

Central Elementary Student and Parent Handbook

Directory Information

Central Elementary School
201 Wesley Ave.
Ferguson, Missouri 63135

Contact Numbers

Main Office

(314) 521-4981

***Please call the attendance line *before* 8:30 am when your child will be absent or late.**

***Please send in a written note when changing your child's normal dismissal routine.**

Ferguson-Florissant District Contact Numbers

Central Administration	(314) 687-1910
Transportation	(314) 506-9370
Early Education	(314) 506-9071

Administrative Staff

Dr. Sheldon McAfee, Principal
Mrs. Erika Richardson, Office Manager
Mrs. Nichole Powell, Counselor

Ferguson-Florissant School District

Dr. Joseph Davis, Superintendent
Dr. Lisa Hazel, Assistant Superintendent, Area 2

Mission: Central Elementary School will empower all students to achieve their potential by cultivating a love of learning in an environment of respect, accountability, and responsibility.

Goal 1: Central's students are ready for the next level without remediation

Goal 2: Central expects every student, in every seat, every day.

Goal 3: Central Stars keep reaching and rising.

Central Elementary Student and Parent Handbook

Dear Parents and Guardians of Central Elementary School,

It is our hope that you use this Student and Parent Handbook as a way to improve communication between the school and home. We look forward to a school year with high levels of academic achievement. Our primary focus is providing a student centered learning environment, where students learn to be strategic thinkers & leaders and to increase academic achievement.

The purpose of this Parent/Student handbook is to help you become familiar with the guidelines we use to create an environment that encourages each student to do their best and to achieve grade level educational goals. As you read this handbook you will find educational and extracurricular opportunities for your child and volunteer opportunities for families.

Please read the Parent/Student Handbook as a family and keep it handy to refer to as needed. If you should have a question about anything concerning Central please call or come by the school office. I am excited to see our returning families and meet our new families.

Please check your child's backpack and folder/planner **every day** to ensure you don't miss out on any happenings at Central and to know how your child is performing during the year. We look forward to serving your child(ren).

Sincerely,

Central Elementary School Staff

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PARENTS' RIGHT TO KNOW

Dear Parent or Guardian:

Our district is required to inform you of information that you, according to the Every Student Succeeds Act of 2015 (Public Law 114-95), have the right to know. Upon your request, our district is required to provide to you in a timely manner, the following information:

- Whether your student's teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether your student's teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
- Whether your student's teacher is teaching in the field of discipline of the certification of the teacher.
- Whether your child is provided services by paraprofessionals and, if so, their qualifications.

In addition to the information that parents may request, a building receiving Title I.A funds must provide to each individual parent:

- Information on the level of achievement and academic growth of your student, if applicable and available, on each of the State academic assessments required under Title I.A.

Timely notice that your student has been assigned, or has been taught for 4 or more consecutive weeks by a teacher who has not met applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

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Absences: Students are marked absent at 9:15 a.m. Students need to maintain 90% average daily attendance. Students who fall below 90% receive support from the Attendance Club. Parents, please provide documentation for the Office Manager if students have an excused absence for medical or family business.

Academics: Students should come to school prepared to learn. They need their homework reviewed and reading logs completed each night to earn recess the next day. Parents, please review students' homework nightly. Students should always read for one hour each night. Sign student reading logs. Students that don't have daily reading logs signed don't get recess.

Attendance: Regular school attendance is necessary to learn; however, there are times when an absence is unavoidable. To help us ensure your child's safety, we ask that you call the office at **521-4981** if your child will be absent. The office is open at 7:30 a.m. to receive messages. If you do not call, we will contact your home or workplace to verify the absence. According to district policy, if your child has an appointment your child **must bring a note explaining the absence** when he/she returns to school.

Ten (10) days or more of unexcused absence from school during any one semester will be considered excessive and in violation of Standard Nine (9) Truancy of *The Student Expectation Code*.

Make-up work will be made available to students. Make-up work should be completed promptly and returned to the teacher within their set time. According to district policy, credit for make-up work completed during an unexcused absence is left to the discretion of the individual teacher.

Good attendance is not only important for academic success of your child. It also impacts accreditation from the state for our district, and is a life skill that promotes being a good citizen with high work ethic.

Attitudes and Behavior: A good attitude is necessary to be able to teach and learn.

Arrival: Students are allowed in the school at 8:20 a.m. Walkers and bus riders enter the school through door 3 from the black top. Car riders are dropped off in the rear of the school and enter the school through door 9 from the playground. Students are to go directly to the cafeteria for breakfast.

Behavior Matrix: Central Elementary uses Positive Behavior Intervention Support. The High Five behaviors are Be Respectful, Be Peaceful, Be Cooperative, Be Safe and Be Kind. (See Appendix ___ for Behavior Matrix, Flow chart and Common Language.)

Birthday Celebrations: Parents that wish to celebrate their child's birthday at school may do so during the student's lunch period. Parents, please contact your child's teacher so they can

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make you aware of the student count. Treats for students must be purchased through the District's food service department. No homemade treats or store bought food items due to dietary restrictions.

Breakfast: Breakfast starts each morning at 8:20 a.m. and ends at 8:45 a.m. Students wanting breakfast need to be in the cafeteria by 8:45 a.m. They have to arrive on time, eat breakfast, and get to class on time.

Bus-Rider Expectations: In order to maintain a safe and orderly bus environment, children must follow the bus guidelines/expectations. Riding the bus is a privilege and service that can be denied temporarily or permanently.

At the bus stop, students are to:

- Arrive on time (no more than 10 minutes prior to loading).
- Stay out of the street while waiting for the bus.
- Wait peacefully and be considerate of others.

On the bus, students must:

- Keep hands, feet, all objects and unkind words to yourselves.
- Sit correctly and remain in their assigned seat.
 - **Kneeling, standing, or walking around is not allowed.**
- Follow directions given by the driver.
- Talk in a peaceful voice volume of one.
- Be silent when the wheels of the bus are stopped.
- Do not eat food, chew gum, or drink beverages.
- Students **must** get off at their assigned bus stop and go directly home.

Should a student choose to create a dangerous situation by violating the bus rules, consequences will occur.

Cell Phones: According to the Ferguson-Florissant Student Discipline Code, cell phones are not allowed at the elementary level. Possession of a cell phone will result in confiscation/parent pick-up as dictated by Type II Behavior, Possession of Electronic Devices in the *Student Expectation Code*.

In case of an emergency, a message for your child can be left with the office personnel. If your student brings a phone to school it is to remain off and in their backpack or turned into the classroom teacher. It is not to be accessed during the school day.

All cell phones must be turned in to the teacher, stored in bin and locked in a cabinet until dismissal. Students are not allowed to use cell phones at school.

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Class Dojo: Class Dojo is the universal behavior management and communication system. Parents receive a code from the teacher to connect them to the app via smart phone or email. Parents will receive a report each day on the student's behavior. Teachers also communicate with parents about homework, upcoming field trips, absences. Students need to earn 80% positive dojo points to attend the monthly celebration.

Contact information: Updated contact information is a must for the safety of our students and staff. The school must be notified with current contact number/address to keep lines of communication open between parents and staff for the betterment of our students.

Devices: Students are not allowed to use their cell phones, MP3 player, iPods or any electronic devices from home. If devices are lost, stolen or damaged the school is **NOT** responsible.

Dismissal: Bus riders are dismissed first at 3:15 p.m. Car riders are dismissed by teacher escorts at 3:20 p.m. to the back of the school. **Parents please enter the rear parking lot and wait in lines. Please follow the directions of the teachers, so we can get all students in their cars safely. Police will enforce the no parking, no stopping and no loading on Wesley Ave.** Walkers are escorted to the gym by teachers at 3:25 p.m. Sit quietly in your dismissal lines. Walkers will exit the gym at 3:30pm. **(Middle and high school siblings picking up Central Students need to wait by the gate on Wesley Ave. Not on the steps of the school front door.)**

Dress Code: Students are expected to wear clothes that fit comfortably so they can participate in all activities at school. Shirts must be worn to cover their chest, and belly areas. Pants or skirts must be worn to cover a student's behind. Students cannot wear clothing that shows their underwear. Students are not allowed to wear flip flop or open toe shoes.

Field Trips: Students have opportunities to take field trips. Occasionally, parents are asked to accompany classes on field trips in order to chaperone. These are typically to the District's Little Creek Nature Area and the Florissant Civic Center theatre performances. The school has a limited field trip budget, so students are asked to help pay a portion for events/activities and transportation costs. While we appreciate your assistance in providing additional supervision, we cannot allow siblings of any age to join us and will limit the number of chaperones for each trip. Spaces for chaperones will be filled on a first-come first-served basis.

Homework: Homework will be assigned as practice, extension of an in-class assignment, or an independent project. A successful student should always complete homework as assigned. It is suggested that students spend time each evening, practicing math facts, reviewing concepts or reading new material. As with any skill, practice is necessary to master concepts taught during the day.

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Library Books: Books and materials are issued to each student and are the property of the Ferguson-Florissant School District. Students are responsible for taking care of all books and materials issued to them. If books or materials are lost or damaged, parents must pay for replacements or repair these materials. At the end of the year, all materials will be collected and fines will be assessed, if necessary. Report cards will be held until fines/fees are paid

Lost and Found: A lost and found container is located in the front hallway. Students are encouraged to check the lost and found weekly, monthly, and at the end of each semester.

Lunch and Lunchroom Behavior: Students will be given a free lunch every day. The school will provide a calendar menu for each month. Students may wish to bring a lunch from home as an alternative choice. Students are not permitted to share their lunches with other students for health reasons. Students are expected to sit quietly while they eat their lunch. Students need to ask adults for permission to get up from their seat so we can better manage student movement.

Parent Concerns: Please schedule an appointment to speak with the principal, the principal's designee, school counselor or the teacher if you have a concern about your student that you need the school to address. If you are unable to make an appointment you can complete a Parent Concern Form in the main office and the principal will follow up with you.

Parent Conferences: Parent/Teacher Conferences are critical to students' success and are a regularly scheduled part of our school year. In addition to scheduled conferences, parents may request a conference at any time. If you would like to meet with a teacher and/or the principal, please call the office or your child's teacher to schedule a convenient time to meet. An appointment is necessary to ensure that our staff has the adequate time to discuss your child's progress and/or concerns with you in an appropriate setting.

Parent Portal: The Ferguson-Florissant School District's Parent Portal website allows parents to easily keep track of key indicators of student progress including attendance and grades. All parents and guardians with children enrolled in the District are able to access this free service. In order to gain secure access to the Parent Portal, each parent or guardian must fill out an agreement form and return it in person to your child's school, along with a valid photo ID. The relationship that exists between the parent, student, and school can be one of the most powerful influences on a student's success. Our Parent Portal helps parents stay informed about student progress and strengthens the connection between parents and our school community.

Parent Contact: Central staff will contact parents using phone, emails, Class Dojo or home visits. Central staff will contact parents to inform them of necessary information regarding their

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student's performance and or behavior. When a student receives a discipline consequence, the principal or the principal's designee will contact the parent.

Parent Teacher Group: Parent Teacher Group meetings are held every quarter to inform parents of the activities, lessons, standards and events happening at Central Elementary. Parents may serve on PTG committees to assist with planning and preparing events for the PTG meetings.

Parent Visits or Drop-ins: Parents are encouraged to be involved in their children's education. You are welcome to visit your child's classroom any time after the first week of the school year provided parents have prearrange visits with the teacher and administration. A teacher must be given a day's notice prior to a parent meeting or visit. It is important that you follow our procedures to make certain the educational process for all of our students is not interrupted. As stated in the Ferguson-Florissant Board Policy (8020) "... observations/visits shall be scheduled in advance with the teacher and principal prior to the actual visitation." These visits will be for observation only, not for parent conferences.

When you arrive at the school, please stop by the office to sign-in and receive an ID badge. Upon leaving the school, please sign-out and return the ID badge. This is for the highest level of safety for your child and other children. This helps us to know who is in the building and provide for the safety of all students and staff.

Recess: Recess is a motivating reward for students. Students can earn 20 minutes of recess a day. Students need to meet all academic and behavioral expectations to participate in recess. Recess is not a right, it is a privilege. Loss of recess is at the discretion of the teachers, building aide or principal.

School Day: School begins at 8:30 a.m. and is dismissed at 3:30 p.m. Students should not enter the building before 8:30 a.m. and at that time students should go to their classrooms. All students are dismissed by **3:30 p.m.**, unless they are designated to stay for an after-school activity. Once students leave the building, they are not expected to re-enter. Students should be sure that they have necessary materials before exiting the building. Students are not allowed to return to classrooms after dismissal unless supervised by a staff member.

School Office: The school office is open from 7:30 a.m. to 4:00 p.m. You may call the office at 314-521-4981 during these times.

Snacks at School: Students are allowed to bring snacks to school. Students should only bring enough for themselves, not to share. Students cannot bring candy as a snack; this includes Kool Aide and sugar, gum, sunflower seeds, Hot Fries, chips, or any chips with Red Hot food dye, etc. Approved snacks are chips (without Red Hot food flavoring or dye) vegetables, fruit, pretzels, (not peanuts), trail mix, fruit snacks, granola bars.

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Sibling Pick-Up: Ferguson-Florissant School District students in neighboring middle and high schools are expected to pick-up siblings in designated walker areas. Do not enter the school or loiter in the doorways, this impedes the dismissal process. Walkers can meet older siblings at the crosswalk and meet teachers who will walk the students to the crosswalk for safety.

Student Ambassadors: Student Ambassadors are selected quarterly by their classroom teacher, two students per class, 4th- 6th graders, to serve as escorts, ushers and office gofers. These selected students will serve on the Student Advisory Council to meet monthly with the counselor and principal to plan student family engagement activities.

Student Email Accounts: The Ferguson-Florissant School District uses Google Apps for Education as an instructional tool. As part of this service, the District also provides email access to students in grades 4 through 12.

**Student email correspondence is restricted to communication with District staff and students.*

NOTE: Parents who do not want their child to have access to District email must notify the school in writing within 30 days after registration.

Tardiness: Daily instruction begins promptly at **8:30 a.m.** Students are considered tardy and must report to the front desk for a tardy slip as of 8:45 a.m. Research shows that tardiness affects student achievement. In an effort to be engaged and active in your child's education, please ensure they arrive on time as this may have a direct impact on their academic achievement. In cases of habitual tardiness, parents will be notified and appropriate action will be taken. See attendance and tardy policy.

Volunteering: Parents or family members that want to volunteer to help out in class, chaperone fields trips or sponsor school clubs must complete a background check. Please ask the principal for the volunteer application and background check.