

**Routine Safety Drills:** In order to maintain a safe environment, students and staff members routinely practice safety drills and procedures. Each school year we are required to complete fire, tornado, earthquake, intruder and bomb drills.

**Personal Belongings:** Students should not bring toys, cell phones, video games, radios, tape players, cameras, collections, electronic items, sports equipment, expensive jewelry or other personal items to school unless specific permission has been secured by the teacher and approved by the Principal. Any loss of or damage to personal belongings is the responsibility of the student/parent and not the school. Inappropriate items may be taken from the student and held in the office for parents to retrieve.

**Communication:** We strongly encourage our parents/guardians to be active partners in the education of their child. We communicate all information through a variety of ways:

*Email* – All staff members have a district email and can be reached by email to answer questions and/or address concerns.

*Telephone* – Classroom phones are forwarded to voicemail during instructional time. Please call the main office at 314-953-4200 if you need to leave a message for a teacher.

*Friday Folders* are sent home with students every Friday.

*Monthly Newsletter*—The monthly newsletter has school-wide and grade-level specific information.

*Parent Portal* – Parents can monitor academic progress, behavior and school information online through parent portal. You may sign up in the office to receive access to this tool.

*eBlasts* - This is an email to all who sign up for this feature. Please contact the office if you would like to receive the eBlasts.

*Student Data Binders* - Every child K-5 will have their own data binder that tracks their academics, behavioral, and personal goals.

**Website** - [www.hazelwoodschoools.org/Domain/13](http://www.hazelwoodschoools.org/Domain/13)

**Expressing Concerns and Problem Solving:** Whenever concerns or problems arise, please contact the classroom teacher first to clarify the facts and to seek resolution. In addition to the classroom teacher, our school provides a team of specialists, including the Instructional Specialist, Counselor, Reading Specialists and Resource Room teachers who are also available for support and consultation. If you still have concerns, please contact the Principal.

**Parent Conferences:** The first report card is presented during the parent/teacher conferences in October. The 3rd quarter report card is distributed during parent/teacher conferences in March. Additional conferences will occur as needed.

**Parent Visits:** Parents are encouraged to visit the school at all times. However, visits to individual classrooms should be arranged with the teacher in advance. Our goal is to ensure minimum distractions to the learning environment. All parents, volunteers and visitors must register in the office upon their arrival and departure. We will issue a visitor's pass to those who visit to ensure the safety of our children. An observation agreement issued by HSD must be completed and signed by all visitors reporting to a classroom before admittance into the classroom is allowed. Observations are kept to a maximum of 30 minutes a day.



# GARRETT ELEMENTARY

2017-2018

Parent Handbook  
Refrigerator Resource Guide

1400 Ville Rosa Lane  
Hazelwood, Mo. 63042  
314-953-4200 (Main Office)  
314-953-4205 (Attendance)

**Mission Statement:** The mission of Garrett Elementary is to provide our learning community with the skills to become distinguished achievers.

**Vision Statement:** Garrett Elementary will be a premier learning community characterized by excellence, equality and high expectations

**Change of Address or Phone Numbers:** If you have a change of address and/or phone number either at home or at work please notify the school office immediately for your child's safety and well being. If you have a change of address, documentation of such a change must be presented to the school office.

**Arrival Procedures:** Supervision begins at 8:15 each morning. At 8:15, students who wish to eat breakfast at school may enter the building and go to the cafeteria. All other students can enter at 8:15 but will sit in the foyer area. Please do not bring your child to school prior to 8:15 unless they are enrolled in the YMCA program or take part in a before school activity. Students will be sent to class at 8:40. Students arriving after 8:50 will be counted tardy and will need to report to the office before going to their classroom.

**Dismissal Procedures:** Dismissal is at 3:50 on regular days and at 2:50 on early release days. If you are picking your child up by car, we ask that you use our car pick up line and have your child's number visible in the front window. A staff member will escort your child to your car. Any change in dismissal for your child must be communicated from the parent to the office. Your child will be sent home their usual way without notification from a parent.

**Birthday Celebrations:** Please refer to the Eat Smart Guidelines for suggestions of what can be brought to school. We also ask that you do not send items such as balloons or flowers as they can be a distraction to the class.

**Dress Code:** Garrett Elementary is a uniform school. As such, students will be expected to wear the school uniform as outlined in our Uniform Expectations. On non-uniform days, student dress is to be appropriate for school. Articles of clothing that may be interpreted as potentially disruptive to the educational environment or cause health and safety problems will not be permitted. If you have questions regarding our uniform policy, please see our school website at [www.hazelwoodschoools.org/SchoolsAndPrograms/Elementary/Container9/Pages/default.aspx](http://www.hazelwoodschoools.org/SchoolsAndPrograms/Elementary/Container9/Pages/default.aspx) or contact the office at 314-953-4200.

**Behavior Expectations:** Please make sure to review the Hazelwood Behavior guide booklet and return the signature page form. This, along with our PBIS expectations will be followed.

**Bus Expectations:** Riding the bus is a privilege, not a right. Failure to follow bus safety rules may result in a bus suspension.

**Academics:** Academic standards and grading policies have been set by the Hazelwood School Board in order to maintain the high quality for which our schools are known. Students are expected to perform to their highest potential, and all students are expected to demonstrate consistent mastery of grade level expectations to be promoted. Report cards are sent home each quarter to inform parents of their child's academic progress, work habits and behavior. Friday Reports and Friday Folders are also sent home with information regarding progress.

**Awards:** Handprints will be placed on our wall of fame from students who score in the top two levels on the MAP test. Each month, students can earn a spot on our lobby wall for Honor Roll (3.0 or above with no D's or F's), The Principal's List (All A's), and Perfect Attendance.

**Student Leadership Teams:** Garrett Elementary students have the opportunity to sign up for leadership positions throughout the year. The leadership opportunities include but are not limited to: Morning News, Morning Greeter, Garrett Ambassadors, student advisory, technology team, library team, and the green (recycling) team.

**Cafeteria Services:**  
*Lunch Prices:* \$ 2.10 *Breakfast:* Free to all students  
*Free and Reduced Lunch:* At the beginning of each school year parents requesting free/reduced meals will need to complete and return the applications as soon as possible. Information regarding free/reduced meals is available by calling (314) 953-4200.

**Volunteer Information:** We truly love our Garrett Volunteers and need more and more every year! If you are interested in volunteering, please contact the school office at 314-953-4200.