

**Ballwin Elementary
400 Jefferson Avenue
Ballwin, Missouri 63021
(636) 207-2533**

School Phone Number: (636) 207-2533

School Fax Number: (636) 207-2536

County Bus Service: Laidlaw (636) 458-2044

City Bus Service: Atlantic Express (314) 721-8657

School Age Adventure Club Pager: (314) 404-0316

Ballwin School Website: www.rockwood.k12.mo.us/ballwin/

School Office Hours: 7:30AM-4:00pm

**School Hours for Full Day Kindergarten & Grades 1-5;
(Students may arrive at 8:08am, not before)**

**School Hours for AM Kindergarten: 8:23am-11:23am
(Students may arrive at 8:08am, not before)**

School Hours for PM Kindergarten: 12:13pm-3:13pm

**Classes at the Center for Creative Learning will be
On Mondays, (unless otherwise noted in the Bear Tracks)**

Success Starts Here

A. Table of Contents

A. Table of Contents.....2	N. Emergency/Safety Drill Plans.....8	Character Education.....13
B. Ballwin Mission Statement.....3	O. Enrollment9	Counselor13
Ballwin Purpose Statement.....3	Birth Certificates9	D.A.R.E.13
Ballwin Vision Statement.....3	Physical Examination9	Instrumental Music/Strings13
C. Introduction3	Immunizations10	Music13
D. Adventure Club3	P. Field Trips10	Parent Staff Organizations.....13
E. Arrival/Dismissal3	Q. Grades and Grading.....10	Parent Resource Center13
Dismissal Procedures3	R. Homework: Vacation/Illness.....11	Physical Education Program14
Before and After School Hours.....4	S. Internet11	Remedial Reading14
Change in Transportation.....4	T. Medication11	School Library Media Center.....14
F. Attendance5	U. Parent/Teacher Conferences11	Scout Groups14
G. Awards/Student Recognition.....5	V. Parties11	Special School District14
H. Behavior5	W. Personal Property.....12	Student Leadership.....14
Student Behavior Guidelines5	X. Recess12	Talented and Gifted Program14
Playground Guidelines5	Y. Records12	
Rewards6	Student Records12	
Consequences6	Change of Information.....12	
Bus Behavior6	Transfer information.....12	
I. Birthdays, Treats, and Invitations6	Z. Report Cards.....12	
Birthdays and Treats7	AA. School Pictures.....12	
Invitations7	AB. Smoking Policy.....12	
J. Cafeteria Programs7	AC. Snacks.....12	
Breakfast Program.....7		
Lunch Program7		
Payment Procedures7		
Super Lunch.....7		
Birthday Treats in the Cafeteria7		
CCL Students and the Cafeteria7		
	AD. Snow Days12	
	Early Dismissal Due to Inclement Weather.....12	
	AE. Visitors13	
	School Visitors13	
	Parent Visitors13	
	AF. Volunteers13	
	Parent Volunteers13	
	Classroom Volunteers.....13	
K. Communication with Home7	AG. Program Information13	
L. Curriculum8	Art Program13	
Communication of the Curriculum8		
Textbooks8		
M. Dress8		

B. Ballwin Mission Statement

The mission of Ballwin Elementary School, a Missouri Gold Star School, and a National Blue Ribbon School of Excellence, will ensure that our students master those skills necessary to cooperate, communicate, compute, and think critically to become productive citizens of our changing world.

Purpose

Our purpose at Ballwin Elementary is to teach the district curriculum and to assure that all students have learned that curriculum. We do so by providing appropriate instruction, frequent assessments to determine progress, and resources/strategies to support those students who have not mastered the curriculum.

Vision

Ballwin Elementary parents, students, and staff have made a strong commitment to provide a positive climate for learning in which all students can reach his/her fullest potential in achievement, attitudes, and citizenship. To achieve success for all learners:

- The primary focus will be student learning
- A priority will be to differentiate student learning and close the achievement gap so that each child can reach his/her fullest potential
- The district curriculum will be implemented focusing on the development of essential skills and core competencies
- An environment of continuous collaboration among all participants within the learning community will be fostered, engaging in site-based management to ensure that adequate resources are available
- A strong home school partnership with optimal participation by parents, students, staff, and administration will be essential

- A caring and respectful school environment will be sustained

C. INTRODUCTION

The purpose of this handbook is to help you to understand the policies and regulations, which are necessary for the successful operation of Ballwin Elementary School. Please keep this copy for reference during the school year. If you should have questions, please feel free to contact the school.

Cooperation between the home and school is very important to the educational process. Parents, teachers, and students must work together and share common objectives if the best interests of education are to be served.

It is hoped that this handbook will be helpful to you and will promote a better understanding of our school. Two-way communication between the home and school is essential in preventing problems and solving them when they do arise. Parents should always contact the school, either the teacher or principal, for clarification and possible solution of problem situations.

D. ADVENTURE CLUB

Adventure Club is a Rockwood School District program for before and after school care. It is offered at Ballwin and many of our families utilize the program. For more information you may call (636) 891-6675.

E. ARRIVAL/DISMISSAL PROCEDURES

Our school hours are from 8:23am-3:13pm. Students may not arrive before 8:08am or be picked up after 3:13pm. Arriving before or after these times interrupts valuable teacher planning time and staff meetings. Since there is no supervision available for students before 8:23am or after 3:13pm, Supervision will not be provided until 8:08 AM. Dropping your child off prior to this time is a concern and puts your child at risk. Adventure Club is available and should be utilized if an early drop off is necessary. Prior registration is required; please contact the Adventure Club office at 636-891-6675. PM kindergarten students must not

arrive before 12:13pm. The teachers have lunch from 11:33am to 12:13pm and are not available in the classrooms.

The school day ends at 3:13pm. Early dismissal of students for reasons other than emergencies or medical and dental appointments is discouraged. It is essential the students be present for all areas of 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, or any other area of the school grounds without approval from the office. Parents or other adults must meet the student in the office. They **may not** go to the classroom to pick up the child. This procedure exists to protect your child and to protect the instructional time for their entire class.

Students being picked up from school are dismissed at 3:08pm to meet with staff supervisors in the west hallway next to the multi-purpose room. Please form the Parent-Pick-Up carpool line in the west parking lot next to the building. Your child will meet you at the curb as you reach the front of the Parent-Pick-Up line. Parents will be given an identification card with the last name of the student(s) to be picked up. The card is to be displayed in the front window so that students can be dismissed promptly. Please wait in your car at all times to make the process run quickly and smoothly.

If a student is to be picked up by someone other than a parent or guardian, a written note of permission is required, or in the case of an emergency a call to the office by 2:48pm.

At 3:08pm walkers, bike riders, and Adventure Club students are dismissed from their classrooms. Walkers and bike riders should exit the building and proceed home on the sidewalks. Bike riders are to walk their bikes until they are off of school property and across the parking lots. Adventure Club students report to the

cafeteria where they are greeted by Adventure Club staff.

At 3:13pm classroom teachers walk the rest of their students to the front lot and load them on their school bus or day care van.

No student should walk across the front parking lot unless they are loading their bus.

BEFORE AND AFTER SCHOOL HOURS

Students may not be on school grounds before or after school hours unless accompanied by an adult. **This includes school-sponsored events.**

CHANGE IN TRANSPORTATION

Any change in end of the day transportation whether temporary or permanent must be submitted to the office in writing before the change will be activated. In the event of an emergency only, we will accept a change verbally over the phone. Parents are strongly discouraged from calling in transportation changes for two reasons: 1) A written note from home delivered by the student to his/her teacher is the safest method for the student. We know for sure then that the parent intended the change, and 2) We have approximately 550 students being dismissed each day. We send them with their parents, on one of 10 school busses, on one of 6 day care busses or they may walk or ride their bike with parental permission. This is a very involved process that occurs within ten minutes or less at the end of each day. Written notes for changes can easily be processed through our school office. Messages phoned in during the school day are difficult to implement efficiently, especially those phoned in late in the day. They interrupt instructional time, there is no note to be handed to the driver, and quite often students are reluctant to make the change because they haven't spoken with their parent(s).

F. ATTENDANCE

Regular and punctual attendance is important in order for children to have continuity with their teachers and peers in the educational process. Rockwood School

District policy requires accounting for all absences. Please notify the school office by telephone or written note with the date(s) and reason for the absence. Attendance is reported in minutes on a daily basis.

Excusable Absences are as follows:

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 appearance
6. When a family is leaving town and desires to take the student with them, they may be excused up to five (5) school days provided that:
 - a. The school 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.

Absences for all other reasons are unexcused and shall be treated as truancy. On the tenth total absence from school each semester, parents will be notified in writing that future absences must be accompanied by a doctor's statement defining the nature of the illness.

Students who have been absent because of injuries or communicable diseases must see the school nurse before returning to class

G. AWARDS / STUDENT RECOGNITION

Students are given a variety of awards and recognized in a variety of ways for academic progress, good study habits, and good citizenship by their classroom teachers' daily.

In addition, we recognize students for academic progress, good study habits, and good citizenship school-wide through Bear Paws and B.E.A.R.S. Assemblies.

Bear Paws

All Staff members (including bus drivers) give Bear Paws to any student for demonstrating exemplary behavior. Staff members are generally looking for behavior that meets any of the six school wide expectations:

- | | |
|-------------|----------------|
| Be Safe | Be Respectful |
| Be Kind | Be Cooperative |
| Be Peaceful | Be Responsible |

Staff members also look for behavior that demonstrates an understanding of the Character Education word of the month. (see Character Education Program.)

All students earning Bear Paws may put them in his/her grade level container outside the office. Each day a Bear Paw is drawn for each grade level and those students receive a Bear Paw pencil. Each quarter, a Bear Paw is drawn for each grade level and those students receive a Bear Tag. Additional rewards and recognition are provided at the classroom level.

B.E.A.R.S. (Be Excited About Reaching Success) Assemblies

Once a quarter we host two semi school-wide assemblies, (grades kdg., 1st, 2nd, 3rd) & (grades kdg., 4th, 5th). At these assemblies we recognize students for a wide variety of accomplishments.

Blue Ribbon Awards

Once a quarter each classroom teacher selects two students or groups of students who have demonstrated significant academic accomplishments. These students are asked to stand to be recognized during B.E.A.R.S. Assemblies as the specific reason for their award is announced. The certificates are displayed on a designated wall near the office for an entire month and then sent home with the students.

CHARACTER EDUCATION Awards

Once a quarter each staff member selects one student or group of students who have demonstrated outstanding citizenship, be related to our Word of the

Month. These students are asked to stand to be recognized during B.E.A.R.S. Assemblies as the specific reason for their award is announced. The certificates are displayed on a designated bulletin board across from the art room and next to the Multi-purpose room for an entire month and then sent home with the students.

Every Year We Recognize:

Science Fair Participants and Winners
Cross Country Participants and Winners
Track Team Participants and Winners
5th Chorus Participants
4th and 5th Grade Strings
Art Show Participants and Winners
Drug Free Essay Contest Winners
Drug Free Poster Winners
Spelling Bee Winners
Student Leadership

Presidential Academic Achievement (5th grade only)

OTHERS: Many other one-time awards that come up throughout the school year.

H. BEHAVIOR

STUDENT BEHAVIOR GUIDELINES

Students are expected to follow the policies written in the Rockwood School District Policies, Procedures and Consequences manual, the guidelines outlined by their teachers as well as the following playground guidelines:

PLAYGROUND GUIDELINES

At the sound of the recess bell, the student will proceed directly to their classes' pick-up point.

The following behaviors are inappropriate:

1. Continued play: ball kicking/throwing
2. Straggling
3. Being in another class' pick-up point
4. Rough housing
5. Interacting with a student from another class/line
6. Failing to be with or stay with the class line
7. Ignoring a supervisor's directions

Boundaries:

1. Students may not go to the area on the east side of the annex.
2. Students may not go onto the ballpark property on the west without permission of the teacher on duty.
3. Students should not play in the area behind the ball field backstop.
4. Students may not go into the adjoining yard to retrieve a ball. Students may not leave school property next to the playground to retrieve kick balls, basketballs, soccer balls, or anything else that may go over the fence. Balls will be returned by the property owner.
5. When the ground is wet (as determined by the teacher on duty), students must play on the asphalt area only.
6. Students must not re-enter the building during recess without a pass.

Swings:

- Students are only permitted to swing forward and backward sitting down on the swing and swinging at a reasonable height.
- Students are not to twist the chains so they swirl while swinging.
- Students are not to jump from the swings whenever they are getting off.

Slides:

- Students are permitted to go up the ladders to the slides and slide down the slides feet first.
- Students are not permitted to climb up from the bottom to the top of the slide.
- No trains (the first few down always end up hurt).
- On the spiral slide, no legs or heads may "hang" off the slides.
- Students are not to jump off the slides.

Soccer:

Students may play soccer on the grassy part of the playground as long as the ground is not wet and they have permission from the staff person on duty.

- Body contacts the ball only; hands do not touch the ball (except for the goalie).
- One person gets the ball when it goes out of bounds, including when the ball goes over the baseball fence.
- Boundaries when the ball is out of play: kickball field, trees, mulch, playground, and also beyond either side of the goal lines
- Kicking does not go above the knee.
- No shoving or pushing
- Choose teams fairly; captains choose girls first Monday, Wednesday, and Friday

Kickball:

Students may play kickball on the ball field as long as it is not muddy.

- Get permission from a teacher to play on the field.
- While waiting to bat, sit in the dugout or on sideline.
- A team gets 3 outs.
- One base allowed on an overthrow.

Batter is out when:

- A fly ball is caught.
- He/She is forced out at a base
- He/she kicks 3 foul balls.
- He/she bunts the ball.

Runner is out when:

- Tagged with the ball.
- Force out.
- Ball hits the runner.
- He/she does not tag up.
- He/she steals a base or leads off.

Basketball:

There are usually two basketballs in the basket of the playground supplies.

- Half court games only.
- No pushing, shoving, or touching anyone.
- No slapping at the ball to knock the ball out of someone's hands.

- If a player gets hurt, stop playing and get help for the student.

Violations:

- Traveling: walking without dribbling the ball
- Double Dribble: dribbling with 2 hands or stopping and starting your dribble.

Tetherball:

Whenever the balls are hooked to the polls the students may play tetherball.

The game is over when a player:

- Catcher, holds or throws the ball during play
- Touches the pole
- Touches the rope
- Double hits the ball
- Steps on the other person's side
- Hits the ball NOT using hands

The next person in line is the referee.

The winner serves the next game(s) up to 3 in a row.

If you lose, it's the next person's turn to play.

Jump rope:

Students may jump rope anywhere on the blacktop playground.

Monkey bars:

Only one student crosses the bars at a time. No "chicken fighting" (many different names). This happens when students are crossing from each end and try to grab one another with their legs to pull the other student down. No cherry drops! (Hanging from the knees, swinging then attempting to land on their feet.) Students cross the bars by hanging with their hands, not by standing on the top of the bars and walking across.

Games:

- Students are not permitted to play games of chase, such as tag.
- Students are not to bring their own toys, such as bats, balls, Frisbees, etc. to the playground.

- Whenever students are participating in any game they should follow the game rules as close as possible. There should never be any body contact, tackling or shoving in a game. Dodge ball and bombardment are not permitted.

REWARDS

Individual teachers will reward students according to their class policies and procedures. A school-wide reward system is in place to recognize good behavior. Students will receive Bear Paws for meeting expectations throughout the school year.

CONSEQUENCES

Students are expected to follow the expectations of the building and staff member. When students do not following the Ballwin expectations then there are possible consequences. Those may include:

- Discussion/warning
- Time-out (30 minutes or less)
- Loss of recess
- Lunch in the office
- Writing about the inappropriate behavior
- Performing a task/job for the school
- In-school suspension (from 30 minutes to 3 days)
- Suspension (out of school)

For complete information in regard to expectations and consequences, please refer to the Rockwood Policies, Procedures, and Consequences.

BUS BEHAVIOR

In the event of a discipline problem, the bus driver shall speak privately to the student. If a large group is involved, the driver shall speak to the group.

Problems, which cannot be settled by the driver, will be referred to the Principal or Assistant Principal. All problems shall be submitted on a Misconduct Report form. The following steps will be taken if a student receives a Misconduct Report:

1st offense: Principal or Assistant Principal to confer with student and contact parents or guardian by phone or letter.

2nd offense: On the second misconduct report, the student is to be suspended from the transportation system until a parent-principal conference can be held to solve the problem.

3rd offense: On the third misconduct report, the student shall be suspended automatically two to ten days from the transportation system. The seriousness of the offense shall determine the exact length of suspension.

4th offense: On the fourth misconduct report, the student shall be suspended indefinitely. At this time a conference will be held with the following people in attendance: Principal, Assistant Principal, Director of Transportation, Parent, and Student.

It will be the responsibility of this group, under the direction of the building principal or her designated representative, to discuss and decide whether the student will be allowed to ride the bus for the remainder of the school year.

I. BIRTHDAYS, TREATS, AND INVITATIONS

BIRTHDAYS AND TREATS

We celebrate birthdays at school by announcing the students' names during morning announcements and inviting them to the office to pick out a birthday button and a pencil. The lunchroom also provides a treat for all the birthdays each month on one designated day.

No birthday parties will be held in school. Whenever a child has a birthday, he may bring a treat for the other students, but only if that treat can be dealt with easily. It should be a healthy, pre-packaged or store bought snack item only (no drinks) and will be distributed at the discretion of the classroom teacher.

PARTY INVITATIONS

If your child is going to bring invitations to school for a party at home, make sure that all children in the class, all the girls or all the boys are invited. Otherwise, you

will have to make other arrangements to distribute them.

J. CAFETERIA PROGRAMS

PRICES

Elementary Student Breakfast - \$1.45
Elementary Student Lunch - \$2.30/Super Lunch/\$2.45
Adult Breakfast - \$1.70
Adult Lunch - \$2.90/Super Lunch - \$3.10

BREAKFAST PROGRAM

A "Type A" breakfast program is available every morning before school. Students who qualify for free or reduced price lunch may also have a free or reduced price breakfast. Breakfast will be served prior to the 8:50a.m. bell. Upon their arrival to school, students can enter the double doors near the cafeteria, eat breakfast, and then proceed to their classrooms. If for some reasons students arrive after 8:50am students will be given a breakfast that can be carried to their classroom to eat.

LUNCH PROGRAM

Students may participate in a hot lunch program each day, the salad bar, just buy juice or milk, or they may bring a lunch from home. Each child is expected to eat a lunch of some kind each day. Free or reduced priced lunches are available to students who qualify under guidelines provided by the federal government. **Soda (or any other carbonated drink) is not permitted.**

PAYMENT PROCEDURES

Parents can now add funds electronically to their child's meal account. However, at this time student balances are not available on-line. Checking or savings account payments made before 7:00 P.M. on a bank business day are credited the next morning. Allow three to four business days for credit card payments. The student's ID number is required for log-in. Secondary students can obtain their ID number from their report card or schedule. Elementary student's ID number is the student's computer log-in and library card number. For

more information, please call Rockwood Food Service at (636) 458-7291

Parents may also send payment directly to the school cafeteria manager. Special envelopes are provided by the Food Service Department for food service deposits. Plain envelopes can be used as long as the student's full name and "Food Service" are written on it. Only meal account deposits are expected in the envelopes, so money for other departments needs to be sent separately. Please seal the meal account envelope for your security.

If one payment is made to include more than one student, please write on the envelope the amount to be deposited in each student's account. Otherwise, the deposit will be divided evenly among siblings.

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

Each student is randomly assigned a Personal Identification Number (PIN). At serving time, students enter their individual PIN into a keypad, and their account is automatically debited with the amount of the food purchase. 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.

Overdraft notices are sent as needed through classrooms. Please routinely check with your child, their school papers, book bags, etc. to be aware of information from the cafeteria. Please call the food service manager at (636) 207-2533 at any time to check on your child's account status.

SUPER LUNCH

"Super Lunch" is served on days indicated on the school menus. That 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 those Super Lunches at their usual free and reduced status.

BIRTHDAY TREATS IN THE CAFETERIA

Elementary students are routinely offered a Birthday Treat as indicated on the school menus. A student may have the treat even if a school meal isn't taken. If a student is absent on that day, the treat may be taken on the following school day.

CREATIVE LEARNING CENTER STUDENTS AND THE CAFETERIA

Elementary students attending the Center for Creative Learning should turn in meal deposits at their home schools. School lunch is served daily at the CCL. That cafeteria manager notifies the home school's cafeteria managers which students ate at the CCL each day.

K. COMMUNICATION WITH HOME

Each month a newsletter from the principal is sent home providing information for parents about upcoming events and activities. The "Bear Tracks" is sent home on the last school day of each month. News from the P.S.O. can be found in the "Bear Tracks" as well. Classroom and special area teachers will send additional notes home with the students as the need arises.

L. CURRICULUM

COMMUNICATION OF THE CURRICULUM

We host a special kindergarten orientation that includes information on the kindergarten curriculum the week before school starts. For grades one through five we hold a curriculum night a few weeks into the school year. The dates and times for both of these events will appear in our August Bear Tracks. The district written curriculum for all grades can be found in our parent resource library.

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 abused books, fines or the cost of replacing the book will be assessed. These fees must be paid before the student's 4th quarter report card is released.

M. DRESS

The school does not have a strict dress code but there are several requirements concerning student dress. The staff at Ballwin takes the responsibility of teaching seriously; therefore, students are encouraged to wear comfortable clothing to school. If a student's appearance attracts undue attention to the extent that it becomes a distraction or a disruption to the learning process, a building administrator or teacher will ask the student to make the necessary changes. The following are considered inappropriate for school:

- Shirts that reveal the midriff, the back and/or the shoulders. Straps on shirts must be at least one inch wide, with no undergarments showing.
- Short shorts or skirts
- Muscle shirts, (low sleeveless tank tops)
- Sagging pants (pants must be worn at or near the waist.
- Extremely tight shirts, pants shorts, or skirts.
- 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.
- Hats, bandannas, shower caps, or other non-therapeutic headgear are not to be worn by male or female students inside the building during regular school hours. These items are to be placed in book bags upon arrival at school and remain there during the instructional day.

N. EMERGENCY/SAFETY DRILL PLAN

During all emergency procedures, silence is necessary to ensure safety for all. In an effort to prepare our students and staff for one of the disasters listed below, we are required to have 10 fire drills, two earthquake drills, two tornado drills and two campus intruder drills per year. In the event of a "crisis," parent volunteers

and visitors are expected to cooperate with school officials and law enforcement officials throughout the crisis.

In all emergency plans support staff and specialists should return their students to their classroom teachers as soon as possible and then meet at the office (inside or out) to receive instructions on how to help.

FIRE EVACUATION (short bell tones)

All windows and doors must be closed and the lights turned off. This task belongs to the teacher or an assigned student. Teachers must take their class record book and determine that all pupils are accounted for while away from the building.

Teachers will receive updated laminated roster cards to keep near your door in case of an emergency. Take the card with you during the evacuation. Take attendance outside and list any students that are missing as well as any extra students or visitors that you might have. This will allow us to track down those students. If your class is in a special those teachers should have a card for your class. Classroom teachers find your class outside to help with the attendance procedures and if possible take your attendance card with you. If there are new or transferred students write their names in or cross them out.

Designated Safe Locations – (Please ensure that students are familiar with these safe locations.)

1. East Area – grassy areas near 4th and 5th grade classrooms
2. South Area - large playground – adjacent to the basketball courts
3. North Area - picnic tables by kdg classrooms
4. West Area – Large parking lot adjacent to the BAA parking lot

Please go over the evacuation map with your children so that they are familiar with the routine and designate someone to turn off the lights and close the door. If

you do not have an evacuation map for your classroom let the office know as soon as possible.

Any staff member that is not supervising a class should meet in the front of the school (by the marquee). At that time an administrator will give you instructions.

Staff members who do not have a class may be asked to help evacuate our special needs students. Those people will be given instructions at the beginning of each school year.

EARTHQUAKE EMERGENCY PLAN

All students and staff take cover under desks or tables when in your classroom. Avoid high bookcases, cabinets or other furniture or structures, which might topple or collapse. Students passing between classes, in the cafeteria or in the hall are to take cover immediately. Do not run for the exits.

The procedure to follow after an earthquake (after the ground stops shaking) is the same as the fire evacuation plan.

Windows should be opened (if time permits) and doors closed. Blinds may be closed.

All personnel will go into the halls next to a solid wall and kneel, with hands covering the back of the head. Every effort should be made to get as far as possible from an area where broken glass will be a hazard.

Door stops are prohibited at all times and are a direct violation of fire code guidelines.

CAMPUS INTRUDER ALERT

In the event of a campus intruder the following announcement will be made:

"Attention all students, staff and visitors. We have an intruder on campus. All students and visitors report to the nearest classroom. Staff members report to your classroom or office. The intruder is; male, 5'7" wearing black pants and white polo shirt. (description)."

After this announcement is made:

1. All staff members should lock the doors to their office or classroom.
2. Place door window covers over the window and remove immediately following the drill/situation.
3. Gather students and visitors into a corner away from the doors and windows.
4. Turn on EMAIL
 5. Take Attendance - Report missing students and extra students to principal and secretary. The message should be in the "subject" box and be brief, such as, (All Here). If students are out of the classroom, the message should read, (Jones/Library, Smith/Reading).
 7. Stay alert to EMAIL to receive messages from the office.
 8. Stay put until an "all clear" messages is given.

TORNADO EMERGENCY PLAN (constant bell tone)

All rooms in the school have a disaster map that gives a location of where to go in case of a tornado. All students and staff are to "duck and tuck" until given other instructions. Please stay in your area until an appropriate staff member releases your class.

EMERGENCY DISMISSAL

In the event of an early dismissal due to inclement weather or similar situation we will dismiss students according to their Emergency Dismissal Form.

SAFETY REMINDERS

In accordance with the Ballwin Elementary Parent/Student Handbook and the Rockwood School District policy:

- Arrival – Supervision will not be provided until 8:08 AM. Dropping your child off prior to this time is a concern and puts your child at risk. Adventure Club is available and should be utilized if an early drop off is necessary. For more information, please contact the Adventure Club office at 314.861.7768.
- If dismissal transportation changes occur, please notify our office in advance to avoid dismissal

confusion. We want to ensure that your child is being placed appropriately on the bus or reports to parent pick-up.

- Students leaving school early must be signed out by their parent/guardian. The office will call your child to the front lobby for dismissal. Parents may not pick-up their child at the classroom door. This helps to maintain a strong learning environment with little disruption.
- We encourage all students to walk to class on their own in the morning time.
- All visitors must sign the visitor register in the office and wear a visitor's pass. We are encouraging our staff to send any visitor back to the office that is not wearing a pass.
- If your child forgets an item at home, please deliver the item to the office, not the child's classroom. We will make sure that your child receives the item(s). This helps to maintain classroom instruction.
- We welcome our parents to have lunch in the cafeteria with their child. Please sign in, wear a visitor's pass, and meet your child in the cafeteria at the appropriate lunch time. Once the lunch period is over, please sign out in the office. This helps us keep track of who is still in the building or who has left in case of an emergency.
- Unless you have made a prior appointment with a staff member, it is difficult for a staff member to meet with parents unannounced. Our staff is committed to your children and you, and wants the opportunity to be prepared for a meeting. Please feel free to call or email a staff member to set up a time to discuss your child's needs.
- Safety Drills – all students, staff, and community in our building must follow our safety guidelines and participate in all drills. This ensures that during a real emergency, we are all prepared and are able to account for everyone in our school building.

0. ENROLLMENT **BIRTH CERTIFICATES**

The Rockwood School District requires a birth certificate of all students new to the district regardless of grade level. This birth certificate must be submitted within thirty days after enrollment. Students not having a birth certificate may be excluded from school after that time. A birth certificate may be obtained by writing the Bureau of Vital Statistics of the state in which the child was born. Hospital certificates will not be accepted in place of a birth certificate.

PHYSICAL EXAMINATION

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 their 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.

EYE EXAMINATION

Evidence of comprehensive vision exam performed by a state licensed optometrist or physician. Kindergarten and enrolling 1st grade students only.

IMMUNIZATIONS

Missouri State Law requires all school children to receive immunization against communicable diseases as indicated below. It is unlawful for any student to attend school unless they are adequately immunized or exempted.

Immunization Requirements:

- DPT/DT/TD: 4 doses, last dose on or after 4th birthday. Pertussis is required for all students under 6 years of age. Maximum dose is 6.
- Measles: 2 doses on or after 1st birthday. At least 28 days must separate the 2 doses.
- Mumps: 1 dose on or after 1st birthday.
- Rubella: 1 dose on or after 1st birthday.
- Hepatitis B: K-4, 3 doses, students in 5th grade not applicable.

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. Please see the school nurse for the appropriate forms.

P. FIELD TRIPS

Teachers are encouraged to take a field trip if a field trip would be beneficial in complementing on a given unit or course of study. Each child should have a field trip permission form. Students should not take cameras, radios, etc., unless requested to do so by the classroom teacher. Parents may be asked to help with the field trips. Preschoolers are not permitted to ride the school buses on field trips.

During Field trips each class represents Ballwin Elementary. As representatives of Ballwin Elementary we expect the following:

1. Good manners at all times. Your behavior on the bus and during the trip will leave a lasting impression on the people that you encounter.
2. Be courteous to all parent chaperones. Students are expected to follow the directions of parents who are supervising on the trip.

It is our hope that our school will be remembered as one of the best schools to visit and will receive a warm welcome in future years.

We are requesting that parents spend a few minutes discussing expectations prior to the trip. Please make certain that your child understands that future trips will be based upon each student's ability to represent Ballwin Elementary.

Please remember that field trips are a privilege. Incomplete work and inappropriate behavior at school are reasons for students not to attend field trips. You will be notified at least 2 weeks prior to the field trip if your child is in jeopardy of losing this privilege. This will allow time for the student to correct the situation. In the event that your child is unable to attend the field trip due to academics or inappropriate behaviors, work will be provided at school during the field trip.

We know that by working together, we have the ability to make this trip and future field trips a wonderful experience for everyone.

Q. GRADES AND GRADING

The following grading scale is used in grading students in grades 3rd – 5th:

A	93-100%	A-	90-92%		
B+	88-89%	B	83-87%	B-	80-82%
C+	78-79%	C	73-77%	C-	70-72%
D+	68-69%	D	63-67%	D-	60-62%
F	0-59%				

Grades will be averaged for each quarter as a separate set of scores. One quarter will not include nor be dependent upon any other quarter.

Homework Expectations

Students should expect to have homework four nights a week for the length of time indicated below:

Kindergarten	10-15 minutes
First Grade	10-20 minutes
Second Grade	20-30 minutes
Third Grade	30-45 minutes
Fourth Grade	40-60 minutes
Fifth Grade	50-75 minutes

If your child consistently spends more than the maximum time suggested please contact the teacher. Special projects or reading assignments may require additional time.

Teacher Responsibilities

- Assign effective homework:
- Explain the homework to the students.
- Keep a record of assignments completed and not completed.
- Inform parents of assignments not completed.
- Positively reinforce students who complete homework.
- Inform parents of the amount and frequency of homework.

Parent Responsibilities

- Make completion of homework a priority for your children.
- Provide your child with a quiet place to work at home.
- Contact your child's teacher if your child is having problems with homework.
- Provide positive support when homework is completed.

Student Responsibilities

- All assignments should be completed neatly.
- All assignments should be turned in on time.
- Students should do their own work and ask for help only after they have given it their best effort.
- Homework can include the number of minutes students read or are read to each day. (Some of these activities may require a parent's signature)

Rewards

Students may receive praise, awards or incentives such as:

1. good news notes
2. tickets for drawings
3. extra recess
4. homework passes

Consequences

Students will have one day per absence day to complete their assignments. (Up to 5 days or until the last day of the quarter whichever comes first.)

Homework will be expected to be completed regardless of timeliness

If a student does not complete homework the following consequences may take place:

1. phone call home to parent(s)
2. note sent home to parent(s)
3. loss of recess
4. student will have "study time" while other student participate in rewards
5. students in 3rd, 4th or 5th grade that turn in homework late will have the grade reduced:

One day late – 20%

Two days late - 0%, no credit but must complete

R. HOMEWORK: VACATION/ILLNESS

Students are expected to make up any schoolwork they miss during absences due to vacation or illness. 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 office at (636) 207-2533 by 10:00am. The teacher will have the assignments ready to be picked up in the office between 3:00 - 4:00pm. 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 10:00am 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.

S. INTERNET

On occasion, under staff supervision, students will have the opportunity to conduct research and/or other school related activities utilizing the INTERNET. Students who do not follow the guidelines listed below in addition to those set by their teachers will face disciplinary action and/or permanent cancellation of future use of the Rockwood School District access to the INTERNET.

1. Never intentionally damage or destroy electronic information or resources.

2. Never intentionally invade the privacy of individuals or organizational groups.
3. Never plagiarize or violate copyright restrictions.
4. Never harass others.
5. Never access obscene or otherwise inappropriate materials.
6. Never access the INTERNET utilizing a school account without permission from appropriate school personnel.

In addition, students should always adhere to the following safety guidelines:

- Never give out personal information such as your address or phone number.
- Never send pictures that are personally identifiable.
- Never agree to a personal encounter with someone you met on line.
- Should you access information that you feel uncomfortable with; you should report it immediately to your parent, guardian or teacher.

T. ADMINISTERING MEDICINES TO STUDENTS

It shall be the policy of the Board of Education that the giving of medicine to students during school hours be discouraged and restricted to medication that cannot be given on an alternative schedule. The Board of Education recognizes that some students may require medication for chronic or short-term illness/injury or disabling condition during the school day to enable them to remain in school and participate in their education. Refer to Regulation 2870.

U. PARENT/TEACHER CONFERENCES

There will be two scheduled parent/teacher conferences each school year. One after the first quarter in the fall and one after third quarter in the Spring. Conferences are scheduled in the evenings. Sign-up sheets will be available on Curriculum Night. Please try to keep your appointment as scheduled. See the August Bear Tracks for the exact dates and times of Parent/Teachers Conferences and Curriculum Night.

Conferences may be requested at other times during the school year by calling the office for an appointment. We discourage conferring with the teacher during the instructional day when teachers are involved in the instructional program. These "at-the-door" conferences seriously interfere with the instructional time given to students.

V. PARTIES

Each classroom enjoys three room parties a year. The three parties are: Fall Festival, Winter Holiday, and Valentine's Day. Room parents plan, organize and oversee the parties. Room parents should not bring pre-school children to the parties.

W. PERSONAL PROPERTY

Please mark all items of clothing, lunch boxes, and other personal property with the student's name. Valuable items are not to be brought to school without permission and pre-arrangement with the teacher. Students are not allowed to bring toys, skateboards, or balls to school.

Students are strongly discouraged from having large amounts of money at school and the school cannot be held responsible for money that is lost, misplaced or taken. Since it is felt that generally there is no good reason for having large amounts of money at school, a conference will be held with the parents of students who have large amounts of money in their possession.

X. RECESS

When it is raining, snow is on the ground or the chill factor is too cold (0 degrees or below) students will have recess in their classrooms. In most other conditions we will have recess outdoors. Students should come to school dressed to spend time outside each day.

A note from the parent requesting that a child stay in for noon recess is required. However, children are encouraged to go outside, and notes should only be sent when absolutely necessary. If a child is too ill to

go outside for recess, he/she is probably not well enough to be in school, unless there are unusual circumstances

Y. RECORDS

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 at any time the parent or legal guardian makes a request. The classroom teacher adds academic information at the end of each year. It is important that the parent(s) keep enrollment information current, especially that relating to employment and current phone numbers and health information. Any childhood disease should be reported on the date of occurrence so that this information can be included in school records. This could be of value in the future when the child needs information concerning their health history.

CHANGE OF INFORMATION

It is very important that parents keep the school office informed of any changes in student information. When it becomes necessary to update information, it is necessary to fill out the "Rockwood Update Information" form that is available from the school office or on the Rockwood website. Report any change of address, place of employment, telephone number, email address, doctor or dentist. If the telephone number is unlisted, we still need it for emergency situations.

TRANSFER INFORMATION

If you are moving out of the Ballwin School attendance area please let the office know as soon as possible the date of your departure. We will transfer information that aids the new school in your child's placement. It will be necessary for the parent to sign a "Request to Release Student Records" to send the transcripts to the new school.

Z. REPORT CARDS

One important function in the teaching-learning process is that of evaluation. The report card serves as one source for parents to gain insight as to their child's progress. Children in grades one through five will bring home report cards quarterly. The kindergarten children will have two progress reports, the end of the first semester and at the close of school. Communication between home and school is a mutual responsibility.

AA. SCHOOL PICTURES

School pictures are taken of each student in the fall. The pictures are taken of each student for school records and the school yearbook. Parents may purchase a color package of these pictures if they choose on a prepay basis. Every effort is made to have the portraits available for parents before the winter holidays. School pictures are also taken in the spring. Parents have the option to purchase these pictures when the actual picture packet comes home. Fifth grade individual and group pictures will be taken at fifth grade recognition at the end of the year.

AB. SMOKING POLICY

Smoking is **prohibited** in all Rockwood school buildings or on District property. This policy applies to students, District personnel, community members, and all visitors.

AC. SNACKS

Classroom teachers designate a snack time each day. Students are allowed to bring nutritional snacks only (i.e. Fruits, crackers, cheese, granola products). Candy and foods high in sugar are not considered nutritional snacks.

AD. SNOW DAYS

Sometimes when the weather is bad or the threat exists of bad weather, it is necessary for school to be closed. When those conditions exist, parents are advised to listen to the major radio stations KSD, KXOK, KMOX, and Channel 9 between 6:00 and 8:00 a.m. for school closings throughout the area.

EARLY DISMISSAL DUE TO INCLEMENT WEATHER

In the event that school is dismissed early due to inclement weather we will activate our snow chain based on a form parents fill out in August. The same information will also be put out to the media. When the weather looks questionable listen to the TV or radio and/or wait for the phone chain. Please do not call the school, as we will be very busy making sure everyone gets home safely.

AE. VISITORS

SCHOOL VISITORS

All visitors are asked to sign in at the school office, wear a school visitor sticker during their stay, and sign out at the office at the end of their visit.

PARENT VISITORS/HELPERS

Parents that have been invited to classrooms to help, observe a school activity, attend a school assembly, attend room parties, plan to join their children for lunch, or come into the school building for any other reason during regular school hours need to sign in at the office, wear a visitor badge during their stay, and sign out at the end of their visit.

AF. VOLUNTEERS

PARENT VOLUNTEERS

Parent volunteers are welcome at our school. A Parent Volunteer Handbook is included in this handbook. It contains a large variety of activities that parents may sign up for ranging from providing donations to chairperson of a large school event.

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 school. In order to ensure that it is a positive experience for all we ask that our parents adhere to the following points, ideas and requests:

- 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.
- Sign in/out in the office and wear a sticker.
- Remember that working in your child's classroom requires a personal commitment to the class versus one's own child.
- Volunteers are asked not to conference with their child's teacher about their own child's performance during class time.
- Confidentiality is very important. Teachers may not give out personal information about a child other than specific classroom needs.
- All academic and behavior observations must be kept confidential.
- All discipline should be handled by the classroom teacher.

AG. PROGRAM INFORMATION
ART PROGRAM

Students in grades one through five have one sixty-minute art period each week. Kindergartners have one thirty-minute art period each week. Students are exposed to a wide variety of cultures, projects and mediums in art class. First graders put on a special art show annually.

CHARACTER EDUCATION PROGRAM

This year Ballwin Elementary will continue the CHARACTER EDUCATION program. The school will focus on one trait a month and will be announced in the BEAR TRACKS. Below are the nine traits, which will be emphasized this year:

Cooperation	Caring	Patience
Courage	Self-control	Respect
Responsibility	Honesty	Perseverance

Parents can play a vital role in the CHARACTER EDUCATION program. Talking to your child about the

word of the month and doing special activities at home that relate to these character traits will benefit your child greatly.

COUNSELOR

A school counselor is at school daily for the benefit of students, parents, and teachers. Their primary responsibility is working with students that have demonstrated some problems in social behavior, personal behavior, or academic behavior. Usually this is done on an individual basis and provides some outlet for the students to express themselves. The counselor will talk with the students at the request of students, parents, or teachers.

D.A.R.E.

D.A.R.E. (Drug Abuse Resistance Education) is a joint project of the Ballwin PD and Ballwin Elementary to prevent drug abuse in children and youth. The emphasis of the D.A.R.E. program is to help students recognize and resist the many subtle pressures that influence them to experiment with drugs. In addition, program strategies are planned to focus on feelings relating to self-esteem, interpersonal and communication skills, decision-making and positive alternatives to drug abuse behavior.

The D.A.R.E. curriculum has been developed to assist police officers, school administrators, and teachers in the planning and implementation of a program of drug abuse resistance education for students in grade 5.

INSTRUMENTAL MUSIC/STRINGS

The strings program is a component of our fourth grade music curriculum. All fourth graders will be involved. Fifth grade students are eligible to take strings. All music instruction is given during the regular school day.

MUSIC

Students in grades one through five have two thirty-minute music periods each week. Kindergartners have one thirty-minute music period each week. Students are exposed to a wide variety of cultures, music and instruments in music class. Kindergarten, second, third

and fifth grade students put on a special musical program annually.

PARENT STAFF ORGANIZATION

The school has a Parent Staff Organization in which parents are encouraged to become involved. This organization enriches the school-home situation 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 RESOURCE CENTER

Books pertaining to parenting and various educational topics are available for check out. Our Librarian or Librarian Assistant can assist you with check out procedures or questions.

PHYSICAL EDUCATION PROGRAM

All students in Full Day Kindergarten and grades 1-5 attend physical education every day for 30 minutes. Kindergarten students attend physical education twice a week for thirty minutes. The students are expected to dress appropriately for physical education. This would include shorts, jeans, or pants for girls and gym shoes for both boys and girls. If a child is not feeling well on a particular physical education day, he/she may be excused for that day by a note from a parent. No child will be excused for more than one day without a note from a physician.

READING INTERVENTION

Students qualifying for reading services receive reading instruction from their classroom teacher, reading assistant, and/or the school's reading teacher. All students new to Ballwin and former Reading Intervention students are tested in September to determine if they are eligible for services. Parents are notified by letter if their child will receive these services.

SCHOOL LIBRARY MEDIA CENTER

We are proud of our school library media center (LMC) and the LMC's flexible access program. Student and teachers may use the library as needed the entire school day for book checkout, research, library skills instruction, and computer searches. All students visit

the LMC on the average of once a week for regular book checkout with some students visiting every two or three days. The improved quality and increased quantity of material checked out verifies the success of the flexible access scheduling.

Library skills are taught in collaboration with the classroom teacher when it is necessary to support the intended curriculum. Because of flexible access, teachers have the freedom to use the LMC as often as needed.

Our school uses the Accelerated Reader program to enhance free reading and improve student's reading ability. Accelerated Reader uses quizzes to assess comprehension and will be taken when a student finishes reading a book. This program will be emphasized in the classroom with the books available in the LMC.

The 1st, 2nd, and 3rd grades participate in the Missouri Show-Me Reader Award Program. Each class comes to the library for story time to hear the ten nominees. During this time library skills including care of books, fiction and nonfiction books, locating books by author and Dewey Decimal numbers, and related topics are presented. After the students hear the ten books, they vote for their favorite. All votes are sent to a committee to total the votes for the entire state of Missouri. The author of the winning book is announced in April.

Fourth and fifth grades participate in the Missouri Mark Twain Book Award Program. At the beginning of the year each class views a video introducing them to the program and each of the twenty nominees for the year. Students who read or hear four of the twenty books may vote in March for their favorite. All votes are sent in for state tabulation.

The Scholastic Book Fair will take place in December as well as in the Spring. This fundraiser helps to support the LMC's programs and the purchase of new materials. We appreciate our dedicated library parent volunteers and all that they do to help us have a

successful book fair. Our motto is "every day is a library day." The school library media center is to be used and enjoyed by all students and staff.

SPECIAL SCHOOL DISTRICT

The Rockwood School District receives services from the Special School District. Services that are available to the students are: educational testing, home teaching, and diagnostic evaluations in the areas of speech, hearing and sight, and alternative schools. Please see our school counselor for more information.

STUDENT LEADERSHIP

Leadership opportunities will be provided through our Caring Schools Program. Leadership opportunities include, but not limited to school service, community service learning, leadership opportunities with the principals and much more.

TALENTED AND GIFTED PROGRAM

The Rockwood School District has developed and implemented a Talented and Gifted Program for those students in grades kindergarten through 5th who meet the District's requirements. This program is a one-day a week pullout activity where the children attend an off-campus site, the Center for Creative Learning. If you have any questions concerning this program, please contact the school counselor, Ellen Berger.