

# Student/Parent Handbook



2024 - 2025





## ROBERT DRUMMOND ELEMENTARY SCHOOL

3721 SAINT BRIDGET LANE  
SAINT ANN, MISSOURI 63074

Mr. Jason Van Beers, Principal  
Mrs. Carley Tankersley, Assistant Principal

Phone: 314 - 213 - 8419

Attendance Hotline: 314 - 213 - 8519

Fax: 314 - 213 - 8619

Website: [drummond.psdr3.org](http://drummond.psdr3.org)



Barry Nelson, Ed. D.  
Superintendent of Schools

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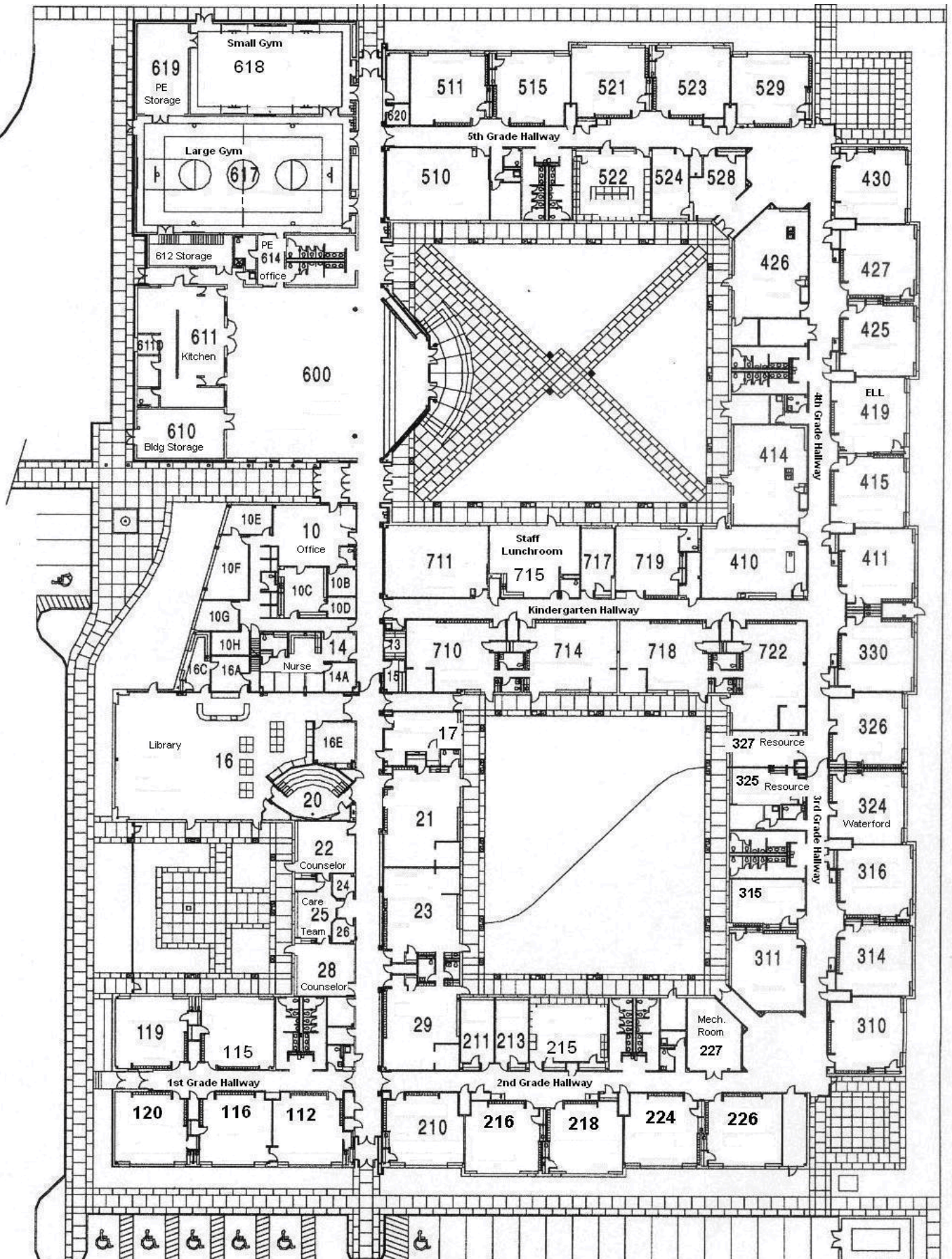
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# **SCHOOL PROCEDURES**

## **School Hours**

Grades K-5 . . . . . 8:55 a.m. – 3:40 p.m.

Students should not arrive at school before 8:40 am. Students arriving before that time may interrupt valuable teacher planning time and staff meetings. Students should arrive between 8:40-8:55 am. Consider the School-Age Child Care Program if you need to drop off your children at an earlier time.

Students who arrive earlier than the designated times will be given a reminder notice from time to time reinforcing school hours.

## **School-Age Child Care Program**

The Y.M.C.A. offers a School-Age Child Care Program at Drummond. This program offers a safe, supervised alternative environment for your child on weekdays from 6:30 a.m. until the start of school, and again after school is out until 6:00 p.m. For more information regarding this program, please call the Edward Jones Y.M.C.A. at 314-439-9622 ext. 231.

## **Late Arrivals (After the 8:55 a.m. bell)**

Children arriving at school after the 8:55 bell are to be signed in at the office by the adult who brought them to school. Children arriving in their classroom after the 8:55 bell are marked as absent by their classroom teachers. Tardy time is revised by the office staff based on the time the student was signed in by the parent when arriving late or leaving early.

## **Changing Child's Mode of Transportation**

In order for us to assure safe and correct transportation for your child, we need to know how you intend for your child to arrive and leave school. Please let us know in writing if your child will walk or come by car, ride the bus or go to a babysitter and will need to ride a different bus to or from school. When you have special arrangements and changes, please notify the school office in writing. Bus changes require a 3 day notice to the school office in writing. If we do not have contact with the parent, we will not allow the child to change his/her mode of transportation.

The phone number for Pattonville Transportation Department is 314-213-8125; you may contact them with any concerns. If your child is changed from a bus rider to car rider for the day, please contact the school office by sending a note or call before 1:00 pm on the day of your change.

If your child attends a day care after school and you pick him/her up at school – or if he/she is absent from school – please notify the day care as well as our school. If your child does not arrive on his/her regular school bus, please STAY AT HOME AND CALL SCHOOL, so that we may locate your child and notify you so that you will be there to greet your child when he/she arrives home.

## **Morning Drop Off**

Students need to stay in their cars until released by staff to enter the building at 8:40 am. Parents should pull up to the cone so that the maximum number of students can enter the building in the safest way possible other than riding a bus. Parents should remain in their cars. Students should exit their cars from the passenger side.

## **Dismissal – 3:40 p.m.**

Please review the car rider and bus rider info with your child.

Providing your child with a quality education and safe school environment is our number one priority at Drummond. If your child is signed out of school early, they will be marked absent for the amount of time (minutes) missed.

Parents/Guardians wishing to pick up a student from 3:20-3:40 pm, will need to follow the procedure for car riders. Due to the large number of students enrolled at Drummond, we do not dismiss students from the office after 3:20 pm on regular attendance days or after 11:40 am on ½ days of attendance. This procedure is used to ensure all students safety at dismissal time.

**Car Riders:** area is located on the side of the building (parking lot).

☐ Students being dismissed as car riders are to walk quietly and in a timely manner to the designated hallway for dismissal.

**Bus Riders:** For safety reasons, parents/guardians will not be able to pull a student out of the bus rider line. Please do not park in the bus loop when picking up your child or visiting!

- ☐ Students being dismissed to the busses are to walk with their teacher in a quiet, single-file line. As the teacher passes by their bus the student will board in a quiet and orderly manner.
- ☐ Board busses calmly and quietly.
- ☐ Sit in assigned seat or an available seat (some busses may require three to a seat).
- ☐ Sit bottom-to-bottom on the seat and back-to-back of seat.
- ☐ Use inside voices on the bus, soft talking only.
- ☐ Keep hands, arms, head and other objects inside the bus.
- ☐ Keep hands, feet and other objects to yourself.
- ☐ No eating on the bus.
- ☐ Keep aisles cleared.
- ☐ Wait for the bus to come to a complete stop before exiting in a calm and orderly fashion.
- ☐ Cell phones are not permitted on the buses.

## **Early Dismissal Dates – 12:00 noon**

**We do not dismiss students through the office after 11:40 am on ½ days of attendance.**

**School will be dismissed at noon on these dates. Please mark your calendar.**

**Scheduled Early Dismissal Days for elementary schools are:  
October 4, October 16, December 20, March 7, March 13, May 28**

## **Emergency Information**

The school office maintains up-to-date information on all students. Some of this information is very important in case of emergencies. During the year, if any of the emergency information changes, parents will need to update information through the PowerSchool Parent Portal or in writing to the school office. By keeping this information current for your child's school, you will guarantee that we are able to contact you in the event an emergency might occur. Telephone number, address, employment and other changes should also be reported. If your telephone number is unlisted, we still need it. The school considers all telephone numbers confidential.

## **Attendance/Attendance Hotline**

Children, when ill, should remain at home. All absences and illnesses are to be reported on a daily basis. You may be called from school to determine the reason for absences if the absence has not been reported. A note of explanation is required to be sent by the parent immediately following the child's return to school after an absence. Children are expected to attend school on time and daily, unless they are ill. Frequent and excessive absences are monitored and may be reported as educational neglect. Please plan family vacations, etc., when school is not in session rather than taking children out of school. Our district funding and your child's education depend on attendance.

Parents are required to call the attendance hotline number (314-213-8519) if their child is absent. This number is available to record your message 24 hours a day. This service provides parents with more flexibility and convenience to report absences. Here is how the hotline works:

1. Dial the ATTENDANCE HOTLINE number: **314-213-8519**.
2. When you hear the tone, give the following information:
  - Your child's name
  - The name of your child's teacher
  - A brief message giving the reason for the child's absence. Please be specific.
  - A special message if the child is going to miss more than one day.
  - You may also request homework if the child will miss more than three days of school.

**Please remember to call the "Attendance Hotline"  
before 9:00 a.m. on the day your child will be absent.**



## **Homework Due to Vacation/Illness**

Students are expected to make up any school work they may miss during absences due to vacation or illness. The following guidelines will assist parents, students and teachers in handling these situations conveniently and efficiently:

1. If a student is absent for one or two days, the makeup work will be handled by the classroom teacher when the child returns.
2. When a student has been absent three or more days, homework can be requested by calling the Attendance Hotline (314-213-8519) by 9:00 a.m. The teacher will have the assignments ready to be picked up in the school office between 3:00 and 4:15 p.m. If another student is to take the work home, please give the student's name and teacher when calling and the homework will be sent with that child.
3. When requesting homework because the student will be out for a vacation, it may not be possible for the teacher to have all of the work available prior to the child's leaving. The teacher is expected to provide at least a general outline of what will be covered and any work that can be easily assigned. Upon returning, the student should check with the teacher to find out what other assignments need to be made up.
4. We realize students can profit educationally from a vacation experience. It must also be realized that classroom presentations are a major part of a student's educational experience and these, of course cannot be replicated. The parent is the only one who can decide whether his/her child can afford to miss daily presentations, and it is impossible to "make up" all that transpires during an absence.
5. It is the responsibility of the student to turn in the work to the teacher within a reasonable amount of time; usually two days for each day of absence is regarded as an appropriate period.

## **Visitors and Volunteers**

All visitors and volunteers are required to report to the office, visitor and volunteer badges are to be worn while in the building. Persons not wearing any identification will be asked to check in at the office. NO EXCEPTIONS. Please understand that this district policy is for the safety of all our students, staff and visitors.

## **Contacting Teachers**

When parents wish to talk to their child's teacher, we encourage them to write or call and leave a message so that the teacher can return the call before or after school, during lunch or during their planning period. Please do not interrupt instruction to talk with teachers. This includes A.M. arrival time when teachers need to be greeting students and preparing to start the day.

## **Supplies**

Grade level teachers have agreed upon a general list of items students at each grade level may need. Individual teachers may make specific requests as well. (School policy discourages items other than school materials at school - i.e., radios, toys, cars, dolls, cards, chewing gum/candy, computer games, cell phones, Play Station, Nintendo, iPod, Fidget Spinners, etc.)

## **Textbooks**

The textbooks used in class are loaned to the students and must be returned to the teachers in good condition at the end of the year. In the event a book is lost or damaged, the parent/guardian will be expected to make restitution.

## **Student Planners**

Each student in Grades K-5 will be given a student planner for writing down assignments, messages from teachers, special notes, etc. We would like for each parent to initial or sign the planner after each day so that we are in constant two-way communication and so you know what is expected of your child. If your child loses his/her planner, you may be able to purchase another one at cost, depending on availability.

## **SCHOOL PROGRAMS**

### **Proficiency Based Learning/Learning Levels**

Student academic progress will be recorded in Empower. Grade reports are no longer printed for students. Parents/guardians must log into Empower at [empower.psdr3.org](http://empower.psdr3.org) to view their student's academic progress. The login information has not changed for parents/guardians of returning students. New students will have the login information sent home. Please contact the office with any questions on how to login.

### **Parent/Teacher Conferences**

Conferences are scheduled during the school year as needed to discuss student progress, please see the calendar at the end of this handbook for scheduled parent/teacher conference dates. It is extremely important that parents and teachers take advantage of these opportunities to discuss students' academic achievement and citizenship. Our goal is to conference with 100% of our families at each opportunity. Parents are encouraged to request a Parent/Teacher conference at any time that there is a need or concern.

### **Standardized Testing**

Each school year students are administered standardized tests as determined by Pattonville School District and the State of Missouri. The purpose of this testing is to monitor student progress, to assess curriculum, and to screen children for potential referrals for special programs (i.e., gifted, remedial reading, & resource services). Tests administered are: BAS and STAR (all grades); MAP (Grades 3-5); e-Valueate (Grades 2-5).

Before a test is administered, parents will receive information regarding the testing dates and ways you can help prepare your child to perform his/her best on the test.

## **School Orchestra**

Students in Grade 5 may take part in our school strings program provided they make up class work missed and maintain passing grades. Orchestra classes are normally held during lunch recess two or three times each week.

## **Physical Education**

All students should wear gym shoes to their physical education class; we suggest students keep a pair of tennis shoes at school for PE days. Pattonville Elementary Procedure Statement Regarding Medical Excuses: If a child is to be excused from Physical Education, the child must bring a written excuse from the parent(s) or guardians which will be honored for that day, or a doctor's medical excuse which will be honored for the dates indicated. Oral excuses from the student will not be accepted.

## **Library**

Students come to the school library regularly with their classroom teachers. In addition, they may come individually or in small groups as needed. Students may check out books which must be returned before the student is permitted to check out additional books or magazines.

Students who have overdue library materials are given written notices. Students having overdue or damaged library materials will be responsible to return all item(s). Parent/Guardian's are responsible to pay for any damaged or overdue item(s) that are not returned to the library.

## **SCHOOL SERVICES**

Drummond Parent Teacher Organization works to support school programs for the benefit of all students. They request each family to pay a yearly activity fee per child which helps cover the cost of room parties (Fall Party and Spring Party), Field Day treats and cultural activities.

### **Drummond PTO**

Executive Board President .....	Michelle Laird
Vice-President .....	Deja Oakes
Secretary .....	Vanna Vaughan
Treasurer .....	Julia Wurm-Hulsey

PTO Email: [drummonddragons@gmail.com](mailto:drummonddragons@gmail.com)

## Volunteers (Background Checks)

We appreciate parent's/guardians' commitment and willingness to serve as volunteers to help the students in the Pattonville School District. The State of Missouri requires volunteers helping in certain capacities to undergo FBI/Missouri State Highway Patrol background and Family Care Safety Registry checks. The Family Care Safety Registry check is a sex offender/child abuse record check.

As a result, [Pattonville School District Policy IICC-AC](#) has been adopted to outline district volunteer guidelines.

Here are some examples of volunteers who need to complete the background check requirements:

- Volunteers whose work requires the volunteer to be alone with a student(s)
- Volunteers who will be off campus with students where the volunteer is directly supervising students without the support of a staff member
- Volunteers serving as a mentor on a one-to-one basis with a student(s)
- Volunteers helping with a before/after school club or student

Here are examples of volunteers who DO NOT need a background check:

- Classroom party volunteers
- Volunteers for field trips during which teachers are supervising at all times
- Volunteers attending field trips when teachers are present
- Volunteers attending an event at school during or after school hours

If you plan to volunteer in a role requiring FBI/Missouri State Highway Patrol background and Family Care Safety Registry checks, you will need to do the following:

1. Submit a volunteer request form at [psdr3.typeform.com/to/xMCYBa](https://psdr3.typeform.com/to/xMCYBa)
2. Complete the Family Care Safety Registry and FBI/Missouri State Highway Patrol background check forms.

After you submit an online volunteer request form, the Pattonville Human Resources Office will email you the information regarding where you need to go to complete the background check and how to complete the Family Care Safety Registry within three to five business days. The cost to complete the Family Care Safety Registry is \$15.25. The cost for the FBI/Missouri State Highway Patrol background check is \$41.75 as of September 9, 2021. The Pattonville School District will reimburse volunteers for half of the cost of these two back checks (\$28.50) once paid receipts have been provided to the human resources office.

Volunteers that successfully pass the FBI/Missouri State Highway Patrol background and Family Care Safety Registry check will be notified in writing. Please note:

1. It can take several business days for the district to get the results.
2. The results of the background check will remain confidential and will only be reviewed and evaluated by designated staff in the human resources department that have obtained training from the Missouri State Highway Patrol on background checks.
3. Volunteers that have a potential background check issue will be contacted by the Pattonville School District human resources office to discuss the matter.
4. All volunteers that pass the background check will be notified their name will be added to a district database available to all District administrators.

## School Pictures

School pictures will be taken on September 19, 2024. You will receive information regarding the procedure, cost, etc., prior to this date. Watch for more information to be sent home with your child. Robert Drummond Elementary School provides the opportunity for parents/guardians to purchase a school picture packet and a yearbook. All money and orders are processed by the photo company.

## Guidance Program

Drummond has two full-time school counselors who are involved with many aspects of the school and educational program. The counselor is responsible for administering individual and group tests. Children with specific needs are monitored by the counselor for referral to special services. Our school counselors are also available to work with small groups of children and individuals as needed. Classes are conducted by the school counselor on a variety of topics. Referrals can be made to outside resources if a child or family has a particular need.

## Cafeteria Information

Breakfast is at no cost. It is available in the cafeteria from 8:40 to 8:55 am. Students take the breakfast to the classroom to eat.

Students may purchase a Type A Lunch at a cost of \$2.95. Monthly menus are available at [psdr3.org.nutrislice.com](https://psdr3.org.nutrislice.com)

**Lunch forms must be renewed each school year.** Families who qualify for the free or reduced lunch program should complete a new form by the second week of the new school year. New students must complete the form when enrolling. Forms are available at [psdr3.org](https://psdr3.org)

Students carrying lunch boxes should make sure that their names are clearly marked on or in the lunch box. Please refrain from sending carbonated beverages (like soda) with your child to school, as these beverages tend to get shaken in backpacks and cause disruptions to the cafeteria.

Students may pay for lunch by cash, check or credit card. If paying by check, please make the check payable to Pattonville School District. Money should be given to the cafeteria at breakfast or sent to the school office in the morning. Please send in an envelope with the following: write the amount you are sending, days you are paying for, student name and classroom teacher. The district also offers a convenient prepay program via the WEB at: [MySchoolBucks.com](https://MySchoolBucks.com) using your Discover, Visa, and MasterCard. Please allow 24 hours for money to be credited with a minimum deposit of \$25. A 6% processing fee may be charged by the Company (Pattonville has contracted with them for this program).

## Procedure

1. Access the website at either [MySchoolBucks.com](https://MySchoolBucks.com) or through [psdr3.org](https://psdr3.org)
2. Follow instructions for “new user” to access a student account
3. If you do not have internet accessibility and wish to charge by phone, please call 1-800-643-2762



## **Returned Check Policy**

Returned checks for lunch costs, lost books or book fines, PTO activities or fundraisers will require a cash payment as well as reimbursement of the return check fee. Check payment will no longer be acceptable for future payments. Failure to make cash payment may result in a "Bad Check Complaint" being filed with the Prosecuting Attorney's Office.

## **Field Trips**

During the school year, in an effort to enhance and support the curriculum, teachers plan field trips away from the school site. Notification of such trips is sent home with students in advance of the event. Parents are required to sign permission forms and return them to the teacher before the student will be allowed to take part. Parent volunteers, in most cases, are asked to accompany the classes to provide additional adult supervision. If you are interested in volunteering, please contact your child's teacher. Volunteers must have a completed and approved Background Check before they can take part in a field trip.

## **Emergency School Closing**

Classes in the district are canceled only in case of emergency or extremely bad weather. Any decision to close schools in extremely bad weather will be announced using Pattonville's automated phone calling system. Announcements will also be made on the radio and local television stations. Please listen to one of the following radio stations or watch one of the following television channels:

KMOX 1120 AM  
KTVI Channel 2  
KMOV Channel 4  
KSDK Channel 5

Announcements begin at approximately 5:30 a.m. School closings will also be announced on the district's website ([www.psdr3.org](http://www.psdr3.org)) and on the following district social media accounts:

Facebook: <http://www.facebook.com/PSDR3>  
Twitter: @PattonvilleSD or <http://twitter.com/PattonvilleSD>

If you are the parents/guardian and did not receive a phone call on a day when school is closed due to weather, please contact your child's school office to ensure the district has the correct contact information on file for your family.

## **Alternative Methods of Instruction (AMI) Days**

AMI days are virtual learning snow days for students. Students will take part in independent learning activities at home with online teacher support. Teacher's hours of availability to support student learning will be shared on their student learning platform or via email.

## **Delayed School Start Procedures**

All schools will start two hours later than their normal start time. Elementary schools will start at 10:55am. YMCA before-care programs will be closed. All schools will dismiss at their normally scheduled time. Students will be instructed via parent messages to arrive at their morning bus stops two hours later than normal.

## Other emergencies

Pattonville will use a number of ways to provide important information to Pattonville families about other emergencies or major school events. Depending on the situation, Pattonville may use e-mail, an automated telephone calling system, the district website, U.S. mail or the local media to keep families informed of important information. For this reason, it's important that all parents provide their school office with their most current phone numbers (home, work or cell phone). In addition, if parents wish to be notified via email of important information or updates, they should provide their email information to the school on the school enrollment forms. Pattonville will use the contact information it has on file in its student information system when communicating with parents.

## Student Birthday Treats sent to School

Birthdays are wonderful and we love to celebrate them with our students!

\*If you should choose to bring birthday treats, there must be enough for each person in the class.

\*Treats must be store bought.

\*Treats must be easy to hand out to our classmates.

\*\*Mini cupcakes or individually wrapped treats work the best.\*\*

\*Treats are distributed to students during lunchtime if possible otherwise the teacher will designate a time to hand them out.

\*PLEASE – NO sheet or layer cakes or cookie cakes

\*\*\*Balloons cannot be taken home on the school bus.\*\*\*

## BIRTHDAY INVITATIONS

- GUIDELINES FOR BIRTHDAY PARTY INVITATIONS THAT ARE PASSED OUT AT SCHOOL -

These are the only acceptable procedures:

Girls: If you are planning to have an all girl birthday party that includes girls from a class, and wish to pass out the invitations at school, then ALL girls in the class need to receive an invitation.

Boys: If you are planning to have an all boy birthday party that includes boys from a class, and wish to pass out the invitations at school, then ALL boys in the class need to receive an invitation.

OR

All students in the class need to receive an invitation!

# **Medical Policies**

The following information regarding school physicals, immunizations and medication are provided:

## **Screenings**

All students in kindergarten through fifth grade are screened for vision. Hearing screenings are provided for kindergarten, first, third, and fifth grade, as well as new students. Parents/Guardians are notified if the child fails the screening.

## **Physicals**

The Pattonville School District recommends a physical examination for entrance into school and at the beginning of kindergarten, fourth, seventh, and tenth grades.

## **Immunizations**

Missouri School Law states that it is unlawful for any student to attend school unless he/she has been properly immunized. THE STATE LAW REQUIRES YOUR CHILD'S IMMUNIZATIONS TO BE UP TO DATE BEFORE HE/SHE CAN ATTEND SCHOOL. A hard copy of updated immunizations or school physical must be provided to the school nurse. Complete immunization records must be on file in the Nurse's Office on the first day of attendance of the student.

## **Medication**

It is our policy that "over-the-counter medication" will only be dispensed by school personnel with written authorization from the medical provider and parent.

When a physician feels it is necessary for a child to have a prescription medication at school, the following procedure should be followed:

1. Long term medication must be accompanied by a physician's written order.
2. Medicine must be in the proper container with the pharmacy label showing name of child, name of medicine, dosage, schedule of administration, date purchased, and physician's name.
3. A written request from the parent giving school permission to administer medication is necessary with specific instructions how it must be given.
4. It is strongly recommended that medicine be brought to school by parents.
5. The first dose of any medication will not be administered at school.
6. The school district may refuse to administer any medication not approved by the Food and Drug Administration or any medication with greater than recommended doses.

## **Medical Emergencies**

When a child is injured or becomes ill at school, and in the judgment of the nurse, should be sent home, the parent is called. If the parent cannot be reached, the persons listed on the emergency contact list will be called. It is important to keep your child's emergency contact information up to date. If, in the judgment of the nurse, a child's life or health is in immediate danger, 911 will be called and you will be notified of the emergency as soon as it is possible to do so.

## **Illness At School**

If a child becomes ill at school, parents are contacted and the child is sent home. It is important to have home and work numbers AND emergency contact numbers on file, up-to-date, at school.

Your child will be sent home when he/she has:

- ☐ A temperature of 100 degrees or above
- ☐ Continuous coughing
- ☐ Vomiting or extreme nausea
- ☐ Diarrhea
- ☐ A rash of unknown or a communicable disease
- ☐ A serious accident

If your child has any of the above symptoms the evening before or the morning of school, PLEASE KEEP YOUR CHILD HOME THAT DAY.

**The illnesses below are some special health concerns from our school nurse. It is very important that a communicable disease be reported to the school nurse so we may be alerted to watch for symptoms in other children/classrooms and, if need be, make other parents aware of any possible exposure.**

### **Asthma or Respiratory illness:**

Any child with Asthma or another potentially life-threatening respiratory illness must have an Asthma Action Plan on file in the school nurse's office. A current plan must be provided each school year. As needed: an inhaler must be provided by the parent to the nurse's office for the child to use throughout the school day.

### **Conjunctivitis (Pink Eye):**

Symptoms usually include eye inflammation, matting, and discharge. A child should be seen by a physician and remain out of school 24 hours after medication has been started and until symptoms have disappeared. A written note from the physician should be brought to school when the child returns.

### **Fever:**

A child with a temperature of 100 degrees or higher will be sent home and should not return to school until the temperature has remained normal for 24 hours without the need of medications.

### **Fifth Disease:**

Usually, the only symptom is the appearance of a rash with a possibility of a slight fever. The child may return to school when fever free for 24 hours. The rash may continue up to 5 weeks.

### **Fractures/Injuries**

**Injury** - a parent may request for a student to sit out of PE and Recess for 3 days, after that, per policy, a written note from the doctor will need to be provided to the school nurse.

**Fracture** - any activity restrictions must be provided to the school nurse with the doctor's instructions and signature.

**Pediculosis (Head Lice):**

Children with head lice will not be readmitted until treated. A letter to the parents/guardians will be sent home with each child who is found to have had lice. Students may return to school after treatment of the head (and nit combing) and home environment is complete. Parent/Guardian must have proof of treatment (dated sales receipt and label from product). Child must be checked by the school nurse before they will be readmitted to the class. Retreating the child and home in 7 days is highly recommended.

**Scabies:**

A contagious skin infestation by the mite *Sarcoptes scabiei*. The most common symptoms are severe itchiness and a pimple-like rash. There are no over-the-counter approved treatments for scabies. A doctor's note is required stating treatment plan and medication being used. Student must be seen by the school nurse before they will be readmitted to class.

**Skin Lesions (Impetigo or Ringworm):**

Children suspected of having impetigo or ringworm will be sent home and should not return to school until a written note is received from a physician stating that the child is receiving proper medical treatment. All lesions must be healed. A doctor's note is required for the child to return to school.

**Streptococcal Sore Throat and Scarlet Fever:**

Sudden onset of sore throat and fever. A fine rash may appear on the child's neck, cheek, folds of the elbows and/or groin within 24 hours. Exclusion from school 24 hours after antibiotic treatments is begun and the child is free from fever is when the child may return to school.

**Chicken Pox:**

Chicken Pox begins with a sudden onset of mild fever and a rash of superficial raised pimples that soon become filled with clear fluid. Later scabs form. The rash may continue to appear for several days. The child may return to school when temperature free and all scabs are dry (7-10 days usually).

**Measles:**

**Rubeola** (10 days or 'hard' measles) beginning with a fever, hacking cough, and cold type symptoms of eyes and nose followed by dusky-red blotchy rash on the face that spreads rapidly over the body. Child must remain at home 7 days after the rash appears.

**Rubella, Roseola** (3 day or German measles) is a mild disease with a rash which usually lasts 3 days. When the rash appears, the child should remain home for 3 days.

**Mumps:**

Fever, nausea, or pain when chewing or swallowing may be the first symptom. Chills and headache follow with swelling about the angle of the jaw and front of the ears. Child should remain home for 9 days after the swelling begins.



## **Do You Know:**

- We CANNOT give any over-the-counter medication without notes from the child's doctor and parent.
- If it is necessary for your child to take medicine on a regular basis during school hours, we need a form filled out by the doctor and the parent.
- All medication must be in the original container with the prescription label present.
- If your child needs to take a short-term medication, such as an antibiotic, at school, then a doctor's note is not required. However, we do need a note from the parent and the medication brought to school in the original container. If possible, send at least one week's supply of medication to school. Usually, the pharmacy will provide a second labeled container for the school at the parent's request.
- Missouri State Law states that no student may carry an inhaler for asthma without a written emergency plan signed by the physician and parent on file in the nurse's office.
- Please do not send medications in your child's lunch. All medications taken during school hours should be given by the school nurse.

## **School Discipline**

At Drummond, we believe that a safe and orderly school is one where children have a better opportunity to learn. Therefore, we have created a separate publication called "Drummond Elementary School Procedures for a Safe and Orderly School". Please refer to this booklet for student expectations and guidelines.

School policy discourages students from bringing materials other than school materials to school (ie, radios, toy cars, dolls, cards, computer games, chewing gum, cell phones, etc).

We also know that from time to time, students make choices that are not as desirable as others. In instances such as these, consequences for these poor choices will result. Please refer to the "Pattonville School District Elementary School Behavior Guide" for a listing of inappropriate behaviors and the possible consequences of these behaviors.

## **Hazing and Bullying**

### **General**

The Pattonville School District prohibits all forms of hazing, bullying and student intimidation. Students participating in or encouraging inappropriate conduct will be disciplined in accordance with district policies and discipline guidelines. Such discipline may include, but is not limited to, suspension or expulsion from school and removal from participation in activities. Students who have been subjected to hazing or bullying are instructed to promptly report such incidents to a school official.

In addition, district staff, coaches, sponsors and volunteers shall not permit, condone or tolerate any form of hazing or bullying or plan, direct, encourage, assist, engage or participate in any activity that involves hazing or bullying. District staff will report incidents of hazing and bullying to the building principal. The principal shall promptly investigate all complaints of hazing and bullying and shall administer appropriate discipline to all individuals who violate this policy. District staff that violates this policy may be disciplined or terminated.

The district shall annually inform students, parents, district staff and volunteers that hazing and bullying is prohibited. This notification may occur through the distribution of the written policy, publication in handbooks, presentations at assemblies or verbal instructions by the coach or sponsor at the start of the season or program

## **Definitions**

**Hazing** – For purposes of this policy, hazing is defined as any activity, on or off school grounds, that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or school sponsored activity.

Hazing may include those actions that subject a student to extreme mental stress including, but not limited to, sleep deprivation, physical confinement, forced conduct that could result in extreme embarrassment or criminal activity, or other stress-inducing activities. Hazing may also include, but is not limited to: acts of physical brutality; whipping; beating; branding; exposing to the elements; forcing consumption of any food, liquor, drug or other substance; forcing inhalation or ingestion of tobacco products; or any other forced physical activity that could adversely affect the physical health or safety of any individual.

Hazing may occur even when all students involved are willing participants. Hazing does not occur when a student is required to audition or try out for an organization when the criteria are reasonable, approved by the district and legitimately related to the purpose of the organization.

**Bullying** – For purposes of this policy, bullying is defined as repeated and systematic intimidation, harassment and attacks on a student or multiple students perpetuated by individuals or groups. Bullying includes, but is not limited to; physical violence, verbal taunts, name-calling and put-downs, threats, extortion or theft, damaging property, or exclusion from a peer group.

## **Dress Code**

The appearance of any student is primarily the responsibility of that student and the parent. Students' dress and appearance are required to be of such character as not to disrupt nor distract from the instructional procedures of the school. Students are to wear clothing which is clean and safe. Shoes must be worn at all times. Clothing that is revealing or suggestive may not be worn. Tube tops, tank tops, halter tops, midriff and see-through clothing are all considered inappropriate for school. Hats, caps and other headgear may not be worn in the building. Sunglasses and dark glasses, unless prescription, are considered inappropriate attire. Clothing with vulgar, profane, or suggestive messages or pictures of illegal substances or alcoholic beverages is also inappropriate. It is also required that clothing be worn in the correct manner.

## **School Improvement Team**

Drummond has a very active and involved School Improvement Team or SIT Team. The mission of the SIT Team is to research and find ways to improve student achievement. The team meets on a monthly basis and must consist of 50 % staff and 50% parents or community members. If you would like to join this team, please contact the Drummond administration.