

Geggie Elementary

**430 Bald Hill Road
Eureka, MO 63025**

**Phone: 636.733.3200
Fax: 636-938-2460**

Parent and Student Handbook 2011—2012



**Mary Kleekamp, Ph.D., Principal
Lorinda Krey, Administrative Intern**

August, 2011

Dear Parents and Students,

This handbook was prepared as an informational guide. It is designed to explain school policies, rules, regulation, guidelines, and any other information pertaining to the facility's operation. Please read through the handbook and keep it for future reference throughout the school year.

Be assured all staff members will assist you with your needs in a pleasant and helpful manner. If you have suggestions or questions, please do not hesitate to discuss them with us.

On behalf of the Geggie staff, I welcome you and your child. We look forward to a productive and successful school year.

Yours in Education

Mary Keleekamp

Mary Keleekamp, Ph.D.
Principal

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Geggie Elementary School Staff 2011-12

Last Name	First Name	Position	Last Name	First Name	Position
Andrew	Susan	P/T Reading	Koziol.Dorlac	Kelly	Secretary
Ayres	Diane	Reading	Krause	Kelly	4 th grade
Basler	Jennifer	1st grade	Kreienkamp	Amanda	Kindergarten AM/PM
Bauer	Sallie	2 nd grade	Krey	Lorinda	Administrative Intern
Bennett	Judith	Café'	Kroepel	Laura	Kindergarten AM/PM
Brown	Debbie	3 rd grade	Lee	Mary Ann	3 rd grade
Clark	Nicole	Kindergarten FDK	Manche	Onisca	Kindergarten FDK
Conrad	Nedra	Music	Massmann	Adrienne	3 rd Grade
Cunningham	Andrew	Custodian	McCaw	Katie	1 st Grade
Dailey	Christine	4 th grade	McHale	Jamie	Counselor
Davis	Karen	SSD OT	Mellis	Jackie	SSD-Social Worker
Fonke	Rachel	PE	Miles	Charlotte	Café
French	Kim	3 rd grade	Miller	Sandy	5 th grade
Geary	Charles	CSS	Nicks	Lindsey	1 st grade
Giljum	Barb	Speech	O'Connor	Cathey	Librarian
Grimshaw	Pat	PE	Peppers	Mary	5 th grade
Guiney	Kelly	Counselor	Rankins	Ursula	Secretary
Hafley	Rita	Adv. Club	Rice	Sandy	SSD Phase II
Haire	Helena	SSD-Part Time	Schiavone	Kerri	5 th grade
Herrington	Agnes	2 nd Grade	Schwentker	Jennifer	1st grade
Heidebur	Kevin	Custodian	Short	Megan	2 nd Grade
Hegedus	Cindy	Reading	Skoch	Dana	CA
Hinkebein	Janet	Café	Slattery	Sheri	CA
Holtmeyer	Deborah	Secretary	Smith	Tracy	Strings
Hubbard	Megan	3 rd grade	Starling	Jennifer	4 th grade
Hutchinson	Tiffany	5 th grade	Struckhoff	Margie	SSD
Johnson	Lynda	Custodian	Summers	Kerri	Language
Kampschroeder	Laura	4th grade	Tarr	Diane	Tech CA
Kleekamp	Mary	Principal	TerMaat	Anne Marie	Art
Klenke	Connie	Lib Assist	Weaver	Rhonda	Adv. Club
Kluba	Mary	Nurse	Weibrecht	Stephanie	2 nd Grade

2011-2012 GEGGIE ELEMENTARY PTO EXECUTIVE BOARD AND COMMITTEES

President - Mike Rudlophi
Vice President - Stefanie Steffans
Treasurer - Naomi Lopez
Secretary - Angie Gossman
Fundraising - Susan Sauer, , Crista Obermoeller, Kim Taylor
Geggie Gatherings - Sandy Henderson, Kim Forister

Staff Appreciation - Whitney Crone, Heather Koenig
Hospitality - Cherylle Katz & Kim Rudolphi
Parent Involvement Coordinator - Maureen Wuelling
Auction Coordinator - Jaime Fletcher
Volunteer Coordinator - Kelley Grossman
Box Tops - Jodi Fagan
Welcoming Committee, Eileen Belcher, Melissa Wilson

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c. 314-750-0292 e-mail: mrudolphi1@gmail.com

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Hospitality • Cherylle Katz .
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Fundraising • Susan Sauer
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Volunteer Coordinator • Kelley Grossman
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Fundraising • Kim Taylor
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Box Tops • Jodi Fagan
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Welcoming Committee • Eileen Belcher
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Geggie Gatherings • Kim Forister
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Welcoming Committee • Melissa Wilson
c. 262-308-9092 e-mail: missy_mike_99@yahoo.com

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. The attendance line can be access before or after school hours at 636-938-2458 prompt #1. 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 should bring a doctor's statement to the office stating that he 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 also needs to be checked by the nurse. 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. Students need to be fever free for 24 hours before returning to school. If your child is signed out and then returns, his/her hours will be adjusted accordingly.

ADVENTURE CLUB

Before and after school child care is available for a fee. Morning day care begins at 6:30 a.m. and after school child care concludes at 6:00 p.m. For information and enrollment forms, contact the Adventure Club office at 636-861-7768.

ARRIVAL AND DISMISSAL

Children should not arrive at school no sooner than 8:50 a.m. Upon arriving at 8:50 a.m., students will be dismissed to the cafeteria if eating breakfast, or to their classrooms.

Kindergarten AM starting time 9:00 a.m. - dismissal time 12:00 a.m.

Kindergarten PM starting time 12:50 p.m. – dismissal time 3:50 p.m.

Grades 1 – 5 starting time 9:00 a.m. - dismissal 3:50 p.m.

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 3:50 p.m. to meet with staff supervisors in the gymnasium. Please form the Parent-Pick-Up carpool line in the east parking lot in the back of the building. Your child will be escorted to you at the curb as you reach the front of the Parent-Pick-Up line. Parents will be given hanging identification card with the last name of the student(s) to be picked up. The card is to be displayed in the front window for identification and so that students can be dismissed promptly. Please wait in your car at all times to make the process run quickly and smoothly.

Students will not be dismissed through the office after 3:40 PM.

If a student is to be picked up by someone other than a parent or guardian, a written note of permission is required to be given to the classroom teacher and given to our Parent Pick-up supervisors. In the case of an emergency you should call the main office immediately.

At 3:50 p.m. walkers, bike riders, and Adventure Club students are dismissed from their classrooms. Walkers and bike riders should exit the building on the west side of the building from the third grade hallway and proceed home on the sidewalks. Adventure Club students report to the cafeteria where they are greeted by Adventure Club staff.

ATTENDANCE GUIDELINES

- 1) If a student is absent for only one day, his make-up work will be handled by the classroom teacher when he returns.
- 2) When a student has been out two or more days, make-up work may be requested by calling the school office at 636.733.3200 by 11:00 a.m. The teacher will have the school work ready to be picked up in the offices between 4:00 and 4:30 p.m.
- 3) Once school work has been collected to be picked up, it is the responsibility of the student to turn it in within a reasonable amount of time
- 4) Partial school work 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.
- 5) 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.

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 9:00 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. Payments may also be made online at <https://www.mynutrikids.com/login.asp>.

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 s/he 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 Thursday. Please check with your child to see if s/he 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, s/he will be served an alternate lunch with milk until the account is brought up to date.

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 “microwaving”, etc. School lunches are \$2.40, Super Lunch \$2.55, Milk .60 and Breakfast \$1.55. No child is ever rushed to eat his/her lunch. We start to dismiss 25 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.

BIRTHDAY CELEBRATIONS

Teachers and other staff members will be honoring and recognizing students in various ways on their birthdays. If you wish, parents are to send store bought, individually wrapped treats to school to be distributed during the lunch period. We also request parents to distribute invitations to private parties some other way rather than sending them to school to be handed out. For your convenience, birthday treat are also available for purchase through our food service department. Please contact with our cafeteria manager for further details.

BUS REGULATIONS

- 1) The driver is in charge of the pupils and the bus. Pupils must obey the driver promptly.
- 2) Pupils must be on time. The bus cannot wait beyond its regular schedule for those who are tardy.
- 3) Pupils should never stand in the roadway while waiting for the bus.
- 4) No eating on the bus at any time.
- 5) A quiet noise level should be maintained at all times. This is a safety factor so the driver is not distracted.
- 6) Classroom conduct is to be observed by the pupils while riding in the bus, except for ordinary conversation. No “horseplay” is permitted.
- 7) Pupils must not at any time extend their arms or hands out of the windows.
- 8) Pupils must not try to get off the bus, or move about within the bus while it is in motion.
- 9) Pupils must observe instructions from the driver when leaving the bus.
- 10) Any damage to the bus by a student must be paid for by the student responsible for the damage.
- 11) The driver will not discharge riders at places other than the regular bus stop near the home, or at school, unless issued written instructions from the parent and school.

DISTRICT GUIDELINES FOR HANDLING DISCIPLINE PROBLEMS ON THE SCHOOL BUS

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 the principal’s assistant. All problems referred to the principal/principal’s assistant shall be submitted on the “Misconduct Report” form. Following are guidelines for handling discipline problems.

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

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

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

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

- 1) Principal/Principal’s Assistant
- 2) Director of Transportation and/or bus driver
- 3) Student
- 4) Parent

Other interested people may be included in this conference if it seems necessary. More detailed information is contained in the Elementary Policies and Procedures Pertaining to Elementary Students Attending the Rockwood Public Schools which is sent home with all students the first day of school.

BUZZ BOOK

Every year we will publish a Buzz Book which includes students’ names, addresses, phone numbers and parents’ names. Parents are given the opportunity to inform us if they do not wish to have this information published in the Buzz Book. The PTO will provide information on the purchase of the Buzz Books.

CENTER for CREATIVE LEARNING -CCL DAYS

Geggie students who participate in the Talented and Gifted Program are scheduled to attend each Tuesday. We make every effort to schedule assemblies, speakers, field trips and other special events on days other than the day Geggie students go to the CCL. However, there are a few events that cannot be scheduled on any other day. Many of our speakers take time from their own schedules to visit our classrooms. Sometimes a conflict with CCL day cannot be avoided. We have an arrangement with the CCL staff to inform parents when a conflict occurs, so that parents can make a choice about sending their child to the center or the home school for the day or part of a day.

Rockwood Gifted Program

Center Day “Best Practice” Guidelines

Dear Parents, Teachers, Administrators and Students:

The Rockwood School District has a “continuum of services” for students identified as gifted and talented at the elementary school level. These services include provisions made by elementary school teachers to compact, enrich and accelerate the regular curriculum, as well as full day experiences for students at the Center for Creative Learning, the district’s centralized gifted program site.

Coordination of the home school and Center programs is essential if students are to reap the greatest benefit from participating in these broad-based learning opportunities. Because participation in the Center program requires identified students to miss one day of school per week, issues related to their home school absence need to be addressed. The goal of these guidelines is to provide a condensed but clear picture of how the home schools and the Center cooperate in order to make students’ experiences as positive as possible.

The guidelines listed on the reverse side of this page were generated with the help of building principals. The following criteria were used to guide our work:

- (1) the guidelines need to be consistent with district policies;
- (2) the guidelines need to take all students into consideration;
- (3) the guidelines need to be non-punitive;
- (4) the guidelines need to “make sense” to both home school and Center teachers and administrators;
- (5) the guidelines need to be broad enough to apply to different grade levels and different days of the week that students participate at the Center; and
- (6) the guidelines need to be easily understood by parents and students.

We thank you in advance for your support of Rockwood’s gifted program and for your help in making it an integral part of the district’s educational services.

Sincerely,



Linda Smith, Ph.D.
Director
Rockwood Gifted Program

Rockwood Gifted Program

Center Day “Best Practice” Guidelines

In order to address the needs of students involved in programming at the Center for Creative Learning, we ask that the following six guidelines be followed when planning educational programs at the elementary school level.

SPECIALTY CLASSES

Conflicts with specialty classes are inevitable. Attempts will be made to minimize scheduling conflicts whenever possible. If a student’s strings class is scheduled on CCL days, an effort will be made to offer CCL students an alternative day of the week to attend strings instruction.

TESTS

To the extent possible, avoid administering tests on students’ Center day. This guideline refers to both district-sponsored tests as well as teacher-generated tests on major instructional units.

SPECIAL EVENTS

To the extent possible, avoid scheduling special events on students’ Center day. Special events include field trips, guest speakers, room parties, assemblies, special instructional films, performances, etc. If a conflict arises, the Center should be notified and families should be given the option of having their children participate in the special event or in the Center program.

NEW CONTENT

Instruction at the home schools continues on students’ Center day. When new concepts are introduced on Center days, teachers should provide direct instruction to students on these concepts when they return to class. Students should not be responsible for obtaining this information on their own.

CLASSROOM WORK

Students should only be required to complete work that is necessary to learn new information or to understand complex concepts. Most classroom work that is missed because of Center participation should be compacted or waived.

HOMEWORK

Homework assignments resulting from both missed classroom work and regularly assigned homework should be compacted so students who attend the Center do not have more homework than other students in their class. If the amount of homework exceeds that of other students, students should be given a minimum of two days to complete the work assigned to them.

Revised 4/10

COMMUNICATIONS

Rockwood's mass communication system (ALERTNOW) via email and/or phones will be used to communicate in times of emergency and/or to provide weekly updates and reminders. The PTO will inform parents in the newsletter with information concerning all the activities conducted by the Geggie PTO.

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 and technology. Strings classes are offered to the students in grades three and five.

EARLY DISMISSAL

Please report to our office for any early dismissal of your child. We will call your child from the classroom to the office. Teachers have been instructed not to release children from the classroom or yard without office approval. This procedure exists to protect your child. Please avoid early dismissals and late arrivals except in extreme emergency situations. When your child arrives after 9:00 a.m. he/she often misses many critical assignments and plans for the day. The student who arrives late or leaves early misses some instruction.

If for some reason you must pick up your child before dismissal, please main park in the parking lot. The driving lane in front of the building is reserved for buses only. Please adhere strictly to these procedures and all "No Parking" areas for the safety of our students.

EARLY RELEASE DAYS

Students in grades K – 5 are dismissed early for staff development. On early dismissal days, school will be in session from 9:00 a.m. to 12:46 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. Early dismissal dates are: September 14, October 12, November 10, December 7, December 22, January 13, February 17, March 7, April 5, May 2.

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

EMERGENCY INFORMATION

If there is any change in the emergency information as listed on your child's enrollment form or emergency form, please send this information to the school office. Also, please report any change of telephone number, address or place of employment. If your telephone number is "unlisted" we will still need it for emergency purposes. A note will be attached to your child's record stating that it is an unlisted number. We would appreciate a note sent with your child or a personal call if you do have an unlisted telephone number.

E-HOUR -- Elementary-Enrichment-Education/Community Education

E-Hour is a before and after school elementary enrichment program. Booklets will be sent home, with students, about the exciting enrichment classes offered for this year. All E-Hour classes are scheduled on Thursday afternoon.

FAMILY ARRANGEMENTS-OUT OF TOWN

If you are going out of town and someone else is going to be responsible for your child(ren), we need to know. Please leave the following information with the school office: child's name, dates of departure and return, who will be responsible for your child(ren), student's address, phone and the address and phone number where you will be. This must all be signed by the parent and dated.

FIELD TRIPS

Field trips are planned by grade level teachers to supplement core curricular objectives. Parents going on field trips may not bring preschool or kindergarten-age children on these trips. The number of parents invited on field trips is dependent upon age of students, site of field trip, and available space on the bus.

GUIDELINES FOR STUDENT DRESS AND GROOMING

It is our belief that the major responsibility for the way in which a student dresses lies with the parents. In order to give guidance to the students and parents of Geggie Elementary, the following recommendations are given:

- 1) Shoes must be worn at all times. No roller shoes are allowed at anytime.
- 2) The Policies, Rules and Regulations of the Board of Education prohibit the wearing of headgear (including hats) anywhere in the school building (except on designated Spirit Days).
- 3) Clothing which disrupts the educational process will not be permitted.
- 4) Clothing which is extremely tight fitting, revealing or indecent will not be permitted.
- 5) The student's hair and clothing should be neat and clean at all times.
- 6) Clothing which displays slogans or pictures that are obscene or suggestive shall not be permitted. Any item that carries a slogan representing alcoholic beverages, tobacco, narcotics, profane language or weapons is prohibited.
- 7) Shorts may be worn to school. Short shorts will not be permitted.
- 8) Halter tops and other similar garments are not conducive to the educational climate and should not be worn.

HEALTH INFORMATION

Physical examinations are required of all children starting at a Rockwood school for the first time (kindergarten, first grade students or new to Rockwood). The district will accept physical examinations which occurred within the year prior to the first day of school attendance. A physical exam must be completed within 30 days of the beginning of school. If there is a problem with accomplishing this, please contact the school nurse so that arrangements can be made. Non-compliance will result in your child being excluded from school. Immunizations: Missouri Law requires that every child attending public school be actively immunized against DPT, Polio, Rubella (three day measles), Rubella (seven day measles) and Mumps, and Hepatitis B. The immunization law requires that all school-age children receive two doses of the MMR between their first birthday and entrance into school.

The doses must be separated by at least 30 days. Also, DPT/TD or oral Polio boosters are needed for those who received the last one before the age of four years. A record of these shots must be received by the school nurse by the first day of school. Missouri Law prohibits any child from enrolling or attending school who does not show proof of proper immunizations or medical/religious exemption. Non-compliance will result in exclusion from school. Please contact the nurse immediately if there is a problem with accomplishing this. Evidence is also required if the child is naturally immunized (had the disease) against Rubella or Rubella.

Excuse from physical education: If a child is to be excused from the physical education program for more than one week, a note from the physician stating the reason and number or days to be excused is requested. A follow-up note is requested for re-admission into the physical education program. If you want your child excused for just a few days because of a recent illness or injury, please send a note to the nurse. She will forward it to the P.E. teachers.

HEALTH/MEDICAL EMERGENCIES

When a child is injured or becomes ill at school and in the judgment of the school personnel should be sent home, the parent or person listed on the emergency form will be called. It is expected that you will have some arrangements made for picking up a child who cannot stay at school. Our nurse's office is not equipped to keep sick children in her office until bus time. If we are unable to reach the parent, those people listed on the emergency form will be called. Keeping the emergency form current is vital for the safety of your child. We must have a way to reach you in an emergency. Please send a note or stop by the office any time you need to let us know of a change on the emergency form. Thank you for keeping your emergency form up to date.

HEALTH/MEDICATION POLICY

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. 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) she/he has any communicable illness or contagious conditions; 2) she/he has vomited in the past twenty-four hours; 3) she/he has run a fever of 100 degrees For 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.

INCLEMENT WEATHER RECESS

When it is a rainy day, too much snow on the playground or the wind chill factor is too cold for students to be outside, we have indoor recess. Students engage in SSR (Sustained Silent Reading) time, watching a video or indoor games.

INSTRUMENTAL MUSIC

A beginning violin and strings program is held in third graders, twice a week for thirty minutes. The school system provides the instruments. Strings in fourth and fifth grade are electives. It will also be provided in a thirty minute block of time twice a week. **Fourth and fifth grade, students will need to furnish their own instruments.**

LOST AND FOUND

There is a box for lost and found items in the hallway outside the school cafeteria. Small trinkets, keys, glasses, etc., are kept in each office. Items not retrieved from the lost and found box are sent periodically to worthy organizations. Ample time is given in the Geggie Newsletter to alert parents of this procedure.

NO SMOKING POLICY

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

PARENT – TEACHER CONFERENCES

The elementary schools in the Rockwood School District report the children’s progress to the parents through parent – teacher conferences and report cards. A conference will be held in October and again in March. Please check the school/district calendar for dates. We encourage conferences at any time you desire such. Arrange for a conference by writing the teacher a note or by phoning the office. Please do not meet with the teacher during instructional time or before and after school without a pre-arranged conference time. Please make an appointment with the teacher rather than informally dropping into the classroom expecting to conference with the teacher. This procedure exists to protect instructional time.

RECESS

All students in grades 1 – 5 attend physical education classes daily. 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 a recess 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.

REQUESTS FOR STUDENTS TO REMAIN INDOORS

Please remember to send proper outer apparel for your child so that s/he will be comfortable outside for recess. 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, s/he 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.

REPORT CARDS

Listed below are definitions for the evaluation terms used on the reports: (These skill area markings will need to support the overall grade the child received for the subject.)

Exceeds Expectations- will be used to indicate when a child is working at levels which are significantly above the grade level curriculum. A child who is accelerated would receive this marking. (A child receiving an “Exceeds Expectations” marking will also have an appropriate explanation provided on the comment section of the report card or on an attached sheet provided by the teacher. Additionally, the child will receive a grade of “A” for the accelerated subject for grades 3 – 5 only.)

Non Assessed-will be used to indicate when a specific skill has not been either introduced as of yet, or the skill has been just introduced and the teacher does not believe the student should be expected to be held accountable at this time.

Meets Expectations- Will be used to indicate when a child has mastered the skill.

Making Progress- Will be used to indicate when a child is adequately progressing toward the mastery of the skill.

Area of Concern- Will be used to indicate when a child is not adequately progressing towards the mastery of the skill.

Above grade level - should be marked to indicate when a student is being instructed at grade level curriculum, but is working ahead of grade level peers.

Modified Program- Any child needing a modified program will be addressed on an individual basis with the principal. The definition of the modified program is any student who is not able to minimally function at the grade level curriculum, despite the usual modification and/or adaptations that the teacher would generally provide (the student is working at least two grade levels below their current grade level). The use of a modified program should be implemented only in extreme cases and is intended for a very small number of students. Any child receiving a modified program will be provided a narrative for the identified subjects and MP for modified program should be written in on the report card in place of a grade (Gr. 3-5) or progress mark (Gr. 1-2). Parent approval must be obtained prior to placing the student at this status. Subject areas which the child is not modified will be areas evaluated under the usual guidelines. A good rule of thumb would be not to exceed the 1-2% eligible for exclusion from the testing program for the entire school (excluding kindergarten).

ROCKWOOD GRADING SYSTEM

1-5 grade reports are issued four times a year at the end of each quarter. Kindergarten are issued twice a year. The Rockwood School District grading system for grades 3, 4, and 5 is as follows:

- 90 to 100% - A - Outstanding achievement
- 80 to 89% - B - Above average achievement
- 70 to 79% - C - Average achievement
- 60 to 69% - D - Below average achievement
- 59 and lower F - Failing in achievement

Students in kindergarten, first and second grades use a different rating scale, but are given a progress report at the end of each quarter. Citizenship, conduct and effort are evaluated and marked separately. Mid-quarter Progress Reports are sent home with students in grades 3-5 at the midpoint of each quarter for students with unsatisfactory grades. They may also be sent out at other appropriate times during the school year.

ROOM PARTIES

Each classroom will enjoy a winter party organized and led by room parents. Classroom teachers are expected to help support party activities. All treats must be store bought and wrapped individually by the manufacturer. The winter party is on December 22 from 10:15 to 11:15 AM..

SCHOOL GUIDANCE PROGRAM

The school guidance program is for all children. It provides help in meeting children's differing needs as they grow and develop. The objectives of this program are to help children...

- 1) understand and accept themselves;
- 2) understand and accept their feelings and the feelings of others;
- 3) become independent;
- 4) understand their own goals and develop behaviors to meet these goals;
- 5) make decisions and accept the consequences for these decisions. The counselor works with children, teachers and parents to seek ways to meet these objectives. The counselor meets with total class groups, small groups and individual children. The counselor talks with children upon request from the child, teacher, principal or parent. The counselor coordinates referrals to the Special School District and serves as
- 6) liaison for the Center for Creative Learning (CCL).

SCHOOL PICTURES

Individual and group pictures are taken early in the fall. You will receive information on this and a flyer describing the packages available. There will be a make-up day later in the fall, usually in November or December, for students new to the school since the pictures were taken, students absent on the day pictures were taken and re-takes approved by the photographer. An additional individual picture opportunity is provided in the spring.

SAFETY PROCEDURES

We do everything within our power to ensure the safety of all students and staff. Safety instructions are posted in each room of the building. All exit doors to the school will be monitored through our locking camera systems. All visitors enter through the front lobby and sign in at the main office.

We regularly practice the following:

- Fire Drills (monthly) The fire alarm will sound and building will be evacuated immediately. Move away from the building until an all clear is given.
- Tornado Drills (twice a year) An announcement will signal the tornado drill. Take cover in your assigned safety area until the all-clear message is given.
- Earthquake Drills – (twice a year) An announcement will signal the need to take cover until all-clear message is given.
- Intruder Alert Drill (twice a year) An announcement will be made. Move out of hallways and into a classroom. Lock door, drop window cover and move into identified safe zone until all-clear message is given.

STUDENT BEHAVIOR, CITIZENSHIP AND DISCIPLINE

One of the most important lessons education should teach is appropriate social behavior. While it does not appear as a subject, it underlies the whole educational structure. It is the training that develops self-control, character, orderliness, and efficiency. It is the key to good conduct and proper consideration for other people. At Geggie the building, playground and classroom rules are based upon safety and courtesy. In order for a good learning situation to be present, there must be mutual respect demonstrated throughout the school and in every classroom. Respect must be shown for classmates, teachers, school staff and the property of others. We believe that teachers have the responsibility to teach and students have the right to learn. This can only occur when everyone respects the rights of others and their property. Please visit with your child regarding the following general guidelines.

GENERAL RULES – Students are expected to:

1. Show respect and courtesy at all times.
2. Respect the rights and property of others.

PLAYGROUND RULES – Students are expected to:

1. All students are to keep their hands and feet to themselves.
2. Only one student at a time may go down the slide, **feet first**. No jumping off the slide or going down head first.
3. Mulch is not to be thrown, kicked or handled at any time.
4. Tag and chase games are **NOT** allowed in **ANY** form on any part of the playground or blacktop area.
5. Jumping from the playground equipment is not allowed. There is to be **NO** standing on the top of the monkey bars.
6. Benches are to be used for sitting only.
7. Jump ropes on the playground are to be held at each end.

8. Good sportsmanship must be displayed when playing games such as soccer, tetherball, 4-square and basketball.
9. Students are to stay where the teacher can see you at all times. **NO** going around to the side of the building.
10. **NO** name calling.

CAFETERIA RULES – Students are expected to:

1. Walk at all times.
2. Use good manners.
3. Clean up after eating, returning trays and silverware to the proper place, and depositing trash in the containers.
4. Eat only what is on their own tray or sack lunch. (Students are not to pass or trade any food with other students.)
5. Visit with friends in a quiet voice.

CONSEQUENCES – RULE ENFORCEMENT

The above listed rules are not all inclusive, but are listed to cite examples of emphasis. The rules we have at Geggie Elementary School are not numerous, but we feel they are fair and that they teach students to show respect for others and encourage a safe environment for all students. Each of these rules will be enforced with a reasonable consequence. Consequences for failure to follow school rules will be handled as a discipline problem and will be dealt with by one or more of the following:

- *Teacher-student conference
- *Student-principal/principal's assistant conference
- *Loss of privilege
- *Parent contact by phone or letter
- *Parent conference
- *Student detention after school (prior arrangements to be made with parents)
- *Alternative Learning Placement (in-school suspension)
- *Suspension from school
- *Other actions as deemed necessary by the principal/principal's assistant to correct the problem. More information regarding procedures is in the Policies and Procedures Manual which outlines the district's policies pertaining to elementary students. Each student receives a copy of this manual.

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 Kelly Guiney at 636.733.3208.

SNOW DAYS

When inclement weather forces the closing of schools in the Rockwood School District will send out a mass communication (ALERTNOW) message via phone and e-mail, 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 Geggie may be somewhat delayed during inclement weather. If school is closed early, you will know by listening to the above stations. 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 preplan a place in the neighborhood where your child may go if you are not at home or are delayed in arriving home.

SPECIAL CHORUS

Special Chorus in the fourth and fifth grade is competitive in nature and tryouts are held. Selected students will be held under high standards for both academic and behavioral expectations. It will be provided in a 45 minute block, once a week on Thursday morning before school..

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.

TEXTBOOKS

Textbooks used in the classrooms are loaned and must be returned to the teachers in good condition at the end of the school term. In the event books are lost or damaged, a fine will be assessed.

TRACK MEET AND CROSS COUNTRY MEET

The Rockwood School District holds a cross country meet in the fall track meet and in the spring for the elementary students in grades four and five. More information will be sent home concerning this prior to the meet.

TRANSPORTATION -- FIRST STUDENT bus transportation number is 636-458-2044.

Your child is expected to ride on his assigned bus. Arrangements can be made through the office for a child to ride a bus other than his assigned one to and from a sitter's home. Children living within a half-mile radius of the school are not eligible for transportation.

TRANSPORTATION CHANGES

If your child is being picked up by you or by someone you have designated, we must have a note. Your child must bring the written request to his teacher. If your child does not have a note, we will send him/her home via as normal. Please remember, we are responsible to see that your children return home as scheduled unless you notify us in writing. Unless it is in the case of an emergency, **please contact the office.**

TRANSFER INFORMATION

If you transfer from the school attendance area, please let us know the date of departure as soon as possible. We will prepare transfer information that will enable the new school to place your child in the proper program. The form used states this school's address so that the new school can write to us if additional information is needed. You will need to come to the main office to sign a release so that we can send information when it is requested by the new school. All transfers take place in the main office.

VALUABLES AND OTHER ITEMS

We discourage children from bringing valuables to school. We will do everything we can to prevent the loss of children's articles; however, the child must assume the responsibility for the safe keeping of his/her possessions. Please remember that children are not to bring playground equipment; water or play guns, knives of any kind, including pocket knives, balls, dolls, toys, matches, etc. to school. Occasionally, a teacher may request an item, such as a special toy, be brought in for a special activity.

VOLUNTEER TRANSFER STUDENTS

Some of our students reside in St. Louis City and participate in the Voluntary Transfer Program. This information is pertinent to them. Upon enrollment you are assigned a bus route through the Voluntary Transfer Program Transportation Department, the telephone number is 314-721-8657. They hire the bus contractor and the present bus carrier is Atlantic Express, the telephone number is 314-381-4300. All concerns regarding transportation should be addressed to them. If you move during the school year, please notify the school as soon as possible since it takes 5 -10 working days to arrange transportation changes.

WALKERS AND BIKE RIDERS

If your child is provided district transportation and she/he is walking home instead of taking the bus, we must have a note from you. We also need a note for any change in a student's dismissal. This includes informing us that you are going to pick up your child. We will accept a one-time note for scout groups that meet after school on a weekly or monthly basis. We also need a note if your child is picked up by a day care center, or attends Adventure Club; this note may be for the year or any length of time you desire; it needs to be specific. Please send a note if your child has your permission to ride his bike to school. Bicycle racks have been furnished for the school. Each student should park his bicycle in the rack. It would be best to provide a lock for security reasons.

WAYS PARENTS CAN HELP US

1. Support the school. Maintain a positive attitude about education, the school and the teachers. If a problem occurs at school, get the facts, then cooperate with the school to affect a workable solution to the problem.
2. Insist upon regular attendance and punctuality. Most parents go to great lengths to see that their children
3. are in school on time every day except when illness, death in the family, or another type of emergency
4. necessitates their absence. Transportation problems, bad weather and other involvement often make
5. "getting the kids to school" a difficult task, but the dividends to the child's education are well worth the
6. effort.
7. Become acquainted with your child's teachers and cooperate closely with them. You may help
8. tremendously by coming to school for a conference when requested to do so. Make a point of seeing grade
9. reports at each grading period. Attend all meetings for parents. Learn what is going on at school, so you

VOLUNTEERING

Research indicates that if a child's parents are involved in the school program and supportive of their child's education, the child will make a better adjustment to school and, therefore, tend to acquire academic skills more readily. There are many ways you can be a part of Geggie. Parent conferences represent one way as does attending meetings and helping with PTO projects. You are also encouraged to volunteer to work with the instructional program.

Here are some suggestions:

1. Assisting in the classroom and/or computer centers.
2. Assisting students in individual courses.
3. Assisting teachers develop mini-courses.
4. Listening to children read.

5. Making games, flash cards, charts for teachers.
6. Clerical assistance for a teacher - book orders, etc.
7. Planning parties.
8. Accompanying students on field trips.
9. Talking to classes regarding your career.
10. Sharing unusual experiences with a class.
11. Preparing tapes.
12. Assisting with musical and special programs.
13. Assisting with classroom science and math programs.
14. Assisting the special reading teacher.
15. Assisting with the library program.

All activities are planned through the teacher. The teacher can provide any needed instructions or guidance. Your rewards are:

1. The warm, personal satisfaction which results from sharing with children.
2. Having the satisfaction of knowing that a child's needs are being met.
3. Receiving the sincere gratitude of the entire school.

CODE OF CONDUCT FOR VOLUNTEERS

1. Sign in at the office upon arrival and pick up a name tag.
2. Look for the good.
3. If you don't understand something, ask about rather than being concerned about it, or questioning it.
4. Avoid discussing individual students/teacher information
5. Realize that volunteers must be positive if mutual trust between staff and parents is to be maintained.