

Flynn Park School



A Tradition of Excellence

Student / Parent Handbook

2010 - 2011

7220 Waterman Avenue
University City, MO 63130

(314) 290-4421

DeAun Blumberg, *Principal*

FLYNN PARK FRIENDS AND FAMILIES

Please take time to carefully review the following policies and procedures. Many parents ask how they can help their children be more successful in school. Your support is vital. Understanding these routines and procedures will help your child achieve academically and socially.

If you have any questions about a policy, please contact Mrs. Blumberg at 290-4421 for clarification.

ATTENDANCE

Regular attendance is essential for academic success. Being on time every day relates positively to school achievement. It is expected that parents or guardians will call the school when a child will be absent. If we do not hear from you, you will be contacted at home or place of employment to determine your child's absence. This policy guarantees children's safety from home to school.

You may leave messages on our 24 hour answering machine at 290-4426.

DAILY SCHEDULE

Office Hours.....8:00 a.m..... 4:30 p.m.

Instructional Time8:40 a.m..... 3:30 p.m.

**Teachers provide supervision before school on the playground beginning at 8:25 a.m. and after school in front of the building until 3:40 p.m. Because supervision is not available, students cannot be dropped off before 8:25 a.m. or picked up after 3:40 p.m. unless they are enrolled in KEYS or participating in an organized extra-curricular activity. For your child's safety, please honor our drop-off and pick-up times.*

BEFORE AND AFTER SCHOOL CARE

Our provider is the YWCA KEYS program (725-7203). You may not bring your children early to school (before 8:25) or pick them up late (after 3:30) unless they are enrolled in the KEYS program.

TARDIES

If a student is tardy (arriving to school after 8:45 a.m.) they must report to the office in order to obtain an "admit" pass before proceeding to class. You will be contacted if your child accumulates excessive tardies or absences.

LEAVING SCHOOL EARLY

Parents requesting early dismissal must send a note. Children are to be picked up from the school office ONLY by a parent or legal guardian, unless a release form is provided. They are NOT to be picked up directly from the classroom. This procedure is followed to protect your child.

CHANGES IN DISMISSAL PROCEDURES

If a student normally attends KEYS or rides a school bus, the parent/guardian must notify the school in writing if there is a change in plans. Without this notification, the school will follow the child's normal procedures. Children who ride the bus may only ride on their assigned bus and may not have "student guests" on the bus.

DISCIPLINE

The District Discipline Code (first day folder) lists rules and consequences for misbehavior. If you do not have a copy, please contact the school office and a duplicate will be sent home with your child.

Students are expected to demonstrate the four qualities of the Flynn Park Way throughout the day. We teach students what it means to be Safe, Kind, Respectful Learners. At the beginning of the year, we review all of our behavioral expectations and teach students procedures and routines to ensure a safe and orderly environment that promotes learning. Throughout the year, we provide recognition for students who consistently demonstrate the characteristics of the Flynn Park Way. You can help by using similar language and expectations for your children

TRANSPORTATION

Bus transportation is available to children who live more than a mile and a quarter from school. The school buses pick up and drop children off in close proximity to their homes. Proper behavior on the bus is required of all children in the interest of safety for all passengers. The cooperation of parents is required to assure every child a safe ride to and from school. During the first week of school, we will review behavioral expectations for the bus. Inappropriate behavior on the bus may result in the loss of bus riding privileges. Bus routes and times will be provided by the Flynn Park office.

BREAKFAST AND LUNCH

A child may purchase breakfast (8:25 a.m. – 8:40 a.m.) or lunch in the cafeteria or bring his/her lunch from home. Extra milk or juice may also be purchased. All purchases have to be pre-paid by using the envelopes provided by the food service provider. You can pay with cash or check made payable to the School District of University City. The envelopes are in the main office. Call our cafeteria supervisor at 290-4423 for additional information. Our food provider is Chartwells.

	<u>Student</u>	<u>Adult</u>
Breakfast with milk or juice	\$1.00	\$1.50
Lunch with milk or juice.....	\$1.55	\$2.55
Milk or Juice Alone.....	\$0.50	\$0.50

Your children may qualify for free meal or for reduced price meals.

Reduced price is \$ 0.30 for breakfast and \$ 0.40 for lunch. Please complete the enclosed Free and Reduced Lunch Enrollment form and submit to the Flynn Park office to see if your child qualifies.

EMERGENCY CLOSING

A School Reach message will be sent in the event of emergency closing of schools due to inclement weather. School closings are also announced on major television and radio stations. Please listen to the radio or TV for school closings. **DO NOT CALL THE SCHOOL.**

Unscheduled closings due to equipment failure or weather conditions may also occur. If school is dismissed early, make sure your child understands where to go in case a parent is not home.

If an emergency should arise at school, the parents will be notified. You must make sure that the school has a working phone number at all times.

ENROLLMENT

Children entering kindergarten must be five years old before August 1.

When enrolling your child, please bring the following documentation with you:

- Child's original Birth Certificate
- Immunization Record (Complete from infancy required by State) (original, if not on file)
- Parent photo identification along with proof of guardianship if other than custodial parent. (e.g. driver's license, employment photo identification badge)
- Proof of Guardianship (if other than custodial parent)
- Updated University City Occupancy Permit (Contact University City City Hall at 314-505-8500 for more information.)
- PLUS, two of the following:
 - Current unpaid utility bill (electric, gas, water, trash, sewer, phone, not cell phone)
 - Voter registration card
 - Current lease
 - Property deed
 - Real estate tax receipt (current year)
 - Personal property tax receipt (current year)
 - Receipt or payment stub from rent check (previous month)
 - Paycheck stub identifying employee name and address (less than a month old)

If your child is transferring from a different school, the following information is needed:

- Last report card for children enrolling in first through sixth grade
- Withdrawal form from previous school (if issued)
- Discipline report
- Placement of report in a sealed envelope from previous school/district will expedite enrollment
- Individual Education Plan (IEP) and Evaluation (if serviced by Special School District or out-of-area equivalent) Required by the Missouri Safe Schools Act (HB 1301 & 1298 & SB 944)

CONFERENCES AND REPORT CARDS

Report cards are given four times a year, one at fall parent conferences in October and one at spring parent conferences in March. One will be sent home with your child in January and one mailed home at the end of the school year. At the fall and spring conferences, parents have the opportunity to discuss their children's academic and social progress with classroom teachers and specialists. Parents can request a conference at any time during the school year.

TEACHER CONTACT

Teachers are always willing to meet with parents, but they are not available during scheduled class time. Arrangements can be made to meet before or after school or during the teacher's planning time.

TELEPHONES

Telephones in the office are for business purposes and may be used by children only in an emergency or when it is essential for a child to receive information. Children will not be called to the phone. Parents are encouraged to call or email teachers when they have questions. Teachers will return calls during their planning times.

CLINIC/MEDICATION

Flynn Park has a registered nurse on duty at all times. Our school is equipped to render only minor first aid. Parents will be contacted and requested to assume the responsibility for any health care that goes beyond "first aid". Any prescribed medication you wish your child to take must be in the original bottle. Over-the-counter medications must be accompanied by a physician's note. When a child takes medication all-year long (for asthma or allergy), one note to be kept on file is acceptable. No medication, including aspirin and cough medicine, is to be kept in a child's desk, purse or backpack. These procedures are district policy. It is important for us to have every child's emergency information on file so we may contact you quickly. You can contact our school nurse directly at 290-4422.

APPROPRIATE DRESS

Children need to be groomed and dressed appropriately for school. Safe footwear needs to be worn at all times. No platform shoes or flip flops are allowed. Brief clothing such as halter tops, spaghetti straps, short shorts and mini skirts will not be allowed. Insignia and slogans that are offensive, profane or age-inappropriate are not permitted.

Unauthorized head coverings and sunglasses are not to be worn in the building. Any attire that is gang or drug-related is prohibited. Articles of clothing are to be worn the way they were designed to be worn. If your child is dressed inappropriately, either you will be called to bring them different clothing or they will be loaned a more appropriate set of clothes from our nurse.

STATE READING RETENTION LAW

Senate Bill 319 requires that any child by fourth grade that is reading a full grade level below will have to be retained in fourth grade for another year. If your child, by the end of 3rd grade is reading one year below grade level (based on a reading test we administer in the spring) they will be required to attend summer school. By the end of 4th grade, if they are still reading a full year below grade level, they will again be required to attend summer school. At the end of summer school, based on their scores on yet another reading test, they will either be promoted to 5th grade or be retained in the 4th grade. The only exceptions to this law are 1) those students that have previously been retained and 2) those students that have reading goals written in their IEP. If you have further questions about this reading law, please contact the building principal.

STUDENT BUZZBOOK

The PTO publishes a student directory in the fall for all Flynn Park families. It lists the name, address, phone number and email (if available) for all students. Class lists are included. Parents may choose not to have their child's name included. You must notify the school office immediately IN WRITING if you do not want your child's information listed in the buzz book.

COUNSELING SERVICES

Flynn Park has a full-time counselor, Mrs. Jona Ross. The services provided include classroom guidance, group and individual counseling, consultation with teacher and parents concerning student's academic program and progress, as well as social adjustment. You can contact Jona Ross directly at 290-4424.

GIFTED AND TALENTED EDUCATION (GATE)

The Gifted And Talented Education (GATE) program serves students in grades Kindergarten through 12th who require more challenging enrichment opportunities to realize their full potential. GATE integrates critical and creative thinking, independent research, and problem-solving curricular activities while providing effective education through development of intelligent behaviors and leadership qualities.

Screening and identification procedures, curriculum and programming have been revised according to the recommendations of the GATE committee as submitted to the Board of Education on May 15, 2008. If interested in more information, contact your school office for an updated brochure regarding the GATE, PEGS, Honors and Advanced Placement programs or call the Office of Pupil Personnel at (314)290-4045.

VOLUNTEERS ALWAYS WELCOME!

Whatever your talent, whatever your time, there is a place for your volunteer efforts at Flynn Park. Volunteers help in the classroom, work with the library staff and much, much more. There are also evening and at home projects which need volunteer support. Please contact your child's classroom teacher or the office if you would like to volunteer your time and your talents.

VISITORS

The welcome mat is always out at Flynn Park School. Visitors are asked to check in at the office first to receive visitor identification. If you would like to meet with your child's teacher, please call in advance so your visit can be scheduled for a time when the teacher can meet with you. Students may not bring guests to school without prior approval from the classroom teacher and principal. If you wish to observe in classrooms, please call our main office to make an appointment for the observation.

PTO

We have a very active PTO and the meetings this year typically will be Tuesday each month. The first PTO meeting will be on September 14th at 7:00 p.m. in the library.

Co-Presidents – Valarie Brown (726-2217 or 378-1991) and Deanna Barch (863-2974)

Treasurer – Mary Matyiko (727-1785)

Secretary – To Be Named

ADDITIONAL INFORMATION

Detailed information about the School District of University City is available in publications issued by the District and may be obtained from the school office or the McNair Administration Building. Such publications include PRIDE and the District Discipline Handbook. We are also on the web at www.ucityschools.org.

Applicants for admission or employment, students, parents of elementary and secondary school students, employees, sources of referral, and all professional organizations that have entered into agreements with the School District of University City are hereby notified that our School District does not discriminate on the basis of race, color, national origin, sex, age, religion, or disability in admission or access to, or treatment or employment in, its programs and activities. Inquiries or concerns regarding the application of this notice may be referred to our School District's Compliance Coordinator for civil rights laws, Dr. Daryn O. Cobb, Assistant Superintendent/Human Resources, 8136 Groby Road, University City, MO 63130, phone (314) 290-4022. Any person who is unable to resolve a problem or grievance arising under Title VI (race/color/national origin), Title IX (sex), the Age Discrimination Act (age), Section 504 (disability), or Title II of the ADA (disability), may contact the Office for Civil Rights, Region VII, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114; phone (816) 268-0550.

TO CONTACT STAFF

Every staff member has an email address. Teachers do not have phones in their classrooms, so this is an easy way to communicate with your child's teacher(s). You may contact the school at (314) 290-4421 and leave a message for a teacher, if you do not have access to email.

Attendance Line	290-4426	
Principal.....	DeAun Blumberg.....	290-4421dblumberg@u-city.k12.mo.us
Counselor.....	Jona Ross	290-4424 jross@u-city.k12.mo.us
Secretary	Mary Pfyl	290-4421mpfyl@u-city.k12.mo.us
Social Worker.....	Stacey Miller.....	290-4427 smiller@u-city.k12.mo.us
Nurse	Virginia Frantz.....	290-4422 vfrantz@u-city.k12.mo.us
Cafeteria.....	Rose Randolph / Paula Peeples....	290-4423
Kdg.....	Debbie Kuster	dkuster@u-city.k12.mo.us
Kdg.....	Kathleen Plum	kplum@u-city.k12.mo.us
Kdg.....	Joanne Soudah	jsoudah@u-city.k12.mo.us
1st Grade.....	Debra Cavitt.....	decavitt@u-city.k12.mo.us
1st Grade.....	Bridget Tierney	btierney@u-city.k12.mo.us
1st/2nd Grade.....	Andrea Segel-Moss	asegel-moss@u-city.k12.mo.us
2nd Grade	Donna McWilliams.....	dmcwilliams@u-city.k12.mo.us
2nd Grade	Nicole Wight	nwright@u-city.k12.mo.us
3rd Grade.....	Charles Corno.....	ccorno@u-city.k12.mo.us
3rd Grade.....	Lillian Blackshear-Summers.....	lblackshear-summers@u-city.k12.mo.us
4th Grade.....	Clint Christensen.....	cchristensen@u-city.k12.mo.us
4th Grade.....	Tracy Robinson	trobenson@u-city.k12.mo.us
4th Grade.....	Patricia Parks	pparks@u-city.k12.mo.us
5th & 6th Grade Team:	Greg Byrne (Science).....	gbyrne@u-city.k12.mo.us
	Diego Fernandez (5th C.A./S.S.)	dfernandez@u-city.k12.mo.us
	Leilani Schuler (Math).....	lschuler@u-city.k12.mo.us
	Christy Willey (6th C.A./S.S.).....	cwilley@u-city.k12.mo.us
Art.....	Rosanna Benitez	rbenitez@u-city.k12.mo.us
Music	Tricia Harris	tharris@u-city.k12.mo.us
P.E.	Patrick Oligschlaeger	poligschlaeger@u-city.k12.mo.us
G.A.T.E.	Laurie Lecours	llecours@u-city.k12.mo.us
Instructional Coach ...	Julie Sodey	jsodey@u-city.k12.mo.us
Librarian.....	Donna Gilchrist	dgilchrist@u-city.k12.mo.us
Reading.....	Kathy Edwards	kedwards@u-city.k12.mo.us
ESOL	Sandra Cox	scox@u-city.k12.mo.us
ESOL	Jennifer Minnis.....	jminnis@u-city.k12.mo.us
Science Curator.....	Catherine Garnier	cgarnier@u-city.k12.mo.us
Teacher's Aide	Teresa Brown	tbrown@u-city.k12.mo.us
Teacher's Aide	Everett Moore	emoore@u-city.k12.mo.us
SSD Resource.....	Anjuli Mehra.....	amehra@u-city.k12.mo.us
SSD Resource.....	Melissa Wobbe	mwobbe@u-city.k12.mo.us
SSD	Mariah Spanglet.....	mspanglet@u-city.k12.mo.us
Speech/Language.....	Joan Kelly.....	jkelly@u-city.k12.mo.us
SSD Teaching Assistants:	Shauna Fischer, Amy Newhard, Autumn Casey, David Craig	
Custodians:	James Ferguson (day), Kevin Cheeks (night)	

FLYNN PARK CALENDAR 2010-2011

AUGUST

- 7..... Back to School Rally
- 12..... Meet the Teacher (4:00 – 6:30)
- 12..... Board of Education Meeting (BOE) 7:00 p.m.
- 13..... Schools and Offices Open (Non-contract Day)
- 16..... First Day of School

SEPTEMBER

- 1..... Grades 1-6 Curriculum Night 6:30 – 8:00 p.m.
- 2..... Scouting Night
- 2..... BOE 7:00 p.m.
- 6..... Labor Day - Schools and Offices Closed
- 7..... Kindergarten Curriculum Night 6:30 p.m.
- 13..... Picture Day
- 14..... Healthy Kids Express – Vision Screening
- 14..... PTO 7:00 – 8:00 p.m.
- 21..... Early Dismissal - Staff Development 1:15 p.m.
- 23..... BOE 7:00 p.m.

OCTOBER

- 5..... PTO 7:00 p.m.
- 8..... Field Day
- 14..... End of 1st Quarter
- 14..... BOE 7:00 p.m.
- 15..... No School
- 16..... UCHS Homecoming
- 18..... 2nd Quarter Begins
- 18..... Redistricting Meeting 6:00 – 8:00 p.m.
- 22..... Field Day (rain date)
- 25-28..... Red Ribbon Week
- 26..... 1st/2nd Grade Concert
- 28..... Fall Classroom Parties AM
- 28..... Early Dismissal - Parent Teacher Conferences
- 28..... BOE 7:00 p.m.
- 29..... No Students - Parent Teacher Conferences 8:00-11:30 a.m.

NOVEMBER

- 2..... Healthy Kids Express – Vision Screening
- 2..... PTO 7:00 p.m.
- 8..... Redistricting Public Forum 6:00 – 8:00 p.m.
- 11..... BOE 7:00 p.m.
- 15..... Redistricting Meeting 6:00 – 8:00 p.m.
- 16..... Early Dismissal - Staff Development 1:15 p.m.
- 24-26..... Schools closed for Thanksgiving holiday

DECEMBER

- 2..... BOE 7:00 p.m.
- 7..... PTO 7:00 p.m.
- 17..... Winter Parties AM
- 17..... Early Dismissal – Record Day (2nd Quarter Ends)
- 20-31..... Schools Closed for Winter Break

JANUARY

- 1-2..... Schools Closed for Winter Break
- 3..... Classes Resume (3rd Quarter Begins)
- 4..... PTO 7:00 p.m.
- 13..... BOE 7:00 p.m.
- 14..... No Students – Staff Development
- 16..... MLK Celebration, UCHS Auditorium 3:00 p.m.
- 17..... Martin Luther King Day – Schools Closed
- 18-20..... MySci Van at FP

FEBRUARY

- 1..... PTO 7:00 p.m.
- 3..... BOE 7:00 p.m.
- 14..... Valentine’s Day Parties 2:30 PM
- 17..... BOE 7:00 p.m.
- 18..... Schools Closed for Staff Development
- 21..... Schools & Offices Closed for President’s Day
Centennial Kick-off Event (tentative)
- 23..... 4th/5th Grade Concert

MARCH

- 1..... PTO Business Meeting 7:00 p.m.
- 3..... BOE
- 10..... 3rd Quarter Ends
- 10..... Music in Our Schools – UCHS
- 11..... Schools Closed – Staff Development and Records
- 14-18..... Spring Break
- 21..... Classes Resume (4th Quarter Begins)
- 24..... Early Dismissal and Parent Teacher Conferences
- 24..... BOE 7:00 p.m.
- 25..... No Students - Parent Teacher Conferences 8:00-11:30 a.m.
- 28-31..... MAP Testing Window (March 29 – April 16)

APRIL

- 1-14..... MAP Testing Window (March 29 – April 16)
- 5..... PTO 7:00 p.m.
- 7..... BOE 7:00 p.m.
- 15..... Early Dismissal for Staff Development
- 19..... Kindergarten/3rd Grade Concert 6:30
- 21..... BOE 7:00 p.m.
- 27..... Celebration of Learning 6:00 p.m.

MAY

- 3..... PTO 7:00 p.m.
- 5..... BOE 7:00 p.m.
- 10..... Arts Night 6:30 – 8:30 p.m.
- 18..... UCHS Graduation
- 19..... BOE 7:00 p.m.
- 23..... LAST DAY OF SCHOOL - Early Dismissal
- 24-31..... School Make-Up Days
- 30..... Schools & Offices Closed for Memorial Day Holiday

JUNE

- 1..... School Make-Up Days