

**Elementary School** 



Student/Parent Handbook 2017-2018



## Dewey International Studies Elementary School



## **Vision Statement**

Dewey International Studies Elementary School students will become lifelong learners who positively contribute to a diverse and changing global community.

## **Mission Statement**

Dewey International Studies Elementary School maximizes student potential through high academic expectations while developing a deeper understanding of diverse cultures and building interactions with our world.

# Dr. Kelvin Adams Superintendent of Schools

# SAINT LOUIS PUBLIC SCHOOLS

## **Dewey International Studies Background**

Dewey International Studies is an elementary magnet school located at the southwestern edge of St. Louis. The school is within walking distance of Forest Park, the Art Museum, the St. Louis Zoo and the St. Louis Science Center. These attractions are visited on field trips.

Test scores on the Missouri Assessment Program (MAP) at Dewey exceeded the average for the Saint Louis Public Schools in general.

The magnet focus at Dewey is international studies. Every student studies a world language. Those languages are Japanese, German, French and Spanish. The international profile of the school is enhanced by the enrollment of many children from different countries.

The international studies theme is reflected in classroom instruction whereby each teacher selects a country to incorporate into the curriculum. The adopted country influences geography, social studies, literature and mathematical word problems. There is an emphasis on having students present their learning in forums. Students share what they have learned with other students at their grade levels as well as with parents. Oral reports, dramas, poetry, research projects and songs are some of the experiences students share with their peers.

Students enrolled in the gifted program engage in research, analytical thinking, and classical literature of other countries.

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## **ATTENDANCE**

Regular attendance is an important factor in student success. Learning occurs in a definite sequence which, when interrupted, places additional responsibilities on the child. Irregular attendance is one of the main contributing causes of unsatisfactory/failing grades.

The school day begins at **9:20 a.m**. Dismissal is at **4:17 p.m**.

#### STUDENT ABSENCE AND TARDINESS

- ❖ If a child arrives late for school, he/she is to report to the office prior to going to his/her classroom. A Parent must also come to the office to sign in the child.
- If a child arrives after 9:20 a.m. but before 9:30 a.m., the child is marked tardy.
- ❖ If a child arrives after 9:20 a.m., he/she is marked absent for the corresponding number of minutes missed. Early dismissals also count against your student's attendance. The number of minutes/hours marked absent depends upon the time the child leaves school.

NOTE: A student will only receive recognition for "Perfect Attendance" (for quarter, semester, and school year) as long as the total number of minutes absent is <u>less than</u> one (1) full school day or 6.45 hours

If you know in advance that your child will need to be absent, please notify the school either by note or phone call. If you have not notified the school that your child will be absent, someone from school will call you to check on his/her well-being.

Students with excessive absences or tardies will be referred to the school social worker and will be subject to outside interventions, ultimately resulting in loss of magnet seat for the school year.

#### **ARRIVAL**

- Student supervision begins at 8:50 a.m.
- Students are to report to the cafeteria upon arrival to eat breakfast.
- ❖ Breakfast is served from 8:50 a.m. 9:10 a.m. in the cafeteria.
- Classes begin at 9:20 a.m.
- Before & After Care is available for children who need to arrive before 8:50 a.m. by the YMCA (at a monthly fee).
  - Please note: There is a multiple child discount and scholarships are available.



## **DISMISSAL**

Please write your child's name, bus number and phone number on a card and place it in your child's backpack to assist in dismissal.

- Students who are picked up will be taken to the school cafeteria.
  - Parents picking up students for dismissal are to use <u>door</u> <u>#8</u>, located on Central Avenue, to access the cafeteria for student pick-up.
- ❖ Parents will sign their children out of school from there.
- Only identified individuals, over the age of 18, will be allowed to pick-up students at Dewey.
- Parents can only gain access to parent pick-up from door #8no exceptions! Front door access will be closed between 4:00 and 4:17.
- Movement for dismissal begins at 4:05 pm. If at all possible, please wait until this time so that your child's attendance is not impacted and so that instruction is not interrupted.





Parents are asked to show they value our instructional time as much as we do, by limiting appointments to before and after school. If it is necessary for a student to leave school early, perhaps to keep a doctor's appointment or in an emergency, it is necessary for the child's safety that the parent or guardian come to the office with official identification so that the school

knows with whom the child is leaving.

- Children may not be picked up from the classroom.
- ❖ Early dismissals must be called in before 3:50 in order to ensure student notification before dismissal.
- Please be sure the office has a list on file of adults (18 years or older) who are designated to pick-up your student. Adults who pick-up students will be asked to show identification for verification.
- ❖ Teachers have been instructed not to release students unless approved by the office. (Dewey [blue] dismissal slip )

Early dismissals negatively impact student attendance.

## **CHANGE OF ADDRESS & TELEPHONE NUMBER**

For the safety and welfare of our students, it is imperative that the school has an accurate address and telephone number(s) for each student. Parents are required to inform the school of any address, home/work telephone number, or cell number changes during the school year. Should your address change, you will be required to provide a current proof of residency (lease, gas, electric, or water bill). Please designate an additional emergency contact person to be called in the event the school is unable to contact the parent or guardian.

#### **DRIVING STUDENTS TO SCHOOL**



When driving your child to school or picking your child up after school, please follow these guidelines:

- 1. Please remember that the bus loading/unloading zones are prohibited.
- 2. Double parking can be very dangerous because passing vehicles may not be able to see children. You can endanger your child as well as others by double parking.
- 3. Look carefully before pulling away from the curb at the school.
- 4. Drop off and pick up children along the curb next to the building and play yard. Vehicles are not permitted to pull into the school yard during these times.

Please adhere to the parking restrictions that have been posted by the City of St. Louis. Parking too close to the entrance of the school yard may result in buses not being able to safely turn into or out of the yard.

## BEFORE AND AFTER SCHOOL CARE

Before and After Care school services are provided for Dewey International Studies students on site for ages five and above by the:

## YMCA (Ages 5-12)

Contact Cheryl Roe (<u>croe@ymcastlouis.org</u>) for more information. (314) 644-3100

Before Care 6:30 a.m. – 9:10 a.m.

After Care 4:17 p.m. – 6:00 p.m.

## **VISITORS**

Parents/Guardians are welcome to visit Dewey.

- All visitors (including parents/guardians) are required to checkin at the main office prior to visiting any part of the school.
- All visitors must sign-in to receive a visitor bracelet, identifying the individual as an office-approved visitor.
- Visitors are welcome to visit the instructional spaces; however, instruction must not be interrupted. If you wish to speak with a specific teacher or staff member, an appointment is required. All visits are at the discretion of the principal or his designee.

## **DEMOGRAPHICS**

## BREAKFAST/LUNCH

Breakfast and lunch are served in the school cafeteria. Breakfast is <u>free of charge</u> to every SLPS student and is served daily from 8:50 a.m. - 9:10 a.m.

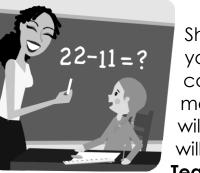
Children are not allowed to leave the school grounds during lunch.



#### **CLASSROOM**

Each teacher will communicate specific class expectations to students and parents. Teachers will send home a weekly Academic Report and a Classroom Newsletter on the last day of each week,

typically Friday.



Should it be necessary for you to contact your child's teacher, please send a note or call the school (314-645-4845) and leave a message with the main office. The teacher will contact you as soon as he/she is free, or will send a note home with your child.

Teachers will not be called out of class to

answer the telephone.

Additionally, teachers will notify parents of their "office hours" so that parents and teachers can schedule meetings in advance.

Parents are welcome to visit classrooms as long as instruction is not interrupted. If you decide to visit, please report to the office for a visitor's bracelet/badge. If you need to meet with the teacher, please schedule an appointment so that classroom instruction is not negatively impacted.

## PARENT BULLETINS, NEWSLETTERS, NOTES

During the school year information will be sent home in the form of letters, bulletins, newsletters and notes from the principal, the teacher, P.A.L. or the St. Louis Public Schools' administration.

In order to reduce paper usage, we are communicating more frequently using emails. Please be sure the office has your <u>current email</u> <u>address</u> on file so that you regularly receive these important communications.

We encourage you to be an active part of Dewey School.

## **FIELD TRIPS**



Field trips are an integral part of the learning process. Many times more can be learned about a specific topic outside of the classroom. School staff will make arrangements for trips. (Parent volunteers are always needed and welcome to assist staff in field trip supervision. An approved

volunteer application must be on file)

- Permission slips for each child are sent home prior to the trip. These forms give the time, date and other necessary information.
- \* Return the slip, properly signed, as soon as possible.
- Students who do not return the official field trip permission form properly completed and signed will not be permitted to accompany the class.

## **REPORT CARDS & PROGRESS REPORTS**

- Students receive a written report of academic progress at the end of each tenweek period.
  - Second and fourth quarter report cards are sent home.
- Interim progress reports are sent home at the end of each quarter.
  - The progress report should be reviewed by both you and your child, signed and returned to your child's teacher.
  - Teachers will identify Grade-level Expectations (GLEs) that have been mastered, as well as the GLEs that need improvement.
- Questions arising from any progress report or report card should be directed to your child's teacher as soon as possible.

## **PARENT-TEACHER CONFERENCES**

- Formal parent-teacher conferences are scheduled for the first and third grading periods.
- You will receive prior written notification concerning the dates and hours for these conference days.
  - The conferences are conducted in scheduled time slots.
     Your child will bring a selection form home. Please note that the teacher will make every effort to accommodate all parents.



In addition to these scheduled conferences, you may arrange a conference with your child's teacher any time you have a concern. Appointments are necessary if a conference is desired. There is much to be gained for the teacher, the parents and the children from these meetings.





## **VOLUNTEERS**

There are a variety of opportunities for parents as well as others in the community to assist in our

educational program. Volunteers enable the school to provide greater service to the students. If you would like to help, please contact the parent volunteer coordinator, Joyce Spann at 645-4845 or Joyce. Spann@slps.org. For the safety of all the children, all adults wishing to volunteer must complete an application consenting to a background check. This application is kept on file in the Office of Volunteer Services. An application must be updated every two years.

## **SCHOOL SUPPLIES**

In general, the school district furnishes all textbooks and most supplies/materials that the students need and use. However, some teachers may ask that students bring certain supplies for activities that they do in their rooms. Information will be communicated as necessary.

#### **CURRICULUM**

The subjects taught at the elementary level in the St. Louis Public Schools are as follows:

Communication Arts (Reading, Writing, Speaking)

Mathematics Physical Education

Social Studies Science
Art Music

These subjects are taught in a prescribed sequence and in alignment with our state Grade Level Expectations.

Additionally, Dewey Elementary offers four world languages.



#### **HOMEWORK**



The St. Louis Public Schools consider homework to be a valuable part of the educational process. Homework is carefully designed to extend the school learning environment into the home. Per district policy, the time to be spent on homework should be 20 to 30 minutes per evening for students in grades one through five. All homework tasks reinforce skills that have been taught.

Homework assignments/activities should be modified to meet the needs of your child. There may be cases when your son/daughter has more or less than other students. Please let us know if you believe your child is struggling or needs to be challenged more for homework. Most classroom teachers at Dewey utilize homework packets which allow for homework to be completed throughout a longer period of time. Please ask your child's classroom teacher for specifics.

## **TEXTBOOKS**

Students are permitted to take some textbooks home. They will be sent home at the discretion of the teacher. Teachers are held responsible and accountable for all books that are issued for their classroom use. Therefore, students/parents are responsible for lost or damaged textbooks. Many of our textbooks are available for use online. Please inquire with your teacher for more information.

## **LIBRARY**



Library services are offered to all students. Students are allowed to borrow one book for a one-week period. Students begin to develop an appreciation of literature and develop listening and discussion skills. The library serves each grade level in separate intervals and reinforces the reading program. It provides reference materials

such as encyclopedias, periodicals, biographies and dictionaries. Literature is also available on various countries, with some books in foreign languages.



## **SPECIAL EDUCATION SERVICES**

For students who have been diagnosed as having special education needs requiring individualized instruction, classes are available at Dewey School. Children are referred, screened and tested before entering any special education program. Placements are made by the Office of Special Education. If you feel your child is in need of special services, speak to the principal or the counselor about beginning the referral process.

#### **SPEECH THERAPY**

A speech therapist will be in the building weekly. The therapist is responsible for the speech and language program duties of screening, evaluation, diagnosis, I.E.P. development, scheduling and remediation of speech and/or language handicap conditions.



## **GUIDANCE/COUNSELING**

The Guidance and Counseling Program is directed toward fulfilling the educational, vocational, psychological, physical, and social needs of all students. Objectives of the program are to make sure students are assisted in developing:



- 1) critical thinking skills
- 2) a positive self-concept
- 3) acceptable school behaviors
- 4) awareness of career opportunities
- 5) participation in an educationally sound instructional program
- 6) awareness of the destructive characteristics of substance abuse
- 7) acquisition of universal testing skills

#### **SOCIAL WORK SERVICES**



School social workers focus their efforts on helping school personnel to identify students with special needs and work to resolve social, emotional and family difficulties which interfere with students' attendance, achievement and promotions.

Social work services help to reduce non-attendance problems, increase student achievement and provide opportunities for students to develop positive self-esteem. Social workers help parents develop a better understanding about specific needs of their children and ways that they can provide support for their children's education.

## **DEWEY UNIFORM POLICY**

#### A. Shirts/Blouses

- Students must wear a solid color, plain long or short-sleeved shirt with a collar.
- With the exception of school approved logos, shirts may not have insignias, logos, labels, words or pictures.
- Shirts must be appropriately sized and preferably tucked in.
- Shirts shall be long enough to cover the midriff while sitting or standing. Furthermore, shirts must cover the chest and back so the chest and the back of the body are not inappropriately exposed.
- Undergarments may not be visible at any time.
- Students may wear plain sweaters or sweat shirts over school uniforms. The sweaters or sweat shirts may be any solid color and with the exception of school logos must not have any insignias, logos, labels, words or pictures.

#### B. Pants, Skirts, Skorts, Jumpers, Capri Length Pants, Shorts

- Colors: solid khaki, black or navy.
- No blue jeans will be allowed.
- Clothing must be free of graphics and embroidery.
- Shorts, skirts, skorts and jumpers shall be modest and of sufficient length. The length of these articles of clothing shall be no shorter than three inches above the top of the knee.
- Clothing must be appropriately sized. No baggy, sagging, or too tight pants or shorts will be allowed. No "low rise" clothing is allowed. Pants must be worn with the waistband above the hipbone.
- Clothing shall be worn appropriately (not inside-out or backwards; no rolled-up pants legs, etc.). Belts must be worn with all clothing that includes belt loops.

#### C. Shoes

- Shoes shall be worn at all times. Shoes shall conform to special requirements (such as P.E. classes).
- Students are permitted to wear athletic/tennis shoes or other sturdy shoes.
- Shoelaces must be tied.
- No flip flops, house slippers, or any shoes that pose safety concerns shall be worn.

#### **D.** Other Clothing Items or Accessories

- Students may not wear large pendants or medallions.
- No adornment is allowed that reasonably could be perceived as, or used as, a weapon (such as chains, spikes, etc.).
- No gang-related clothing, accessories, symbols or intimidating manner of dress, as identified by local law enforcement agencies are allowed.
- No hats and no sunglasses shall be worn inside school buildings.
- No bandanas shall be allowed.

<sup>\*</sup>If your family is experiencing a hardship and uniforms are not available at this time, please contact Ms. Spann or Ms. Wolfgram for assistance. Students that are chronically in violation of the uniform policy are subject to a disciplinary referral.

## **HEALTH & WELLNESS**

#### **IMMUNIZATIONS**



The State Department of Health requires all school children to be adequately immunized. Dates must be given with a doctor's or clinics written confirmation as proof of immunizations or students will be EXCLUDED FROM SCHOOL.

EMERGENCY HEALTH AND MEDICAL HISTORY CARDS MUST BE FILLED OUT AND RETURNED TO SCHOOL.

#### **COMMUNICABLE DISEASE**

- Parents are expected to have their children immunized against all communicable disease.
- If your child contracts a communicable disease and has to stay home for a long period of time, please make arrangements with the child's teacher for makeup work.
- We prefer that children make a complete recovery so they can resume normal activities when they return to school. Upon return, the child must see the school nurse to verify return to class.

#### **MEDICATION**

The school nurse or the principal can administer prescribed medication under the following conditions:

- ❖ A signed note from both physician and the child's parent must state the name of the prescription medication and dosage information.
- Reason for the medication All medications must be in its labeled container from the pharmacy.
- STUDENTSARE NOT ALLOWED TO HAVE MEDICATION OF ANY KIND IN HIS/HER POSSESSION FOR SELF-ADMINISTRATION (this includes inhalers).
  - The danger of over medication or of other children accidentally taking medication by error necessitates strict enforcement of this policy.

❖ Over the counter medications may only be given by the nurse if the parent or guardian signs and returns the appropriate form. This will only be done at the discretion of the nurse.

#### SICK CHILDREN



Children who become sick at school are sent to the school nurse. If they are too ill to remain at school, parents are notified to take the child home. If parents cannot be reached, we will call the emergency numbers provided and 9-1-1 if warranted.

#### **FOOD ALLERGIES**

There are a number of students and school staff with serious food allergies. Food allergies can be potentially fatal, and there is no cure. Any outside food brought into the school not only puts those with food allergies at risk, but also puts the school staff responsible for the safety of our students, at risk of liability. Traditionally, we have allowed the celebration of birthdays and other special occasions with special treats. Since the safety of our students and staff have to be our primary concern, parents and school staff are encouraged to celebrate with non-food items such as stickers, pencils, themed erasers, or other appropriate items other than food.

Peanut allergies are most common. Peanuts and peanut products can be fatal when ingested or from just touching a surface that has peanut product residue. Please avoid sending all peanut products with your child if at all possible. If your child's lunch includes peanut products, please send a note to your child's teacher. This will allow the teacher to take appropriate precautions.

#### EXCUSE FROM PHYSICAL EDUCATION

Students may be excused from physical education classes only with a doctor's statement giving the reason and specifying the dates during which the child is to be excused. This doctor's statement should be sent to the nurse for approval.

## **EMERGENCY PROCEDURES**

#### EMERGENCY DRILLS

During the school year students will rehearse emergency intruder, fire, tornado and earthquake procedures so that in the event of an emergency they will be prepared to proceed to a designated area of safety. For your safety and the safety of others, treat these drills in a very serious manner.

#### EMERGENCY SCHOOL CLOSING

Emergency closing of any St. Louis Public Schools for any reason will be announced over most radio and television stations. In case of severe weather the stations will begin broadcasting the announcements of schools closings at 5:30 a.m. Should there be a need for an early end to the school day because of an emergency or bad weather situation, the radio and TV stations will broadcast early afternoon dismissal information also.

To check for updates on district closings, call the SLPS weather line at (314) 345-2466 or visit www.slps.org

Please discuss with your children what they are to do in case of an emergency closing of school.

## LOST AND FOUND

Students who lose items of clothing are encouraged to check the Lost and Found (located just outside of the cafeteria area, under the stairs). Jewelry, eye glasses, keys, money, etc., may be claimed in the office. If unclaimed by the end of each semester, items will be donated to charity!

Marking your child's possessions with his/her name and room number is helpful, both to the teachers and to your child. It will help to identify personal items.

## PARENT SUPPORT

#### Parents are welcome at Dewey!

Parents are invited to arrange a time with the teacher to meet and observe in the classroom. Parents are encouraged to observe, visit and assist in classrooms, serve as room parents (volunteer), provide suggestions and work on PALs (PTO) committees.

## STUDENT CONDUCT

Dewey School provides each student with an opportunity to obtain an education. It is expected that students will respect the rights of others and conduct themselves in a way that exhibits the good behavior, attitudes, manners, consideration for others and obedience they have been taught at home.

No student will be permitted to disrupt the learning environment.

School rules apply on the school premises, going to and from school, and at any event where our school is represented, regardless of location.

The SLPS **2017-2018 Student Code of Conduct Handbook** will be sent home early in the school year. Please review the handbook with your student and return the signature page to the school office.

## STUDENT EXPECTATIONS

- 1) Arrive in time to line up by 9:20 a.m.
- 2) Bring a note from home for each tardiness absence.
- Enter and leave the building in a quiet, orderly manner, escorted by the teacher.
- 4) Wear appropriate school uniforms.
- 5) Eat breakfast/lunch in the school cafeteria. Good conduct is expected while eating.
- 6) Have the proper hall pass from staff when in the hall.
- 7) Line up immediately when the bell rings.
- 8) Respect each adult in the building.
- 9) Keep hands and feet to yourself. Fighting, wrestling, and karate will not be tolerated.
- 10) Wear appropriate clothing for physical education classes.
- 11) Students should respect the building and property of others.
- 12) Each student is responsible for all textbooks assigned to him/her. Lost books must be paid for before promotion can take place.

## PLAYGROUND EXPECTATIONS

- 1) Students are to stay off the grassy areas.
- 2) Rocks, snow and other objects are not to be thrown.
- 3) Balls are not to be thrown or kicked against the building.
- 4) Students are not to play around or behind the cars parked against the building.
- 5) If a ball goes into the street, students should notify an adult.



or

- 6) Students are not to leave the school yard or play on the sidewalk or street.
- 7) Wrestling and karate are not allowed. Rough play too often ends in a fight. Remember, fighting will not be tolerated.
- 8) When the bell rings at the end of recess, students are to walk to their lines quickly and quietly.

## CAFETERIA EXPECTATIONS

- 1) Students are to obey all adults who supervise the cafeteria.
- 2) Enter the serving line in single file.
- 3) After being served, go to your assigned table.
- 4) TALK QUIETLY.
- 5) Use good table manners.
- 6) Raise your hand if you need assistance.
- 7) Food and other items are never to be thrown.
- 8) All food is to be eaten in the cafeteria. Uneaten food is to be thrown away before leaving.
- 9) When finished eating, collect trash then raise hand. Remain seated until recognized by the teacher or food service aide.

## STUDENT MISCONDUCT

Administrators will use their professional judgment to determine which disciplinary action will be most effective when dealing with student misconduct.

Repeat offenders may be subject to further consequences up to and including referral to Innovative Pathways for alternative placement or expulsion.

# CELL PHONES AND OTHER ELECTRONIC DEVICES

Dewey is not responsible for cell phones or other electronic devices brought to school. It is recommended that these devices remain at home. Cell phones, cameras, or other recording devices may not be utilized on school property unless written permission is provided by the teacher or administration.

If a cell phone is brought to school, the phone must be stored at all times and should not be visible to other students, teachers, staff or administration. Use of cell phones, gaming devices, personal computers/tablets, and/or cameras is prohibited.

- Students caught in violation are subject to confiscation.
- Confiscated items may only be returned to parent/guardian. A meeting may be required.
- Dewey faculty, staff, or administration will not be held responsible for electronic devices that are lost, stolen, etc. <u>We will not occupy</u> <u>instructional time with issues concerning the loss, destruction,</u> <u>confiscation or theft of any of these devices.</u>

## CLASSROOM CELEBRATIONS

If you plan to bring snacks for a classroom celebration (reward/party/birthday/etc.), please be sure to bring enough items for each student in the classroom.

- Please contact the classroom teacher to arrange a time for the celebration (preferably during lunch/recess) and to obtain the number of students in the classroom.
- ❖ Snacks must be store-bought items (no homemade items are allowed).
- Distribution of snacks is at the discretion of administration and classroom teachers.



## SCHOOL BUS RULES

- Riding the school bus is a privilege—not a right.
- Improper behavior may result in a student being removed from riding the bus either on a temporary or permanent basis.
- Any offense committed by a student on a district-owned or contracted bus shall be punished in the same manner as if the offense had been committed at the student's assigned school.
- The bus is an extension of the classroom and misbehavior will not be tolerated.
- Cameras are on every bus to record the activity that occurs throughout the bus and at the bus door.
- ❖ The bus driver is in charge. Students MUST obey the driver.
- Students are to ride their assigned buses only.
- Remain seated and facing front until the bus reaches <u>your</u> assigned stop.
- ❖ Feet, hands, bags, coats etc. should never be in the aisle
- Conversation should remain at a quiet level for the entire ride
- Food, drink, electronic devices are not permitted on buses
- Proper behavior and adherence to bus rules will ensure the safety of every passenger.

**Note:** If a student is suspended from the bus, parent/guardian is responsible for transportation to and from school for the duration of the suspension. There are no exceptions to this policy. Please be mindful that students should always be picked up from school by 4:17 p.m. There is no one to supervise children after this time.

Stay informed through Dewey's website:



## www.slps.org/deweyis

## Dewey Main Office 314-645-4845 Dewey Fax Line 314-244-1760

SLPS Transportation 314-389-2202

SLPS Recruitment & Counseling 314-633-5200