

# Peabody Elementary School

*“Soaring Towards Excellence”*



## Student and Family Handbook

2023 – 2024

1224 S. 14th Street

St. Louis, MO 63104

Office 314-241-1533

Principal: Dr. Shaimeka Humphrey

Hours: 8:05am - 3:02pm

Grades: PK-5th



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## *Our Vision*

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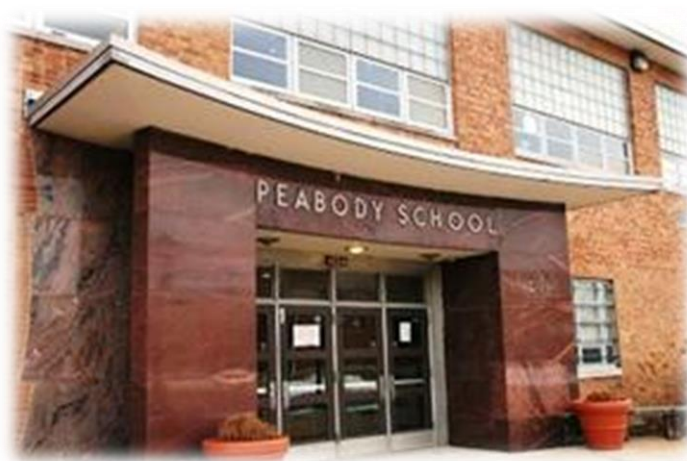
At Peabody Elementary School we will create a stimulating environment through collaboration (with all stakeholders), that will increase the academic excellence of all students and create responsible, lifelong learners who are prepared for success in college, career, and beyond!

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## *Our Mission*

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Peabody Elementary School is an urban school dedicated to inspiring our students to be dynamic leaders in a positive and supportive environment.



## Teacher and Staff Accountability

The teachers and staff of Peabody Elementary School acknowledge and accept the responsibility of being both role models and educators. To this end, we pledge the following:

- ✓ We will adhere to the rules and regulations of Peabody School and the St. Louis Board of Education.
- ✓ We will provide a classroom climate conducive to learning.
- ✓ We will use positive reinforcements to facilitate learning.
- ✓ We will solicit, encourage, and welcome parental/guardian involvement.
- ✓ We will develop, improve, and sustain positive school to home relationships, by treating children and families with respect.
- ✓ We will teach and develop within our children, positive attitudes, courteous behavior, and appropriate dress by demonstrating these attributes ourselves.
- ✓ We will support community programs and projects, which positively impact our school population.
- ✓ We will do these things to ensure our children ...
  - learn all they can learn,
  - respect themselves and others,
  - and achieve their fullest potential.

## All About Peabody

### *Peabody Elementary*

#### *“Soaring Towards Excellence”*



- Peabody School hours are 8:05am - 3:02pm
- Peabody students may arrive to school beginning at 7:30am for morning recess on the playground
- Morning recess will occur from 7:30am until 7:45am
- Students may enter the building through playground door #5 beginning at 7:45am
- Breakfast is served from 7:45am until 8:10am (grab-n-go breakfast will be available for late students)
- Students are dismissed from the gym door #6 at 3:02pm
- Peabody School is a “Uniform School” (uniform colors consist of white, blue, gold (yellow) and khaki, in which students may wear uniform polo or button down shirts, with uniform pants, skirts, jumpers, skorts, or shorts, and tennis shoes)
- Students are expected to follow expectations outlined in the Peabody Student and Family Handbook and the SLPS District Code of Conduct Book. Please review these guidelines with your student
- All visitors to Peabody School are to enter door #1 and report to the Main Office to check in

*Student learning takes place every minute of every day. Let's work together to provide a successful, highly engaging, and safe environment for ALL students.*

**Peabody Mascot:** Eagle

**Peabody School Colors:** Blue, Gold (Yellow), and White

**Peabody School Motto:** “Soaring Towards Excellence”

**Peabody School Pledge:** In everything I do, I'll do my best. I'll be safe, responsible, and respectful, to pass every test. I'll use kindness and compliments each and every day. Working to be excellent in each and every way.

#### **Core Eagle Values:**

- **E**xpect excellence
- **A**ccept responsibility
- **G**ive respect
- **L**ead by example
- **E**veryone's equal
- **S**tay safe



## Important Telephone Numbers

Peabody Elementary School	314-241-1533 (phone) / 314-244-1855 (fax)
St. Louis Public Schools	314-231-3720
Missouri Central: late bus, no-show, lost items on the bus, missed pickup, or driver concerns	Routes 1000-1999 (South Garage) 314-887-9151
	Routes 2000-2999 (North Garage) 314-391-2540
Bus Route or Bus Stop Requests	314-449-9162 (Missouri Central) 314-633-5107 (SLPS Call Center)
Address Change	314-241-1533

## The School Day

Regular school hours are from 8:05am - 3:02pm. Morning recess supervision of students begins at 7:30am. Prompt arrival to school is expected of all students.

**Any student who arrives to school after 8:05am** is considered tardy. Late arrival disrupts class and causes loss of instructional time. For example, if a child is five (5) minutes late every day, in a ten-week period of time, they will have missed approximately two (2) days of instruction.

Please note, students who are tardy to school will not receive perfect attendance awards.

## Attendance Policy

Every child who is enrolled in school is expected to attend school regularly. Absences are excused for personal sickness, and sickness or death in the family. Children are expected to attend school regularly and be on time. If a child is absent, parents/ guardian should call the school between 8:00 and 9:00am, give the student's name, teacher's name, and reason for the absence. If the student's absence is a result of an illness, please call and notify the school nurse. In the event of anticipated absences, a note signed by the parent or guardian is required. In such cases, advance arrangements may be made for class assignments.

According to State of Missouri law and The St. Louis Board of Education Policy, all children between the ages of seven (7) and seventeen (17) are required to attend school. Excessive and unexplained absences/ tardiness and early dismissals will be referred to the school Social Worker. The Social Worker is required by law to report such absences/ late arrivals to the City of St. Louis Family Court Division. Poor attendance and tardiness may affect the child's educational progress to the extent that he or she may be retained in the present grade. Three tardy arrivals in one semester will also prompt a call to the student's parent/ guardian.

## Daily Procedures

During each school day, you may expect your child to begin the day with breakfast, followed by morning announcements and classroom meetings to set a positive tone for the day. Students are not permitted entrance into the school prior to 7:45 am.

A one-hundred and fifty (150) minute block of time is reserved during each school day for reading and writing instruction. Additionally, a ninety (90) minute block of time is reserved each day for mathematics instruction, and forty (40) minutes each day for science and social studies instruction on a rotating schedule.

Students participate in art, music, and physical education on a rotating schedule each day for fifty (50) minutes. All students are required to participate in these classes. Students visit the school library media center once each week for thirty (30) minutes. Teachers may make arrangements for additional library time as needed. Students participate in monthly counseling classroom lessons focused social emotional wellness and character education. Students may also receive 1-1 or small group support as needed.

Each day, students are scheduled to have a fifteen (15) minute lunch period and a thirty (30) minute recess period. Each classroom teacher has scheduled restroom breaks for their students. In cases of emergency, students may be excused from class to go to the restroom under adult supervision. If your child needs more frequent restroom breaks, please send a note and a doctor's statement to your child's teacher and the school nurse.

## Recess

There will be outdoor recess whenever the weather permits, generally above 32 degrees, dry conditions, and/or not under a heat advisory. Students should come to school dressed in appropriate attire for the weather. When there is outdoor recess, all students are expected to go out to play. In special cases where a child cannot participate in recess, a note must be sent to the school by the parent/ guardian and/or the child's physician explaining the restrictions.

## School Dismissal

All students are dismissed promptly at 3:02 pm. All students have specific dismissal locations and procedures. In order to ensure each student's safety, please do not ask your child to meet you at any other location. Any changes in dismissal must be communicated directly to the main office, authorized by the parent or guardian. Teachers and staff will not be permitted to accommodate change in dismissal requests from students.

**PARENT PICKUP-** Students who are “parent pickup” will report to the gymnasium and dismissed via gym door #6. In an effort to ensure each child's safety, all students who are "parent pickup" are to be signed out by an adult, on the teacher’s dismissal sign out sheet.

**BUS RIDERS-** All "bus riders" will report to the school gymnasium and sit in the bus rider line. All bus riders will exit Peabody School via gym door #7, in which a staff member will escort them directly to their assigned bus.

**WALKERS-** Students who are "walkers" will report to the school gymnasium and sit in the "walkers" line, in which they will be escorted out of Peabody School via gym door #7. Walkers are expected to follow directions given by their adult escorts. Remember the safety rules: **WALK WITH A FRIEND, NEVER ACCEPT A RIDE WITH A STRANGER, and GO DIRECTLY HOME AFTER SCHOOL.**

**VAN /CAB RIDERS-** Students who are "van-riders" or "cab riders" will report to the school gymnasium and remain with their teacher to wait for their van or cab. If you are planning for your child to be picked up from school via a day care van, please notify the school.

**AFTERSCHOOL-** Students who are enrolled in the S.T.A.R Afterschool program will walk down with their teacher and meet the S.T.A.R Afterschool staff at the afterschool room door. Students who are enrolled in the Peabody afterschool program will report to the school gymnasium and sit in the Peabody afterschool line, in which they will be escorted to the afterschool location by the afterschool staff.

**LEAVING SCHOOL-** Students are not allowed to leave the school campus during school hours for any reason.

### Early Dismissal

Please make every effort to make medical appointments after school hours. We must communicate to children that school is important and it is their job to attend school. We realize that in some instances you may not be able to schedule an appointment without interfering with the school day, but will make every effort to bring your child to school after the appointment.

On the rare occasions when you must remove your child from school during the school day, a parent or guardian must report to the Peabody Elementary School office to sign out the student in person. The secretary will call the classroom to inform the student's teacher of the early dismissal. Proper identification must be available, upon request, of any adult picking up a student during the school day. Please note that only individuals who show proper identification (driver's license/state identification card) and appear on the student's Emergency Pickup Form will be allowed to sign a student out of Peabody School for an early dismissal. When a student is dismissed prior to the conclusion of the regular school day (3:02 pm), the student's attendance will be altered to reflect this change.

### Bus Route and Operating Policies

School buses are operated by Missouri Central Transportation. Surveillance cameras are used on Missouri Central school buses to ensure student and driver safety. Bus routes and stops are planned and established by the school district's transportation division. Riding the school bus is a privilege. Improper behavior may result in a student being removed from riding the bus either on a temporary or permanent basis.

## Cancellation of School

Cancellation of school takes place only during circumstances such as extreme inclement weather, equipment failure, or public crisis. The school board and school administrators are aware of the hardship which can be caused by an abrupt cancellation. Therefore, school will not be canceled unless a significant safety risk has been created by unusual circumstances. Every practical means is used to notify parents/ guardians of a cancellation including texts, phone calls, emails, radio, and television news stations. In the unusual circumstance where school must be cancelled during the school day, teachers will use the student information forms to notify parents/ guardians prior to the scheduled dismissal time.

## Emergency Weather Information

When severe weather creates hazardous conditions, the regular school schedule may be suspended to ensure students' safety. It is the parent or guardian's responsibility to monitor news reports via television and radio stations. In the event of inclement weather, please tune into the local radio or television stations for information concerning snow schedules, school closings, or other pertinent information.

## Breakfast and Lunch Programs

Breakfast will be served daily for all students preschool - 5<sup>th</sup> grade in the classroom. Late arrival students will receive breakfast via the grab-n-go kiosk. Lunch will be served daily in the classroom for all preschool students and in the cafeteria for all students in kindergarten - 5<sup>th</sup> grade.

Food and drinks are restricted to the cafeteria. When sending beverages for your child, please be sure to send only beverages that are stored in small cartons or plastic containers. Students are not permitted to bring glass bottles to school. Students are not to bring any type of gum or sunflower seeds to school. Snacks included in a student's lunch may only be eaten in the cafeteria or during lunch, and should be packaged with the remainder of the lunch items. Do not allow your child to bring large bags of chips, as these cannot be consumed within the lunch period and they may not be taken from the cafeteria at the end of the lunch period.

## Field Experiences

Field trips are a wonderful way for students to learn many new and different things. You can anticipate that during the school year your child will take several trips. In order for students to participate in these experiences, your child must return a signed permission form to the school. No students will be permitted to leave the school without this signed form. In addition, unsafe behaviors and safety concerns may result in mandatory parent/guardian chaperone for participation or a loss in privilege.

While on field trips, students are expected to...

1. Follow directions promptly
2. Stay with your group
3. Look, Listen, and Learn



## Birthday Parties

We want to share in your child's special day, but we must be careful not to take too much time away from the instructional program. If you would like for your child's birthday to be celebrated at school, it is imperative that you contact your child's teacher to schedule a time and day with him/her prior to sending/ bringing treats to school. All treats that are brought to school must be packaged and store bought. Home-made food items will not be distributed to students.

## School Visitors

Parents/guardians are always welcomed to visit Peabody Elementary School! Any visits during the school day should be for the purpose of observation. If you wish to speak with a teacher during the school day, please call or email him/her to schedule a conference with the teacher at a time that does not interfere with the instructional program. All visitors must stop in the main office to secure a visitor's badge upon their arrival to the school.

## Lost and Found

Students should not bring or wear valuable items to school. If an item is lost, students may look for the lost items in the school lost and found bins located in the nurse's office. Staff members may not be held accountable for personal items lost by students.

## Student Entry/Breakfast

1. Students may report to school beginning at 7:30am for supervised morning recess on the playground. In the event of inclement weather, morning recess will occur in the gym via door #6.
2. Students in preschool may enter the building through the playground door #5 beginning at 7:45am. Students will be escorted directly to class by our morning duty staff. Students will be served breakfast in the classroom.
3. Students in KG - 5th grade may enter the building through the playground door #5 beginning at 7:45am. Students will report directly to the cafeteria to eat breakfast, supervised by our morning duty staff. Breakfast will be served in the cafeteria until 8:10am.
4. Students arriving after 8:15am will enter through the main entrance door #1. Preschool students will be escorted directly to class for breakfast. KG - 5th grade students will retrieve breakfast from the grab-n-go kiosk and will transition directly class.

## Student Dress

Peabody Elementary is a uniform school. Uniform colors consist of white, light blue, navy blue, or gold (yellow) shirts, and khaki or navy blue pants, skirts, jumpers, skorts, or shorts.

1. Students should wear clothing that is not extremely tight, extremely short, or torn/cut-off.
2. Student clothing should not have large cuts and/or holes in areas where the body is normally covered.
3. Halter tops and midriff tops are not permitted.
4. T-shirts or pants with inappropriate slogans and/or pictures are not permitted.
5. Student pants/shorts must be secured with a belt to prevent "sagging". Sagging is not permitted at Peabody School.
6. Students should wear comfortable shoes with non-marring soles. High-heeled sandals and flip-flops are dangerous and can cause serious injuries. These should not be worn to school.
7. On P.E. days and field trips, students are expected to wear tennis shoes in order to fully participate with their class.
8. Hats and hoods are not permitted to be worn in the school building.

## Peabody School Uniforms

### Uniform Colors and Attire

◦ White

• Blue

• Gold (yellow)

• Khaki (beige)

• Tennis or other closed-toe shoes



## General Rules for Behavior

In caring for school property, students are expected to...

1. Help keep all areas of our school building clean and tidy.
2. Refrain from marking on walls.
3. Keep their desks clean and neatly arranged at all times.
4. Keep their textbooks in the condition they received them. (No marking or drawing in the books. No tearing of pages from the books.) All textbooks are loaned to students free of charge. Parents/guardians are responsible for lost or damaged books.

Peabody students are always expected to...

- ✓ Be Safe...
- ✓ Be Responsible...
- ✓ Be Respectful...

Every student has a right to develop his/her abilities to the fullest, to be respected as an individual, to expect rules to be reasonable and consistently applied, and to receive the benefits of all school services. Students are responsible for knowing and complying with school rules. The behavior expected from students at school is a combination of common courtesy and safety considerations. Please refer to the SLPS Student Code of Conduct Handbook regarding districtwide policies.

### Peabody School Voice Level Chart

Voice Level	Description
Level 0	<b>Silence "no voice"</b> independent work/hallway/restroom
Level 1	<b>Whispering Voice</b> turn and talk
Level 2	<b>Speaking Voice</b> partners/small group work/cafeteria
Level 3	<b>Proud Voice</b> class participation/presentations
Level 4	<b>Loud Voice</b> outdoors/recess/gym

## School Rules

Our primary objective is to provide the best possible education for each child enrolled at Peabody Elementary School. In order to facilitate this objective, certain rules have been established by the school. These rules follow the general parameters of regulations established by the St. Louis Board of Education.

A. Students must take learning seriously, because learning is serious business.

B. Students must attend school regularly and on time.

If a student behaves in such a manner that is not in keeping with good order and decorum, that student may be subject to disciplinary action according to the St. Louis Public Schools, Code of Conduct Handbook.

## Class Dojo

In conjunction with the behavior matrix, Peabody School is utilizing Class Dojo, a web-based system that assists in tracking student behavior. Through the use of Class Dojo, students have an opportunity to earn Dojo points for meeting expectations and/or demonstrating the Core EAGLE values. In contrast, if a student does not meet the targeted expectations he/she may also lose Dojo points. Students who meet the monthly Dojo point's goals are invited to participate in the monthly PBS activity and may redeem their Dojo points in the Eagle Nest School Store.

**Incentives** - Earned Dojo points qualifies student for:

- Fun Friday- celebrated weekly hosted by the classroom teacher
- Culminating Activity- celebrated monthly hosted by the school PBS Committee
- Field Trips - sponsored by the school PBS Committee

**Discouragement** -Staff members will deduct Dojo points from students who do not follow the school wide expectations. If students commit either of the "Big 3" non-negotiables, then they disqualify themselves that week from participating in Fun Friday activities.

- The "Big 3"
  - Fighting
  - Elopement
  - Inappropriate Language

**Consequences** - Infractions of school wide expectations and procedures may result in the following actions.

- A verbal warning
- Dojo point deductions
- Rethink time in the classroom
- Reflection assignment in a buddy room/ISS reflection time
- Loss of privileges (for example: free choice)
- Telephone call/letter to parent/guardian
- Conference between parent/guardian and teacher/ counselor/ social worker/ principal
- Referral to the Principal's Office
- In School Suspension
- Out of School Suspension and Parent/Guardian Conference

Offenses of a serious nature will be referred immediately to the Principal for disciplinary actions in accordance with the guidelines as outlined in the St. Louis Public Schools, Code of Conduct Handbook, which may include a recommendation for alternative school placement or expulsion.

### **Fighting or Bullying**

Fighting is strictly forbidden in the school. Breaking this rule can result in an immediate and automatic suspension from school and a conference with the student's parents/guardians. Bullying and/or encouraging other students to fight will be treated the same as fighting.

### **Suspensions**

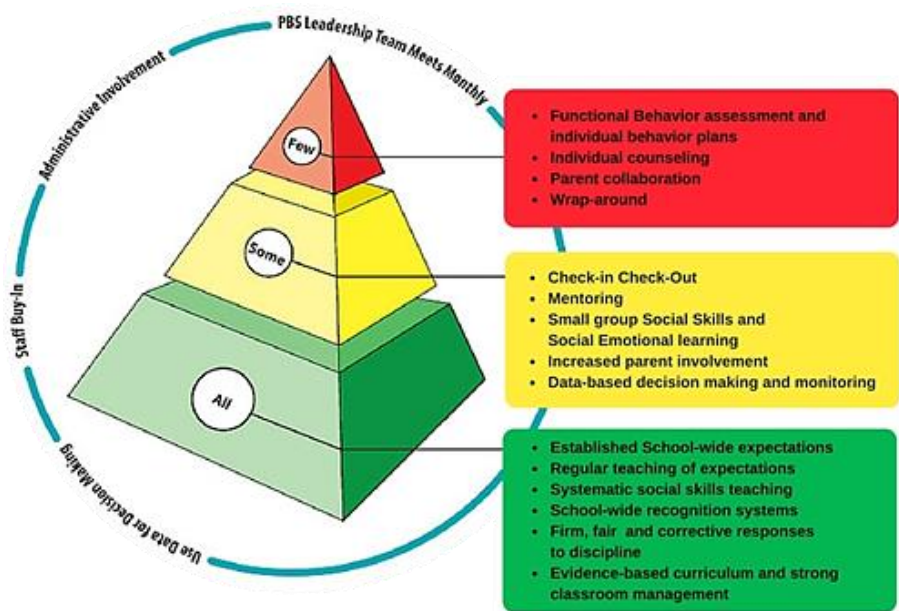
Suspensions from school are given by the principal for infractions of school rules and policies. It is imperative that parents/guardians and students review the St. Louis Public Schools Code of Conduct Handbook pertaining to elementary, middle, and high school students.

# Peabody and Positive Behavior Support (PBS)

An area of focus at Peabody Elementary School involves educating our scholars in a safe and fun learning environment. To further develop this initiative, we have implemented the Missouri Positive Behavior Supports Program (PBS). The PBS program offers proactive strategies for teaching expectations, acknowledging appropriate behavior, and responding to inappropriate behavior in order to create a positive school environment.

<b>Classroom</b> Effective Practices For All Teachers	<b>Tier 1</b> Universal Support For All	<b>Tier 2</b> Targeted Supports For Some	<b>Tier 3</b> Intensive Supports For Few
<b>CLASSROOM</b> <p>Classroom Effective Practices provide research based strategies for increasing academic instructional time and student engagement while decreasing problem behavior.</p>	<b>TIER 1</b> <p>Tier 1 provides universal preventative and proactive schoolwide management strategies that are designed to meet the needs of all students in all school settings.</p>	<b>TIER 2</b> <p>Tier 2 provides targeted small group interventions for up to 15% of students who are at-risk of negative social, emotional, and/or behavioral health outcomes.</p>	<b>TIER 3</b> <p>Tier 3 provides intensive supports for approximately 1-5% of students who continue to experience difficulty after participation in Tier 1 support and most likely a Tier 2 intervention.</p>

The staff at Peabody with the assistance of the Peabody PBS team has developed the school wide Peabody Behavior Matrix and lessons to help outline, teach, and reinforce the expected student behaviors.



## Peabody Behavior Matrix

The Peabody Behavior Matrix below outlines student expectations in each area throughout our learning community:

	Be Safe!	Be Responsible!	Be Respectful!
All Settings	<ul style="list-style-type: none"> <li>✓ Walk at all times</li> <li>✓ Keep objects, hands, and feet to yourself</li> <li>✓ Stay in supervised areas/assigned seat</li> </ul>	<ul style="list-style-type: none"> <li>✓ Listen and follow directions</li> <li>✓ Be on time</li> </ul>	<ul style="list-style-type: none"> <li>✓ Use appropriate voice level</li> <li>✓ Use appropriate language</li> <li>✓ Respect other's personal space</li> <li>✓ Respect school property</li> </ul>
Cafeteria	<ul style="list-style-type: none"> <li>✓ Sit appropriately with your feet under the table</li> <li>✓ Carry your tray with both hands</li> <li>✓ Report all spills immediately</li> </ul>	<ul style="list-style-type: none"> <li>✓ Stay seated unless given permission to move</li> <li>✓ Stay at assigned group /table</li> <li>✓ Discard tray/trash</li> </ul>	<ul style="list-style-type: none"> <li>✓ Use appropriate voice level               <ul style="list-style-type: none"> <li>○ Line up level 0</li> <li>○ Eating level 2</li> </ul> </li> <li>✓ Use best table manners</li> <li>✓ Raise hand when finished</li> </ul>
Classroom	<ul style="list-style-type: none"> <li>✓ Use materials appropriately</li> </ul>	<ul style="list-style-type: none"> <li>✓ Have the supplies you need for class</li> <li>✓ Active listening</li> </ul>	<ul style="list-style-type: none"> <li>✓ Use appropriate voice level 0-3</li> <li>✓ Raise hand to be called on</li> <li>✓ Keep classroom and materials clean and organized</li> </ul>
Hallway	<ul style="list-style-type: none"> <li>✓ Use handrails in the stairwell.</li> <li>✓ Pass on the right.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Go directly to your destination.</li> <li>✓ Travel the hallway with hall pass</li> </ul>	<ul style="list-style-type: none"> <li>✓ Use appropriate voice level 0 unless otherwise noted</li> <li>✓ Items on the wall are for your eyes only</li> </ul>
Playground	<ul style="list-style-type: none"> <li>✓ Take turns to play</li> <li>✓ Rocks, wood chips, sticks and other items stay on the ground</li> </ul>	<ul style="list-style-type: none"> <li>✓ Use equipment properly</li> <li>✓ Walk to class line quickly &amp; quietly when the signal is given</li> </ul>	<ul style="list-style-type: none"> <li>✓ Use appropriate voice level               <ul style="list-style-type: none"> <li>○ Line up level 0</li> <li>○ Play level 4</li> </ul> </li> <li>✓ Share supplies and equipment</li> <li>✓ Play by established rules</li> </ul>
Restroom	<ul style="list-style-type: none"> <li>✓ One person per stall</li> <li>✓ Wash hands with soap &amp; water in the sink</li> <li>✓ Report any problems to an adult</li> </ul>	<ul style="list-style-type: none"> <li>✓ Keep your restroom clean.               <ul style="list-style-type: none"> <li>○ Flush the toilet</li> <li>○ Pick up paper</li> </ul> </li> <li>✓ Use facilities and supplies appropriately</li> <li>✓ Return promptly to line or class</li> </ul>	<ul style="list-style-type: none"> <li>✓ Use voice level 0 or 1</li> <li>✓ Give privacy to others</li> </ul>

## Parent /Guardian Expectations

Parent/guardian volunteers are needed! There are a variety of ways parents/guardians can become more involved in Peabody School. Listed below are some suggestions. Please contact our Family and Community Specialist to volunteer your services. All volunteers must complete a volunteer application and the application must be approved prior to volunteering.

Room Parent	Tutor	Field Trip Chaperone
Parent Info. Network	Read to Students	Special Events Assistant
Playground Supervision	Related Arts Aide	Choir Assistant
Lunchroom Helper	Bulletin Boards	Crafts for Kids
Make Copies	Grade Papers	Assemble Materials
Help with Programs	Mentor a Student	Dismissal Aide
Morning Greeter	Make Costumes	Many, Many More

## School Nurse

Peabody Elementary School benefits from the services of a registered nurse. The nurse is here to assist the school by maintaining health records, providing first aid, dispensing medications, and conducting various health screenings. The nurse is also available to assist the classroom teachers with health related lessons.

The nurse is only allowed to administer first aid for injuries occurring during the school day on school premises. Students returning to school after being absent due to illness for 3 or more days should present a doctor's excuse to the nurse prior to being readmitted to school. Please be sure to contact the nurse if your child has any unusual health problems, or will be absent from school due to a communicable disease.

### **Illness or Injury**

In case of illness or injury, a student will be cared for temporarily by the school nurse or a member of the school staff. School personnel will render first aid treatment only. If emergency medical treatment is necessary, the parent/guardian will be contacted. If parents/guardians are not available, the student will be taken to the nearest hospital emergency room. Remember, an emergency telephone number where parents/guardians can be reached, and the name and telephone number of the student's family doctor must be on file at the school.



## **Immunizations**

State Law requires that every student who is admitted to a public school have evidence of current immunizations. Students who are not properly immunized, will either not be allowed to enter school, or will be excluded from school. The school is required by State law to report the name of any parent/guardian who neglects or refuses to secure immunizations for school-aged children to the Department of Health and Senior Services.

## **Medications**

Diagnosis and treatment of illness and the prescribing of medications are not the responsibility of the school. All medications that must be taken at school are to be given to the school nurse. Only the school nurse or her designee is permitted to administer medications. Classroom teachers are not allowed to give students any medication. Students will be excused from class in order to take their prescribed medicine at the proper time.

**Prescription Medications:** If a student must bring medication to school, the student's authorized prescriber shall provide a written request that the student be given medication during school hours. The request shall state the date, name of the student, the name of the drug, the dosage, and the frequency of administration, diagnosis or indication for use of the medication, and the prescriber's name. The parent or guardian must sign the authorized prescriber's request to give the medication. The parent, guardian, or an adult designee must deliver the medication to the nurse in a container properly labeled by the pharmacy. The Consent Form for Medication may be obtained from the school nurse.

**Non-prescription Medications:** A student will not be permitted to have over-the-counter medication administered at school unless the medication is accompanied by a written request from the student's authorized prescriber. The medication must be in the original container and the written request shall state the date, name of the student, the name of the drug, the dosage, and the frequency of administration diagnosis or indication for use of the medication, and the prescriber's name. The parent or guardian must sign the authorized prescriber's request to give the medication. The parent, guardian, or an adult designee must deliver the medication to the nurse, principal, or designee at the school. The Consent Form for Medication may be obtained from the school nurse. Students are not permitted to have in their possession any medications (over the counter or prescribed). All medications must be given to the school nurse.

## Academic Achievement

### **Homework Policy**

Homework is an essential and required part of each students' educational program. It is an extension of the standards, skills, concepts, and information taught in the classroom. Homework also provides parents/guardians the opportunity to assume an active role in their child's education. A homework policy for the public schools has been established by the St. Louis Board of Education. Peabody students in grades KG-5 will receive homework on Mondays, Tuesdays, Wednesdays, and Thursdays. It is expected that every student will spend between fifteen (15) and thirty (30) minutes on homework each evening.

### **Make-Up Work**

The school will provide make-up work for absences. If dates of a student's absence are known in advance, the teacher should be notified and planned assignments may be given. Talk with your child's teacher about make-up work for an absence.

### **Report Card Policy**

Student report cards will be prepared at the end of each ten-week period. Grades are designed to reflect student achievement and mastery on grade level standards. Work Habits and Social and Emotional Growth are evaluated on the reports. Teacher comments are designed to clarify grades in all areas.

An interim progress report is provided to help parents/guardians assess their child's progress midway through the ten week marking periods.

Report cards will be issued every ten weeks. Please be certain to schedule conference appointments during Parent Teacher Conference days both in the Fall and Spring.

## Instructional Day “What to Expect”

The school day will follow the below general format, in which students will engage in the following activities during the designated time blocks. A detailed classroom schedule will be provided by each teacher. **Students should bring their charged iPad to school with them each day.**

7:30am - 8:25am	<ul style="list-style-type: none"> <li>○ 7:30 Morning Recess</li> <li>○ 7:45 Breakfast</li> <li>○ 8:05 Classroom Morning Meetings / Morning Activities</li> <li>○ 8:25 Morning Announcements</li> </ul>						
8:30am - 2:45pm	<ul style="list-style-type: none"> <li>○ Reading, writing, math, science, and social studies instruction</li> <li>○ Related arts classes including gym, music, and art each day</li> <li>○ Scheduled lunch and recess break each day</li> <li>○ Scheduled restroom breaks throughout the day</li> </ul>						
2:50pm - 3:02pm	<ul style="list-style-type: none"> <li>○ 2:45 - 2:50 -Afternoon Announcements/Prepare for Dismissal</li> <li>○ 2:50 - 3:02 - Tiered Dismissal:</li> </ul> <table border="1" style="margin-left: 40px;"> <tr> <td rowspan="5" style="background-color: #002060; color: white; text-align: center; vertical-align: middle;">Dismissal Locations</td><td>STAR Afterschool (room #112)</td></tr> <tr><td>Bus Riders (gym door #7)</td></tr> <tr><td>Walkers (gym door #7)</td></tr> <tr><td>Parent Pickup/Cab Riders/Daycare Pickup (gym door #6)</td></tr> <tr><td>Peabody Afterschool (2<sup>nd</sup> floor)</td></tr> </table>	Dismissal Locations	STAR Afterschool (room #112)	Bus Riders (gym door #7)	Walkers (gym door #7)	Parent Pickup/Cab Riders/Daycare Pickup (gym door #6)	Peabody Afterschool (2 <sup>nd</sup> floor)
Dismissal Locations	STAR Afterschool (room #112)						
	Bus Riders (gym door #7)						
	Walkers (gym door #7)						
	Parent Pickup/Cab Riders/Daycare Pickup (gym door #6)						
	Peabody Afterschool (2 <sup>nd</sup> floor)						
3:02pm - 6:00pm	<ul style="list-style-type: none"> <li>○ Afterschool Program Hours</li> <li>○ Students must enroll with the afterschool program director before attending afterschool</li> </ul>						
Homework (15 - 30 minutes)	<ul style="list-style-type: none"> <li>○ Teachers will assign independent work for students to complete while at home to reinforce the skills and concepts learned in school</li> <li>○ Students should engage in approximately 15 - 30 minutes of instructional activities at home each day</li> </ul>						

# 2023-2024 Student & Parent Calendar



## AUGUST 2023

**21** | First Day of School  
9 Student Days  
58.05 Student Hours

## SEPTEMBER 2023

**4** | Labor Day (District Closed)  
**15** | Interim Progress Reports for Q1  
**22** | No Students  
19 Student Days  
122.55 Student Hours

## OCTOBER 2023

**13** | Q1 Ends  
**13** | No Students  
**16** | Q2 Begins  
**16-19** | Parent/Teacher Conferences  
**20** | No Students  
20 Student Days  
129 Student Hours

## MARCH 2024

**8** | Q3 Ends  
**8** | No Students  
**11** | Q4 Begins  
**11-14** | Parent/Teacher Conferences  
**18-22** | Spring Break (No Students)  
14 Student Days  
90.3 Student Hours

## NOVEMBER 2023

**7** | Election Day  
**10** | Veteran's Day (District Closed)  
**17** | Interim Progress Reports for Q2  
**20-24** | Thanksgiving (District Closed)  
15 Student Days  
96.75 Student Hours

## DECEMBER 2023

**20-29** | Winter Break (No Students)  
13 Student Days  
83.85 Student Hours

## JANUARY 2024

**1-2** | No Students  
**3** | Q3 Begins  
**15** | Dr. MLK, Jr. Day (District Closed)  
20 Student Days  
129 Student Hours

## FEBRUARY 2024

**2** | Interim Progress Reports for Q3  
**19** | President's Day (District Closed)  
20 Student Days | 21 Teacher Days  
129 Student Hours

## JULY 2023

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

## OCTOBER 2023

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

## JANUARY 2024

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

## APRIL 2024

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

## AUGUST 2023

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

## NOVEMBER 2023

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

## FEBRUARY 2024

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

## MAY 2024

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

## SEPTEMBER 2023

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

## DECEMBER 2023

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

## MARCH 2024

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

## JUNE 2024

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Approved 03/14/2023 by Board of Education. Visit our website at [www.SLPS.org](http://www.SLPS.org) for further information on the District. Each of our schools also have their own information available. Click on the "Our Schools" tab or you can always call 314-231-3720 or your student's school.

● No School – Students Do Not Attend ● Parent/Teacher Conferences ● First and/or Last Day of School  
● Winter/Spring Break