



# BETTER TOGETHER

Parent/Guardian  
and Student  
Handbook

SHENANDOAH

24-25

**TONYA MARROCCO,  
PRINCIPAL  
3412 SHENANDOAH AVE.  
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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.**

**"SOLVING PROBLEMS-  
BUILDING SOLUTIONS"**

## ST. LOUIS PUBLIC SCHOOLS

### Elected School Board Members

Antionette “Toni” Cousins, President

Matt Davis, Vice President

Donna Jones, Secretary

Emily Hubbard, Board Member

Natalie Vowell, Board Member

Sadie Weiss, Board Member

Tracy Hykes, Board Member

### Superintendent of Schools

Keisha Scarlett, Ph.D.

### 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:  
BETTER 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:  
8:05am-3:02pm  
Instruction **BEGINS**  
promptly at 8:05am

Office is open  
7:30am-3:30pm

## BEFORE/AFTER SCHOOL-STARTS SEPT. 2ND

We will have a free before and after school programs!  
If you are interested, you will be given an application-this is first come first served.  
All students in the program will be dropped off and picked up from door #7. Students can be dropped off by 7:15am MUST be picked up by 5:30pm



## ARRIVAL

Students can be dropped off at door #6 beginning at 7:45am.  
(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 3:00pm.  
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](mailto:tonya.marrocco@slps.org)  
Class Dojo:  
You will get an invitation from your student(s) teacher  
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 8:05. We expect our students to be in their assigned classroom at the start of the school day. 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 2:00pm. (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 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 both 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 Monthly and is  
a GREAT way to  
support  
Shenandoah!



# Late Pick-Ups

If students are returned to school from the bus or not picked up before 3:15pm, 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 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.



# 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 the Family Community Specialist:** If Step 1 does not resolve the concern, discuss it with the FCS. 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

Get your student's Class Dojo password from the assigned staff member. You will get updated information regarding your student's behavior as well as all school/class announcements!

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 Daily Dojo 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. Parents 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](http://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.

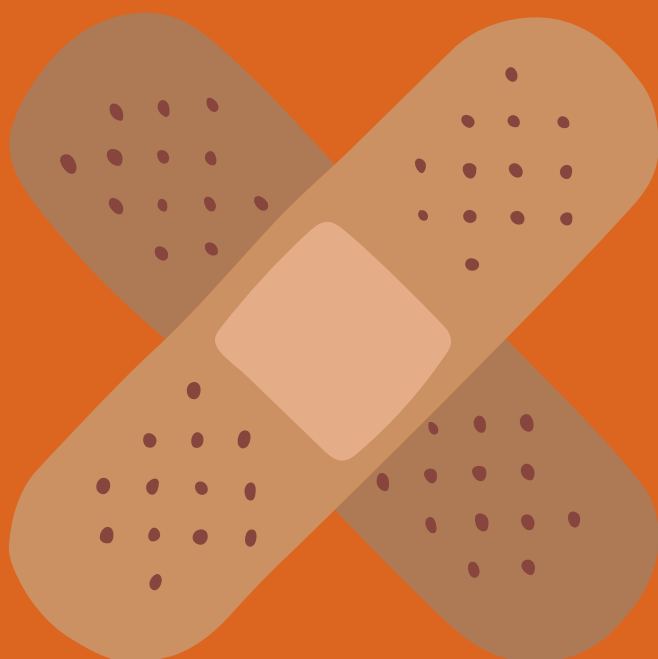
## Special Dietary Needs

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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