



Partridge Elementary Student/Parent Handbook

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Partridge Elementary
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DISTRICT MISSION

Excel as a student-centered community of learners that embraces diversity and innovation.

District Vision

Educating individual students for 21st Century challenges.

PARTRIDGE ELEMENTARY SCHOOL VISION AND MISSION

WE BELIEVE ALL CHILDREN CAN LEARN AND WE WILL ESTABLISH HIGH STANDARDS OF LEARNING FOR ALL STUDENTS TO ACHIEVE.

PARTRIDGE ELEMENTARY SCHOOL GOAL

To have every student reach academic success.

WELCOME

The staff of Partridge Elementary takes pleasure in welcoming you to our school. It is our sincere hope that your school experience at Partridge will be filled with happiness and success.

Parents, please remember you are an important part; your involvement and support of the school are essential to your child's educational success. Thank you in advance for the time you will spend working with and encouraging your child.

Safety

Several procedures are set forth to provide a safe, caring environment in which our students may learn and feel comfortable. Additionally, to insure student safety we have procedures for parents to follow when dropping-off or picking-up their child or when visiting the school. These are addressed in this supplement.

SCHOOL HOURS

Students should be in their classrooms at **8:20 a.m.** for the day's announcements. After announcements teachers will begin instruction. Students are tardy at **8:30 a.m.**, except Wednesday, when they should be in class at **8:50 a.m.** and tardy at **9:00 a.m.**

Wednesdays are delayed starts for teacher professional development. Normally, doors open at 7:50 a.m. (8:20 on Wednesdays) and in the interest of safety, students should not arrive at school prior to that time, without prior arrangement with the principal. Classrooms dismiss students at 3:30 p.m. each weekday. Students should not remain in the building or on school grounds after 3:35 p.m. except under the direct supervision of a teacher or coach.

Students entering the school building after 8:30 (9:00 on Wednesdays) are tardy and must sign in at the office. **If they fail to sign in when tardy and their teacher has taken attendance on time, the secretary does not know they arrived and they will be counted absent all day.** In the event that a student must leave school before the end of the school day, the student must be signed out from the office by the parent/guardian.

Partridge School Hours

Office Hours 7:30-4:00

Teacher Hours 8:00-3:45

Grades K-5 Breakfast (M,T,TH,F) 7:50
(W) 8:20

School Begins 8:20 a.m. (W) 8:50 a.m.

Buses 3:28 p.m.
Walkers/Pick-ups 3:30 p.m.
School Ends 3:30 p.m.

Parking

Between the hours of 7:30-9:00 A.M. and 3:00-4:00 P.M. No cars should be driving or parking in the driveway in front of the building. Handicapped students with physical limitations are an exception. This is a safety precaution designed to protect our students walking, loading or exiting buses, and being met by parents in the area directly in front of the school.

Pick-up and Drop-off

This is an area of great concern. It is a time of high risk for student safety. The front of the school becomes very congested as students enter or exit the building. Students exiting the building pay little attention to traffic because they know none should be in the driveway entrance. When a vehicle not following procedures enters this area of congestion it causes immediate confusion. Additionally, several other vehicles will then follow that vehicle if not approached and corrected.

Parents should park across the street and walk over to wait in the grassed area, and not crowd the front door area, this allows teachers to make eye contact to safely release their students to the appropriate guardian. We have students who are not allowed contact with certain parents by court order. Standing close to the front doors or engaging teachers in conversations during release times hinders teachers from insuring a student is not picked-up by someone other than the proper parent.

We are always watching to see which student walks with whom or who picked up which student. Every week we get a call (which we don't mind) asking if they saw a child leaving because they haven't come home yet. **Our goal is to ensure safety of your child, we really appreciate your support, and working together ensures safety for all students.**

TRANSPORTATION

Partridge students may walk or ride a bike to school, be dropped off and picked up by parents, or, in some cases, they may ride a bus to and from school.

*Bike riders must use a helmet IAW FLW Reg. and should park and lock their bikes immediately upon arrival at school. Students are required to walk their bike on school property.

* Students must use the crosswalk when crossing the street, or be under direct supervision of an adult. We encourage adults picking up their children to use the crosswalk also, to model proper crossing.

*Parents should not drive their vehicles into the entranceway of the school (except for those utilizing handicapped parking, or students who have been injured that need to be dropped off). Parking is available across the street helps in keeping our students safe. *

*Parents are asked to remain outside in the grass areas across the entranceway during release times. This is for safety, as over 350 students will exit the front door in a short period of time. Kindergarten and first grade students will be directly released to the person taking them home. Kindergarten students will be released out the playground exit.

*Bus drivers are appointed by the school district to provide safe and convenient transportation to and from school and for special occasions. Bus drivers will not transport a student whose conduct tends to jeopardize other students' safety. Bus drivers are to insist on strict conformance to the bus regulations.

Gum

Gum is not allowed at school, it is amazing the places we find it.

Eating Lunch with Your Child

We highly encourage parents to eat with your child. No calling in advance is necessary. Just come to the office and see the secretary to pay for lunch and get a visitors pass. Daily we have a table available for parents to eat with their child. We only ask that you come during your child's lunch time so they do not lose instructional time from the classroom. Students will not be called to eat at different times, with the exception of Thanksgiving's Family Feast days.

FOOD SERVICE PROGRAM

Lunch money should be placed in an envelope with the child's name, amount enclosed, date, and the teacher's name on the front. Parents who wish to purchase a school lunch and eat with their child must stop by the school office to receive a lunch ticket.

School lunch prices are as follows:

- Student Lunch: \$1.75
- Reduced Student Lunch: \$0.40
- Adult Lunch: \$2.50

Lunch Schedule:

- 10:43-11:08-----Westling-K
- 10:45-11:17-----Tripp-K
- 10:47-11:19-----Gladden-K
- 10:49-11:21-----Gann-2nd
- 10:51-11:23-----Westfall-2nd
- 10:53-11:25-----Carter-2nd
- 10:55-11:27-----Perez-3rd
- 10:57-11:29-----Outten-3rd
- 10:59-11:31-----Scott-3rd
- 11:01-11:26-----Justice-4th
- 11:03-11:28-----Rodden-4th

11:05-11:30-----Runyon-4th
11:12-11:37-----Benner-5th
11:14-11:39-----Jackson-5th
11:16-11:41-----Vandergrift-6th
11:19-11:44-----Schellingbeger-6th
11:21-11:46-----Pender-1st
11:23-11:48-----Jacobson-1st
11:25-11:50-----Zepp-1st

* See additional information contained on District Folder..

SCHOOL PICTURES

School pictures are taken each Fall and in the Spring. All children will have pictures taken for school use, but purchase of pictures by parents is optional. Advanced information will be sent home to parents.

TELEPHONE USE

Students may use the telephone only for school business or in the case of an emergency. Students must get permission from the teacher to use the telephone in the classroom. Arrangements for after-school activities should be made before coming to school. See district folder for cell phone policies.

Shoes with Wheels

Shoes with wheels are not allowed. The shoes can be worn if the wheels are removed. If a student wears shoes with wheels that cannot be removed the student will wait in the office until a parent brings appropriate shoes to school.

GUIDANCE PROGRAM

A comprehensive guidance program is provided for students. Parents may contact the counselor through the office to schedule an appointment.

STUDENT BEHAVIOR AND DISCIPLINE

Orderly operation in the school and classroom are essential factors in creating an appropriate environment for learning. One of the most important lessons education should teach is self-discipline. It is a SHARED RESPONSIBILITY of the home and school to accomplish this goal.

Maintaining orderly classroom discipline is the responsibility of the classroom teacher. Good classroom discipline reflects positive communication between the teacher, the student, and the parents. Expectations for behavior and consequences for misbehavior will be addressed at the beginning of the school year and as needed throughout the year.

A student may be referred to the principal when the teacher has documented a pattern of student behavior that impedes the orderly operation of the classroom or as the result of a

severe rule violation. The principal will keep a record of all disciplinary actions taken as a result of a child being sent to the office. Discipline reports to parents may be sent home with the student or mailed.

Partridge is a Positive Behavior Supports School (PBS)

PBS developed the character words of Being Respectful, Being Responsible, and Being Ready to Learn to guide good behavior.

Partridge has a behavior Matrix that addresses different areas of the school and what the procedures and behaviors are for that area. Some of the areas are recess, cafeteria, library, classroom, hallways etc. Specific procedures can be seen in the posters displayed throughout the building.

General rules for student conduct in all areas of the Partridge school are as follows:

1. Follow directions the first time they are given.
2. Respect the rights, property, and space of others.
3. Keep hands, feet, objects, etc. to yourself.
4. Use kind words in a polite voice.
5. Walk single file in the halls, and use only a library voice when talking to other students in lunch, hallways, classroom, and specials.
6. Fighting or threats of harm to others will not be tolerated.
7. I will use, clean up, and put away all materials safely and properly.

Safe Schools Act

The law prohibits possession of any type weapon at school. Some court cases have included toy weapons to fit this category also. Please insure your child understands the seriousness of weapons or objects that can hurt or scare another student. Weapons or objects that injure or scare students should not be brought to school.

For additional information or clarification please contact:

Mr. George Lauritson, Principal at 329-5888 or send an email to glauritson@waynesville.k12.mo.us