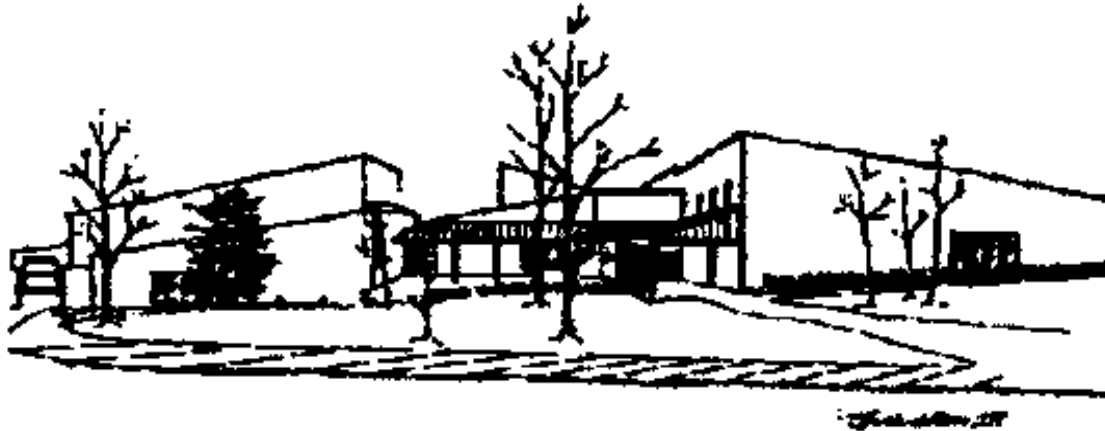


SHENANDOAH VALLEY ELEMENTARY SCHOOL



2017 - 2018 Parent – Student Handbook

Shenandoah Valley Elementary School
Dr. Greg Cicotte, Principal
Debbie Palazzola, Assistant Principal
15399 Appalachian Trail
Chesterfield, MO 63017

Phone: 314.415.6750 Fax: 314.415-6762

Website: <https://www.parkwayschools.net/Domain/23>

Shenandoah Valley Elementary School
15399 Appalachian Trail
Chesterfield, MO 63017



Dear Shenandoah Students and Families,

I am very happy to have you here with us at Shenandoah Valley Elementary School. We are very proud of our school and the educational program we provide. We encourage all families to be active members of our school community and invite you to be partners with us in the learning process.

This handbook was prepared as an information guide. It is designed to explain school rules, regulations, guidelines, and any other information pertaining to our school. Please read through the handbook and keep it for future reference throughout the school year.

Please know that I feel honored to serve as the leader of Shenandoah Valley. I always want to hear what your thoughts are about our work. I value your trust in our professional staff, and I invite you to join us in creating the best possible educational experience for each and every student. Our teachers always want you to feel comfortable enough to contact them if you have questions or concerns about your child.

The staff of the school wishes a meaningful, pleasant, and successful school year for all. Should questions or problems arise during the school year, please do not hesitate to discuss them with us. We hope to make this year at school a good one for all.

In the best interest of our children,

Dr. Greg Cicotte, Principal

gccicotte1@parkwayschools.net

PARKWAY SCHOOL DISTRICT PERSONNEL

BOARD OF EDUCATION

Mrs. Beth Feldman	President
Mrs. Kim Appelbaum	Vice President
Sam Sciortino Ph.D.	Director
Mr. Jeff Todd	Director
Ms. Deborah Hopper	Director
Mrs. Kristy Klein Davis	Director
Mr. Sudhir Rathod	Director

ADMINISTRATIVE OFFICES

Dr. Keith Marty	Superintendent of Schools
Dr. Chelsea Watson	Deputy Superintendent
Dr. Kevin Beckner	Asst. Superintendent Teaching, Learning, Accountability
Dr. Charlotte Ijei	Pupil Personnel & Diversity Director
Dr. Gina Piccinni	Asst. Superintendent Student Services
Mrs. Patty Bedborough	Chief Financial Officer
Dr. Amy Joyce	Chief Human Resources Officer
Mr. Paul Tandy	Chief Communications Officer
Mr. Mike Roth	Athletics and Activities Director
Mr. Michael Mertens	Facilities Director
Ms. Marlene Pfeiffer	Food Service Director
Mr. Patrick Shelton	Gifted Education Coordinator
Dr. Robin Whallin	Health Services Manager
Mr. Fred Crawford	Safety and Security Chief
Mr. Jason Rooks	Director of Technology and Innovation
Mr. Will Rosa	Transportation Director
Dr. Nathan Tyson	Director of Data Management and Research
Mr. Eddie Mattison	Health and P.E. Coordinator
Mr. Carter Snow	Coordinator Student Assessment

Parkway School District - Central Administration
455 N. Woods Mill Road
Chesterfield, MO 63017
Phone: 314-415-8100

SHENANDOAH VALLEY STAFF

<https://mo01931486.schoolwires.net/Domain/23>

Office

Principal – Dr. Greg Cicotte
Assistant Principal – Mrs. Debbie Palazzola
Principal’s Secretary – Mrs. Melissa Ettlinger
Counselor (K, 2, 3, 4) – Mr. Ben Ryan
Counselor (1, 5) – Mrs. Debbie Aubuchon
Staff Secretary – Mrs. Cindy Wardell
School Secretary – Mrs. Donna Vehige
Nurse – Mrs. Kim Webb

Kindergarten

Mrs. Kim Callahan
Ms. Shaun Evans
Mrs. Kelly Hunn
Mrs. Courtney Knowles

1st Grade

Mrs. Stephanie Cacioppo
Ms. Michelle Eufinger
Mrs. Heather Koenig
Mrs. Susan Wolk

2nd Grade

Mrs. Janna Hannon
Mrs. Debra Kellogg
Mrs. Lauren Koons
Mrs. Rachel Yazawa

3rd Grade

Mrs. Beth Edelmann
Mrs. Kara Mohrmann
Ms. Stefanie Schmutz

4th Grade

Miss Bonnie Jones
Ms. Susan Vent
Miss Ann Workman

5th Grade

Mrs. Stacey Beauchamp
Mrs. Lisa Conway
Ms. Taylor Hudspeth
Mrs. Megan Unterreiner

Teacher Aides

Ms. Randi Halpern
Mrs. Nikki Kohm
Ms. Stacie Strautkalns

Specialists

Art - Mrs. Jody Reynolds
Music – Mr. Justin Augustin
Physical Education – Mr. Josh Gannon
Ms. Mandy Rajchart
Orchestra/Strings – Mrs. Alicia Bont
Library/Media Specialist – Mrs. Stacia Wagers
Instructional Coach – Mrs. Kristin Winer
Math Facilitator – Mrs. Amy Fitter
Mosaics – Mrs. Lanie Mitchell
Reading Interv. Specialist – Mrs. Carol Boriss
Reading Interv. Specialist - Mrs. Cathy Brown
ESOL – Ms. Leah Westover

SSD

Mrs. Diane Leavitt, Occupational Therapist
Ms. Nellie Schmidt, Resource Teacher
Mrs. Jean Henry, Resource Teacher
Ms. Maura Hubbard, Resource Teacher
Mrs. Sherry Riley, Resource Teacher
Ms. Jamie Meriac, Speech Pathologist
Ms. Julia Nesselhauf, School Psychologist

Technology Specialist

Mrs. Lorie Livingston

Nutrition Services

Mrs. Amy Shipp, Cafeteria Manager
Ms. Mary Daugherty

Custodial Staff

Mr. Mensur Ibisevic, Evening Custodian
Mrs. Sandra Logan, Lead Custodian
Mr. Tim McMcGhee, Evening Custodian
Mrs. Yvette Robinson, Daytime Custodian

**SHENANDOAH VALLEY
PTO EXECUTIVE BOARD MEMBERS**

President	Sonya Land	6-728-0012	sonya@mathisfun.org
Vice President	Steven Shane	407-256-0537	shanesteven01@gmail.com
Treasurer	Michelle Duvall	4-640-2673	micheled@ahcpa.com
Assistant Treasurer	Katie Lail	4-402-8130	katielail@live.com
Corresponding Secretary	Shilpa Rao		
Recording Secretary	Danielle Mosley	6-812-2440	dpmosley@gmail.com
Past President	Beth Chausow	6-536-3798	bethb1026@hotmail.com
Principal	Dr. Greg Cicotte	4-415-6750	cluttrell@pkwy.k12.mo.us
Teacher Representative	Amy Fitter	4-415-6750	afitter@pkwy.k12.mo.us

ABSENCES

1. The Parkway Board of Education's attendance policy can be found in its entirety at:
<http://www.boarddocs.com/mo/pkysd/Board.nsf/goto?open&id=c03d74dc677f035985256e9700573dab>.
2. If your child is going to be absent, please call the school attendance line at 314-415-6757 by 9:30 a.m. This line is available 24 hours a day. If we do not hear from you by 9:30 and your child is absent, you will receive a Connect5 voice message on your home phone and cell phone letting you know that your child is noted as having an unexcused absence for the school day. In this message, you will be asked to call the School Registrar Liaison at the above mentioned number. If we are unable to reach you, a written excuse is required upon returning to school. Written excuses are not required if the attendance line is utilized.
3. When calling in an absence please give the child's name, the reason your child is absent and his/her teacher's name.
4. When sending in written excuses, please make sure the child's last name is on the excuse. All notes should be dated.
5. When a child has had a contagious disease, a doctor's statement should be brought in to the office stating that he/she is free from contagion and able to return to school. If such a statement is not available, the child will report to the nurse's office to be checked to see if all symptoms of the disease have disappeared. Students returning to school after having head lice are to be checked by the nurse; also a student must be free of all live bugs before returning to school. **The nurse will contact the parents if further details are needed.** **According to Parkway Policy, children must be fever free for 24 hours before returning to school.** State Law requires schools to keep attendance by the hour. If your child is signed out and then returns, his/her hours will be adjusted accordingly.

Excusable Absences:

- a) Illness of the student
- b) Death in the student's immediate family
- c) Medical or dental appointment
- d) Days of religious observance
- e) Court appearance
- f) Quarantine or hospital confinement
- g) Medical, mental health/psychological when documented by appropriate licensed professionals
- h) Field trips or other school initiated absences
- i) An emergency in the judgment of the principal, constitutes a reasonable cause of absence from school (Oversleeping, car trouble, running parental /guardian errands, babysitting and other such circumstances do not constitute reasonable cause for being absent from school.)
- j) Attendance at a district approved alternative educational setting/program

Unexcused Absences:

- a) Vacations
- b) Visiting out of town relatives
- c) Participating in non-school sponsored activities or events

6. After a student accumulates five (5) unexcused absences and/or excessive absences/tardies, parents/guardians will be notified of the accumulated absences. A subsequent letter will be sent out after 10 (ten) accumulated absences/tardies.

Homework Requests Due To Absenteeism

Students with excused absences are granted the amount of time they were absent in which to make up the work.

- a) If a student is absent for only one day, his/her make-up work will be handled by the classroom teacher when he/she returns.
- b) When a student has been out two days, make-up work may be requested by calling the school office at 314-415-6750 by 10:00 a.m. The teacher will have the school work ready to be picked up in the school office between 3:00 and 4:00 pm.
- c) Once school work has been collected to be picked up, it is the responsibility of the student to turn it in within a reasonable amount of time.
- d) Partial school work assignments in advance of vacation will be provided when possible. However, it is impossible to furnish all materials in advance. Independent reading and/or assignments in the content areas such as math, language, social studies and science may be provided at the teacher's discretion.
- e) We realize students can benefit educationally from a vacation experience. It must also be realized that classroom presentations are a major part of a student's educational experience and these cannot be replicated. The parent is the only one who can decide whether his/her child can afford to miss daily presentations. It is impossible to "make-up" all that transpires during an absence.

Participation in School Activities

All students who represent the school in activities must be in full day attendance on the day of the activity. Students who have been unable to schedule dentist or doctor appointments on another day may be excused from this policy as long as they provide the principal with a written doctor's note releasing them to participate.

ARRIVAL, DISMISSAL, AND TRANSPORTATION PROCEDURES

School Hours: 9:05 a.m. – 4:00 p.m.

We ask that children not arrive prior to 8:50 a.m. unless they are buying breakfast in the cafeteria (8:40-8:55 am). We do not have supervision for children prior to 8:40 am. If you must drop off your child early, we ask that you enroll them in Adventure Club so they are properly supervised. Parents are encouraged to utilize bus service that is provided to keep car traffic to a minimum. When dropping off in the car lane, please have them ready to exit the car in order to keep the line moving and ensure that all students arrive on time.

Arrival Times: 8:50 –9:00 a.m. Dismissal Time: 4:00 pm

Walkers/Bicycles/Crosswalk Safety

For safety, all children who walk home or ride bikes home should have parental permission on file in the school office. Please send a note to the office stating the days your child is permitted to walk or ride a bike. The crosswalk is located at the stop sign in front of the school. Each student should park his/her bicycle in the rack. We encourage using a personal lock for security reasons.

Parking, Carpool, Driveway Safety

When picking up your child on specific days, please send a note to the office. Your child will then be dismissed during parent pick up, before buses, to reduce traffic congestion with buses.

Bus/Bus Traffic Safety

Your child is expected to ride on his/her assigned bus. Due to the fact that all students are assigned to a specific bus,

the same bus must be ridden morning and afternoon. Students riding on a different bus than their assigned bus or who do not ride a bus, must bring a note from their parents giving permission to ride the bus. Also, the parent of the student with whom the rider is going home must send a note granting permission for the rider to come home with their student.

Specific areas are designated for bus parking during drop-off and pick-up times. In the morning, the back playground area is for bus drop-off only. Morning parent drop-off is in the front of the building. Afternoon pick-up is located on the blacktop area after 3:45 p.m.

Changing Mode of Transportation

For changes in transportation, the school must have written notification. Your child must bring the written request to his teacher who will send it to the office. If your child does not have a note, we will send him/her home using the usual dismissal plan for your child. In an emergency, please contact the office by 12:00 p.m.

If your child will not be riding his/her regular bus or will be getting off at a different stop, a note of request must be sent to the office before lunch and a bus pass will be issued upon final permission from the bus driver ensuring seating is available.

Please send a note if your child will be picked up by a day care center or will attend Adventure Club. Note the specific days each week.

BIRTHDAY CELEBRATIONS

Birthday Treats

Student birthdays will be celebrated with birthday crowns, pencils, bookmarks, and announcements over the intercom in the morning with the birthday children present. In accordance with the Parkway Food Safety Protocol, students may not bring food related treats to share. Students who still want to bring a 'treat' to school (this is not an expectation) are encouraged to bring a non-food item to share with the class such as a book, an indoor recess game, pencils, or an item for the playground such as a ball or jump rope.

We care about our students and their well-being. It is not worth the risk of an allergic reaction to food related treats to bring in food to celebrate birthdays.

Birthday Invitations

To prevent hurt feelings, birthday invitations may not be passed out in a classroom unless all students are invited.

BOOKS

Books used in the classrooms and library are on loan and must be returned to the teachers in good condition at the end of the school term. In the event books are lost or damaged, a fine will be assessed.

BOUQUETS-BALLOON, COOKIE, AND FLORAL

In an effort to maintain the learning environment in the classroom, balloon, cookie, and floral bouquets are not appropriate in the school setting and will not be delivered to the students' classroom or allowed to go home on the school bus.

BREAKFAST AND LUNCH PROCEDURES

Breakfast and lunch will be served in the school cafeteria. Our cafeteria offers well-balanced, tree-nut/peanut free meals at a reasonable charge. Breakfast is served from 8:40 to 9:00 a.m. Menus are available on the district and school website. <https://mo01931486.schoolwires.net/Domain/788>

Parkway School District Food Services uses a program called myschoolbucks.com for schools that allow parents several payment options. You may be able to have meal payments automatically withdrawn from your checking account or charged to a credit card. You also have the flexibility to pay at any time through the school's website. If

interested, visit <https://www.parkwayschools.net/Page/1199> to sign up. Specific details and instructions are available at this site. For questions or further assistance, please e-mail sbarks@parkwayschools.net.

If preferred, there is a lunch money deposit box in the school office. Lunch envelopes are provided by the front office. Checks should be made to "Parkway Food Service". Be sure to include your child's full name and account number on each lunch money envelope. If your child has money in his or her account, it is not necessary to send in an empty white envelope each week with the days buying circled.

A student may charge a lunch using their issued pin number when funds are not available. Prompt payment of these charges is expected. After three charges, children will receive a cheese sandwich for lunch. Parents who do not want their children to charge lunch must have a letter stating so on file in the cafeteria.

Milk and juice are available for purchase. Applications for free and reduced priced meals are located in the school office or by accessing <https://www.parkwayschools.net/Page/1199>

Students who bring a lunch from home may purchase milk or juice. Students are not to bring sodas to school. Lunches brought from home must be ready to eat without microwaving, etc. We strongly discourage bringing food from fast food restaurants for the student's lunch.

Lunch and Beverage Costs

Elementary Student Breakfast	\$2.35
Elementary Student Lunch	\$3.10
Adult Lunch	\$3.10
Milk/Juice (any type/flavor)	\$.50

BUS SAFETY

The Parkway Transportation department or VICC determines your child's bus stop location. Notification of this bus stop is sent from their offices, prior to the start of school. For more information, the transportation website is: <https://www.parkwayschools.net/Page/1207>

Bus Rules for Your Safety:

- a. Be at the bus stop early.
- b. Respect the bus driver and listen to instructions.
- c. Take your seat right away after boarding the bus.
- d. Stay in your seat and use classroom behavior until the bus arrives at your stop.
- e. Always get on and off the bus at your bus stop. The driver will not discharge riders at places other than the regular bus stop near the home or at school, unless by proper instructions from parent and school.
- f. Leave the bus carefully using the handrail.
- g. Keep your head, arms, legs and hands inside the bus.
- h. Look both ways before crossing the road.
- i. Wait for the bus in a safe place away from the road.
- j. Keep away from the bus if you drop or forget something.

In an effort to keep the bus clean and safe, the following behaviors **WILL NOT** be permitted;

- a. Eating or drinking on the bus
- b. Loud or offensive language or hand signs
- c. Fighting, spitting, hitting, scuffling or creating a loud disturbance
- d. "Horse play" of any kind
- e. Writing on or defacing the seats, walls or windows
- f. Disrespecting other passengers or the driver
- g. Bringing tobacco or any kind of drugs on the bus
- h. Bringing any kind of weapons on the bus

Any damage to the bus by a student must be paid for by the student responsible for the damage.

BUZZ BOOK

Every year a Buzz Book is published which includes Shenandoah Valley staff information, as well as students' names, addresses, phone numbers and parents' names and emails. The buzz book will be available for purchase at the cost of \$8.00.

CANDY, SODA AND GUM

Candy, soda, and gum chewing is not allowed at school. Students are not to bring these items to school or furnish them for their classmates.

CELL PHONE USE BY STUDENTS

Students are allowed to bring cell phones to school. Cell phone use will be permitted before and after school. During the school day (9:05 am-4:00 pm) cell phones must be kept in the student's backpack and turned off. While on the bus, it is expected that the cell phone remain off, unless the bus is running late and the child receives permission from the bus driver to contact his/her parent. The school does not assume any responsibility for theft or loss. The consequence for having a cell phone out during the school day will be as follows:

- 1st Offense – student will be asked to put the cell phone away.
- 2nd Offense – the phone will be taken away and held by the teacher until the end of the day.
- 3rd Offense – the phone will be taken to the office and will be held by the administrator and parents will be notified to pick up the cell phone.

CHILD CARE

Before and after-school child care is available at Shenandoah Valley through the Parkway Adventure Club Program. For more information contact Marissa Morrison, Adventure Club Facilitator at Shenandoah Valley (314-415-6150).

CLOSINGS/SNOW DAYS

When school is dismissed during the day due to unforeseen circumstances or bad weather, the following procedures will take place.

- The ParentLink communication system, informing parents of early dismissal will be initiated
- All after-school activities will be canceled
- Principals and other staff members will remain at school until all children are safely dispatched home

For the most reliable information on school closings, parents should visit the Parkway Web site at www.parkwayschools.net. A message will appear in a yellow banner on the district home page as soon as a decision to close school is made. In addition, the following radio and news stations are considered the most reliable sources for school closing information:

KMOX 1120 (AM) KTVI Channel 2 (TV) KMOV Channel 4 (TV) KSDK Channel 5 (TV)

Parkway parents will also receive an automated phone message informing them of district/school closings due to weather or unforeseen emergencies. Messages will go to all parents' home, cell and work numbers that are on file with the school. In addition, e-mails will be sent, and if parents have opted-in for SMS text messages, they will receive a text. For more information about Automated calls, including how to receive text messages and check messages online, go to http://www.parkwayschools.net/pages/ParkwayC2/Parents_Students/School_Closings_Emergencies.

When checking out your child on an emergency early dismissal day, a parent/guardian will be required to sign out the child in the office. Children can also be dismissed to emergency contacts listed on your Census Verification form or with a written note. It is wise to pre-plan a place in the neighborhood where your child may go if you are not at home or are delayed in arriving home. Please keep your Census Verification Form updated in the school office as the information will be used during unplanned dismissals.

COMMUNICATION

A phone listing for all staff is posted on the school website. All staff has voicemail and e-mail. An SVE Update is emailed each week. Other announcements and forms can be found on the school website. Shenandoah Website: <https://www.parkwayschools.net/Domain/23>

CONFERENCES

The elementary schools in the Parkway School District report children's progress to parents through parent – teacher conferences and progress reports. A scheduled parent-teacher conference will be held in fall and again in the spring. Information on Parent-Teacher conference sign-up is sent out several weeks prior to conference nights.

Parents are also invited to schedule a conference at any time during the year. Parents are asked to contact the teacher to find a mutually agreeable time to meet.

CURRICULUM

Teachers follow the District guidelines in all areas. In addition to the basic subjects of reading, language arts, mathematics, social studies and science, students receive instruction from specialist teachers each week in vocal music, visual art, health and physical education. Strings classes are offered to the students in grades three, four and five. A cluster of computers in individual classrooms enhance instruction at each grade level. There is also a District program for gifted students. The special education needs of individual students are met through the coordinated efforts of the Shenandoah Valley staff and the Special School District. A brief curriculum guide is distributed to parents during Curriculum Night in August and all district curricula can be found on the district website. http://www.parkwayschools.net/pages/ParkwayC2/Programs_Depts/4866708780963077506/Teaching_Learning_and_Accounta

DISCIPLINE

Discipline is the shared responsibility of the home and school. Shenandoah Valley is a Positive Behavior Support School. Our vision is to provide a positive and nurturing learning environment in which each member feels connected and safe, both physically and emotionally. School-wide expectations regarding behavior are taught and posted in each classroom. We believe these expectations are important and help promote a positive learning environment.

The Parkway Board of Education's discipline policy can be found in its entirety at: <https://www.parkwayschools.net/Page/1636>

Parkway School District's Standards of Conduct

Breaking any of the rules below can lead to disciplinary action and possible suspension. These rules apply to students not only in school buildings, but also on school grounds, at bus stops, on buses and field trips, and at any school related event.

1. A student will speak and act in ways that do not disrupt teaching and learning in the classroom, at school, or at school events.
2. A student will not damage school property or the property of others.
3. A student will not steal school property or the property of others.
4. A student will resolve differences peacefully and will not start a fight, participate in a fight or encourage a fight.
5. A student will be respectful of other students and not encourage or participate in bullying or teasing anyone.
6. A student will not use inappropriate words or actions or touch other people in a way that makes them feel uncomfortable.
7. A student will not bring alcohol and/or other drugs to school. A student will not have, sell, or use alcohol and/or other drugs at school.
8. A student will follow directions given by adults. A student will act and speak respectfully to adults.
9. A student will not bring, have or use a real or look-alike weapon on school property, a school bus, or at any school event.
10. A student will not hurt himself/herself or others.
11. A student will not bring bombs, fireworks or other dangerous items onto school property, a school bus, or at any school event.
12. A student will not make fake reports about emergencies.
13. A student will not try to start a fire or participate with others in starting a fire.
14. A student will use computers and all electronic equipment appropriately.

A student is expected to follow all district and school rules. Inappropriate behaviors not covered in this document may also result in disciplinary action.

Student Behavior, Citizenship and Discipline

One of the most important lessons education should teach is appropriate social behavior. While it does not appear as a subject, it underlies the whole educational structure. It is the training that develops self-control, character, orderliness, and efficiency. It is the key to good conduct and proper consideration for other people.

At Shenandoah Valley the building, playground, and classroom rules are based upon safety and courtesy. In order for a good learning situation to be present, there must be mutual respect demonstrated throughout the school and in every classroom. Respect must be shown for classmates, teachers, school staff and the property of others. We believe that teachers have the responsibility to teach and students have the right to learn. This can only occur when everyone respects the rights of others and their property.

Giving Attention

At Shenandoah Valley, the school-wide norm for gaining attention is the ‘Give Me Five’ strategy. When someone holds up a hand and says “Give Me Five”, students are expected to:

1. Eyes on speaker
2. Lips Closed
3. Ears listening
4. Sit up straight
5. Hands and feet quiet

General Guidelines. Students are expected to:

- a. Show respect and courtesy at all times.
- b. Respect the rights and property of others.
- c. Dress neatly and observe good health and grooming habits.
- d. Walk whenever in the building.
- e. Take care of personal property.
- f. Be on time to school.
- g. Keep the school and school grounds free of litter.
- h. Be good listeners by not interrupting others.
- i. Use acceptable, appropriate language.
- j. Listen to the ideas of others.
- k. Not laugh at others and any problems they may have.
- l. Share ideas and classroom materials with others.
- m. Work quietly and productively, respecting the privacy of others.
- n. Clean up after themselves.
- o. Follow the individual teacher’s classroom rules and all building rules.

Playground Rules And Procedures – Students are expected to:

- a. Walk out the door one person at a time, keeping hands and feet to themselves.
- b. Always use playground equipment in a safe way. Only classroom assigned equipment is allowed on the playground. No equipment from home is to be brought out on the playground.
- c. Only one student at a time may go down the slide, feet first. No jumping off the slide or going down head first.
- d. Jumping from the playground equipment is not allowed. There is to be NO standing on the top of the monkey bars.
- e. No jumping off or hanging upside down by your knees on the dome.
- f. Jump ropes on the playground are to be held at each end.
- g. Benches are to be used for sitting only.
- h. Mulch is not to be thrown, kicked or handled at any time.
- i. Tag and chase games are NOT allowed in ANY form on any part of the playground or blacktop area.

- j. Food and drink are NOT allowed on the playground during lunch recess.
- k. No flipping, cartwheels or tumbling is allowed.
- l. Stay in the correct areas of the playground and where the teacher can see you at all times. NO going around to the side of the building.
- m. Display good sportsmanship when playing games (no name calling, etc.).
- n. Students are to line up when the signal is given with their class, face forward, not talking, keeping hands, feet, and objects still and to themselves until an adult dismisses them.

**** If there is a problem during recess, students should report it immediately to an adult on duty.

Inside Recess Rules And Procedures – Students are expected to:

- a. Walk into the classroom without talking.
- b. Choose an activity from the choices provided by the teacher.
- c. Stay in the activity area the whole recess time. If he/she needs to leave the room, then ask an adult on duty first for permission.
- d. Play safely using inside voices.
- e. Always clean up materials before starting a new activity.
- f. When the signal is given at the end of recess, students should stop immediately to clean up materials and return to their assigned seats.

Cafeteria Rules And Procedures – Students are expected to:

- a. Enter the cafeteria in a straight line following hallway procedures.
- b. Sit at designated tables with their class.
- c. Walk down the steps on the right side holding the handrail.
- d. Go directly to the table if bringing a lunch.
- e. If purchasing a lunch, stand quietly in line with hands and feet to self. Take utensils, drink, and food choice. Be sure to take the first available tray.
- f. Use good manners (please and thank you).
- g. Wait patiently while in line to enter your pin number or hand your money to the cafeteria staff, then walk quietly to the table after getting your condiments.
- h. Remain seated and talk with only those at his/her table.
- i. Use appropriate table manners.
- j. Raise hand if needing assistance.
- k. Only eat the food that is on their own tray or in their lunch bag. Students are not to pass or trade any food with other students.
- l. Clean up area after eating, then wait to be dismissed.
- m. Deposit trash, recycle and compost materials in appropriate containers.
- n. Line up on the stage in a boy/girl line.
- o. Follow hallway procedures to next school activity.

CONSEQUENCES – RULE ENFORCEMENT

The above listed rules are not all inclusive, but are listed to cite examples of emphasis. The rules we have at Shenandoah Valley Elementary School are not numerous, but we feel they are fair and that they teach students to show respect for others and encourage a safe environment for all students. Each of these rules will be enforced with a reasonable consequence.

Consequences for failure to follow school rules will be handled as a discipline problem and will be dealt with by one or more of the following:

- Teacher-student conference
- Student-principal/assistant principal conference
- Loss of privilege
- Parent contact by phone, email or letter
- Parent conference
- Alternative Learning Placement (in-school suspension)

- Suspension from school
- Other actions as deemed necessary by the principal/assistant principal to correct the problem.

More information regarding procedures is in the Policies and Procedures Manual, which outlines the district's policies pertaining to elementary students.

DRESS AND GROOMING

Students should use good judgment in choosing clothes appropriate for school.

- 1) An appearance which disrupts the educational process is not permitted. Clothing which is extremely tight fitting, revealing or indecent will not be permitted.
- 2) Gym shoes must be worn or be available at school to accommodate daily physical education classes.
- 3) The student's hair and clothing should be neat and clean at all times.
- 4) Clothing which displays slogans or pictures that are obscene or suggestive are not permitted. Any item that carries a slogan representing alcohol, tobacco, drugs, profane language or weapons is prohibited.
- 5) Short shorts are not permitted.
- 6) Halter tops, spaghetti straps with bra straps showing and other similar garments are not conducive to the educational climate and should not be worn.
- 7) A coat or jacket is needed during cool weather for our daily outdoor recess.

EMERGENCY INFORMATION

When a child is injured or becomes ill at school and in the judgment of the school personnel should be sent home, the parent or person listed on the Emergency Information Form will be called. It is expected that parents will have some arrangements made for picking up a child who cannot stay at school. The nurse's office is not equipped to keep sick children until bus time. If we are unable to reach the parent, those people listed on the Emergency Information Form will be called. Keeping the emergency information current is vital for the safety of your child. We must have a way to reach you in an emergency.

If there is any change in the emergency information as listed in Infinite Campus, please send this information to the School Registrar Liaison. Also, please report any change of telephone number, address or place of employment. If your telephone number is "unlisted", we will still need it for emergency purposes. A note will be attached to your child's record stating that it is an unlisted number. We appreciate a note sent with your child or a personal call if you do have an unlisted telephone number.

Thank you for keeping your Emergency Information Form up to date.

EVACUATION PLAN

World events have made all of us aware of the need to have crisis plans in place in our schools. At Shenandoah Valley, we have a crisis team and a crisis plan for emergencies that may occur.

If the building must be evacuated and the area outside the building is unusable, St. John's United Church of Christ on Olive St. Rd. or Chesterfield Mall will be used as the off campus assembly area. Teachers and staff will supervise students to the safe location. In the event of such an emergency, parents will be notified through our automated calling system as soon as possible, after the evacuation takes place.

FIELD TRIPS

Classroom teachers arrange parent supervision needed for field trips. Parents will be responsible for the safety and protection of a number of children. To ensure safety and learning for our students, siblings are not allowed to accompany parents.

GUIDANCE PROGRAM

The Elementary School Guidance program is an integral part of the total educational system in the Parkway School District. Elementary counseling services are provided for all students and their families from kindergarten to fifth grade and help in meeting children's differing needs as they grow and develop. The program is a blend of four types of counseling services:

- responsive services--services which offer individual support and planning in response to individual needs;
- the guidance curriculum--K-5 Elementary Grade Level Expectations that reflect sequential activities developed for all students focusing on personal, emotional, social, and academic growth;
- individual planning--curriculum and resources that assist in planning and managing their academic, personal, social, and career development;
- systems support--assistance to all staff and school support programs.

The counselor meets with total class groups, small groups and individual children. The counselor talks with children upon request from the child, teacher, principal or parent. The counselor coordinates referrals to the Special School District and serves as liaison for the Mosaics program for gifted and talented students.

HEALTH INFORMATION

Physical examinations are recommended of all children upon entrance into school and at the beginning of the 3rd, 6th and 9th grades.

Immunizations: Missouri law requires that every child attending public school be immunized against DPT, polio, MMR, Hepatitis B and varicella. All students must present documentation of up-to-date immunization status, including month, day and year of each immunization before attending school. A record of these shots must be received by the school nurse before the first day of school. Missouri law prohibits any child from enrolling or attending school who does not show proof of proper immunizations or medical/religious exemptions. Religious (Imm.P.11A) and Medical (Imm.P.12) exemptions are allowed. The appropriate exemption card must be on file at school

The following services are provided by our school nurse as needed:

- Emergency first aid
- Physical and mental health assessments and referrals for care
- Health counseling
- Skilled nursing services for students with complex health care needs
- Mandated screenings, i.e. vision and hearing
- Monitoring students' compliance with state immunization laws
- Develop and implement individualized health plans for students

Medication at School

The transportation of medication to school or from school by students is prohibited with the exceptions provided for self-administration of medication by waiver. All medication brought to school (including all over-the-counter drugs, cough medicine and cough drops and all prescription drugs) must be kept in the nurse's office. Prescription medications may be submitted with a parent note. Any over the counter medication, including cough drops, need to be presented with a written order from the doctor giving explicit instructions on its use. We want to be helpful when your child needs to take medication, but the following steps must be addressed for us to be able to give your child his/her medicine at school:

1. All medication must be in its original container marked with the child's name. (Your pharmacist will make an extra prescription container to be kept at school if you request it – no Ziploc bags please)
2. A note from the parent is needed giving directions for administering the medicine at school. The directions on the container ARE NOT sufficient. Please indicate the time span (i.e., for school year, one week, etc.) and what time of day you would like the medication given.

Reminder: If your child takes a daily medication all year or keeps medication at school to be used as needed, a new set of notes must be supplied at the beginning of each school year at the time the medication is brought in.

Suggestion: Antibiotics prescribed on a three times a day schedule can usually be effectively given at breakfast, after school and at bedtime. There are, of course, exceptions to this: A child who doesn't arrive home until supper time will need the middle dose at school. Antibiotics need to be given at school around lunch time. Please always check with your child's doctor when a medication is being prescribed to see if it should be given at school. If so, request a note from the doctor at that time.

Exclusion from School or Illness

The following are some guidelines that should be followed for your child's well-being and to prevent the spread of illnesses at school. Please do not send your child to school if 1) s/he has any communicable illness or contagious conditions; 2) s/he has vomited in the past twenty-four hours or has diarrhea 3) s/he has run a fever of 100 degrees F or higher in the past twenty-four hours (without Tylenol or Advil). Your child should not return to school until 24 hours after a fever, and at least 12 hours after vomiting/diarrhea or other symptoms of illness have gone away and they are able to keep foods and liquids down.

Our nurse is here to assist you in any way possible in regard to your child's health. Please feel free to call or stop in if you have questions or need to give us information. By communicating and working together we can better keep your child healthy and safe at school.

INSTRUMENTAL MUSIC

A beginning violin and strings program is offered to third graders, twice a week for thirty minutes. The school district provides the instruments. Orchestra in fourth and fifth grade is an optional program. Students attend class twice a week for thirty minutes. In fourth and fifth grade, students are asked to furnish their own instruments. Performance opportunities are provided at various times throughout the year.

INSURANCE

School insurance is available to all students. Purchase of this program is optional. A form for enrolling in this program will be sent home with each student during the first week of school. If interested, this form is to be mailed directly to the company.

LOST AND FOUND

There is a clothing rack outside of the library for lost and found items. Small trinkets, keys, glasses, etc., are kept on Mrs. Waddell's desk in the office. Each trimester, items not retrieved from the lost and found box are donated to a charity. Please help reduce the number of lost items by writing your child's name in jackets, coats, backpacks, lunch bags, sweatshirts, etc. If money must be sent to school (to purchase lunches, yearbooks, etc.), we advise that the money arrive in a marked envelope with the child's name, teachers name, the money's purpose and the amount enclosed. If other items are brought to school as part of a project, display, or class activity, the teacher and student should share responsibility in the security of such items.

PARENT PARTICIPATION

Research indicates that if a child's parents are involved in the school program and supportive of their child's education, the child will make a better adjustment to school and, therefore, tend to acquire academic skills more readily. There are many ways parents can be a part of Shenandoah Valley. Parent conferences represent one way as does attending meetings and helping with PTO projects. Parents are also encouraged to volunteer to work with the instructional program.

Parent Teacher Organization (PTO)

The Shenandoah Valley Parent Teacher Organization (PTO) consists of parents of Shenandoah Valley, students and Shenandoah Valley teachers. The PTO has many opportunities where your personal expertise is welcomed to help our students and the school.

The organization's objectives are to:

- a. Promote the welfare of our students in school, home and community.
- b. Provide care and protection of our students.
- c. Bring home and school closer together for increased cooperation in the education of our students.
- d. Develop united efforts between educators and the general public to secure the best possible education for our students.

Volunteer Work / Representation

A great way to get involved and be a part of the school community is to volunteer your time. Here are some volunteer suggestions:

- a. Planning parties.
- b. Supervising students on field trips.
- c. Talking to classes regarding your career or other experiences.
- d. Assisting with specialist programs (music, art, and physical education)
- e. Assisting with classroom programs. (i.e., Abilities Awareness Week)
- f. Assisting with the library program.
- g Representation on various committees.

All activities are planned through the teacher. The teacher can provide any needed instructions or guidance. Your rewards are:

- The warm, personal satisfaction which results from sharing with children.
- Having the satisfaction of knowing that a child's needs are being met.
- Receiving the sincere gratitude of the entire school.

Volunteer Guidelines

- a. Always sign in at the office and wear provided identification.
- b. Please call the office if you will be late.
- c. Working in your child's classroom requires a personal commitment to the class versus your child.
- d. Please do not conference with the teacher about your child during class time.
- e. Knowledge gained or behavior observed about students must be kept confidential.
- f. The classroom teacher should handle all discipline.
- g. Enjoy! When you work with a child, you touch his/her life forever.

PARENTAL SUPPORT

1. Work collaboratively to support your child's education. We welcome parents to meet with school administration if a problem or concern arises. We are appreciative of our parent support and involvement. We seek to build positive relationships with parents and find workable solutions.
2. Insist upon regular attendance and punctuality. Most parents go to great lengths to see that their children are in school on time every day except when illness, death in the family, or another type of emergency necessitates their absence. Transportation problems, bad weather and other involvement often make attendance a difficult task, but the dividends to the child's education are well worth the effort.
3. Become acquainted with your child's teachers and partner closely with them. You may help tremendously by coming to school for a conference when requested to do so. Make a point of seeing grade reports at each grading period. Read all information that comes home as well as all email communications. Attend all meetings for parents. Learn what is going on at school so you can discuss school work and activities at home.

PARKWAY'S NOTICE OF NONDISCRIMINATION

It is the policy of the Parkway School District not to discriminate on the basis of race, color, national origin, ancestry, religion, sex, disability, age, genetic information, or any other characteristic protected by law in its programs, activities or employment practices. In addition, the School District provides equal access to the Boy Scouts of America and other designated youth groups.

PARTIES

PTO-room parents plan classroom seasonal parties. Games and activities are provided by the parents. Information is provided in the PTO Volunteer booklet for parents interested in assisting. Set-up for parties is to begin no more than 15 minutes prior to the start of the party so instructional time will not be disrupted. If parents do not want their child to participate in specific parties, they should send a note to the classroom teacher. In order to make this a special event for your school-age child, please make other arrangements for siblings.

PHOTOGRAPHING STUDENTS AND STAFF

The Family Educational Rights and Privacy Act (FERPA) allows students and parents to opt out of the release of certain information about students including photographs. Parkway operates in compliance with this law. Photographs may not be taken of any students or staff without permission from school administration.

PICTURES/YEARBOOK

Professional individual and group pictures are taken each fall and spring. A retake/make-up day will be scheduled after the first scheduled picture date for students who were absent or want a retake on the first date. Fall pictures are used for the school yearbook.

PHYSICAL EDUCATION

Physical education is seen as an integral part of the students' curriculum at Shenandoah Valley. The students participate in their street clothes and are urged to wear clothes that provide complete freedom of movement. In an effort to promote safety, the boys and girls are expected to wear sneakers during physical education classes.

PROGRESS REPORTING SYSTEM

Student progress is reported three times a year in November, February, and May. Students will receive one of two designations regarding their academic progress. In November and February students will receive designations of ON TRACK and NOT YET ON TRACK. In May, the designations are MET and NOT YET MET. Designations are based on quantitative data such as, District Benchmark Assessments, End of Unit Assessments, teacher created assessments, student generated projects, etc. Teachers also utilize anecdotal records, observation, and teacher-student conferring data, etc. Teachers will provide specific and detailed comments to support the designation on the progress report.

RECESS

Students have a scheduled recess each day. Teachers may use their discretion in providing additional short recesses. In winter, warm clothing must be worn on the playground.

During inclement weather, recess will be held indoors. We use these guidelines at Shenandoah Valley Elementary to determine whether recess is indoors or outdoors:

Temperature (including wind chill or heat index)

Outside: 32-95 degrees

Inside: Below 32 degrees

Above 95

With the cold weather, children improperly clothed will not be allowed out and with the warm weather running will be limited and water/shade will be available.

During the course of the school year, parents sometimes request that their child be permitted to remain indoors from recess because of colds, sore throats, etc. If a child is well enough to attend school, s/he should be able to participate in all activities, including outdoor recess in most cases. In the rare instances when a doctor allows a child to attend school, but not go outside, please call the school nurse to discuss this. A note to the classroom teacher is not sufficient to excuse a child from recess. If a child needs to remain inside for more than one or two days, a physician's note will be needed. Children not going outside for lunch recess due to health concerns will stay in the nurse's office.

SALES AT SCHOOL

Students are not permitted to sell items or engage in personal fundraising at school.

SCHOOL WIDE INTERVENTION TEAM (SWIT)

All Parkway schools utilize a School Wide Intervention Team for addressing concerns of any type that arise at school about a student. The SWIT is a group of professional staff representing a variety of disciplines. These may include general education, guidance and counseling, administration, school health/nursing, special education, speech/language pathology, school social work, and school psychology. To the extent warranted, the process involves development and implementation of interventions, evaluation of their effectiveness, and as needed, referral (e.g., for assistance, additional assessment, or services). This process is based on systematic data collection and analysis, documentation, consideration of all relevant and available information, and hypotheses development/testing. The SWIT relies on existing educational information and staff input, but also collects additional data through the intervention process and, when necessary, individual student assessment. Informed parent consent generally will be obtained before any student is individually assessed or observed by a member of the school staff unless the assessment is part of the District's screening activities (i.e., something done with a particular group of students) or the normal instructional process (i.e., reading assessments). The SWIT also encourages parents to provide any and all relevant information, including any assessments or reports from outside professionals or agencies, about their children. Questions about SWIT and the process should be directed to guidance counselors or school administrators.

SIGN IN/OUT PROCEDURES

Students

We believe that daily attendance is the initial step in achieving academic success. The student who arrives late or leaves early misses some instruction. If it becomes necessary to pick up your child from school during the day, please come directly to the office to sign out your child, and he/she will be paged. For the safety of our students, remember:

- a) All children need to be signed out by the adult responsible for them.
- b) Teachers are instructed not to release a child from the classroom or playground unless authorized by the office.
- c) Please assist the teacher by sending a note that morning.
- d) Students can only be released to people listed on the Pupil Information Form unless there is a note from the parent.

In the rare occasion that you need to get your child early, please arrive to sign your child out prior to 3:50 p.m. Requests after that time will need to wait until regular dismissal at 4:00 p.m. so that dismissal procedures in the classroom are not disrupted.

If your child is returning to school during school hours, a parent must sign the child in at the office. This procedure is followed to protect your child and to keep attendance records up to date.

Visitors

Shenandoah Valley Elementary School takes the safety of your child seriously. For protection of students and staff, on school days from 9:05 a.m. – 4:00 p.m., all visitors, including parents and volunteers to SVE must enter through the front door and be buzzed in by office personnel. Please do not ask students to open exterior doors. Volunteers and visitors must stop at the receptionist desk, sign-in and get a visitor badge prior to entering the hallways or going to the classroom. Please wear your badge at all times while in the building.

SMOKE-FREE POLICY

The Parkway School District has a “smoke-free” policy which is intended to provide a clean environment for its employees, students and visitors. No smoking is permitted on district property at any time. This “smoke-free” policy applies to employees, students, and visitors at all times, including after hours activities. Your cooperation in the implementation of this policy is greatly appreciated.

SPECIAL SCHOOL DISTRICT

The Parkway School District receives services from the Special School District of St. Louis County. A wide range of services are available to the student, such as educational testing and diagnostic evaluations in many areas including speech, hearing and sight, and alternative schools. For specific information about the programs available, please call the Special School District at 314-569-8100 or the school counselor(s). Our counselors are is Kim Ballman (Gr. K, 1, 2, 3) and Joanna DeLong (Gr. 4, 5).

STANDARDIZED TESTING

NNAT (grades K-2) This test is given in January to all kindergarten students and 1st and 2nd grade students who are new to the Parkway School District. The Naglieri Nonverbal Test is strictly nonverbal. This is multiple-choice and is composed of puzzle completion questions.

MAP In the spring, children in grades 3 through 5 take the Missouri Assessment Program (MAP). The MAP is a criterion-referenced test. This means that your child’s progress will be compared to standards in subject areas set by the state of Missouri. See the Shenandoah Valley online calendar for specific dates that the MAP tests will be administered.

TARDINESS

When your child arrives after 9:05 am, she/he often misses many critical assignments and plans for the day. If arriving after 9:05 a.m., parents must report to the office and sign-in their child so he/she may receive a pass to their classroom. Teachers are not to admit students to class without this pass.

TOYS, GAMES, ETC.

Toys, games, various electronic items, dolls, pets, etc. are often distractions to learning and are to be left at home. Occasionally, an item may be brought to school for a specific purpose, but this should be cleared with the teacher beforehand.

TRANSFER INFORMATION

If transferring from Shenandoah Valley, contact Julie Schuhmacher, Registrar Liaison at 314-415-6755, to give her the date of departure as soon as possible. Transfer information will be prepared that will enable the new school to place your child in the proper program. You will be required to come to the main office to sign a release so that we can send information when it is requested by the new school.

VACATIONS DURING THE SCHOOL YEAR

If you will be traveling out of town and someone else will be responsible for your child(ren), notify Julie Schuhmacher, 314-415-6755 and leave the following information: child’s name, dates of departure and return, who will be responsible for your child(ren), responsible party’s phone and the address and phone number where you can be located. Please sign and date this information.

VALUABLES AND OTHER ITEMS

Please mark all personal items with the child’s name. We discourage children from bringing valuables to school. We will do everything we can to prevent the loss of children’s belongings; however, the child must assume the responsibility for the safe keeping of his/her possessions. Please remember that children are never to bring playground equipment; water or play guns, knives of any kind, balls, dolls, toys, matches, etc. to school. Occasionally, a teacher may request an item, such as a special toy, be brought in for a special activity.

VOLUNTEER BACKGROUND CHECKS GUIDELINES

The following volunteer guidelines have been developed to assist building personnel in taking appropriate actions to ensure a safe environment for all students.

Volunteers Who Will Need Background Checks

1. Parents/patrons who go to schools to assist students and the potential exists that they may work with small groups or individual students and not be in the immediate proximity of the teacher regardless of the number of days (e.g. could work with students in the hallway or common area such as the library).
2. Parents/patrons who go to schools and may have extended contact with students in any capacity (more than three days). This is the guideline in place previously. This would cover even office or library help if they are expected to be in the school on a continual basis.
3. Parents/patrons who go on field trips and could be alone with a small group of students without the teacher (taking small groups on their own to different parts of the zoo or field trip locations without the teacher in physical presence).
4. Volunteer groups who may work with small groups of students or individual students but whose organization does not run background checks.

Volunteers Who Will NOT Need Background Checks

1. Parents/patrons who participate in PTO types of activities including room parties (never alone with students other than their own).
2. Parents/relatives who come to school to observe their child(ren) or eat lunch with their child(ren).
3. Parents/patrons who go on day field trips and are never alone with students.
4. Groups who present assemblies or presentations for school or individual classes but are never alone with students.

Volunteer Application and Background Check Forms can be picked up in the school office or found on the Parkway website at www.parkwayschools.net/ follow the tabs Programs/Dept.→ Department→ Human Resources→ Volunteer Packet.

http://www.parkwayschools.net/pages/ParkwayC2/Programs_Depts/4866708780963077506/Employment/Volunteer_Packets