

POINT ELEMENTARY SCHOOL

6790 Telegraph Road
Oakville, MO 63129

Website:

point.mehlilleschooldistrict.com

Phone: 314-467-5900

Attendance: 314-467-5910

Fax: 314-467-5999

School Hours: 8:45 am – 3:35 pm

HOME OF THE POINT EAGLES
A NATIONAL AND MISSOURI SCHOOL OF CHARACTER

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Twitter - Follow us @pointeagles

Instagram - Follow us @pointelementary

PARENT/STUDENT HANDBOOK 2018-2019

ARRIVAL & DISMISSAL

School begins promptly at 8:45 am. The tardy bell rings at 8:45 am. **For your child's safety, please do not drop off students before 8:30 am.** For students who must arrive earlier, before and after school childcare is available on site through the Y.M.C.A. Please call 314-849-9622 for more information.

When it is necessary for a student to leave school early, the parent or guardian should come to the office to sign the student out. Office personnel will call the student to the office. Please send a note to your child's teacher stating the time you will be picking up your child so that they are aware and can have the student ready to leave.

NO EARLY DISMISSALS AFTER 3:00 pm

Please refrain from making any changes to your child's dismissal procedures after 3:00 pm unless it is an emergency. In the event you need to do so, please call the office directly at 314-467-5900. Teachers begin preparing students to end the school day, organize homework assignments, and prepare to be dismissed. In order to allow for a smooth transition, we do not interrupt this process. We appreciate your support.

The school day ends at 3:35 pm. Students will be escorted to the buses and the parent pick-up area by their teachers at 3:30 pm. Buses will be dismissed at 3:35 pm.

PERFECT ATTENDANCE - 5th Grade

Attendance awards are given to students at the conclusion of the year.

- Students who have missed zero minutes of school earn the Perfect Attendance Award.
- Students with 96% or better attendance earn the Excellent Attendance Award.

TARDIES

Students arriving after 8:45 am are marked tardy and should report to the office WITH A PARENT before going to their classrooms.

Students arriving late or leaving early are not eligible for perfect attendance awards.

REPORTING AN ABSENCE

- The parent/guardian should **call** the school Attendance Line at **467-5910** prior to **10:00 am** on the day of the absence to report the student will be absent from school.
- Absences must be verified or the absence will be marked unexcused.
- A doctor's note is required for illness lasting 3 or more consecutive days and/or excessive illness.

Taking into consideration illnesses and bereavement, any student meeting or exceeding the noted days or absence will result in the following course of action:

- Five days absent per semester - Communication initiated with home and attendance letter to residence.
- Ten days absent per semester - Required parental meeting with principal and counselor. Potential involvement of Family Services.

RELEASING OR DISMISSING A STUDENT

The safety and security of our students are always our first concern. No child is to be released to **anyone** unless first cleared through the office. This rule is for the protection and safety of the child. Parents, guardians, or an authorized substitute of the parent needing to take a child out of school should report to the office and sign out the student. The secretary will verify photo identification before releasing the student. The office will then call the student's teacher and ask for the student to be sent to the office for dismissal.

The district will release a student to either parent unless the district has a valid court order directing otherwise or unless the parent requesting release is only entitled to supervised visitation. If district staff have concerns about releasing a student to a parent, the student may be held while additional precautions are taken, including, but not limited to, verifying custody orders, contacting the other parent or contacting the proper authorities.

Teachers have been instructed not to release any child without office approval. Parents unable to pick up a child in person should contact the office to designate a substitute. Parents are encouraged to list authorized substitutes with the office ahead of time.

Students leaving early will be marked absent for the number of minutes missed. This includes anytime a student leaves with a parent after a classroom party or field trip.

EMERGENCY SCHOOL CLOSINGS

When severe weather necessitates the closing of school, the Superintendent strives to make the decision by 5:30 am. School closings will be broadcast through the School Reach phone system, on the district website (www.mehlilleschooldistrict.com) and on most major radio and television stations. If school is closed, all other school-related activities are canceled for that day.

BUS TRANSPORTATION

(314-467-5240)

School bus transportation is provided for all students who live in the Mehlville School District and students who participate in the Voluntary Inter-district Transfer Program (VICC). The Mehlville School District will abide by all federal, state, and local laws and regulations. In order to participate in transportation service, students, as well as parents, must be willing to accept and comply with the regulations and responsibilities established by Mehlville School District.

Bus passes are **not** permitted for any reason. Students will only be authorized to ride their assigned bus to their assigned stop. The practice of riding multiple buses will no longer be permitted except for authorized daycare centers.

BUS ROUTES

Students are expected to ride on their assigned bus. For information on bus routes or if there is a change in address, parents of Mehlville residents should contact the school office at 314-467-5900. Parents of VICC students should contact the VICC office at 314-721-8657.

Bus drivers will only allow kindergarten students off the bus if a parent or guardian is at the bus stop to pick up the child. Kindergarten students not met by a parent or guardian will be brought back to school.

BUS EXPECTATIONS

- **Be respectful** – Use level 1 voices (inside voices), use kind words
- **Be responsible** – Watch for your stop, take all belongings with you
- **Be safe** – KHFOOTY, sit in assigned seat. Sit seat-to-seat, back-to-back

BUS REFERRALS AND CONSEQUENCES

Bus drivers have the responsibility to maintain a safe and orderly environment on the school bus. The drivers have the right to warn students, conference with students, and assign specific seats. The driver will note on a Bus Safety Report any behaviors that are deemed hazardous while riding the school bus. The building principal or designee will handle behavior that results in a Bus Safety Report. Parents having questions or concerns regarding bus behavior should contact the building principal.

Any offense committed by a student on transportation provided by or through the district shall be punished in the same manner as if the offense had been committed at the student's assigned school. In addition, transportation privileges may be suspended or revoked.

CODE OF CONDUCT FOR STUDENTS

The intent of all rules and regulations is to protect the health and welfare of students and staff at Point Elementary School, while maintaining an atmosphere conducive to learning.

Point students are expected to:

- Attend class on a regular basis and participate in class activities.
- Make choices that demonstrate respect for self, others, and property.
- Maintain appropriate behavior so as not to interfere with the teacher's teaching and other students' learning.

Our objective is to encourage and reinforce appropriate social skills and behavior to insure a positive learning environment for students and staff. Teachers will use a variety of strategies to guide students to correct misbehavior and assign consequences according to classroom discipline plans.

Students will be referred to an administrator for serious or recurring misbehavior.

Parents will be notified about the disciplinary referral, interventions used to correct the inappropriate behavior, and the consequences earned by the student.

Students will be assigned consequences in accordance with the Mehlville School District Disciplinary Policies, Procedures, and Consequences Manual.

CHARACTER EDUCATION

Point Elementary strives to develop well-rounded and well-adjusted students by teaching a comprehensive character education program. Students will learn about positive character traits and social skills through monthly character family groups. Also, students will have the opportunity through service learning projects and activities during the year.

DRESS CODE

Every student is expected to present a proper and appropriate appearance. Students should dress in a manner that will not disrupt the educational process. Student clothing should be functional, safe, and

reflect the attitude of the student toward his or her primary job – *learning*. Students' health and safety are always a factor in establishing dress codes.

Tops must cover midriff and shorts need to the length of student's fingertips when their arms are straight down by their sides. The children may wear shorts during warm weather. Clothing should not have printing pertaining to drugs, alcohol, tobacco, or suggestive or offensive themes.

Students' health and safety are always a factor in establishing dress codes. A principal may determine a student's attire to be inappropriate for the school setting.

GRADING AND REPORT CARDS

Report cards will be sent home approximately two weeks after the end of each grading period.

STANDARDS BASED GRADING (K-5)

Teachers will use a 3 point scale:

- A score of 3 indicates the students meet the expectation. They can independently and consistently demonstrate mastery of the standard.
- A score of 2 indicates that students are approaching expectations. They still need additional instruction and/or support or show inconsistency with meeting the standard.
- A score of 1 indicates that students are beginning to learn the expectation. They show limited evidence of understanding the standard and need a lot of additional instruction/support.
- If the standard does not have a score, this means the standard was not assessed during that grading term.

M.A.P. TESTING

The Missouri Assessment Program (MAP) is administered to all students in grades three through five within a four week period in the Spring. The state-mandated assessment is designed to monitor the progress of all students in meeting the state standards, as set forth by the Missouri State Board of Education. Students are tested at various grade levels in the areas of communication arts, math, and science.

CONFERENCES/MEETINGS WITH TEACHERS

Parents have the opportunity to review their child's progress through conferences. Elementary Parent-Teacher conferences take place the week of October 1, 2018. Parents are encouraged to contact their student's teacher at any time to discuss their child's progress. Informal conferences are encouraged; however, arrangements need to be made between the parent and the teacher for a mutually suitable time. Sign Up Genius will be used for signing up for conference times this school year. More information will be available closer to conference time.

CAFETERIA EXPECTATIONS

- Use a level 1 voice
- KHFOOTY
- 10 to a table, 5 on each side

- Face forward, seat on seat & feet on the floor
- Raise your hand & ask permission to leave your seat

PLAYGROUND EXPECTATIONS

- Level 0 voice in line
- Line up the first time the whistle is blown
- KHFOOTY
- Follow the directions the first time
- Follow the rules of the game

BREAKFAST PROGRAM

Breakfast for elementary students is available from 8:30 am until 8:45 am in the cafeteria. Generally, breakfast includes milk, fruit, juice, cereal, or another breakfast entrée. Breakfast is served at the full price (\$1.00), reduced price (\$0.30), or free, depending on family income. Students will be dismissed to their classrooms after eating breakfast.

MENUS

Monthly menus for breakfast and lunch will be located on www.mehlilleschooldistrict.com and Peachjar.

LUNCH PROGRAM

Lunch is available for purchase for all students at the cost of \$2.40 per day. Reduced price depends on family income. Branded pizza will remain \$2.60.

Money can be sent by the day, week, month, etc. The school's computerized accounting system allows money to be deposited in each student's account and withdrawn as the student makes each meal purchase. **Students are not allowed to pay cash for meals at lunchtime.** Any money left in a student's account will be carried over to the next year. The meal account is not a charge account for students. No credits will be issued to students with zero balances in their lunch accounts. Students with a negative \$20.00 in their meal account will receive an alternate meal.

Students may ask the cashier at any time for the balance on his/her account. Parents may check a child's balance by accessing: www.mehlilleschooldistrict.com.

All students are required to eat lunch in the cafeteria, whether they bring or buy their lunch, unless a teacher has made other arrangements. The lunch period should be used not only as a period to satisfy one of our basic physical needs, but also as a time to develop desirable cultural habits. Therefore, students are expected to be orderly in line, to sit at their assigned tables as soon as served, to use good table manners, to talk quietly while eating, and to leave the lunchroom when excused. Students are expected to clear their trash from their table. For health and safety of the students, food cannot be shared.

FREE/REDUCED BREAKFAST & LUNCH

The processing of an *Approval of a Free and Reduced Price School Meals Family Application* qualifies a student for free or reduced breakfast. Free/reduced lunch applications will be sent home the first week of school.

BIRTHDAY TREATS AND INVITATIONS

The Mehlville School District adopted an Allergy Prevention and Response Plan in July 2011. One of the components of this plan is to be aware of all food items and their ingredients that are served in our schools. If parents wish to have their child celebrate his/her birthday with their classmates, they must purchase safe/healthy treats/non-treat options through School Food and Nutrition Services. **No food items can be sent from home.** There are several individually wrapped food items to choose from with nutritional labels.

The Birthday Treat Form can be found at www.mehlilleschooldistrict.com. The prices on the birthday treat order form are the prices the district pays. The snacks will be delivered to the child's classroom on a mutually agreed upon date and time with the teacher. Parents are to complete the order form and return it to the school cafeteria two weeks prior to the date needed. If you have any questions, please call the School Food and Nutrition Services office at 314-467-5250. Party invites are not allowed to go through the student's teacher unless the entire class is invited.

FOOD AT PARTIES / EVENTS

Any food that is brought into a classroom and provided to students should be cleared by the nurse at least one week prior to the party or event that the food is going to be provided to students to allow for time to ensure all students are safe to consume the food items listed. Point Elementary strongly advises, even during parties and events, to stick to the District's approved Birthday Treat Form items, to provide students. Those items can be found at www.mehlilleschooldistrict.com and should still be approved by the nurse one week in advance.

ENROLLMENT

The enrollment of a new student requires:

- Birth Certificate
- 2 forms of Proof of Residency (e.g. personal property/property tax receipt, lease agreement, or sales contract.
- Immunization records

An enrollment form must be completed on each new student by one of his/her parents or legal guardians. Please contact the school office at 314-467-5900 to make an appointment for enrollment.

WITHDRAWING A STUDENT

Parents should inform the elementary school at least **one week** prior to moving out of the district. The parent should return any library books and pay any fees or fines that are due.

CUSTODY

In the event that a child is living with only one parent, report cards and conferences will be offered to the non-custodial parent upon request. If the non-custodial parent is not to be involved with his/her children, then **the custodial parent must present the legal documentation of custodial rights to the principal.**

VOLUNTEERING

Parents, grandparents, or other community members wishing to volunteer their time for the benefit of Point Elementary School may contact the school counselor office at 314-467-5905. Volunteers will fill out a Volunteer Agreement before working with students. In addition to the satisfaction of working with young people, volunteers enjoy the appreciation of staff, students, and the community.

OASIS TUTORING

Oasis is a national non-profit, educational organization designed to enhance the quality of life for mature adults. The OASIS Intergenerational Tutoring Program trains volunteers to work with young children to build reading skills and positive attitudes towards learning. Point is fortunate to have OASIS volunteers working each week with designated students. If you know of someone interested in becoming an OASIS volunteer tutor, have them contact Sarah Fahrner at 314-467-7832.

PHYSICAL EDUCATION

Each child is expected to wear appropriate clothes on the days of gym. Tennis shoes are required to participate in class. If a student is not wearing the appropriate shoes required for a particular activity he/she will sit out. Shorts, sweatpants, sweatshirts, t-shirts, and tennis shoes are all examples of appropriate clothing for gym.

GIFTED EDUCATION (STRETCH)

The STRETCH program serves qualifying gifted students in 1st through 5th grades. The program, under the direction of a teacher certified in Gifted Education, extends student learning through a variety of activities, field trips, and performances.

Parents and teachers may refer students for STRETCH testing in January. Testing occurs throughout the spring, and parents are notified of their student's admission into the program in late May or early June.

PARENTS AS TEACHERS

Parents As Teachers, or PAT, is a nationally recognized, free program offered to all families in the Mehlville School District. It is a voluntary parent and child early education program. Parents with children from birth to age five are eligible. PAT educators work with families using developmental screening home visits, group meetings, family activities, and referral network. For more information, call 314-467-5300.

COUNSELING

A certified school counselor is on staff for the benefit of students, parents, and teachers. The counselor works within each classroom to instruct students in skills that will enhance their learning. The counselor's primary responsibility is to work with students in developing appropriate and positive social, personal, or academic behavior. Counseling sessions may be on an individual basis in order to provide an outlet for the student to express his or her feelings. The counselor will talk with students at the request of students, parents, or teachers. Families with academic/school issues, as well as concerns about personal well-being, can contact the counselor, Mrs. Eichberg. She may be reached at 314-467-5905.

NURSE & HEALTH ROOM

The school health room is located next to the main office, and it is staffed daily from 8:15 am until 3:35 pm. The nurse may be reached at 314-467-5930. Preventative health care is a primary goal of Point Elementary. In addition to providing emergency care in case of accidents or illness, the nurse distributes prescription medication, reviews immunization records, and conducts regular hearing and vision screenings for students. Referrals for follow-up care are made when indicated.

Ensure your child's well-being by:

- Keeping a child home if he/she is running a fever, vomiting, and/or seems too ill to benefit from school. Other students and parents will thank you!
- Students need to be fever free without medication for 24 hours before returning to school.
- Being responsible for having someone available to pick your child up from school if he/she is injured or sick at school.
- Being responsible for keeping all emergency data current. This includes a home & work telephone number, addresses, the names of other persons to which your child may be released. A yearly emergency form must be on file before a student may participate in field trips and sports activities.
- Calling or sending a note sharing any medical information that may affect your child's performance in school in any way.
- Sending a copy of all immunization boosters. Student records must remain current for the student to attend school. **Missouri law does NOT allow for a grace period on immunizations.**
- Sending a copy of the results of physical examinations (**required of all new students, pre-school, kindergarten, fourth, seventh, and tenth grade students.**)
- Sending all medications in the original container, along with a note from the parent or guardian with specific instructions (signed and dated), and a prescription from your child's physician for all over-the-counter medications.

VISITING SCHOOL

Parents, grandparents and guardians are welcome to visit school and are frequently invited to observe special programs. Requests to visit classrooms should be made in advance through the office. Teachers cannot discuss a child's achievements or concerns during class time. Please call to arrange a conference with your student's teacher.

All visitors must stop by the office first and sign-in upon arrival and wear a visitor's badge at all times.

FIELD TRIPS

Throughout the school year, classes and grade levels go on educational field trips. These field experiences are designed to enhance student learning. Field trips also serve to connect classroom learning with the “real world.” Parents must sign their approval for field trips on the Field Trip Permission Slip in order for a student to attend field trips. ***Students that attend Point field trips are expected to ride the school bus to and from all field trips and be signed out at the school when the students return to Point for safety and accountability purposes.*** Students who have not demonstrated appropriate behavior during the school year may lose the privilege of attending field trips. Parents of asthmatic students are asked to send the child’s inhaler to school on the day of a field trip.

Y-CARE

Before and after school care is offered by the South County YMCA. For more information, please call the Y at 314-849-9622.

PARENT PORTAL

Please remember we have the parent portal that you can utilize to view your child’s lunch balance, grades, schedules and many other things. This is accessed through the district website (www.mehlilleschooldistrict.com)

LOST AND FOUND

The Lost and Found is located in the cafeteria by the exit doors to the playground. To help identify lost items, we ***strongly*** encourage parents to label all school clothing and items brought to school. Point Elementary is not responsible for lost clothing. Please have your child(ren) check there for lost items.

DISTRICT POLICIES AND PROCEDURES

Mehlville School District publishes a Disciplinary Policies, Procedures and Consequences Manual to outline student rights. Information procedures regarding this topic can be found in the Mehlville School District 2018-2019 Student Discipline Handbook.

Please read through the online manual with your child found at www.mehlilleschooldistrict.com.



Point Elementary School

Proud Member of the Mehlville School District

2018-2019 Parent/Student Handbook Parent/Student Signature Page

I, _____ (Student's Name), have located the 2018-2019 Parent/Student Handbook on Point's Website and have read and pledge to support the goals and expectations outlined in the Point Handbook, Code of Conduct, Disciplinary Policies, Procedures and Consequences Manual and PBIS Program described above:

Student Signature

Parent Signature

Grade

Teacher Signature

Principal Signature

Parents, please sign and return to your child's teacher at the Back to School Night on August 13, 2018 or August 14, 2018.