
Mallinckrodt Academy of Gifted Instruction

2016-2017

Family Handbook



6020 Pernod Ave., St. Louis, Missouri 63139 | P (314) 352-9212 | F(314) 244-1825
www.slps.org/Domain/1091 | www.magi-pto.org

2016-17 FAMILY HANDBOOK

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Address: 6020 Pernod Ave., St. Louis, Missouri 63139
Telephone: (314) 352-9212
Fax: (314) 244-1825
Website: www.slps.org/Domain/1091
PTO Website: www.magi-pto.org

Building Hours: 6:30 a.m. – 9:00 p.m. Monday – Friday (when children are present)
School Hours: 9:05 a.m. – 4:07 p.m.
Office Hours: 8:15 a.m. – 4:30 p.m.

IMPORTANT TELEPHONE NUMBERS

St. Louis Public Schools..... (314) 231-3720

Office of Student Recruitment and Placement..... (314) 633-5200

Office of Gifted Education (314) 345-4548

First Student Transportation (314) 389-2202

Voluntary Inter-district Choice Corporation (314) 721-8657 ext. 3050

South City Family YMCA – “Y Club” (314) 644-3100
Cheryl A. Roe, District Director of Child Care Services
3150 Sublette Ave St. Louis, MO 63139

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PRINCIPAL'S WELCOME

Mallinckrodt Academy is one of two full-time, tuition-free Gifted and Talented Magnet Schools in the St. Louis Public School District. Students can begin their educational adventures at Mallinckrodt in preschool and continue through fifth grade. Our enrollment is just under 300 students, and we have approximately 40 full-time and part-time professionals who work as a team to meet our students' needs. All of our classroom teachers are gifted-certified or in the process of earning their gifted certification. We have two teachers per grade level with classes of approximately 20-25 students each.

Our teachers challenge students by working a grade level ahead. All students in Pre-K through fifth grade are offered Spanish, art, music, and physical education once or twice per week. These related arts have lesson plans linked with the students' core learning and they enhance the academic experience for all.

We are proud that Science, Technology, Engineering, and Mathematics (STEM) and Problem-based learning (PBL) are now two of our core initiatives. In the 2014-15 academic year, several dedicated teachers wrote a STEM grant proposal, and as a result, our school was awarded \$40,000 for our STEM initiatives. We continue to have a number of staff members attending conferences and workshops to support our STEM development.

For the 2016-17 school year we are proud to add Pfizer, Inc. as one of our STEM partnerships. We also have a partnership with Gateway Greening that provides our students the unique opportunity to work with a talented garden specialist and literally get their hands dirty as they learn outdoors in our wonderful Seed to STEM outdoor classroom.

We have a number of exciting before-school enrichment programs to offer our students, including chess (St. Louis Chess Club), Lego® workshops (Bricks 4 Kidz), Zoo Friends (St. Louis Zoo), and Early Bird Readers. These programs are hugely popular and richly rewarding for our kids. We also offer a Robotics Program for our 4th & 5th graders and a number of after-school programs such as Girls on the Run, Boys Scouts, and Girls Scouts.

Supporting it all is our fantastic parent community. We have incredibly involved parents and a very active PTO. We are all working together for the benefit of our amazing children in an effort to build relationships and provide experiences that will last a lifetime.

DeAndre Thomas, Principal
Mallinckrodt Academy of Gifted Instruction

OUR VISION AND MISSION

SLPS Vision Statement

Saint Louis Public schools is the district of choice for families in the St. Louis region that provides an excellent education and is nationally recognized as a leader in student achievement and teacher quality.

SLPS Mission Statement

We will provide a quality education for all students and enable them to realize their full intellectual potential.

Mallinckrodt Academy of Gifted Instruction – Vision Statement

At Mallinckrodt, our vision is to provide an environment where all students are prepared by highly qualified staff to compete in a globally changing society.

Mallinckrodt Academy of Gifted Instruction – Mission Statement

The staff at Mallinckrodt Academy is committed to student learning using quality teaching strategies and character development in supportive environment. To achieve this, teachers will provide each student with a variety of experiences and skills that will enable them to develop academically, socially, culturally, and physically.

Mallinckrodt Academy of Gifted Instruction – Core Beliefs

All children can learn through collaboration, cultural experiences and differentiated instruction to reach their highest potential and reach their learning goals.

SCHOOL PLEDGE

At Mallinckrodt, I will respect myself and others. Here, all people have rights. For every right, there is a responsibility. I will strive to be responsible and have regular attendance.

DRAGON PRIDE

PEACE: Having a calm body, mind and community

RESPECT: Treating others the way you would want to be treated

INTEGRITY: Doing the right thing even when no one is watching

DETERMINATION: Continuing to work even when it gets harder

EMPATHY: Understanding and sharing the feelings of someone else

2016-2017 CALENDAR OF EVENTS

August

16	Back to School Night	4:00 - 6:00 p.m.
17	First Day of School for all SLPS students	
17	Parent Coffee – Library	9:30 a.m.
29	Dragon Rally (Framework/Structure)	9:05 a.m.

September

1	Curriculum Night	6:00 - 7:30 p.m.
5	Labor Day – No School	
20	Garden Party	5:00 - 7:00 p.m.
30	Family Fun Night (Sock Hop).....	6:00 - 7:30 p.m.

October

3	Dragon Rally (Peace – 5th Grade).....	9:05 a.m.
4	Picture Day	
11	Garden Party	5:00 - 7:00 p.m.
14	Professional Development – No school for students	
17-20	Scholastic Book Fair	
18	Parent/Teacher Conferences (by appointment)	4:30 - 7:30 p.m.
19	VIP Day	TBA
20	Parent/Teacher Conferences (by appointment)	4:30 - 8:00 p.m.
21	No School	
28	Family Fun Night: Costume Trunk or Treat.....	6:00 - 7:30 p.m.
24-28	Red Ribbon Week	
31	Halloween Parties.....	2:45 - 3:45 p.m.

November

	Geography Bee.....	TBA
7	Dragon Rally (Respect – 4th Grade)	9:05 a.m.
7	Can Food Drive begins	
8	Election Day – No School	
11	Veteran’s Day – No School	
18	Picture Re-take Day	
23-25	Thanksgiving Break – No School	

December

5	Dragon Rally (Integrity – 3rd Grade)	9:05 a.m.
14	Pfizer STEM Presentation	TBA
16	Math 24 Tournament (2nd – 5th Grades).....	2:30 p.m.
16	Can Food Drive ends	
20	Winter Music Programs.....	TBA
21	Winter Parties.....	3:00 - 4:00 p.m.
22	Record Keeping Day – No school for students	
23-30	Winter Break	

January

1-2	New Year's Day – No School (District closed)	
3	Staff Professional Development Day – No school for students	
4	Classes Resume	
9	Dragon Rally (Determination – 1st & 2nd Grade)	9:05 a.m.
16	MLK Day-No School	
26	Spelling Bee	TBA

February – Cultural Awareness Month

	African American History Month Assembly	TBA
6	Dragon Rally (Empathy – PK & KG)	9:05 a.m.
14	Valentine's Day Parties	2:45 - 3:45 p.m.
17	Staff Professional Development Day – No school for students	
20	President's Day – No School	
27	Dragon Rally – Science Fair Kick-Off	9:05 a.m.

March

14	Parent/Teacher Conferences (by appointment)	4:30 - 7:30 p.m.
16	Parent/Teacher Conferences (by appointment)	4:30 - 8:00 p.m.
17	No School	
20-24	Spring Break – No School	
	Trivia Night	TBA

April

5	Spring Music Program	TBA
13	Dragon Rally (MAP Pep Rally TBA)	9:05 a.m.
13	Volunteer Appreciation Dinner	6:00 - 7:00 p.m.
14	No school for students	
20	STEM Night.....	6:00 - 7:30 p.m.
	(MAP Testing Window April 17th – May 12th)	

May

1-5	Teacher Appreciation Week	
15-19	International Day Week.....	TBA
15-19	Scholastic Book Fair	
17	Cultural Night.....	6:00 - 7:30 p.m.
19	Family Fun Night: End of Year Picnic	TBA
22	Field Day	
24	5th Grade Promotion Day.....	TBA
25	Dragon Rally (End of the Year Celebration)	9:05 a.m.
25	Last Day of School for students	
26	Record Keeping Day	

***Calendar dates and times are subject to change. Please confirm with school website calendar each month.*

SCHOOL UNIFORM AND DRESS CODE

Thank you for supporting our dress code! Cleanliness and neatness have a bearing upon student performance and learning. At Mallinckrodt we DRESS FOR SUCCESS!

All students are strongly encouraged to wear school uniforms and abide by the dress code each day. Exceptions will be made when special attire is requested during field trips, certain outdoor activities, picture day, and special events.

ACCEPTABLE ATTIRE:

Tops:

White or Navy blue plain shirt/blouse with collar (polo-style or button down).

Bottoms:

Khaki or Navy blue pants, shorts, skirt, or jumper.

Shoes:

Shoes must be worn at all times. Tennis shoes are most appropriate for daily wear, and are necessary on your child's physical education days. The students play outdoors daily when weather permits. Shoes must protect front, top and back of foot. Flip-flops, strapless shoes as well as high and platform heels are considered unsafe and are not to be worn for regular school activities. **Shoes with wheels are not permitted.**

Note:

Shirts/blouses may be short or long sleeve. Any top and bottom combination of the colors is acceptable.

School Spirit Day is every Friday. Students may wear their Mallinckrodt Spirit Wear to proudly show school spirit each Friday! This shirt may be worn in place of a uniform top. Uniform bottoms are still required. Students also have the option of wearing a college or university shirt on Fridays.

Students will receive a special t-shirt to wear on field trips. Like Spirit Days, this shirt may be worn in place of a uniform top. Uniform bottoms are still required.

UNACCEPTABLE ATTIRE:

Please do not send you child to school wearing:

- Extremely brief, tight, or "cut-off" attire.
- Clothing with large cuts, rips, and/or holes.
- Sleeveless, halter, midriff, spaghetti straps, or mesh tops.
- Clothing with inappropriate slogans and/or imagery.
- High-heels, platform, or strapless sandals/shoes – particularly flip-flops or clog style shoes that are noisy and potentially dangerous.
- Unfastened, unbuttoned, sagging, or drooping (below the waistline) shorts or pants.
- Any attire that is deemed unsafe.
- Hats or scarves used as hats (inside the building) unless on special events such as "Hat Day." In inclement weather, students may wear jacket hoods. Exceptions to the hat rule may be made for medical or religious reasons.

Students wearing inappropriate attire or footwear will be sent to the office and a parent or guardian will be contacted.

ARRIVAL AND DISMISSAL PROCEDURES

Arrival

Morning yard supervision begins at **8:30 a.m.** on the playground (in the gym if inclement weather).

6:30 a.m. - 8:35 a.m. – Students should not arrive to school before 8:35 a.m. unless they are participating in the YMCA Y-Club Before/After School Program on site. The YMCA Y Club Before/After School Program participants must use door #2.

8:30 a.m. - 9:05 a.m. – Breakfast is served in the cafeteria. Students must eat before they go to play areas.

9:05 a.m. – Students will line up according to homerooms.

Students arriving late to school must enter the front entrance (door #1), accompanied by an adult, and report to the office.

Dismissal

4:07 p.m. is the end-of-day bell time, at which time the students are promptly dismissed.

Staff is posted throughout the building to direct students to their appropriate destinations.

If your child has a change in their dismissal routine, please notify the classroom teacher in writing.

All students must be picked by 4:07 p.m. each day, unless they are under the direct supervision of a teacher or have an approved practice or sponsored activity. Please plan your day so that students are picked up on time.

If a child is not picked up by 4:07 p.m., the child will be escorted to the main office. Repeated incidents may result in support from the Department of Children and Family Services.

SLPS Protocol for Students Left at School after Dismissal

When students are left at school after hours, and the parent or guardian cannot be reached, the principal/staff member must contact St. Louis Public School Safety.

- School Safety will assist by contacting the student's home.
- A SLPS Officer will respond to the school to remain with the staff member until the student has been picked up or transported home.
- School Safety will make every effort to contact a parent or the emergency contact before notifying the police.

Early Dismissal

Students need to be at school all day; try not to pick up students early unless it is unavoidable.

Please make every effort not to call the office at the end of the day to request changes in dismissal routine unless absolutely necessary. Dismissal requests made after 3:15 p.m. may not be accommodated.

If you must pick up your child before 4:07 p.m., send a note to the teacher stating who will pick up the child and the time the student will be picked up.

When you arrive to pick up your child, please go to the office and sign out your child. Complete the early dismissal sign out sheet stating the nature of the early dismissal.

Please do not go to the classroom to pick up your child. Students will be called to the office and parents may wait for them in the front hall outside the office.

Due to safety concerns, we will not release children until we are sure that proper arrangements have been provided. The adult picking up the child must be listed on the Authorized Pick-Up Form on file in the main office, be at least 18 years old, and have a valid photo ID.

PARKING LOT PROCEDURES

The safety of our students, parents, and our staff is always our highest priority. Please take the extra time needed to make sure everyone is safe.

Arrival – A.M.

- Drive slowly and cautiously when entering the parking lot during arrival.
- Please do not cross the yellow dividers that separate the playground blacktop and the parking lot.
- Once stopped, please release your child from the right-hand side of your car.
- If you need to help your child out of the car, please park in one of the parking spaces and walk your child to the playground.
- Please maintain one line of traffic for the children's safety.
- Please make sure child(ren) are in close proximity and are supervised when exiting the vehicle and walking to the playground.
- After 9:05 a.m., please park and walk your child to the office and sign your child in.

Dismissal – P.M.

- Drive slowly and cautiously when exiting the parking lot during dismissal.
- Each afternoon at 4:07 p.m., door #6 will open for dismissal.
- After entering through door #6 to sign students out, all parents and students MUST exit out of door #5.
- Please make sure child(ren) are in close proximity and are supervised when exiting the gym.
- If students need to return to the building, a parent must accompany their child in and out of the building for supervision.

HEALTH AND WELLNESS

Adults and students must refrain from having conversations about a student's educational/medical diagnosis or any medications the student is taking.

Accidents and Illness at School

A parent/guardian will be notified immediately in cases of accidents, illness, or emergencies. Please provide a number for both parents/guardians (home, work, cell, etc.) and another contact person in the event parents/guardians cannot be reached.

In the event of a serious illness or accident, the school nurse, principal or designee will:

1. Contact parents when necessary.
2. Contact other authorized persons listed on the child's emergency card, if possible.
3. Contact child's physician if above persons cannot be reached.
4. In extreme emergencies, an ambulance will be called, and the child will be taken directly to a hospital. The parents will be contacted.

Medication

The school nurse or designated staff member can administer prescription medication only with a signed form from the child's doctor and parental consent. The doctor's form must state the name of the medication, the amount of dosage, how many doses are required during school hours, and the reason for the medication.

The school does not supply any medication for students. Over the counter medications may be given with written consent of the parents. Students may not provide any medication, including Tylenol, to other students.

All medication must be kept in the office in its original container. Students may not carry medication (inhaler, Epi-pen) unless signed consent by a parent and physician allowing the medication is on file in the school office. Students who carry medications must have their name on the medication.

School Nurse

All student health concerns and required forms must be directed to the school nurse or designee.

If you need medical forms, contact the school nurse or find the requested form online at www.slps.org > Parents and Students > Student Health.

All students are expected to participate in regular educational activities unless they have a written medical excuse from a doctor on file.

When Your Child Needs to Stay Home

Children are sent home when their temperature is above 100 degrees. **The child must be fever-free for 24 hours without having to use a fever reducer before they can return to school.** Please do not give your child medication to keep a fever down before sending them to school.

Children should also stay home if they have a frequent cough unrelieved by cough medicine, diarrhea, vomiting, or red, irritated eyes with discharge. Children should be symptom-free for 24 hours before returning to school.

When your child is home ill, please remember to notify the school of the absence. If your child is seen by a physician for illness, please obtain a note to be given to the school nurse.

POLICIES, PROCEDURES AND EXPECTATIONS

Absences

Please schedule medical and dental appointments around school hours when possible.

If appointments must be made during school hours, try to schedule them at the very beginning of school or toward the end of the school day.

For appointments scheduled during the middle of the day, students should come to school at the usual time, be picked up for the appointment, and then returned to school following the appointment.

Assemblies

- Classes will be called to the place of assembly by the office staff.
- Students will proceed to assembly following hall procedures.
- Students will enter and sit quietly as directed by staff.
- Students are expected to be a polite audience.
- Students who have difficulty following assembly guidelines will be removed. Removal must not disrupt the assembly.
- Students will leave quietly and promptly as directed by adults.

Attendance

Parents, guardians, and school personnel are obligated to see that their children maintain regular school attendance.

When a student is going to be late or absent, a parent/guardian should call the main office by 10:00 a.m. (314) 352-9212. Families are notified via SchoolREACH (automated messaging system) if a child is absent and the school office has not been contacted by 10:00 a.m.

Children who are late for school are to report directly to the school office with a parent/guardian.

Children returning to school after an absence must bring a note with the parent's or guardian's signature, giving the reason for the absence. This note should be given to the classroom teacher who will then send it to the office. If the student's absence is due to a medical concern, please remember to also contact the school nurse.

Leaving school early is strongly discouraged except for unavoidable circumstances. Late arrivals and early releases are cumulative and accrue toward an absence. If at all possible, avoid taking students out of school for vacations. It not only interrupts the educational process, but also can have a very definite financial impact for the school district.

If your child expresses hesitancy about coming to school, please contact the classroom teacher as soon as possible.

The social worker and or counselor are available to assist parents of students with consecutive absences or a pattern of absences, tardiness, and early dismissals.

Students with perfect attendance will be recognized at the end of the year.

Before and After School Care

The South City Family YMCA offers a before and after school childcare program (for a cost) for Mallinckrodt students. Students may attend “Y-Club” from 6:30 a.m. until the start of school each morning and after school until 6:00 p.m., on days when school is in session. Parents/guardians are responsible for dropping off and picking up their children. For more information, call the South City Family YMCA at (314) 644-3100.

Breakfast and Lunch

Breakfast is served daily from 8:30 a.m. - 9:05 a.m. Students that arrive to school late may still receive breakfast.

Lunches are served daily and times vary per grade level.

SLPS operates under a revised meal service policy that will allow all SLPS school children to eat a free breakfast and lunch without having to fill out a Family Application for Meal Benefits. If a student chooses to go back through the line for “seconds” they must pay: \$1.10 and additional milk is 40¢. Milk is available for students who bring their lunches.

Each student receives a meal account with a personal identification number (PIN) which will remain the same each year. Each student will enter his/her PIN using a keypad when receiving lunch.

School food services programs are implemented in accordance with USDA School Meal Program and Health and Wellness Policy. The menus reflect the Missouri Advanced Eat Smart Guidelines. Saint Louis Public School District is a Pork Free District. All products served contain no pork throughout every school meal.

Breakfast/Lunch menus are distributed monthly and can be found online at www.slps.org/menus.

Refrigeration and microwaves are not provided for children who bring their lunch. Please send a lunch in a lunch box that can be kept at room temperature. Soda is not permitted.

Bullying

In order to minimize bullying and encourage teamwork, our goal is to help students gain skills and knowledge in a safe and positive learning community. The faculty, staff and students achieve this by modeling positive behavior, improving communication, and encouraging community involvement.

Bullying includes intentional harm-doing, name calling, threatening, rumors, making faces, isolating others, rude gestures, hitting, kicking, pushing, verbal threats/abuse.

Students will:

- not bully other students.
- try to help students who are bullied.
- make a point to include students who are easily left out.
- tell an adult at school and at home if bullying happens.

Bus Riders

For bus dismissal, students will:

- Go to bus rooms, be seated, and use quiet voices until buses are called
- Exit the classroom in single file when your bus is called
- WALK to your bus, cab, or van, when dismissed
- Follow directions of staff on duty

Students riding the bus must obey bus rules. Students must sit quietly in their seats and follow all directions given by the bus driver. Bus write-ups are sent home to families. Students creating a disturbance on the bus may receive a bus suspension. During a bus suspension, parents must provide transportation for the student to and from school.

If a new bus route is needed, notify First Student Transportation at (314) 389-2202 or stlouisrouting@firstgroup.com.

Cafeteria Procedures

Teachers will escort their students to the cafeteria at the designated time. Students must eat their food in the cafeteria and will be allowed to take water and restroom breaks during lunch. Staff will actively supervise students.

In the cafeteria, students are expected to:

- Stand in line quietly
- NOT share food with others (for safety/allergy related issues)
- Ask permission before leaving their seat.
- Speak in a conversational tone (level 1 voice).
- Clean up their area after eating.

Change of Address

Parents are asked to notify the school in person and show proof of residency for any change of address. Also, immediately contact the school to report any change of telephone/cellphone number, employer, or other student contact information.

First Student Transportation should be notified if a new bus route is needed at (314) 389-2202 or stlouisrouting@firstgroup.com.

Classroom Procedures

Teachers are responsible for developing effective classroom procedures and routines and rules with student input so that students will understand what is expected of them throughout the day. The rules must be simple, easy-to-follow, and posted for all your students to see.

All rules are in accordance with district policy and relevant consequences may be assigned for breaking rules. Positive consequences are provided for adhering to rules.

Students are expected to complete assignments during the school day. Unfinished assignments may be considered homework, depending on circumstances.

Communication

Major forms of communication between home and school include, but are not limited to the following: classroom newsletters/updates, emails, and SchoolREACH notifications - a telephone notification system that allows SLPS to send a telephone or e-mail message to you providing important information about district events or emergencies.

Successful delivery of information to your home is dependent upon accurate contact information for each student/family. Please be sure the most current email address and telephone/cellular number are on file at the school. If you would like to receive information for more than one household, notify your child's teacher.

It is pertinent that you contact the school secretary as well as your child's teacher if your contact information changes.

Conferences

SLPS schedules two (2) parent-teacher conference per year. Report cards are distributed during these conferences. Your specific parent-teacher conference time will be arranged with your child's teacher.

Additional conferences to discuss a student's academic progress or behavior may be requested by the parent/guardian, teacher, or an administrator and will be held by appointment.

Conferences will not be conducted when teachers are providing instruction or supervising students.

Counselor

Parents and students have access to counseling services on site. Parents or teachers may request services for any student enrolled at Mallinckrodt.

Discipline

Students are expected to comply with all classroom, school, and district rules.

District Level: Each family will receive a SLPS Parent Information Guide and Student Code of Conduct Handbook. Parents and students are responsible for reading the handbook, signing and returning the Parent Affidavit page to the classroom teacher. Review the handbook at www.slps.org; go to Parents and Students and click on Student Code of Conduct Handbook.

Building Level: Mallinckrodt's behavioral expectations are aligned to SLPS' detailed plan in the Parent Information Guide and Student Code of Conduct Handbook. Please read and review the district's handbook with your child.

Electronic Devices

Under the SLPS Student Code of Conduct, students are NOT to bring personal electronic devices such as cell phones, digital music players or gaming systems to school. Any student possessing, transmitting, or using any type of portable electronic communications system on school premises can be charged with a Type III Behavior offense. If a student possesses one of the above devices, any teacher or staff member may secure the device and contact an administrator who will then notify the student's parents/guardians.

Emergency Drills

Fire drills are required monthly. Tornado and other emergency drills will be conducted periodically.

Students will follow their teacher directions which are based on emergency directions posted inside each classroom.

Everyone is to respond quickly and calmly as they leave the building through the assigned exit.

If an emergency drill occurs while a student is out of the classroom, the student should move with the class closest to him/her.

Emergency Shelter

Mallinckrodt's evacuation center is Saint Joan of Arc School located at 5821 Pernod Avenue. The telephone number is (314)725-4171.

Staff will follow procedures outlined in the SLPS Emergency/Crisis Procedures Guide.

Entering and Exiting the Building

Door #3 (playground and parking lot) opens at 8:30 a.m. for arrivals. All doors will remain locked until the afternoon pickup at 4:07 p.m., at which time they will be unlocked. The gym entrance/exit doors will adhere to the same time schedule.

Children are to stay on the playground (during good weather) or in the gym (during inclement weather). Staff are in the hallways and on the playground or in the gym during this time. Door #3 will be locked at 9:05 a.m.

Staff members will not be available to open locked entrances/exits between 9:05 a.m. and 4:07 p.m. Please use the main entrance at the front of the school.

Any properly authorized adult wishing to pick up a child between 9:05 a.m. and 4:07 p.m. must ring the front entrance doorbell and enter the building through the front doors.

Visitors entering our school through the front door during school hours will be asked to identify themselves and/or tell us of the specific nature of the visit via the intercom. They will then proceed to the office and sign in. IDs will be checked.

All visitors and volunteers will be asked to wear a name tag unless they are picking up a student.

Field Trips

Field trips are educational, enriching experiences that serve to enhance and reinforce classroom learning.

Supervised field trips for students must be approved by the building administrator.

In order to attend a field trip, a permission slip must be filled out and signed by the student's parent or guardian. For the safety of students, verbal permission and telephone calls rendering permission will not be accepted; however, faxes can be accepted if necessary.

Occasionally, parents are requested to accompany a child on a field trip. Parents serving as chaperones must be approved volunteers and must abide by school and district policies.

Students must abide by all school policies during transportation and during field-trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline.

Fundraising

District policy prohibits unescorted children from selling products door to door, collecting money, and/or delivering money to school on collection days.

All fundraising activities that involve SLPS students must adhere to the Fundraising and/or Collection of Monies Policy and all fundraising requests must be discussed and, subsequently, approved or denied by the building principal.

No one is permitted to sell items on school property that benefit any outside organization without proper authorization.

All fundraising activities are subject to internal audits of all expenditures.

Mallinckrodt participates in fundraising for the benefit of the school. We depend on our parents to support the fundraisers so that the school can raise additional money to support activities and materials for our children.

Hall Conduct

Teachers will escort students to and from related arts classes (art, music, etc.). In the event that an adult is not available to escort students, students will be given an appropriate pass. Any student who does not have a pass will be sent back to the sending room.

Teacher will monitor entire line (walk at middle or end of line), will not leave line unattended, and will talk to students in a respectful tone.

Students will stand in line quietly and will respect all students and adults.

Homework

Daily homework will not exceed the maximum minutes recommended in the District's homework policy, generally 20-30 minutes per night. However, unfinished class work may be added to an individual student's homework load, which would increase the amount of time needed.

Homework is differentiated for individual students needs. Students cannot fail a subject area because of failure to return homework assignments; however, it may impact a student's grade.

Inclement Weather

School closings or snow schedules are generally posted on our website – www.slps.org, local news stations, or call SLPS weather hotline at (314) 345-2466.

Lost and Found

Mark all your personal belongings with your students name. Should you lose anything, first check with your teachers and your friends. Then check the lost and found at school. Lost and found containers are located by the gym and cafeteria. The school is not responsible for any lost items. All items not claimed by the end of the school year will be donated to a local charity.

Finders are not keepers. If you find something that is not yours, it is your duty to turn it in to your teacher or lost and found.

Valuables and large sums of money should not be brought to school. Found items such as money, jewelry, glasses, etc. should be taken to the office.

Messages from Parents to Students

The school office will assist parents in conveying messages to their children in case of an emergency. However, parents need to contact the school prior to 3:15 p.m. to ensure that the message is delivered before the end of the school day. Because of the volume of incoming calls, students are discouraged from using the office phone at the close of the school day.

Personal Items

All students need to have a book bag marked with their name.

1. All personal items (toys, purses, nail polish, electronic games, etc.) should remain at home (except for specific show-and-tell items) and will be confiscated until a parent can come pick them up.
2. Glass containers should never be sent to school for obvious health/safety reasons.
3. Money should be sent in an envelope clearly marked with the child's name, room number and purpose (for example, money sent for field trips, book club orders, etc.).

Pets

Due to health and safety concerns, family pets are not allowed in classrooms or on school grounds. (This excludes service dogs)

Playground Procedures

Mallinckrodt's playground procedures are developed to keep children safe while allowing them opportunities to grow and play. Review this information with your child.

There is no playground supervision before 8:35 a.m. and after school hours. During this time, all children must be accompanied by an adult on the playground. Parents who are taking advantage of playing on the playground with their child(ren) after 4:07 p.m. must escort their child(ren) to and from the building when needed.

Students must listen to all adults supervising the play area whether it is a teacher, administrator, non duty supervisor, or a volunteer. Teachers have the right to change these rules at any time if there is something that impacts their ability to keep children safe.

Discipline will be handled by the staff on playground duty. Disrespect for authority or disregard for rules and regulations will result in disciplinary actions for the student.

Only school regulated equipment (provided by the school) is allowed on the playground. Please report any playground equipment issues to the main office.

Restroom Procedures

- Students will get permission from teacher to use restroom during class time.
- Please contact the nurse if your child requires unlimited restroom privileges.
- Students are not allowed to use adult restrooms and adults are not allowed to use student's restrooms
- Students will follow hall procedures and return to class quietly.

Recess

Please have your children dress appropriately for the weather, as we will take recess outdoors as much as possible. Teachers will meet the students at their respective line-up points after recess and will escort them to their classrooms. Teachers will also allow students to use the restroom before returning to class.

Science Fair

Each student in the fourth and fifth grade will complete a Science Fair Project. The Experiment Model is highly recommended. Before students proceed with their Science Fair Project, they must have an approved plan signed by their classroom teacher. Science fair display boards are provided by the school. More detailed instructions will be provided by the classroom teacher and/or the science lab teacher.

Snacks and Parties

To ensure the health and safety of our students (especially those with food allergies), all food and snack items distributed to students must be store-bought and pre-packaged. Food items that are cooked or prepared at home cannot be distributed to students.

Birthday Parties – We invite your child to share this day with his/her class. Please speak with the teacher in advance to make arrangements. If you are having a birthday party outside of the school, we ask that you mail invitations directly to the guests' homes rather than distributing them at school (unless the entire class is invited).

Social Worker

The school social worker operates as a link among the school, the students, their families, and the community's social services. They work with students while focusing on family and community factors that influence their performance in school.

Student Progress/Formal Reporting Procedures

Curriculum Night: Mallinckrodt staff will meet with families to help familiarize parents with their child's classroom and the school. Teachers will be available to explain the curriculum that will be undertaken by the students during the school year. Grade level expectations, classroom expectations, classroom daily schedule, discipline, and homework policies will be discussed. Teachers will plan activities for their classroom and prepare an agenda for the time the parents will spend in their room.

Progress reports are issued every five weeks after the quarter begins and Report Cards are issued at the end of each 10-week quarter.

Informal reporting may take place any time. A parent may check with the teacher any time a question or concern arises.

Student Recognition

Outstanding student achievement, citizenship, and attendance are recognized several times a year with school-wide announcements, certificates, and other incentives.

Testing

SLPS has a yearly assessment calendar. The three basic assessments administered are Acuity, STAR Reading, and the Updated Missouri Assessment. Results from these assessments are available from your child's classroom teacher

Textbooks

Students are responsible for the condition of authorized textbooks, textual materials, and instructional supplies required for use in the school furnished by the district or teacher. Parents will be expected to pay for lost or damaged books and other resources. Students are issued one set of books and must have them available in class each day.

Transportation Changes

The school office will make every effort to notify you and your child of a transportation change. However, due to classroom transitions and special projects, this is not always possible. To make sure your child receives messages in a timely manner, please contact the school prior to 3:15 p.m.

VOLUNTEERS

At Mallinckrodt Academy, children come first. We are always looking for individuals, organizations, and corporations that are willing to help our schools.

1. All volunteers must register through the Office of Volunteer Services. Each volunteer shall complete a child abuse/neglect screening and criminal background check administered by the office of volunteer services before working as a volunteer in the district.
2. All volunteers shall work with a designated supervisor. In no case shall volunteers be asked or permitted to assume classroom supervision or disciplinary responsibilities.
3. Volunteers are required to act in accordance with relevant school policies and procedures including those regarding confidentiality, use of school premises, and standards of conduct. P1241

For the safety and well-being of our learning community, any person who volunteers even for one (1) day at a District site and who does not possess a current and official SLPS badge is required to undergo a criminal background check prior to being allowed to volunteer. This includes:

- Parents and/or guardians who go on field trips
- Anyone who volunteers in the classroom (ex. Room parents)
- Anyone who reads to children in the library or in your classroom
- Patrons, including retirees who return to the site to work after retirement, who volunteer to work in school offices

Volunteer Applications

Forms and other important documents for volunteers are available online at www.slps.org/Page/24445.

If you have any questions or would like additional information, please contact Ella Hungerford, Volunteer Services Specialist at eleanor.hungerford@slps.org or (314) 345-4577. Application forms are also available to download on the PTO website at www.magi-pto.org.

PARENT TEACHER ORGANIZATION (PTO)

Our Mission

To maintain a viable PTO designed to promote school community participation and support the unique intellectual diversity and gifted education programs at Mallinckrodt.

We plan to support our mission with five simple goals:

1. Enhancing teaching and learning through financial support, volunteerism, and providing information about gifted education.
2. Creating a community through organized social activities.
3. Maintaining a positive relationship within our community.
4. Maintaining effective communication with Mallinckrodt stakeholders.
5. Advocating for Mallinckrodt issues.

You can find more information about the PTO on the PTO run website, www.magi-pto.org, including a calendar of events, contact information for board members and committee/event chairs, information about fundraising, Mallinckrodt merchandise, and more.