

# PARKWAY SCHOOL DISTRICT



## SORRENTO SPRINGS ELEMENTARY



**390 Tumulty Drive  
Ballwin, Missouri 63021  
(314) 415-6800  
Fax: (314) 415-6812**

**Parent/Student Handbook  
2017-2018**

## **PARKWAY SCHOOL DISTRICT MISSION**

The mission of the Parkway School District is to ensure all students are capable, curious, caring and confident learners who understand and respond to the challenges of an ever-changing world.

## **VISION STATEMENT**

We succeed when all our students and graduates are:

- able to transfer their prior learning to new demands, in and out of school fully prepared for their next educational challenges
- creative, thoughtful and effective problem solvers
- increasingly self-directed, skilled and persistent as learners
- literate and critical consumers of information and ideas
- articulate speakers and effective listeners
- acting out of a strong sense of personal, social and civic responsibility
- always seeking to understand the views, values and cultures of others
- working skillfully with others to achieve common goals
- pursuing a personal direction based on an understanding of their talents and interests

## **PARENT-TEACHER COMMUNICATIONS**

The District recognizes the importance of maintaining positive communication between school and home. We encourage parents and guardians to be involved in their child's education.

### **Parent-Teacher Conferences**

Conferences are scheduled during the first and second trimesters of the school year. A

conference can be scheduled, however, at anytime there is a need.

If parents wish to talk with their child's teacher, we encourage them to call and leave a voicemail message so the teacher can return the call before or after school, at lunch, or during a planning period. Parents may also request a meeting by writing a brief note addressed directly to the teacher.

## **Reading Research**

Reading is the "best practice" for learning to read. Research shows the quantity of children's reading experience is related directly to their achievement levels. Therefore, Sorrento Springs Elementary students will be afforded the opportunity to read independently in and out of school daily in an effort to grow life long successful readers. Please encourage and support your child's reading life by providing a quiet place and a set routine for completing his/her reading and reading logs.

Best Practice Third Edition by Zemelman, Daniels, & Hyde

## **SCHOOL RULES AND GUIDELINES**

### **Absences**

Regular school attendance is critical to your child's success at school and in imparting the importance of good attendance in jobs in the "real world". In the event that your child should need to be absent from school, please notify the office at 314-415-6800. Please leave your name, your child's name and grade, teacher's name and reason for absence. When he/she returns to school, he/she should bring a written note, signed by a parent, stating the date of absence and reason for absence. Excessive absences/tardies will be questioned. A letter will be mailed home when your child reaches 5 absences. Additional letters will be mailed after 10, 15, and 20 absences.

## **Attendance – School Hours**

7:00 a.m. – 3:30 p.m. Office Hours  
7:35 a.m. – 2:30 p.m. Students' Day

## **Dismissal Procedures**

The following are estimated dismissal times and procedures for the 2015-2016 school year:

**1<sup>st</sup> Dismissal:** Day care van riders (2:27 pm)

**2<sup>nd</sup> Dismissal:** Bus riders & Adventure Club (2:30 pm) All bus riders will exit through the front doors with staff members.

**3<sup>rd</sup> Dismissal:** Walkers, car riders, bike riders (2:35 pm) These students will exit through the grade level doors with their classroom teachers and will be escorted to the front of the building.

All parents are encouraged to park on the asphalt playground and walk to the front door to meet their child.

## **Early Dismissal**

For the safety of all students the following procedures must be followed when picking up your child early:

1. If you wish to pick up your child early and you know in advance, it is best to send a note to the classroom teacher the day of the early dismissal. He/she in turn, will send the note to the office to be copied and put in a daily file.
2. You must come to the school office to pick up your child. You will officially sign your child out of school. An office worker will ask for a picture ID to verify your identity. Children will not be released from the classroom or playground. ALL students will be checked out through the office if leaving early.

Thank you for following and understanding our procedures. This is for the safety of our children.

## **Electronic Devices**

Devices such as cellular telephones, computers and video games/systems are not to be visible, audible, or in use while at school from the time a student arrives to school prior to classes commencing to the time the students are dismissed from classes, unless a teacher gives a student permission to utilize the device in class. Devices in this category should be turned off during the school day. The devices may be used on the way to and from school. Students, who bring electronic devices to school, do so at their own risk and are responsible to secure the device from theft or loss. If a student brings a device and it is visible and/or in use during the school day, the student is subject to consequences. Students who repeatedly violate this expectation and guideline may have their electronic device confiscated and held in the office until the end of the school day.

## **Late Arrival/Tardy**

Any student entering school after 7:35 a.m. will be counted as tardy and a parent must sign him/her in at the office. A pass will be issued to admit the student to class. Being on time is important for your child. Students who come late are missing important educational experiences.

## **Procedures for Resolving Parental Concerns**

The district recognizes the importance of maintaining positive communication between school and home. When parents contact the building or central office administration for assistance in addressing parental concerns, the following procedures should be used:

1. The first person to contact is your child's teacher (Concerns of a serious nature should be brought to the attention of the administrator).
2. In cases where parents are unwilling or uncomfortable with discussing the concerns with the staff members, the administrator will offer to facilitate a meeting between both parties to bring resolution to the concern as soon as possible. **Please call in advance to schedule a meeting with the administrator.**

### Recess

Outdoor recesses are scheduled each day for grades K-5. Parents should be sure that their child's clothing is suitable for outside play activities. Indoor activities are planned during inclement weather. General limits of 20 degree wind chill factor and 95 degree temperature are followed in determining outdoor recesses.



### Student Appearance

The appearance of any student is primarily the responsibility of that student and the parent. Students' dress and appearance are required to be of such character as not to disrupt nor distract from the instructional procedures of the school. Students are to wear clothing which is clean and safe. Shoes must be worn at all times. Students are required to wear tennis shoes for PE, recess and other outdoor activities. Clothing that is revealing or is suggestive may not be worn. Head gear may not be worn in the building. Hats and caps will not be permitted to be worn in the building unless the principal gives permission, is health related or for religious reasons.

### Transportation Changes

The best method to communicate a change in your child's transportation is by providing a written note to your child's teacher the morning of the change.

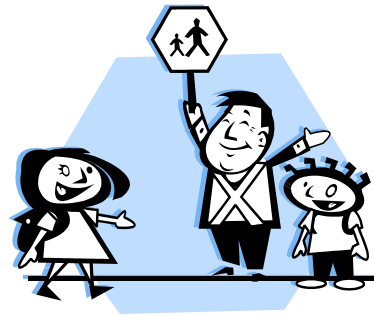
Any changes in a child's transportation should be communicated to the office **no later than 1:00 p.m. that day.**

### Bus Passes

Students must ride their assigned bus and get off at their assigned stop unless they have a prearranged bus pass. In order for a your child to receive a bus pass, the parent of each child must send a note to the secretary in the front office, and your child must present it no later than 1:00 pm on the day needed. Requests received after 1:00 pm may not be approved

### Visitors

For safety reasons, ALL visitors and parents must sign in at the front office and wear a name badge. Please sign out when leaving. The school doors will remain locked daily until 6:00 pm. Families needing to pick up students from Adventure Club should ring the doorbell at entrance 2.



### SCHOOL SERVICES

#### Adventure Club

Adventure Club will be operating a School Age Child Care Program at Sorrento Springs. Hours of operation are from

2:30-6:00 PM for after school care. Adventure Club will be held in the cafeteria. Please direct all inquiries concerning Adventure Club to its main office at 314-415-6846.



### **Counselor**

The intent of the counseling program is to provide a comprehensive guidance curriculum for all students. The counselor is involved in implementing small group and classroom guidance activities aimed at promoting positive social and emotional growth. The activities include self-concept, decision-making, dealing with peer pressure, responsibility, stress, and understanding yourself and others.

### **Library**

It is our purpose to increase your child's knowledge and love of reading by providing the best books possible. A regularly scheduled library period allows students to visit the library each week. In addition, students may come to the library individually as needed.

Books must be cared for to prevent damage. Damaged materials should be reported to the librarian when they are returned. Please do not mend torn pages or magazines.

### **Lost and Found**

Sorrento Springs has a lost and found box located across from the principal's office. Children or parents may check anytime for lost items. To help relocate lost items, the school strongly encourages parents to label all clothing and items brought to school.

The lost and found box will be cleaned quarterly. Following this, all unclaimed items will be donated to charity.

### **Medication at School**

The Board of Education requests the dispensing medicine to children during school hours be discouraged and restricted to necessary medication that cannot be given on an alternative schedule.

When medication, prescription or over-the-counter, is to be administered by the school, the medication should be in the original container with the label affixed by the pharmacy or physician showing the the name of the child, the dosage schedule, what the prescription contains, the date purchased, and the physician's name. In addition, a written request from the parent must provide information indicating the time medication should be administered. Parent and physician forms are available from the school nurse. All such medications must be in the school health room at all times. Over-the-counter medications need two notes for the nurse, one from the doctor and one from the parent. Please contact Sorrento's School Nurse, Leslie Rothrock, regarding medications: 314-415-6810.

### **Nutritional Services**

Sorrento Springs offers a breakfast and lunch program. Children may bring a sack lunch or purchase a school lunch for \$3.10, which includes milk or juice. Adult lunches are \$3.35 each. Those who bring lunch may buy a drink for \$.50 each. Breakfast may be purchased *each* morning at 7:20 AM. The cost for breakfast is \$2.35 for students and \$2.60 for adults.

You can view menus and nutritional analysis on the Food Service Department's web site:  
<https://www.parkwayschools.net/Domain/788>

### **2016-2017 Meal Prices:**

#### Breakfast:

Student Full Price	\$2.35
Adult Full Price	\$2.60
Reduced	\$0.30
Extra Entrée	\$1.50

#### Lunch:

Student Full Price	\$3.10
Adult Full Price	\$3.35
Reduced	\$0.40
Extra Entrée	\$2.00
Ala Carte Beverage Prices	\$0.50

### **Free and Reduced Meals**

Parents may apply for free/reduced meals using the application located in the school office or online

<https://www.parkwayschools.net/Page/1675>

A new application must be completed each year; however, students approved for free/reduced meals last year are eligible through September 22. A new application must be approved during September in order to continue to receive free/reduced meals after September 22, 2016.

### **Physical Education**

Physical education and recess periods are required activities. Notes from parents excusing children from activities will be honored for three days. A letter from a physician is necessary if the child is not able to participate for an extended period of time. Children must have tennis shoes to participate in physical education.

### **EXTRACURRICULAR ACTIVITIES**

#### **Field Trips**

We believe that educational field trips often enhance the program of instruction and add much to the education of the child. Parents of students who are eligible to participate in the field trip will be notified by their child's teacher and must approve the student's attendance on the field trip in writing. If a

parent does not to give permission for his/her child to participate in the field trip, the child will remain at school. All school rules are adhered to on student field trips.

### **Birthdays**

In order to help protect the health and safety of our students with life-threatening food allergies and to contribute to the health and academic success of all students, the Parkway School District has adopted new district-wide Food Safety Expectations. **To maintain healthy learners, the safest celebrations occur without food.** Birthday celebrations at school and holiday celebrations at school will not include food. Sorrento Springs has developed some safe options for our students to celebrate their birthday at school. The birthday option form can be located on the Sorrento Springs website.

## **COMMUNITY RELATIONS INFORMATION School Communications**

### **Website**

Our school website is the first place parents should go for information. Here are some things you can expect to find on our school website:

- Upcoming events (school events calendar.
- Information about extra-curricular/club activities
- Grade level/staff directory with contact information
- A link to school menus

### **School Newsletter**

A school newsletter will be sent home bimonthly, and will include a message from the principal. The newsletter will include stories about what is happening at school and information about upcoming events. Sorrento newsletters are delivered electronically via email. If you would like

to receive the newsletter as a hard copy instead, please let us know in the school office.

### **Teacher Email/Newsletter**

Classroom teachers will send home a brief classroom email/newsletter weekly or biweekly to parents. The items covered will include classroom news and curricular information, special events, and contact information for the teacher.

### **Parent Phone Calls/Emails**

Principals and teachers will make every effort to return calls or emails within 24 hours.

### **District Communications** **(Including School Closings)**

Timely communications with our District families is always a priority, but especially important in emergency school closing situations.



Families should always have a plan in place for the possibility of inclement weather or unforeseen emergencies causing school closures, and parents should ensure their children are aware of that plan.

In the event of an emergency or weather-related closing, notification alerts will be sent to all home telephone numbers, parents' cell and work numbers and e-mail addresses. A text message will be sent to parents who have opted-in to the service.

School closing information will also be posted on the Parkway website at [www.parkwayschools.net](http://www.parkwayschools.net), on the district's snow line (314) 415-SNOW(7669) and local radio and TV stations.

**In order to ensure accurate parent notification of closings and event announcements/reminders, it is important to update home and cell phone numbers and e-mail addresses on your Family Profile in Infinite Campus.**

### **Important reminders about receiving automated calls:**

- Caller ID will display the school's main telephone number for general school announcements. General messages will go to the student's home phone.
- For district or emergency-type messages, caller ID will display (314) 415-8500, which can be called back to hear a recording that describes the message.
- Emergency calls will be directed to parents' cell and work phone numbers in addition to the home and other parent phones. Text messages will also be sent to parents who subscribe to this service.
- Be sure to say "hello" when answering calls to hear the message.
- Recipients who answer the phone and hear a message in progress may press 1 to hear the message from the beginning.

For more information, contact Parkway communications at (314) 415-8069.

### **Infinite Campus**

Infinite Campus is a web-based student information system. During the 2009-2010 school year, Parkway opened the parent portal application in Infinite Campus. Parents and legal guardians of elementary students have secure access to basic student contact information, attendance, and immunization records via the internet.

If you need an Infinite Campus portal account, please email [ic-parenthelp@parkwayschools.net](mailto:ic-parenthelp@parkwayschools.net)

## **Family Profile Online**

In order for us to best serve our students, it's necessary that you annually update information unique to your family.

**Please update your Family Profile**, which includes emergency contact information, family preferences, and health/medical history.

Log into your Infinite Campus account to complete this update. Inside the Infinite Campus parent portal, you will see "Online Registration" on the left side. Click there to begin. On the next screen, click on the box that reads, "Click here to complete the Annual Family Update."

Only one parent or guardian from the primary household will be able to complete the update.

Get started here: <http://pkwy.info/icprofileupdate>

If you have any questions, or need an Infinite Campus portal account, please email [ic-parenthelp@parkwayschools.net](mailto:ic-parenthelp@parkwayschools.net)

Thank you for taking the time to update this important information.



# **SORRENTO SPRINGS**

## **ARRIVAL/DISMISSAL PROCEDURES**

### **ARRIVAL**

The Sorrento Springs circle drive is reserved for buses only. Students arriving by car should be dropped off in the “DROP OFF ZONE” located at the sidewalk on the blacktop. Drivers should pull forward and drop off their children once they reach the sidewalk. Please do not wait to be the first car in line to drop off your child, as this creates a substantial delay. Drivers are asked to please stay in the line of traffic to exit the lot. Pulling out of the lane or driving around other cars is very dangerous for arriving students and is prohibited.

If parents need to enter the building during the arrival time, they should park their cars on the blacktop and escort their children across the parking lot and into the building. Children are not permitted to cross the line of traffic without a parent escort.

### **DISMISSAL**

The Sorrento Springs circle drive is reserved for buses only. In addition, during dismissal the sidewalk near the blacktop is reserved for daycare vans.

Students will be dismissed by their teachers beginning at 2:30 PM. Car riders, bike riders, daycare van riders, and Kids Network students will be dismissed down the center hallway. These students will exit through the main door. Parents who are picking up their children should park on the blacktop and meet their children at the main entrance. Parents who choose to park on Novara Drive will also need to meet their children at the main entrance. Students will not be permitted to cross the line of traffic without a parent escort.

### **ARRIVAL/DISMISSAL DURING INCLEMENT WEATHER**

During inclement weather all parents are encouraged to use the main entrance for arrival and dismissal. The district will ensure the main entry walkway located at door 1 has a cleared path. Side walkways around the exterior of the building will not be cleared. Please do not drop off or pick up your child using Novara Drive during inclement weather.

# NOTICE OF NONDISCRIMINATION

Applicants for admission or employment, students, parents of elementary and secondary school students, employees, sources of referral and applicants for employment, and all professional organizations that have entered into agreements with the Parkway School District (“School District”) are hereby notified that the School District does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in, its programs and activities. In addition, the School District provides equal access to the Boy Scouts of America and other designated youth groups.

Any person having inquiries concerning the School District’s compliance with the laws and regulations implementing Title VI of the Civil Rights Act of 1964 (Title VI), Title IX of the Education Amendments of 1972 (Title IX), the Age Discrimination Act, Section 504 of the Rehabilitation Act of 1973 (Section 504), Title II of the Americans with Disabilities Act of 1990 (ADA) or the Boy Scouts of America Equal Access Act, is directed to the respective Compliance Coordinator listed below, who oversees the School District’s efforts to comply with the laws and regulations implementing the laws and regulations cited above.

The School District has established grievance procedures for persons unable to resolve problems arising under the statutes above. The School District’s Compliance Coordinator will provide information regarding those procedures upon request.

Any person who is unable to resolve a problem or grievance arising under any of the laws and regulations cited above may contact the Office for Civil Rights, Region VII, 8930 Ward Parkway, Suite 2037, Kansas City, Missouri 64114; telephone (816) 268-0550.

## COMPLIANCE COORDINATOR

**Charlotte Ijei, Director of Pupil Personnel and Diversity**  
**12657 Fee Fee Road, St. Louis, MO 63146**  
**(314) 415-5061**

## STUDENT BULLYING

As a public educational institution, the Board of Education believes all students need a safe learning environment. Accordingly, district staff will not tolerate bullying behavior. This policy applies to behavior on all Parkway property, including Parkway and Special School District buses and bus stops, as well as Parkway events.

Bullying is intimidation, unwanted aggressive behavior or harassment that is repetitive or substantially likely to be repeated and causes a reasonable student to fear for his or her safety or property; substantially interferes with the educational performance, opportunities, or benefits of any student without exception; or substantially disrupts the orderly operation of the school. Bullying may occur when there is a real or perceived power imbalance including but not limited to position of control, physical strength, social status, manipulation, and/or age/size. Bullying also includes any threat of retaliation for reporting such acts.

### **Bullying generally does not include:**

- single acts of social rejection or unintentional social exclusion
- mutual arguments, disagreements or fights

While these actions can cause great distress and may result in disciplinary consequences, they may not be examples of bullying as defined by the policy.

### **Types of Bullying:**

**Verbal or Nonverbal bullying** is communicating damaging or malicious messages. Verbal or nonverbal bullying may include but is not limited to:

- Teasing
- Name-calling
- Making inappropriate sexual comments
- Taunting
- Threatening to cause harm
- Making malicious gestures or expressions

**Social bullying**, sometimes referred to as relational bullying, involves hurting someone's reputation or relationships. Social bullying may include but is not limited to:

- Using peer pressure to coerce, gain compliance or demean another person
- Excluding someone with malicious intent
- Telling other students not to associate or be friends with someone with malicious intent
- Spreading rumors about someone
- Embarrassing someone in public

**Physical bullying** involves hurting a person's body or possessions. Physical bullying may include but is not limited to:

- Gestures
- Hitting/kicking/pinching/slapping
- Spitting
- Tripping/pushing
- Taking someone's things without permission
- Inappropriate touching or unwanted contact
- Intentionally getting in someone's personal space
- Defacing/destroying another person's work or property

**Cyberbullying** is a form of bullying committed by transmission of a communication, including but not limited to, a message, text, sound or image, by means of an electronic device including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, and/or via social media. The District has jurisdiction over cyberbullying that uses the

District's technology resources or that originates on District property, at a District activity or on District or Special School District transportation. Even when cyberbullying does not involve District property, activities or technology resources, the District may impose consequences and discipline for those who engage in cyberbullying if there is a sufficient connection to the educational environment, the behavior materially and substantially disrupts the educational environment, the communication involves a threat as defined by law, or the District is otherwise allowed by law to address the behavior. Cyberbullying may include but is not limited to:

- Spreading rumors or personal information
- Posting or sharing embarrassing/inappropriate pictures or videos
- Creating fake profiles or websites intended to demean

The principal of each building is designated as the individual to receive and investigate reports of bullying. The principal may designate additional administrators and/or counselors to receive and investigate reports of bullying in the principal's absence or at the principal's discretion. Students shall report incidents of bullying to school staff so they can be investigated and resolved. Any district employee who has firsthand knowledge of bullying behavior is required to report such conduct as soon as possible but no more than two calendar days after becoming aware of the incident or reported allegation. The report must be in writing and must be made to the building principal or other designated school official. Following the reported allegation, the principal or designee will complete the investigation as soon as possible but no more than ten school days from the date of the written report unless good cause exists to extend the investigation. Depending on the age of the student(s) and the circumstances, the response to bullying can range from a restorative process for those involved to the offending student(s) being suspended from school. Bullying of students is prohibited under Standard 5 of Policy JK, Student Discipline.

The District shall provide information and appropriate training designed to assist employees and volunteers who have significant contact with students in identifying, preventing and responding to incidents of bullying. Each school will provide education to all students so they are able to appropriately prevent, identify and respond to bullying. In addition to educating students about the content of this policy, the District will also inform students of the harmful effects of bullying; any initiatives the school or District has created to address bullying, including student peer-to-peer initiatives; and the consequences for those who participate in bullying or engage in reprisal or retaliation against those who report bullying. Copies of the policy will be included in student handbooks and will be made available upon request to parents.

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POLICY ADOPTED: May 10, 2017  
SUPERSEDES: 06/08/16, 10/6/10, 02/28/07  
LEGAL REFERENCE:  
CROSS REFERENCE:  
LEGAL REFERENCE:  
CROSS REFERENCE:

## SERVICES AND RIGHTS FOR STUDENTS WITH DISABILITIES

Students with disabilities have rights and safeguards under Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA), and, when eligible, the Individuals with Disabilities Education Improvement Act (IDEA-2004). Students with disabilities are protected from discrimination and guaranteed a "free appropriate public education" (FAPE), which is defined by their Individualized Education Program (IEP) or, for Section 504, a §504 Plan. The rights of students with disabilities and the roles/responsibilities for Parkway and the Special School District (SSD) of St. Louis County are described in:

- Missouri Department of Elementary and Secondary Education's (DESE) *State Plan for Special Education* and IDEA-2004 *Procedural Safeguards for Children and Parents* brochure
- the SSD's Compliance Plan
- the St. Louis County *General Assurance Document*
- the U.S. General Education Provision Act (GEPA)
- Parkway's policies/guidelines and Section 504 rights handout.

Under the Family Educational Rights and Privacy Act (FERPA), parents have the right to review, request amendment of, and file complaints concerning personally identifiable information maintained on their child. Parents/guardians (or majority age students) are to be provided with their procedural safeguards and written notification regarding the identification, evaluation, and/or placement of students with disabilities.

Children under Parkway's jurisdiction between the ages of three (3) and twenty-one (21) may be eligible for special education and related services. The SSD provides services to students diagnosed with one of the following educational disabilities: Autism, Deaf/Blindness, Emotional Disturbance, Hearing Impairment and Deafness, Mental Retardation, Multiple Disabilities, Orthopedic Impairment, Other Health Impairments, Specific Learning Disabilities, Speech or Language Impairment, Traumatic Brain Injury, Visual Impairment/Blind, or Young Child with a Developmental Delay. Parkway provides accommodations and services to students with Section 504 disabilities who are not eligible under the IDEA.

The SSD offers special education and related services (e.g., physical and occupational therapy, speech and/or language services, social work services, counseling) for students. These include evaluation, screening, and special education services for students with educational disabilities attending non-public schools. For students with and without diagnosed educational disabilities, the districts offer Homebound Instruction (for home or hospital-bound students) and applied technology/vocational programming.

The districts are required to locate, evaluate, and identify children with disabilities under their jurisdiction, regardless of the severity of the disability, and assist the State with information and referral services in the implementation of early intervention services for infants and toddlers eligible for Missouri's First Steps Program. This includes non-resident children attending private schools in Parkway, highly mobile children (i.e., migrant and families in transition), and children suspected of having a disability and in need of special education even though advancing from grade to grade. When staff have significant concerns about a student, they are to initiate the "problem solving" process and, when needed, refer the student to the school's Care Team. Parkway Care Teams initiate the disability identification process when appropriate. Parents/guardians who suspect a disability may initiate the disability "identification" process by making a request to school staff.

All students with disabilities are served in the least restrictive environment and attend their neighborhood Parkway schools unless determined otherwise. A student's IEP or §504 Team determines what placement, program, special education and related services, supplemental aids,

adaptations, curriculum modifications, or other accommodations are required. The opportunity to participate in the Parkway curriculum, earn "regular" or "modified curriculum" credit, and obtain a high school diploma is available to all students.

Questions and requests for assistance, information, or this notice in another language should be directed to Parkway's Special Services Department at the Instructional Services Center (@ 314-415-5002) or the school's "special education administrative team" (Parkway administrator and SSD area coordinator).