

SCHOOL CALENDAR FOR 2010-2011

AUGUST 2010

- 12 Board of Education Meeting – 7:00 p.m. (McNair)
- 12 Kindergarten Orientation – 6:00-6:45 p.m.
- 16 First day of school. Line up at 8:35 a.m. on the blacktop in front of room number.
- 19 Ice Cream Social - 6:00 p.m. (Playground)

SEPTEMBER 2010

- 2 Board of Education Meeting – 7:00 p.m. (McNair)
- 2 Curriculum Night - 6:30 p.m.
- 6 No School – Labor Day
- 16 MAP/Tungsten Night – 6:15 p.m.
- 21 Early Dismissal - dismissal at 1:15 p.m. – Professional Development
- 23 Board of Education Meeting – 7:00 p.m. (McNair)

OCTOBER 2010

- 7 Doughnuts with Dad – 8:00 a.m.
- 14 Board of Education Meeting – 7:00 p.m. (McNair)
- 15 No School – Professional Development/Record Day
- 21 Muffins with Mom – 8:00 a.m.
- 28 Board of Education Meeting - 7:00 p.m. (McNair)
- 28 Early Dismissal – Parent/Teacher Conferences - 4:00-8:00 p.m.
- 29 No School – Parent/Teacher Conferences – 8:00-11:30 a.m.

NOVEMBER 2010

- 11 Board of Education Meeting – 7:00 p.m. (McNair)
- 16 Early Dismissal – dismissal at 1:15 p.m. – Professional Development
- 18 MAP Night – 6:15 p.m.
- 24, 25, & 26 No School – Thanksgiving Break

DECEMBER 2010

- 2 Board of Education Meeting – 7:00 p.m. (McNair)
- 16 Science Activity Night – 6:00- 7:00 p.m.
- 17 Early Dismissal – dismissal at 1:15 p.m. – Record Day
- 20 Winter Break Begins (December 20, 2010 – December 31, 2010)

JANUARY 2011

- 3 Classes Resume
- 13 Board of Education Meeting – 7:00 p.m. (McNair)
- 14 No School – Professional Development
- 17 No School – Dr. Martin Luther King's Birthday
- 20 How to Construct a Science Project 6-7 p.m.

FEBRUARY 2011

- 3 Board of Education – 7:00 p.m. (McNair)
- 17 Board of Education Meeting – 7:00 p.m. (McNair)
- 18 No School – Professional Development
- 21 No School – President's Day
- 24 Black History Program – 6:30 p.m.

MARCH 2011

- 3 Board of Education Meeting – 7:00 p.m. (McNair)
- 11 No School – (AM District Professional Development/PM-Record Day)
- 14-18 Schools closed for Spring Break
- 24 Board of Education Meeting – 7:00 p.m. (McNair)
- 24 Early Dismissal (1:15 p.m.) - Parent/Teacher Conferences – 4:00-8:00 p.m.
- 25 No School – Parent/Teacher Conferences – 8:00-11:30 a.m.

APRIL 2011

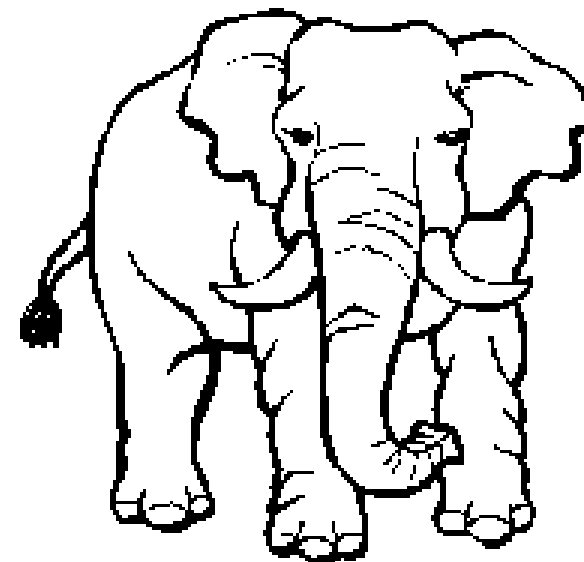
- 7 Board of Education Meeting – 7:00 p.m. (McNair)
- 14 Science Fair – 6:00 – 7:00 p.m.
- 15 Early Dismissal – dismissal at 1:15 p.m. – Professional Development
- 21 Board of Education Meeting – 7:00 p.m. (McNair)

MAY 2011

- 5 Board of Education Meeting – 7:00 p.m. (McNair)
- 19 Board of Education Meeting – 7:00 p.m. (McNair)
- 23 Last day of School & Early Dismissal (1:15p.m.)

STUDENT/PARENT HANDBOOK

2010-2011



Nathaniel Hawthorne Elementary School

1351 North Hanley
University City, MO 63130

(314) 290-4200

Elliott H. Shostak, Principal

Revised 061510

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 Groby 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.

WELCOME

Dear Parents and Students,

Welcome to Nathaniel Hawthorne 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 Nathaniel Hawthorne a warm and exciting place to attend school.

I am committed to instructional excellence and will support the aspirations of teachers at Nathaniel Hawthorne to provide each student a quality education during their years at Nathaniel Hawthorne. I welcome the challenge of leading Nathaniel Hawthorne with my expertise, dedication, and leadership. 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 314-290-4201 or at home at 314-993-4829.

Sincerely,

Elliott H. Shostak

Elliott H. Shostak, Principal

SCHOOL MISSION

The mission of Nathaniel Hawthorne Elementary School is to teach each and every child to realize his or her full potential and become a responsible and productive citizen, and a lifelong learner, who is able to use technology effectively and appreciate the multicultural society in which we live as we prepare for the global challenges of the 21st century.

NEW ENROLLMENT GUIDELINES

Students who are new to the school or going from 2nd to 3rd grade 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 also 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.

DAILY SCHEDULE

Office Hours..... 8:00 a.m. - 4:30 p.m.
Students' Day 8:40 a.m. - 3:30 p.m.

The school does not provide supervision before 8:25 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.

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.

ATTENDANCE

When a child is going to be absent or tardy, please call the school office, 290-4201.

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.

BUS TRANSPORTATION

Bus transportation is available to children who do not reside within walking distance of Nathaniel Hawthorne. 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.

BREAKFAST & LUNCH

A nutritional plate lunch is served daily in the cafeteria for \$1.55 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 8:20 - 8:40 a.m. for \$1.00. Reduced price/free breakfast is available for those who meet the federal requirements.

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 290-4203.

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

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. Parents are encouraged to call teachers when they have questions. Teachers will return calls during their planning times.

VISITORS

Visitors are welcome at Nathaniel Hawthorne 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 SY2010-2011 are October 28 & 29, 2010, and March 24 & 25, 2011. 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 1:15 p.m. Please make arrangements now for childcare.

STUDENT DIRECTORY

As a service to the families of Nathaniel Hawthorne, 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 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 Nathaniel Hawthorne. 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.

KEYS (Keep Every Youngster Safe)

KEYS provides a productive recreational and educational child care experience at a reasonable cost before and after normal school hours. Children from kindergarten through sixth grades are eligible. Space is limited. The county branch of the YWCA, which determines the policies and staffing, operates this program. Participants must join the YWCA, and parents must commit themselves to the program for a full semester. Fees are structured for full time and part time care and are payable in advance every month. Financial assistance is available.

For additional information and enrollment, call 314/725-7203.

RIGHTS & RESPONSIBILITIES

In order for Nathaniel Hawthorne 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 Nathaniel Hawthorne 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 / 290-4201
School Fax	862-5065
Clinic.....	290-4203
Food & Nutrition.....	290-4204
Guidance Office	290-4205

SCHOOL STAFF FOR 2010-2011

Principal.....	Mr. Elliott H. Shostak
Administrative Secretary.....	Ms. Angela Crigler
School Counselor.....	Ms. Kellie Willis
Social Worker	Ms. Stacey Miller
Language Arts Specialist	Ms. Marsh Alvey
Librarian	Ms. Susan Renick
Nurse	Ms. Johnnye Farrell
S.S.D. Teacher.....	Ms. Lynda Polys
S.S.D. Teacher.....	TBA
S.S.D. Speech-Lang.Pathologist	Ms. Gail White-Williams
S.S.D. Staff.....	Mr. Antojuan Owens, Ms. Linda Thorp Ms. Kate Corrigan, Ms. Baraba, Ms. Liggins
Title I Math Coordinator	Ms. Eudice Rosenblatt
Kindergarten	Ms. Gayle Campbell (203A) Ms. Lakisha Brown (203B)
Grade 1:	Ms. MaryAnn Lucas (201) Ms. Michelle Whitfield (210)
Grade 2:	Ms. Chandra Rogers (202) Ms. Michelle Whitfield (210) Ms. Linda Bradley (207)
Grade 3:	Mr. Tiffany VanMatre (302) Ms. Fran Salia (200)
Grade 4:	Ms. Brenda Asen (310) Ms. Andrea Ginsburg (311)
Grade 5:	Ms. Antonia Collins (306) Ms. Tracy Robinson (308)
Grade 6:	Mr. Robert More (300) Ms. Linda Brown (301)
Art.....	Melissa Meredith
Music	Ms. Marion Robinson Ms. Rachel Nold
ESOL.....	Ms. Julie Hernandez
Physical Education.....	Mr. Matthew Keller
G.A.T.E.....	Ms. Hameeda Qadafi
Teacher Assistants	Ms. Averi Long (General) Mr. Jimmie Chambers (Science Lab) Ms. Marian Reed (Librarian Aide)
Food and Nutrition Manager	Ms. Keyera Carter
Food and Nutrition Assistant	Ms. Marie Ross
Day Custodian.....	Mr. Anthony Curtis
Night Custodian	Mr. Eric McClendon Mr. Gene Smith