

# **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 2017-2018**

### **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.

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](http://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

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 2, 2017 and the week of February 26, 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

## **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 were sent home at the Meet the Teacher Night with all families and are available in the office.

## **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](http://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.

## **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.**

## **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 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.



# ***Point Elementary School***

Proud Member of the Mehlville School District

## **2017-2018 Parent/Student Handbook Parent/Student Signature Page**

I, \_\_\_\_\_ (Student's Name), have located the 2017-2018 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 on the first day of school,  
Wednesday, August 16, 2017.***