative. If you have any questions that are not answered herein, please call the school office.**

**Jason Van Beers, Principal**  
**Nicole Autenrieth, Assistant Principal**




**ROBERT DRUMMOND ELEMENTARY SCHOOL  
3721 ST. BRIDGET LANE  
ST. ANN, MO. 63074**

**Phone: 314-213-8419  
Attendance Hotline: 314-213-8519**

**Fax: 314-213-8619**

**Website: <http://drummond.psdr3.org/>**



**PATTONVILLE**  
SCHOOL DISTRICT  
THAT ALL WILL LEARN

Michael A. Fulton, Ed. D.  
Superintendent of Schools

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**Board of Education**

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# Table of Contents

## Robert Drummond Staff

### Map of Building

### School Procedures

- School Hours – Arrival
- School-Age Child Care Program
- Late Arrivals (After the 8:50 a.m. bell)
- Changing Child’s Mode of Transportation
- Dismissal – 3:35 p.m.
- Emergency Forms and Information
- Attendance/Attendance Hotline
- Homework Due to Vacation/Illness
- Visitors and Volunteers
- Contacting Teachers
- Supplies
- Textbooks
- Student Planners

### School Programs

- Report Cards/Progress Reports
- Parent/Teacher Conferences
- Recognition of Students
- Standardized Testing
- School Band/Orchestra
- Library

### School Services

- PTO
- Volunteers
- School Pictures
- Cafeteria Information
- Returned Check Policy
- Guidance Program
- Field Trips
- Emergency Closing/Early Dismissal

### Medical Policies

- Physicals
- Immunizations
- Medication
- Notes for Parents from the School Nurse
- When Your Child Has a Communicable Disease
- Do You Know
- Medical Emergencies

### School Discipline

### School Improvement Team

### Calendar of Events 2016-2017

**A COMMITMENT TO EXCELLENCE**  
**The Staff of Robert Drummond Elementary**  
**2016-2017**

<b>Staff</b>	<b>Position</b>	<b>Room No.</b>
Jason Van Beers	Principal	10E
Nicole Autenrieth	Assistant Principal	10G
Tamika Duncan	Executive Secretary	10
Teresa Jercinovic	Executive Secretary	10
TBD	Clerk	10
TBD	Nurse	14A
Carla Robertson	Counselor	28
Jackie Morton	Counselor	22
Carolyn Elliott	Art	426
Josie Cammarata	Art	414
Jessica North	Music	711
Joanna Todd	Music (DR & WB)	510
Windy Cushman	Physical Education	614
David Caldwell	Physical Education	614
Jacob Ferguson	Shared Physical Education	614
Christine Sutter	Academic Intervention Teacher	211
Laura Herrod	Reading Specialist	213
Amy Taylor	Reading Specialist	524
Michele Thrower	Reading Specialist	717
Judy Vitale	Reading Specialist	17
Kristen Webber	Reading Specialist	528
Mary Sosman	ELL	330
Melissa Grist	ELL	330
Drayton Paisley	District Technology	13
TBD	District Technology Specialist	13
Tammi Buckner	Library Technology Specialist	16
Victoria Wayne	Library Technology Aide	13
TBD	Library Clerk	16
Angela Huesgen	Instructional Specialist	16E
Officer Jackie Evans	D.A.R.E. Program	10

**Cafeteria Staff**

**Position**

Michelle Dirks	Food Service, Manager
Debbie Adams	Food Service
Sue Custer	Food Service
Glenna Evans	Food Service
Mary Jo Mansell	Food Service
Tracy Mellring	Food Service

<b>Classroom Teacher</b>	<b>Grade</b>	<b>Room No.</b>
Amber Callahan	Kindergarten	710
Brenda Kelch	Kindergarten	714
Damara Lashley	Kindergarten	21
Shelley McManus	Kindergarten	722
Kadie Willbrand	Kindergarten	718
Nicole Dye	1 <sup>st</sup> Grade	119
Karen Glendon	1 <sup>st</sup> Grade	112
Michele Lewis	1 <sup>st</sup> Grade	116
Amanda Starwalt	1 <sup>st</sup> Grade	120
Laura Witte	1 <sup>st</sup> Grade	115
Amber Wilson	1 <sup>st</sup> Grade	210
Ashley Burd	2 <sup>nd</sup> Grade	218
Debbie Foster	2 <sup>nd</sup> Grade	216
Julie Graham	2 <sup>nd</sup> Grade	226
Lisa Kickbusch	2 <sup>nd</sup> Grade	215
Jessica Robbins	2 <sup>nd</sup> Grade	224
Kourtney Cady	3 <sup>rd</sup> Grade	324
Danielle Francois	3 <sup>rd</sup> Grade	311
Brittany Garcia	3 <sup>rd</sup> Grade	314
Carley McClain	3 <sup>rd</sup> Grade	310
Anne Niklawski	3 <sup>rd</sup> Grade	316
Kathleen Terbrock	3 <sup>rd</sup> Grade	326
Amanda Denson	4 <sup>th</sup> Grade	415
Mindy Jackson	4 <sup>th</sup> Grade	425
Denise Kuse	4 <sup>th</sup> Grade	427
Amy Powell	4 <sup>th</sup> Grade	419
Ginger Roberts	4 <sup>th</sup> Grade	430
Sarah Carter	5 <sup>th</sup> Grade	511
Kimberly Dickinson	5 <sup>th</sup> Grade	521
Erika Hahn	5 <sup>th</sup> Grade	529
Samantha Shyken	5 <sup>th</sup> Grade	523
Jamie Sievers	5 <sup>th</sup> Grade	515
<b>ParaProfessionals</b>	<b>Position</b>	
Cynthia Fogelbach	Paraprofessional	522
Rebecca Gillming	Paraprofessional	522
Carole Marsden	Paraprofessional	522
Jackie McClain	Paraprofessional	522
Jennifer Reidelberger	Paraprofessional	522
Mallory Noble	Paraprofessional ELL	330
TBD	Paraprofessional ELL	330

<b><u>SSD Staff</u></b>	<b><u>Position</u></b>	
Lindsey Cottingham	Self-Contained Class Teacher	719
Kelsey Christophel	Self-Contained Class Teacher	411
Carole Garrett	Self-Contained Class Teacher	410
Mary Ann Byrd	Paraprofessional	310
Shareefah Fox	Paraprofessional	410
Traci Garrett	Paraprofessional	410
Carol Werle	Paraprofessional	310
Jennifer Farmer	Resource Teacher	327
Heather Koepke	Resource Teacher	327
Lori Zanitsch	Resource Teacher	325
Kari Marsh	Speech Itinerant	315
Holly Thomas	Speech Itinerant	315
Johanna Sobocinski	Speech/Language	315
Melanie Wagner	OT	410
Debbie Jovaag	SSD School Psych	24

<b><u>Early Childhood Staff</u></b>	<b><u>Position</u></b>	<b><u>Room No.</u></b>
Margie Justice	ECSE Teacher	23
Lora Monroe	ECSE Paraprofessional	23
Stacey Moton	ECSE Paraprofessional	23
Maddie Demas	ECSE Paraprofessional	23
Karen Gilbert	ECSE Paraprofessional	23
Kate Doveikis	SP/L Therapist	23
TBD	ECSE Teacher	29
TBD	ECSE Paraprofessional	29
TBD	ECSE Paraprofessional	29
TBD	ECSE Paraprofessional	29
TBD	ECSE Paraprofessional	29
TBD	ECSE Paraprofessional	29
Stephanie Sliefert	ECSE SP/L Therapist & PBIS	29
Trisha Buenemann	ECSE SP/L Therapist	23/29
Lisa Schulte & Dianne G'Sell	ECSE OT	23/29
Carla Kurth	ECSE PT	23/29

<b><u>Custodial Staff</u></b>	<b><u>Position</u></b>
Michael Williams	Day Custodian
Tom Betts	Day Custodian
Anthony Banks	Night Custodian
James Johnson	Night Custodian
Tony Nguyen	Night Custodian
Larry Shepard	Night Custodian

# SCHOOL PROCEDURES

## School Hours

Grades K-5 . . . . . 8:50 a.m. – 3:35 p.m.

**Students should not arrive at school before 8:35 am. Students arriving before that time may interrupt valuable teacher planning time and staff meetings. Students should arrive between 8:35-8:50 am.** Consider the School-Age Child Care Program if you need to drop off your children at an earlier time.

Students who arrive earlier than the designated times will be given a reminder notice from time to time reinforcing school hours.

## School-Age Child Care Program

The Y.M.C.A. offers a School-Age Child Care Program at Drummond. This program offers a safe, supervised alternative environment for your child on weekdays from 6:30 a.m. until the start of school, and again after school is out until 6:00 p.m. For more information regarding this program, please call the Emerson Y.M.C.A. at 314-521-1822.

## Late Arrivals (After the 8:50 a.m. bell)

Children arriving to school after the 8:50 bell are to be signed in at the office **by the adult who brought them to school.** Children arriving in their classroom after the 8:50 bell are marked as absent by their classroom teachers. Tardy time is revised by the office staff based on the time the student was signed in by the parent when arriving late or leaving early.

## Changing Child's Mode of Transportation

In order for us to assure safe and correct transportation for your child, we need to know how you intend for your child to arrive and leave school. Please let us know **in writing** if your child will walk or come by car, ride the bus or go to a babysitter and will need to ride a different bus to or from school. When you have special arrangements and changes, please notify the school office **in writing**. Bus changes require a 3 day notice to the school office **in writing**. If we do not have contact with the parent, we will not allow the child to change his/her mode of transportation. The phone number for Pattonville Transportation Department is 314-213-8125; you may contact them with any concerns. If your child is changed from a bus rider to car rider for the day, please contact the school office by sending a note or call before 1:00 pm on the day of your change.

If your child attends a day care after school and you pick him/her up at school – or if he/she is absent from school – please notify the day care as well as our school. If your child does not arrive on his/her regular school bus, please **STAY AT HOME AND CALL SCHOOL**, so that we may locate your child and notify you so that you will be there to greet your child when he/she arrives home.



## **Dismissal – 3:35 p.m.**

**Please review the car rider and bus rider info with your child.**

Providing your child with a quality education and safe school environment are our number one priorities at Drummond. If your child is signed out of school early, they will be marked absent for the amount of time (minutes) missed.

**Parent/Guardians wishing to pick up a student from 3:15-3:35 pm, will need to follow the procedure for car riders. Due to the large number of students enrolled at Drummond, we do not dismiss students from the office after 3:15 pm on regular attendance days or after 11:35 am on ½ days of attendance. This procedure is used to ensure all students safety at dismissal time.**

**Car Riders:** area is located on the side of the building (parking lot).

- ❑ Students being dismissed as car riders are to walk quietly and in a timely manner to the designated hallway for dismissal.

**Bus Riders:** For safety reasons, parent/guardian will not be able to pull a student out of the bus rider line. **Please do not park in the bus loop when picking up your child or visiting!**

- ❑ Students being dismissed to the busses are to walk with their teacher in a quiet, single-file line. As the teacher passes by their bus the student will board in a quiet and orderly manner.
- ❑ Board busses calmly and quietly.
- ❑ Sit in assigned seat or an available seat (some busses may require three to a seat).
- ❑ Sit bottom-to-bottom of seat and back-to-back of seat.
- ❑ Use inside voices on the bus, soft talking only.
- ❑ Keep hands, arms, head and other objects inside the bus.
- ❑ Keep hands, feet and other objects to yourself.
- ❑ No eating on the bus.
- ❑ Keep aisles cleared.
- ❑ Wait for bus to come to a complete stop before exiting in a calm and orderly fashion.

## **Early Dismissal Dates – 11:55 am**

**We do not dismiss students through the office after 11:35 am on ½ days of attendance.**

**School will be dismissed at 11:55 am on these dates. Please mark your calendar.**

**Scheduled Early Dismissal Days for elementary schools are: September 23, October 07, October 28, November 10, December 09, January 27, February 16, March 10 and April 28**

## **Emergency Information**

The school office maintains up-to-date information on all students. Some of this information is very important in case of emergencies. During the year, if any of the emergency information changes, parents will need to update information through the PowerSchool Parent Portal or in writing to the school office. By keeping this information current for your child's school, you will guarantee that we are able to contact you in the event an emergency might occur. Telephone number, address, employment and other changes should also be reported. If your telephone number is unlisted, we still need it. The school considers all telephone numbers confidential.

## **Attendance/Attendance Hot Line**

Children, when ill, should remain at home. All absences and illnesses are to be reported on a daily basis. You may be called from school to determine the reason for absences if the absence has not been reported. A note of explanation is required to be sent by the parent immediately following the child's return to school after an absence. Children are expected to attend school on time and daily, unless they are ill. Frequent and excessive absences are monitored and may be reported as educational neglect. Please plan family vacations, etc., when school is not in session rather than taking children out of school. Our district funding and your child's education depend on attendance.

Parents are required to call the attendance hotline number (314-213-8519) if their child is absent. This number is available to record your message 24 hours a day. This service provides parents with more flexibility and convenience to report absences. Here is how the hotline works:

1. Dial the ATTENDANCE HOTLINE number: 314-213-8519.
2. When you hear the tone, give the following information:
  - a. Your child's name
  - b. The name of your child's teacher
  - c. A brief message giving the reason for the child's absence. Please be specific.
  - d. A special message if the child is going to miss more than one day.
  - e. You may also request homework if the child will miss more than three days of school.

**Please remember to call the "Attendance Hotline" before 9:00 a.m. on the day your child will be absent.**

## **Homework Due to Vacation/Illness**

Students are expected to make up any school work they may miss during absences due to vacation or illness. The following guidelines will assist parents, students and teachers in handling these situations conveniently and efficiently:

1. If a student is absent for one or two days, the makeup work will be handled by the classroom teacher when the child returns.
2. When a student has been absent three or more days, homework can be requested by calling the Attendance Hotline (314-213-8519) by 9:00 a.m. The teacher will have the assignments ready to be picked up in the school office between 3:00 and 4:15 p.m. If another student is to take the work home, please give the student's name and teacher when calling and the homework will be sent with that child.
3. When requesting homework because the student will be out for a vacation, it may not be possible for the teacher to have all of the work available prior to the child's leaving. The teacher is expected to provide at least a general outline of what will be covered and any work that can be easily assigned. Upon returning, the student should check with the teacher to find out what other assignments need to be made up.
4. We realize students can profit educationally from a vacation experience. It must also be realized that classroom presentations are a major part of a student's educational experience and these, of course cannot be replicated. The parent is the only one who can decide whether his/her child can afford to miss daily presentations, and it is impossible to "make up" all that transpires during an absence.
5. It is the responsibility of the student to turn in the work to the teacher within a reasonable amount of time; usually two days for each day of absence is regarded as an appropriate period.

## **Visitors and Volunteers**

All visitors and volunteers are required to report to the office, visitor and volunteer badges are to be worn while in the building. Persons not wearing any identification will be asked to check in at the office. **NO EXCEPTIONS.** Please understand that this district policy is for the safety of all our students, staff and visitors.

## **Contacting Teachers**

When parents wish to talk to their child's teacher, we encourage them to write or call and leave a message so that the teacher can return the call before or after school, during lunch or during their planning period. Please do not interrupt instruction to talk with teachers. This includes A.M. arrival time when teachers need to be greeting students and preparing to start the day.

## **Supplies**

Grade level teachers have agreed upon a general list of items students at each grade level may need. This is provided to parents in the Opening of School mailing. Individual teachers may make specific requests as well. (School policy discourages items other than school materials - i.e., radios, toys, cars, dolls, cards, chewing gum/candy, computer games, cell phones, Play Station, Nintendo, iPod, etc.)

## **Textbooks**

The textbooks used in class are loaned to the students and must be returned to the teachers in good condition at the end of the year. In the event a book is lost or damaged, the parent/guardian will be expected to make restitution.

## **Student Planners**

Each student in Grades K-5 will be given a student planner for writing down assignments, messages from teachers, special notes, etc. We would like for each parent to initial or sign the planner after each day so that we are in constant two-way communication and so you know what is expected of your child. If your child loses his/her planner, you can purchase another one at cost.

# **SCHOOL PROGRAMS**

## **Proficiency Based Learning/Learning Levels**

Drummond Elementary modeled the Proficiency Based Learning/Learning Levels in grades 1-5 during the 2013-2014 school year for both the state of Missouri and for the Pattonville School District. In short, Proficiency Based Learning/Learning Levels is placing and instructing students at his/her instructional levels. This approach allows for students to progress through their educational journey at their own pace to ensure mastery of state standards prior to moving forward.

**Proficiency Based Learning/Learning Levels will allow for some students to accelerate, others to maintain state and district pacing, and for others to have remediation to ensure that mastery has been met. Students will be placed in classes based off of their assessment data in the areas of English Language Arts and Mathematics.**

## **Report Cards/Progress Reports**

Parents are informed about student progress with Trimester report cards and/or conferences. Mid-Trimester progress reports are sent home for those students experiencing difficulty.

Students in Kindergarten through Fifth Grade receive developmental report cards which indicate progress in their social and academic growth.

The Pattonville School District's grading scale for students in Grades K-5 is as follows:

- 4= Advanced -Exceeds end of trimester expectations**
- 3=Proficient -Meets end of trimester expectations**
- 2=Developing -Progressing toward end of trimester expectations**
- 1=Beginning -Not yet or starting to progress toward end of trimester expectations**
- Blank=Not Assessed**

## **Parent/Teacher Conferences**

Conferences are scheduled during the school year as needed to discuss student progress, please see the calendar at the end of this handbook for scheduled parent/teacher conference dates. It is extremely important that parents and teachers take advantage of these opportunities to discuss students' academic achievement and citizenship. Our goal is to conference with 100% of our families at each opportunity. Parents are encouraged to request a Parent/Teacher conference at any time that there is a need or concern.

## **Standardized Testing**

Each school year students are administered standardized tests as determined by Pattonville School District and the State of Missouri. The purpose of this testing is to monitor student progress, to assess curriculum, and to screen children for potential referrals for special programs (i.e., gifted, remedial reading, & resource services). Tests administered are: BAS and STAR (all grades); MAP (Grades 3-5); e-Valuate (Grades 2-5).

Before a test is administered, parents will receive information regarding the testing dates and ways you can help prepare your child to perform his/her best on the test.

## **School Orchestra**

Students in Grade 5 may take part in our school strings program provided they make up class work missed and maintain passing grades. Orchestra classes are normally held during lunch recess two or three times each week.

## **Physical Education**

All students should wear gym shoes to their physical education class; we suggest students keep a pair of tennis shoes at school for PE days. Pattonville Elementary Procedure Statement Regarding Medical Excuses: If a child is to be excused from Physical Education, the child must bring a written excuse from the parent(s) or guardians which will be honored for that day, or a doctor's medical excuse which will be honored for the dates indicated. Oral excuses from the student will not be accepted.

## **Library**

Students come to the school library regularly with their classroom teachers. In addition, they may come individually or in small groups as needed. Students may check out books which must be returned before the student is permitted to check out additional books or magazines.

Students who have overdue library materials are given written notices. Students having overdue or damaged library materials will be responsible to return all item(s). Parent/Guardian's are responsible to pay for any damaged or overdue item(s) that are not returned to the library.

# SCHOOL SERVICES

## PTO

The Drummond Parent Teacher Organization works to support school programs for the benefit of all students. They request each family to pay a yearly activity fee per child which helps cover the cost of room parties (Fall Party and Spring Party), Field Day treats and cultural activities.

### Drummond PTO Executive Board

President.....  
Vice-President.....  
Secretary.....  
Treasurer.....

## Volunteers

We appreciate families who volunteer their time to support our students. To provide the safest possible environment for our students, the Pattonville School District requires a background screening for volunteers who will be performing tasks that could place them in close and unsupervised contact with students.

Volunteers who meet one or more of the following criteria **MUST** complete the confidential volunteer background screening every year:

- Volunteer will have contact with students, such as working with students in the classroom (At Drummond, this includes school parties and lunch with your child)
- 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)
- Classroom Observations (parent/guardian wishing to observe their child in the classroom)
- Volunteer helps with a before/after school club or student organization

**Please visit the Drummond website for directions on completing a volunteer background screening. Click on the parent tab and go to volunteers.**

## School Pictures

School pictures will be taken on **September 13, 2016**. You will receive information regarding the procedure, cost, etc., prior to this date. Watch for more information to be sent home with your child. Robert Drummond Elementary School provides the opportunity for parents/guardians to purchase a school picture packet with yearbook. All money and orders are processed by the photo company.

## **Guidance Program**

Drummond has two full-time school counselors who are involved with many aspects of the school and educational program. The counselor is responsible for administering individual and group tests. Children with specific needs are monitored by the counselor for referral to special services. Our school counselors are also available to work with small groups of children and individuals as needed. Classes are conducted by the school counselor on a variety of topics. Referrals can be made to outside resources if a child or family has a particular need.

## **Cafeteria Information**

**A breakfast program, running from 8:35 to 8:50 a.m. is available at no cost to all students enrolled at Drummond Elementary School.**

Students may purchase a Type A Lunch; advance meal tickets can be purchased.

**Lunch forms must be renewed each school year.** Families who qualify for the free or reduced lunch program should complete a new form by the second week of the new school year. New students must complete the form when enrolling.

Students carrying lunch boxes should make sure that their names are clearly marked on or in the lunch box. Please refrain from sending carbonated beverages (like soda) with your child to school, as these beverages tend to get shaken in backpacks and cause disruptions to the cafeteria.

Students may pay for lunch by cash, check or credit card. If paying by check, please make the check payable to Pattonville School District. Money should be given to the cafeteria at breakfast or sent to the school office in the morning. Please send in an envelope with the following: write the amount you are sending, days you are paying for, student name and classroom teacher. The district also offers a convenient prepay program via the WEB at: [MySchoolBucks.com](http://MySchoolBucks.com) using your Discover, Visa, and MasterCard. Please allow 24 hours for money to be credited with a minimum deposit of \$25. A 6% processing fee may be charged by the Company (Pattonville has contracted with them for this program).

### **Procedure**

- 1. Access the website at either [MySchoolBucks.com](http://MySchoolBucks.com)**
- 2. Follow instructions for “new user” to access a student account**
- 3. If you do not have internet accessibility and wish to charge by phone, please call 1-800-643-2762.**

## **Returned Check Policy**

Returned checks for lunch costs, lost books or book fines, PTO activities or fund raisers will require a cash payment as well as reimbursement of the return check fee. Check payment will no longer be acceptable for future payments. Failure to make cash payment may result in a “Bad Check Complaint” being filed with the Prosecuting Attorney’s Office.

## Field Trips

During the course of the school year, in an effort to enhance and support the curriculum, teachers plan field trips away from the school site. Notification of such trips is sent home with students in advance of the event. Parents are required to sign permission forms and return them to the teacher before the student will be allowed to take part. Parent volunteers, in most cases, are asked to accompany the classes to provide additional adult supervision. If you are interested in volunteering, please contact your child's teacher.

## Emergency School Closing

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.psd3.org](http://www.psd3.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 contact your child's school office 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 provide their school office 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 to the school on the school enrollment forms. Pattonville will use the contact information it has on file in it's student information system when communicating with parents.

## MEDICAL POLICIES

For your information, the following board policies regarding physicals, immunizations and medication are provided:

### Physicals

The Pattonville School District expects a physical examination for entrance into school at the beginning of kindergarten, fourth, seventh, and tenth grades.



## **Immunizations**

Missouri School Law states that it is unlawful for any student to attend school unless he/she has been properly immunized. THE STATE LAW REQUIRES YOUR CHILD'S IMMUNIZATIONS TO BE UP-TO-DATE BEFORE HE/SHE CAN ATTEND SCHOOL.

## **Medical Emergencies**

When a child is injured or becomes ill at school, and in the judgment of the nurse, should be sent home, the parent is called. If the parent can not be reached, the persons listed on the emergency form will be called. It is important to keep your child's emergency form up to date. If, in the judgment of the nurse, a child's life or health is in immediate danger, 911 will be called and you will be notified of the emergency as soon as it is possible to do so.

## **Medication**

It is our policy that "over-the-counter medication" 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. Date purchased
  - e. Physician's name
2. A written request from the parents giving school permission to administer medication is necessary with specific instructions how it must be given.
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 any other students.
7. The school district may refuse to administer any medication not approved by the Food and Drug Administration or any medication with greater than recommended doses.

## **When We Send Your Child Home:**

- We need home and work numbers of parents AND emergency numbers of near-by family or friends in your absence.
- Your child will be sent home when he/she has:
  - A temperature of 100 degrees or above
  - Vomiting
  - Diarrhea
  - A rash of unknown origin
  - A communicable disease
  - A serious accident

If your child has any of the above symptoms the evening before or the morning of school, PLEASE KEEP HIM/HER HOME THAT DAY.

## **When Your Child Has a Communicable Disease. . .**

Please notify the school as soon as possible if your child has a communicable disease so that we can monitor the other students in his/her classroom. The Missouri Division of Health requires exclusion from school for the following:

1. Chicken pox – 6 days after appearance of rash and all sores are scabbed over.
2. Strep Throat and Scarlet Fever – Temperature normal for 24 hours after antibiotic treatment has begun. Please send the name of the antibiotic being given.
3. Conjunctivitis (Pink Eye) – until redness and drainage is gone or with written permission from the doctor that the child is being treated with medication and can return to school. Please send name of medication used.
4. Impetigo – until all sores are healed or with written permission from the doctor that the student is being treated with medication and can return to school. Please send the name of the medication used.
5. Scabies – until adequately treated. Please send the name of the medication the child is taking.
6. Pediculosis (Head Lice) – until effective insecticiding of scalp and clothing. It is recommended all nits (eggs) should be removed from the scalp. Student must be accompanied by a parent and checked by nurse before returning to class.

## **Do You Know . . .**

- We CANNOT give any over-the-counter medication without notes from the child's doctor and parent.
- If it is necessary for your child to take medicine on a regular basis during school hours, we need a form filled out by the doctor and the parent.
- All medication must be in the original container with the prescription label present.
- If your child needs to take a short-term medication, such as an antibiotic, at school, then a doctor's note is not required. However, we do need a note from the parent and the medication brought to school in the original container. If possible, send at least one week's supply of medication to school. This eliminates the possibility of the child leaving the medication at home or school when the child has to transport it to and from school daily. Usually the pharmacy will provide a second labeled container for school at the parent's request.
- Missouri State Law states that no student may carry an inhaler for asthma without a written emergency plan signed by the physician and parent on file in the nurse's office.
- Please do not send medications in your child's lunch. All medications taken during school hours should be given by the school nurse.

## School Discipline

At Drummond, we believe that a safe and orderly school is one where children have a better opportunity to learn. Therefore, we have created a separate publication called **“Drummond Elementary School Procedures for a Safe and Orderly School”**. Please refer to this booklet for student expectations and guidelines.

School policy discourages students from bringing materials other than school materials to school (ie, radios, toy cars, dolls, cards, computer games, chewing gum, cell phones, etc).

We also know that from time to time, students make choices that are not as desirable as others. In instances such as these, consequences for these poor choices will result. Please refer to the **“Pattonville School District Elementary School Behavior Guide”** for a listing of inappropriate behaviors and the possible consequences of these behaviors.

## **Hazing and Bullying**

### **General**

The Pattonville School District prohibits all forms of hazing, bullying and student intimidation. Students participating in or encouraging inappropriate conduct will be disciplined in accordance with district policies and discipline guidelines. Such discipline may include, but is not limited to, suspension or expulsion from school and removal from participation in activities. Students who have been subjected to hazing or bullying are instructed to promptly report such incidents to a school official.

In addition, district staff, coaches, sponsors and volunteers shall not permit, condone or tolerate any form of hazing or bullying or plan, direct, encourage, assist, engage or participate in any activity that involves hazing or bullying. District staff will report incidents of hazing and bullying to the building principal. The principal shall promptly investigate all complaints of hazing and bullying and shall administer appropriate discipline to all individuals who violate this policy. District staff that violates this policy may be discipline or terminated.

The district shall annually inform students, parents, district staff and volunteers that hazing and bullying is prohibited. This notification may occur through the distribution of the written policy, publication in handbooks, presentations at assemblies or verbal instructions by the coach or sponsor at the start of the season or program

### **Definitions**

**Hazing** – For purposes of this policy, hazing is defined as any activity, on or off school grounds, that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or school sponsored activity.

Hazing may include those actions that subject a student to extreme mental stress including, but not limited to, sleep deprivation, physical confinement, forced conduct that could result in extreme embarrassment or criminal activity, or other stress-inducing activities. Hazing may also include, but is not limited to: acts of physical brutality; whipping; beating; branding; exposing to the elements; forcing consumption of any food, liquor, drug or other substance; forcing inhalation or ingestion of tobacco products; or any other forced physical activity that could adversely affect the physical health or safety of any individual.

Hazing may occur even when all students involved are willing participants. Hazing does not occur when a student is required to audition or try out for an organization when the criteria are reasonable, approved by the district and legitimately related to the purpose of the organization.

**Bullying** – For purposes of this policy, bullying is defined as repeated and systematic intimidation, harassment and attacks on a student or multiple students perpetuated by individuals or groups. Bullying includes, but is not limited to; physical violence, verbal taunts, name-calling and put-downs, threats, extortion or theft, damaging property, or exclusion from a peer group.

## **Dress Code**

The appearance of any student is primarily the responsibility of that student and the parent. **Students' dress and appearance are required to be of such character as not to disrupt nor distract from the instructional procedures of the school.** Students are to wear clothing which is clean and safe. Shoes must be worn at all times. Clothing that is revealing or suggestive may not be worn. Tube tops, tank tops, halter tops, midriff and see-through clothing are all considered inappropriate for school. Hats, caps and other head gear may not be worn in the building. Sunglasses and dark glasses, unless prescription, are considered inappropriate attire. Clothing with vulgar, profane, or suggestive messages or pictures of illegal substances or alcoholic beverages is also inappropriate. It is also required that clothing be worn in the correct manner.

## **School Improvement Team**

Drummond has a very active and involved School Improvement Team or SIT Team. The mission of the SIT Team is to research and find ways to improve student achievement. The team meets on a monthly basis and must consist of 50 % staff and 50% parents or community members. If you would like to join this team, please contact the Drummond administration.

# Drummond Elementary School

## Calendar 2015-2016

August 11.....First Day of School

August 17.....All School Open House (5:30–7:00 pm)

**September 05.....NO SCHOOL (Holiday)**

September 13.....Student Picture Day (9:00 am-1:00 pm)

September 23.....Early Dismissal (11:55 am)

September 24.....Pattonville School District Homecoming

October 07.....Early Dismissal (11:55 am)

October 07.....Drummond Dragon Run (9:00-11:30 am)

October 28.....Fall Classroom Parties (11:15 am)....Early Dismissal (11:55 am) **End of 1<sup>st</sup> Trimester**

**November 08.....NO SCHOOL (Election Day)**

November 09.....Parent/Teacher Conferences (evening)

November 10.....Early Dismissal (11:55 am) (Parent/Teacher Conferences-afternoon/evening)

**November 11.....NO SCHOOL**

November 17.....Grandparent’s Breakfast (8:00-9:15 am) Grades 3-4-5

November 18 .....Grandparent’s Breakfast (8:00-9:15 am) Grades K-1-2

**November 23, 24 & 25.....NO SCHOOL (Thanksgiving Holiday)**

December 09.....Early Dismissal (11:55 am)

**December 22-January 2...NO SCHOOL (Winter Break)**

**January 03.....SCHOOL RESUMES**

January 16.....**NO SCHOOL (Holiday)**

January 27.....Early Dismissal (11:55 am)

February 02.....**End of 2<sup>nd</sup> Trimester**

**February 03.....NO SCHOOL**

February 15.....Parent/Teacher Conferences (evening)

February 16.....Early Dismissal (11:55 am) (Parent/Teacher Conferences-afternoon/evening)

**February 17 & 20.....NO SCHOOL**

March 10.....Spring Classroom Parties (11:15-11:45 am) .....Early Dismissal (11:55 am)

**March 20-24.....NO SCHOOL (Spring Break)**

**March 27.....NO SCHOOL**

March 28 .....School Resumes

April 6.....Family Breakfast (8:00-9:15 am) Grs 3-4-5

April 7.....Family Breakfast (8:00-9:15 am) Grs K-1-2

April 26-28.....5<sup>th</sup> Grade Camp

April 28.....Early Dismissal (11:55 am)

May 05.....PTO Family Fun Night (5:00-7:30 pm)

May 29.....**NO SCHOOL**

**May 30.....Tentative last day of school for students.....End of 3<sup>rd</sup> Trimester**

**(Last day of school will be adjusted if snow days are not used)**

**\* Notes \***