

PARENT & STUDENT HANDBOOK

EUREKA ELEMENTARY 2009-10

Eureka Elementary
442 West Fourth Street
Eureka, MO 63025



Eureka Elementary, making a difference one student at a time!

Dear Students and Parents:

On behalf of the Eureka Elementary School staff and administration, we welcome you and wish you a most successful school year. It is our goal to keep you informed about the routine happenings at Eureka Elementary. This handbook was prepared as an information guide. It is designed to explain school policies, rules, regulations, guidelines, and any other information pertaining to the facility's operation. Please read the handbook and keep it for future reference throughout the school year. The staff of the school wishes a meaningful, pleasant, and successful school year for all.

The ultimate purpose of education is to help each student become an effective, productive citizen while fulfilling his/her own needs and desires as an individual. We are committed to facilitating the very best we have to offer in the process of helping your children not only learn for the present, but to become lifelong learners.

Eureka Elementary will continue to be a part of the Positive Behavior Intervention Support program. We are entering our 5th year and we know it has been successful. Our referrals continue to decline and our children are displaying the "Cattitudes" on a daily basis. The school district continues with a bullying policy for the district. This aligns strongly to our program already in place. Our students will be participating in a year long anti-bullying program. I know we are going to grow even more from our focus on stopping bullying behavior.

As teachers and parents, we have the responsibility of supporting each child in a way that allows him/her to realize and value himself as a person and a learner. As the school and the home work cooperatively, we can accomplish our goals for Eureka's Students.

We hope you will participate in our varied activities and will find this handbook helpful in providing information regarding our school procedures. We hope we have provided the answers to most of the questions you may have. Should questions or problems arise during the school year, please do not hesitate to discuss them with us. As we all work together to make this a great year it is our sincere desire to provide you with an outstanding school where we have the best teachers teaching the best students.

Sincerely,

A handwritten signature in blue ink that reads "Brian K. Genty". The signature is written in a cursive style with a large initial "B" and "G".

Brian Genty, Principal
Eureka Elementary

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EUREKA ELEMENTARY GENERAL INFORMATION

School Phone Number:	636-938-2452
School Fax Number:	636-938-2457
County Bus Service: Laidlaw	636-458-2044 or 636-458-2045
City Bus Service: Atlantic Express	314-721-8657 or 314-721-8422
School Age Adventure Club Pager:	314-404-0634
School Office Hours:	8:00 a.m. – 4:30 pm.
School Hours for Grades Full Day KDG/1-5:	9:02 a.m. – 3:52 p.m. (Students may arrive at 8:50 a.m.)
School Hours for AM Kindergarten:	9:02 a.m. – 12:02 p.m. (Students may arrive at 8:50 a.m.)
School Hours for PM Kindergarten:	12:52 p.m. – 3:52 p.m. (Students may arrive at 12:40 p.m.,)
School Hours for Early Dismissal:	9:02 a.m. – 12:47 p.m. (Students may arrive at 8:50 a.m.)

Classes at Center for Creative Learning will be held on Tuesdays during the 2009-2010 school year.

Eureka Elementary website: www.rockwood.k12.mo.us/eurekael/

2009-2014

Strategic Plan Comprehensive School Improvement Plan

Rockwood School District

Goals

- Develop and enhance quality educational/instructional programs to improve performance and enable students to meet their personal, academic and career goals.
- Provide curriculum and instructional approaches that prepare students for an increasingly diverse and global society.
- Recruit, attract, develop and retain highly qualified staff to carry out the Rockwood School District's mission, goals and objectives.
- Promote, facilitate and enhance parent, student and community involvement in Rockwood School District education programs.
- Provide and maintain appropriate instructional resources, support services and functional and safe facilities.
- Govern the Rockwood School District in an efficient and effective manner, providing leadership and representation to benefit the students, staff and patrons of the district.

Mission

We do whatever it takes to ensure all students realize their potential.

Vision

By continuously improving in every aspect of our performance, the Rockwood School District empowers students to command their future.

Core Value Statements

- Promote and model ethical values and good character as the foundation of performance.
- Build a safe and caring school community.
- Provide a meaningful and challenging academic program that connects all students to learning and honors their differences.
- Engage all stakeholders in shared responsibility for learning, character and climate.

NON-DISCRIMINATION STATEMENT

It is the policy of the Rockwood School District not to discriminate on the basis of race, color, creed, sex or disabilities in its educational programs, activities or employment practices. Inquiries by students, parents or employees regarding Rockwood School District's non-discrimination policies should be directed to the Compliance Coordinators listed below.

Terry Harris, Compliance Coordinator for Civil Rights Act of 1964 as amended (race discrimination issues); Compliance Coordinator for P.L. 93-112, S504 of the Rehabilitation Act of 1973 and P.L. 94-142, Education for all disabled Children Act (disability discrimination issues).

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

All Compliance Coordinators may be contacted by phone at (314) 938-2200 or by mail at Rockwood Administrative Center, 111 East North Street, Eureka, MO 63025-1229.

ROCKWOOD SCHOOL DISTRICT PERSONNEL

Board of Education

Mr. Rao Kaza	President
Mr. Steve Banton	Vice-President
Mr. Matthew Fitzpatrick	Director
Mrs. Darla Baker	Director
Mrs. Janet Strate	Director
Mrs. Kim McGuinness	Director
Mrs. Peggy Devoy	Director

Administrative Offices

Dr. Craig Larson	Superintendent of Schools
Dr. Scott Spurgeon	Associate Superintendent for School Leadership & Curriculum
Dr. Carrie Luttrell	Executive Director of Curriculum Instruction and Assessment
Dr. Kelvin McMillin	Assistant Superintendent/Human Resources
Mr. Dennis Griffith	Assistant Superintendent/Administrative Services

Rockwood School District - Central Administration 111 East North Street Eureka, MO 63025-1229 Phone: (636) 938-2200	Transportation - Laidlaw Transportation 17146 Manchester Road Grover, MO 63040-1001, MO 63026 Phone: (636) 458-2044	Transportation – Atlantic Express 7425 Forsyth Blvd. Suite 110 St. Louis, MO 63105 (314) 721-8657
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STAFF ROSTER

Administration -	Mr. Brian K. Gentz
Counselor -	Ms. Shirley Mueller
Instructional Coach-	Mrs. Andrea Lockwood
Kindergarten -	Miss Amanda Westhoff
First Grade -	Mrs. Cindy Hegedus Miss Jocelyn Hunt
Second Grade -	Miss Laura Stroot Mrs. Wendy Winegardner Mrs. Courtney Cochran
Third Grade -	Mrs. Judy Leet Mrs. Tina Stabile
Fourth Grade -	Mrs. Melissa Stein Mrs. Raina Gill Mrs. Lauren Harr
Fifth Grade -	Mrs. Donna Doser Miss Michelle Marchi
Special Teachers -	Mr. Peter Grace (PE) Mrs. Kathy Patrick (Art) Miss Mary Lister (Art) Mrs. Sharon Hinge (Music) Mr. Rob Miller (Music) Mrs. Dana St. John (Reading Intervention) Mrs. Patty Busch (Reading Intervention)

Assistants - Mrs. Kelly Dinger (Teaching Assistant)
Mrs. Eileen Delia (Teaching Assistant)
Mrs. Anna Marie Brown- (Library Assistant)
TBD- (Teaching Assistant)
TBD- (Computer Teacher)
Mrs. Cindy Calloway (Computer Specialist)

Library - Mrs. Rhonda Hoard

Office - Ms. Jody Phelps
Mrs. Joy Sauter

Nurse - Mrs. Barb Rechten

Special School District - Mrs. Sandy Newman
Mrs. Sharon Seeley
Miss Patty Murphy
Miss Erin Gielow
Miss Jessica Velders
Mrs. Laura Brozka
Mrs. Denise Jacobson

Cafeteria - Ms. Marian Hagen
Mrs. Sharon Phillips

Custodians - Mr. Jim Floyd
Ms. Kathy Bay
Mrs. Bobbie Rose

Adventure Club - Mrs. Micki Jackson

**Eureka Elementary PTO Executive Board
2009-2010**

Name	Position	Contact Information
Lori Summers	Co-President	636-271-7700
Tracie Martin	Co-President	636-587-9744
Lisa Corbett	Vice President of Public Relations	636-288-4004
Phyllis Duke	Vice President of Publications	636-938-9397
Kim Linn	Vice President of School Support	636-587-2020
Jennifer Werges	Vice President of Caring School Community	636-938-9760
Lynn Marshall	Secretary	636-458-6584
Laura Hrbacek	Communication Coordinator	636-938-5508
Malynda Schmaltz	Treasurer	636-938-9184
Bertie Dame	Parent at Large	636-938-1375
Chris Gaut	Parent at Large	636-938-1233
Stephanie Gaut	Parent at Large	636-938-1233
Lisa Grisham	Parent at Large	636-938-3900
Diana Guise	Parent at Large	636-938-3858
Lisa Helterbrand	Parent at Large	636-938-3525
Dawn Holland	Parent at Large	636-938-6509
Joy McVean	Parent at Large	636-938-6548
Rick Winegardner	Parent at Large	636-394-4969
Anne Wood	Parent at Large	sammybobo@charter.net

EUREKA ELEMENTARY MISSION STATEMENT

Our mission is to provide a world class education that promotes student achievement and well being through the collaboration of students, staff, and parents.

ARRIVAL AND DISMISSAL

Children should not arrive at school before 8:50 a.m.

Arriving before that time interrupts valuable teacher planning time and staff meetings. In addition, there is no staff on supervision duty at this time. Students should report to their classroom or the cafeteria if eating breakfast, upon their arrival at school. Students must have their teacher's or another supervisor's permission before leaving an assigned area or the classroom.

- Full Day Kindergarten starting time 9:02 a.m. - Dismissal 3:52 p.m.
- Kindergarten AM starting time 9:02 a.m. - Dismissal time 12:02 a.m.
- Kindergarten PM starting time 12:52 p.m. - Dismissal time 3:52 p.m.
- Grades 1 – 5 starting time 9:02 a.m. - Dismissal 3:52 p.m.

Students in grades K – 5 are dismissed early for staff development. On early dismissal days, school will be in session from 9:02 a.m. to 12:47 p.m. Lunch will be served on early dismissal days to all grade levels K - 5. **However, there will be no lunch recess on those days**

Our P.M. Kindergarten students will attend the A.M. session of Kindergarten on the early dismissal days.

ADVENTURE CLUB

Adventure Club is a service provided for working parents who need before and/or after school care for their children. This program is housed in our building for your convenience. Adventure Club is also offered for students on early dismissal days. For more information about this service and cost, please contact (636) 861-7768. **All students needing to be dropped off before 8:50 a.m. should be enrolled in Adventure Club where they are supervised. There will be no exceptions.**

ASSIGNMENT OF STUDENTS

A great deal of time and effort goes into the classroom assignment of students. The principal, along with the counselor, reading specialist, Special School District teachers and regular classroom teachers carefully place each student in a classroom where he/she will have the best opportunity for success. We ask that parents not request specific teachers for their children; however, parents are invited to complete a parent input form to be shared with the classroom teacher and principal. Watch for this form in the April edition of the Wildcat Chat.

ABSENCES

If your child is going to be absent, please call the school. If we do not hear from you and your child is absent, the school will be calling you at home or at work to see why your child is not in attendance. If we are unable to reach you, a written excuse is required upon returning to school. Written excuses are not required if the attendance line is utilized. When calling the office, please give the reason your child is absent and his/her teacher's name. When sending in written excuses, please make sure the child's last name is on the excuse. All notes should be dated. A doctor's excuse is necessary for absences over four

days. Good attendance is important at all levels (including kindergarten).

Excusable Absences

1. Death in the student's immediate family.
2. Illness of the student.
3. Certain days for religious observances.
4. When a family is leaving town and desires to take the student with them, they may be excused provided...
 - a) the school is notified in advance of the absence; 1 week prior to the trip.
 - b) the student procures available assignments in advance of the absence;
 - c) all assigned work is turned in upon returning to school; and
 - d) all tests, etc., are made up at the discretion of the individual teacher.

However, we strongly discourage vacations which will interrupt the students learning.

When a child has had a contagious disease he/she should bring a doctor's statement to the office stating that he/she is free from contagion and able to return to school. If such a statement is not available, the child will report to the nurse's office to be checked to see if all symptoms of the disease have disappeared. Students returning to school after having head lice are to be checked by the nurse, also. A student must be free of all nits before returning to school. The nurse will contact the parents or family doctor if further details are needed.

Please have your child fever free for 24 hours before returning to school.

The school will send absent letters home after the student reaches a 10% absent rate (excused or unexcused). These letters are computer generated by our attendance system.

In addition, after the 5th tardy a letter will be sent home in conjunction with a phone call. A student coming in late on a consistent basis is a disruption for that student. Our educational day begins right at 9:02AM and we do not want to frustrate a student by being behind their peers.

ATTENDANCE GUIDELINES

If a student is absent for only one day, his make-up work will be handled by the classroom teacher when he returns.

When a student has been out two days, make-up work may be requested by calling the school office at 4636-938-2452 by 11:00 a.m. The teacher will have the schoolwork ready to be picked up in one of the offices between 4:00 and 4:30 p.m.

Once schoolwork has been collected to be picked up, it is the responsibility of the student to turn it in within a reasonable amount of time. Considering the volume and time involved, gathering make-up work for a second or third time is not practical and would be considered only under unusual circumstances.

Partial schoolwork assignments in advance of vacation will be provided when possible. However, it is impossible to furnish all materials in advance. Independent reading and/or assignments in the content areas such as math, language, social studies and science may be provided at the teacher's discretion.

We realize students can profit educationally from a vacation experience. It must also be realized that the classroom presentations are a major part of a student's educational experience and these, of course, cannot be replicated. The parent is the only one who can decide whether his child can afford to miss daily presentations. It is, of course, impossible to "make-up" all that transpires during an absence.

PARTICIPATION IN SCHOOL ACTIVITIES

All students who represent the school in activities must meet in full all scholastic and organizational requirements for participation. They must be in regular full day attendance the day the activity is scheduled unless the activity is in another city and it is necessary that the student be absent, or unless the activity is scheduled on a day when school is not in session. At the close of school on the day of an activity, the sponsor or coach shall certify to the principal that all those who will represent the school have been in attendance the full day. Coaches and sponsors shall advise participants of this policy.

Students who have been unable to schedule dentist or doctor appointments on another day may be excused from this policy as long as they provide the coach or sponsor with a written doctor's note releasing them to participate.

CURRICULUM

Teachers follow the District guidelines in all areas. In addition to the basic subjects of reading, communication arts, mathematics, social studies and science, students receive instruction from special teachers each week in vocal music, art,

health and physical education. Strings classes are offered to the students in grades four and five. A cluster of computers in individual classrooms and the library enhance instruction at each grade level. There is a District program for gifted students. The special education needs of individual students are met through the coordinated efforts of the Eureka staff and the Special School District. A brief curriculum guide is distributed to parents in the fall.

STANDARDIZED TESTING

Rockwood School District students are administered a nationally-normed achievement test each year. Other tests may be given to selected grade levels. Parents are informed of our testing schedule throughout the year.

RECESS

All students in grades 1 – 5 attend physical education classes every day. This eliminates the need for regularly scheduled recesses at these grade levels, except as part of the pupils' lunch break period. Kindergarten classes will take recesses as their daily schedule allows. Teachers in grades 1 – 5 are allowed to take additional short recess periods when their schedule and time allows, but it is not a scheduled activity. EES does provide a 40 minute lunch and recess period for all students.

SPECIAL SCHOOL DISTRICT

The Rockwood School District receives services from the Special School District of St. Louis County. A wide range of services are available to the student, such as educational testing, home teaching and diagnostic evaluations in many areas including speech, hearing and sight, and alternative schools. For specific information about the programs available, please call the

Special School District at (314) 989-8100 or the school counselor, Shirley Muller at (636) 938-2452.

SNOW DAYS

When inclement weather forces the closing of schools in the Rockwood School District, the information will be broadcast by these radio stations – KMOX 1120 (AM); KTRS 550 (AM). You may also watch KTVI Channel 2, KMOV Channel 4, KSDK Channel 5 and KPLR Channel 11 for school closings. This information is generally on the air by 6:00 a.m. Please make every effort to use this information service rather than call the school. Buses transporting children to Eureka may be somewhat delayed during inclement weather. If school is closed early, you will know by listening to the above stations. In addition, RSD will send home an alert via the Alert Now phone notification system along with an e-mail. If your e-mail address changes please notify the office so we can ensure you receive all e-mails from the school and district.

If you check out your child during the school day on an early dismissal snow day, sign out will be required. We cannot dismiss children to a neighbor without a note! It is wise to pre-plan a place in the neighborhood where your child may go if you are not at home or are delayed in arriving home.

REQUESTS FOR STUDENTS TO REMAIN INDOORS

Please remember to send proper outer apparel for your child so that he/she will be comfortable outside for recess. Checking the weather forecast may help with this. Students do not go outside if it is raining, if we have extreme cold or when a low wind chill factor (zero degrees or below) exists. During the course of the school year, parents often request that their child be permitted to remain indoors from recess because of colds, sore throats, etc. If a child is well enough to attend school,

he/she should be able to participate in all activities, including outdoor recess in most cases. In the rare instances when a doctor allows a child to attend school, but not go outside, please call the school nurse to discuss this. A note to the classroom teacher is not sufficient to excuse a child from recess. If a child needs to remain inside for more than one or two days, we will need a note from the physician. Children not going outside for noon recess stay with the nurse, in the cafeteria or the office.

BREAKFAST AND LUNCH PROCEDURES

Breakfast and lunch will be served in the school cafeteria. Meals for children include milk or juice. Breakfast is served from 8:50 a.m. to 9:02 a.m.

It is very important to put your child's name and account number on each lunch money envelope sent. We encourage you to pay by the month. Many parents prefer the convenience of maintaining a month's balance in their child's account.

If your child has money "on account", it is not necessary to send in an empty yellow envelope each week with the days buying circled. However, remind your child that he/she will still need to raise his/her hand when the teacher takes daily lunch count. Students may decide to buy on more days than originally indicated on their envelope.

If your child has a charge, a white card will be sent home, usually on Fridays. Please check with your child to see if he/she has been given one. Students are notified as they come through the lunch line if they have charges and will need to bring more lunch money. School policy does not allow us to permit a child to charge more than \$3.75. If your child has more than that, she/he will be served an alternate lunch with

milk until the account is brought up to date. You may prefer to send a sack lunch.

Students who bring a lunch from home may purchase milk or juice. Having the correct change for milk/juice is helpful. **Students are not to bring sodas to school.** Lunches brought from home must be "ready to eat" without "micro waving", etc.

No child is ever rushed to eat his/her lunch. We start to dismiss 20 minutes after the lunch period begins, but we dismiss only those who have finished eating. No child is ever forced to finish a meal or any food. We recognize that eating patterns are developed at home by the family.

Insufficient fund checks are a problem for us and create excessive paperwork. After a second insufficient fund check, we will request payment by cash, only.

We strongly discourage bringing food from fast food for the student's lunch.

Because of the problems with stains from any drinks containing red food dye, we are asking your cooperation in not sending drinks to school with children that contain red food dye. Since lunch boxes sometimes leak in carpeted areas, this is important. We are asking the PTO and groups using the building who serve refreshments to refrain from using any drinks that contain these dyes when serving in a carpeted area. Kool-Aid stains are the most difficult to remove, if not impossible. We will appreciate your cooperation in this regard. Under no circumstances should drinks be brought to school in glass containers.

BACK PACKS

Students will not be allowed to bring **rolling back packs** to school due to the unusually high number of accidents caused by the use of these types of back packs. Regular backpacks are permitted.

BIRTH CERTIFICATE

The Rockwood School District requires a copy of the state birth certificate for all students new to the district regardless of grade level. This birth certificate should be submitted at the time of enrollment. Students are not permitted to attend school after thirty days without a birth certificate on file. A birth certificate may be obtained by contacting the Bureau of Vital Statistics of the state in which the child was born. Hospital records will not be accepted in place of a birth certificate.

BIRTHDAY CELEBRATIONS, TREATS, AND INVITATIONS

We recognize birthdays at school by announcing the students' names during morning announcements. No birthday parties will be held in school; however, a child may bring a treat for other students, but only if that treat can be dealt with easily. It should be a snack item (no drinks) that is individually wrapped or commercially prepared. Birthday treats will be distributed at the discretion of the classroom teacher. Birthday party invitations can be brought to school and distributed only if there is an invitation for EVERYONE or all girls or all boys in the CLASS (not grade).

BRINGING VALUABLES TO SCHOOL

Please do not allow your child to bring any valuables to school. The school does not accept any responsibility for these items. Also, children are not to bring electronic devices, toys, trading cards or sports equipment to school unless told to do so by the teacher.

BUSES

Students are expected to ride the bus to which they have been assigned. They may not get off the bus at any stop other than their regular stop, unless a written request has been approved by the principal or designee. It is permissible for a student to ride (as a guest rider) a bus different from the regularly assigned bus if there is space available and if written request has been approved by the principal. A note must be presented for each occasion the student is requesting permission to be a guest rider. If a child misses the bus in the afternoon, he/she will be permitted to call a parent to arrange other means of getting home.

State VCS Transportation – (314) 721-8657 or (314) 721-8422

Laidlaw Bus Company – (636) 458-2044 or (636) 458-2045

BUS SAFETY EXPECTATIONS AND DISCIPLINARY PROCEEDURES

The school bus is an extension of the school. Therefore, expectations for appropriate behavior are the same. Students' and drivers' responsibilities are as follows:

I. Before Getting on the Bus (at the bus stop and at school)

- A. Be on time at the designated school bus stop; keep the bus on schedule.
- B. Stand at least ten feet back off the roadway if possible. Remain in the driveway whenever possible. Orderly and safe conduct shall prevail at all 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.

II. While on the Bus

- A. The driver is in charge of the pupils and the bus. Students must obey the driver promptly.
- B. Good classroom conduct is to be observed by students while riding on the bus.
- C. The seats are designed for three students and no student shall stand. Students shall not save seats.
- D. Keeps heads and hands inside the bus at all times.
- E. Be orderly and quiet while traveling in a bus. Scuffling, fighting, spitting, using obscene language and smoking are forbidden. (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 rubbish on the floor of the bus.

- G. Treat bus equipment as you would your 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 the bus window.
- L. Do not leave your seats while the bus is in motion.
- M. Students are expected to be courteous to fellow pupils and to 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 of any kind aboard a school bus.

III. 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, and at the direction of the driver.
- B. Help look after the safety and comfort of small children.

Be alert to the danger signal from the driver.

The driver will not discharge riders at places other than at the regular bus stops unless by proper authorization from the parent and school officials.

IV. 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. The chaperone is to work with the bus driver who is in charge of the bus.

V. District Guidelines for Handling Discipline Problems on the School Bus

When a student misbehaves on the bus, a misconduct report is submitted to the principal by the bus driver. Parents will receive a copy of the report. The principal or her designee will talk to the student about more appropriate choices.

Rockwood District guidelines for handling problems on the bus are as follows:

- A. First Offense – The student will be referred to the principal, who will contact the parents by letter or telephone
- B. Second Offense – Same as the first
- C. Third Offense – The student shall be suspended from the bus for two to ten days. The seriousness of the offense shall determine the number of days.
- D. Fourth 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 the following people in attendance:
 - Principal
 - Student
 - Parent
 - Bus Driver
 - Transportation Provider Supervisor

VI. Help us protect your children as they travel to and from school. Certain types of children’s clothing can create a hazard as your child exits the bus. Especially dangerous are jacket and sweatshirt drawstrings, long backpack straps, long scarves or any other loose clothing. Such clothing could become caught in the bus handrail, door or other bus equipment as the child exits the bus. Please take the time to check your children’s clothing. Also, talk with your child about the behavior and safety rules.

*** Students suspended from the bus are eligible to participate in field trips. However, they must**

provide their own transportation to and from the field trip destination. They may not ride the bus designated for the field trip.

COMMUNICATION

School

The school newsletter, Wildcat Chat and the PTO newsletter are sent home on a monthly basis with the students. This newsletter will provide information about upcoming events and activities. The classroom teachers will send home a newsletter on a regular basis to inform parents of learning activities and topics being covered.

District

On a quarterly basis, the Rockwood Vision, a district newsletter is mailed to all Rockwood residents. Board of Education meeting dates and agendas are posted at the school entrances and these meetings are open to the public. Also, Board of Education meetings are televised on cable television.

Internet

The Rockwood School District and Eureka Elementary have a website: www.rockwood.k12.mo.us Included in the district website is the Eureka Elementary web page www.rockwood.k12.mo.us/eureka/. Correspondence is possible with the administration (Brian Gentz) at gentzbrian@rockwood.K12.mo.us

COMMUNITY EDUCATION PROGRAM

The Rockwood Community Education program offers extra-curricular activities for student participation. Often these classes are held immediately after school. The success of the program

depends on the willingness of parents, teachers, or other members of the community to teach their special talent or interest to children. Instructors are paid and fees for the course are kept at a minimum. Information on the community education program will come home as soon as a program and instructors are identified.

The parent must provide transportation for the children. Children are to be picked up immediately after the class is over unless they are attending Adventure Club after the class.

DELIVERIES TO STUDENTS

Every effort is made to protect instructional time by minimizing interruptions in the classrooms. If a student receives a delivery of flowers, candy, etc., the student will not be made aware of this delivery until the end of the school day when the student will be called down to the office to pick it up.

DISCIPLINARY PROCEDURES

The teachers and administrators address inappropriate or disruptive behavior in accordance with Rockwood's policies and procedures. The **Policies & Procedures Handbook** is given to each family at the beginning of the school year. Additional copies are available upon request.

I. Classroom Teachers

Students are expected to follow school and classroom rules and regulations. Each teacher communicates expectations and consequences to both parents and students in the fall. Teacher actions might include loss of recess, time out of the classroom, loss of privileges, parent contact, counselor referral or office referral.

II. Out of School Suspension

Students who threaten students or staff or demonstrate extremely inappropriate violent behaviors or are repeatedly referred to the office will be suspended from school. Students may make up work for the first out-of-school suspension. On the second out-of-school suspension and each one thereafter, students may do the work but will not receive credit except for exams and major projects. Major projects or exams missed during a suspension will be made up within the same number of days as the length of suspension.

III. In School Suspension

This type of discipline is defined as removal of a student from his/her assigned classroom and daily schedule for disciplinary reasons. The student will be afforded an alternative learning environment within the student's own school. The student will make use of his/her time by working on the content material that they would be receiving in their classroom.

GUIDELINES FOR STUDENT DRESS AND GROOMING

The school does not have a strict dress code, but there are several requirements concerning student dress. The staff at Eureka Elementary 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.

EARLY DIMISSAL/STAFF DEVELOPMENT

Once a month we will begin school at 9:02 a.m. and dismiss at 12:47 p.m. in order to provide time for teachers to participate in professional development activities. **ON EARLY DISMISSAL DAYS LUNCH WILL BE SERVED TO ALL STUDENTS KINDERGARTEN THROUGH FIFTH GRADE.** ALL kindergarten students will attend the morning session on these days. **AFTERNOON KINDERGARTEN WILL NOT BE IN SESSION ON EARLY DISMISSAL DAYS.**

Specific early dismissal dates will be sent home at the beginning of the school year. We encourage parents to take advantage of these days to schedule doctor and dentist appointments, etc. Please make any special arrangements to fit these plans into your schedule. Adventure Club services are available for early dismissal. For additional information, contact (636) 861-7768.

EARLY SIGN-OUT OF STUDENTS

Occasionally it is necessary to pick your child up from school earlier than the regular dismissal time. In those cases, **parents must come into the office and sign the child out.** Your child will be called from class to join you in the office. If you will be returning the child to school at a later time that day, it is necessary that you come into the office and sign your child back in.

EMERGENCY INFORMATION

At the beginning of the year we ask that you review your child's computer generated student information form. Having this information returned promptly and correctly is of utmost importance. Please make sure all telephone numbers and addresses are accurate and updates clearly written on the form. As you change employment, phone numbers or residence throughout the year, please keep the school informed of these changes. In cases of emergencies, it is necessary to have the latest and best information for quick references. Be certain that emergency numbers you provide are people who have transportation and can usually be reached during the school day. We suggest that your emergency contact be a neighbor or relative who lives in the immediate area and can arrive at school to pick up your child in a very short time.

ENROLLMENT

The person enrolling the student must be a resident of the Rockwood District and have legal custody of the student. Two proofs of residency are required (unpaid utility bills, rent receipt, contract on house, etc.). **Phone and cable bills are not acceptable as proof of residency.** Students new to the district must comply with the guidelines of Missouri State law regarding immunizations. A physical examination is required for

admission. Voluntary choice students must also have a physical exam or show proof that an exam was taken within the past year. No student will be admitted without proper immunization. Students requiring a physical will be given thirty days from the date of enrollment to comply.

FIELD TRIPS

Teachers are encouraged to take field trips that support the grade level curriculum. Parents must give permission for children to attend any school-sponsored field trip. Teachers will provide information about the field trips and request parent volunteers, when necessary. Parents may be asked to pay for admission charges and transportation charges for trips taken during the year. Younger siblings are not allowed to be transported by bus for field trips or participate in them.

GENERAL SCHOOL RULES

1. Students will respect other students and other student's property. If intentional destruction of student property occurs, the offending student(s) will be expected to make restitution.
2. Students will respect the school facility. If intentional destruction of school property occurs, the offending student(s) will be expected to make restitution. This includes books, furniture, doors, windows, etc.
3. Students will respect and follow directions from the staff in matters of policy, behavior and academic work. Each class will have classroom rules that are consistent with school and district policy.
4. Playground Rules – When on the playground, students

- A. Will follow the directions of the teachers on duty.
- B. Will line up when the whistle is blown.
- C. Will remain quiet in the line. Hands to yourself and all balls are held and not bounced.
- D. Will not play games involving aggressive or excessive physical contact such as tackle football, karate, and riding on one another's back.
- E. Will not throw rocks, sand or other objects.
- F. Will play only in the designated playground area.
- G. Are not permitted to leave the playground unless approval is obtained from the playground supervisor.
- H. Will tell an adult if the equipment looks broken or unsafe; someone is breaking the rules; someone is hurt.
- I. Will swing appropriately following these guidelines:
 - Stop the swing before getting off and never jump from the seat while swinging.
 - Never run under students who are in the swings.
 - Sit in the center of the swing, never stand or kneel.
 - Hold on with both hands.
 - Do not walk too close to the front or back of a swing.
 - Students should never push anyone else in the swing or allow others to push them.
 - Have only one person in a swing.

- Students should avoid swinging empty swings and never twist swing chains.

J. Will use the slide appropriately following these guidelines:

- Only go up on the designated ladder for the slides.
- Don't go up the slide surface or frame.
- Hold on with both hands when going up the steps; take one step at a time.
- Keep at least one arm's length apart when standing in line.
- Slide down feet first and sitting up, one at a time.
- Be sure no one is at the bottom of the slide before sliding down.
- Don't linger at the bottom of the slide.
- Don't use a metal slide that has been sitting in direct sun.

K. Will use the jungle gyms appropriately following these guidelines:

- Never use the jungle gyms and other climbing equipment when it is wet.
- Grip bars with both hands.
- Start at the same end of the apparatus and move in the same direction.
- Watch for swinging feet.
- Be careful when climbing down and watch out for those climbing up.
- Drop from the bars with knees slightly bent and land on both feet.

5. Cafeteria Rules

- All students are to visit the restroom and wash their hands before coming to the cafeteria.
- Students will listen and follow instructions of the supervising teachers.
- Students will sit at assigned tables.
- Students will only talk to people at their table in quiet, inside voices.
- Students will use good manners while eating.
- Students will eat their own food and not share or trade food with their classmates.
- Students will raise their hands if they need additional milk and the duty teachers will give further instructions to the students.
- Students will clean up after themselves and be called by table to empty trays and line up for recess.
- No talking in line.

GIFTED PROGRAM

The Center for Creative Learning services all district students identified as gifted. Gifted students attend the CCL (Center for Creative Learning) one day a week.

Identification Process

- 1) Parents and/or teachers may nominate students.
- 2) Our counselor works with the classroom teachers to screen and test students at Eureka Elementary. Students can be tested twice with a two-year waiting period in between tests.
- 3) Achievement test scores are examined.
- 4) Final results will be shared with the parents and home school.
- 5) Students identified as gifted by a previous school district will be admitted to the Rockwood Talented and Gifted program if they meet Rockwood's identification criteria.

Contact our counselor at (636) 938-2452 if you need more information or have questions regarding Rockwood's Gifted Program.

HOMEWORK

Homework is an integral part of the educational process. In addition to providing extra practice after school hours, homework helps students develop responsibility, independence, and time management skills.

Communication between the school and home helps maximize the benefit provided by homework. Teachers in grades K-4 will put homework assignments in the purple communication folder. Students in grades 5 keep a log of daily assignments in an assignment book. Parents can review daily assignments and communicate with teachers by writing notes in the communication folder/assignment book.

All Eureka Elementary students have reading homework every day. K-2 students are expected to read for pleasure at least fifteen minutes. Students in grades 3-5 are to read twenty minutes each day and complete any unfinished work from the school day. Parents are asked to verify this homework is complete by signing a reading log, assignment book or sheet. Students in grades 1-5 will also have minute math homework.

Homework Tips for Parents

1. Parents should check the student's backpack and purple communication folder daily for homework and important messages from school.
2. Parents should specify a specific time for homework each evening.
3. Parents can guide their child to use homework time wisely by specifying that all homework must be completed during the allotted time.
4. Encourage your child to use a daily assignment notebook. This helps the student organize his/her work and take home assignments needing to be completed.
5. When your child indicates he/she has no homework, check the quality of the work completed and check the purple communication folder/assignment notebook for the next day's assignments.
6. Parents should encourage their child to use the homework time for studying, etc., (see suggested activities list below) when they have completed all

of their assignments or do not have any homework.

Suggested Activities

1. Have your child read every day.
2. Help your child study for tests in all subject areas.
3. Review and practice basic math facts.
4. Assist your child with long-range projects. Some examples are: Written reports, posters, creative writing, science fair projects, research papers, picture book project, social studies projects, poetry units, etc.
5. Review completed work sent home with your child.
6. Minimize TV viewing. Encourage discussion of programs watched together.
7. Discuss current events.
8. Provide experiences for your child.
9. Encourage your child to write letters, stories, etc.
10. Ask your child to share two positive things that happened in school that day.

HOMEWORK DUE TO VACATIONS/ILLNESS

Students are expected to make up any schoolwork they miss during absences. 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 may be requested by calling the school office by 11:00 a.m. The teacher will have the assignments ready to be picked up in the office between 4:00 p.m. and 4:30 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 be easily 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. Students will be granted the amount of time they were absent in which to make up work.

INSTRUMENTAL MUSIC

Violin lessons using the Suzuki method are given to all the 4th grade classes. String orchestra lessons are offered to 5th grade students. If your child plans to participate in fifth grade orchestra class, you may rent or purchase an instrument.

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 teacher, 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

KINDERGARTEN PRE-REGISTRATION

Early enrollment for the next year's kindergarten class usually takes place in February. To be eligible for kindergarten, a child

must be five years of age by August 1. An official state birth certificate is required at the time of enrollment as well as a complete record of immunizations. A physical examination is also required of all kindergarten students on a form provided by the district.

LIBRARY MEDIA CENTER

We are proud of the Eureka Elementary School Library and it's flexible access program. Students and teachers may use the library as needed the entire school day for book checkout, research, library skills instruction, and computer searches.

Library books are labeled and organized to support our popular Reading Counts reading comprehension program and students visit our library on a regular basis for book checkout. The improved quality and increased quantity of material checked out verifies the success of the flexible access scheduling as it relates to Reading Counts.

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 more freedom to use the library at their point of need.

The first, second, and third 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. The twenty specially selected books are presented to the students at the beginning of the school year by way of booktalks or an introductory video. 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 takes place in the Fall and the Spring. This fundraiser helps to support the library and Reading Counts programs and the purchase of new materials. We appreciate our dedicated PTO and 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 Eureka Elementary School Library is to be used and enjoyed by all students and staff. We strive to be a valuable resource center for Eureka Elementary.

When books are damaged or lost, the student will be expected to pay to replace the books. Library book bills must be paid before report cards are issued at the end of each quarter. Any student with unpaid book bills will not be allowed to check out books until the debt is paid.

LOST AND FOUND ITEMS

We do have a lost and found box at school, located outside the cafeteria. This box contains lost clothing items, lunch boxes, etc. Lost jewelry or other valuable items are in the office and can be claimed with proper identification.

All clothing items and lunch boxes should be labeled with the student's name so those items can be returned to the right person. Unclaimed items are given to a charitable organization.

ROCKWOOD DISTRICT POLICY ON MEDICATION

The transportation of medication to school or from school by students is prohibited with the exceptions provided for self-administration of medication by waiver. All medication brought to school (including all over-the-counter drugs, cough medicine and cough drops and all prescription drugs) must be kept in the nurse's office. Prescription medications may be submitted with a parent note. Any over the counter medication, including cough drops, need to be presented with a written order from the doctor giving explicit instructions on its use. We want to be helpful when your child needs to take medication, but this Rockwood policy must be followed for us to be allowed to give your child his/her medication at school. The steps listed below must be followed:

1. All medication must be in its original container marked with the child's name. (Your pharmacist will make an extra prescription container to be kept at school if you request it.)
2. A note from the parent is needed giving directions for administering the medicine at school. The directions on the container ARE NOT sufficient. Please indicate the time span (i.e., for school year, one week, etc.) and what time of day you would like the medication given. This sounds complicated, but is necessary to protect your child and assure that safety is used in giving all drugs.

Reminder: If your child takes a daily medication all year or keeps medication at school to be used as needed, a new set of notes must be supplied at the beginning of each school year at the time the medication is brought in.

Suggestion: Antibiotics prescribed on a three times a day schedule can usually be effectively given at breakfast, after school and at bedtime. There are, of course, exceptions to this: A child who doesn't arrive home until supper time will need the middle dose at school. Antibiotics need to be given at school around lunch time. Please always check with your child's doctor when a medication is being prescribed to see if it should be given at school. If so, request a note from the doctor at that time.

When a child should not come to school: The following are some guidelines that should be followed for your child's well being and to prevent the spread of illnesses at school. Please do not send your child to school if 1) he/she has any communicable illness or contagious conditions; 2) she/he has vomited in the past twenty-four hours; 3) he/she has run a fever of 100 degrees F or higher in the past twenty-four hours.

Our nurse is here to assist you in any way possible in regards to your child's health. Please feel free to call or stop in if you have questions or need to give us information. By communicating and working together we can better keep your child healthy and safe at school.

NO SMOKING POLICY

As of July 1, 1991, smoking is prohibited in Rockwood School buildings or on District property. This policy applies to students, District personnel, community members and all visitors. Rockwood is in compliance with an ordinance passed by St. Louis County that restricts smoking in public or private school buildings.

PARENT ORGANIZATIONS

The school does have a very active parent-teacher organization. The PTO offers a multitude of opportunities for involvement in school activities. Please consider being a parent volunteer. Call the PTO Co-Presidents, Lori Summers or Tracie Martin, for more information or to volunteer.

The PTO Executive Board meets as needed while the general PTO meetings are held every second Wednesday of the month unless noted.

PARENT-TEACHER CONFERENCES AND VISITS BY PARENTS

The Rockwood School District provides for two scheduled parent-teacher conferences, Fall and Spring. Please schedule your conference times at the Open House in August.

We realize the importance of frequent communication between parents and teachers. Parents are welcome to arrange conferences with teachers at any time during the course of the year by calling the school/teacher. If the school feels that a conference with you would be helpful, we will call you for a conference time as well. **We ask that parents not confer with the teacher during instructional time or when teachers have supervisory duties.** These "at-the-door" conferences seriously interfere with instruction.

PHYSICAL EDUCATION PROGRAM

Physical education is an important part of the school curriculum, and, as such, must be attended as any class would be. Students in grades one through five have PE every day. Kindergarten students have PE two times a week. All students are expected to dress appropriately for PE class. This includes shorts, jeans, or slacks for girls and gym shoes for both boys and girls. If a child is not feeling well on a particular day, he/she may be excused for that day with a note from the parent. An extended excuse from PE will only be granted with a statement from a doctor.

The Health curriculum is now an integral part of the Physical Education Program. The physical education teachers will teach all units and they will report student progress to the parents on report cards. Health homework is to be expected in grades three through five.

PHYSICAL EXAMINATION AND IMMUNIZATIONS

The Rockwood School District requires a physical examination of all elementary students new to the district regardless of grade level. The physical must be recent (within the past school year).

Missouri law requires that every child attending a public school be properly immunized against DPT (Poliomyelitis), MMR (Mumps, Measles, and Rubella) and Hepatitis B. The law provides that a child not having the required immunizations will be excluded from school.

REPORT CARDS/GRADING

Report cards are generated quarterly. They are issued to parents at conferences during the 1st and 3rd quarters. Students will bring them home at the end of each semester.

Grading System

A	94 - 100	C	74 - 76
A-	90 - 93	C-	70 - 73
B+	87 - 89	D+	67 - 69
B	84 - 86	D	64 - 66
B-	80 - 83	D-	60 - 63
C+	77 - 79	F	59 - 0

SCHOOL COUNSELOR

We have a full time counselor for the benefit of students, parents and teachers. The counselor's primary responsibility is to provide instruction of the guidance curriculum. The counselor works with students individually, in small groups or classroom settings. The counselor also serves as the liaison for Special School District, and Talented and Gifted programs as well as the building Test Coordinator.

Parents wishing to request the assistance of the counselor may do so by calling the office at (636) 938-2452.

SCHOOL DAY

The school day at Eureka Elementary begins at 9:02 a.m. and concludes at 3:52 p.m. for students. Morning and afternoon kindergarten class times are 9:02-12:02 p.m. and 12:52-3:52 p.m. respectively. School will dismiss at 12:47 p.m. on early dismissal days. The dismissal dates will be sent home at the beginning of the school year.

SCHOOL PICTURES

School pictures will be taken in early Fall. The pictures are made for each student for school records; but parents may purchase a color package, if they choose, on a prepay basis. Every effort is made to have the portraits available for parents before the Christmas Holidays. Spring pictures will also be taken. Every child's picture is taken. If you like the pictures, you pay for them. If not, simply return the entire package to the school. There is a yearbook that is compiled annually and made available to all students for a nominal fee.

SCHOOL SAFETY

In order to protect our students from possible dangers associated with concealed objects brought to school, students are not allowed to wear coats during the school day.

SEXUAL HARASSMENT

Sexual harassment by adults or children will not be tolerated in the Rockwood School District. The Rockwood School District Sexual Harassment Policy in the back of the RSD Policies and Procedures handbook outlines the district policy regarding sexual harassment.

STUDENT AMBASSADORS

The Student Ambassadors consists of representatives from the 5th grade. This group will be instrumental in welcoming new families by assisting in school tours. These students will also help our Kindergarteners to and from class the first week of school.

STUDENT PICK-UP AND DROP-OFF PROCEDURES

Parents who are planning to pick up students at the end of the school day should **call the office at (636) 938-2452 no later than 3:15PM** or send a note with the child stating they are being picked up. **Without a note or authorization from the office, the classroom teacher will put students on their regular bus at the end of the day.** Parents wishing to pick up or drop off students should use the back parking lot at the west end of the building. Any students riding a bus other than their own, or intending to depart the bus at a different bus stop will need to present a note from home to the office for signature. The bus driver will ask for a note signed by the office before allowing students to ride a different bus or to get off at a different stop.

Students may not be dropped off at school before 8:50 a.m. unless they are enrolled in Adventure Club. **Breakfast begins at 8:50 a.m.** There will be no exceptions to this rule.

Students will be dismissed according to the following schedule:

VI CC Buses- 3:50PM

Parent Pick-up: 3:50PM

Adventure Club- 3:50PM

KDG-2nd Grade Buses- 3:52PM

3rd Grade – 5th Grade- 3:55PM

STUDENT RECORDS

Records of each child's enrollment data and progress in school are kept in the school office. The records are available for review at any time the parent or legal guardian requests. Academic information is added throughout the year.

LEAVING EUREKA INFORMATION

If you are moving out of the Eureka Elementary School attendance area, please let the office know as soon as possible.

VISITORS

In an effort to ensure our children's safety, **all visitors must sign in at the office and get a visitor's pass**. Parents, grandparents and guardians are welcome to visit the classrooms. Please arrange visiting times with the classroom teacher.

VOLUNTARY CHOICE STUDENTS SPECIAL INFORMATION

I. After School Programs

Voluntary Choice Students are given one ride to and one ride from school each day. Often special arrangements need to be made to enable students to remain after school. Care is provided in one of the following forms:

1. A Host Family Program enables Voluntary Choice Students to stay with resident families during the interim period between the end of school and the start of the evening program. In some cases, overnight arrangements are made. Parents must give written permission for students to participate.

II. Sick Children

It is imperative that we have a working phone number where you or a relative can be reached in case your child becomes ill at school. We will send your child home, or to

another designated place, in a cab. Anytime your number changes, notify the school immediately.

III. Special School District

Transportation will be arranged by Special School District for parents wishing to attend diagnostic conferences for their children following the completion of the screening process.

IV. Special Numbers

Eureka Elementary – (636) 938-2452
State VCS Transportation – (314) 721-8657 and (314) 721-8422
Rockwood District Office – (636) 938-2200
Terry Harris, Director-VICC – (636)938-2200

V. Parent Involvement Meetings

The VICC office will sponsor workshops for parents. Please look for the dates in your Parent Link newsletter.

VOLUNTARY CHOICE STUDENTS TRANSPORTATION INFORMATION

The State of Missouri through the Voluntary Choice Student (VCS) Transportation Office provides transportation to and from school. Their phone number is **(314) 721-8657 or (314) 721-8422**.

Bus cards with the pickup location and time will be mailed to transfer families shortly before school begins. During the school year, new cards will be mailed with every major time change made to the bus/cab route. **If there is an address or bus stop change, please allow two weeks for the request to**

be processed. Please review each new card carefully and destroy all old cards.

I. Student Responsibilities

Students are to board their bus/cab only at their assigned stop. They must arrive at their designated pickup location **10 minutes before the scheduled pickup time**, and **remain at least 15 minutes after the pickup time**, before calling the Transportation Office to request alternative transportation. If your children are not at the bus stop for a full 10 minutes before the scheduled arrival and do not wait the full 15 minutes after the scheduled time and they miss the bus, it will be your responsibility to get them to school. The transportation office does not send alternative transportation in such instances.

For the safety of all children, students must obey general safety rules as well as those established by the school district they are attending. You should obtain a copy of your district's bus regulations and review them with your child. Violations of the bus rules can result in a student being removed from riding the bus either on a temporary or permanent basis. If a bus suspension occurs, it becomes the parents' responsibility to transport the child to and from school for the duration of the suspension.

II. Parent Responsibilities

Transportation may run late and/or routes may not be firmly established during the first few weeks of school. Please make sure your child knows exactly what to do if his or her bus does not arrive. This includes knowing where to go and whom to call. Also make sure your child knows what is expected when he or she is dropped off at

the end of the school day. If you normally meet your child at the bus stop, be sure your child understands what to do if you are not there.

If the transportation route to which your child is assigned does not operate in a timely manner, or other problems arise, please communicate individually with the building principal where your child attends.

It is important for parents to keep the school as well as the district contact person informed of **any changes in the home phone number or the emergency phone number** for your child. If either number changes, be sure to request that the information be forwarded to the Transportation Office.

III. If You Move

If you move, call the school your child will be attending, or the district's contact person immediately. Please remember, it takes 10 working days to make a transportation change. If you are going to move during the academic year, be sure to notify the school office or district contact person at least two weeks before you move.

IV. General Safety Rules

- Obey the driver promptly.
- Smoking, eating or drinking is not permitted.
- Remain seated until the bus arrives at your stop.
- Refrain from using loud or obscene language.
- Do not damage the bus in any way.
- Do not throw objects on the bus or out of the windows.

- Do not extend head, arms, legs or hands out of the windows.
- Do not tamper with the emergency door except in the case of a real emergency and under the instruction of the driver.
- Fighting, scuffling or creating loud disturbances is not permitted.
- Avoid the Danger Zones next to the bus where the driver can't see you.
- If you must cross the street after you get off the bus, wait for the driver's signal to you and then cross in front of the bus.
- Don't try to pick up something dropped near the bus because the driver might not see you.
- Remember that other motorists don't always stop for a stopped school bus. Use extreme caution whenever getting on or off the bus.
- Never run back to the bus, even if you dropped or forgot something.
-

V. Student Safety

Help us protect your children as they travel to and from school. Certain types of children's clothing can create a hazard as your child exits the bus. Especially dangerous are jacket and sweatshirt drawstrings, long backpack straps, long scarves or any other loose clothing. Such clothing could become caught in the bus handrail, door or other bus equipment as the child exits the bus. Please take the time to check your children's clothing. Also talk with your child about the behavior and safety rules.

Be sure to review the transportation section in the Voluntary Choice Program Handbook before the start of school. If you need a handbook, please call (314) 721-8657.

VOLUNTEERS

Each classroom teacher will recruit parent volunteers as needed throughout the school year. Volunteering can be a wonderful experience for 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 prefer 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 and out in the office and wear a visitor tag.
- 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.

WHEN YOU ARE OUT OF TOWN

If you are going out of town and someone else is going to be responsible for your children, we need to know. Please send a note advising us of your plans and who is responsible for your child.

School Pledge

**I pledge today to do my best
in reading, math and all the rest.**

**I promise to obey the rules,
in my class and in our school.**

**I will respect myself and others too,
I will expect the best in all I do.**

**I am here to learn all I can,
To try my best and be all I am.**



Eureka Elementary School Wide Rules

- 1. Follow directions**
- 2. Keep hands, feet, and
objects to yourself**
- 3. Use only kind words**
- 4. Listen**
- 5. Follow the "Cattitudes"**

