



Lewis and Clark Elementary  
Parent/Student Handbook  
2018-2019

# General Information

## **School Hours**

LCE school hours are from 8:55am -3:55pm  
Students can begin arriving at 8:40am

## **Office Hours**

The office is open from 7:30a.m.-4:30 p.m.  
each day.

## **Office Staff**

Principal: Mrs. Stephanie Sanker  
Administrative Intern: Mrs. Shannon Findley  
Principal Secretary: Mrs. Connie Rankins  
Attendance Clerk: Mrs. Cherre Dreyer  
Cashier/Clerk: Mrs. Nancy Orf  
Office Clerk: Mrs. Katy Grant

## **Lewis and Clark Elementary Contact Information**

460 McMenamy  
St. Peters, MO 63376

Phone- 636-397-3111  
Fax- 636-397-1454

## **Communication**

**LCE Website:** Parents are encouraged to visit our website. There you will find links, news and events, important dates, pictures of students, and much more!

<http://lce.fz.k12.mo.us/>

**District Website:** Please visit the district website for more information about the amazing things that are happening throughout the district and find helpful resources.

[www.fz.k12.mo.us](http://www.fz.k12.mo.us)

**The LCE Weekly Newsletter:** Each week parents will receive an email with our school newsletter. Each issue features reminders, upcoming events, a monthly calendar, and much more!

**Twitter:** We invite you to follow us on Twitter. We will post items related to education along with school and district events. Our Twitter handle is @LCETrailblazers.

## **Fort Zumwalt Contact Information**

555 East Terra Lane  
O'Fallon MO 63366

District Office: (636) 272-6620—Local  
(636) 240-2072—Metro

Transportation:(636) 240-3138

## **Information Rack**

Just outside of the office is an information rack for parents. Please feel free to take any flyers, brochures, and pamphlets that you find there.

## **Mission Statement**

At Lewis and Clark Elementary, Learners are respectful, responsible, and always try their personal best. Community members are committed to forming a supportive partnership in education. Educators are dedicated professionals who work to empower learners.

# School Personnel

## Office Staff

636-397-3111

Stephanie Sanker-Principal  
Shannon Findley-Administrative Intern  
Connie Rankins-Principal Secretary  
Cherre Dreyer-Office Clerk  
Nancy Orf-Cashier  
Katy Grant-Office Clerk  
Jessi Adler-Counselor  
Molly Bolnick-Nurse

## Third Grade

Jennifer Ebner  
Kathy Elmy  
Kim Galvin  
Jennifer Grawitch  
Lisa Roberts  
Lori Rogers

## Fourth Grade

Katie Hoormann  
Kyle Houston  
Cristina Martinen  
Logan Mennemeyer  
Dana Mueller  
Jennifer Simmons  
Stevie Sneer

## Fifth Grade

Maureen Benson  
Adam Faires  
Tracy Gimbel  
Richard Kearns  
Lisa Renda  
Kayla Seablom  
Katie Smith

## Specialists

Trisha Arnold-Art  
Eli Haley-P.E.  
Mike Israel-Music  
Angie Lamb-P.E.  
Phil Reidenbach-Technology  
Victoria Schneider-Music  
Kendra Stecko-Library  
Rich Ingmire-Library  
Jennifer Patton-Instructional Coach

## Special Services

Jessie Boevers-SPED  
Katie Bullock-Educational Diagnostician  
Lauren Flaughter-ELL Teacher  
Stacy Hanks-SPED  
Jaci Hofman-SPED  
Jessica Lebbing-Speech/Language  
Elizabeth Krato-Speech/Language  
Melissa Landwehr-SPED  
Lisa Monroe-SPED  
Spencer Sander-SPED  
Stephanie Scarpace-SPED  
Julie Westbrook-Title I Reading

## Support Staff

Amanda Johnston-Clinic Clerk  
Steve Janaske-Copy Clerk  
Candice Littlepage-Recess Clerk  
Sadie Bell-Recess Clerk  
Nina Norman-Para  
Rebecca Wiemann-Para  
Kim Henderson-Library Clerk  
Karen Weissler-Kitchen Manager  
Lisa Ziegemeier-Cook's Helper  
Heather McCoy-Cook's Helper  
Scott McMurray-AM Custodian  
Gary Galati-AM Custodian  
Ron Moore-PM Custodian  
Gay Johnson-PM Custodian

# General Information

## **Counselor**

Mrs. Jessi Adler is our school counselor.  
Email: [jadler@fz.12.mo.us](mailto:jadler@fz.12.mo.us)

\*Mrs. Adler will be on maternity leave until mid-October. Katie Vargas will be helping our students and families while Mrs. Adler is gone. You may contact her at 636-397-3111.

## **Student Information Release**

Parents must complete a Student Information Release Form every year, giving us permission to photograph, audiotape, and/or video tape your child to use on the school website, newsletters, newspaper articles and other publications. A form will be sent home with students at the beginning of the school year.

## **Letter Days**

All elementary schools in the Fort Zumwalt School District follow a letter day schedule. Each day of the week is a different letter day (A, B, C, D, or E) and your child's special classes (i.e. art, music, PE, library) will be held on a specific letter day. The days will go in a consecutive order each school day of the week, even when we have days off. If the last day we have school is on a B day, then the day we return to school will be a C day.

## **Teacher Qualifications**

As a parent of a student at Lewis and Clark Elementary you have the right to know the professional qualifications of the classroom teachers who instruct your child. If you would like to receive this information please call Mrs. Sanker at [636-397-3111](tel:636-397-3111).

## **Emergency Information**

Please make sure the office has updated emergency contact information for your child. An Emergency Verification Sheet should be filled out by a parent at "Meet Your Teacher" day in August and returned to your child's teacher. If you are unable to make it to "Meet Your Teacher" day, the form will be sent home with your child.

We will also need an Early Dismissal form completed for each student. These forms will assist us in getting your child home safely on early release days or days when school may end early due to inclement weather.

## **Automated Calling System**

The Fort Zumwalt School District will continue to use an automated calling system as a method of communication in a crisis, emergency or school closing situation. It is extremely important that you carefully check the number listed on the Emergency Verification Sheet for your home and cell phone numbers. These numbers will be utilized in the event a broadcast is necessary. Calls before 7:00 a.m. or after 7:00 p.m. will only be sent to your home phone.

## **Homework**

Homework will be assigned to all students. Students should record their daily, weekly, or long-term assignments in their Student Planners. The planner will help students manage their time and homework assignments.

# Breakfast and Lunch

## Breakfast in the Classroom

Students who wish to purchase a school breakfast can pick up a sack breakfast from the cafeteria and take it directly to their classroom. Each meal will consist of milk, fruit, and an entrée. Students will be able to finish eating as they begin working in the classroom. Breakfast will be served from 8:40 a.m.—8:55 a.m. each morning.

## Lunch

We utilize a debit accounting procedure that allows you to deposit money into your child's 'account.' This amount is then available for your child's use for breakfast, lunch, or a drink. You will be notified when your child's account is depleted. A student's charge may not exceed \$6.00.

## Lunch Menus

Lunch menus will be sent home with students each month. You can also access the menus by visiting the Student Nutrition Website. You can access this website by visiting [www.fz.k12.mo.us](http://www.fz.k12.mo.us) and using the student nutrition tab.

## Home Prepared Foods and Birthday Treats

Parents should be advised that the district prohibits the sale and consumption of home-prepared foods at parties, fundraising events or district functions due to the potential health risk posed to students. If you have questions or concerns, please contact your child's principal.

## Breakfast and Lunch Prices

Student Breakfast Price—\$1.50  
Student Lunch Price—\$2.40  
Adult Lunch Price—\$3.25  
Milk—\$0.60  
Juice—\$0.40  
Bottled Water—\$0.50

It is the Board of Education's policy not to allow home-made goods to be brought in for special events. If you would like to have your child bring in something for a special event, please send store-bought, pre-packaged items **only**.

## Lunch Times

3rd Grade—11:15-11:40  
4th Grade—11:45-12:10  
5th Grade—12:30-12:55

## Free/Reduced Lunch

The Fort Zumwalt School District participates in the National School Lunch Program and the School Breakfast Program. Children from families whose current income has either temporarily or permanently fallen below certain federal guidelines can qualify for free and reduced price meals. The identity of qualified children is completely confidential and the district goes to great lengths to keep these children anonymous from their peers. Parents should consider taking advantage of this valuable program should their current financial circumstances warrant participation.

**Please remember that you need to re-apply for this service each new school year.**

## Peanut Free Table

Please be aware that two tables at lunch are reserved for students with peanut and/or food allergies. Students at this table can not have any food that contains peanuts. All school lunches are peanut free.

# Arrival and Dismissal

## **Arriving Before 8:40 a.m.**

We ask that parents refrain from dropping their children off at school before 8:40 a.m. unless they are involved in a school club or activity that meets before school. We want to ensure the safety of all of our students, and there is not adequate supervision before 8:40 a.m. If you are in need of before and after school care for your child, the O'Fallon YMCA provides YClub at SPE as early as 6:30 a.m. and as late as 6:00 p.m.

## **Tardy Students**

If your child arrives to school after 8:55 a.m., we ask that you walk your child into the building and sign them in at the office. This is necessary to keep accurate attendance.

## **Parent Drop off and Pick Up**

Please make sure the office staff, your child's classroom teacher, and your child are aware of how they will be dismissed at the end of the day. If there are any changes throughout the year please send in a note with your child and/or call the school office

## **Classroom Interruptions**

If you need to bring your child something once the school day has started (i.e., lunchbox, school work, etc...), please drop it off in the office and we will call your child down to pick it up. This will decrease the amount of interruptions to the teacher's instruction.

## **Attendance Policy**

Regular school attendance is vital to the academic success of any child. It is also habit forming and builds a lifelong pattern. When your child is going to be absent, we ask that you contact the school office at 636-397-3111. You may leave a message if there is no answer. If your child is absent and we do not receive a call from you, we will call to verify their absence.

In the event of an absence, parents are requested to call the Lewis and Clark office to report a student's absence or send a written excuse from the parents the first day back to school. Failure to notify the school within 48 hours will result in an unexcused absence.

Absences and tardies will be determined "unexcused" if they fail to meet one of the following criteria: Illness of student, a death in the family, medical and dental appointments, school sponsored trips, and prearranged absences. Students that are routinely absent/tardy from school with unexcused absences/tardies and if parental neglect may be suspected for the excessive absences, it will be reported to the proper government agencies to assist the school in correcting this problem.

## **Snow Schedule, Early Dismissal, and School Closings**

Whenever possible the school district will post school closings on our website at [www.fz.k12.mo.us](http://www.fz.k12.mo.us). In the event of severe weather, the district may choose to use a late arrival snow schedule, dismiss the students ear from school or cancel school for the day. For those patrons unable to access the Internet, local television and radio stations will also be contacted to provide this information.

**Radio** KMOX 1120 AM

**Television** KTVI Channel 2 KMOV Channel 4 KSDK Channel 5

Finally, we will utilize our School Messenger system to reach out to our families through both e-mail and phones. **Please be sure that your contact information is current in our database so you can receive the School Messenger call in these situations.**

# Arrival and Dismissal

## Arrival

To assist with the safety of students and adults please observe the following practices:

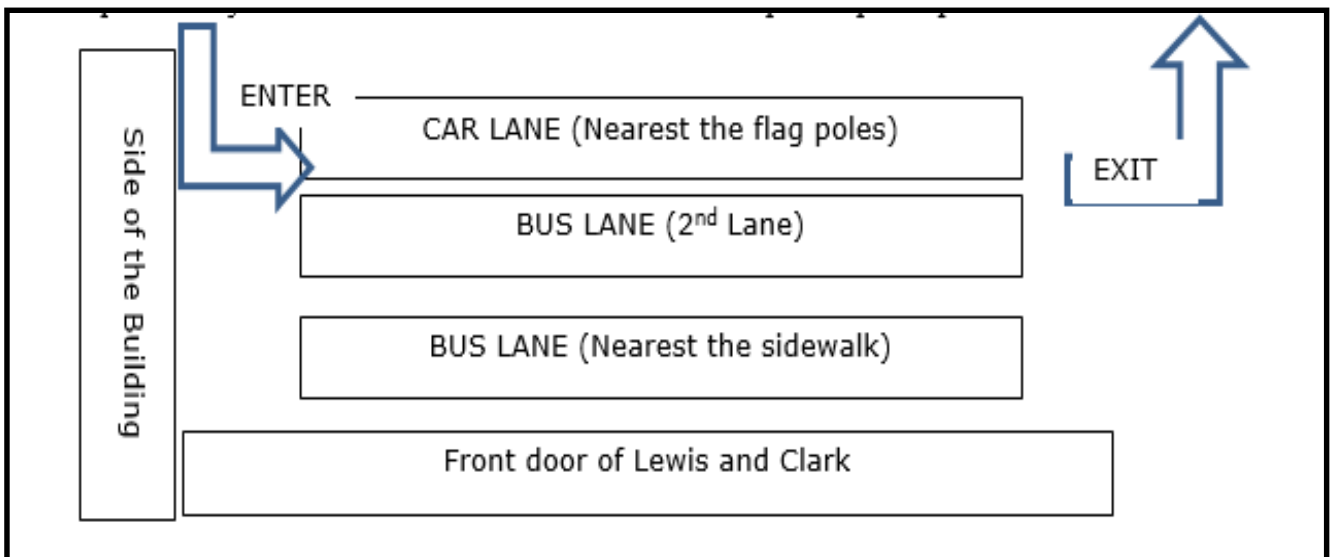
- Drop students off and/or pick them up in the lane furthest from the building (see drawing attached). Parents should pull up and drop their child(ren) off in the car lane. The staff in front of the building will direct your child inside. It is not necessary to walk into the building to drop off or pick up your child during the arrival/pick up time periods. After 8:55a.m. you should walk your child in to sign them in for the day.
- Please follow the directions of the staff on duty outside. Please wait patiently for staff to move you forward in the car line to ensure safety of students getting out of cars. Do not create two lanes of traffic for cars as it will block busses from entering the parking lot.

## Dismissal

The school day ends at 3:55 p.m. If you do not need your child for an appointment or for an emergency, we request that your child be dismissed with the call for parent pick up.

Each child will receive two parent pick up signs at Open House. These signs should be placed on the dashboard of your car if you plan on picking up your child. If you do not have the sign, staff in the front of the building will request that you come to the office with your ID to dismiss your child.

- If you need to come into the building or you wish to walk up to the doors to pick up your child you must park in a parking spot. Do not park in the car line as it can hold up traffic. We request that you do not call your child to walk across the parking lot to you. With cars and busses moving through the parking lot this becomes a serious safety concern.



# Bus Rider Safety

## **Bus Riders**

Students must ride their assigned bus to and from school. Students also must get off and on the bus at the assigned bus stop. The transportation department suggests students arrive at the bus stop in plenty of time before their scheduled pick-up time. Please send a note to school to notify the office staff any time your child is changing his or her dismissal procedures. If we do not have a note, your child will be sent home via their normal dismissal routine. If it is a bus change you must first call the Transportation Office (636) 240-3138.

Please direct all questions or concerns regarding bus routes, times or special requests to the staff in the transportation office.

## **Bus Safety Rules**

It is very important that all children understand the importance of staying safe on the bus. Here are the safety rules:

### **Be Respectful**

- Take care of the bus
- Use the correct tone of voice (level 2).

### **Be Responsible**

- Walk safely to and from the bus
- Sit back-to-back, seat-to-seat
- Keep your body and all materials inside the bus
- Food, drinks, candy, and gum should be eaten at school or at home only

### **Do Your Personal Best**

- Set a good example for your peers
- Be on time every day

Students who are unable to maintain appropriate behavior will receive a citation from the driver. These citations (bus tickets) will prompt a visit to the office.

## **School Board Policy for Misbehavior on the School Bus**

### **3rd–5th Grade**

- 1st offense- Warning/Parents Notified
- 2nd offense- 3 day bus suspension
- 3rd offense- 5 day bus suspension
- 4th offense- 10 day bus suspension
- 5th offense- suspended indefinitely

*\*\* Incidents of more serious nature may require immediate suspensions.*

## **Electronic Devices on the School Bus**

If students choose to bring an electronic device on the bus, it is understood that taking pictures or video, watching videos, and playing music that may distract the driver is strictly PROHIBITED. Failure to comply, may result in discipline from a school administrator.



# Safety and Security

## **Locking of Doors**

All doors are locked from 6:30AM-4:00 PM each school day.

## **School Resource Officer**

LCE's School Resource Officer, or SRO, is Officer Phil Holmes. Officer Holmes is a police officer with the St. Peters Police Department who works in close contact with LCE Elementary. Officer Holmes also teaches Drug Abuse Resistance Education (DARE) to our 5th Grade students. He makes frequent stops at LCE to help with security and build positive relationships with students.

## **Parent Volunteer Form**

All parents volunteering for field trips, parties or working in the building must have a completed background check. Please contact the office if you need a form.

## **Entering the Building**

In order to be admitted into the building you must use the buzzer located next to the front doors. Please state your name and your purpose for your visit. If you are here to pick up a student you will need to tell us who you are picking up. You will also need to show an ID.

All visitors must report to the office, sign in, and take a visitors pass before they are allowed anywhere else in the building. This includes if you are here to eat lunch with your child.

## **Cell Phones**

Cell phones can create problems at school and we highly discourage students from bringing cell phones to school for fear of them being lost or misused. However, we do understand that cell phones are a part of today's society. If your child does need to bring a phone to school, it will need to be stored in a backpack and turned off upon entering the building. Phones that are out during the day will be confiscated and the parent will need to pick the phone up from the office.

## **Signing out a Student**

You must provide a picture ID to pick up a student. This is to ensure that students are only dismissed with people that have been approved to pick them up.

## **Security Cameras**

In order to increase security in the building, 14 security cameras are located throughout Lewis and Clark. Each exterior doorway and most interior hallways will be covered by these cameras.

## **Emergency Drills**

All students are taught to take proper precautions in case of an emergency. These drills include fire, tornado, earthquake, and emergency lockdown. Drills are practiced at intervals during the school year.