



GROWING TOGETHER

**Parent/Guardian
and Student
Handbook**

SHENANDOAH

25-26

TONYA MARROCCO,
PRINCIPAL
3412 SHENANDOAH AVE.
ST. LOUIS, MO. 63104
SCHOOL: 314.772-7544
CELL: 314. 532-4661

Parents/caregivers are welcome! We just ask you give us a call to let us know when you will be visiting so we can ensure the integrity and safety of the learning environment.

"BE A BUS MOVER"



ST. LOUIS PUBLIC SCHOOLS

**Network Superintendent
Isacc Pollack, Ph.D.**

St. Louis Public School District Vision Statement

St. Louis Public Schools is the district of choice for families in the St. Louis region that provides a world-class education and is nationally recognized as a leader in student achievement and teacher quality.

St. Louis Public School District Mission Statement

We will provide a quality education for all students and enable them to realize their full intellectual potential.

St. Louis Public School District Core Beliefs

- **All children can learn, regardless of their socio-economic status, race or gender**
 - **The African American Achievement Gap can be eliminated**
 - **Parents must be included in the education process**
- **Competent, caring, properly supported teachers are essential to student learning**
- **The community must be involved in encouraging high achievement for all children**

The St. Louis Public Schools are obligated to help students overcome any obstacles that may hinder their learning by forming partnerships with the entire community



**BETTER
TOGETHER**



Our Mission

**WE ARE COMMITTED TO WORKING...
TOGETHER TO
INSPIRE
GREATNESS IN EVERY CLASSROOM
EVERYDAY
RELENTLESSLY FOR ALL
STUDENTS IN OUR CARE**

Our Vision

**THE SHENANDOAH COMMUNITY WILL EMPOWER EVERY
STUDENT THROUGH RELENTLESS AND RIGOROUS
INSTRUCTION TO ENSURE THEY DEVELOP INTO PEOPLE OF
INTELLIGENCE AND CHARACTER IN A DYNAMIC WORLD.**

**Our Motto:
GROWING TOGETHER**

SHENANDOAH

As I pass through the door of Shenandoah each day,
I will strive to do my best in every way. I am committed to excellence and nothing less,
Because EDUCATION is the key to my success.
I will respect my school and those who teach and guide me, I will respect myself and those who sit beside me.
I will always do my share to show that I care.
Go Tigers!

HOURS

Official School Hours:
8:20am-3:17pm
Doors Open at 7:50am
INSTRUCTION BEGINS
PROMPTLY AT 8:20AM
PLEASE BE ON TIME
OFFICE IS OPEN
7:30AM-3:30PM

BEFORE/AFTER
SCHOOL-STARTS
TBD

Before School starts
at 7:05am
After School ends at
5:30pm



ARRIVAL

Students can be dropped off at door #6 beginning at 7:50am.
(Door #6 is located on the Tennessee Ave. side of the building)

ALL STUDENTS SHOULD STAY IN THEIR VEHICLE UNTIL THE DOOR IS OPEN-NO STUDENT SHOULD BE LEFT UNATTENDED

ACADEMICS

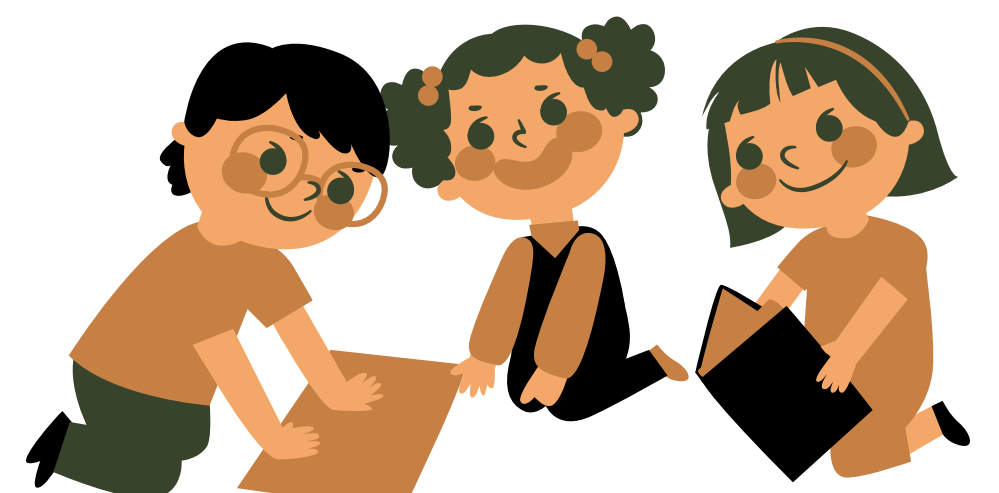
The quality of a scholar's educational experience is only as great as the people and practices within the school. Shenandoah is committed to excellence for all students through focused academics that provide enrichment and interventions based on the individual needs of the students. Significant time is devoted to analyzing student data and developing plans to ensure mastery of vital standards. We know you have entrusted your student's education to us, and we promise to work as hard as possible to educate each child in a caring, safe environment.

DEPARTURE

All students (Not in afterschool) will be dismissed from door #6 beginning at 3:10pm.
If you will be picking up your student(s), pull up to the curb on Tenn. Ave, a staff member will come to your car, take the name of the student(s), and another staff member will escort your student(s) to your car. No need to get out!

CONTACT INFO

Phone Calls:
Office: 314-772-7544
Principal Marrocco: 314-532-4661
Email:
tonya.marrocco@slps.org
PARENT SQUARE:
You will automatically enrolled
This will be used for messaging and announcements





ATTENDANCE

SHENANDOAH ELEMENTARY SCHOOL VALUES ATTENDANCE!

We believe that every student should be in school every day. Regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students, and establishes regular habits of dependability important to the future of the student. Missouri School Law requires all children between 7-16 years of age to regularly attend a public, private, parochial, parish, home school or a combination of such schools for the duration of the entire school term. Parents have the responsibility for requiring and promoting your child's regular school attendance. We are here to help you and your child. We ask that you call the school at (314) 772-7544 to notify us each time your child will be absent and of any extenuating circumstances that are preventing your child from attending school. Please call before 9:30am. Students with 90% attendance and above will participate in and receive attendance incentives.

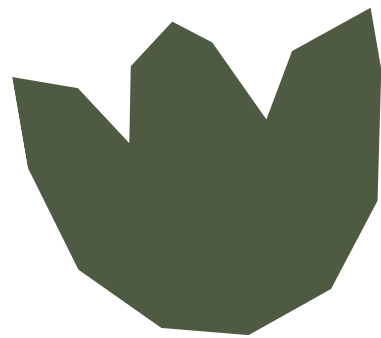
Arriving on time and not leaving early will support your student(s)
attendance

Tardy/Late Arrival

Instruction begins at 8:20am.

DOORS open at 7:50am

We expect our students to be in their assigned classroom at 8:20am. Students arriving tardy/late must report to the main office to receive a tardy/late slip. Student(s) will be counted as tardy, late or in some cases, as an unexcused absence.



Early Departure

Parents are required to call the school for an early dismissal. Parents will be asked to provide an expected arrival time. A Shenandoah staff member will escort the student to the front door upon arrival of the parent. No Student can be picked up from the office after 2:30pm. (except in emergency situations)

EXCESSIVE ABSENCES

SHENANDOAH ELEMENTARY SCHOOL VALUES ATTENDANCE!

Consequences of Excessive Absences

The School will provide a three-day notification of absences, even when the absences are excused. Parents will be referred to the court referral process when student(s) has missed a total of 4 days. Days during which a student is suspended from school shall not be counted in a student's total cumulated unexcused absences.

Parents/guardians need to communicate with the school their child's normal routine from getting to and from school. When there is a change in a child's normal dismissal procedure on any given school day, parents must send a written note or notify the school by 2:00pm.

If anyone other than the authorized pick-up person is to pick up a student, the parent/guardian must notify the school prior to having the person come to school. The person picking up the student will have to have a picture ID.

As needed, parents/guardians will be required to update the emergency contact/authorized pick-up information.

A copy of any legal restraint should be on file in our office. Unless the legal document is on file with us, we must provide equal rights to parents or legal guardians.

VOLUNTEERING

Here at Shenandoah we are very excited when family members and volunteers want to volunteer to help our school and classrooms. We think student safety is very important and we have procedures in place to provide a safe learning environment for all staff and students. The school district requires criminal history background checks for parent volunteers, independent contractors, and community volunteers. PLEASE reach out if you would be interested in the paperwork to be a volunteer!



PTO

Meets quarterly and is a GREAT way to support Shenandoah! We NEED YOU!

LATE PICK-UPS

If students are returned to school from the bus or not picked up before 3:17pm, it counts as a late pick-up. If a parent or authorized adult will be late, it is their responsibility to notify the office as soon as possible.

- AFTER 4 Late Pick-Ups, the parent/guardian will be required to meet with the principal and/or social worker to identify interventions and support
- AFTER 5 Late Pick-Ups-the student will be referred to SLPS Safety and Security

BREAKFAST AND LUNCH

BREAKFAST AND LUNCH WILL BE SERVED TO ALL STUDENTS.

IF YOU ARE PACKING A LUNCH, WE ASK IT TO BE A COMPLETE LUNCH.

PLEASE DO NOT SEND ONLY BAGS OF CHIPS, CANDY, OR SNACKS WITH YOUR STUDENT. (UNLESS IT IS WITH A FULL LUNCH OR FOR CLASSROOM APPROVED SNACK TIMES). NO SODA

THESE ITEMS WILL BE SENT BACK HOME.

SCHOOL CLOSINGS

St. Louis Public Schools families will be notified of any emergency school closures through the emergency phone system, the district website, emails or local news channels. If you do not see or hear any announcements, assume that school will be in session.

If school dismisses early, students will be transported on their regular buses – please be sure your child has a backup plan in place. Students may not remain at school since staff will also face hazardous travel home. If school dismisses early, the building will be closed for after-school and evening activities. If your child goes to an after-school program at a location other than school, please check with them regarding their closing policy.

Instruction may continue when schools are closed for inclement weather days. All students are expected to log into their Teams class by 8:05am. Students are expected to remain logged in until the school day ends.

SHENANDOAH UNIFORM



Shenandoah is a uniform school.

Students are encouraged to be in uniform daily. While there is no sanction for students who come to school out of uniform, they may not be eligible for school incentives. It is expected that caregivers will ensure that students report to school each day in a neat and clean uniform.

However, please do not keep students home because they do not have a uniform. Our school counselor, social worker, or family community specialist can and will assist you if your child is in need of uniforms. Please just let us know.

UNIFORM OPTIONS

TOPS

SHIRT WITH COLLAR: ANY SOLID COLOR

BOTTOMS

**KHAKI, BLUE, OR BLACK; PANTS, SHORTS-
SKORTS-SKIRTS MUST BE APPROPRIATE
LENGTH**

SHOES

**CLOSED TOE SHOE WITH FULL BACK OR
BACK STRAP**



BEHAVIORAL EXPECTATIONS

Students will participate fully in learning experiences by:

1. **Being Safe** – Students will engage in activities that prevent injury to themselves and others by following the school expectations and the directives of adults.
2. **Being Responsible** – Students will come to school prepared to engage in social and learning activities. Students will be in possession of appropriate materials, complete assignments and be in control of their words and actions at all times.
3. **Being Respectful** – Students will engage with students and adults by sharing ideas voicing concerns in a way that respects diverse viewpoints and avoids hurting, embarrassing or insulting others. Students will build relationships that allow all students the opportunity to be safe and learn in a safe and calm community.
4. **Being Productive** - Students will use time wisely to accomplish task. Students will advocate for themselves when they encounter barriers so they do not waste time being stuck. Students will also do their best work on assignments or tasks.
5. **Being a Leader** – Students will seek opportunities to be a part of important decision-making in the school. They will serve as role models and ambassadors for the school. Further, students will always show the school in a positive light for other students and visitors.

If a student is unable to model appropriate behavior and disrupts the learning for other students, adults will:

- Direct students to a calm down corner or a buddy room
- Re-direct, work with, and ensure the student fully understands the expectations.
- Create an accountability system with the student and parent/guardian with clear consequences or processes for resolution for additional violations.
- Work in partnership with family, students, staff and other significant adults to determine additional strategies and/or consequences.
- Refer to Counselor or Social Worker for support and intervention.
- Recommend removal from class for in-school or out-of-school suspension.

Harassment & Violence Prohibition

It is the policy of the school district to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. The school district prohibits any form of harassment or violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.

BEHAVIOR EXPECTATIONS MATRIX

	All Settings	Classroom	Restroom	Hallway	Cafeteria	Bus	Playground
P Pride	<ul style="list-style-type: none"> Use kind words Encourage others to follow expectations Give your best effort Be on time 	<ul style="list-style-type: none"> Be a good Listener Always give your best effort Be an active participant Stay on task 	<ul style="list-style-type: none"> Return to class promptly Clean up after yourself Line up in assigned area Report problems to an adult 	<ul style="list-style-type: none"> Return to class promptly Be respectful of other's work Keep the hallways clean 	<ul style="list-style-type: none"> Keep area clean Come prepared Get all things needed the first time through the line 	<ul style="list-style-type: none"> Be a good Example to others Be respectful of others 	<ul style="list-style-type: none"> Be a problem solver Play with everyone Take care of yourself Resolve your own conflicts peacefully
A Attitude	<ul style="list-style-type: none"> Include peers in all activities Report problems to an adult Respect everyone Be Honest 	<ul style="list-style-type: none"> Follow directions Wait to be called on to speak Treat others the way you want to be treated 	<ul style="list-style-type: none"> Allow for privacy of each person Use a quiet voice 	<ul style="list-style-type: none"> Keep hallways calm and quiet for other learners Be courteous to people 	<ul style="list-style-type: none"> Use a peaceful voice Use good table manners 	<ul style="list-style-type: none"> Use a quiet voice Follow the direction of the bus driver 	<ul style="list-style-type: none"> Use positive and appropriate language Invite others to join in Agree on rules before a game
W Wise	<ul style="list-style-type: none"> Report problems to an adult Conversations are school appropriate Keep body and objects to yourself 	<ul style="list-style-type: none"> Be prepared Do you job Respect other's things Be safe Be ready to learn 	<ul style="list-style-type: none"> Wait your turn Clean up after yourself Use supplies wisely 	<ul style="list-style-type: none"> Remain focused on your transition Walk quietly Stay in order Always carry a hall pass 	<ul style="list-style-type: none"> Show kindness to table mates & their food choices Take your assigned seat and stay seated 	<ul style="list-style-type: none"> B-B, S-S, FOTF Assist others who may need help Be kind to all peers on the bus 	<ul style="list-style-type: none"> Learn new games and activities Line p at first signal Make good choices
S Self-Control	<ul style="list-style-type: none"> Keep body and objects to yourself Be a problem solver Walk away when needed 	<ul style="list-style-type: none"> Maintain personal space Ask for help with quiet hand Focus on speaker 	<ul style="list-style-type: none"> Be quick and clean 	<ul style="list-style-type: none"> Walk to the right Maintain space in line 	<ul style="list-style-type: none"> Clean up your area Sit quietly while waiting for turn Raise hand for help 	<ul style="list-style-type: none"> Ensure all belongings & trash are picked up before leaving Stay seated 	<ul style="list-style-type: none"> Ask for help Line up promptly in line order at teacher's signal

SHENANDOAH CREED

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Shenandoah each day,
I will strive to do my best in
every way.

I am committed to excellence and
nothing less,
Because EDUCATION is the key to
my success.

I will respect my school and
those who teach and guide me,
I will respect myself
and those who sit beside me.
I will always do my share
to show that I care.

Go Tigers!

STUDENTS EARN
THEIR PAWS BY
MEETING THESE
EXPECTATIONS
P-PRIDE
A-ATTITUDE
W-WISE
S-SELF-CONTROL
PAWS=INCENTIVES

BULLYING

Shenandoah believes each student, regardless of age, race, gender, ability level, religious beliefs, national origin, sexual orientation (actual or perceived), or physical attributes, deserves the right to be educated in an environment that does not interfere with their educational opportunities or ability to participate in school functions or activities or receive school benefits, services, or privileges. To that end, acts of bullying towards another student or groups of students will not be tolerated and will be dealt with in a swift and serious manner.



According to the Missouri Safe Schools Act bullying means any intimidating, threatening, abusive, or harming conduct that is objectively offensive in nature.

Furthermore, there is an actual or perceived imbalance of power between the student engaging in prohibited conduct and the target of the behavior and the conduct is repeated or forms a pattern. The act of cyber-bullying which refers to bullying others by using technology or other electronic devices, or retaliation for asserting, alleging, reporting, or providing information about bullying or knowingly making a false report about bullying in any form are prohibited as well. Bullying does not refer to a one time argument or disagreement between students.

Our intent is to create and maintain a safe and welcoming environment by taking a proactive rather than reactive approach. To prevent or stop bullying or cyber-bullying behaviors we will provide ongoing training around anti-bullying techniques and strategies for all staff and students.

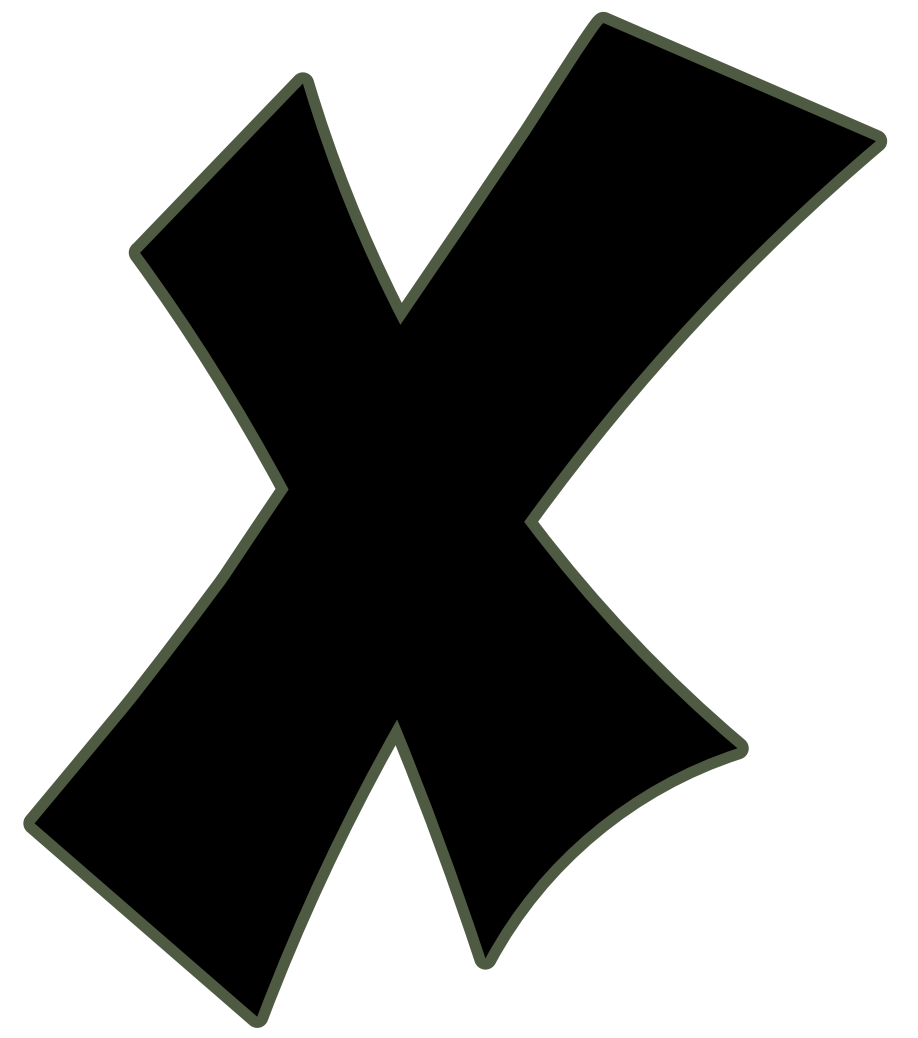
If bullying occurs on any district property (i.e. school building, school grounds, bus stop, walking route to and from school, school bus, school related vehicles) or at any school-related function, school-sponsored activity, event, or trip, the incident should be reported to the building's designated primary contact person (Counselor, Principal, Social Worker) who will begin an investigation as soon as possible. If bullying takes place off of school property and impacts the educational process, it should be reported to the school. In the event an act of cyber-bullying has occurred the same protocol will be followed. Cyber-bullying may take place on or off school property.

If the result of the investigation concludes bullying or cyber-bullying took place the offender(s) could receive consequences ranging from written conduct reports to loss of privileges during the school day to in or out of school suspensions depending on the severity of the incidents.



ITEMS NOT TO BE BROUGHT TO SCHOOL

Any item brought from home is distracting and the school cannot accept responsibility for these items if they are lost, damaged, or stolen. Please refrain from allowing students to bring items from home. If a student needs to bring something-it needs to stay in the backpack or in the principal's office.



CELL PHONES

We recognize the importance of students having cell phones as they walk to and from school and for other safety concerns. For students who require phones for safety and emergency reasons, the phone should be off and remain off for the school day. They must remain in a backpack OR be given to the classroom teacher or main office. It is important for you to know that if students bring a mobile device to school, the school is not responsible for loss, damage, or theft. Additionally, students using electronic equipment during the day will lose possession of the item, and parents will be asked to pick the item up in the school office.



INTERNET ACCEPTABLE USE POLICY

Students will have access to technology in the classroom and are expected to handle them responsibly. Users are expected to use Internet access through the district system to further educational and personal goals consistent with the mission of the school district and school policies. Uses which might be acceptable on a user's private personal account on another system may not be acceptable on this limited-purpose network. Students are directed to inform staff immediately if they receive any image or communication that is inappropriate

SEARCH AND SEIZURE OF STUDENT POSSESSIONS

School officials may, without a search warrant, search a student and/or their personal possessions based on a reasonable suspicion. Reasonable suspicion means that a school official has grounds to believe that the search will result in evidence of a violation of school district policy, rules, and/or law. Personal possessions include, but are not limited to purses, backpacks, book bags, packages, clothing, and cell phones.

SEVERE BEHAVIORS

Shenandoah staff believe that students have a right to be educated in a manner which is not disrupted by the behavior of other students. Teachers or adults in authority have the responsibility to require appropriate behaviors of all students so they can deliver instruction effectively. Behaviors which are considered “severe” will be met with a stricter set of consequences, depending on the severity of the behavior, the frequency of the occurrence, and the student’s age. Severe behavior incidents are as follows:

- Repeated refusal to cooperate
- Fighting/assault/or causing physical harm to another
- Use/possession of controlled substances including tobacco
 - Written or verbal threats
 - Property damage
 - Stealing
- Possession of a weapon or toy replica weapons
- Harassment of another individual, including hazing, sexual or racial harassment, or verbal abuse
- Other behaviors that cause excessive disturbance to the school day

These behaviors are subject to one or more of the following consequences:

- Parent phone call and conference
- In-school or out-of-school suspension
- Conference with principal/ teacher/ counselor, social worker
- Recommendation for expulsion

WEAPONS

St. Louis Public Schools has adopted a weapons policy. Anyone who has reason to believe a weapon is on a school site, bus, or at a school-sponsored activity has a duty to report that information to the site administrator, police officer, or any adult supervisor. Possession is defined as, but not limited to, having a weapon on one’s person or in an area subject to one’s control in a school environment. Weapons are defined as any object, device, instrument, or substance designed as a weapon or through its use capable of threatening or producing bodily harm, or which may be used to inflict self-injury.

Violation of the weapons policy may result in one or more of these consequences: out-of-school suspension, confiscation of the weapon; notification of the police, recommendation for expulsion or exclusion from school for up to one year. Students with disabilities who violate the policy will be disciplined in accordance with the requirement of the Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act.

PROBLEM-SOLVING

Throughout the school year, situations may arise which cause concern for parents, teachers, students, or community members. The process described below encourages all stakeholders to examine solutions and promotes resolving situations quickly to the satisfaction of all parties involved. A positive resolution of these situations enhances communication, builds trust between members of the school community, and benefits the educational program for the students.

Please use these steps if you have a concern:

- **Step 1 – Contact the principal:** As the instructional leader, the principal is in charge of the school and is the person responsible for handling concerns regarding the school's operation. The principal can share school information and explain policies, guidelines and procedures. He/she is open and willing to listen to your concerns. The first step in resolving a concern is to discuss it with the staff member(s) involved, i.e. the teacher, etc. The principal will arrange a meeting between all parties involved. More than 95 percent of all concerns are resolved at this level.
- **Step 2 – Contact our Counselor, Social Worker, or Family Community Specialist:** If Step 1 does not resolve the concern. She serves as a liaison between the parent and school. Additionally, she advocates for families to ensure their needs are met within the school setting.
- **Step 3 – Contact the appropriate district administrator:** If the previous steps have been unsuccessful, contact the Office of Parent Engagement. We sincerely hope that we can work together to solve problems as they arise. Please know we believe clear, open, honest, and two-way communication is the key to preventing problems, miscommunication, misinterpretations, or other concerns.



CLASS DOJO

Students will earn daily points for-wearing thier uniform, demonstrating appropriate behavior, completing work, etc.

Students meeting 'behavioral' expectations will be invited to celebrate their achievements each month and semester!



REPORT CARDS

Students will receive a report card every 10 weeks. Progress Reports will be sent home five weeks into each report card cycle. These reports will be emailed to all families.



Communication

Elementary school students frequently bring home information from the classroom and the office for parents/guardians to review. We ask that you check your child's backpack daily. Each student will have a folder for daily communications. In addition to Parent Square notifications, each classroom will send home monthly newsletters. You should recieve the newsletter at the beginning of each month. In the event you do not receive the newsletter, please inform the teacher and principal.

Birthday Treats

Sharing in birthday celebrations is important for our students. Families are allowed to deliver store-bought, chips, juice, cookies or cupcakes and individual ice-cream cups. These celebrations must be planned with the classroom teacher prior to the day of the event. Parents are asked not to bring younger siblings or other family members.

HEALTH

The Health Services staff work in partnership with educational staff to provide students with high quality and consistent health care and health management.

Allergies

Animals and pets are not allowed to visit inside schools. This policy is in place because of student and staff health needs and air quality issues. Please inform the school of any known allergies your child may have.

Communicable Disease

Your school's Health Services office should be notified when a student has a communicable condition (i.e. chicken pox, strep throat, head lice) so appropriate measures may be taken. Notices may be sent home with other students when these conditions occur in a classroom. For a list of common childhood diseases, symptoms, communicability, and source of infection, log on to the district website, www.edenpr.org.

Health Conditions

The school nurse will work closely with students who have an acute or chronic health needs such as asthma, cancer, diabetes, allergies, or other illness. Parents will want to notify the school about their student's specific health needs. The student and parents will work with the school nurse to determine how best to manage the health conditions and plan for any potential life threatening emergencies.

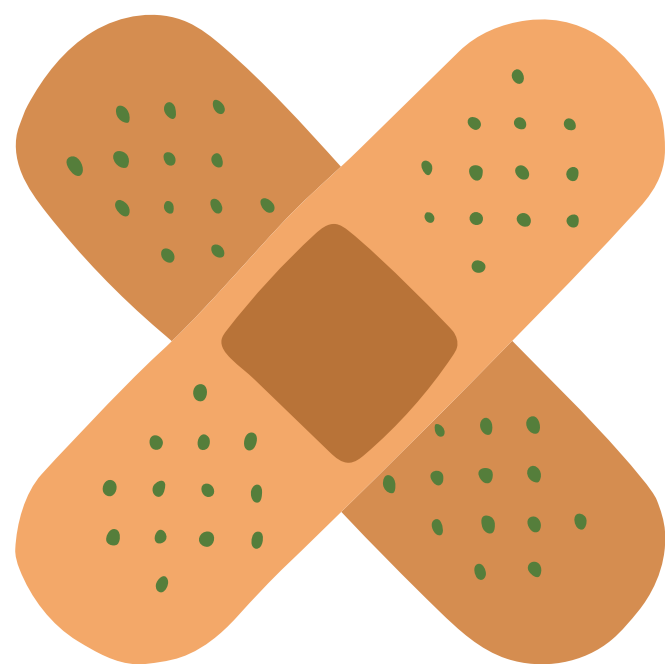
Special Dietary Needs

Students needing a special food plan must have a doctor's prescription indicating the type of food that is necessary.

Home Illness

Your child should be kept home when:

- Fever of 100.4 degrees Fahrenheit or more – child should stay home until 24 hours after the temperature returns to normal.
- Congestion/running nose
 - Sore Throat
 - Headache
- Fatigue/muscle or body aches
 - Cough
 - Difficulty breathing
 - Loss of taste/smell
- Vomiting or diarrhea – child should stay home until 24 hours after the last episode
- Rash that may be disease-related or the cause is unknown – check with your health care provider before sending the child to school



School Injuries/Illness

The nurse or her designee will call the parent to report when a student becomes ill or is injured at school. First aid and illness management will be provided by the school nurse or designee; 911 will be called if it is needed. The parent/guardian will be contacted using the health and emergency information form. It is important that the names and phone numbers listed on the form are current and updated. Please list people who can pick the student up from school if you are not available.



Immunizations

All students must have proof of vaccine to start school. Students who have special medical problems and cannot be vaccinated, or whose parents conscientiously object, may receive legal exemption.

Medications

Students are not permitted to administer their own medication at school. Parents requesting that prescription or non-prescription medication be administered during school hours are required to provide:

- A physician's order/signature for medication during the school day**
- Parent's signature on a Medication Authorization Form or a note**
 - Medicine in original prescription bottle labeled with student's name, etc. Please ask the pharmacy to put prescription medication in two bottles completely labeled – one for home and one for school.**

All non-prescription medications must be provided in their original labeled container. Medication Authorization Forms are available in the nurse's office.

Restricted Activities

Written excuses are required for students who need to be kept in from recess or who need to miss physical education. The note must state how long the restriction will be in effect.





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**"PLANTING SEEDS OF PURPOSE,
POSSIBILITY, AND POTENTIAL"**

Tonya Marrocco
314-532-4661

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