



Parkwood Elementary School

3199 Parkwood Lane
Maryland Heights, MO 63043-1395
(314) 213-8015
Fax (314) 213-8615
www.psd3.org

Michael A. Fulton, Ed.D., Superintendent of Schools
Gini Folk, Principal

Dear Students and Parents,

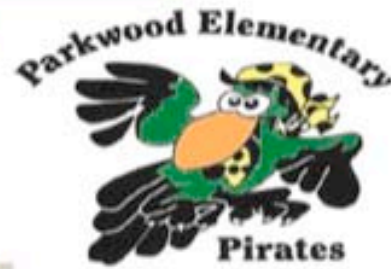
The staff at Parkwood Elementary work to ensure the best possible educational opportunity for all Parkwood students. When families and staff work together, children can reach their potential with many positive experiences along the way. This handbook is intended to introduce parents to school policies and practices designed to help students achieve success at Parkwood. Parents are encouraged to discuss this handbook with their children in order to better prepare them for school. The student handbook may also be viewed on the Parkwood website at <http://pw.psd3.org>.

Parents are welcome to visit Parkwood. Feel free to join your child for lunch as well as become involved through the classroom volunteering and the P.T.A. If you have any questions or concerns, feel free to contact the Parkwood office.

Welcome to Parkwood!

Gini Folk
Principal
Phone #: 213-8015

Parkwood Elementary School



Student Handbook 2014-2015



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. A progress report is sent to parents at mid-trimester (approximately 5 weeks into the 2nd and 3rd trimester) indicating student progress thus far in the trimester.

PARENT-TEACHER CONFERENCES

Conferences are scheduled during the school year at the end 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. Contact the Parkwood office at (314) 213-8015 and leave a message for your child's teacher if you wish to have a conference call.

STUDENT TRANSFERS

Any student transferring to another school must return all textbooks, library books, and supplies belonging to Parkwood. Payment of outstanding fines must be made before report cards or records will be transferred to a new school. Parents are asked to send a note informing the school when their child's last day of attendance will be and what school they will transfer to.

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.

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.

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, he or she 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. When you know ahead of time it will be necessary to take your child from school before 3:35 p.m., please send a note to school for the teacher to share with the office.

Excessive absences, whether excused or unexcused, may affect the child's progress in school. Students cannot make up certain activities done as a class throughout the day (i.e. discussions, lab work, physical exercises, etc.)

ATTENDANCE: Each school keeps accurate records of student hourly attendance as required by Missouri Law.

A. Excused Absences:

1. Illness or hospitalization;
 2. Death in the student's family;
 3. A religious observance;
 4. Medical or dental appointment. (Parents are encouraged to make medical and dental appointments at a time which does not conflict with the regular school day.)
 5. Court appearance;
 6. School-related activities (approved by the school principal);
 7. Personal emergencies (approved by the school principal); and
 8. Anticipated absences (absences anticipated in advance by parents and students).
- These types of situations will be handled at the discretion of the building principal.

B. Unexcused Absences:

An absence which fails to fall within the area listed under excused absences may be considered an unexcused absence. The Parkwood Attendance Hotline Number is 314-213-8115.

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 or from home or school, written permission is required. The note requesting this change should list the dates the child will walk. If long-term permission is given, please come to the office to complete the appropriate paperwork.

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

TARDIES

Students arriving to school late must be escorted into the office and signed in by an adult for attendance records. Please also complete a tardy slip to send to class with your child. Students arriving after the 8:50 a.m. bell signals the start of school are considered tardy. Parents, please do not park in the front circle.

UNSCHEDULED SCHOOL CLOSINGS

Please check the following sources to see if **Pattonville School District** has cancelled classes due to inclement weather:

KMOX 1120 AM
WIL 92.3 FM

KXOK 63 AM
Y98 98 FM

KTVI Channel 2
(television)

KTRS 550 AM

KMOV Channel 4

KSDK Channel 5

Announcements begin at approximately 5:30 a.m. You may also dial (314) 213-8900 then press SNOW (7669) to hear an automated voice message. Information about school closings will also be placed on the district's Web site at www.psd3.org. Please utilize these resources before calling the school.

In the event that the school will close early due to inclement weather, parents will receive a recorded message from the school district so you will know and make any necessary arrangements for your child. It is important to keep the office updated with your current contact information so you will receive these important phone calls.

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 *Lighthouse Baptist Church*, 3025 N. Lindbergh Blvd. 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.

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 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.

If the building principal deems a student's appearance or clothing disruptive or inappropriate for educational, health, or safety reasons, the student may be asked to make appropriate 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 on the school website and included with the back-to-school letter in August. 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.psd3.org>

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.

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 school policy on discipline and general school rules may be found at the end of this handbook. A copy of the Pattonville School District Elementary School Behavior Guide is sent home with every student during the first week of school. Parents are asked to read these guides and handbooks, and share the information with their children.

VISITORS

Parents are always welcome to visit school. Please feel free to contact your child's teacher to schedule an appropriate time for a visit.

It is important that the principal and building staff know who is in the building or on school grounds at all times. Parents and other guests are required to report first to the school office and sign in each time that they visit Parkwood.

PERSONAL PROPERTY

Students should leave toys, balls, radios cards, games, and any electronic entertainment devices at home. Knives, fireworks, toy guns, and other items which could injure self or others are strictly

forbidden on school grounds. Possession of such items will result in serious consequences. Please review Student Behavior Handbook.

Any toys brought to school without permission will be kept by the principal 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.

CONTACTING TEACHERS

Parents wishing to speak with a teacher are encouraged to leave a message on the teacher's voice mail so that the call may be returned when the teacher has time to speak with you. 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 the teacher in place of a phone call. Staff email contact information may be found on the Parkwood website. www.psdr3.org

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.

LUNCH

Lunches may be purchased by students in kindergarten through 5th grade for \$2.25 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 lunch card that is swiped at the beginning of the lunch line and deducts \$2.25 from their lunch account.

Please put the check or cash in an 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. Please give your child exact change for the purchase of a drink to speed up our lunch line.

The cafeteria serves a Type A meal which has five components. These include meat or a meat alternate, milk, bread, fruit, and vegetable. A choice of juice drink, chocolate milk, or white milk is offered. A menu is sent home with the students each month, and it is published in the Parkwood newsletter.

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, bread and/or meat, and fruit or juice.

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.

LOST AND FOUND

Parkwood Elementary School has a lost and found box located outside of the cafeteria. If your child has lost something, please check in the lost and found box. 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.

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.

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 recesses are 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.

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.

MEDICINE AND HEALTH INFORMATION See School Medication Policy on Next Page.

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 designated on the Pupil Emergency Information form may be called to care for the child until a parent can be found.

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. (cont'd pg. 11)

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.

Please send a note to the school nurse if your child is allergic to any food so all staff can be made aware of your child's needs. 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, mattering, 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.

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.

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.

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 Party. 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 contact the Head Room Parent to enlist other parents to help of other parents to make these parties enjoyable for students.

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 form which was included in your child's enrollment packet and return the form to the office. If you no longer have the form, please stop by the office to complete one as soon as possible. A new form must be completed each year.

PARKING

Limited space is provided for visitors to park on the staff parking lots of the school. We ask that you please not park in the front circle during school hours. This is a designated No Parking Zone. Also refrain from parking in the handicapped spaces unless you have a handicapped license plate or handicapped sign displayed in your car.

CHANGE OF ADDRESS AND/OR PHONE NUMBER

Please keep the school office updated if there are changes of address, phone number, work phone number, or emergency phone numbers.

DISMISSAL: When school dismisses at 3:35 p.m., bus riders are escorted directly to the bus by their teacher. Students enrolled in the YMCA Latchkey program will go directly to the multipurpose room. Students being picked up will wait in the office to be signed out by their parent or guardian. Finally, students enrolled in the Parent Pickup Program will be escorted to parent/guardian vehicles lined up on the lower parking lot. The Parent Pickup Program is available to families who transport their children from school on a daily basis. If you are interested in this program, please visit the office for more information.

BUS SAFETY RULES: Students are assigned to a bus and may not ride a different bus unless there is an emergency situation.

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 bus safety rules are observed, riding the bus is a pleasant experience for students. However, bus transportation for students is a privilege that may be removed if students fail to observe the rules of safety.

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.
- ❖ While waiting for the bus, remember to stay on the sidewalk or driveway. Do not wait in the street or on the lawn, steps, or porch of neighbors without their permission.
- ❖ Do not destroy or damage surrounding property. Do not throw rocks or anything at the bus or other students.
- ❖ Students who cross the street in order to board the bus or after exiting the bus shall cross in front of the bus after the driver signals it is safe to cross the street.
- ❖ 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 boarding the bus or before leaving your seat to exit the bus.
- ❖ Everyone must be sitting before the bus can continue on its route.
- ❖ Windows are not to be opened without permission from the bus driver.

- ❖ 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.
- ❖ Do not eat or drink on the bus. Put trash in the container near the bus driver's seat.
- ❖ 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 Support Systems (PBS). The purpose of the program is to approach expected behaviors from a teaching model.

The main behaviors are: BE SAFE, BE COOPERATIVE, BE PEACEFUL, BE RESPECTFUL, and BE KIND in order to BE RESPONSIBLE. The High Five Approach is based on seven guiding principles. The Parkwood Staff believes these principles help create an optimal learning environment for your children. The guiding principles are as follows:

- Clear expectations for student behavior
- Clear and consistent strategies for teaching appropriate behavior
- Clear and consistent strategies for encouraging appropriate behavior
- Clear and consistent consequences that discourage inappropriate behavior
- A support system and an individual behavior program for students with unique or exceptional needs.
- Clearly designed methods for evaluating and revising The High Five Approach.
- Clear plans and strategies for communicating the characteristics and philosophy of the behavior plan to students and parents.

One method for communicating plan expectations to students is through DVD's written and produced by Parkwood teachers, Mrs. Kim Danegger and Mr. Mark Lynn, and many student volunteers. The DVD was played at the beginning of the year during morning announcements, and periodically thereafter to remind students of the expectations at Parkwood. Please feel free to call and make an appointment if you are interested in viewing this DVD.

Parkwood Elementary functions on the basis of self-discipline, self-control, and the principles of a democratic society. We feel that good behavior and cooperation are learned attributes that develop and grow as students participate in new and varied opportunities.

In order for each child to learn at her or his maximum, there must be a mutual respect for the rights of others and their right to learn. It is felt that discipline is the ability to choose and maintain a constructive role in a situation. It is also felt that being disciplined is part of being educated and being self-disciplined is the highest form of preparation for effective citizenship.

With these thoughts in mind, the following guidelines for discipline, conduct, and supervision have been established.

Students are supervised by a professional staff member at all times. These staff members share responsibility for helping students control their behavior. Staff members may include the principal, teacher, teacher assistants, office personnel, bus driver, librarian, custodian, cafeteria worker, or other assigned school personnel.

The teaching staff presents well planned and appropriate activities to promote good behavior. If disruptive behavior occurs, the staff member in charge at the time is responsible for taking appropriate action.

At Parkwood, it is our belief that:

- Children learn best in an atmosphere of order, where expectations are clearly defined, firm, fair, and consistent.

- Students have the right to be in a classroom atmosphere which is conducive to learning. The principal, with the assistance of other professional staff, is responsible for the maintenance of good order within the school. However, any student with chronic misbehavior is ultimately the responsibility of the parent or guardian.

- All children can learn to make good behavior choices.

- In order to achieve the goal of self-discipline, it is necessary for good communication and cooperation between adults at school and adults at home.

By familiarizing yourself with our discipline plans and procedures, as well as by supporting your child's teacher, you provide vital assistance toward the success of our efforts. Each classroom teacher will send a letter home shortly after school opens outlining specific plans for their classroom.

After careful review of all materials regarding student discipline procedures, as well as review of the Elementary Student Behavior Guide, feel free to contact the school with any questions or concerns you may have.

Discipline referrals to the principal may result in any of the following consequences:

- counseling
- parent notification
- in school detentions during recess
- before and after school detentions
- in school suspensions (referral to The Crisis Intervention Center)
- parent conferences
- out of school suspensions

Students who choose to display good behavior are recognized by both teachers and the principal through the use of special activities, privileges, awards, drawings for prizes, etc.

GENERAL SCHOOL RULES

Expectations for Hallway Behavior:

- A. Walk in a straight line.
- B. Keep hands and feet to yourself.
- C. Remain quiet while in the halls.

Expectations for the Cafeteria:

- A. Wait in line quietly.
- B. Use good table manners.
- C. Speak to table neighbors in a quiet voice.
- D. Raise your hand for help.
- E. Throw trash away as directed when dismissed.

Expectations for the restroom:

- A. Speak quietly.
- B. Always remember to flush.
- C. Dispose of trash in trashcan after washing your hands.
- D. Report any restroom issues to your teacher right away.

Expectations for the Playground:

- A. Play safely (no pushing, grabbing or tripping).
- B. Follow playground and equipment rules.
- C. Play in designated area.
- D. Follow duty teacher directions.
- E. Ask permission to leave the area.
- F. Line up orderly and quietly.

Expectations for the Bus

- A. Remain seated (back-to-back, bottom on seat, feet on the floor and hands to self).
- B. Follow bus driver directions without argument or disrespectful attitude.
- C. Talk quietly to those near you.

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. Toys that look like weapons are prohibited, as well.

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.

Gum chewing is prohibited in the school and on the bus.

Students must carry a pass from the teacher in charge whenever they leave class, the cafeteria, or the playground. Students are not permitted to leave the school unless signed out by a parent or guardian.