



**Student/Parent Handbook
2024-2025**



Dewey International Studies Elementary School



Vision Statement

Dewey International Studies Elementary School students will become lifelong learners who positively contribute to a diverse and changing global community.

Mission Statement

Dewey International Studies Elementary School maximizes student potential through high academic expectations while developing a deeper understanding of diverse cultures and building interactions with our world.

Dr. Keisha Scarlett
Superintendent of Schools



Dewey International Studies Background

Dewey International Studies is an elementary magnet school located at the southwestern edge of St. Louis. The school is within walking distance of Forest Park, the Art Museum, the St. Louis Zoo and the St. Louis Science Center. We visit these attractions on fieldtrips.

The magnet focus at Dewey is international studies. Every student study a world language. The international profile of the school is enhanced by the enrollment of many children from different countries.

The international studies theme is reflected in classroom instruction whereby each teacher selects a country to incorporate into the curriculum. The adopted country influences geography, social studies, literature, and mathematical word problems. There is an emphasis on having students present their learning in forums. Students share what they have learned with other students at their grade levels as well as with parents. Oral reports, dramas, poetry, research projects and songs are some of the experiences students share with their peers.

Students enrolled in the gifted program engage in research, analytical thinking, robotics and classical literature of other countries.



ATTENDANCE

Regular attendance is an important factor in student success. Learning occurs in a definite sequence which, when interrupted, places additional responsibilities on the child. Irregular attendance is one of the main contributing causes of unsatisfactory/failing grades.

In-Person: The school day begins at **9:20 a.m.** Dismissal is at **4:17 p.m.**

STUDENT ABSENCE AND TARDINESS

- ❖ If a child arrives late for school, a parent must accompany the student to door 1 to sign in.
- ❖ If a child arrives after 9:20 a.m. but before 9:30 a.m., the child is marked tardy.
- ❖ If a child arrives after 9:30 a.m., he/she is marked absent for the corresponding number of minutes missed. Early dismissals also count against your student's attendance. The number of minutes/hours marked absent depends upon the time the child leaves school.

NOTE: A student will only receive recognition for "Perfect Attendance" (for quarter, semester, and school year) as long as the total number of minutes absent is less than one (1) full school day or 6.45 hours

If you know in advance that your child will be absent, please notify the school secretary either by note or by phone call. If you have not notified the school that your child will be absent, someone from school will call you to check on his/her well-being.

Students with excessive absences or tardiness will be referred to the school social worker and will be subject to outside interventions.

ARRIVAL

- ❖ **Student supervision begins at 8:50 a.m.**
- ❖ Students are to report to the cafeteria for breakfast.
- ❖ Breakfast is served from **8:50 a.m. – 9:10 a.m.**
- ❖ **Classes begin at 9:20 a.m.**



DISMISSAL

Please write your child's name, bus number and phone number on a card and place it in your child's backpack to assist in dismissal.

- ❖ Pick up dismissal will begin at **4:00**.
- ❖ All Preschool students and their siblings are picked up at door 3 on Grandview. All other students are picked up at door 8 on Central.
- ❖ Only identified individuals over the age of 18 will be allowed to pick-up students at Dewey. A valid ID is required.
- ❖ Parents picking up on the cafeteria side will stay in the car. A staff member will bring your children to the vehicle. We will be providing signs to be placed in the front windshield. It is very important that cars stay on the right side of the street so traffic can pass, and students are not crossing the street.

EARLY DISMISSAL OF STUDENTS



Parents are asked to show they value our instructional time as much as we do, by limiting appointments to before and after school. If it is necessary for a student to leave school early, perhaps to keep a doctor's appointment or in an emergency, it is necessary for the child's safety that the parent or guardian calls the office in advance. When arriving at the school, please enter

the office and check-in the office. The parents will be required to show identification and sign out the student.

- ❖ **Children may not be picked up from the classroom.**
- ❖ **All special dismissal instructions must be received prior to 3:30 in order to ensure student notification before dismissal.**
- ❖ **Please be sure the office has a list of adults on file (18 years or older) who are designated to pick up your child. Adults who pick up students will be asked to show identification for verification.**
- ❖ **Teachers have been instructed not to release students unless notified by the office.**

Early dismissals and late arrivals negatively impact student attendance.

CHANGE OF ADDRESS & TELEPHONE NUMBER

For the safety and welfare of our students, it is imperative that the school has an accurate address and telephone number(s) for each student. Parents are required to inform the school of any address, home/work telephone number, or cell number changes during the school year. Should your address change, you will be required to provide a current proof of residency (lease, gas, electric, or water bill). Please designate an additional emergency contact person to be called in the event the school is unable to contact the parent or guardian.

DRIVING STUDENTS TO SCHOOL



When driving your child to school or picking your child up after school, please follow these guidelines:

1. Please remember that the bus loading/unloading zones are prohibited. We reserve the bus lane in front of the school for student transition and vehicles **will not** be allowed to park in

front of the school during dismissal or arrival. **Parents should drop off children at the handicap entrance, door 7 on Central.** (cafeteria area)

2. Double parking can be very dangerous because passing vehicles may not be able to see children. You can endanger your child as well as others by double parking.
3. Look carefully before pulling away from the curb at the school.
4. Students may be dropped off between 8:50 – 9:10 by door 7. (This is the door on Central by the handicap ramp) Students will proceed to the cafeteria for breakfast.

Please adhere to the parking restrictions that have been posted by the City of St. Louis. In addition, please respect our neighboring residence by not blocking driveways.

VISITORS

Parents/Guardians are welcome to visit Dewey.

- ❖ **All visitors (including parents/guardians) are required to call and make an appointment prior to arriving at the school.**
- ❖ All visitors will ring the office from door 1. A team member will buzz the visitor into the building and the visitor must check in the office.
- ❖ All visits are at the discretion of the principal or his designee.

BREAKFAST/LUNCH

Breakfast is free of charge for every SLPS student and is served daily from 8:50 a.m. -9:10 a.m.

Lunches are also free of charge. Children are not allowed to leave the school grounds during lunch and parents are not allowed to have lunch ordered in for their child.



CLASSROOM

Each teacher will communicate specific class expectations to students and parents.



Should it be necessary for you to contact your child's teacher, please send a note or call the school (314-645-4845) and leave a message with the main office. The teacher will contact you as soon as they are free or will send a note home with your child.

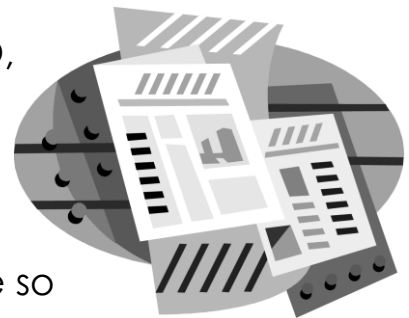
Teachers will not be called out of class to answer the telephone.

Additionally, teachers will notify parents of their “office hours” so that parents and teachers can schedule meetings in advance.

PARENT BULLETINS, NEWSLETTERS, NOTES

During the school year, information will be sent home or emailed in the form of letters, bulletins, newsletters, emails and notes from the principal, the teachers, PTO, or the St. Louis Public Schools.

In order to go green, we are communicating more frequently using emails. Please be sure the office has your current email address on file so that you regularly receive these important communications.



Stay Connected

Please be on the lookout for your teacher's email to join the Dojo app. We use this app to communicate with our parents.

FIELD TRIPS

If you are interested in joining us for a field trip, please contact the main office to complete a Volunteer Approval Form. For the safety of our students, adults that are not an approved volunteer may not ride the bus.

REPORT CARDS & PROGRESS REPORTS

- ❖ Report cards are emailed home at the conclusion of every quarter. Progress reports are distributed during mid-quarter. If a paper copy is desired, please contact the main office.



PARENT-TEACHER CONFERENCES

- ❖ Parent teacher conferences are designed to build a collaborative relationship with our parents and to identify needs and strategies for improvement. Parent teacher conferences will be held twice a year.



VOLUNTEERS

If you are interested in tutoring, please contact the main office at 314-645-4845.

SCHOOL SUPPLIES

In general, the school district furnishes all textbooks and most supplies/materials that the students need and use. However, some teachers may ask that students bring certain supplies for activities that they do in their rooms. Information will be communicated as necessary. Please reference the teacher and district websites.

CURRICULUM

The subjects taught at the elementary level in the St. Louis Public Schools are as follows:

Communication Arts (Reading, Writing, Speaking)	
Mathematics	Physical Education
Social Studies	Science
Art	Music

These subjects are taught in a prescribed sequence and in alignment with our state Grade Level Expectations.

Additionally, Dewey Elementary offers world languages. Students in Pre-K – 2nd grade will experience all of the languages and 3rd – 5th grade students will engage in 1 language of focus.



HOMework



The St. Louis Public Schools consider homework to be a valuable part of the educational process. Homework provides an opportunity for independent study, research and creative thinking. The homework is modified to meet the needs of all types of learners. Per district policy, the time to be spent on homework should be 20 to 30 minutes per evening for students in grades one through five. All homework tasks reinforce skills that have been taught.

TEXTBOOKS

Students are permitted to take some textbooks home. They will be sent home at the discretion of the teacher. Teachers are held responsible and accountable for all books that are issued for their classroom use. Therefore, students/parents are responsible for lost or damaged textbooks. Many of our textbooks are available for use online. Please inquire with your teacher for more information.

ESOL

The ESOL Program of the St. Louis Public Schools provides services to English Language Learners (ELL) and their families so that ELL students can achieve academically to their highest ability. Program teachers at Dewey provide English language and academic content instruction to ELL students in kindergarten through fifth grade.

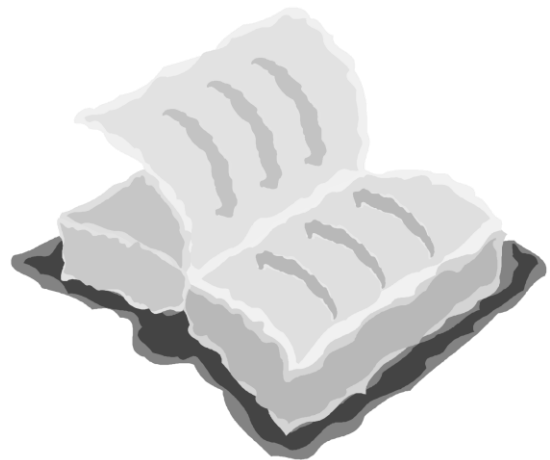
LIBRARY



Library services are offered to all students. Students are allowed to borrow one book for a three-week period. Students begin to develop an appreciation of literature and develop listening and discussion skills. The library serves each grade level in separate intervals and reinforces the reading program. It provides reference materials

such as encyclopedias, periodicals, biographies, and dictionaries.

Literature is also available in various countries, with some books in foreign languages. Our library aid will service students in the library and classroom.



SPECIAL EDUCATION SERVICES

For students who have been diagnosed as having special education needs requiring individualized instruction, classes are available at Dewey School. Children are referred, screened, and tested before entering any special educational program. The Office of Special Education makes placements. If you feel your child is in need of special services, speak to the principal or the counselor about beginning the referral process.

SPEECH THERAPY

A speech therapist will be in the building weekly. The therapist is responsible for the speech and language program duties of screening, evaluation, diagnosis, I.E.P. development, scheduling, and remediation of speech and/or language conditions.

GUIDANCE/COUNSELING

Dewey has a full time counselor. The Guidance and Counseling Program is directed toward fulfilling the educational, vocational, psychological, physical, and social needs of all students. Objectives of the program are to make sure students are assisted in developing:

- 1) critical thinking skills
- 2) a positive self-concept
- 3) acceptable school behaviors
- 4) awareness of career opportunities
- 5) participation in an educationally sound instructional program
- 6) awareness of the destructive characteristics of substance abuse
- 7) acquisition of universal testing skills



SOCIAL WORK SERVICES



Dewey has a part time social worker. School social workers focus their efforts on helping school personnel to identify students with special needs and work to resolve social, emotional, and family difficulties, which interfere with students' attendance, achievement, and promotions.

Social work services help to reduce attendance challenges, increase student achievement, and provide opportunities for students to develop positive self-esteem. Social workers help parents develop a better understanding about specific needs of their children and ways that they can provide support for their children's education.

DEWEY UNIFORM POLICY

Students are expected to be in uniform daily. Students are exempt from wearing uniform on their birthday and identified special events.

A. Shirts/Blouses

- Students must wear a solid color, plain long or short-sleeved shirt with a collar.
- Except for school-approved logos, shirts may not have insignias, logos, labels, words, or pictures.
- Shirts must be appropriately sized and preferably tucked in.
- Shirts shall be long enough to cover the midriff while sitting or standing. Furthermore, shirts must cover the chest and back so the chest and the back of the body are not inappropriately exposed.
- Undergarments may not be visible at any time.
- Students may wear plain sweaters or sweatshirts over school uniforms. The sweaters or sweatshirts may be any solid color and with the exception of school, logos must not have any insignias, logos, labels, words, or pictures.

B. Pants, Skirts, Skorts, Jumpers, Capri Length Pants, Shorts

- Colors: solid khaki, black or navy.
- No blue jeans will be allowed.
- Clothing must be free of graphics and embroidery.
- Shorts, skirts, skorts and jumpers should be modest and of sufficient length. The length of these articles of clothing shall be no shorter than three inches above

the top of the knee.

- Clothing must be appropriately sized. No baggy, sagging, or too tight pants or shorts will be allowed. No “low rise” clothing is allowed. Pants must be worn with the waistband above the hipbone.
- Clothing shall be worn appropriately (not inside-out or backwards; no rolled-up pants legs, etc.). Belts must be worn with all clothing that includes belt loops.

C. Shoes

- Shoes shall be worn at all times. Shoes shall conform to special requirements (such as P.E. classes).
- Students are permitted to wear athletic/tennis shoes or other sturdy shoes.
- Shoelaces must be tied.
- No flip-flops, house slippers, or any shoes that pose safety concerns shall be worn.

D. Other Clothing Items or Accessories

- Students may not wear large pendants or medallions.
- No adornment is allowed that could be perceived as, or used as, a weapon (such as chains, spikes, etc.).
- No gang-related clothing, accessories, symbols, or intimidating manner of dress, as identified by local law enforcement agencies are allowed.
- No hats and no sunglasses shall be worn inside school buildings.
- No bandanas shall be allowed.

**If your family is experiencing hardship and uniforms are not available currently, please contact Ms. Spann or the school's Social Worker for assistance. Students that are chronically in violation of the uniform policy are subject to a disciplinary referral.*

HEALTH & WELLNESS

IMMUNIZATIONS



The State Department of Health requires all schoolchildren to be properly immunized prior to beginning school.

Students not immunized will not be allowed to enter the school until the immunization requirement is fulfilled.

COMMUNICABLE DISEASE

- ❖ Parents are expected to have their children immunized against all communicable diseases.
- ❖ If your child contracts a communicable disease and must stay home for a long period, please arrange with the child's teacher for makeup work or virtual learning.
- ❖ We prefer that children make a complete recovery so they can

resume normal activities when they return to school. Upon return, the child must see the school nurse to verify return to class.

MEDICATION

The school nurse or the principal can administer prescribed medication under the following conditions:

- ❖ A signed note from both physician and the child's parent must state the name of the prescription medication and dosage information.
- ❖ Reason for the medication
All medications must be in its labeled container from the pharmacy.
- ❖ Students are not to have medications, including inhalers, of any kind in his/her possession for self-administration.
 - The danger of over medication or of other children accidentally taking medication by error necessitates strict enforcement of this policy.
 - Over the counter medications may only be given by the nurse if the parent or guardian signs and returns the appropriate form.

SICK CHILDREN

Students must be fever free for 24 hours before returning to school. If your child is exhibiting symptoms of an illness, please make sure to call the office to verify their attendance.

FOOD ALLERGIES

There are several students and school staff with serious food allergies. Food allergies can be potentially fatal, and there is no cure. Traditionally, we have allowed the celebration of birthdays and other special occasions with special treats. If food items are brought to school, all items must have nutrition facts and individually wrapped.

Peanut allergies are most common. Peanuts and peanut products can be fatal when ingested or from just touching a surface that has peanut

product residue. Please avoid sending all peanut products with your child if at all possible. If your child's lunch includes peanut products, please send a note to your child's teacher. This will allow the teacher to take appropriate precautions.

EXCUSE FROM PHYSICAL EDUCATION

Students may be excused from physical education classes only with a doctor's statement giving the reason and specifying the dates during which the child is to be excused. This doctor's statement should be sent to the nurse for approval.

EMERGENCY PROCEDURES

EMERGENCY DRILLS

During the school year, students will rehearse intruder, fire, tornado, and earthquake procedures so that in the event of an emergency they will be prepared to proceed to a designated area of safety. For your safety and the safety of others, treat these drills in a very serious manner.



EMERGENCY SCHOOL CLOSING

Emergency closing of any St. Louis Public Schools for any reason will be announced over most radio and television stations. In case of severe weather, the stations will begin broadcasting the announcements of schools closings at 5:30 a.m. Should there be a need for an early end to the school day because of an emergency or bad weather situation, the radio and TV stations will broadcast early afternoon dismissal information.

Please discuss with your children what they are to do in case of an emergency closing of school.

LOST AND FOUND

Students who lose items of clothing are encouraged to check the Lost and Found (located just outside of the cafeteria area, under the stairs). Jewelry, eyeglasses, keys, money, etc., may be claimed in the office. **If unclaimed by the end of each semester, items will be donated to charity!**

Marking your child's possessions with his/her name and room number is helpful, both to the teachers and to your child. It will help to identify personal items.



STUDENT CONDUCT

Dewey School provides each student with an opportunity to obtain an education. It is expected that students will respect the rights of others and conduct themselves in a way that exhibits good behavior, attitudes, manners, consideration for others.

No student will be permitted to disrupt the learning environment.

Fighting will result in suspension.

School rules apply on the school premises, going to and from school, and at any event where our school is represented, regardless of location.

The SLPS 2024 - 25 Student Code of Conduct Handbook will be sent home early in the school year. Please review the handbook with your child and return the signature page to the school office.

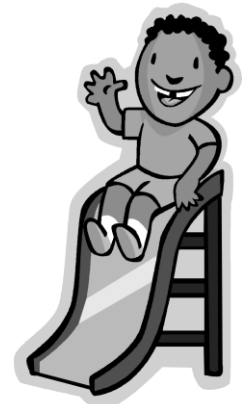
STUDENT EXPECTATIONS

- 1) Arrive in time to line up by 9:20 a.m.
- 2) Bring a note from home for each tardiness absence.
- 3) Enter and leave the building in a quiet, orderly manner.
- 4) Wear appropriate school uniforms and mask.
- 5) Have the proper hall pass from staff when in the hall.
- 6) Line up immediately when the bell rings.
- 7) Respect each adult in the building.
- 8) Keep hands and feet to yourself. Fighting, wrestling, and karate will not be tolerated.
- 9) Wear appropriate clothing for physical education classes.
- 10) Students should respect the building and property of others.
- 11) Each student is responsible for all textbooks assigned to him/her. Lost books must be paid for before promotion can take place.
- 12) Students will adhere to our technology expectations and will not utilize personal electronic devices on school premises.**



PLAYGROUND EXPECTATIONS

- 1) Rocks, snow, and other objects are not to be thrown.
- 2) Students are not to play around or behind the cars parked against the building.
- 3) If a ball goes into the street, students should notify an adult.
- 4) Students are not to leave the school yard or play on the sidewalk or street.
- 5) Wrestling, fighting and karate are not allowed. Rough play too often ends in a fight. Remember, **fighting will not be tolerated.**
- 6) When the bell rings at the end of recess, students are to walk to their lines quickly and quietly.



STUDENT MISCONDUCT

Administrators will use their professional judgment to determine which disciplinary action will be most effective when dealing with student misconduct. Please refer to the district's code of conduct book for more detail.

Discipline Amendment

We are committed to providing a positive environment for every student to learn. In addition, teachers and staff will attempt classroom interventions to promote positive behaviors. Ideally, we want every student in the classroom every day, however, we will not accept ongoing disruptions to learning environments that diminish the quality of education for all students. To maximize student participation, we will be implementing two additional consequences that are outlined in the District Code of Conduct Book. These consequences will be utilized following the exhaustion of classroom interventions for tier 3 behaviors and progressive discipline for Tier 2 behaviors, according to the District Code of Conduct.

Detention

Detention will take place on Thursdays after school from 4:30 – 6:30 in the Dewey library. During this time, students will reflect on behaviors and plans will be developed to improve behaviors. Parents will be responsible for picking up their child while serving detention. Parents will be notified at least 48 hours in advance by phone and a letter will be sent home with the student. If a student fails to attend detention, an additional consequence will be given to the student, including in-school suspension.

Parent Shadow

Parent shadow will require a primary parent/guardian (as listed in our Student Information System) to attend school with their child for part or all of the school day.

Parents will be notified at least 48 hours in advance by phone and letter if a parent is needed to shadow their child. During the parent shadow, the parent will observe their child without interrupting the classroom environment. All visitors' expectations apply. Prior to the conclusion of the day, the parent will meet with administration and the classroom teacher to discuss additional interventions to improve behaviors.

We want to minimize disruptions to the classroom environment and maximize student participation in the classroom. Both disciplinary actions minimize exclusion while addressing the challenges.

Students are responsible for following all expectations as outlined in the District Code of Conduct Book. In addition, the school will continue to utilize any disciplinary action outlined in the District Code of Conduct book.



Dewey's Cell Phone Policy

Dewey is not responsible for cell phones or other electronic devices brought to school. It is recommended that these devices remain at home. Cell phones, cameras, or other recording devices may not be utilized on school property unless the teacher or administration provides written permission.

- ❖ **Parents may want their child to have a cell phone for emergencies at the bus stop or while their child is traveling to the bus stop. Parents will review Dewey's expectations for electronic devices and acknowledging receipt and understanding of the expectations.**
- ❖ **Students that choose to bring a cell phone must turn the phone off and always keep it in a secure location while on school property, including the bus.**
- ❖ **Students that utilize their electronic device on school property, including the bus, will be subject to disciplinary action. This includes making calls, sharing files or images, or recording other students or staff members. (*Students attending school that need to call a parent for emergencies, may use the office phone with permission.*)**
 - **First offense: warning and confiscation of the phone, to be stored in the office safe, until the conclusion of the school day. The phone will be returned to the student and the parent will be contacted by the classroom teacher.**

- **Second offense: confiscation of the phone, to be stored in the office safe, and parents will be responsible for retrieving the item. Parents will be contacted by the office administration.**
- **Third offense: confiscation of the phone or electronic device, to be stored in the office safe, the student will no longer be allowed to bring an electronic device to school and additional consequences may be given according to the District Code of Conduct Book. A parent will be responsible for retrieving the device from the office.**

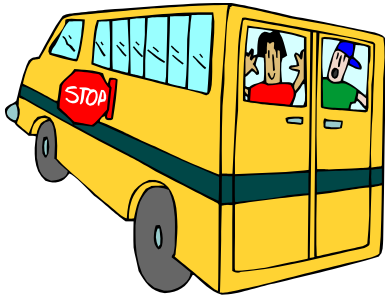
If a student continues to bring an electronic device to school after the third documented offense, the student will be given an additional consequence according to the District Code of Conduct Book. This consequence may include in-school suspension, detention, or loss of privileges.

If a student refuses to provide the electronic device to the staff member, the parent will be contacted, and the student will be given an additional consequence according to the District Code of Conduct Book. This consequence may include in-school suspension, detention, or loss of privileges.

CLASSROOM CELEBRATIONS

If you plan to bring snacks for a classroom celebration (reward/party/birthday/etc.), please be sure to bring enough items for each student in the classroom.

- Please contact the classroom teacher to notify them of your intent to drop off snacks at school. The teacher may request the items to be distributed at lunch time.
- All snacks must be store bought.



SCHOOL BUS RULES

- ❖ Riding the school bus is a privilege—not a right.
- ❖ Improper behavior may result in a student being removed from riding the bus either on a temporary or permanent basis.
- ❖ Any offense committed by a student on a district-owned or contracted bus shall be addressed in the same manner as if the offense had been committed at the student's assigned school.
- ❖ The bus is an extension of the classroom and misbehavior will not be tolerated.
- ❖ Cameras are on every bus to record the activity that occurs throughout the bus and at the bus door.
- ❖ The bus driver is in charge. Students **MUST** obey the driver.
- ❖ Students are to ride their assigned buses only.
- ❖ Remain seated and facing front until the bus reaches your assigned stop.
- ❖ Feet, hands, bags, coats etc. should never be in the aisle
- ❖ Conversation should remain at a quiet level for the entire ride
- ❖ Food, drink, electronic devices are not permitted on buses
- ❖ Proper behavior and adherence to bus rules will ensure the safety of every passenger.
- ❖ It is important that students follow expectations in bus lines. Students not following expectations on the bus or in bus line may lose bus privileges.

Note: If a student is suspended from the bus, parent/guardian is responsible for transportation to and from school for the duration of the suspension. There are no exceptions to this policy. Please be mindful that students should always be picked up from school by 4:17 p.m. There is no one to supervise children after this time.

Stay informed through Dewey's website:

www.slps.org/deweyis

Dewey Main Office 314-645-4845

Dewey Fax Line 314-244-1760

SLPS Transportation 314-389-2202

SLPS Recruitment & Counseling 314-633-5200