

DEAR PARENTS AND STUDENTS,

Welcome to Kellison Elementary School! We are looking forward to an exciting and successful school year. This Tiger Folder has been prepared for you as a resource to help you better understand the policies and procedures of our school. By working together in a strong, positive partnership, we are able to provide your child with a rewarding and enriching educational experience. **Please take the time to read this folder thoroughly.**

The Kellison staff is committed to providing a caring, supportive school climate that encourages successful experiences, both academic and social, for each child. This successful school experience is a shared responsibility of the home and the school. Therefore, a process of positive, effective communication is encouraged in order to maximize the success of all students.

On behalf of all of us here at Kellison, I would like to extend a warm welcome to our wonderful learning community and ask that you become an active partner in educating your child.

KELLISON ELEMENTARY'S MISSION STATEMENT

We Do Whatever it Takes to Ensure All Students Realize Their Potential.

VISITING SCHOOL

Parents are always welcome to visit our school. Please call the school for an appointment if you wish to confer with a teacher or observe a class. For the safety of our students, all visitors and parents must enter through the front door using the doorbell and then check in with the office when entering the school.

KELLISON PARENT / STAFF ORGANIZATION (P.S.O.)

The Kellison PSO supports the school, the community, and the students. All parents of Kellison students are automatically members and no dues are required. We encourage all of you to become actively involved. Kellison kids benefit from the organization's efforts.

PARENT VOLUNTEERS

Parent volunteers are used as resource persons. They will also assist teachers with field trips, room parties, and preparation of learning materials for the classrooms. Complete the form found in the Volunteer Handbook if you would like to volunteer. Volunteers must sign in and out each day in the school office. A name tag must be worn.

ARRIVAL AND DISMISSAL

Students should not arrive at school before 8:10 as there are no teachers on duty to supervise them. If your child must arrive at school before this time, arrangements should be made with the Adventure Club program. Students arriving after the starting bell **must be escorted into school by a parent to report to the office to sign in and receive a note to proceed to class.**

Early dismissal of students for reasons other than emergencies or medical and dental appointments is discouraged. It is essential that students be present for all areas of instruction. If you need to pick your child up before the school day ends, please to go the office and sign out your child. The secretary will call the classroom for your child. The teacher cannot release a student without following this procedure.

HOMEWORK DUE TO VACATION / ILLNESS

Students are expected to make up any school work 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 10:00 AM. The teacher will have the assignments ready to be picked up in the office between 3:00 and 4:00 PM. 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 AM 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.

PARENT / TEACHER CONFERENCES

Communication is an essential part of the educational program. We feel it is very important for parents to keep in close contact with their child's teacher concerning his/her progress. Parent/Teacher conferences are held twice each year (Oct. and March). Conferences may be requested at other times during the school year by calling the office or teacher for an appointment.

GRADING

Grade reports will be issued four times a year, at the end of each quarter. The Rockwood School District grading system is as follows:

Kindergarten through Second Grade – non-graded report.

Third through Fifth Grade:

A 100 to 90%

B 89 to 80%

C 79 to 70%

D 69 – 60

F 59 – 0%

Progress reports are issued at the midpoint of each quarter, but may be sent out at other appropriate times during the year. "+" or "-" may be used with quarter grades, but only whole grades are issued at the semester.

PHYSICAL EDUCATION

Students in Full-day Kindergarten and Grades 1 through 5 have a 30-minute period 4 times per week. **All students should wear tennis shoes to physical education classes.**

Students may be excused temporarily from the activity portion of physical education only on the basis of a written statement from a parent, guardian, or physician. If a student needs to be excused for more than 3 days, the student will need a physician's excuse specifying the restricted activities and the period of time of exclusion. Students who are restricted from gym class will also be excluded from similar activity at recess.

STUDENT EMERGENCY INFORMATION

Each year we ask that you complete student emergency information. Having this information returned promptly and correctly is of utmost importance. Please make sure all telephone numbers and addresses are accurate and clearly written. As you change employment, phone numbers or residence, 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 contacts you provide are people that have transportation and can be reached.

HEALTH STANDARDS

The State of Missouri requires school districts to maintain an immunization record for all children. The school should be notified of any recent immunizations so the record may be kept up-to-date. Students who are not properly immunized (except exemptions) will not be allowed to attend school.

The Board of Education requires a physical examination for admission to Kindergarten and 6th Grade. All students new to the district are expected to present evidence of physical examinations at the time of enrollment, no matter what the grade level.

STUDENT HEALTH

Children with any of the following symptoms should be kept home from school: swollen glands, nausea or vomiting, skin eruptions or rashes, red or discharging eyes, acute cold, signs of weakness, drowsiness, flushed skin, chills, fever or chronic cough. **Students must be fever-free for 24 hours before returning to school.**

Please notify the school nurse if your child has a special health condition such as asthma, epilepsy, allergies, hemophilia, diabetes, heart condition, hearing or vision problems, or physical limitation.

If your child becomes ill at school, we will contact you immediately. If we cannot reach you, we will use the emergency contact information. **Please make arrangements for someone to pick up your child should he/she become ill at school.**

HOME INJURIES AND MEDICINE AT SCHOOL

Prescription medication may be given at school if the medicine is in a current prescription bottle and is accompanied by the Rockwood Medication Form. If medication is changed, we will need this in writing from the doctor.

Over-the-counter medication may also be given as long as it is in the original container, accompanied by an order signed by the student's doctor, and the Rockwood Medication Form.

Please do not send a child to school for diagnosis of an illness or injury. The nurse is here to take care of immediate needs but is not to take the place of a physician.

ADVENTURE CLUB

The Adventure Club program is held at Kellison from 6:30 AM to 6:00 PM. Half-day Adventure Club is also available to Kindergarten students during the day when they are not in Kindergarten classes. If you would like to register for the program, call Vandover School at 861-7768.

TALENTED AND GIFTED PROGRAM

A Talented and Gifted Program (TAG) is provided for those students, Grade Kindergarten through Five, who meet the district's requirements. If you have any questions concerning this program, please contact the school counselor.

SPECIAL SCHOOL DISTRICT

The Rockwood School District receives services from the Special School District. Many services are available to our students such as educational testing, home teaching, and diagnostic evaluations in the areas of speech, hearing, vision, and learning problems. For more specific information regarding these programs, please contact the school counselor.

DISCIPLINE AND STUDENT CONDUCT

"TIGERtudes"

TIGERtudes are the ways in which students are expected to show strong character and a positive attitude within our school. The staff at Kellison believe if we think and act in a caring and positive manner... that is what we become and this in turn creates a strong school community. At Kellison, we want to help our students think and act in positive, caring ways. To help our students do this, we have created "TIGERtudes" – our school's expectations. By striving to think and act with TIGERtudes, this will help make Kellison a great place to learn and play!

TIGERtudes

Our expectation for student behavior:

I am CARING

I am COOPERATIVE

I am RESPECTFUL

I am RESPONSIBLE

I am HONEST

PLAYGROUND:

Students will...

Take turns when playing games and using equipment

Include others in activities

Solve problems peacefully

Exit and enter building silently

Line up quickly when whistle is blown

Use equipment properly & safely

Follow the rules of the game

Show good sportsmanship

CAFETERIA:

Students will...

Be polite to others in serving line

Use a quiet voice

Eat their own food

Clean up their eating area

Push in their chair when finished

HALLWAY:

Students will...

Walk to the right and face forward

Use a silent voice

Keep hands, feet, & objects to self

Follow adult instructions

Respect others' learning

RESTROOM:

Students will...

Use restroom appropriately

Use a silent voice

Respect others' privacy

Keep bathroom clean

BUS:

Students will...

Stay seated in your seat

Keep hands, feet, & objects to self

Use a quiet voice

ATTENDANCE

Please notify the school by telephone when your child is absent: 861-7760 ext. 1. Regular and prompt attendance provides a more satisfying school life and is important in order for children to have continuity with their teachers and peers in the educational process. School and home need to work closely together to promote good attendance. Make-up work is not always possible and will never replace the instruction that was missed. **Letters will be sent home for excessive absences or tardies.** Excusable absences are as follows:

1. Illness of the student
2. Death in the immediate family
3. Religious holidays
4. When the family is leaving town and the school is notified in advance

INCLEMENT WEATHER / EMERGENCY DISMISSAL

In the event school is cancelled or the schedule is altered due to inclement weather or emergency, an announcement will be made via the Alert Now System as well as over radio and TV stations. If the school district closes school early due to inclement weather, you will also be informed through the Alert Now System and/or media.

TRANSPORTATION

The bus provides a valuable service to most of our school populations. Riding the bus is a privilege which requires responsibility on the part of each student. Please discuss the responsibility with your child to avoid an accident or disciplinary action. Please refer to the **Policies, Procedures, and Consequences Pertaining to Elementary School Students Booklet** for specific rules and consequences.

COUNSELING

The role of the counselor is to enhance learning in the classroom and to help students develop positive self concepts and achieve goals. The counselor meets with students individually, in small groups, and in the regular classroom. Many support groups are available. If you have concerns about your child, please call and speak with our counselor.

VALUABLES AND PERSONAL PROPERTY

Please mark your child's personal property (coats, hats, lunch boxes, etc.) with his/her name. We have large amounts of unidentifiable clothing and personal property left at school each year. Please check the lost and found on a regular basis.

Children should not bring toys, money or personal items to school. These items are often disruptive and/or lost. The school cannot be responsible for lost or stolen items.

CARE OF TEXTBOOKS, LIBRARY BOOKS, ETC.

Students are responsible for all textbooks and library books issued to them during the school year. All lost or damaged books must be paid for. If a lost book is found, money paid will be refunded.

SCHOOL DRESS

Students are encouraged to dress comfortably, but in good taste. They should not wear clothing or accessories that are offensive or disruptive to the educational climate. Halters, tube tops, crop-tops, short shorts, spaghetti straps, hats and **flip-flops** should not be worn to school.

BREAKFAST AND LUNCH

Breakfast and lunch may be purchased on a daily or weekly basis. If you wish to pay online, visit the District website. A family that presently finds itself in a position of not being able to pay for their child's meals may apply through the school for free or reduced meals.

If your child forgets his/her lunch money, a lunch charge will be provided. Students are expected to repay the charge within the next few days.

FIELD TRIPS

Classes take field trips related to units of study in their classrooms. We appreciate parents who volunteer to help supervise students on these trips. Our insurance does not cover children who are not students, therefore, it is necessary to ask that pre-school children not accompany their parents on field trips.

VOTER REGISTRATION

Patrons may register to vote at any of the elementary school offices. Call first for an appointment.

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.

CONSEQUENCES FOR INAPPROPRIATE BEHAVIOR MAY INCLUDE:

1. Warning
2. Time out / detention
3. Conference between student and teacher
4. Denial of various privileges
5. Student contract
6. Parent communication / involvement
7. In-school suspension
8. Principal intervention
9. Suspension from school

Some behaviors may warrant sending the student immediately to the office. We will not tolerate fighting, disrespect toward others, obscene language, or destruction of school property. **ANY STUDENT WHO IS INVOLVED IN FIGHTING OR AGGRESSIVE BEHAVIOR MAY RECEIVE AN AUTOMATIC SUSPENSION FROM SCHOOL LASTING ANYWHERE FROM 3 TO 180 DAYS.**

We are certain you share our concern for the social, emotional and academic well-being of our students and ask that you discuss with your children the importance of and the need for good behavior and a good attitude while at school.

KELLISON SCHOOL CALENDAR 2011-2012

AUGUST

15 "Kellison Family Reunion"
Meet Teacher Night/Curriculum Night
17 First Day of School
19 CCL starts
22-31 GATES testing; Grades 1-5
25 Summer Reading Celebrations
30 Culver's Night

SEPTEMBER

5 NO SCHOOL
6-9 OLSAT test; Grade 1
7 PSO Meeting; 7:00
9 PE Family Fun Night – 7:00-8:30pm
14 Custodian Appreciation Day
15 Staff development day *
29 Fall Parties

OCTOBER

4 School Pictures
5 Hearing Screening
7 Stripes T-Shirt Day
8 District Cross Country Meet (4th and 5th)
12 PSO meeting; 7:00
13 Staff development day *
17 1st quarter ends; FLU Clinic 3:30-5:00
18 100% AR Celebration 2nd - 3rd
19 Bus Driver Appreciation Day
19 100% AR Celebration; Grades 4th - 5th
22 Trivia Night – 6:30-11:00pm
25 & 27 Fall Book Fair – 2:00-8:00pm
25 & 27 Parent Teacher Conference
27 TEAM rally - 8:45am & Stripes T-Shirt Day
28 NO SCHOOL
31 SAT 10 testing; grades 2nd and 4th

NOVEMBER

2 3rd Grade Music concert; 6:30
2 Vision Screening
4 Stripes T-Shirt Day
5 Family roller Skating – 4:30-6:30pm
10 Staff development day*
11 NO SCHOOL
16 PSO Meeting; 7:00
23-25 NO SCHOOL

DECEMBER

2 Stripes T-Shirt Day; Parents Night Out
7 Special Chorus Concert
8 Staff development day *
8 DARE Graduation
22 Winter Parties; 2nd Quarter ends
23-Jan 2 NO SCHOOL

JANUARY

3 School Resumes and Stripes T-Shirt Day
3 100% AR Celebration; Grades 1st - 3rd
4 100% AR ; Grades 4th - 5th
6 CCL starts; Stripes T-Shirt Day
12 TEAM rally; 1:30 and Stripes T-Shirt Day

13 Staff development day*
16 NO SCHOOL
18 PSO Meeting; 7:00
20 Family Movie Night – 6:30-9:00pm

FEBRUARY

1-2 Kindergarten Registration
3 Stripes T-Shirt Day
8 Counselor's Day
10 Sweetheart Dance; Father/Daughter or Special Friend –7-9pm
14 Friendship Parties; 1:30
17 Staff development day*
17 Muffins with Mom- 7:40am-8:10am
20 NO SCHOOL
21 Culver's Night- 5:00pm-9:00pm
28 2nd & 4th Grade Music program; 6:30

MARCH

2 Stripes T-Shirt Day; 3rd Quarter ends
2 Parent Night Out
5 100% AR Celebration; 1st – 3rd
6 100% AR Celebration; 4th & 5th
7 Principal's Day
8 Staff development day*
13-14 Parent -Teacher Conferences
13-14 Spring Book Fair – 2:00pm – 8:00pm
15 Team rally; 8:45 – Stripes T-Shirt Day
16-23 NO SCHOOL
28 PSO Meeting; 7:00
29 1st Grade and Special Chorus concert; 6:30

APRIL

4 Paraprofessional/Support Staff Day
5 Donuts with Dad – 7:40am - 8:10am
5 Staff development day*
6 NO SCHOOL
11 Librarian Appreciation Day
18 Volunteer Appreciation Breakfast
21-22 District Art Show
25 Secretary's Day
30-May 8 GATES testing; grades 1-5

MAY

1 Strings Concert; 3rd – 5th; Culver's Night – 5:00pm-9:00pm
3 Staff development day*
3 5th Grade Dinner
4 Stripes T-Shirt Day
7-11 Staff Appreciation Week
9 Child Nutrition Appreciation Day
9 Nurse's Appreciation Day
10 Plant Sale – 4:30-6:00pm
11 School Picnic – 6:00- 9:00pm
14 100% AR Celebration; 1st and 3rd
15 100% AR Celebration; 2nd and 4th
16 100% AR Celebrations; 5th
16 PSO Meeting; 7:00
24 TEAM rally; 1:30 and Stripes T-Shirt day
24 Last Day for Students

(* = dismissal at 12:08. **AM/PM KDG** both come, lunch is provided)