

A.D. Stowell Elementary



2011-2012 Parent/Student Handbook

A.D. Stowell Elementary
500 Union Street
Hannibal, Missouri
573-221-0980

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Important Phone Numbers

AD Stowell Elementary Office	221-0980
Transportation Office.....	221-2604
HPS Board Office.....	221-1258
Special Services Office.....	221-3054

PARENT LINK (Student Information System)

The SIS parent link is a way for parent/guardians(s) to use the Internet to track his/her child's education information while attending Stowell Elementary. You will be able to check your student's lunch account, attendance records, and discipline records. In order to participate in this opportunity you will need an email address. Please email us at ParentLink@haniibal.k12.mo.us and include the phrase, "Stowell Parent Link Enrollment" in the subject line. The password is "Stowell". In the message of the email include your student's name. Soon after, you will receive a user ID and password. You will be able to access the Parent Link at our Hannibal Public School's website, www.hannibal.k12.mo.us .

STOWELL ELEMENTARY STAFF

Joshua D. Foust	Principal
Meryle Dexheimer	Secretary to Principal
Shelly Greeves	Attendance Clerk
Tara Zeiger	Library Clerk
Donna Wilson	Nurse
Nicole Guthrie	PreK/ECSE
Gail White	PreK Aide
Ashley Brookhart	Certified Aide
Melissa Long	Kindergarten
Dikki Andrews	Kindergarten
Aimee Hosmer	Kindergarten
Lee Ann Ewert	Grade 1
Raelynn Chapman	Grade 1
Kelli Larson	Grade 1
Joanne Carroz	Grade 2
Stephanie Eaton	Grade 2
Amy Riley	Grade 2
Kimberley Johnston	Grade 3
J'Lynne Mundle	Grade 3
Miranda Knight	Grade 3
Jill Dryden	Grade 4
Beth Grote	Grade 4
Stephanie Stilley	Grade 5
Jacqueline Sharkey	Grade 5
Jennifer Hugenberg	Grade 5
Kellee York	Special Services Teacher
Lorinda Mixer	Title
Shirley Kane	Title
Ginger Russell	Title
Clay Hayden	Physical Education
Stephen Schisler	Art
Amanda Sims	Music
Jessica Beaton	Guidance Counselor
Regina DeLaPorte	Speech Implementer
Julie Martinson	Speech Pathologist (also Veterans)
Debbie Cable	Cafeteria Manager
Debbie Alvey	Cafeteria Worker
Mirande Tutor	Cafeteria Worker
Lynn Tischer	Cafeteria Worker
Janie Willing	Cafeteria Worker
Patrick Eppard	Head Custodian
John Maple	Custodian

ATTENDANCE POLICY

The attendance procedure for the Hannibal School District establishes a uniform system for enforcing regular attendance of all students. Attendance has a direct impact on current student success and preparation for future learning. Parents must notify the school each day their child is absent with a phone call or letter upon their return. Due to extenuating circumstances such as hospitalization or confinement at home by a doctor's order, the timelines of this procedure may be varied.

Five Absences: First letter and/or phone call to notify parent(s) of absences and the attendance procedure.

Ten Absences: Second letter issued notifying parent(s) there will be no further excused absences for the remainder of the year unless accompanied by a doctor's note or pre-approved by the principal.

Fifteen Absences: Third letter issued notifying parent(s) that a letter has been forwarded to the Juvenile Office and Children's Division charging educational neglect.

Each student's past attendance record (from previous years) and the parent(s) cooperation shall be considered when enforcing this procedure. As necessary, the school will enlist the help of community agencies to ensure regular attendance of students.

ATTENDANCE

Every minute of the school day contains instructional material or activities that are of significant importance to your child's academic success. The following are examples of excused absences and make-up privileges are allowed:

1. School activities;
2. Death in the family;
3. Personal illness or illness in the immediate family that requires their presence;
4. Medical or dental appointments that cannot be scheduled outside school time; or
5. Parental requests of a necessary nature (MUST BE APPROVED IN ADVANCE).

Perfect Attendance is being here every minute of everyday. Students who are tardy or leave before 3:10 are not eligible.

ARRIVAL:

Stowell's doors are unlocked every morning at 7:30 a.m. Please do not drop-off a student before.

FLOW OF TRAFFIC

Our goal with traffic is to keep every child safe and to keep the traffic moving. Parents may use the entrance/parking lot on Union Street to drop their child off for the school day. The goal of the parent pick-up and drop-off is to keep the flow of traffic on a constant move with safety. Upon entering the parking lot stay to the left until entering your child's grade zone. 4/5 grader will be at the first parking spaces, then 3/2 spaces, 1st, then K spaces. Please do not stop park along the south side of the half circle lot. This is the pit stop for drop off and pick up for your child. If parents need to come in the building please park in one of the spaces to the left of the handicap spaces or visit us before 3:10 or after 3:30 p.m.

Parent drop-off:

Students will exit the car and enter the building using the front of the school. The child is to walk into the common area. Then proceed into the gymnasium or go set down his/her backpack. If the child enters the gym, he/she is to then sit in grade level columns. If the student chooses to eat, then he/she is to follow the eating routines.

Parents may use the entrance/parking lot on Union Street to drop their child off for the school day. The goal of the parent pick-up and drop-off is to keep the flow of traffic on a constant move. Upon entering the parking lot stay to the left until entering your child's grade zone. 4/5 grader will be at the first parking spaces, then 3/2 spaces, 1st, then K spaces. Please do not stop park along the south side of the half circle lot. This is the pit stop for drop off and pick up for your child. If parents need to come in the building please park in one of the spaces to the left of the handicap spaces or visit us before 3:10 or after 3:30 p.m.

Bus routes:

Students will exit the bus and enter the gymnasium of the building. Then students will either walk to the common area to eat or sit down in their grade level columns. A student is always expected to follow the rules and procedures set by the staff.

Walkers:

Students are to enter the gymnasium of the building. Then students will either walk to the common area to eat or sit down in their grade level columns. A student is always expected to follow the rules and procedures set by the staff.

DISMISSAL:

At 3:10 classrooms will begin to pack up and proceed to the designated areas. All students should be picked up by 3:25pm unless they are participating in an after-school activity and are under the direct supervision of the sponsor.

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Parent pick-up:

Students will exit the front doors of the building and then proceed into their pick-up zones. Families with siblings will pick up their children after the kindergarten zone. Parents are to pick up their child in the designated zones for grade levels.

Parents may use the entrance/parking lot on Union Street to drop their child off for the school day. The goal of the parent pick-up and drop-off is to keep the flow of traffic on a constant move. Upon entering the parking lot stay to the left until entering your child's grade zone. 4/5 grader will be at the first parking spaces, then 3/2 spaces, 1st, then K spaces. Please do not stop park along the south side of the half circle lot. This is the pit stop for drop off and pick up for your child. If parents need to come in the building please park in one of the spaces to the left of the handicap spaces or visit us before 3:10 or after 3:30 p.m.

A student is always expected to follow the rules and procedures set by the staff.

Bus Routes:

Students will be dismissed into the gymnasium to sit down in their bus route columns. Then the students will wait for their bus to arrive. A student is always expected to follow the rules and procedures set by the staff.

Walkers:

Students will be dismissed through the north door of the gymnasium. The students will then proceed across Union street to walk home of to the other designated crossing areas. A student is always expected to follow the rules and procedures set by the staff.

COMMUNICATION

PARENT LINK (Student Information System)

The SIS parent link is a way for parent/guardians(s) to use the Internet to track his/her child's education information while attending Stowell Elementary. You will be able to check your student's lunch account, attendance records, and discipline records. In order to participate in this opportunity you will need an email address. Please email us at _____ and include the phrase, "Stowell Parent Link Enrollment" in the subject line. In the message of the email include your student's name. Soon after, you will receive a user ID and password. You will be able to access the Parent Link at our Hannibal Public School's website, www.hannibal.k12.mo.us .

School Reach System

In our efforts to improve communication between parents and Hannibal Public Schools, we use a telephone broadcast system that enables school personnel to notify all households and parents by phone within minutes of an emergency or event that causes early dismissal or school cancellation. The service may be used to communicate general announcements or reminders. The school Reach call system plays an important role in keeping you updated with information. If you have recently changed your telephone number, please notify our office for a change.

DAILY SCHEDULE

7:30 am	Doors Open. Breakfast served and Gym open.
8:10 am	Opening in the gym
8:25 am	Teachers escort their class
8:25 am	Warning Bell
8:30 am	Official start of the school day
11:00am	Lunch
12:30 am	Lunch
3:10 pm	Walkers and car riders are dismissed
4:00 pm	Office Closes

DRESS CODE

Pride in personal appearance includes practicing good hygiene and wear clean, appropriate clothing to school.

Use good common sense. Students are not allowed to wear t-shirts with suggestive pictures, those displaying alcoholic beverages, drugs, objectionable writing. Shorts are acceptable for students, weather permitting, but must not be tight or extremely short. Midriffs are to be covered and shoes are required.

FLIPS FLOPS and high heels ARE NOT ALLOWED on the playground DUE TO THE FOLLOWING REASONS:

- Safety concern on playground
- Safety concern on stairs
- They do not promote physical exercise
- Straps can break or tear

Halters, backless clothing and see through garments will not be permitted. All tank top straps should be at least two fingers wide so please do not wear spaghetti strap tops. Girl's tops should not be low cut in nature. Roller shoes, skateboards, scooters, and skates are not allowed at school.

Baggy Pants and Belts:

Parents, your child's pants must stay above the waist. Please encourage your child to wear pants that fit appropriately or wear a belt. If your child's pants are deemed inappropriate the school will call for a new pair or belt.

Hats, hoods, bandanas, and gloves are not to be worn in the building. Weather hats and gloves are permitted before leaving the building or sitting in the bus lanes.

FOOD SERVICES

Breakfast is offered to all students beginning at 7:30am until 8:15am. Breakfast is \$1.10 each day. Students may purchase lunch from the cafeteria for \$1.60 a day or bring their own lunch from home. Free and reduced breakfast and lunch prices are available to students whose family income meets the established government guidelines. Applications will be distributed on the first day of school. Anyone who meets the criteria for free and reduced meals is encouraged to fill out a form even if they do not intend to take advantage of the program.

Please put lunch money in an envelope with their child's name, teacher's name, the amounts enclosed, and indicate the days the student will be eating. Parents are invited to eat breakfast, \$2.00, or lunch, \$3.00, with their child. *We ask that parents not bring in fast food to the common area.*

HAZING & BULLYING

General

In order to promote a safe learning environment for all students, the Hannibal School District #60 prohibits all forms of hazing, bullying and student intimidation. Students participating in or encouraging inappropriate conduct will be disciplined in accordance with Policy 7.11-a. Such discipline may include, but is not limited to, suspension or expulsion from school and removal from participation in activities. Students who have been subjected to hazing or bullying are instructed to promptly report such incidents to a school official.

Definitions

Hazing -- For purposes of this policy, hazing is defined as any activity, on or off school grounds, that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or school-sponsored activity.

Bullying -- For purposes of this policy, bullying is defined as repeated and systematic intimidation, harassment and attacks on a student or multiple students perpetuated by individuals or groups. Bullying includes, but is not limited to: physical violence, verbal taunts, name-calling and put-downs, threats, extortion or theft, damaging property, or exclusion from a peer group.

HOMEWORK POLICY

Effective Homework

Regular homework is important because it gives students the opportunity to practice the tasks presented in class and work to improve important skills. It also helps students to become confident and independent in their learning, which will help them throughout their time in school and in adult life. Homework will not be assigned or designed to be punitive or busy work. Family time and activities outside the school are an important part of a child's life.

Role of the Teachers

1. Give clear instructions and make sure students understand the purpose.
2. Modify homework assignments based on students' individual needs.
3. Assign activities that extend learning and/or provide practice in applying concepts presented in the classroom.
4. Involve parents and contact them if a pattern of late or incomplete homework develops.
5. Assign an appropriate amount of homework based on the child's grade level.

Role of the Parent

1. Set a regular, uninterrupted study time each day.
2. Provide a quiet, well lit study area free of distractions.
3. If your child gets frustrated, encourage them to work to find the answers with only a small amount of parental guidance.
4. Please check to see that your child has neatly completed their homework it is returned when due.
5. Monitor your child's organization and list of assignments.
6. If you have questions about your child's homework, contact your child's teacher.

Role of the Student

1. Responsible for taking homework to and from school, including all necessary materials (ex: book, sheet, etc...)
2. Be sure you understand assignments; don't be afraid to ask questions.
3. Work on homework independently whenever possible, so it reflects your ability.
4. Set aside a regular time for studying and independent reading.
5. Find a quiet, well lit study area to complete homework assignments.
6. Make sure assignments are done according to instructions and completed on time.
7. Read every evening

ILLNESS POLICY

For the sake of all children attending Stowell Elementary please keep your child home if they are sick. It is very important that we have up-to-date phone numbers and contact information in case of illness. Thanks for your cooperation.

In order to best serve the interest and health of the students at Stowell Elementary, the following will be followed:

1. Students should not be brought to school if any of the following symptoms have been exhibited during the past 24 hours:

- Temperature about 100 degrees
- Vomiting or diarrhea
- Infectious Disease

If your student is sent home from school with a temperature, vomiting or diarrhea, he/she may not return until the student is symptom free for 24 hours. Students will be sent home if they return before that time. Please notify the school if your child has a communicable disease such as, but not limited to:

- Ringworm
- Lice
- Impetigo
- Strep Throat
- Chicken Pox
- Pink Eye
- Influenza

HEAD LICE

If your child is sent home with Lice, your child must be treated that day. The parent must stay with the child at school the next morning the child returns to be rechecked by the nurse before the student will be allowed back in class.

Tobacco, Intoxicant, & Illegal Drugs

To promote the health and safety of all students and staff and to promote the cleanliness of school grounds, the district prohibits all employees, students, and patrons from smoking or using tobacco or tobacco products in all school facilities, buildings, school transportation, and other district transportation and on all grounds at all times, including athletic events and meetings. The sale of, or use of tobacco, intoxicants, or illegal drugs is prohibited in or on school property. This prohibition extends to all facilities the district owns contracts for or leases to provide educational services, routine health care, daycare or early childhood development services to children.

PERSONAL PROPERTY

Cell phones, Ipods, cd players, electronic games, or other expensive electronic items are not allowed at school. Collector cards are not allowed. Sporting equipment that is needed at school will be provided by coach. Students are not to bring footballs, skateboards, soccer balls, or roller blades to school. Toys are not allowed at school unless the teacher has requested them for a project or activity. If students bring these items, they will be taken into the teacher's possession and the items must be picked up by parents only.

For the safety of all students, knives (including pocket knives) or guns, including toy knives and guns are not allowed at school and will be grounds for out of school suspension. Cigarette lighters or matches, and caps or fireworks are not allowed and is terms for discipline. Please do not bring pets to school without prior arrangements being made with the classroom teacher.

MEDICATION POLICY

In order to best serve the interest and health of the students at Stowell Elementary, the following will be followed:

1. If at all possible, medications should be given at home.
2. When it is necessary for a student to receive medication while at school for an acute condition, the medication should be sent in the original container and should be labeled with the student's name. A signed note from the parent should accompany each medication telling what it is, if it should be refrigerated, when it is to be given, and the dosage to be given. All medication will be held in the office until the student comes for it and takes the dosage required.
3. When there is any doubt concerning a medication, an attempt to contact the parent will be made. If this fails, the medication will not be given.
4. If any special utensil, etc. (other than teaspoon or cup) is needed for administering of the medication, it shall be the responsibility of the parent to provide it.
5. Any remaining medication for acute illnesses not currently used, shall be disposed of after one week.
6. Under certain circumstances (diabetes, asthma, etc.), it may be necessary for the school to have on hand medication for a particular student for the parent to have a conference with the school nurse and building principal to insure the total understanding of all concerned.
7. Non-prescription cough drops may be dispensed in the classroom by a classroom teacher.

SAFE SCHOOLS ACT OF 1996

District Employees are required to report acts of school violence to teachers and school employees who have direct responsibility for the child's education or interact with the student on a professional basis. The acts of violence which schools are required to report include, but are not necessarily limited to:

- Assaults
- Possession, distribution, or under the influence of a controlled substance
- Possession of a weapon
- Arson-property damage

Any portion of a child's IEP relating to demonstrated or potentially violent behavior must be reported to the teacher or district employee who is directly responsible for the child's education or who interacts with the student within the scope of their duties.

Discipline Records

Districts are required to compile and maintain records of any "serious violation" of district policy. Records will be made available to district personnel with the need to know based upon their assigned duties and shall also be sent to any district a student subsequently attends.

Child with Disabilities

Section 162.680 RSMO, contains the state prohibition on denial of educational services based upon the child's disability. This section is amended to provided that if violent behavior of a child with a disability causes a substantial likelihood of injury, the school shall initiate procedures to change the student's educational placement.

SCHOOL BUS TRANSPORTATION POLICY

School Bus Safety, like automobile safety is important. It is important that your child pay attention to what is going on outside the bus and inside the bus to protect yourself and fellow riders. In the morning, be at the bus stop several minutes before the bus is scheduled to arrive. Wait for the bus in a safe place, away from the traffic and at least 10 feet from where the bus stops.

1. Around every bus is a danger zone of 10 feet wide. The driver can't always see you if you are in the zone, so you shouldn't get too close to the bus, especially while it is moving.
2. Never chase the bus after it has pulled away from the bus stop. Even with several large mirrors, the driver may not see you.
3. When you have to cross the street to get on the bus or after you get off the bus, walk at least five giant steps away from the bus toward the shoulder of the road and wait there until the driver tells you it is safe to cross.
4. Never run back to the bus to get something you left on the bus or dropped on the ground.
5. When you are getting on the bus, go directly to an empty seat or your assigned seat, if you have one, and sit down. Stay seated, facing forward, all the time the bus is moving.
6. Keep large objects...such as musical instruments, gym equipment, or science projects out of the aisles and away from emergency exits. Riders must be able to get out of the bus easily, safely, and quickly in case of an emergency.
7. Keep your hands, elbows, and head inside the bus at all times-even when it is not moving. They might get caught on something passing by.
8. Likewise, do not throw or pass books, lunch boxes, food, or anything else through the windows to someone outside the bus. Doing so means that the other person is in the "danger zone" and might get badly hurt if the bus starts to move.
9. Students who do not follow bus expectations will receive a bus report.

Visitors

Visitors are welcome at Stowell Elementary. We ask that you come to the office and pick up a name tag showing that you signed in with the office. Then return to the office before you leave to sign-out for safety of the students. Visitor parking is located in the parking lot directly in front of school to the left of the handicap spaces for your convenience.

Parents should keep the school office informed of all court orders or ex partees concerning child custody and welfare.

WELLNESS POLICY

Nutrition:

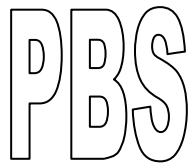
1. All students, parents, and staff in Hannibal schools will receive information throughout the year pertaining to healthful snacks, nutrition, and physical activity and their relationship to health.
2. Schools will limit classroom parties.
3. No classroom party should be held before lunch is served,
4. We encourage classroom party food/drink choices be made from the healthful snack list.
5. Students will have no access to the soda machines during the school day.
6. Snacks served during the school day or in after school care or tutoring should make a positive contribution to children's diets and health.
7. Teachers may ask you to bring certain foods from the healthful snack list for class parties.
8. Meals & snacks from fast food restaurants may not be delivered to school to be eaten in the common area.

Physical Activity

All students will have at least 30 minutes per day of supervised physical activity such as recess and/or physical education class.

Family Involvement (Celebrations)

1. Parents are asked to pack healthy lunches and snacks: please do not send unhealthy beverages (soda, other drinks high in sugar and low in juice content) or snacks high in sugar (cookies, cakes, candy) that do not meet the district's nutrition standards.
2. Meals/snacks from fast food restaurants may not be delivered to school to be eaten in the school cafeteria for breakfast or lunch.



What is PBS?

Positive Behavior Support (PBS) is an approach to improving student behavior in schools. PBS is a systematic approach to support all children and provide them with the social and behavioral support to attain academic and social success. This support is given by having clear and consistent behavioral expectations throughout the school. At Stowell Elementary, we expect students to Be Safe, Be Respectful, Be Responsible. These expectations are regularly taught, practiced, and reinforced. Students can be recognized for following these expectations.

How will students be recognized?

Gold Coins: Students at Stowell Elementary will be positively rewarded for following the expectations in a number of ways. Students can receive “gold coins”. All students will have the opportunity to trade in “gold coins” for a variety of prizes.

“Pirate Pride” Award: Students who have consistently shown, met Stowell expectations (Respectful, Responsible, and Safe) and have not received any referrals for that month can be given the “Pirate Pride” award (i.e. student(s) of the month). Teachers can pick one boy and/or one girl per month for the award. Teachers will try to pick a different student(s) each month.

Responding to misbehavior

There are systems set in place if a student’s behavior is not safe, respectful, or responsible. If a behavior is handled in the classroom by the teacher, the teacher can fill out a “Behavior Report.” If a student receives four behavior reports in four weeks for the same behavior, they will receive an Office Discipline Referral (ODR). If a student’s behavior can not be managed by the teacher in the classroom, the student needs to be removed from the classroom. Then they will receive an Office Discipline Referral and be sent to the principal’s office. Levels of consequences vary on the severity of the behavior. The consequence will be decided upon by the principal.

For more information on PBS, please visit <http://pbissmissouri.org>

A.D. Stowell Elementary School

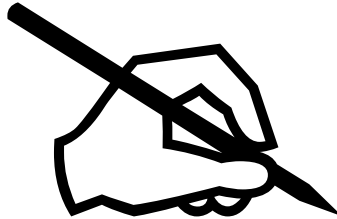
Expectations Matrix

	SAFE	RESPECTFUL	RESPONSIBLE LEARNER
All Settings	*KAHFOOTY *Use materials properly *Follow directions	*KAHFOOTY	*KAHFOOTY *Be an active listener
Classroom/ Special Classes		*Respect others, classroom, and school *Keep track of your belongings *Use good manners *Show pride in yourself *Be polite *Raise your hand to speak *Use kind words with others	*Take care of belongings *Follow given directions
Hallways	*Stay quiet *Walk	*Voices off at all times *Quiet feet	*Return to class promptly *Hands at sides
Cafeteria	*Whisper *Stay seated	*Raise hand for assistance *Use appropriate words at an appropriate volume	*Clean up after yourself *Line up quietly
Bathroom/Water Fountains	*Use inside voices *Wash hands with soap and water *Keep water in the sink and in the fountain	*Voice off	*Flush *Walk quickly back to class
Playground	*Play approved games only *Tire chips stay on the ground *Stay quiet until cross bus lane	*Invite others to play *Enter/exit the building without talking *Use kind words and action with others	*Line up immediately when whistle is blown
Before/After in the Gym	*Enter/exit quietly *Sit on bottom facing forward	*Stay facing forward *Stay facing forward	
Bus	*Sit facing forward at all times *Use quiet voices	*Follow driver's/bus instructions *Talk to driver/others kindly	*Watch for your stop *Get off the bus at the approved area
Dismissal	*Line up quietly *Go directly to your pick up spot	*Wait patiently in line *Use appropriate words at an appropriate volume	*Notify teacher of any unsafe activity *leave when dismissed
Assemblies	*Enter/exit in an orderly manner * Sit on bottom facing forward	*Watch for the quiet signal *Voices off unless asked to participate	*After assembly, keep voice off and turn to teacher for directions

Be Respectful, Responsible, Safe!

Stowell Elementary School

500 Union Street
Hannibal, Mo 63401
(573) 221-0980



Parent Signature Page

(Parents please sign and return to your child's teacher.)

- I have read the online copy of A.D. Stowell Elementary School's 2011-2012 Parent/Student Handbook with my child.

- I have read the online copy of A.D. Stowell Elementary School's 2011-2012 Parent/Student Handbook with my child and would like a hard copy.

Parent Signature

Date

Child's Name

If you have any questions, please call the office at (573) 221- 0980.