

## SCHOOL CALENDAR FOR 2011-2012

### AUGUST 2011

- 29 First Day of School

### SEPTEMBER 2011

- 1 Board of Education Work Session 5:45 p.m. (McNair)
- 5 No School - Labor Day
- 9 Ice Cream Social
- 13 PTO Meeting
- 15 Board of Education Meeting 7:00 p.m. (McNair)
- 20-24 Scholastic Book Fair
- 21 Curriculum Night 6:00 p.m.
- 22 Doughnuts with Dad
- 23 Movie Popcorn Night
- 24 UCHS Homecoming
- 27 Early Dismissal at 1:20 p.m.  
Professional Development

### OCTOBER 2011

- 5 Kindergarten Round UP
- 6 Board of Education Work Session 5:45 p.m. (McNair)
- 10-14 See Our Schools, See Our Pride
- 11 PTO Meeting
- 18 Picture Day
- 20 Muffins with Mom
- 20 Board of Education Meeting 7:00 p.m. (McNair)
- 28 No School – Professional Development/Record Day

### NOVEMBER 2011

- 3 Board of Education Work Session 5:45 p.m. (McNair)
- 8 PTO Meeting
- 10 Early Dismissal – Parent/Teacher Conferences -  
4:00 - 8:00 p.m.
- 11 No School – Parent/Teacher Conferences –  
8:00 – 11:30 a.m.
- 17 Board of Education Meeting 7:00 p.m. (McNair)
- 23 Early Dismissal at 1:20 p.m.  
Professional Development
- 24-25 No School – Thanksgiving Break

### DECEMBER 2011

- 1 Board of Education Work Session 5:45 p.m. (McNair)
- 8 Winter Musical/Cookies and Cocoa 6:30 p.m.
- 15 Board of Education Meeting 7:00 p.m. (McNair)
- 21 Science Activity Night 6:00 p.m. - 7:00 p.m.
- 22 Early Dismissal at 1:20 p.m.
- 23 Winter Break Begins (December 23-31, 2011)

### JANUARY 2012

- 3 Classes Resume
- 5 Board of Education Work Session 5:45 p.m. (McNair)
- 10 PTO Meeting
- 13 No School – Professional Development
- 16 No School – Dr. Martin Luther King's Birthday
- 18 How to Construct a Science Fair Project  
6:00 – 7:00 p.m.
- 19 Board of Education Meeting 7:00 p.m. (McNair)
- 20 Early Dismissal at 1:20 p.m. – Record Keeping

### FEBRUARY 2012

- 2 Board of Education Work Session 5:45 p.m. (McNair)
- 14 Passport Festival
- 16 Board of Education Meeting 7:00 p.m. (McNair)
- 17 No School – Professional Development
- 20 No School – President's Day
- 23 Black History Program 6:30 p.m.
- 28 Kindergarten Round Up

### MARCH 2012

- 1 Board of Education Work Session 5:45 p.m. (McNair)
- 13 PTO Meeting
- 16 No School – Professional Development
- 19-23 Spring Break
- 29 Early Dismissal Parent/Teacher Conferences -  
4:00 - 8:00 p.m.
- 30 No School Parent/Teacher Conferences –  
8:00 – 11:30 a.m.

### APRIL 2012

- 5 Board of Education Work Session 5:45 p.m. (McNair)
- 10 PTO Meeting
- 19 Board of Education Meeting 7:00 p.m. (McNair)
- 27 Early Dismissal at 1:20 p.m. –  
Professional Development

### MAY 2012

- 3 Board of Education Work Session 5:45 p.m. (McNair)
- 4 Randy Nadler Assembly
- 10 Celebration of Learning
- 17 Board of Education Meeting 7:00 p.m. (McNair)
- 18 JamBEARee
- 29 UCHS Graduation
- 30 Last Day of School & Early Dismissal (1:20)

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. Darryl O. Cobb, Assistant Superintendent/Human Resources, 8136 Grady Road, University City, MO 63130, phone: (314) 290-4023. 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.

# GIVE ME FIVE!



## STUDENT/PARENT HANDBOOK 2011-2012

*Inspiring Lifelong learning*

Jackson Park Elementary School  
7400 Balson Avenue  
University City, MO 63130

(314) 290-4451

Elliott Shostak, Principal

## WELCOME

Dear Parents and Students,

Welcome to Jackson Park Elementary School. Hopefully, this handbook/pamphlet will answer a few of your questions and help you become acquainted with our school. I know that you will find Jackson Park School a warm and exciting place to attend school.

I am committed to instructional excellence and will support the aspirations of teachers at Jackson Park School to provide each student a quality education. I welcome the challenge of leading Jackson Park School with my expertise and dedication. My purpose is to see that all students reach their full academic potential.

The partnership between school and home is a critical one to make each child's education successful. I look forward to getting to know everyone.

Please read this pamphlet carefully and keep it in a secure place for easy reference. Contact me if I can be of further assistance to you or your child. I can be reached at school at 314-290-4451.

Sincerely,

*Elliott H. Shostak*

Elliott H. Shostak, Principal

## DAILY SCHEDULE

**Note NEW school hours for students!**

Office Hours..... 8:00 a.m. - 4:30 p.m.  
Students' Day ..... 8:45 a.m. - 3:35 p.m.  
Early Release..... 1:20 p.m.

**The school does not provide supervision before 8:30 a.m. It is important for the students' safety that they do not arrive before this time.**

For more information about the YWCA's before and after school program, call 314/725-7203.

## ENROLLMENT GUIDELINES

Students who are new to the school are required to provide the following enrollment materials:

- ◆ Birth certificate (original, if not on file)
- ◆ Immunization record (current, if not on file)
- ◆ Photo ID (parent/guardian) *along with proof of guardianship if other than custodial parent.*
- ◆ Occupancy permit (*must list name of parent/guardian and student*)

Two of the following are required for enrollment:

- ◇ Current unpaid utility bill (electric, gas, water, trash, sewer, phone, no cell phone)
- ◇ Voter registration card (current address)
- ◇ Current lease
- ◇ Property deed
- ◇ Real estate tax receipt (previous year)
- ◇ Personal property tax receipt (previous year)
- ◇ Receipt or payment stub from rent check (previous month)
- ◇ Current paycheck stub identifying employee name and address (less than one month old)

Children entering kindergarten need to be five years old before August 1.

## EARLY DISMISSAL

When it is necessary that a child be dismissed early, a parent must visit the office to sign out the child. We will not release a child to anyone other than parents or legal guardians without permission from the parents. It is important that a child be released only through the office and not be picked up directly from the classroom. This procedure is followed to protect your child.

## BUS TRANSPORTATION

Bus transportation is available to children who do not reside within walking distance of Jackson Park School. The school buses pick up and drop off children in close proximity to their homes. A bus schedule is available in the school office.

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. Inappropriate behavior on the bus may result in loss of bus riding privileges.

## ATTENDANCE

**When a child is going to be absent or tardy, please call the school office, 290-4451.**

After 9:00 a.m., families of absent students whose parents have not called will be contacted. This safekeeping call is made in the event that any student would be missing or truant.

Regular attendance is essential for academic success. Being on time every day relates positively to school achievement. We ask that a parent send a note with a child who is tardy or has been absent. Children arriving to class after 8:45 a.m. are considered tardy.

## BREAKFAST & LUNCH

A nutritional plate lunch is served daily in the cafeteria for \$1.65 including milk. The child pays the cashier daily, or arrangements may be made with the cafeteria manager to purchase a lunch plan for a certain number of meals. Reduced price or free lunches are available for children who qualify under federal guidelines.

Children may bring a bag lunch and eat in the cafeteria. Milk may be purchased for 50¢. Children may not leave the school playground during lunch.

Breakfast is served to children who arrive between 8:25 - 8:45 a.m. for \$1.00. Reduced price/free breakfast is available for those who meet the federal requirements.

## JACKSON PARK PTO

The Jackson Park PTO *shines with pride* when parents decide to become involved in partnership with the school to provide the best for all of our children. Meetings are held on the second Tuesday of each month at 7:00 p.m. and childcare is provided.

Parents can receive up-to-date information by joining the PTO's online user group. To subscribe, go to: <http://groups.yahoo.com/group/jacksonparknews/> and click on the "Join This Group" button at the top of the page. News can also be found on the PTO's website at [www.jackson-park.org](http://www.jackson-park.org).

## SCHOOL CLOSINGS

School closings due to inclement weather are announced on local television and radio stations. Unscheduled closings due to equipment failure or weather conditions may also occur. Each child should know where to go if an emergency arises and school is dismissed early.

## CLINIC/MEDICATION

A registered nurse is available to attend your child's minor medical necessities. A staff member will refer children to the nurse. If the nurse determines that a child is ill and needs to go home, a parent will be called. The child will be kept at school until picked up by a parent or designee.

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 (asthma or allergy medications), 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, locker or backpack.

It is important for us to have every child's emergency information on file so that we may contact you quickly if necessary. If you have any questions, call our school clinic at 290-4453.

## APPROPRIATE DRESS

Children need to be groomed and dressed appropriately for school. Safe footwear must be worn at all times. Brief clothing with undue exposure of the body is considered inappropriate. Insignia and slogans that are offensive or profane 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.

## TELEPHONES / ELECTRONIC DEVICES

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 are not usually called to the phone. Parents are encouraged to call teachers when they have questions. Teachers will return calls during their planning times.

Students may NOT have cell phones, or other electronic items, visible or turned on during school hours.

Please refer to the District's Student Discipline Handbook for further details regarding inappropriate possession or use of electronic devices.

## VISITORS

Visitors are welcome at Jackson Park Elementary School. Please register at the office upon entering the school. If you wish to speak to your child's teacher, the best way is to make an appointment by calling the school office so the meeting can be as productive as possible.

## CONFERENCES & REPORT CARDS

Parent/Teacher conferences are held twice a year, in the fall and spring. At this time, parents will receive the child's report and have the opportunity to discuss the child's academic and social progress with the teacher. Parents will also receive reports at the end of each semester.

Conference dates for SY2011-2012 are November 10 & 11, 2011, and March 29 & 30, 2012. Thursday conferences are from 4 to 8 p.m. with early release from school. Friday conferences are from 8 to 11:30 a.m. with no school.

## EARLY RELEASE DAYS

There will be five early release days (see calendar). Teachers will attend ongoing professional development meetings on these dates. School will close at 1:20 p.m. Please make arrangements now for childcare.

## STUDENT DIRECTORY

As a service to the families of Jackson Park School, a new student directory will be published. If you prefer that your home telephone number not appear in the directory, please send a note to the school office immediately.

## FIELD TRIPS

Students must have signed permission slips to attend planned field trips. Parents who chaperone field trips are not allowed to invite siblings from other grade levels on the trip. Please understand that there are limits to the number of parents who can attend. Teachers will advise.

## SPECIAL PROGRAMS

Additional reading, language development and other resources are available to students at Jackson Park School. Children who need additional assistance as indicated by test scores and teachers/and/or parent recommendation, are referred to these programs. Assistance is available in speech therapy. These programs are offered through the School District of University City and the Special School District. For details, please contact the school counselor.

## GATE (Gifted And Talented Education)

Additional academic stimulation is offered for students who perform well above classroom levels. Students are placed in these programs depending on test scores and teacher and parent recommendations. Information on GATE is available through the counselor.

## RIGHTS & RESPONSIBILITIES

In order for Jackson Park School to have an orderly and positive atmosphere that is conducive to learning, all members of the school community must take an active and responsible role. Students, parents, and staff must work together so that learning can and will take place at Jackson Park School. Please refer to the District Discipline Handbook concerning interventions, disciplinary procedures and consequences.

### Students have the right:

- to a quality education
- to an environment conducive to learning

### Students have the responsibility:

- to come to school ready to learn with the necessary materials
- to abide by the laws of the United States of America, the State of Missouri, City of University City and the policies of the School District of University City
- to abide by staff members' requests and procedures
- to follow the rules the teacher establishes within the classroom
- to conduct themselves in such a way as to benefit the class and school
- to complete assignments to the best of their abilities
- to be courteous and respectful of themselves and others

### Parents have the right:

- to expect a quality education for their children
- to receive information regarding the progress of their children
- to inspect their children's education records and to have these records kept confidential

### Parents have the responsibility:

- to send their children to school ready to learn with appropriate learning tools such as books, materials, homework when assigned, and a desire to learn and achieve
- to abide by the policies of the School District of University City

- to respect school rules and to help their children understand these rules
- to assist in making the education experience as meaningful as possible for their children
- to communicate with the school staff on an ongoing basis

### School staff has the right:

- to teach and conduct the educational process in an atmosphere conducive to learning
- to give and expect cooperation from parents
- to expect that the students will follow the rules of the school and classroom
- to expect that students will arrive on time; ready to learn; with books, materials, and homework

### School staff has the responsibility:

- to abide by the laws of the United States of America, the State of Missouri, City of University City, and the policies of the School District of University City
- to encourage in each student the desire to achieve to his or her full potential
- to open the lines of communication and keep students and parents informed of expectations and students' progress
- to model and foster appropriate behaviors and to maintain a positive learning environment for all students
- to provide a quality education for students
- to be firm, fair, and consistent with all students
- to implement the curriculum as prescribed by the Board of Education
- to be respectful of students' needs and individual differences

## IMPORTANT PHONE NUMBERS

School Office .....	314 / 290-4451
School Fax .....	725-4478
Clinic.....	290-4453
Food & Nutrition.....	290-4454
Guidance Office .....	290-4455

## SCHOOL STAFF FOR 2011-2012

Principal.....	Elliott Shostak
Secretary .....	Susan Dunbar
Counselor .....	Lynette McKinney
Social Worker .....	TBA
Nurse .....	Pat Chandler
Kindergarten .....	Monique Hite, Lindsey Hendrix, Kate Fairchild
First Grade.....	Heidi Stuart, Heather Erwine, Michelle Whitfield
Second Grade .....	Stanley Gill, Frances Salia, Chandra Rogers
Third Grade .....	Leannett Payne, Shumsheia Johnson, Chris Whitehead
Fourth Grade .....	Debbie Rosso, Kristina Benjamin, Ellen Hoorman
Fifth Grade .....	Antonia Collins, Robert More, Linda Brown
Art.....	Vielia Jeffries
GATE.....	Lyndlee Mabry
Librarian .....	Susan Renick
Music .....	Rachel Puelo
Physical Education.....	Patrick Oligschlaeger
Literacy Coach.....	Nikki Weiss
Math Coach .....	Beverly Velloff
ESL .....	Jennifer Minnis
Instructional Aide.....	Claudette Scaife, Clarence Williams
SSD Resource:.....	Phuong Bang, Margaret Holly, Rose Schulte
SSD Resource Speech/Lang.....	Alisha Fossett
SSD Resource Speech/Lang....	Gail White-Williams
SSD Resource/OT .....	Kate Corrigan
SSD Resource/PT .....	Cathy Vierse
SSD Psychologist .....	Roberta Stolz
SSD Music Therapy .....	Mary Krueger
SSD Paraprofessional.....	Karen Gonia, Susan Jackson, Nancy Mozier, Peggy Stein, Twyla Veasley
SSD/ABA/Therapy .....	Dorothy Brockel, Amber McCoy, Charlie Mooneyham
Cafeteria Manager.....	Amanda Gordon
Cafeteria.....	Lynn Kueker
Day Custodian.....	Key Carter
Night Custodian ...	Demetrius Cook, Steven Smith
Collaboration Room .....	TBA