

# KEHRS MILL ELEMENTARY

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## STUDENT HANDBOOK

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Our goal at Kehrs Mill Elementary School is to help each child realize his or her potential in a changing world by promoting academic success, responsibility, self-esteem, and a love of learning through a partnership among staff, families, and community.

The staff at Kehrs Mill Elementary believes that all students can achieve and successfully learn the essential skills and knowledge needed to function in a democratic society. The staff at Kehrs Mill takes this responsibility very seriously.

We believe that the education of your child is a shared responsibility. We look forward to sharing in this journey together and forming a dynamic partnership with you that will enhance your child's potential and abilities.

*Dr. Beth Sciarratta*  
*Principal*  
*Kehrs Mill Elementary*

# Kehrs Mill Elementary School **MISSION STATEMENT**

Our mission at Kehrs Mill Elementary School, with the commitment of staff, families, and community, is to ensure each student reaches his or her potential in a changing world by achieving academic success, accepting responsibility, developing self-esteem and a love for learning.

## **Student Handbook**

### **ACCELERATION POLICY**

In recognition of the diverse needs of students, the Board of Education supports acceleration appropriate to student needs. Acceleration in the Rockwood School District refers to educational strategies, which provide opportunities for students to more rapidly achieve educational goals as described in Policy PRF 2535, or skipping a grade level in a particular subject. Participation in accelerated curriculum is based on individually identified needs and is designed on a case-by-case basis. In arriving at a decision to utilize acceleration for a student, the combined input of the student, parents, teachers, district staff, principal, and counselor are considered. The best interest of the student will determine the decision. Since acceleration is board policy, all teaching personnel must implement it to best serve the needs of the students.

### **ADVENTURE CLUB**

We offer high quality before and after school care for students. The program is available from 6:00 a.m. until the start of school and again after school until 6:00 p.m. This program offers safe and fun care for all students to engage in developing social relationships, complete homework, and explore enrichment activities. This program is also offered throughout the summer. For more information, please contact Nancy Kramper at [krampernancy@prcommunityed.org](mailto:krampernancy@prcommunityed.org).

### **ARRIVAL & DISMISSAL TIMES FOR STUDENTS**

#### **Arrival**

Between the hours of 6:30 a.m. and 6:00 p.m., all doors to the building are locked. Students can enter the building to the rotunda at 8:50 a.m. They can proceed to classrooms at 9:00 a.m. The bell to start the school day rings at 9:10 a.m. Students who arrive before 8:50 a.m. must enroll in Adventure Club before and after school care. Teachers will stand outside of their classrooms daily to welcome students to class and monitor hallways from 8:50-9:10 a.m. Any students arriving after 9:10 a.m. must be signed in at the office by a parent.

#### **Dismissal**

At the end of the school day, the bell will ring at 3:52 p.m. releasing walkers, bus riders, and Adventure Club students. Parents planning to pick up after school should enter the school parking lot prior to 3:50 p.m. and the classroom teachers will walk the students to the cars. There will be 5 lanes of cars for dismissal. Pull up as far as possible to allow for room for the maximum number of vehicles. Bus riders will begin loading at 4:00 p.m. as buses arrive in the lot. If parents have changes in their child's dismissal plans they must notify the teacher and office by sending a note and/or email to both or by calling the main office. Any children who will not be riding a bus or picked up by a parent by 4:00 p.m. must enroll in Adventure Club before and after school care.

## **ATTENDANCE FOR STUDENTS**

Teachers are responsible for accurate reporting of student attendance on Infinite Campus. Parents should inform the teacher, office, or call the attendance line if a child will be absent due to an appointment, extended illness or vacation. Students arriving after 9:10 a.m. must be escorted by a parent to the office and have a pass from the office to go to the classroom. The office will make the necessary adjustment to student attendance records if classroom attendance was already submitted to Infinite Campus. If a child needs to leave during the school day, a note or phone call from the parent is required. Parents must sign the student out in the office.

## **BEHAVIOR**

All District personnel responsible for the care and supervision of students are authorized to hold every child accountable for positive conduct in school, during school-sponsored activities, and during lunch or recess periods.

Violation of guidelines and policies will result in appropriate discipline administered according to the Rockwood Policies, Regulations, Procedures, and Consequences Pertaining to Elementary School Students.

### **Rights for Each Student**

1. To learn in the classroom
2. To hear and be heard
3. To be respected in school
4. To be safe

### **Kehrs Mill Expectations**

Kehrs Mill Elementary has established four Core Ethical values that will be the focus of our school-wide expectations and school-wide behavior plan. The Core Values that students will be expected to exhibit are: being Responsible, Respectful, Honest and Safe.

The following matrix identifies how each Core value will be demonstrated in all of the locations throughout our school. The expectations will be taught, modeled and practiced within each classroom so the students have a firm understanding of the Core Values at Kehrs Mill Elementary.

## Kehrs Mill Elementary School-Wide Expectations

	<b>We are Respectful when we...</b>	<b>We are Responsible when we...</b>	<b>We are Honest when we...</b>	<b>We are Safe when we...</b>
<b>Classroom</b>  Voice Level: 0-2	Raise hand. Listen. Work cooperatively. Use kind words and manners.	Follow directions. Are prepared for class. Make good choices. Complete and turn in assignments.	Do our own assignments. Always speak the truth. Ask before borrowing. Accountable for actions.	Follow the rules and procedures throughout the building. Demonstrate self-control. Keep chair legs on the ground. Keep hands and feet to self.
<b>Hallways</b>  Voice Level: 0	Walk silently. Keep hands, feet and objects to self.	Walk and stay with the class. Go directly to your destination.	Walk when by ourselves. Go to designated place.	Walk on the right side of the hallway facing forward. Walk in a straight line.
<b>Restrooms</b>  Voice Level: 0	Give others privacy. Keep restrooms clean.	Flush toilets and wash hands. Use time wisely.	Tell an adult about restroom problems and messes.	Keep water and soap in sink. Keep hands to self.
<b>Cafeteria</b>  Voice Level: 0-2	Talk only to people at my table. Use good manners. Greet and thank cafeteria staff.	Follow directions the first time. Get all supplies and food before sitting. Eat promptly. Stay seated.	Take what you ordered. Take care of your own trash. Report problems to adults when they happen. Wait patiently.	Eat our own food. Push in chair. Walk at all times. Line up appropriately after lunch.
<b>Playground</b>  Voice Level: 2-3	Take turns. Include others. Use kind words.	Line up quickly and safely. Put away equipment. Report any problems to an adult.	Play by the rules.	Stay in playground area. Use playground equipment appropriately. Keep hands, feet, and all objects to yourself at all times.
<b>Indoor Recess</b>  Voice Level: 1-2	Follow all adult directions. Take care of property. Include everyone.	Clean up at end of recess. No computer use.	Play fairly. Take turns.	Stay seated on floor or chairs. Use materials appropriately. Report problems to an adult.
<b>Bus</b>  Voice Level: 1	Follow bus rules. Have appropriate conversations with your seatmate.	Be ready for your stop. Remember all belongings.	Report incidents truthfully.	Stay seated. Keep hands, feet and objects to self.
<b>Car Rider Area</b>  Voice Level: 2	Look and listen to adults.	Have all belongings.	Get in correct car.	Walk with teacher. Watch for your car.

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## **The following will be used to reinforce expected behaviors:**

### Positive Consequences

1. Verbal praise or compliments
2. Positive office referral
3. Class incentives
4. Various classroom incentives
5. Intrinsic motivation

### Negative Consequences

1. Verbal Warning
2. Written warning – Behavior Sheet will be filled out by teacher.
3. Think Station (short time-out in the classroom)
4. Think Station in another classroom
5. Office Visit with parent contact from an administrator

### Office Referral

For any act of physical aggression, extreme disrespect, sexual harassment, academic dishonesty, stealing or bullying an Office Referral will be completed by the reporting staff member.

## **BIRTHDAYS**

Celebrating student birthdays is important! We do this by showing their picture and birthday on the TV in the rotunda, inviting them to the office for a birthday pencil and sticker, and allowing them to celebrate in their classroom by choosing something from their class birthday menu. Treats and balloons are not permitted but parents are welcome to join their child during lunch to celebrate (with the exception of the first week of school – we want to encourage independence that first week and allow students to form friendships). Additional options for birthday activities include bringing a birthday bag to donate to the Circle of Concern Food Pantry. Many food pantries receive fantastic donations but rarely do they receive cakes, icing, candles, etc. for birthdays. Children will learn to give back to the community and donate to those in need on their special day.

## **BUILDING ACCESS**

In order to promote a safe learning environment, Kehrs Mill utilizes a limited building access plan. Any staff or students entering or exiting the building at any time should only use the front doors. Teachers wishing to take their students outside during the day must take a walkie-talkie in order to stay in communication with the office.

## **CAFETERIA GUIDELINES**

The school provides both breakfast and lunch. Our payment system is fully computerized. An account number is issued for each student and staff member with a corresponding PIN number that can be entered manually or via biometric finger scanning. My School Bucks offers parents a secure system for school meals, along with other important features and benefits:

- 24/7 access to accounts and balances
- Secure online payments through credit/debit cards and PayPal accounts

- One meal account per family will allow for easy management of funds
- Itemized purchase history up to 30 days can be viewed in online account
- Automatic notification sent to e-mail when balances are low

Rockwood Child Nutrition Web page offers information including the following:

<http://rsdmo.org/departments/childnutrition/Pages/default.aspx>

- Link to My School Bucks (ability to view student meal account activity)
- Menus
- Meal charge procedures
- Online payment information
- Nutrition information
- Prices
- Free and reduce price meal application

Staff are responsible for making sure that all students use the restroom and wash their hands before lunch/recess each day. Student helpers will take lunch wagons to the cafeteria prior to lunch. Students will learn indoor recess expectations and the use of technology during indoor recess will not be permitted.

## **CHARACTER EDUCATION**

Character Education is an important part of developing the whole child. Character based activities will be organized throughout the year, under the leadership of the administration, counselors, staff, and Student Council. The purpose of this program is to actively cultivate respectful, supportive relationships among and between students, parents, and school staff. The program provides opportunities for collaboration and service to others, influence and self-direction, emphasizing common values, goals and norms. In implementing this program, every classroom teacher will hold weekly classroom meetings with his/her students, offering student voice and choice. All staff will help in this implementation and play an active role in helping to build the overall community of the school through the use of a common language and set of expectations.

## **CELEBRATIONS/CLASS PARTIES**

Our PTO sponsors two class parties each school year. These celebrations take place in the Fall and Spring. The purpose of class celebrations is to:

- Incorporate the curriculum into a social interaction
- Allow students structured social time with peers
- Allow parents to participate in a structured social activity with their children
- Room parents are expected to share all party plans with the classroom teacher well in advance for teacher approval

## **COMMUNICATION WITH PARENTS AND SCHOOL COMMUNITY**

### **Introductory Phone Calls**

Classroom teachers will make introductory phone calls or contact with the parents of each child in the class at the beginning of the school year. The purpose of the call is to make introductions and ask parents to share information that will help the teacher work more effectively with each child.



### Parent Phone Calls

Phone calls and email messages should be answered in 24-48 school hours.

### Parent Teacher Conferences

Conferences are scheduled at the end of the first and third quarters. Additional conferences may be held at any time during the year. Teachers are encouraged to arrange conferences with parents as often as necessary. The principal, assistant principal, and counselor are available to participate in conferences.

### School & District Communication:

eNews: A weekly email will be sent called, KMeNews, each Friday with school and PTO updates and activities. The school will also send information through Parent Square via email, text, and phone calls periodically.

Infinite Campus: This is a student information system used to view your child's report card.

PeachJar: This is an electronic tool used for sending district and community related flyers to minimize the amount of printed material sent home with students.

## **CRISIS INTERVENTION**

A crisis intervention team has been established in the event of a school-wide emergency or crisis. In the event of a catastrophe, staff will follow the guidelines outlined in the Crisis Intervention Plan. The safety of the children is the primary concern. Crises include but are not limited to, the death of a student or staff member, weather related catastrophes, bomb threats, utility failure, food poisoning, and breach of security.

To familiarize each student with the safety procedures in the event of an emergency, fire drills are conducted each month, with tornado, earthquake, and intruder drills conducted twice each year. At the time of a drill, teachers are required to take their emergency bag with them outside as the bag contains critical items to provide more security.

## **CURRICULUM**

The Rockwood School District has a curriculum developed for each academic subject area. Grade level curriculum is available online at the Rockwood School District website. Rockwood continually revises and/or rewrites the curriculum in all areas on a rotating basis. Teachers are expected to follow the district curricular guidelines as noted for each subject area. These are aligned with the Missouri Learning Standards, and the national standards for subject areas. The district provides training for all newly adopted curriculums, and the implementation of all new curricula is supported and monitored on site.

## **DISCIPLINE**

The philosophy towards discipline is based on the general belief that discipline should be used to help educate a student to make a better choice, and not merely for the purpose of punishment. This approach is a proactive systems approach to preventing and responding to classroom and school discipline problems. Emphasis is directed toward developing and maintaining safe learning environments where teachers can teach and students can learn.

### **DRESS STANDARDS**

Children are expected to dress in good taste for school and in a manner that is appropriate for the weather. Strapless tops, spaghetti straps, crop tops, see-through shirts and clothing with inappropriate language or messages will not be permitted. Hats are only to be worn in school on special, designated occasions and with teacher approval. Exceptions include medical or religious purposes.

### **ELECTRONIC DEVICES**

All students have access to the technology they need during the school day for learning. Do not send phones, tablets, or other personal electronic devices to school unless your teacher gives special permission. If you feel it is necessary for the safety of your child to carry a cell phone, it must be turned off and kept in the child's backpack during the school day and on the bus. If you need to contact your child during the school day, please call the main office.

### **FIELD TRIPS**

Field trips should be an integral part of the program and related to grade level curriculum. Each grade level will have two major field trips per year in which parents cover the cost of transportation and entry fees.

### **HEALTH PRECAUTIONS**

The following guidelines were developed by Rockwood in cooperation with the St. Louis County Health Department to assist in keeping a healthy school environment:

- Food at student parties and other functions in schools should be limited to commercially prepared
- Foods prepared at home should not be brought to classrooms or cafeteria for sharing
- Distribution and handling of food should be limited to teachers, staff, and/or parent volunteers who are wearing disposable plastic gloves
- Good hygiene is the simplest and most effective way to prevent the spread of germs. Students and staff should practice careful hand washing, especially after using the bathroom and before eating or handling food.
- Food should not be brought to the cafeteria to share with any other students than your own in order to maintain our allergy aware policies.

### **HEALTH ROOM**

A registered nurse is on duty every day of the week. All injuries and illnesses treated in the health room are recorded in a log. If a student is ill or injured in the classroom or on the playground, he/she should be brought to the health room, or the teacher on duty should send for the nurse. Under no condition is a sick or injured child to be sent home by the teacher.

The nurse, who has written parental permission, must administer student medicine. This includes prescription and non-prescription drugs, including cough drops. Parents who come to school to administer medicine to their child should do so in the health room.

Students will not be allowed to enter school without proof of immunizations. Contact our nurse if you have special circumstances or questions about this policy. Please keep sick children home for at least 24 hours if they have a fever of 100 degrees or higher, are vomiting, or seem to be too sick to attend in their learning. Each child will participate in an individual hearing and vision screening annually. Parents are informed if a follow-up is recommended.

## **HOLIDAYS**

As a state agency, we are sensitive to the diverse religious, cultural, and ethnic beliefs of others. The Rockwood School District recognizes that it serves a diverse community and is important to allow appropriate flexibility for holiday celebrations.

## **HOMEWORK**

Homework may be assigned by teachers to students in accordance with the Policies, Rules, and Regulations of the Board of Education.

Kehrs Mill believes that homework can be an effective and integral part of the educational process. Homework may be an assignment that was unfinished in the classroom or an assignment specifically intended to be done at home. All homework should be purposeful and designed to complement instruction. In addition to reinforcing specific concepts in the classroom curriculum, homework can and should be used to:

- Develop responsibility and good study habits
- Encourage growth of the individual to his/her full potential
- Give constructive feedback to students on their mastery of work
- Provide each student an opportunity to develop independent judgment
- Think critically and problem solve

Accepting responsibilities of homework means the student needs to independently take direction, manage time, and complete the work to the best of his/her ability. Homework is about learning to make choices about when to do the homework, how to do the homework, where to do the homework and when to turn it in.

If a child is taken out of school for a family trip, homework cannot be provided in advance. Families are strongly encouraged to plan vacations during non-school dates as it is difficult to replicate the learning experiences that occur daily in the classroom.

Keeping up with the positive role that homework should provide, the following parameters are established as general guidelines (rather than limits or requirements) in terms of time spent by students:

- In grades K-1, homework should not normally exceed an average of 10-20 minutes per day.
- In grades 2-3, homework should not normally exceed an average of 20-30 minutes per day.
- In grade 4, homework should not normally exceed an average of 30-40 minutes per

- day.
- In grade 5, homework should not normally exceed an average of 40-60 minutes per day.

### **INCLEMENT WEATHER**

When school is called off due to inclement weather, staff does not report to work. The phone messaging system is put into operation notifying the entire school community of inclement weather closing. If school is called off after the school day has begun, the following procedures are to be implemented:

- The announcement will be activated by the district (phone message, email, & website)
- Lunch should be served if at all possible
- Walkers and bike riders leave immediately
- CCL students will be delivered to their home schools
- All buses are to load and leave as soon as they arrive
- ALL staff is to remain in the building until all students have been picked up or until dismissed by the principal.
- After school activities will be canceled.

### **INTERNET**

All users of the Internet in RSD will adhere to the appropriate use of Internet resources. The user understands that the following violations may lead to disciplinary action and/or cancellation of future use of the RSD account that accesses the Internet:

1. Intentionally damaging or destroying electronic information or resources
2. Intentionally invading the privacy of individuals or organizations
3. Plagiarizing or violating copyright restriction
4. Harassing others
5. Accessing obscene or other inappropriate materials
6. To conduct any for profit business activities or other activities that detract from instructional time or preparations
7. Soliciting the performance of or promoting any activity prohibited by district policy, state, or federal law.
8. Submitting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material.
9. Encouraging the use of controlled substances
10. Accessing the Internet utilizing a school account without permission from appropriate school personnel

Regardless of location of the computer terminal (home or school), all users of a Rockwood Internet account are expected to follow all school and classroom regulations. Users are not to use another person's account. Passwords are not to be shared. RSD may periodically monitor network traffic and content to protect the integrity of the system. Individuals should be aware that the use of the RSD network is not private. Users should realize the importance of online safety by adhering to the following:

1. Never give out personal information such as your address or telephone number.
2. Never send pictures that are personally identifiable.
3. Never agree to a personal encounter with someone met on line

### **LOST AND FOUND**

Please mark your child's coats, lunchboxes, etc. with their first and last name. If your child has lost something you can check our lost and found in the cafeteria at any time. Small items and jewelry are kept in the main office. Unclaimed items will be donated to Good Will at the end of each semester.

### **NON-CUSTODIAL PARENTS**

Non-custodial parents can receive school communication if they have contacted the office and classroom teacher asking for information to be sent to both parents (i.e., report cards, classroom information, newsletters).

### **PROFESSIONAL LEARNING COMMUNITIES - PLC's**

Time in the weekly schedule is planned so that all teams have a common time block schedule. According to the Memorandum of Understanding, each PLC will designate one hour per week for focused work that may be used by administration for enhancement of effective collaboration and instruction. During this time teams of teachers and administrators work together to assess student work and progress, to share what is working or not, to support each other, to share best practices, to plan instruction, and to articulate the curriculum to ensure its implementation. This time should be protected from interruptions as much as possible.

### **PROFESSIONAL DEVELOPMENT**

The Rockwood School District and Kehrs Mill provide many opportunities for the professional growth of staff, all of which are job embedded. The goal of all staff development is to improve student performance and achievement. This training can occur before school, during PLC's, and on early dismissal days.

### **PROFESSIONAL RESPONSIBILITIES & EXPECTATIONS**

To have an effective school organization, responsibilities and duties must be assumed by each individual. Teachers are expected to follow district and school policies, regulations, and procedures; assume professional responsibilities outside the classroom; demonstrate a commitment to professional growth; demonstrate a commitment to systemic view of district strategic initiatives and site-based improvements.

### **PTO**

All parents are invited to participate in our active Parent Teacher Organization (PTO). This is a dynamic group of Kehrs Mill volunteers who strengthen the community, educational, and social experiences for all students. Our PTO sponsors a wide variety of family programs and events throughout the year and raises money to benefit our school and students. They operate on an annual budget that is approved by a PTO membership vote. We invite all parents to get involved in our PTO by attending public meetings, becoming a room parent, chairing a committee or event, or getting involved in our executive board.

### **PETS**

Family pets should not be on school grounds during arrival and dismissal times. Some students may be afraid or allergic to pets and they can be a distraction to the flow of our normal procedures.

## **RECESS**

Every grade level will have a 20 min. recess after lunch each day. Classes are welcome to take 1 additional recess per week.

## **PLAYGROUND GUIDELINES:**

### **BALANCE BEAM, MONORAILS, AND U-BOUNCERS**

- One person on each piece at a time.

### **BASKETBALL**

- Limit to 10 players per game.
- Half court games only.

### **CLIMBERS**

- One person on climber at a time.
- Go up ladder, one rung at a time.
- Students may only go up on the tree climber.

### **EQUIPMENT**

- Do not jump off any equipment.
- Do not get on top of any equipment.
- Do not climb on outside of any equipment.

### **JUMP ROPE**

- Use jump ropes for jumping only.
- Do not tie ropes together.

### **KICKBALL**

- Two teams on blacktop.
- Follow rules taught in P.E. and set by supervisors.

### **RINGS AND MONKEY BARS**

- Rings are to be used with hands gripping the ring.
- No “cherry drops” or turning over while using.
- Monkey bars go towards stairs.
- Rings start at ladder and go toward platform

### **SLIDE**

- Only one person at a time on the slide. Next person may go when first person is at bottom and out of slide.
- Slide on bottom only with feet first.
- Stay clear of base of slide.
- No climbing allowed on slide.
- No shocking people on the slide.

### **SOCCER**

- Use only one ball per game.
- Follow regulation rules of soccer. Rough housing will not be tolerated.
- Hanging from the goals is disallowed.
- If a ball leaves the playground, the teacher on duty must get the ball.
- If balls begin to roll up the hill, the ball is out of bounds.

## **SWINGS**

- Only one person on a swing at a time.
- Only sitting on the swing is permitted.
- Twisting, wrapping, pushing and jumping from swings are NOT permitted.
- Take turns.
- Do not stand or walk near swings while waiting for a turn.

## **ROCKWOOD OUTDOOR TEMPERATURE GUIDELINES**

Temperature Guidelines including wind chill and heat index:

\*Below 20 degrees, indoor recess

\*20 degrees to 95 degrees, outdoor recess

\*96 degrees or higher, indoor recess

## **RELEASING CHILDREN**

Children will be released to parent(s)/guardian(s) only from the office. If a parent/guardian goes to the classroom (or has been volunteering in classroom or building) and requests that a student be dismissed, staff will direct the parent/guardian to the office to request the dismissal.

## **REWARDS**

Candy, sweets, or unhealthy food will not be used as rewards for students. We work toward intrinsic rewards vs. extrinsic ones as part of the District Wellness Policy and our character education initiatives.

## **SAFETY AND SECURITY**

- A safe and orderly school environment is essential for learning to occur. All of us have the responsibility of ensuring the safety and security of students.
- Playground supervisors will station themselves so that all children can be carefully watched.
- Students being dismissed early will be called to the office.
- Parents should not interrupt classroom instruction. If medicine needs to be given to a child, it will be done in the health room. All parents must check in at the office.
- If a staff member sees someone in the building without a Visitor's Pass, they will direct them to the office and also notify the office.
- All staff will wear a school ID.
- All exterior doors are locked from 6:30 a.m. to 6:00 p.m. daily. A doorbell system that allows entry is operational at the front entrance doors as well as the back doors. A third doorbell system is available for Adventure Club entry.
- A crossing guard will be stationed at the corner of our school entrance and Kehrs Mill Rd. during arrival and dismissal times to safely assist walkers in crossing the street.

## **SCHOOL BUS EXPECTATIONS**

Transportation is provided to and from school for all children who live at least one mile from school (special assignments excluded). Children are expected to ride their own bus daily.

Prior written permission from parents is necessary for any emergency change in the regular transportation schedule. Any changes in transportation must be communicated to the classroom teacher and the office and a bus pass, according to written instructions, will be provided by the office. Children who are assigned to a bus and wish to walk must have prior written parental permission. Stonebriar, Kehrs Mill Farms North, and Round Hill are “walker subdivisions” and no bus service is provided.

Rockwood Transportation 636-733-8500

Missouri Central/VICC Information 314-721-8657

### **SPECIAL CLASSES**

Each classroom, grades K-5, will have Art and Vocal Music and P.E. Art will occur once per week for one hour. Vocal Music will consist of two, 30- minute sessions. Physical Education and Health classes will meet five times per week for 30 minutes. Library meets one time per week for 30 minutes and has a flexible access schedule for all students.

IT (instructional technology) will be taught to every grade level but 3<sup>rd</sup> twice a week for 30 minutes. 4<sup>th</sup> and 5<sup>th</sup> grade students have a choice of participating in Strings or IT.

### **SPECIAL SCHOOL DISTRICT (SSD)**

Children with diagnosed handicapping conditions are served by the St. Louis County Special School District to address any individual special education needs. The federal law, I.D.E.A. (Individuals with Disabilities Education Act) mandates that the education of individuals with a disability is a collaborative effort of the general educators and the special educators. All reasonable accommodations and modifications within the least restrictive environment must be made for these students in all their classes.

### **SECTION 504 of the Rehabilitation Act of 1973**

As part of the Rehabilitation Act of 1973 (Public Law 93-112), Congress enacted Section 504, the first Federal civil rights law protecting the rights of individuals with handicaps. Section 504 covers only those persons with handicaps who are otherwise qualified to participate in and benefit from the programs or activities receiving Federal financial assistance. This coverage extends to persons who have handicaps as well as persons who have a history of a handicapping condition and persons perceived by others to have a handicap. An individual with handicap(s) is anyone with a physical or mental impairment that substantially impairs or restricts one or more major life activities, such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.

### **SPECIAL PROGRAMS**

We have many building and district programs that assist the classroom teacher in facilitating the learning and development of all students:

Adventure Club: Provides before and after school care for families that need it.

Character Education: A school-wide character education program teaches student accountability, responsibility, respectfulness and caring behaviors. It is integrated with the



content areas.

DARE - Drug Abuse Resistance Education: Sponsored by the Chesterfield Police Department and facilitated by a Police Officer, this program teaches drug resistance skills to fifth graders.

ESOL: Provides services for students that are English speakers of other languages. The program offers education in conversation, speaking, comprehension, reading, and writing of English while celebrating cultural differences.

Gifted Education Program: Students qualify for this program with a professional evaluation of their intelligence after being nominated by parent or teacher. An I.Q. score of 132 is required. If students do not score high enough on the intelligence to qualify, they can be retested after TWO years.

OASIS: A tutorial reading program staffed by volunteer senior citizens.

Reading Intervention: This innovative program provides additional reading instruction for students having difficulty learning to read. Students are assessed on their reading ability and grouped for intensive reading intervention on a daily basis with Reading Specialists who hold a Master's degree in reading.

## **STUDENT ASSESSMENT**

Assessment and grading are an invaluable part of the learning cycle. The Rockwood School District has moved to a Standards Based Grading Model at the elementary level. This format is considered to be a more developmental and informative assessment of the student progress. It is a better conference tool, giving a personalized report of the child's progress. It is reflective of the district's Core Concepts and grade level curriculum.

Students in grades 3-5 will take the state MAP test in the spring. Students in grades 1-5 will take the district STAR reading and math assessment each fall, winter, and spring. Students in grades 2 and 4 will take the COGAT test in the fall. All students will complete the FASTBridge reading screener at least once a year.

Grade cards are posted in Infinite Campus during designated windows. Classroom teachers are responsible for recording grades on student report cards. Comments are made on the grade cards when appropriate, based on specific standards. If a student is in a modified or accelerated program, a narrative report from the teacher giving full explanation must accompany each report card, with a copy for the file.

## **STUDENT ABSENCES**

- a) Accurate daily attendance completed by classroom teachers is imperative. Any email notification or written note information from a parent to a classroom teacher will be forwarded to the attendance secretary in the office.
- b) Following the morning bell, classroom teachers must complete daily attendance in

Infinite Campus. Any student not present in the classroom at that time will be marked absent. Office staff will make the necessary telephone calls to account for absent students whom no absence information is available. Accuracy in absent student identification is imperative.

- c) No child will be released without a note or authorization from the office.
- d) Parents must sign students out in the office before the student can be released.
- e) Parents must send a note regarding appointments or change of dismissal plans.

### **STUDENT TARDINESS**

Any student who enters the classroom after morning announcements begin should be identified in the daily attendance as 'absent' and will have a late slip issued by the office secretary. Attendance will be adjusted by the office staff after students check in.

### **TALENTED AND GIFTED PROGRAM**

<http://rsdmo.org/giftededucation/Pages/default.aspx>

### **VISITORS**

For the safety of our students and staff, all visitors to the school are required to report to the office upon arrival, sign in, and wear a visitor's badge. If an unexpected visitor arrives to a classroom they will be directed to the office to sign in. If any staff member sees an unfamiliar face in the building, they will ask inquire about their purpose and direct them to the office. Siblings and other children that are not students are not permitted in classrooms during instructional times, parties, or when parents are supervising students.



Mascot: Knights  
School Motto: Knights of Honor and Excellence  
Touchstone: Show Your Shield  
Colors: **Red** and **Gold**

