



Ballwin

Elementary School

Family Handbook

2026-2027

Mission Statement

We do whatever it takes to ensure all students realize their potential.
Ballwin Elementary is a dedicated community of learners inspiring life-long leaders.



Dr. Emilie Ortyl, Principal
Mrs. Laura Stroot, Assistant Principal
400 Jefferson Avenue
Ballwin, MO 63021
Phone: 636-891-6575
Fax: 636-891-8836
Website: www.rsdmo.org/ballwin

Important Phone Numbers

Rockwood Administrative Center	636-733-2000
Ballwin Elementary School	
School	636-891-6575
Fax Number	636-891-8836
Bus Transportation	
Rockwood	636-733-8500
VICC Transportation	314-721-8657
Center For Creative Learning	636-891-6550

School Hours

8:11 A.M. - 3:23 P.M.

Monday - Friday

Gifted Program

Ballwin students in the Gifted Program will attend the Center for Creative Learning (CCL) one day a week.

Rockwood School District Board of Education

Tammy Rhomberg, President

Kary Bachert, Vice President

Sarah Boyer, Director

Bob Cadigan, Director

Phil Milligan, Director

Dr. Mara Vorachek-Warren, Director

Dr. Amy Wassman, Director

Dr. Curtis Cain, Superintendent

Ballwin Elementary Staff

Office

Dr. Emilie Ortyl, Principal
 Mrs. Laura Stroot, Assistant Principal
 Jamie Haring, Counselor
 Makayla Braile, Social Worker
 Ellen Beshore, Principal's Secretary
 Stacey Pastuzyn, Secretary
 Abby Otten, Secretary
 Jen Maschmann, Nurse

Kindergarten

Amy Cunieo
 Megan Mercurio
 Joanna Erutti
 Abigail Riesmeyer

First Grade

Allyson Ryan
 Megan Limpert
 Kelly Hutton
 Michelle Mehrstens

Second Grade

Tina Lohmann
 Laura Steuber
 Karin Cason
 Genevieve Betz

Third Grade

Katy Jauch
 Amy Knight
 Lindsay Cronin
 Prabha

Fourth Grade

Alana Horan
 Kimberly Kovash
 Katherine Reich

Fifth Grade

Allyson Jeffries
 Samantha Amlong
 David Mathys

Reading Teachers

Sara Grieshaber, Reading
 Carrie Santel, Reading

Math Interventionist

Amy Klopstein

Specials Teachers

Pete Eppler, PE/Health
 Michael Lacavich, PE/Health
 Brandon Gargus, PE/Health
 Caitlyn Stevenson, Vocal Music
 Allison Ebert, Art
 Laurie Wollard, Strings
 Kristin Clark, Librarian

Special Education

Emily Milligan, Area Coordinator
 Jenna Kovarik, Resource Teacher
 Lauren Lowder, Resource Teacher
 Sarah Baldrige, Speech/Language
 Paul Imgrund, Empower Room
 Julie Marchetto, Resource Teacher
 Chelsea Blanner, ML
 Jackie Albrizzi, School Psychologist
 Olivia McGaugh, Social Worker
 Pam Miller, Paraprofessional
 Vicki Gardin, Paraprofessional
 Laura Politte, Paraprofessional
 Raquella Gardner, Paraprofessional
 Sofia Williams, Paraprofessional

Other Staff

Tracey Hammack, Library Assistant
 Mary Anne, Cafeteria
 Dawn, Cafeteria
 Kyle Rego, IT
 Cindy McBride, CA
 Mandy Eagan, CA
 Salini Arjunan, Technology CA
 Julie Cooper, Adventure Club
 Tricia Reh, OT
 Nick O'Donnell, Adaptive PE
 George Hummel, Lead Custodian
 Phil, Custodian
 Ron Dierker, Custodian

Parent Student Organization (PSO) News & Events

Dr. Emilie Ortyl, Principal ortylemilie@rsdmo.org	Laura Stroot, Assistant Principal strootlaura@rsdmo.org	Heather Connell, President ballwinpso@gmail.com
Mandy Pelhank, Secretary ballwinpso@gmail.com	Katie and Derek Jess, Co-Treasurers ballwinpsotreasurer@gmail.com	Jamie Haring, Teacher Rep haringjamie@rsdmo.org

Please look for the PSO sponsored events on the school calendar for the 2026-2027 school year. PSO Meetings will be posted on the school calendar. If you are interested in volunteer opportunities, visit the PSO tab on Ballwin Elementary's website. Additional events may be added throughout the year. We are always looking for new and fresh ideas. Please contact a PSO member if you have something to share or contribute. We are looking forward to your partnership this school year!

Adventure Club

Adventure Club is Rockwood School District's tuition-based, out-of-school time program that is available at all 19 of the district's elementary schools. Contact Julie Cooper to set up care for the school year. Her contact information is cooperjulie@prcommunityed.org or 636-891-6644.

- The **morning program** starts at 6:30 A.M. and is open to students in kindergarten through 5th grade until the start of the school day.
- At the **close of the school day**, the program is open to students in kindergarten through 5th grade until 6:00 P.M.

Holiday and Summer Programs are offered at selected locations. For more information you may call 636.861.7772 or visit <https://prcommunityed.ce.eleyo.com/>

Attendance

Absences- Regular and punctual attendance is an important factor in a student's success in school. If your child is going to be absent, please call the school at 636-891-6575 or email ballwinattendance@rsdmo.org with the following information:

1. Student's name
2. Teacher's name
3. Reason for the absence

The attendance line is in operation 24 hours a day, seven days a week. If we do not hear from you and your child is absent, you will receive a message through **Parent Square** reminding you to contact the school so the absence is not marked as unexcused. Regular and punctual attendance is important in order for children to have continuity with their teachers and peers in the educational process. Rockwood District policy requires accounting for all absences. Attendance is reported in the total number of days missed, calculated by the minute.

Any time missed after 8:26 A.M. or before 3:23 P.M. is counted in minutes absent.

Tardies- In the Rockwood School District, elementary students are considered tardy if they arrive after the official start of the school day, which is 8:26 a.m. After 8:26, parents must sign their children in at the school office. Unexcused tardies are documented, and if they become chronic, may trigger attendance interventions. Interventions: If tardiness begins to impact a student's learning or attendance percentage (the district aims for 95% or higher), school counselors or social workers may reach out to families to provide support. Valid reasons for being late (such as medical appointments) are treated as excused if properly verified by a parent or doctor.

Excusable Absences and Tardies

1. Death in the student's immediate family
2. Illness of the student
3. Doctor and dental appointments
4. Certain days for religious observances
5. Court appearances
6. When a family is leaving town and desires to take the student with them, he/she *may be excused* up to five (5) school days provided that:

- a. The school (office and teacher) is notified in advance of the absence.
- b. The student procures assignments in advance of the absence.
- c. All assigned work is turned in upon returning to school.
- d. All tests, etc. are made up at the direction of the individual teacher.

(I think we take this out.....because teachers have students make it up when they return or send work with them)

Unexcused Absences and Tardies

Absences and tardies for all other reasons are unexcused and shall be treated as a degree of truancy. Suspensions imposed by the school administration shall not count as an excused or unexcused absence.

(I think we can take away the top but leave the bottom)

According to district policy, students who are absent during the day may not participate in any after- school activities or programs that day.

Cell Phone and Smartwatches

At the July 17, 2025 meeting, the Board of Education voted to approve a new policy that aligns with the **Missouri Senate Bill 68**. This means that **personal devices will not be seen or heard from the start to the end of the school day.**

As a result, outside of a school-designated emergency, student phones and smart watches must remain off and out of sight during the entire school day. This updated policy will help minimize distractions and foster an even more focused learning environment for all our students.

Exceptions

The new law - and Rockwood's policy - allows for exceptions where it is permissible for students to use their cell phone, smart watch or personal device at school:

- There is an **emergency** at school. Emergencies are defined as serious, unexpected and dangerous situations that require immediate action, including, but not limited to, an immediate safety threat to the school, fire, tornado, earthquake, an evacuation of school grounds or a medical emergency.
- **Health-related** purposes, such as monitoring a medical device.
- A specific **educational purpose** as approved or directed by faculty or staff.

Consequences for policy violations

As with any policy, students will be subject to disciplinary action and may have their personal devices confiscated if they violate the policy and the law. Those consequences will be clearly

communicated in this year's updated Student Discipline and Consequences Handbook. You can help us support them by having conversations now about what will be expected or by simply ensuring their smart watch or phone is powered off and stored away in their backpack.

We appreciate your understanding and cooperation in helping us implement this expanded policy and adhere to the new Missouri statute. If you need to get a message to your child during the school day, or if you need to excuse your child from school, we ask that you please follow the normal procedures and contact the school office.

Working together, we can empower our students to develop healthier and more purposeful technology habits.

Parents Going Out of Town

Whenever parents go out of town, but leave their child(ren) in the care of someone else, a note must be sent which authorizes the individual to represent the parents during the specified period of time of the parents' absence; this note is required regardless of whether or not the person authorized to care for the child is a relative. (I think its nice if we know the office is emailed, the teacher and then they are in infinite campus for emergency contact)

Homework Due To Excused Absences

Students are expected to make up any schoolwork they miss during absences due to vacation, illness, or any other excused absence. The following guidelines will assist parents, students, and teachers in handling these situations conveniently and efficiently:

1. If a student is absent for only one day, the make-up work will be handled by the classroom teacher when the child returns.
2. When a student has been absent two or more days, homework can be requested by calling the school office at 636-891-6575 by 10:00 A.M. The teacher will have the assignments ready to be picked up in the office between 2:00 and 4:00 P.M. If another student is to take the work home, please give the student's name and room and the homework will be sent to that child. Any requests made after 10:00 A.M. will be handled only if possible.
3. When requesting homework because the student will be out for a vacation, it may not be possible for the teacher to have all of the work available prior to the child leaving. The teacher is expected to provide at least a general outline of what will be covered and any work that can easily be assigned. Upon

returning, the student should check with the teacher to find out what other assignments need to be made up.

4. It is the responsibility of the student to turn the work in within a reasonable amount of time.

Arrival

All grades will start at 8:26 A.M. and dismiss at 3:23 P.M. Students may begin arriving no earlier than 8:11 A.M.

Dismissal

The school day ends at 3:23 PM. Early dismissal of students for reasons other than emergencies or medical and dental appointments is discouraged. It is essential that students be present for instruction.

When it is necessary for a child to leave during the school day, dismissal will be from the office only. Teachers have been instructed not to release children from the classroom, cafeteria, bus line, or playground without approval from the office. Please do not go to the designated classroom to pick up your child at any time. **After 3:00 P.M., children will not be dismissed early. Due to the complexity involved in safely and correctly dismissing our students. Walkers, bike riders, parent pick up students, and bus riders begin their dismissal transitions at 3:18.**

If a student is to be picked up by someone other than a parent or legal guardian, such as a neighbor, sibling, or relative, a note of permission is required. **A written note, email (ballwinattendance@rsdmo.org), or phone call to the office (636-891-6575) is required for any change in a student's dismissal transportation.** We will accept a one-time note for scout groups that meet after school on a weekly or monthly basis. We also need a note if your child is picked up by a day care center or attends Adventure Club; this note may be for the year or for any length of time you desire; it does need to be specific. Those students eligible for transportation services who choose to walk or ride their bicycles may do so, provided their parents send a note giving them permission. This note will require the children to walk or ride their bike on a permanent basis, unless another note is sent to rescind the first authorization.

Families with changing dismissal plans will complete a monthly dismissal calendar through the office attendance secretary. This will provide a reference for the office,

dismissal staff, teachers, and parents to limit confusion during dismissal. A new calendar will be sent out through Parent Square on the third week of each month so that the plan is in place prior to the start of the next month.

Students who are to be picked up at the end of the day will be dismissed at 3:23 P.M. You may send a note or call the office indicating your request or notify the office personally by 12:00 P.M. A verbal statement from the child is not adequate. The same expectations will apply when a student requests permission to go home with another student or to walk or ride his/her bike home. **The office will limit the dismissal of students between 3:00 and 3:23 P.M.**

The driving lane by the sidewalk in the front of the building is reserved for buses only during arrival times (8:00 – 8:33 A.M.) and dismissal times (2:50 – 3:23 P.M.) Please adhere strictly to these procedures and all "No Parking" areas for the safety of our students. This includes certain areas along our surrounding streets. If you are picking up children at dismissal times, you are asked to utilize our parent pick-up procedures. Cars are not permitted to enter the bus lot between 3:00–3:30pm for the safety of our students loading the buses.

As stated in the Rockwood School District Transportation Policy, students will not be permitted to ride any bus other than the bus they are assigned. With the approval of both parties' parents, students are permitted to get off at a different stop with a friend as long as it is on the same bus route.

Drop-Off and Pick-up Procedures

A.M. Procedures

Students arriving at school between 8:11– 8:26 A.M. by car must be dropped off on the west side of the building in the back parking lot and enter through the side doors. Supervision and arrival will begin at 8:11 A.M. There will be adults there to help your child. Students exit on the building side (passenger side) of the car. **(Please consider this as you arrange car seats).** Please pull all the way forward before dropping off your child(ren). In order to keep the line moving and to ensure all students arrive in their classroom on time, we ask you to make sure your child is ready to exit your car when it is your turn. This eliminates unnecessary delays in the traffic flow. Other vehicles will be disembarking in the left side lane after drop off, so cars should not block this lane while waiting to enter the drop off lane. **For the safety of all children, students are not to be dropped off in the parking lot or adjoining side streets of the school.**

In the event you arrive after 8:26 A.M., please pull around to the front of the building. Please park your vehicle, walk your child into school, and sign them in at the office. Because the school day begins at 8:26 A.M., we want students settled and ready to begin their day of learning when the bell rings. Any students arriving after 8:26A.M. will be marked absent for the minutes missed.

P.M. Procedures

Parents are required to sign their student out through the office if it is necessary for the child to be dismissed before 3:00 P.M. All students not riding the bus home will be dismissed at 3:23 P.M. Parents should remain in their cars and use the parent pick-up line on the west side/back parking lot. Please remember all vehicles must yield to persons at crosswalks. If your child is a walker, please review safe pedestrian behavior with him/her before the first day of school.

We ask for your cooperation with our arrival and dismissal procedures to ensure the safety of the students.

Bicycle Riders & Walkers

Students may ride their bicycles or walk to and from school. Any student walking or riding his/her bike must have a note from a parent stating that it is permissible for the student to walk or ride his/her bicycle to school. The principal may rescind a pupil's privilege of riding a bicycle to school if problems arise from the individual riding his/her bicycle. All bicycles are to be parked in the bicycle rack provided. Students ride and park their bicycles at their own risk. All bicycles should be secured with a lock.

Each time a child does not ride the bus or walk home, parents are required to send a note or sign the dismissal sheet in the school office. The office must be notified in writing or by telephone before 12:00 P.M. of any changes in a student's usual transportation arrangement. If your child is a walker, the office will need notification if he/she is **not** to walk home on a specific day. Also, if your child is eligible for transportation services, but you choose to have him/her walk to school, please notify the office in writing of your intentions or it will be assumed your child will ride the bus.

Staying After School

Students may not stay after school unless a teacher/administrator has requested in advance and a written request is sent home to the parent by the teacher/administrator. A note giving permission must be returned to school and signed by the parent, or the parent may notify the school by telephone.

(this is true for when we have after school activities)

Inclement Weather Procedures

School may be closed due to inclement weather under two situations:

- **Prior to the opening of school with the closing effective for an entire day**
- **Prior to the end of the day when developing conditions merit an early dismissal.**

In this situation all students who walk may leave. Elementary students who walk or ride buses should be dismissed as per their usual dismissal plan unless the school is notified of a dismissal change.

When school is dismissed early or if school is closed, ALL activities will be canceled for the evening. This includes Adventure Club after care. There is no supervision of students at school once school has been dismissed due to inclement weather.

Snow Days

For the most reliable information on school closings, parents should visit the Rockwood Web site at www.rsdkmo.org. An automated phone system message will be sent out to all parents as soon as the district makes the decision to cancel school.

Behavior/Citizenship/Discipline

At Ballwin the School-Wide Bear Expectations are to be:

- Safe
- Respectful
- Peaceful
- Kind

In order to have a positive and safe learning environment throughout the school, there must be mutual and consistent expectations in all environments throughout the school. Respect must be shown for classmates, teachers, school staff and the property of others. Responsibility and accountability must be taken by everyone for

his/her own behavior and learning. Safety of oneself and others is of utmost importance. We all should be striving to be our best in all we do and say. We believe that teachers and parents have the responsibility to teach, and students must acquire and demonstrate an acceptable level of social awareness and skills to be successful today and in their future.

At Ballwin Elementary, the students have collaborated with the teachers and administration to clarify what these four school wide expectations look like in various settings in our school. In addition each class will spend time the first few days of school clarifying how these expectations are demonstrated in their own classroom.

Cafeteria Expectations

In the cafeteria, the expectations look like:

- Be Respectful
 - Use good manners
 - Follow directions the first time given (listen)
 - Stay in your assigned seat
 - Talk to people at your table
 - Clean up after yourself
- Be Safe
 - Walk
 - Keep hands, feet, and your food to yourself
 - Report spills
 - Eat your own food
- Be Peaceful
 - Show your best behavior
 - Wait patiently in line
 - Eat healthy foods first
 - Use appropriate voice levels
- Be Kind
 - Use kind words to your peers and adults in charge as well as our Cafeteria workers- Words like Please and Thank you

Are you planning to join your Ballwin student for lunch?

At Ballwin Elementary, you are welcome to join your students for lunch during their 20 minute lunch time. No advance notice is required. There are tables available in the lobby and the multi-purpose are for our families to use for a

special lunch with their child. Starting this school year we will be using these locations instead of the cafeteria for lunches with family members.

The lunch times are as follows:

1st Grade	10:50-11:10
Kindergarten	11:15-11:35
2nd Grade	11:40-12:00

3rd Grade	12:05-12:25
5th Grade	12:30-12:50
4th Grade	12:55-1:15

Playground Expectations

On the playground, the expectations look like:

- Be Respectful
 - Follow the rules of each area/piece of playground equipment
 - Take care of the recess equipment and games
 - Walk to your line when the whistle blows and follow voice levels
 - Use kind words
 - Take turns and share
 - Listen to and follow directions
 - Be a friend to everyone
- Be Safe
 - Hands, feet, and all other objects to yourself
 - Watch where you are going
 - Stay in the recess area
 - Follow speed limit in each area
 - Get help from an adult when you cannot solve the problem on your own
- Be Peaceful
 - Include everyone
 - Be a good sport and follow game rules
 - Have fun!
- Be Kind
 - Use kind words to your peers and adults in charge

Bathroom Expectations

In the bathroom, the expectations look like:

- Be Respectful
 - 0-1 voice level

- Use bathroom for its intended purpose
- Respect privacy of others
- Flush
- Wash hands, use appropriate amount of soap (2-3 pumps)
- Turn off water
- Use hand dryers
- Clean up after yourself
- Be Safe
 - Report unsafe conditions
 - Lights stay on
 - Walk
- Be Peaceful
 - Do what needs done
 - Use restroom properly
 - Set good examples
 - Heading quickly back to class
- Be Kind
 - Use kind words to your peers and adults in charge

Hallway Expectations

in the hallway, the expectations look like:

- Be Respectful
 - Keep hands, feet, and all other objects to self
 - Stay in the expected line order
 - Respect student work in the halls
 - 0-1 voice levels, please
- Be Safe
 - Bears always walk
 - Face forward
 - Keep an appropriate spacing
- Be Peaceful
 - Stay in line
 - Do the right thing even when no one else is looking
 - Go straight to your destination
- Be kind
 - Use kind words to your peers and adults in charge

Bus Expectations

On the bus, the expectations look like:

- Be Respectful
 - Use a level 1-2 voice level
 - Keep hands, feet, and objects to yourself
 - Take your belongings with you
 - Listen to the driver
 - Treat bus property with care
- Be Safe
 - No eating or drinking on the bus
 - Stay seated, facing forward
 - Keep in your seat and out of the aisle
 - Hands in the bus
- Be Peaceful
 - Watch for your stop and be ready
 - Share your seat with others
 - Keep the aisles clean
- Be kind
 - Use kind words to your peers and adults in charge

Bus Regulations

The school bus is an extension of the school. The same student rules apply here as in the classroom.

1. Before getting on the bus (at the bus stop and at the school).
 - a. Be on time at the designated school bus stop; keep the bus on schedule.
 - b. Stand at least ten feet back of the roadway if possible. Remain in the driveway whenever possible. Orderly and safe conduct shall prevail at the bus stops.
 - c. Bus riders will not move toward the bus at the school loading zone until the bus has been brought to a complete stop.
 - d. A seating chart will be utilized on each bus.
2. While on the bus:
 - a. The driver is in charge of the pupils and the bus. Students must obey the driver.
 - b. Good classroom conduct is to be observed by students while riding on the bus except for ordinary conversation.
 - c. The seats are designed for three students. Standing is not allowed.
 - d. Keep head and hands inside the bus at all times.

- e. Be orderly and quiet while traveling on a bus. No scuffling, fighting, eating, drinking, spitting, or using obscene language. Remember that loud talking and laughing and unnecessary confusion diverts the driver's attention and may result in a serious accident.
- f. Assist in keeping the bus safe and sanitary at all times by not throwing paper and other trash on the floor of the bus.
- g. Treat bus equipment as you would furniture in your own home. Damage to seats, etc., must be paid for by the offender.
- h. Do not tamper with the bus or any of its equipment.
- i. Keep books, packages, coats and all other objects out of the aisles. Be especially careful with any glass containers being taken to and from school.
- j. Help look after the safety and comfort of small children.
- k. Do not throw anything out of the bus window.
- l. Do not leave your seat while the bus is in motion.
- m. Students are expected to be courteous to fellow students and the bus driver.
- n. Be absolutely quiet when approaching a railroad crossing.
- o. In case of a road emergency, students must remain in the bus unless otherwise instructed by the driver.
- p. Every bus rider must abide by these rules or be deprived of the right to ride on the bus.
- q. Missouri law does not permit animals aboard a school bus.

3. After leaving the bus:

- a. If it is necessary to cross the road after getting off the bus, do so at least ten feet in front of the bus and ONLY after looking to be sure that no traffic is approaching from either direction.
- b. Help look after the safety and comfort of small children.
- c. Be alert to the danger signal from the driver.
- d. The driver will not discharge students at places other than regular bus stops unless by proper authorization from the parent and school officials.

4. While on special trips:

- a. The above rules and regulations will apply to any trip under school sponsorship.
- b. Students shall respect the wishes of a competent chaperone furnished by the school.
- c. The chaperone is to work with the bus driver, who is in charge of the bus.

Consequences

The previous listed expectations and 'looks like' examples are not all-inclusive, but are listed to help as examples of emphasis. The expectations we have at Ballwin Elementary School teach students to show respect for others and encourage a safe environment for all students. Each of the expectations will be enforced with a reasonable consequence. Consequences for failure to follow school expectations will be dealt with by one or more of the following:

- Review the expectation
- Redirection
- Natural consequences
- Teacher – student conference
- Reteaching of the expectation
- Think Sheet
- Loss of privilege
- Parent contact by phone or letter
- Parent conference
- Student – principal/assistant principal's conference
- Alternative learning placement (in-school suspension)
- Out of school suspension
- Other actions as deemed necessary by the principal/assistant principal to correct the problem

More detailed information is contained in the Policies, Regulations, Procedures, and Consequences Manual pertaining to students attending the Rockwood Public Schools, which is located on the Rockwood School District website.

Bully-Free Program

Bullying is not tolerated at our school and we will see to it that it comes to an end. Bullying is any ongoing physical or verbal mistreatment where there is an imbalance of power and the victim is exposed repeatedly to negative actions on the part of one or more other students. Bullying can be direct or indirect. Ballwin has implemented an effective Bully Prevention Program since the 2006–2007 school year and will continue both proactively and reactively to deal with bullying within the school. Bully-type behaviors will be dealt with and addressed by the school counselor, building principal, and/or assistant principal under the provision found in BOE Policy 2612. The district Policies, Regulations, Procedures, and Consequences Manual clearly states the consequences of intentional injury of another person due to bullying.

Ballwin Anti-Bullying Rules:

Rule 1: We will not bully other students.

Rule 2: We will help students who are bullied.

Rule 3: We will make it a point to include ALL children who are left out.

Rule 4: We will report bullying to a teacher or adult at home.

Reports of school violence can now be submitted to the state hotline by either calling toll free 1-866-748-7047 or sending an e-mail via the website:

<http://www.schoolviolencehotline.com>

District Guidelines for Handling Discipline Issues on the Bus

In the event of a discipline problem, the bus driver will speak privately to the student. If a large group is involved, the driver will speak to the group. Problems which cannot be settled by the driver will be referred to the principal or assistant principal. All problems referred to the principal/assistant principal will be submitted on the "Misconduct Report" form. Below are the following guidelines for handling discipline problems. Unusually serious offenses will be dealt with individually:

1st Offense – The principal/assistant principal will confer with the student and contact parent/guardian by phone or letter. It will be within the discretion of the principal/assistant principal to decide whether it is necessary to send a written report to the parent/guardian of the student.

2nd Offense – On the second misconduct report, the student is to be suspended from the transportation system until communication has been made between parent/guardian and principal/assistant principal attempting to resolve the problem.

3rd Offense – On the third written misconduct report, the student will be suspended automatically two (2) to ten (10) days from the transportation system. The seriousness of the offense will determine the exact length of the suspension.

4th Offense – On the fourth written misconduct report, the student may be suspended from the bus indefinitely. At this time, a conference will be held with some of the following people in attendance:

- I. Building Principal/designee

- II. Assistant Principal
- III. Director of Transportation/designee
- IV. Student
- V. Parent/Guardian

Other interested people may be included in this conference, if it seems necessary.

More detailed information is contained in the Policies, Regulations, Procedures and Consequences Manual which can be found on the Rockwood School District website.

Classroom Discipline Program

In addition to the Policies, Regulations, Procedures and Consequences Manual the district disseminates, every teacher has a formal classroom discipline program. At Ballwin, this is based upon the Ballwin school-wide expectation components. The room's expectations and norms of student behavior will be sent home for parents' information to be discussed with the students. Additionally, the teacher's positive reinforcement and consequences will also be included in the note and discussion.

Suspension of Students

Please note that the district policies and procedures allow for the principal to use some discretion relative to major discipline matters. Principals, subject to appropriate due process procedures, may suspend a student for up to ten school days for violation of district policies, rules and regulations. The superintendent/designee may suspend a student for up to 180 school days.

Recess

Recess is scheduled for students to take a break from their school work. Every effort is made for children to have recess outside. Students should come to school dressed to spend time outside each day. Children are encouraged to use playground equipment, play games, and utilize the field for sport activities. In the event that weather conditions are not conducive to outside play, children then will have an indoor recess period.

Indoor Recess

The principal/designee will determine if recess will be inside or outside using the following temperature guidelines established and maintained consistently within the district.

Temperature Guidelines for Recess and Outdoors PE (include wind chill and heat index)

Below 20 – stay inside

20–95 degrees Fahrenheit – outside

95 and above – stay inside

For the well-being of the students, the principal maintains the school expectation that students will dress appropriately for the weather. Students will wear long pants or cover their legs when the temperature is below 45 degrees. Coats and/or jackets are also required by students going outside when the temperature is below 45 degrees. This is determined by the temperature at the start of the school day; not by the predicted daily high.

Birthday Celebrations

Ballwin Elementary no longer permits students to bring in edible birthday treats in alignment with the Health Hunger-Free Kids Act of 2010 Smart Snacks in Schools nutrition standards. Classroom teachers will work with students to determine alternate options for celebrating.

We are also encouraging your students' daily snacks to be nutritious. Some suggestions are: popcorn, fruits and vegetables, yogurt, or cheese sticks. Our nurse would be happy to provide a list of snacks that meet the standards.

In addition, while we encourage you to join your child for lunch, we discourage the bringing in of fast food meals and sodas.

Party Invitation Expectations/ Buzz Book

Students are NOT permitted to pass out party invitations at school. If your child is having a party and you desire to invite classmates, please do so outside of school. An electronic version of the school Buzz Book (these will be ready mid fall), which contains many of the student names, addresses, and phone numbers can be used as a resource. A school Buzz Book is available to families electronically through the school office as well as through our PSO in the first quarter. Parents must sign a FERPA form if they DO NOT wish to have their student's name, phone number and address published in the Buzz Book.

Cafeteria Program

Website: <https://www.rsdmo.org/departments/child-nutrition/lunch-menus>

Prices

Breakfast, lunch and a la carte items are available for sale at a purchase price that is established by the Department of Child and Nutrition Services.

Menus

Menus may be accessed through our school website and the Parent Square App. We strive to provide a printed copy to be sent home with all students each month when available.

Breakfast Program

Breakfast is available every morning before school in the cafeteria. Students who qualify for free or reduced price lunch may also have a free or reduced price breakfast. Breakfast will be served from 8:11-8:26 A.M. each day.

Lunch Program

Students may purchase a hot lunch, juice, water, or milk, or they may bring lunch from home. **In accordance with our district's health and wellness initiative, students are NOT to bring sodas to school.** Each child is expected to eat a lunch of some kind each day. Free or reduced price lunches are available to students who qualify under guidelines provided by the federal government. Free and reduced applications are sent home with students on Meet the Teacher night. Twenty-minute lunch periods are scheduled and students have approximately twenty-minutes of recess time.

Payment Procedures

Parents may load money on their child's account by visiting:

<https://www.rsdmo.org/departments/child-nutrition/meal-accounts/myschoolbucks>

Cash refunds or change cannot be given to students without written permission and instructions from parents.

Each student's account is automatically debited with the amount of the food purchased. Only school food service sales are deducted from the account. Account balances are untouched when food service purchases are not made. Students are reminded by the cashier or manager when additional deposits

are needed, but parents are encouraged to electronically track students' meal accounts from home at their convenience. Overdraft notices are sent as needed through classrooms. Please routinely check with your child, in their school papers, book bags, etc. for information from the cafeteria. Please contact our café manager at 636-891-6575 with any questions or concerns.

Super Lunch

"Super Lunch" is served on days indicated on the school menu. This menu implements a restaurant quality entree, which accounts for the increased price of that meal. Students who qualify for free and reduced price meals may take Super Lunches at their usual free and reduced status.

Center for Creative Learning Students (Lunch)

School lunch is served daily at the CCL. The cafeteria manager will notify the student's home school cafeteria manager as to which students purchased lunch at the CCL each day.

Parent Communication

Ballwin believes that regular communication with our community contributes to a strong learning environment for our children. We employ many vehicles to keep our families apprised of school news. Our building level and district parent survey data shows us that parents overall prefer to receive their school news electronically so we are making every effort to serve our parents with electronic communication. All school publications will be available on our school's website and electronic notification through the Parent Square App will be sent out to parents using their email address on a weekly basis. Our Parent Student Organization also has ongoing information to communicate to parents. Please check the PSO page on our school's website weekly to keep informed of PSO events and activities.

Electronic Communication

Our school's website provides a wealth of ongoing, up-to-date information about our school and individual grade-levels and classrooms. All staff members have also been assigned a district email. You may contact staff via email using their last name followed by their first, e.g., ortylemilie@rsdmo.org, as well as through the ParentSquare app. We encourage parents to use these electronic means in communicating with school staff. *Please understand that the first priority of the teacher is to be with students and teaching during instructional time. Teachers may not always return emails immediately, but will return emails and phone calls within 24-48 hours, excluding weekends, holidays and absences.*

Each teacher has a voice mailbox for receiving messages (24 hours a day). Absences also may be reported to the school office 24 hours per day.

Parent/Teacher Conferences

The elementary schools in the Rockwood School District report children's progress to the parents through progress reports, parent-teacher conferences, and report cards. Parent/teacher conference days are held twice each year in October and March. Conferences may be requested at other times during the school year by calling the teacher and scheduling an appointment. We discourage conferring with the teacher during the instructional day when teachers are involved in the instructional program.

Curriculum

The Rockwood School District uses a systemic model for curriculum development and revision entitled the Rockwood Continuous Improvement Model. This is a results-based model with the outcome of increasing student achievement through alignment of curriculum, instruction and assessment. The model plans for alignment with the state's MSIP requirement, the district's CSIP, and the Board of Education's Strategic Plan and Goals.

Textbooks

The basic texts used in class are loaned and must be returned to the teachers in good condition at the end of the school year. In the case of lost or damaged books, fines will be assessed. These fees must be paid prior to the last day of the school year. Library books lost and later found and paid for may be returned, but money will not be refunded.

Dress Code

Ballwin is fully air-conditioned and students are expected to dress appropriately for school at all times. Any clothing that may cause distraction from the teaching and learning process is not allowed. Children will need tennis shoes for PE class. Thank you for your support of our school environment.

The following are considered NOT appropriate for school:

- Clothing which promotes drugs, alcohol, tobacco and/or its products, violence, sex, or hate groups is prohibited from school and must be covered or removed.

In the event attire is deemed distracting, children may be asked to put on a jacket, or exchange a clothing item for something in our nurse's office.

For the well-being of the students, the principal maintains the school expectation that students will dress appropriately for the weather. Students will wear long pants or cover their legs when the temperature is below 45 degrees. Coats and/or jackets also are required by students going outside when the temperature is below 45 degrees. Appropriate attire should be determined by the temperature at the start of the school day; not the predicted high.

Enrollment

All students attending the school must reside within the Rockwood School District and the Ballwin Elementary School attendance area, with the exception of district employees living outside the area who meet the Board of Education's attendance policy. Students enrolling in a given grade must have successfully completed the preceding grade and must have left their previous school in good standing. Any changes in address, phone number, or guardianship must be immediately reported to school office staff. Physicals, immunization records are required of all students enrolling in the district. For a complete listing of the information required for enrollment, please refer to our school Web site or the [Policies, Regulations, Procedures and Consequences Manual](#) of the Rockwood School District.

Birth Certificates

The Rockwood School District strongly recommends a birth certificate for all students new to the district regardless of grade level. A birth certificate may be obtained by writing the Bureau of Vital Statistics of the state in which the child was born. Hospital certificates are not accepted in place of a birth certificate.

Internet Acceptable Use Policy

A major goal of the district is to promote educational excellence by facilitating resource sharing, innovation, and communications by providing Internet access to students, teachers, and administrators in the district. Technology, used as an educational tool, can enhance student learning and expand the scope of instruction in many innovative ways.

Along with access to resources through the Internet, comes the availability of material that may not be considered to be of educational value in a school setting.

While precautions will be made to limit use to only those materials that are appropriate, the ultimate responsibility is that of the user.

The use of the district's Internet connection is a privilege, not a right. Inappropriate use is subject to serious discipline and/or financial consequences, including, in the worst case, criminal legal action.

Before being given access to an Internet account and a password, each student and employee will receive instructions regarding the appropriate use directives, learn about proper use of the Network, and be provided information regarding Internet etiquette.

All units where Internet accounts are available will maintain an active file of users.

When online, students and staff will adhere to the following expectations:

1. Do not use another person's account or allow others to use your account.
2. Do not intentionally alter or destroy any electronic information or resource.
3. Do not plagiarize or violate copyright restrictions.
4. Do not access the Internet for non-school purposes.
5. Ask permission from school personnel before using the Internet at school.
6. Be safe – do not give out personal information such as a telephone number or last name.
7. Do not agree to personally meet someone.
8. Report all problems or non-educational information received to school personnel.

Following these expectations will make Internet usage a productive experience for all involved.

We are required to ensure safe use of the Internet by our students and ask each parent/guardian to please read this Acceptable Use Policy found in the Policies, Regulations, Procedures and Consequences Manual pertaining to students and discuss it with their child. All legal and school consequences are applicable when the expectations are not followed. This policy will ensure that everyone understands the benefits and expectations Ballwin Elementary has for use of the Internet.

Physical Examinations

The Rockwood School District requires a health examination of all students new to the district, regardless of grade level upon entry. If parents can produce written confirmation from a physician that the child has had a physical within the past year,

it will fulfill the requirement. New students are given 30 days from their initial entry date to comply with this requirement.

Immunizations & Physical Requirements

All questions regarding immunization and physical requirements should be directed to the school nurse. Immunizations must be completed and updated as required by state law. Your child will not be allowed to attend school until he/she is compliant with the required St. Louis County immunization schedule. Medical/religious exemption and in-progress forms are available in the nurse's office and must be up-to-date prior to attendance. Every new student to Rockwood must have a physical. All incoming kindergarten students are required to have a physical. Please contact the school nurse or front office for a copy of this form.

Missouri law eliminated immunization exemptions based on parental objection. However, religious and medical exemptions will be permitted as long as the appropriate paperwork is completed, signed and turned into the school office. Appropriate forms may be obtained from our school nurse Jen Maschmann maschmannjennifer@rsdmo.org or by calling the office 636-891-6575.

Medications & Information From the Nurse's Office

All medication (prescription and non-prescription) brought to school must be kept in the school nurse's office. Both prescription and non-prescription medications must be sent in their original containers, with their identity clearly marked and instructions for administration described on the label. NO first time medication will be administered by the school nurse. All medication must be brought to the school by a parent or adult. Students are not allowed to transport medication to or from school. A "request for medication" permission form must be completed and signed by the parent for administration of all prescription and non-prescription medicines. **All** over-the-counter medications also must be accompanied by a doctor's order clearly stating the student's name, medication, dose, time and for what reason the medication is being given. These doctor's orders can be faxed to the school nurse. The student will assume the responsibility for requesting the medication at the prescribed time. If it is necessary for a parent to give the medication, please report to the nurse's office and your child will be called from class for you to administer the medication. Strict adherence to these requirements is necessary for medication to be administered at school. Please refer to the district medication Regulation 2870. Any requests for medication to be given at school should be directed to Katie Walker, our school nurse at maschmannjennifer@rsdmo.org or 636-891-6582.

Immunizations

Any questions regarding physicals and immunization requirements should be directed to the school nurse. Every child new to Rockwood must have a physical. Immunizations must be updated as required by state law. YOUR CHILD WILL NOT BE ALLOWED TO ATTEND SCHOOL WITHOUT PROPER IMMUNIZATIONS. The school nurse will contact parents in this regard. For more information regarding immunizations, please visit this link:

<https://www.rsdmo.org/parents>

Health Records

Please notify the school regarding any changes in your child's health and/or emergency information such as illness, injury, immunizations, and restriction of activity. Please also inform the school of any change of physician, emergency contacts, etc. The Student Health Information form must be completed annually for each student at the beginning of each school year.

To access important health forms please visit this link:

<https://www.rsdmo.org/health>

Staying in at Recess or Sitting Out of Physical Education

A note from the parent is required requesting that a child stay in for recess; however, children are encouraged to go outside, and notes should only be sent when absolutely necessary. If a child is severely injured or too ill to go outside for recess, he/she is probably not well enough to be in school, unless there are unusual circumstances.

If a health-related situation occurs that will influence participation in P.E., a note from a parent or guardian is required. More than a two-day excuse requires a doctor's note. **An excuse for P.E. also applies to recess.**

Non-Discrimination Statement

It is the policy of the Rockwood School District not to discriminate on the basis of race, color, creed, gender, or disabilities in its education programs, activities or employment practices. Inquiries by students, parents, or employees regarding Rockwood School District's nondiscrimination policies should be directed to the compliance coordinators listed below:

Dr. Kim Cohen, Compliance Coordinator for Civil Rights Act of 1964 as amended (race discrimination issues);

Dr. Kim Cohen, Compliance Coordinator for P.L. 92-318, Education Amendments of 1972, Title IX (sex discrimination issues); and

Dr. Kim Cohen, Compliance Coordinator for P.L. 93-112, Section 504 of the Rehabilitation Act of 1973 and P. L. 94-142, Education for all Disabled Children Act (disability discrimination issues).

All Compliance Coordinators may be contacted by phone at 636.733.2034, or by mail at the Rockwood Administrative Center, 111 East North Street, Eureka, MO 63025-1229.

Accessibility Notice

All programs offered in the Rockwood School District are accessible to individuals with disabilities.

FERPA Rights

The Rockwood School District complies fully with the Family Educational Rights and Privacy Act (FERPA). Please refer to the Annual Notification of FERPA rights in the Policies, Regulations, Procedures and Consequences Handbook.

Parent/Staff Organization

All parents are automatically part of the PSO. Our PSO does not collect yearly PSO dues from parents, but is supported through its annual direct donation campaign. Parents are encouraged to become involved. This organization enriches the school-home relationship for students and provides an opportunity for parents to be aware of what is happening at school and to participate in the events that will help their child and the school.

Parent Volunteers & Observations

Parent volunteers are welcome and encouraged at our school. More information can be found on our Ballwin School website, including a large variety of activities parents may sign up for ranging from providing donations to chairing a large school event. We have many opportunities for both working parents and non-working parents to volunteer for school and/or PSO events.

Field Trips

Teachers are encouraged to plan field trips if the field trip would be beneficial in introducing or following up on a given unit or course of study. Field trips must have the approval of the principal in advance. Each child should have a completed field trip permission form, signed by their parent or guardian, to be eligible to attend the trip and whenever transportation is involved. Students should not take electronic devices, money, etc., unless requested to do so by the classroom teacher.

Field Trip Volunteers

Parents may be asked to help with field trips with the understanding that adults may be limited on some trips due to the guidelines and limitations of the location being visited. Because of school insurance requirements and supervision concerns, parent volunteers may NOT bring pre-school children or others on field trips and other planned activities.

Anyone who may spend time alone with a student without the supervision of a staff member is considered a volunteer and is required by law to have a full fingerprint background check through the Missouri State Highway Patrol and the FBI. [Please see the Rockwood website for detailed information.](#)

Classroom Volunteers

Each classroom teacher will recruit parent volunteers as needed throughout the school year. Volunteering can be a wonderful experience for the parents, students, teachers, and our school. To ensure it is a positive experience for all, we ask our parents adhere to the following:

- When volunteering at the school during regular school hours, we ask that parents NOT bring other children with them.
- When volunteering at the school outside of regular school hours, children should remain with their parents at all times.
- Please sign in and out in the office and wear a visitor sticker.
- Consider attire appropriate for and conducive to working with and in the presence of children in a school environment.
- Remember, working in your child's classroom requires a personal commitment to the entire class versus one's own child.
- Parents should pre-arrange volunteering with the classroom teacher.
- Volunteers are asked NOT to conference with their child's teacher about their own child's performance during class time.
- Confidentiality is of utmost importance! Teachers will not give out personal information about a child, other than specific classroom needs.
- ALL volunteers must keep academic and behavior observations of all students confidential. Failure to meet this expectation could result in termination of the volunteer's services.
- All discipline will be handled by the classroom teacher.

Classroom Observations

In accordance with district expectations, all classroom observations will be approved by the principal. These include observations by parents, guardians, medical professionals, outside counselors serving our students, advocates, etc.

Classroom Parties

School parties are typically held in the fall and early spring. Parents assisting with a party should NOT bring other children. School insurance regulations, as well as potential supervision problems, are the reason for this requirement. **There should be no outside food brought into the classroom.**

Personal Property/Lost & Found

Please mark all items of clothing, lunch boxes, and other personal property with the student's name. Valuable items, including cash, electronic games, electronic devices, etc. are NOT to be brought to school without permission and pre-arrangement with the teacher and/or principal. All unclaimed articles are placed in the Lost and Found

located in the school lobby. Small trinkets, keys, glasses etc. are kept in the office. Items not retrieved from the Lost and Found will be donated periodically. Students are not allowed to bring toys, skateboards, or balls to school. The school cannot be held responsible for money that is lost, misplaced or taken.

After-School Activities

Written permission from the parents is required for a student to stay after school for an activity. A note must be written each time a child is to get off at a different bus stop, to walk if not normally a walker, to attend a meeting or other activity, or to leave with someone other than his/her parent or legal guardian. If a child is going home with another student, we need a note from the parents of both students.

Art

Students in grades kindergarten through 5th grade have one 60-minute art period each week. Students are exposed to a wide variety of cultures, projects, and mediums in art class. Students receive art grades at the semester. Unsatisfactory midpoint reports will go out, if necessary, for individual students.

School Counseling Services

Mrs. Jamie Haring is Ballwin Elementary's school counselor. She is in the building each school day. You may contact her via phone, 636-891-6583, or email, haringjamie@rsdmo.org. Mrs. Haring offers the following services:

Counselor Lessons:

Mrs. Haring will implement a counselor lesson in each classroom, once a month for 30 minutes. The focus of these lessons will be one of three categories: Academic, Social/Emotional, or Career. Each student will participate in counselor lessons.

Counseling Small Groups:

These groups will be offered throughout the school year. Small groups are great for students who may need assistance with improving skills in the areas of Academic, Social/Emotional, or Career development. Working with students in small groups is one strategy for helping students become more successful.

Some of the small group topics that may be implemented this school year include anxiety, divorce, anger management, social skills, grief, and test-taking strategies. The topic and availability of counseling small groups will be determined by the highest needs of our students.

One-on-One Check-Ins:

Mrs. Haring is available to meet with students on a one-on-one basis. Teachers, parents, or students may reach out to Mrs. Haring to request a check-in or she is available on an as-needed basis. Mrs. Haring is not a licensed therapist, so if there is no progress regarding the student's concern, she will provide outside resources to parents. Any costs from these agencies will not be covered by Ballwin Elementary or the Rockwood School District.

Character Education

The goal of the Ballwin Character Education program is to develop, promote and integrate a school- wide character education program that involves the stakeholders of the Ballwin learning community in a collaborative and comprehensive effort to intentionally enhance the school learning environment and to promote a caring school community. We desire for our Character Education program to improve the learning culture and student learning through a proactive, intentional, collaborative, and systemic approach to the school-wide caring school community program. We will focus on the following needs of our students: autonomy, belonging, competence, and safety.

Instrumental Music/Strings

The strings program is a component of our 3rd grade music curriculum. All 3rd graders will be involved in one year of required strings instruction. Students in 4th and 5th grade will have the choice to be in the strings program. All music instruction is given during the regular school day.

Library

The library is a hub of our school and our educational environment. Students will attend a 30 minute session in the library each week where students will learn and practice skills that align with National School Library Standards and the board approved Rockwood Library Curriculum. In addition, students can access books throughout the week through Flex Access (open all day for checking out books). A

certified librarian is in charge of library services. A classroom assistant assigned to the library helps with various things including circulating and shelving books and book displays.

Each year, funds are provided to update the collection and add resource materials that are relevant to the grade level curricula as well as high interest titles. Teachers and students are encouraged to recommend the purchase of titles or other materials. The librarian continually evaluates the collection to meet Missouri state standards for libraries. A Makerspace area and reading corner are both available for student use.

Music

Students in grades kindergarten through 5th grade have two 30-minute music periods each week. Students are exposed to a wide variety of cultures through music by listening, creating, and performing with movement, song, and a variety of instruments. Students in 4th and 5th grade are eligible to be part of the school's Special Chorus, an after school class where they learn to sing as part of an ensemble.

Physical Education/Health

Students in kindergarten through 5th grade participate in Physical Education/Health five days a week for 30 minutes each day. *Appropriate attire is required (tennis shoes and comfortable clothes)*. If a health-related situation occurs that will influence your child's ability to participate in P.E., a note from a parent or guardian is required. If your child requires more than a two-day removal from P.E. class, a doctor's note is recommended. Please include the student's first name, last name, and classroom teacher in the note. A health-related excuse for P.E. also applies to recess. Progress is reported on the report card at the semester. Unsatisfactory progress reports will be sent each semester for those students who are not making adequate progress in P.E. and Health.

To see what is currently being taught in P.E. you can follow @Ballwin_PE on Twitter.

Reading Intervention

Students qualifying for reading services receive reading instruction from their classroom teacher, as well as from the school's reading specialist. Test scores determine the need for additional support in the area of reading. Additional reading assessments also are given in the fall of the year to provide information regarding a student's reading level. Parents are contacted by letter if their child will receive remedial reading services.

Special School District

The Rockwood School District works in partnership with the Special School District of St. Louis County to implement a wide range of services to our students, such as educational testing, home teaching, diagnostic evaluations in the areas of speech, hearing and sight, and alternative schools. For specific information about the services available, please contact our school counselor, Jamie Haring.

Student Services

One full-time counselor is available to work with parents, students, and teachers. The district employs social workers and school psychologists. Additionally, the Special School District provides a wide variety of services for students.

Center for Creative Learning (CCL)

The Rockwood District has developed and implemented a Talented and Gifted Program for students in grades kindergarten through 5th grade who meet the district's requirements. Students who qualify for the gifted program will attend CCL once each week, which is off-site. If you have any questions regarding this program, please contact Ballwin Elementary's school counselor. Conflicts with specialty classes at Ballwin on TAG day are inevitable.

Testing

Students are administered a variety of assessments throughout the year. The Missouri Assessment Program (MAP) is given to grades 3rd, 4th, and 5th in the spring. Other assessments include the CogAT, STAR Reading and Math, District Curriculum Assessments, and BAS Benchmark Literacy Assessment, etc.

Specific testing dates will be shared throughout the year.

Voluntary Interdistrict Choice Corporation (VICC)

All transportation arrangements are the responsibility of the Voluntary Interdistrict Choice Corporation, 314-721-8657, and the State Desegregation Transportation Office, 314-721-8657.

Student Records

Records of each child's enrollment data and progress in school are kept in the school office. The records are available for parent review. Please call in advance to make an appointment with the principal. The classroom teacher adds academic information at the end of each year. It is important that parents keep enrollment information current, especially relating to employment, current phone numbers, and health information. Any childhood disease should be reported on the date of occurrence so this information can be included in school records. This could be of value in the future when the child needs information concerning his/her health history.

Change of Information

It is very important that parents keep the school office informed of any changes in student information. When there is change in the information listed on your child's enrollment form, please send this information to the school office. Report any change of address, place of employment, telephone number, e-mail address, doctor, or dentist. Unlisted telephone numbers will be kept confidential.

Transfer Information

If you are moving out of the Ballwin School attendance area, please let office personnel know as soon as possible. Parents are to notify the school office at least one day prior to the student's last day of attendance. On the last day the student attends school, books must be checked in to the teachers and any outstanding fees must be paid.

Rockwood Grading System

One important function in the teaching-learning process is evaluation of your student's academic progress. The report card serves as one source for parents to gain insight as to their child's progress. Children in grades kindergarten through 5th grade will receive a report card from their teachers. Report cards are no longer

copied and sent home. Parents must access their child's report card through Infinite Campus. If a parent does not have an Infinite Campus account set up, they need to contact the Help Desk, 636-733-1111.

Progress reports are issued at the end of each semester, but may be sent out at other appropriate times during the year by the teacher.

Art, music, strings, and physical education/health also give grades to students.

Students who are demonstrating unsatisfactory progress will receive unsatisfactory reports.

School Pictures

School pictures are taken each year in the fall and are usually delivered before Winter Break. Pre-ordering/payment is made online before the pictures are taken. There is a make-up day for students who were absent or dissatisfied with their original photo.

Yearbooks

A school yearbook is available for purchase online, usually starting in the fall with an ordering window that ends typically in March. Yearbooks are distributed at the very end of the school year. Please keep in mind that if you sign a FERPA waiver in the beginning of the school year, your child will not be pictured in the yearbook.

Spring Pictures

Each Spring, students will have the opportunity to have spring pictures taken at school. These pictures will be optional for students and are not purchased until proofs have been sent home, reviewed by parents, and orders have been placed online. If ordered by the school deadline, pictures are distributed before the end of the school year.

School Visitation & Safety Procedures of Visitors

For the safety of all of our students and staff, ALL visitors are required to sign in with the School Pass system upon arrival in the main office and pick up a "visitor sticker"

to wear in the school. This includes anyone volunteering in the classroom. Before exiting the building, all visitors are asked to sign out in the main office.

Students are not allowed to bring students from other schools as visitors. If you are going to have lunch with your child, please report to the office before going to the cafeteria. *Please adhere to the Healthy Hunger-Free Kids Act of 2010 Smart Snacks in Schools nutrition standards and select healthy lunch choices if you bring lunch for you and your child. NO SODA, please.*

Elementary School Locking Systems

In line with our continuing efforts to keep students safe and secure, the district has installed a locking system at Ballwin to provide an additional level of safety in our school environment. Our front door has a locking system which allows us to secure the building during school hours. With a camera monitor located in the school office, we are able to identify and admit visitors into our building, thus making it more difficult for unauthorized individuals to enter our school. All visitors between 7:30 A.M.-4:00 P.M. will press the buzzer, wait to be identified by one of our staff, and then be admitted to the school office.

Selling Products at School

Merchandise is not to be sold at school without the principal's authorization, which is only given if such selling is to raise funds for a school-sponsored group (e.g., PSO). State law prohibits all other commercial activities, especially vending of any type. The above rule applies to all school property and grounds, before, during, and after regular school hours. The above rule applies to students, staff, parents, and outside organizations.

Smoking Policy

The Rockwood School District has a "smoke-free" policy which is intended to provide a clean environment for its employees, students, and visitors. No smoking is permitted on district-owned property at any time. This "smoke-free" policy applies to employees, students, and visitors at all times, including after-hours activities. Your cooperation in the implementation of this policy is greatly appreciated.