

Mallinckrodt Academy of Gifted Instruction
Family Handbook
2019-2020



Mallinckrodt Academy of Gifted Instruction

6020 Pernod Avenue

St. Louis, Missouri 63139

Telephone (314) 352-9212

Fax (314) 244-1825

Mallinckrodt website: www.slps.org/mallinckrodt

Mallinckrodt PTO website: www.magi-pto.org

Ciciley Johnson , Principal

Harriet Jackson, Secretary

School Hours 9:05am – 4:17pm

Principal's Welcome

We are excited that your family has chosen to be part of Mallinckrodt Academy and Saint Louis Public Schools. Our staff and district have worked hard to provide our students with high-quality, rigorous instruction and a challenging curriculum to help students reach their full potential.

Mallinckrodt Academy is one of two fully gifted elementary schools in the St. Louis Public School District. 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 teachers are gifted-certified or in the process of earning their gifted certification. We have two teachers per grade level with a class size of approximately 20-25 students in each classroom. Our teachers challenge our students by accelerating the curriculum. All students are offered Spanish, Art, Music, and Physical Education. Students can begin their educational adventures at Mallinckrodt in preschool (P4 student) and continue through fifth grade. Our students carry on their academic success to McKinley Middle, the district's gifted middle school.

We are proud to present STEM (Science, Technology, Engineering, and Mathematics) and PBL (Problem/Project-Based Learning) as our two school 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 program. We continue to have a number of staff members attending conferences and workshops to support our school's STEM development. Problem/Project Based provides opportunities for students to excel. With PBLs, students are actively engaged in real-world learning experiences. They learn how to take responsibility, build their confidence, problem solve, work in teams, and communicate their ideas. During the 2018-19 school year, our Mallinckrodt Staff participated in a school-wide 3-day intensive workshop to provide our teachers with a skill set that will enrich our students' PBL experience. Lastly, we are proud to announce that Mallinckrodt Academy was recognized as a National Blue Ribbon School for the 17-18 school year for our exemplary academics! An award we all worked hard to receive and all are proud of. GO Dragons!

This year, we will continue to partner with organizations that support our students and school initiatives. Gateway Greening gives our students a unique opportunity to work and learn in our wonderful Seed to STEM outdoor classroom. These lessons are some of the children's favorites as they frequently, and literally, get their hands dirty. Our talented garden specialist worked with our district Science Coordinator to make sure that our Seed to STEM activities are aligned to the science state standards. This summer Boeing planned an event where students were invited to participate in a number of STEM led activities. We are looking forward to a number of additional activities with Boeing throughout the school year!

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 students/children in an effort to build relationships and provide experiences that will last a lifetime.

Welcome to Mallinckrodt!

Ciciley Johnson, Principal

St. Louis Public Schools Vision and Mission 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.

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

Mallinckrodt Academy Vision and Mission Statements

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.

The staff at Mallinckrodt Academy is committed to student learning using quality teaching strategies and character development in a 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.

Core Beliefs

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

School Pledge

At Mallinckrodt School, 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.

Important Telephone Numbers

St. Louis Public Schools	(314)231-3720
Mallinckrodt Academy of Gifted Instruction	(314)352-9212
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”
Cheryl A. Roe, District Director of Child Care Services
South City Family YMCA
3150 Sublette Ave St. Louis, MO 63139
(314) 644-3100

Mallinckrodt Academy Policies, Procedures, and Student Expectations

We are very happy to welcome our families to join the Mallinckrodt Team! There are behavior and attendance expectations that come along with your acceptance to our school. Students who come late to school or leave early miss out on important routines and instructional practices of the day. Late arrivals and early dismissals also reduce our daily attendance average which is reported to the district and state. It is very important your child arrives by 9:05am daily to enter class with his/her peers and stays until 4:07pm, which is dismissal time. Regular daily attendance is also expected. Learning and safety are our highest priorities at Mallinckrodt. Respectful behavior is expected at all times with support from teachers and family. Violations of these expectations can lead to a transfer from Mallinckrodt Academy.

By working together to ensure the above Mallinckrodt expectations are met, our school will be an exemplar place for your child to learn and grow!

Absenteeism/Tardiness

When a student is late or absent, the parent should call the main office by 10:00am at (314) 352-9212.

When the student returns to school, he/she 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.

Arrival Procedures

- Students should not arrive to school before 8:30 a.m. unless they are participating in the YMCA Y Club Before/After School Program on site. Morning yard supervision begins at 8:30am on the playground (in the gym if inclement weather).
- The YMCA Y Club Before/After School Program participants must use door #2 between the hours of 6:30am – 8:30am.
- Breakfast is served from 8:30 am – 9:05am in the cafeteria. Students must eat before they go to play areas.
- Students will line up according to homerooms at 9:05am on the playground/gym.
- Students arriving late to school must enter the front door (door #1), accompanied by an adult, and report to the office.

Assembly Procedures

- Classes will be called to the place of assembly by the office staff.
- Students will proceed to assembly following hallway procedures.
- Students will enter and sit quietly as directed by adults.
- Students are expected to be a polite and attentive.

- Staff will actively supervise students.
- Students who have difficulty following assembly guidelines will be removed.
- Students will leave quietly and promptly as directed by adults.

Attendance

Parents/Guardians are obligated to see that their children maintain regular school attendance. Children who are late for school are to report directly to the school office with a parent or legal guardian. Leaving school early is strongly discouraged. Tardies and early dismissals are cumulative and accrue toward an absence.

Please schedule medical and dental appointments around school hours.

If children have to be gone during the middle of the day, they should come to school at the usual time, be picked up for the appointment and then returned to school following the appointment.

If at all possible, avoid taking students out of school for vacations.

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

Students will be recognized at the end of the year if he/she has perfect attendance.

Before and After School Care

The South City YMCA offers a school age childcare program at Mallinckrodt Academy. This program has hours both before and after school. Students may attend "Y Club" starting at 6:30 a.m. until the start of school each morning and after school until 6:00 p.m. Parents/Guardians are responsible for dropping off and picking up their child. The program only operates when school is in session. For more information, call the South City Family YMCA at 314.644.3100.

Breakfast/Lunch Program

Breakfast and lunch are served daily. Breakfast starts at 8:30am and ends at 9:05am. Students are required to eat before they play. Students who arrive to school late may still receive breakfast.

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. 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. Also, The Saint Louis Public School District is a Pork Free District. No pork products are served at any school meal.

Milk is available for students who bring their lunches. If a student chooses to go back through the line for seconds they must pay \$1.10. An additional milk is \$.40. Each student has a meal account for school lunches. Students can access this account with a personal identification number (PIN), which

will remain the same each year. Each student will enter their PIN using a keypad when receiving their meal.

A menu is available monthly. Go to <http://www.slps.org/menus> to see the monthly menu.

Bus Procedures

Riding the school bus is a privilege not a right. Students riding the bus must obey bus rules as outlined in the SLPS Student Code of Conduct Handbook. 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.

First Student Transportation must be notified if a new bus route is needed at 389-2202 or Stlouisrouting@firstgroup.com.

Bus dismissal:

- Students will transition to their bus rooms. Students are to be seated, and use quiet voices until buses are called.
- When buses are called, students will exit the classroom in single file line.
- Students are asked to walk to their bus, cab, or van, when dismissed.
- Students are asked to follow the directions of staff member on duty.

Cafeteria Procedures

Teachers will walk students down to the cafeteria for lunch. Students have the opportunity to sit wherever they'd like for lunch in the cafeteria. Students are asked to talk in a level one (normal speaking voice) during lunch. If students need assistance, students are asked to raise their hand and a staff member will be available to support their need(s). Due to food allergies and general hygiene concerns, students cannot share food with others. At dismissal, it is the students' responsibility to clean up their area before transitioning to recess.

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/cellular number, employment, or other student contact information. Also, First Student Transportation should be notified if a new bus route is needed at 389-2202 or Stlouisrouting@firstgroup.com.

Classroom Expectations

Teachers are responsible for developing effective classroom expectations with student input so that students will understand what is expected of them throughout the day. The expectations will be

posted for all students to see. All guidelines are in accordance with district policy and relevant consequences may be assigned for breaking expectations.

Class Work

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

Communication

Teachers will communicate with parents/guardians regularly. If parents/guardians have questions or concerns, please reach out to the classroom teacher.

Conferences

- District parent-teacher conferences are held in October and in March. Your specific parent-teacher conference time will be arranged with your child's teacher.
- Report cards are distributed during the conferences. 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 only.
- 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 Academy.

Discipline

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

- 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.

Dismissal Procedures

- The Mallinckrodt school day ends at 4:07 p.m. at which time the students are promptly dismissed. Staff members are posted throughout the building to direct students.

- Please plan your day so that students are picked up on time. All students must be picked up by 4:15 p.m. each day, unless they are under the direct supervision of a teacher, Y Club, or have an approved practice or sponsored activity.
- If a child is not picked up by 4:15 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.
- Please make every effort to not call the office at the end of the day to request changes in dismissal procedures unless absolutely necessary. Dismissal requests made after 3:15 p.m. may not be accommodated.
- If your child has a change in their dismissal routine, please notify the classroom teacher in writing.

Early Dismissal Procedures

- Students need to be at school all day; try not to pick up students early unless it is unavoidable. If you must pick up your child before 3:55 p.m., please come to the office and sign out your child.
- Send a note to the teacher stating who will pick up the child and the time the student will be picked up. 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.
- Complete the early dismissal sign out sheet stating the nature of the early dismissal. Students will be called to the office and parents may wait for them in the front hall outside the office.
- Please do not go to the classroom to pick up your child. The secretary will notify the classroom teacher and the child will be sent to the office. Due to safety concerns, children are not allowed to wait in the office or hall.
- We will not release children until we are sure that proper arrangements have been provided.

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.

Electronic Devices

Under the *SLPS Student Code of Conduct*, students are NOT to bring electronic devices such as cell phones, gaming systems, or laser pointers 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.

Emergency Calls

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

Emergency Drills

Fire drills are required monthly. Everyone is to respond quickly and calmly as they leave the building through the assigned exit. Tornado and other emergency drills will be conducted periodically. Students are to follow the directions of the teacher.

Emergency Exit Procedures

- Students will follow their teacher directions which are based on emergency directions posted inside each classroom.
- Students will model the expectations for Hallway Procedures.
- 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

Staff will follow procedures outlined in the SLPS Emergency/Crisis Procedures Guide. Mallinckrodt's evacuation center is South City Catholic Academy located at 5821 Pernod Avenue. The telephone number is (314)725-4171.

Entering & Exiting the Building

- Door #3 (playground and parking lot) opens at 8:30am for arrivals.
- Children are to stay on the playground (during good weather) or in the gym (during inclement weather). Adults are in the hallways and on the playground or in the gym during this time. Door #3 will be locked at 9:05 am.
- All doors will remain locked until the afternoon pickup at 4:00pm, at which time they will be unlocked. The gym entrance/exit doors will adhere to the same time schedule.
- Staff members will not be available to open locked entrances/exits between 9:05 a.m. and 4:00 p.m. Please use the main entrance.
- Properly authorized adults wishing to pick up a child between 9:05am and 3:55 p.m. must ring the front entrance doorbell and enter the building through the front doors. Anyone picking up a child, other than parents and legal guardians, must be listed on the emergency form and they will be asked to show ID.
- IDs will be checked. We appreciate your patience when asked to show your ID and/or wear a visitor or volunteer tag.
- All visitors and volunteers will be asked to wear a tag identifying you as a visitor or volunteer. This does not include people coming into the office just to pick up a student.

- People 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 system after ringing the bell.

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. 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.

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. 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.

Food Safety

Food that is prepared and cooked at home cannot be distributed to students. All food and snack items must be store-bought and pre-packaged.

Fundraising

All fund-raising activities that involve SLPS students must adhere to the Fund-raising and/or *Collection of Monies Policy*. All fundraising requests must be discussed and, subsequently, approved or denied by the building principal. All fund-raising activities are subject to internal audits of all expenditures. No one is permitted to sell items on school property that benefit any outside organization without proper authorization. Students are not to sell items door to door, or bring money to school unescorted.

Hall Procedures

- Teachers will escort students to and from related arts classes (Art, Music, P.E., Spanish).
- Students will stand in line quietly.
- Students being pulled out of class for services will be picked up and returned by an adult. In the event that an adult is not available to escort students, students will be given an appropriate pass.
- Students leaving a classroom or an office will be issued the appropriate pass. Any student who does not have a pass will be sent back to the sending room.

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.

Illness/Accident Procedures - In the event of a serious illness or accident, the school nurse, principal, or designee will:

- Contact parents.
- Contact other authorized persons listed on the child's emergency card, if possible.
- Contact child's physician if above persons cannot be reached.
- In extreme emergencies, an ambulance will be called, and the child will be taken directly to the hospital. The parents will be contacted.
- Only the school nurse, principal, or designee will make calls to parents regarding student illness unless approved by the principal.

Inclement Weather

School closings or snow schedules are announced on the following major television and radio stations: [KMOV (CBS), KSDK (NBC), KDNL (ABC), KTVI (FOX)] Additional information is available on the District's website (www.slps.org).

Lost & Found

Lost and found cubicles are located by the gym and cafeteria. If a student is missing clothing or other possessions, lost and found is the first place that should be checked (during school hours). Please label all clothing and personal items so we can do our best to return lost items to their rightful owners. Unmarked and unclaimed items will be donated to a local charity throughout the school year. Please take found valuables such as money, jewelry, glasses, etc. to the main office. Valuables and large sums of money should not be brought to school.

Messages 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.

Nurse

- All student health concerns and required forms must be directed to the school nurse or designee.
- Students who have medicines dispensed at school will see the school nurse.
- Adults must refrain from having conversations with students or colleagues about a student's educational/medical diagnosis or any medications the student is taking.
- Staff members are not permitted to give any form of medication to students.
- All students are expected to participate in regular educational activities unless they have a written medical excuse from a doctor on file.
- If you need medical forms contact the school nurse or go to www.slps.org. Go to Parents and Students, click Student Health, and choose the requested form. Contact the school nurse for more information.

Parking

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 – AM Procedures

- Drive slowly and cautiously when entering/exiting the parking lot during arrival. Our parking lot has a circular pattern that moves counter clockwise immediately upon entering the 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 in the AM 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 9:05am, please park and walk your child to the office and sign your child in.

Dismissal – PM Procedures

- Drive slowly and cautiously when entering/exiting the parking lot during dismissal.
- Each afternoon at 4:00 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.

PTO and Parent Involvement

Parents are encouraged to be involved in the PTO, which meets monthly on the second Thursday at 6:30 p.m. Childcare for toilet-trained children is provided during the meetings. The PTO maintains an active Facebook page and email list to notify the school community of upcoming events and needs.

The PTO will also announce volunteer opportunities and parent-involvement activities throughout the year. A calendar of events, contact information for board members and committee/event chairs, and information about fundraising and Mallinckrodt wear are also available. **You can sign up to receive PTO email updates at magi-pto.org/sign-up/**

Beyond the PTO, your school community will need you to participate in many ways, as your time and interest allow.

The Center for School Change lists the following ways that parents can become involved in schools: come to school to assist, help arrange learning opportunities in the community, serve on an advisory or decision-making committee, share information or advocate for the school, increase financial resources available to the school, and support other school families.

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.

- Students must listen to all adults supervising the play area whether it is a teacher, administrator, non duty supervisor, or a volunteer.
- 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.

There is no playground supervision before 8:30 a.m. and after school hours. During this time, all children must be accompanied by an adult on the playground. Teachers on duty reserve the right to change these rules at any time if there is something that impacts their ability to keep children safe. Review this information with your child and report any playground equipment issues to the main office.

Playground Expectations

Parents who are taking advantage of the nice weather and playing on the playground with their child(ren) after 4:15 p.m. must escort their child(ren) to and from the building when needed.

Recess

Recess is after lunch. A staff member will escort students to the playground at the designated time. Students must eat their food in the cafeteria and will be allowed to take water and restroom breaks during lunch or recess. Teachers will also allow students to use the restroom before returning to class. Please have your children dress appropriately for the weather, as we will take recess outdoors as much as possible.

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 students' restrooms.
- Students will follow hall procedures and return to class quietly.

Retention

District Promotion/Retention Policy in part states, "In kindergarten through eighth grade, retention shall be considered only when it is in the best interest of the student based on the assessed needs, specifically in reading and/or math. Prior to a retention decision, strategic interventions will be implemented to address the areas of deficiency. Students will be required to participate in identified interventions for promotion. Retention will be considered only after ongoing, sustained, and intensive intervention efforts have been unsuccessful." P5123. The gifted program does not retain students. If a student is struggling academically, they will be placed in a regular classroom setting/environment with the appropriate instruction.

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.
- Conferences: SLPS schedules two (2) parent-teacher conference per year. The principal and/or teachers may also schedule additional conference(s) with parents to discuss academic and social growth. These conferences may be scheduled as necessary.

- 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 & Math, 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 at the End of the Day

During an emergency, the school office will make every effort to notify 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.

Uniforms

Thank you for supporting our uniform and dress code! You know that school dress and grooming (cleanliness and neatness) have a bearing upon student performance and learning. At Mallinckrodt we DRESS FOR SUCCESS! ! We are a uniform school. Students will wear a school uniforms each day. Exceptions will be made when special attire is requested during field experiences, picture day, and special events.

School Spirit Day is every Friday. Students may wear their Mallinckrodt Spirit Wear which is available for purchase from the PTO website and at events throughout the year. (Students may also choose to wear regular uniform attire on Fridays.) Show school spirit and proudly wear your Mallinckrodt Gear, a College or University shirt (with uniform bottoms) each Friday

The uniform and dress code is as follows:

- Tops
 - White or Navy blue shirt w/collar
 - White or Navy blue plain blouse or shirt w/collar
- Bottoms
 - Khaki or Navy blue pants/shorts/slacks
 - Khaki or Navy blue skirt/jumper
- Note:
 - Shirts and blouses may be short- or long-sleeve.
 - Any combination of the uniform colors is acceptable.
 - Blue jeans are not acceptable.
- In addition, please do not send your child to school wearing:
 - Extremely brief, tight and/or cut-off attire.
 - Clothing with large cuts and/or holes in areas where the body is normally covered.
 - Sleeveless, halter, midriff, spaghetti straps and mesh tops, blouses, or shirts.
 - Tee-shirts with inappropriate slogans and/or images.
 - High-heels, strapless sandals/shoes – particularly flip flop-type shoes – that are noisy and dangerous.
 - Unfastened, unbuttoned, sagging/drooping/hanging (below the waistline) shorts or pants.
 - Any attire that is deemed unsafe.
 - Hats or scarves used as hats (inside the building) unless part of a cultural dress or we are having a “hat day.”

Visitor Procedures

Our goal to provide a safe learning environment for students and staff, and anyone visiting the school must adhere to following procedures:

- All visitors should park in the back lot (off Hampton) and enter through the front door (door #1) off of Pernod.
- The secretary or designee will buzz visitors into the building.
- Report immediately upstairs to the office, sign in, and state the nature of the visit.
- Be prepared to present identification when signing in.
- A visitor pass/badge will be issued to each visitor. If you are in the building without a visitor’s pass, you will be directed to the office.
- If you need to speak with your child or a staff member, you must follow the same procedures.
- Failure to comply with these procedures is a violation of school policy.

Volunteers Procedures

- 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.
 - All volunteers shall work with a designated supervisor. In no case shall volunteers be asked or permitted to assume classroom supervision or disciplinary responsibilities.
 - 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

Volunteer Applications

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 complete a volunteer application and 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

If you have any questions, contact Ella Hungerford, Volunteer Services Specialist, at 314-345-4577 or at www.eleanor.hungerford@slps.org for additional information.

You can find volunteer forms and opportunities on the PTO website at magi-pto.org

Mallinckrodt Academy of Gifted Instruction

2019-2020 Calendar of Events

August		
12	Back to School Night & Ice Cream Social	4:00-6:00pm
13	First day of school for all SLPS students	9:07am
13	Back-to-School Parent Coffee – library	9:15am
20	Garden Party	5:00-7:00pm
22	PTO Meeting	6:30pm
26	Dragon Rally – Service Project	9:05am
29	Curriculum Night	6:00-7:30pm

September		
2	Labor Day – no school	
12	PTO Meeting	6:30pm
13	Professional Development – no school for students	
17	Garden Party	5:00-7:00pm
27	Family Fun Night: Decades Dance	6:00-7:30pm
30	Dragon Rally – Service Project	9:05am

October		
2	Picture Day	
5	Beautification Day	
10	PTO Meeting	6:30pm
14-17	Scholastic Book Fair	Various times
15	Garden Party	5:00-7:00pm
15	Parent/Teacher Conferences by appointment	4:30-7:30pm
16	Parent/Teacher Conferences by appointment	4:30-8:00pm
17	VIP Day – Bring a VIP for visit/activities	Various times
18	Professional Development – no school for students	
21-25	Red Ribbon Week	
25	Family Fun Night: Costume Trunk-or-Treat (Bring canned good for November’s canned food drive)	6:00-7:30pm
28	Canned Food Drive begins (Students in Transition)	
31	Class Halloween parties	2:45-3:45pm

November

TBD	Geography Bee	TBD
4	Dragon Rally – Service Project	9:05am
8	Veteran’s Day Assembly	10:00am
11	Veteran’s Day – No School	
13	Picture Retake day	
14	PTO Meeting	6:30
22	Canned Food Drive ends	
27-29	Thanksgiving Break – no school	

December

2	Dragon Rally – Service Project	9:05am
12	PTO Meeting	6:30pm
13	Math 24 Tournament – 2 nd -5 th grades	2:30pm
18	Winter Music Programs	TBD
19	Class Winter parties	3:00-4:00pm
20	Record Keeping Day – No school for students	
23-1/3	Winter Break – No school	

January

1	New Year’s Day – no school (district closed)	
6	Classes resume	
9	PTO Meeting –	6:30pm
13	Dragon Rally – Service Project	9:05am
17	Professional Development – no school	
20	MLK Day – No school	
TBD	Spelling Bee	TBD

February – Black History Month

TBD	African American History Month Assembly	TBD
3	Dragon Rally – Service Project	9:05am
12	PTO Meeting –	6:30pm
13	Class Valentine’s Day parties	2:45-3:45pm
14	Professional Development – no school	
17	President’s Day – no school	
26	Cultural Night	6:00pm

March		
2	Dragon Rally – Service Project	
5	STEM Night	6:00-7:30pm
10	Parent/Teacher conferences	4:30-8:00pm
11	Parent/Teacher conferences	4:30-7:30pm
12	PTO Meeting – Volunteer Appreciation Dinner	6:00pm
16-20	Spring Break – no school	
28	Beautification Day	TBD

April		
TBD	Map Testing Window	TBD
TBD	Dragon Rally – MAP pep rally	9:05am
9	Spring Music Programs	TBD
9	PTO Meeting	6:00pm
10	Professional Development – no school for students	
TBD	Garden Party	5:00-7:00pm
TBD	Trivia Night	
May		
4-8	Teacher/Staff Appreciation Week	
14	PTO Meeting	6:30pm
TBD	International Week	
TBD	Scholastic Book Fair	
TBD	Cultural Night	
15	Family Fun Night: Dragons Under the Sun Picnic	
TBD	Field Day	TBD
TBD	5 th Grade Promotion Day	TBD
21	Dragon Rally – End of Year Celebration	9:05am
21	Last day of school for students	
22	Record Keeping Day – no school	

Parent Signature Page

Please sign and return this page to your child’s teacher or to the school office. If you have a question, please see your child’s teacher and/or the Building Principal. Thank you for your valued support.

I have received a copy of Mallinckrodt’s 2019-2020 Family Handbook. I have read and discussed the handbook with my family and agree to be responsible for following the guidelines and expectations of the school. I also understand that this handbook may be amended during the year and is applicable to all students. The administration will notify all parents and students of any changes to the handbook.

Student Name: _____

Teacher Name: _____

Parent Signature: _____ Date: _____

Cicely Johnson, Principal
Harriet Jackson, Secretary

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