

**UTHOFF VALLEY ELEMENTARY**  
*“Where Character Rocks!”*



# VIKINGS

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Uthoff Valley Elementary School  
1600 Uthoff Drive  
Fenton, MO 63026-2322  
Phone (636) 891-6725 Fax (636) 305-2721  
[www.rockwood.k12.mo.us/uthoffvalley](http://www.rockwood.k12.mo.us/uthoffvalley)

Connie Browning, Principal  
Leigh Ann Parker, Assistant Principal

August 2011

Dear Parents,

Welcome to the 2011-2012 school year! The Uthoff Valley Elementary staff is committed to providing all students with an academically challenging education.

Our ultimate goal is to help Uthoff Valley students develop good character and grow to be life-long learners. Students will learn to work collaboratively with others, use technology to enhance their learning, enjoy a variety of literature, write about their experiences and be able to apply knowledge from the head to the heart. In a caring environment, students are expected to demonstrate self-control, respect and responsibility as they participate in learning experiences that build community, autonomy and belonging. Student determination and character, coupled with strong parent involvement, are important factors for student success in school.

The *Parent and Student Handbook* is designed to provide information about our school programs, procedures and guidelines. Please review the information in this handbook and keep it as a reference.

I look forward to a successful year at Uthoff Valley Elementary.

Sincerely,

A handwritten signature in cursive script that reads "Connie Browning". The signature is written in black ink and is positioned above the printed name and title.

Connie Browning  
Principal

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# 2009-2014

## STRATEGIC PLAN

Comprehensive School Improvement Plan  
Rockwood School 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.

### Goals

- 1.0** | Develop and enhance quality educational/instructional programs to improve performance and enable students to meet their personal, academic and career goals.
- 2.0** | Provide curriculum and instructional approaches that prepare students for an increasingly diverse and global society.
- 3.0** | Recruit, attract, develop and retain highly qualified staff to carry out the Rockwood School District's mission, goals and objectives.
- 4.0** | Promote, facilitate and enhance parent, student and community involvement in Rockwood School District education programs.
- 5.0** | Provide and maintain appropriate instructional resources, support services and functional and safe facilities.
- 6.0** | 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.

# **ROCKWOOD SCHOOL DISTRICT PERSONNEL 2011-2012**

## **Board of Education Members**

Stephen Smith	President
Janet Strate	Vice-President
Steve Banton	Director
Peggy Devoy	Director
Matt Doell	Director
Matthew Fitzpatrick	Director
Keith Kinder	Director

## **Central Office Administration**

Dr. Bruce Borchers	Superintendent
Mr. Randy Smasal	Associate Superintendent of Learning
Ms. Nancy DuBois	Executive Director of Learning & Support Services
Dr. Kelvin McMillin	Assistant Superintendent for Human Resources
Mr. Dennis Griffith	Assistant Superintendent for Administrative Services
Ms. Shirley Broz	Chief Financial & Legislative Officer
Mrs. Kim Cranston	Chief Communications Officer
Mr. Steven Beatty	Chief Information Officer
Dr. Karen Hargadine	Executive Director of Pre-K & Elementary Education
Dr. Jim Wipke	Executive Director of Secondary Education
Dr. Matthew Frederickson	Director of Curriculum
Mr. Terry Harris	Coordinator of DEEDS

## **UTHOFF VALLEY ELEMENTARY MISSION STATEMENT**

### **Our mission is...**

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

### **To fulfill our mission...**

We provide support services to promote student learning, monitor student achievement through ongoing assessments, adjust instructional practices to ensure that individual learning needs are met for all students, and we foster an environment that promotes good character.

### **Fundamental to our mission are...**

Collaborative decision making, a competent and caring staff, parents as partners, effective management of resources, and a safe, positive and nurturing environment.

## **UTHOFF VALLEY ELEMENTARY VISION STATEMENT**

The vision of Uthoff Valley Elementary is to unite as a professional learning community. We envision a school in which staff, parents, students, and the school community:

- Join together to achieve a common purpose and clear goals
- Work in collaborative teams
- Seek and implement appropriate strategies for integrating technology into the learning process
- Assess students' progress and adjust instruction to ensure everyone in the community learns
- Create a caring school community

**UTHOFF VALLEY ELEMENTARY  
PTO BOARD MEMBERS  
2011-12**

PTO Co-Presidents	Loralee Mondl 314-277-5940 <a href="mailto:lmondl@yahoo.com">lmondl@yahoo.com</a> & Jaime Bayes 314-482-3897 <a href="mailto:jlbayes@earthlink.net">jlbayes@earthlink.net</a>
Secretary	Kim Roberts 636-861-6035 <a href="mailto:knrroberts@yahoo.com">knrroberts@yahoo.com</a>
Treasurer	Rose Boedy 636-305-8213 <a href="mailto:snrboedy@sbcglobal.net">snrboedy@sbcglobal.net</a>
Vice President of School Support	Nancy VanCardo 636-225-1150 <a href="mailto:vancardo6@sbcglobal.net">vancardo6@sbcglobal.net</a>
Co-Vice Presidents of School Events	Jennifer Glenn 314-898-3178 <a href="mailto:jennifer.glenn@alere.com">jennifer.glenn@alere.com</a> & Tim Murnin 314-608-6487 <a href="mailto:tmurnin@mac.com">tmurnin@mac.com</a>
Co-Vice Presidents of Fundraising	Dawn Smith 314-550-5993 <a href="mailto:dawn.smith2407@sbcglobal.net">dawn.smith2407@sbcglobal.net</a> & Tracy Rumpf 636-305-1530 <a href="mailto:Trumpf4@hotmail.com">Trumpf4@hotmail.com</a>
Co-Vice Presidents of Caring Schools	Jennifer White 636-225-0313 <a href="mailto:jawwhitegirl@aol.com">jawwhitegirl@aol.com</a> & Stephanie Rose 314-341-4467 <a href="mailto:cdnbum@yahoo.com">cdnbum@yahoo.com</a>

## UTHOFF VALLEY ELEMENTARY STAFF DIRECTORY

Phone: 636-891-6725

Fax: 636-305-2721

Email: Type the listed email prefix followed by @rockwood.k12.mo.us

Last Name	First Name	Grade/Position	Room #	Email
Alsup	James	PE	Gym	alsupjames
Araniecke	Jan	Reading Specialist	115	aranieckejan
Backer	Julie	1	112	backerjulie
Barrett	Melanie	4	203	barrettmelanie
Baumgartner	Sue	Adventure Club	201	baumgartnerdenise
Bell	Angela	5	212	bellangela
Broughton	Cherie	Early Childhood	105	broughtoncherie
Brown	Christina	3	206	brownchristina
Browning	Connie	Principal	Office	browningconnie
Cervenka	Judy	1	104	cervenkajudy
Chamberlin	Robin	4	253	chamberlinrobin
Cissell	Monica	Special School District	107	cissellmonica
Clark	Tina	Nurse		clarktina
Colona	Lori	Secretary	Office	colonalori
DeBruin	Vickie	4	210	debruinvickie
Fischer	Rhonda	Music	2	fischerrhonda
Freeland	Glory	2	102	freelandgloria
Gilbert	Jeanne	Kindergarten	18	gilbertjeanne
Hardman	Nancy	1	113	hardmannancy
Huensch	Becca	Special School District	115	ansleyrebecca
Hurt	Amy	Special School District	108	hurtamy
Johnson	Katie	2	110	johnsonkatie
Kilpatrick	Tina	Counselor	3	kilpatricktina
King	Alexis	ESOL	109	kingalexi
Lanser	Darlene	Strings	109	lanserdarlene
Lauck	Megan	Early Childhood	106	lauckmegan
Leighton	Rich	5	211	leightonrichard
Luczak	Corrine	Art	24	luczakcorinne
Martin	Shaina	2	111	martinshaina
McCullough	Mary	3	214	mcculloughmary
Miller	Toni	2	101	millertoni
Moore	Steven	4	209	mooresteven
Nortrup	Lorie	3	213	nortruplorie
Owens	Juliet	Librarian	26	owensjuliet
Owens	Sherri	Reading Specialist	114	owenssherri
Parker	Leigh Ann	Assistant Principal	Office	parkerleighann
Phillips	Shelly	Cafeteria Manager	Kitchen	phillipsshelly
Rakey	Jean	Reading Specialist	115	rakeyjean
Rice	Sara	Special School District	116	ricesara
Riley	Kitty	Custodial		rileycathleen
Sandbothe	Lisa	Counselor	3	sandbothelisa

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<b>Last Name</b>	<b>First Name</b>	<b>Grade/Position</b>	<b>Room #</b>	<b>Email</b>
Schenck	Liz	1	103	schenckliz
Schinsky	Liz	PE	Gym	schinskylizabeth
Sims	Stephanie	Special School District	107	simsstephanie
Soetaert	Jennifer	5	204	soetaertjennifer
Spohr	Cheryl	Special School District	116	spohrcheryl
Summers	Monica	5	205	summersmonica
Wilken	Jan	Adventure Club	201	wilkenjanet
Williams	Jennifer	3	207	williamsjennifer
Williams	Sheila	Secretary	Office	williamssheila
Woods	Marjie	Kindergarten	17	woodsmarjorie

## **ABSENCES**

If your child is absent, we ask that you call the office and state the reason for his/her absence before 10:00 a.m. You may call and leave a message on the absentee hotline by following the directions on the voice mail. This will assist us in accounting for each student and ensuring the safety of our children. If your child is not in school and we have not received a call or a note, the school secretary will call to determine the reason for your child's absence. Please notify the office if your child attends the Center for Creative Learning and you plan on driving your child directly to the Center each Wednesday.

According to Rockwood District Policy, the following absences are excused:

1. Illness of the student
2. Death in the immediate family
3. Religious holidays
4. Doctor and dental appointments
5. Court appearance
6. When a family is leaving town and the following requirements are met:
  - a. The school is notified in advance
  - b. The student requests assignments prior to the absence
  - c. All assigned work is turned in when the student returns to school
  - d. All tests are made up at the discretion of the individual teacher

## **ACCELERATION AND DIFFERENTIATION**

Differentiation is a philosophy which allows teachers to provide instruction that meets the differing academic needs of students. Students who can understand and apply concepts at a quicker pace are accelerated. The practice of differentiation also provides opportunities for success for students who need more practice and a varied pace.

“To be a little more precise, it means that the teacher anticipates the differences in students’ readiness, differences in their interests, differences in their learning profiles, and as a result of that creates different learning options or different paths to learning so that students have the opportunity to learn as much as they can, as deeply as they can but without experiencing undue anxiety because the assignments are too taxing, or boredom because they are not challenging enough.”

-Dr. Carol Ann Tomlinson .

## **ADVENTURE CLUB**

Adventure Club is a before and after school program available at all Rockwood elementary schools. It is designed to provide children (K-5<sup>th</sup> grade) of working parents with a safe, well-supervised environment. The focus of the program is to complement the child's classroom experience with non-academic activities and to stimulate development in the areas of social, cognitive, gross and fine motor skills.

In addition, a half-day Kindergarten Adventure Club is also available to students at all Rockwood elementary schools. This program will provide quality care for kindergarten children at school during the lunch period and the half-day the children are not in class. Adventure Club also provides care for students on early dismissal days.

For more information concerning the Adventure Club program, please contact the Adventure Club office at 636-891-6740.

## **ALERTNOW**

AlertNow is Rockwood's automatic notification system that delivers voice/email/text messages to telephones, cell phones, or any Internet-enabled device.

Parents will receive important information such as emergency notifications, school closing due to inclement weather, and other school news if the district has the accurate household contact information. **It is very important that accurate phone numbers and email addresses are kept updated throughout the year.**

## **ARRIVAL**

Students should arrive at school no earlier than 8:40 a.m. (Adventure Club students are the exception). As students arrive, they are to proceed to their classroom. Supervision is provided in the classroom beginning at 8:40 a.m. Students participating in the breakfast program report to the cafeteria at 8:40 a.m. Students who arrive after the beginning of school (9:00 a.m.) are tardy and must report to the school office with their **parent** to sign in **before** going to their classroom.

Afternoon kindergarten students should arrive at school no earlier than 12:45 p.m. Students who arrive after 12:50 p.m. are tardy and must report to the school office with their parent to sign in.

## **AWARDS & RECOGNITIONS**

Students will be recognized for outstanding achievement in academics, fine arts, athletics, attendance, and citizenship.

- The **Principal's Award** will be presented to fifth grade students who have scored at or above the 85<sup>th</sup> percentile in math or reading on the standardized achievement test.
- The **President's Award for Educational Excellence** will be presented to fifth grade students who qualify according to the criteria required for the award. The criteria are a cumulative 3.5 grade point average in fourth and fifth grade and a score of at least the 85<sup>th</sup> percentile in math and reading on the standardized achievement test. Students who qualify will be given a certificate and pin at the Awards Assembly.
- **Rock On Award** is given to a student who exhibits good character. Any student or teacher can nominate a student for this award.
- **The Glory of Missouri Award** is set up to recognize fourteen 5<sup>th</sup> grade students – each representing one of the virtues engraved in the House Chamber that make up the Glory of Missouri. This prestigious award is given to students who exemplify the following virtues of greatness: knowledge, liberty, equality, law, justice, fraternity, education, virtue, temperance, enterprise, progress, honor, truth and charity. Students will be presented the award at the awards assembly on the last day of school.

Staff and community members will be recognized for their contributions to Uthoff Valley.

- The **Teacher of the Year** program is conducted once a year. A teacher is chosen by the staff and is recognized with his/her name engraved on the plaque displayed in the school. A public recognition is made for this teacher at an awards assembly.
- **Staff Appreciation Celebrations** are held to honor the work the teachers and staff do to make this school excellent.
- The staff sponsors a **Volunteer Appreciation Reception** to honor contributions various people have made to our school. The teachers provide a buffet to thank volunteers for their help throughout the school year. This is a yearly event held at the end of school.

## **BULLYING**

The district is committed to a safe and civil educational environment, conducive to teaching and learning in an environment free from threat, harassment and any type of bullying behavior.

Bullying is defined as the intimidation or harassment that causes a reasonable student to fear for his or her physical safety or property, i.e. physical actions, including gestures, or oral or written communication, and any threat of retaliation for reporting such acts.

Students and district employees are encouraged to report behavior they consider to be bullying, including a single action which if allowed to continue may constitute bullying, to their teacher or the building supervisor.

Parents or legal guardians may submit to the principal written reports of incidents they feel constitute bullying, or if allowed to continue would constitute bullying. The principal shall be responsible for investigating the incident(s) to determine if disciplinary action is warranted.

## **BUS REGULATIONS**

The importance of proper conduct while waiting for, boarding, riding or disembarking from a bus cannot be overemphasized. Any behavior that distracts the bus driver instantly endangers all. In the interest of safety, all students should follow the rules established by the bus driver.

Students are expected to ride the bus to which they have been assigned. A county student may ride another county bus as a guest if space is available and the principal has approved a written request.

If a student misbehaves on the bus, the bus driver submits a misconduct report to the principal. Parents will receive a copy of the report.

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

**First Offense:** The principal or his/her designee will confer with the student and contact the parents. A copy of the bus misconduct report will be sent home to the parents.

**Second Offense:** The principal or his/her designee will confer with the student and contact the parents. A copy of the bus misconduct report will be sent home to the parents. The student could be suspended from the bus until communication has been made between parent and principal.

**Third Offense:** The principal or his/her designee will confer with the student and contact the parents. A copy of the bus misconduct report will be sent home to parents. The student will be suspended from the bus for a period of two (2) to ten (10) school days. The seriousness of the offense will determine the exact length of the suspension.

**Fourth Offense & Additional Offenses:** The principal or his/her designee will confer with the student and contact the parents. A copy of the bus misconduct report will be sent home to parents. The student may be suspended from the bus indefinitely. At this time, a conference will be held with the principal or his/her designee, the pupil, parent, bus driver, and the director of transportation. This group will discuss and decide whether the student will be allowed to ride the bus for the remainder of the school year.

If you have a question regarding bus routes or transportation, you may contact the Transportation Center at 636-677-7711. Parents of city transfer students may contact the VTS Transportation Office at 314-771-0760.

## **CAFETERIA EXPECTATIONS**

Students will - **Respect Self and Others**

- Be polite to others in serving line
- Use a normal speaking voice
- Use good manners

- Follow adult instructions
- Eat own food
- Keep hands, feet, and objects to yourself
- Keep cafeteria clean

## **CENTER FOR CREATIVE LEARNING**

A Talented and Gifted Program is provided for those students, grades kindergarten through five, who meet the district's requirements. Students participating in this program will attend the Center for Creative Learning every **Wednesday**. If you have any questions concerning this program, or would like to refer your child, please contact the school counselors or the school principal at (636) 891-6725.

## **CLASS-WITHIN-A-CLASS (CWC)**

Class-Within-A-Class is an educational program, which allows a child with identified special needs to receive special services within the regular classroom. The child may receive CWC during math, language arts, social studies or science depending on the programming needs of the student. Both special and regular education students benefit from this program since the regular teacher and a special education teacher work with all children during this time.

## **CLASSROOM MANAGEMENT PROGRAM**

In addition to the district pamphlet "Policies, Procedures and Consequences Pertaining to Elementary School Students", every teacher at Uthoff Valley has a formal classroom management program. Each classroom program has positive reinforcement components. The classroom rules and consequences will be sent home with the students during the few first weeks of school. The district's policies and procedures allow for the principal to use some discretion relative to each major discipline matter.

## **COMMUNICATION**

**School news moves online!** The information in the Viking Voice Newsletter is moving online August 2010. To help keep parents in the communication loop – our monthly school newsletter is being replaced with the home page of the school Web site.

With the re-organization of our school Web site, parents can receive school news every day by logging on to the Uthoff Valley Web site at [www.rockwood.k12.mo.us/uthoffvalley](http://www.rockwood.k12.mo.us/uthoffvalley). Instead of a once-a-month newsletter, parents can find the latest information online at their convenience: events, school announcements and news from the principal and more.

To remind parents of school news items, our principal will send out an email reminder each Friday. This reminder will provide links to our school calendar and announcement pages, as well as important news our parents need to know. Parents will be able to do the following:

- Print off the school calendar
- Link to the most recent school announcements
- Access curriculum and department updates
- Find out what's going in with the PTO

If your family does not have a way to access the Internet and receive email messages, please let us know. Call (636) 891-6725, and we'll make sure you receive printed copies of these messages via your child's weekly take-home folder.

Uthoff Valley understands that one of the keys to ensuring the best educational experience possible for your child and family is great communication. Remember all the ways we work to keep parents updated on what your child is doing and what's happening at school.

## **Electronic**

**Teacher Web sites:** To help build upon learning, teachers share important information about what's going on in the classroom.

**Rockwood Web site:** Learn about district-wide programs and resources for students, parents, community and staff.

## **Resources:**

**Take-Home Folders:** Each child at our school has a folder, which your student will bring home on Fridays. It includes items, such as program flyers, artwork, notes from the teacher, etc.

**PTO Communication:** Our parent-teacher organization keeps parents in the loop through PTO newsletters and email notices.

**Parent Resource Centers:** Parent communication centers are located in the school office. This is the place to find community information that support education and families.

## **CRISIS INTERVENTION**

Uthoff Valley has an established Crisis Intervention Plan. In the event of a crisis that affects our building, we will implement this plan. The plans are designed with the assistance of administrative staff members, as well as local law enforcement, emergency management, and public health officials. The plans, which are regularly reviewed and updated, include procedures to respond to a variety of crisis incidents. School district personnel practice the drills associated with some of these specific emergencies on a regular basis (i.e. fire, tornado or school intruder). If you have any questions about your child or about your school's safety and support responses, please contact your school principal.

## **DISMISSAL**

If your child plans to ride home with a friend or ride a different bus, you must provide a signed note stating the child's destination and the number of the bus he/she will be riding. This applies to Adventure Club students as well.

Please send a note if any changes occur in your child's dismissal instructions. A note will also be necessary if you plan to pick up your child early for a doctor or dental appointment, or if your child will attend scouts after school. A one-time note is needed if your child is being picked up by a daycare center. All notes should be directed to the classroom teacher and should include the child's first and last name. Please note that when students leave early, it does count against their attendance.

If for some reason you need to pick your child up before the school day ends, please sign your child out in the school office. The secretary will call the classroom for your child. Teachers cannot release a student without following this procedure. To ensure a safe and orderly dismissal, students will not be called out of class for early sign-out after 3:15 p.m. Dismissing students after this time is very disruptive to the school's dismissal process.

Students who are walking home or being picked up will report to the gymnasium at dismissal. Students will be escorted out of the building to the beginning of the parent pick-up line. Parents will remain in their cars in a line starting in the parking lot by the exit. This line will wrap around the parking lot. Staff will help load students into their parents' cars.

Boy Scout and Girl Scout troops meeting after school will be asked to wait in the gym until members of their troop have arrived.

## **DRESS**

Please use discretion in the dress of your children. Since the school building is air-conditioned, students should dress in a manner that is appropriate for school. Halter-tops, short shorts, netted type shirts, and clothing suggestive to gang conduct are not considered suitable attire. Clothing with inappropriate sayings or graphics should not be worn to school. Students are to be dressed in clothing and footwear which allows them to participate in games and activities associated with school. Hats, bandannas, sunglasses, shower caps, or other non-therapeutic headgear are not to be worn inside the building during regular school hours.

## **EMERGENCY INFORMATION**

Parents are requested to inform the office if there is any change in the emergency information (i.e. telephone number, address, or place of employment) listed on a child's enrollment form or the student information form. Keeping this information current in the office is crucial in the event of an emergency.

## **ENROLLMENT**

All students attending Uthoff Valley Elementary must reside within the Rockwood School District and the Uthoff Valley Elementary School attendance area, or participate in the transfer program. Students enrolling in a specific grade must have successfully completed the preceding grade. The policy of the Board of Education requires that a birth certificate be submitted to the school when a kindergarten or first grade pupil enrolls. Birth certificates should also be presented upon enrollment in other grades. Immunization records are required of all new students and kindergartners enrolling in the Rockwood School District. A physical examination or a waiver of medical examination signed by the parent or guardian is required for new students.

## **FIELD TRIPS**

Classes take field trips that are related to units of study in their classroom. We appreciate parents who volunteer to help supervise students on field trips. Bus seating is limited, so parents are asked to drive to the field trip destinations. Preschool children should not accompany their parents on field trips. Parents will not supervise students if preschool children accompany their parents. **We encourage all students to return to school following the field trip. This is an excellent time for the students to discuss and reflect on the field trip learning experience. Students not returning to school following a field trip will be marked absent for the time period missed.**

## **GRADING**

Report cards will be issued at the end of each quarter. Teachers in grades three through five use the following grading system:

A	90-100%
B	80-89%
C	70-79%
D	60-69%
F	0-59%

**Policy 6450 (Grading and Reporting) Revision recently took place and has a significant change for Elementary Art, Music, Strings and Health grade reporting. Parents will now receive academic and non-academic indicator reports on a semester basis. This means that Kindergarten will place NA on report card and 1-5 will not attach the report for 1<sup>st</sup> and 3<sup>rd</sup> quarters. If there is a significant or consistent concern at any time, this will be communicated to parents. All specialists will complete a mid-quarter unsatisfactory report for any struggling student, regardless of the quarter.**

## **GUIDANCE PROGRAM**

The school guidance program is designed to promote and enhance the learning process. The counselors facilitate student development in three broad areas: academic development, career development, and personal/social development. Some of the objectives of the guidance program are:

1. To help students acquire the attitudes, knowledge, and skills that contributes to effective learning in school.
2. To help students apply career exploration and planning skills in the achievement of life
3. To help students acquire the attitudes, knowledge, and interpersonal skills to help them understand and respect self and others.
4. To help students make decisions, set goals, and take necessary action to achieve goals.

The counselors meet with class groups, small groups, and individual students. The counselors meet with students when a request is received from the student, teacher, parents, or principal. The counselors are also responsible for coordinating referrals to the Special School District.

## **GUM / SUCKERS / HARD CANDY**

Students are asked not to chew gum while they are in the building.

Suckers and hard candy are a safety concern. Please do not send these items to school with your child.

## **HOMEWORK**

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

1. If a student is absent for only one day, the make-up work will be handled by the classroom teacher when the child returns. Please do not call the school to request homework when a student is absent only one day.
2. When a student has been absent two or more days, homework can be requested by calling the school office (636-891-6725) by 10:00 a.m. The teacher will have the assignments ready to be picked up in the office between 3:00 and 4:30 p.m. If another student is to take the work home, please give the student's name and room when calling and the homework will be sent with that child.
3. If requesting homework because a student will be out for a vacation, it may not be possible for the teacher to have all the work available prior to the child's departure. The teacher is expected to provide at least a general outline of what will be covered and any work that can easily be assigned. Upon returning, the student should check with the teacher to find out what other assignments need to be completed. Alternate assignments may be given which reflect the interests of the child and the activities involved during the vacation.
4. It is the responsibility of the student to turn the work into the teacher within a reasonable amount of time; generally two days for each day of absence is regarded as an appropriate period.

## **HOMEWORK GUIDELINES**

**Kindergarten** – There are a number of ways in which kindergarten parents can help their child with his or her learning. It is important for parents to know what their child is doing in school by reading frequent school communications. The parents should participate in the “at home” activities sent home with their child on a periodic basis. Parents are requested to read to their child for 15 to 20 minutes a night making it an enjoyable shared activity. A kind word and a pat on the back for a job well done will also encourage kindergartners to continue to do their best.

**First Grade** – First graders should read nightly for approximately 10 to 15 minutes. Homework related to the unit of study in class will be sent home periodically.

**Second Grade** – Each second grade student should spend approximately 20 minutes on homework in the evening. Homework time should consist of the following: practicing spelling words, reading a good book, completing math assignments, completing daily assignments (that were not finished in class), and doing special projects (teacher will notify parents, give directions and due date).

**Third Grade** – The purpose of third grade homework is twofold: (1) to facilitate student success through review and reinforcement of the concepts taught at school, and (2) to help students develop home study skills. Since all students work at different rates, some students may also need time at home to complete in-class assignments. In this case, the amount of homework assigned will vary depending upon the speed at which students’ complete work at school.

Parents are encouraged to schedule a certain period each night, approximately 30 minutes, designated as “homework time”. If a specific assignment is not given, students should be reviewing important concepts during the homework period. Each student should be practicing the weekly spelling words, practicing addition, subtraction, multiplication, and division facts, practicing cursive writing, reviewing key social studies and science concepts, and reading.

**Fourth Grade** – The fourth grade student should finish any work at home that is not completed in school. The student should practice math facts, concentrating on multiplication and division. The student should practice weekly spelling words. The student should read for enjoyment and complete long-range projects started in class. Fourth graders should have approximately 40 minutes of homework per day.

**Fifth Grade** – Homework is given as a follow-up to concepts taught during the school day. This independent practice is given to enhance the student’s ability to master the particular concepts taught. Fifth grade students should spend an average of 50 minutes per day on homework assignments not completed during the school day. This time could also include studying for tests, researching, and completing long-range projects. It is also recommended that fifth graders read at least 20 minutes every night.

## **IMMUNIZATIONS**

All students are required to have up-to-date immunizations before they can attend school. Parents are responsible for checking to ensure that their child’s immunizations are current. If a child is due for a booster over the summer months, it must be obtained prior to the start of school. New enrollees must provide proof of immunization at the time of enrollment or prior to the start of school. There will be no grace period given.

Students may be exempted from the immunization requirements only for religious beliefs or medical contraindications. Parents may obtain the appropriate objection card from the school nurse.

## **INCLEMENT WEATHER**

In the event school is cancelled or the schedule is altered due to inclement weather, an announcement will be made over the radio stations KMOX 1120 AM and KTRS 550 AM and on television stations KTVI Channel 2, KMOV Channel 4, KSDK Channel 5, and KPLR Channel 11. Rockwood School District may be listed as “Rockwood” or “Rockwood R-6”.

If the school district closes school early due to inclement weather, parents will be informed on the stations listed above and the Automated Phone Calling System **AlertNow**. Any student leaving school early during inclement weather should checkout in the office using the regular procedure. Students will be dismissed only to the person designated on the Emergency Dismissal Form **unless** the office has written permission from the parent.

Early dismissal procedures will be as follows:

- a) Students who walk or ride buses will be dismissed as per the instructions provided by parents for an early inclement dismissal situation. All students picked up by their parents may leave school as soon as the parents arrive.
- b) Schools will be dismissed according to their normal dismissal order, and students will be released as soon as individual Laidlaw buses arrive at school. (Uthoff Valley is a tier three school. Tier one and tier two schools will be dismissed prior to Uthoff Valley.)
- c) All students who ride Atlantic Express buses will be dismissed and leave as soon as the buses are available.
- d) Lunch will be served if at all possible.
- e) Procedures for early dismissal for Adventure Club children will be as stated in the Adventure Club Parent Handbook.

## **INSTRUMENTAL MUSIC (STRINGS)**

Orchestra classes are offered to students in grades three, four and five. Classes are conducted twice each week.

## **INTERNET ACCEPTABLE USE POLICY**

The use of the district’s Internet connection is a privilege, not a right. All students will adhere to the Internet Usage 6321 and Regulations 6320 & 6321. Information regarding Internet usage can be found in the *2011-2012 Policies, Regulations, Procedures and Consequences Handbook*.

## **LIBRARY**

Uthoff Valley implements flexible scheduling for the library media center. Flexible scheduling allows the use of the library at the point of need by individuals, groups, and/or classes through mutual planning by the library media specialist and classroom teachers to integrate information skills and literature into classroom curriculum. Classes are scheduled as teacher and library media specialist define a need. The time period assigned for this need may vary from a one-hour block every day in a given week to two consecutive forty-minute blocks depending on the curricular needs.

Advantages of flexible scheduling include:

- The library media specialist becomes an integral key to increasing student learning and achievement.
- Allows a group to continue a lesson to a natural conclusion, instead of slotting into fixed periods.
- Allows media activities to be correlated and scheduled with classroom activities as part of the instructional process.
- Facilitates infusion of technology into all areas of curriculum.
- Models use of libraries based on need...a facility for lifelong learning.

The library maintains a large selection of fiction, non-fiction, reference works, and periodicals for student check out. These books are loaned to students and must be returned to the library in good condition. In the event a book is lost or damaged, the student will be expected to pay the replacement cost.

## **LOST AND FOUND**

The Lost and Found is located by the stairway to the stage. Students and parents are encouraged to check the Lost and Found for lost items.

## **LUNCH**

School lunch prices for the school year are as follows:

Lunch	\$2.40
Super Lunch	\$2.55
Milk	\$0.60
100% Juice	\$0.60
Breakfast	\$1.55

The lunch and breakfast prices include milk (white or chocolate) or juice and a hot meal. Students paying for a full lunch may have both a milk and a juice at no extra cost. The juice will count as a fruit. If a student does not wish to have the main dish, they may substitute a yogurt and a package of animal crackers instead. They would still receive the rest of the lunch items. The salad bar will only be offering a tossed salad, fruit, and a few other items daily.

Our lunch program is computerized and all students can use biometrics finger scan or student identification number that they enter as they go through the serving line to make breakfast or lunch purchases. This allows the computer to monitor each student's lunch account. You may pay for as many lunches as you like at one time, and the cafeteria manager will inform you when your child needs more funds in his/her account. Students are asked to bring their lunch money on Monday, if possible. Envelopes will be sent home for your convenience in paying for the lunches. If your child has an outstanding debt to the food service, you will receive notification of the amount due. Parents may also manage their child's meal account online and make payments from the convenience of their home. Sign-up online at [www.rockwood.k12.mo.us/departments/child\\_nutrition/](http://www.rockwood.k12.mo.us/departments/child_nutrition/).

Some students choose to bring their lunch from home. Milk, juice, and waters are available to purchase for those bringing a lunch. Children needing to stay longer in the cafeteria than the designated time to complete their lunch may do so.

## **MEDICATION**

All medication (prescription or non-prescription) that a child or parent brings to school must be kept in the nurse's office. Prescription and non-prescription medication is required to be sent in the container in which it was purchased, with its identity clearly marked and instructions for administration described on the label. **ALL** over-the-counter medications, including Tylenol, must be accompanied by a doctor's note. A note from the parent giving permission for school personnel to administer the medication is required, including specific directions regarding time and dosage to be administered. The student will assume the responsibility for requesting the medication at the prescribed time. If it is necessary for a parent to give the medication personally, please report to the nurse's office and the child will be called from class. If you have any questions, please feel free to contact the school nurse.

## **PARENT RESOURCE LIBRARY**

The school has a supply of materials and books for parent checkout. These books relate to parenting and/or educating your child and are available through the library, school nurse's office, or counselor's office.

## **PARENT-TEACHER CONFERENCES**

Parent-teacher conferences are scheduled twice each year. Uthoff Valley will have conferences on two nights each semester. The classroom teachers will schedule conferences. We believe parent-teacher communication is extremely important for your child's success; therefore, we encourage you to attend your scheduled conference. In addition, you are welcome to schedule a conference with your child's teacher or the principal at other times during the year. Please send a note to the teacher or call the office at 636-891-6725 to schedule an appointment.

## **PARENT TEACHER ORGANIZATION (PTO)**

The central focus of our PTO is to promote and enhance every aspect of our children's lives in the home, school, and community. As part of this focus, our PTO financially supports educational programs and technology to provide our students with many opportunities for learning. The various PTO sponsored fundraisers benefit Uthoff Valley students. We have had great success in the past several years thanks to the generous support of our school parents.

Parents, teachers, and staff are strongly encouraged to attend the PTO meetings and become active participants in the PTO.

## **PARKING**

If it is necessary to pick your child up during the school day, please park in the parking lot. Do not stop or park in the bus/fire lane in front of the building. It is important that the front driveway be kept free from traffic congestion.

## **PARTIES**

Three grade level parties will be held on various days throughout the year. Room parents plan the parties in cooperation with the classroom teacher. Room parents are organized through the PTO. We appreciate the work the room parents do in preparation for the parties.

Classroom parties can be a special time devoted to your child and his/her classmates. To help ensure that all students enjoy this special time with their classmates, we ask that preschool children not attend the parties.

The following guidelines are intended to help prevent the spread of disease in the school setting and should be followed within the classroom:

1. Food at parties and other functions in school should be limited to commercially prepared food items.
2. Foods prepared at home **should not** be brought into the classroom for sharing.
3. Distribution and handling of food should be limited to teachers, staff and/or parent volunteers who are wearing disposable plastic gloves.
4. Good hygiene is the simplest and most effective way to prevent the spread of germs. Students and staff should practice careful hand washing, especially after using the bathroom and before eating or handling food.

## **PERSONAL PROPERTY**

Please mark all items of clothing, lunch boxes, and other personal property with your child's name. Valuable items such as MP3 players, hand-held games, and other electronic devices should NOT be brought to school.

## **PHYSICAL EDUCATION**

All students in grades one through five and full day kindergarten will have Health/Physical Education four days each week. Each of these classes will be thirty minutes in length. Half day kindergarten students will receive P.E./Health instruction at least ninety minutes every two weeks.

Students need to wear tennis shoes with a full heel for all their P.E. classes. Tennis shoes that have a strap around the heel or have platform soles are unsafe for physical education. Please check to make sure your child's tennis shoes do not leave marks on floors. Students may bring a pair of tennis shoes to school and leave them in the classroom if they so choose. Shoes left at school should be permanently labeled on the inside or outside of the shoe. Girls who wear skirts to school will be free to slip on a pair of shorts under their skirt prior to physical education class.

## **PHYSICAL EXAMINATIONS**

Students attending school for the first time or students new to the Rockwood School District are encouraged to have a physical examination. An acceptable physical examination requires a statement signed by a licensed physician. Forms for the examinations are available in the school office or on the Uthoff Valley Elementary Web Site. ([www.rockwood.k12.mo.us/uthoffvalley](http://www.rockwood.k12.mo.us/uthoffvalley)).

## **PICTURES**

Formal school pictures are taken in the **fall**. Payment is made at the time the pictures are taken. A makeup day is provided for a student who is absent or fails to bring his/her money. In addition, class group pictures and casual pictures are taken in the **spring**. A school yearbook is also available for students to purchase.

## **PLAYGROUND EXPECTATIONS**

Students will...

- Take turns when playing games
- Include others in activities
- Solve problems peacefully
- Play safely
- Use equipment properly
- Follow the rules of the game
- Play fairly
- Show good sportsmanship
- Follow adult instructions
- Exit / enter building quietly
- Line up quickly when the bell rings
- Return equipment to proper location when entering building

## READING INTERVENTION

Students in grades kindergarten through fifth who would benefit from additional support in reading will receive additional instruction with the reading specialists. This instruction is **in addition to** the regular classroom reading instruction. The reading specialists work collaboratively with the classroom teachers to provide learning experiences that will improve the students' reading and writing skills.

## REPORT CARDS

The definitions below explain the evaluative terms used on the report cards:

**Exceeds expectations** – 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 “EE” marking will also have an appropriate explanation provided on the comment section of the report card or an attached sheet. Additionally, the child will receive a grade of “A” for the accelerated subject for grades 3-5 only.

**Non Assessed** – used to indicate when a specific skill has not been introduced or the skill has been just introduced and the teacher does not believe the student should be held accountable for it at this time.

**Meets Expectations** – used to indicate when a child has mastered the skill.

**Making Progress** – used to indicate when a child is adequately progressing toward the mastery of the skill.

**Area of Concern** – used to indicate when a child is not adequately progressing toward the mastery of the skill.

**Above Grade Level** – indicates when a student is being instructed in grade level curriculum, but is working ahead of grade level peers.

**Below Grade Level** – indicates when a student is being instructed in grade level curriculum, but requires modifications to successfully complete assignments.

**Modified Program** - is an attempt to communicate more clearly to parents the academic progress of their children while at the same time enabling teachers to instruct students at the appropriate level of difficulty below the student's enrolled grade level.

## SCHOOL HOURS

Grades 1-5 & Full Day Kindergarten	9:00 a.m. – 3:50 p.m.
A.M. Kindergarten	9:00 a.m. – 12:00 p.m.
P.M. Kindergarten	12:50 p.m. – 3:50 p.m.

The bell will ring at 8:55 a.m. Any student arriving after 9:00 a.m. is tardy and should report to the office before going to class. Parents should accompany their child to the office if arriving past 9:00. Students should arrive at school no earlier than 8:40 a.m. Supervision is not provided for students prior to 8:40 a.m.

Students will be dismissed at 12:46 a.m. on early dismissal days. Afternoon kindergarten students will attend the morning session on early dismissal days.

## SCHOOL OFFICE HOURS

The school office is opened daily from 8:00 a.m. – 4:30 p.m.

## **SECURE CAMPUS**

Across all elementary schools in the Rockwood School District, the front doors will be locked during the instructional day. After students arrive each morning, the doors will be locked. A camera located by the door will allow the office staff to see who is ringing the doorbell and welcome visitors to our school. This increased security feature will allow us to know exactly who is entering our school. Parents and visitors will still need to sign in at the office and wear a name badge. Once students dismiss at the end of the day, the front doors will be unlocked to allow access for the building usage in the evenings. All other outside doors will remain locked.

## **SPECIAL SCHOOL DISTRICT**

Some students in the Rockwood School District receive services from the Special School District. Many services are available to our students, such as educational testing, home-bound instruction, and diagnostic evaluations in the areas of speech, hearing, sight, and alternative schools. For specific information regarding these programs, you may call the school counselor at 636-891-6725.

## **STANDARDIZED TESTING PROGRAM**

Students in Rockwood School District participate in the district's standardized testing program. Before a test is administered, parents will receive information regarding the testing dates and ways they can prepare their child to perform his/her best on the test.

The **Stanford 10 (SAT)** multiple choice assessment reflects national standards as a measure of progress. This test is given in the fall to students in grades two and four.

The **Missouri Assessment Program (MAP)** includes a series of tests designed to assess the knowledge, skills, and competencies that Missouri students should acquire by the time they complete high school and to assess student progress toward those academic standards. There is a multiple-choice section, which will give information on student progress related to national norms (similar to an achievement test). There are also constructed response items, which require students to supply (rather than select) an appropriate response. This portion of the test will provide information about how students arrive at their answers. A final portion of the test is called "performance events", which will require students to work through more complicated problems. Performance events often allow for more than one approach to get a correct answer. This type of assessment provides insight into a student's ability to apply knowledge and understanding in various situations.

Students in third and fourth grades will take the Communications Arts and Math MAP tests. Students in fifth grade will take the Science, Communication Arts, and Math MAP tests.

The **Otis-Lennon School Ability Test (OLSAT 8)** measures cognitive abilities that relate to student success in school. Students in first grade will take the OLSAT 8 in the fall.

The **GATES-MacGintie Reading Test** is a diagnostic tool used nationally to help teachers know their student's level of reading achievement. The test identifies students that need additional individual diagnosis and special instruction. The test will be given in the fall in grades 1-5.

## **STUDENT BEHAVIOR**

The *2011-2012 Rockwood School District Policies, Procedures, and Consequences* pamphlet will be sent home during the first week of school. Parents are asked to sign a statement and send it to school with their child verifying that they have received this handbook.

## **STUDENT INSURANCE**

Insurance for students is available. Forms are sent home the first day of school, and those who are interested are to return the forms directly to the insurance company.

## **STUDENT RECORDS**

Parents may review their child's school records. Please call in advance to make an appointment with the principal.

## **TEXTBOOKS**

The textbooks used in class are loaned to the students and must be returned to the teachers in good condition at the end of the year. In the event a book is lost or damaged, the student will be expected to pay for the replacement.

## **TRANSFERS**

Parents of students who are transferring to another school should submit a written note to the office giving the reason for transfer and the last day for the student's attendance. The student must return all books to the teacher and pay any outstanding fees on his/her last day.

## **UNSATISFACTORY PROGRESS REPORT**

An unsatisfactory progress report will be sent to parents during the middle of each quarter for students receiving a D or F. Students earning all A's, B's and C's will not be issued an unsatisfactory progress report. The purpose of this report is to inform parents of their child's progress.

## **VISITORS**

Instructional time is very valuable. At Uthoff Valley Elementary we make every effort to keep class interruptions to a minimum. Parents needing to speak with a teacher, or drop off forgotten lunches, homework, etc., need to come to the office. The office staff will then contact the classroom teacher during a non-instructional time. Thank you for assisting us in respecting the instructional time for all students.

## **VOLUNTARY TRANSFER STUDENT TRANSPORTATION**

Transportation for transfer students who receive tutoring before or after school will be provided. Transportation is also provided for city parents to attend scheduled Parent-Teacher Conferences.

If you have any questions regarding bus transportation for city students, you may contact (DEEDS) Department of Educational Equity and Diversity at (314) 721-8657.

## **VOLUNTEER PROGRAM**

Parents are encouraged to volunteer in our school. Information regarding specific areas for volunteering at school will be sent home with your child. There are a variety of opportunities in which parents can participate. The PTO also has a Parent Volunteer Program. At the beginning of the school year, a mandatory volunteer training meeting will be held by the school principal. Volunteers are required by the district to attend the training.

**ROCKWOOD SCHOOL DISTRICT  
SCHOOL CALENDAR  
2011-12**

New Teacher Orientation .....	Monday, August 8 through Wednesday, August 10
Regular Teacher Orientation .....	Thursday, August 11 through Tuesday, August 16
First Day of School for Students .....	Wednesday, August 17
No School - Labor Day .....	Monday, September 5
Professional Development Day – Early Dismissal	
Group A .....	Tuesday, September 13
Group B .....	Wednesday, September 14
Group C .....	Thursday, September 15
Professional Development Day – Early Dismissal	
Group A .....	Tuesday, October 11
Group B .....	Wednesday, October 12
Group C .....	Thursday, October 13
No School.....	Friday, October 28
Professional Development Day – Early Dismissal	
Groups A, B, C .....	Thursday, November 10
No School – Teacher MNEA Conference – Teachers on duty .....	Friday, November 11
No School.....	Wednesday, November 23
No School - Thanksgiving Holidays .....	Thursday, November 24 through Friday, November 25
Professional Development Day – Early Dismissal	
Group A .....	Tuesday, December 6
Group B .....	Wednesday, December 7
Group C .....	Thursday, December 8
Early Dismissal Elementary/Middle Schools.....	Thursday, December 22
No School - Winter Break .....	Friday, December 23 through Monday, January 2
School Resumes; Second Semester Begins.....	Tuesday, January 3
Professional Development Day – Early Dismissal	
Groups A,B,C .....	Friday, January 13
No School - Martin Luther King Jr.’s Birthday Holiday .....	Monday, January 16
Professional Development Day – Early Dismissal	
Groups A,B,C .....	Friday, February 17
No School - Presidents’ Day Holiday .....	Monday, February 20
Professional Development Day – Early Dismissal	
Group A .....	Tuesday, March 6
Group B .....	Wednesday, March 7
Group C .....	Thursday, March 8
No School.....	Friday, March 16
No School - Spring Recess.....	Monday, March 19 through Friday, March 23
Professional Development Day – Early Dismissal	
Groups A,B,C .....	Thursday, April 5
No School - Spring Holiday .....	Friday, April 6
Professional Development Day – Early Dismissal	
Group A .....	Tuesday, May 1
Group B .....	Wednesday, May 2
Group C .....	Thursday, May 3
Last Day for Seniors.....	Friday, May 18
Last Day for Students.....	Thursday, May 24
Records Day (Teachers on Duty).....	Friday May 25

**2011-12 SCHOOL YEAR  
STUDENT ATTENDANCE DAYS BY QUARTER AND SEMESTER**

	<u>Days</u>		<u>Days</u>	Elem. <u>Days</u>	Middle/High <u>Days</u>
1 <sup>st</sup> Quarter ends ..... October 17	43	3 <sup>rd</sup> Quarter Ends Elementary .....	March 2	42	
2 <sup>nd</sup> Quarter ends ..... December 22	43	3 <sup>rd</sup> Quarter Ends Middle/High .....	March 9		47
		4 <sup>th</sup> Quarter Ends.....	May 24	<u>52</u>	<u>47</u>
1 <sup>st</sup> Semester ends..... December 22	86	2 <sup>nd</sup> Semester Ends.....	May 24	94	94
		1 <sup>st</sup> Semester	86 days		
		2 <sup>nd</sup> Semester	<u>94</u> days		
		Total Student Attendance Days	180		

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**PROFESSIONAL DEVELOPMENT DAYS – EARLY DISMISSAL**

GROUP A SCHOOLS	
Ballwin, Ellisville, Kehrs Mill, Westridge, Wild Horse, Woerther, Crestview, Selvidge, Marquette.	Tuesdays: 9/13 10/11, 12/06, 3/06, 5/01 Thursdays: 4/05, 11/10 Fridays: 1/13, 2/17

GROUP B SCHOOLS	
Babler, Blevins, Chesterfield, Eureka Elem., Fairway, Geggie, Green Pines, Pond, Ridge Meadows, LaSalle Springs, Rockwood Valley, Wildwood, Eureka High, Lafayette.	Wednesdays: 9/14, 10/12, 12/07, 3/07, 5/02 Thursdays: 4/05, 11/10 Fridays: 1/13, 2/17

GROUP C SCHOOLS	
Bowles, Kellison, Stanton, Uthoff Valley, Rockwood South, Rockwood Summit.	Thursdays: 9/15, 10/13, 11/10 12/08, 3/08, 4/05, 5/03 Fridays: 1/13, 2/17

High Schools Early Dismissal Final Exam
December 20, 21, 22 2011
May 22, 23, 24, 2012

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**SNOW MAKE-UP SCHEDULE**

HIGH SCHOOLS, MIDDLE AND ELEMENTARY SCHOOLS			
Days added at end of the year			
SNOW DAY	LAST DAY FOR SENIORS	LAST DAY FOR STUDENTS	LAST DAY FOR TEACHERS
#1	May 18	(no change) May 24	(no change) May 25
#2	May 18	(no change) May 24	(no change) May 25
#3	May 18	(no change) May 24	(no change) May 25
#4	May 18	(no change) May 24	(no change) May 25
#5	May 18	(no change) May 24	(no change) May 25
#6	May 18	(no change) May 24	(no change) May 25
#7	May 18	May 25	May 29
#8	May 18	May 29	May 30
#9	May 18	May 30	May 31

## Uthoff Valley Elementary 2011-2012 School Calendar

<b>AUGUST</b>	11	AM KINDERGARTEN OPEN HOUSE & BUS RIDE, 5:30-6:15 PM
	11	PM & FULL DAY KINDERGARTEN OPEN HOUSE, 6:30-7:15 PM
	15	OPEN HOUSE/CURRICULUM NIGHT - 1 <sup>ST</sup> & 5 <sup>TH</sup> GRADE, 5:00-5:45 PM
		OPEN HOUSE/CURRICULUM NIGHT - 2 <sup>ND</sup> GRADE, 5:30-6:15 PM
		OPEN HOUSE/CURRICULUM NIGHT - 3 <sup>RD</sup> GRADE, 6:00-6:45 PM
		OPEN HOUSE/CURRICULUM NIGHT - 4 <sup>TH</sup> GRADE, 6:30-7:15 PM
	17	FIRST DAY OF SCHOOL FOR STUDENTS
	17	NO CCL
	22-31	DISTRICT TESTING WINDOW FOR GATES (GRADES 1-5)
	23	SCHOOL NIGHT TO JOIN GIRL SCOUTS, 7:00 PM
	24	FIRST DAY FOR CCL
	25	SCHOOL NIGHT TO JOIN CUB SCOUTS, 7:00 PM
<b>SEPTEMBER</b>	2	ENTERTAINMENT BOOK FUNDRAISER STARTS (ENDS 9/16)
	5	LABOR DAY – NO SCHOOL
	6-9	DISTRICT TESTING WINDOW FOR OLSAT (GRADE 1)
	13	PTO SPAGHETTI SUPPER & MEETING, 6:00 PM
	14	MARKET DAY PICK-UP
	15	STAFF DEVELOPMENT – EARLY DISMISSAL AT 12:46 PM
	23	SPIRIT NIGHT @ RSHS
	TBD	BBQ WITH DAD
	29	FALL PICTURE DAY
<b>OCTOBER</b>	4	PTO MEETING, 6:00 PM
	TBD	ORIGINAL WORK ART NIGHT
	8	CROSS COUNTRY MEET @ Marquett, HS 8:00 AM
	10	MIO VOCAL CONCERT @ RSHS
	12	MARKET DAY PICK-UP
	13	STAFF DEVELOPMENT – EARLY DISMISSAL AT 12:46 PM
	17	FIRST QUARTER ENDS
	21	FALL FESTIVAL, 6:00 PM
	24-28	RED RIBBON WEEK
	25	PARENT/TEACHER CONFERENCES – 4:30 PM-8:00 PM
	25-27	SCHOLASTIC BOOK FAIR
	25	FLU SHOT CLINIC @ UV – 3:00-7:30 PM, LIBRARY
	26	NO CCL, STUDENTS ATTEND UTHOFF VALLEY
	26	PARENT/TEACHER CONFERENCES – 4:30 PM-8:00 PM
	27	GRAND PERSON DAY/ASSEMBLY
	28	NO SCHOOL
	31-11/18	TESTING WINDOW FOR STANFORD 10 (GRADES 2 & 4)

## Uthoff Valley Elementary 2011-2012 School Calendar

<b>NOVEMBER</b>	1-18	TESTING WINDOW FOR STANFORD 10 (GRADES 2 & 4)	
	3	PTO COFFEE WITH THE PRINCIPAL, 8:00AM	
	6	TIME CHANGE/FALL BACK ONE HOUR	
	9	MARKET DAY PICK-UP	
	10	STAFF DEVELOPMENT – EARLY DISMISSAL AT 12:46 PM	
	11	NO SCHOOL	
	14-18	BOOK SWAP	
	15	PICTURE RE-TAKE DAY	
	17	VISION SCREENING – 9:00-3:00 PM	
	17	3 <sup>rd</sup> GRADE MUSICAL – 7:00PM, GYM	
	21	HEARING SCREENING – 9:00-3:00 PM	
	22	CLASS PARTIES (Fall Party) Grades K-5	
	23-25	THANKSGIVING HOLIDAY – NO SCHOOL	
	<b>DECEMBER</b>	3	BREAKFAST WITH SANTA
		6	PTO MEETING, 6PM
7		MARKET DAY PICK-UP	
8		STAFF DEVELOPMENT – EARLY DISMISSAL AT 12:46 PM	
22		1 <sup>ST</sup> SEMESTER ENDS	
22		STAFF DEVELOPMENT – EARLY DISMISSAL AT 12:46 PM	
23-31		WINTER HOLIDAY – NO SCHOOL	
<b>JANUARY</b>	1-2	WINTER HOLIDAY – NO SCHOOL	
	3	SCHOOL RESUMES – SECOND SEMESTER BEGINS	
	4	NO CCL, STUDENTS ATTEND UTHOFF VALLEY	
	13	PTO COFFEE WITH THE PRINCIPAL, 8:00AM	
	13	STAFF DEVELOPMENT – EARLY DISMISSAL AT 12:46 PM	
	16	NO SCHOOL – MARTIN LUTHER KING JR'S BIRTHDAY	
	18	MARKET DAY PICK-UP	
	TBD	VARIETY SHOW AUDITIONS, 4:00-6:00PM	
	19	VARIETY SHOW REHERSAL AT RSHS	
	21	VARIETY SHOW AT RSHS	
<b>FEBRUARY</b>	1	NO CCL, STUDENTS ATTEND UTHOFF VALLEY	
	1	KINDERGARTEN REGISTRATION, 7:30AM - 3:00PM	
	2	KINDERGARTEN REGISTRATION, 9:30AM - 6:30PM	
	TBD	VICC AWARDS – ST. LOUIS UNIVERSITY, 6:00-8:00PM	
	3	PTO SOCK HOP, UV GYM	
	7	PTO MEETING, 6:00 PM	
	14	CLASS PARTIES Grades K-5	
	15	MARKET DAY PICK-UP	
	17	STAFF DEVELOPMENT – EARLY DISMISSAL AT 12:46 PM	
	20	NO SCHOOL – PRESIDENT'S DAY	
	22	MIOS ORCHESTRA CONCERT AT RSHS	
	27-3/2	ROCKWOOD DISTRICT READING	

## Uthoff Valley Elementary 2011-2012 School Calendar

<b>MARCH</b>	2	THIRD QUARTER ENDS
	2	PTO TRIVIA NIGHT – 7:00PM TWO HEARTS BANQUET CENTER
	8	STAFF DEVELOPMENT – EARLY DISMISSAL AT 12:46 PM
	8	1 <sup>ST</sup> GRADE MUSICAL AT 7:00 PM, GYM
	11	TIME CHANGE/SPRING FORWARD ONE HOUR
	13	PARENT/TEACHER CONFERENCES, 4:30-8:00 PM
	13&14	SCHOLASTIC BOOK FAIR
	14	PARENT/TEACHER CONFERENCES, 4:30-8:00 PM
	14	MARKET DAY PICK-UP
	16	NO SCHOOL
	19-23	SPRING BREAK – NO SCHOOL
	29	PTO MEETING, 6:00 PM
	<b>APRIL</b>	2-27
5		STAFF DEVELOPMENT – EARLY DISMISSAL AT 12:46PM
6		SPRING HOLIDAY - NO SCHOOL
10		KINDERGARTEN PARENT ORIENTATION, 6:30-7:30PM, LIBRARY
11		NO CCL, STUDENTS ATTEND UTHOFF VALLEY
18		MARKET DAY PICK-UP
18		PTO MEETING, 6:00 PM
20		VOLUN. APPREC. & PASTRIES WITH PARENTS BREAKFAST - 7:45AM
21-22		ROCKWOOD DISTRICT ART SHOW
24		SPRING PICTURES
24		4 <sup>TH</sup> GRADE STRINGS CONCERT, 7:00PM
27		FUTURE FALCONS FUN NIGHT FOR 5 <sup>TH</sup> GRADERS @ RSMS
30-5/8		DISTRICT TESTING WINDOW FOR GATES (GRADES 1-5)
<b>MAY</b>	2	KINDERGARTEN TOUR – 10:00-11:00AM, ROTUNDA
	2	PTO MEETING, 6:00 PM
	3	YOUNG AUTHOR’S DAY & TEACHER OF THE YEAR ASSEMBLY
	3	STAFF DEVELOPMENT – EARLY DISMISSAL AT 12:46 PM
	3	PTO FUN FAIR – 5:30-8:00 PM
	4-11	MATH INVENTORY
	7-11	TEACHER APPRECIATION WEEK
	8	3 <sup>RD</sup> GRADE STRINGS CONCERT, 1:00 PM GYM
	16	LAST DAY OF CCL
	16	4 <sup>TH</sup> & 5 <sup>TH</sup> GRADE TRACK MEET @ Lafayette HS
	16	MARKET DAY PICKUP
	17	5 <sup>TH</sup> GRADE STRINGS & VOCAL CONCERT, 7:00 PM AT RSHS
	23	NO CCL, STUDENTS ATTEND UTHOFF VALLEY
	23	FIELD DAY
	24	2 <sup>ND</sup> SEMESTER ENDS
	24	CLASS PARTIES, 2:30-3:15 PM Grades K-4
	24	5 <sup>th</sup> GRADE ASSEMBLY AND CELEBRATION
24	LAST DAY OF SCHOOL	

CCL days are on Wednesdays

Staff Development Days: 9/15, 10/13, 11/10, 12/8, 12/22, 1/13, 2/17, 3/8, 4/5, 5/3

## 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

August 2011

Dear Parent or Guardian:

According to The No Child Left Behind Act of 2001 (Public Law 107-110), you have the right to certain information regarding your child's teachers.

Upon request, Rockwood is required to provide you the following information:

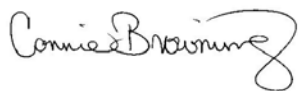
- Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction
- Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived
- Whether your child is provided services by paraprofessionals and, if so, their qualifications
- What baccalaureate degree or major the teacher has and any other graduate certification or degree held by the teacher, and the discipline of the certification

In addition to the information that parents may request, districts must provide to each parent:

- The achievement level of his or her child on each of the state academic assessments (MAP Tests); and
- Timely notice that the parent's child has been assigned, or taught for four or more consecutive weeks by a teacher who is not highly qualified

A procedure for entering a complaint related to the requirements listed above can be found at [www.rockwood.k12.mo.us/community/boe/policies/100/p1480.html](http://www.rockwood.k12.mo.us/community/boe/policies/100/p1480.html).

If you have any questions regarding this legislation or its mandates, please feel free to contact me at (636) 891-6725.



Connie Browning  
Uthoff Valley Elementary

## ***2011 SEXUAL HARASSMENT***

1. TITLE IX COORDINATORS – KELVIN MCMILLIN (Staff & Students)  
Gretchen Bedo, Secretary
2. POLICY 4810 (Staff) and POLICY 2130 (Students)  
REGULATION 4810 (Staff) and POLICY 2130 (Students)
3. NOTIFICATION

### STAFF

Any supervisor or administrator who receives a report, orally or in writing, from any employee regarding sexual harassment of that employee by another employee, non-employee doing business with the district, or student, must notify the Title IX compliance officer within twenty-four (24) hours or within a reasonable time thereafter.

### STUDENTS

Any teacher, counselor, or administrator who receives a report, orally or in writing, from any student regarding sexual harassment of that student or another student by a student or adult in the educational setting must forward that report to the building principal, or next-higher administrator, and the Title IX compliance officer within twenty-four (24) hours, or within a reasonable extension of time thereafter, for good cause shown.

4. INVESTIGATION (Clarification)

### STAFF

Upon receipt of the report, the Title IX officer will appoint an investigator to investigate the complaint. The investigation shall commence within forty-eight (48) hours after such appointment. The Title IX compliance officer will notify the employee and the alleged harasser of the results of the investigation.

### STUDENTS

Upon receipt of the report, the principal and/or Title IX officer will appoint an investigator to investigate the complaint. The investigation shall commence within forty-eight (48) hours after such appointment. The Title IX compliance officer will notify the student's parent or guardian and the alleged harasser, of the results of the investigation.

## 5. ENFORCEMENT

### A. STAFF

1. Provide in-service to all staff by the end of the first full calendar week of each school year.
2. Provide a copy of the policy to all new employees prior to the commencement of the employee's duties.
3. Instruct employees regarding procedures for reporting sexual harassment.
4. Display sexual harassment policy in prominent location(s) at each work site.

### B. STUDENTS

1. Remove vulgar and sexual offensive graffiti from the premise.
2. Provide instruction regarding sexual harassment annually by the end of September to all students in grades 6 - 12.
3. Provide age-appropriate instruction regarding sexual harassment to students in pre-kindergarten through 5th grade by the end of September.
4. Discuss sexual harassment policy in homeroom during the first week of the school year; and, as a part of the discussion, provide written copies to each student in grades 6 - 12 (and in lower grades as may be appropriate).
5. Instruct students on procedures for reporting sexual harassment.
6. Include copy of sexual harassment policy in notifications sent to parents at beginning of school year.
7. Display sexual harassment policy in prominent location(s) near each school principal's office.

# Nondiscrimination Statement

\* \* \* \* \*

It is the policy of the Board to accord equal considerations and impartial treatment regardless of race, color, national origin, ancestry, religion, socioeconomic status, marital status, sex, age, handicapping conditions or organizational memberships. This policy will prevail in all matters concerning the staff, the students, the public, the educational programs and services of the district, and individuals with whom the Board does business. Inquiries by students, parents, or employees regarding Rockwood School District's nondiscrimination policies should be directed to the compliance coordinators listed below:

Dr. Kelvin McMillin, Compliance Coordinator for Title VII of the Civil Rights Act of 1964 as amended (race discrimination issues),

*Rockwood Administrative Center 111  
East North Street Eureka, Missouri  
63025 636.733.2035*

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

*Rockwood Administrative Center 500  
North Central Eureka, Missouri 63025  
636.733.2153*

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

*Rockwood Administrative Center 111  
East North Street Eureka, Missouri  
63025  
636.733.2035*





WWW.ROCKWOOD.K12.MO.US

**DISTRICT LOCATIONS**  
in ROCKWOOD SCHOOL DISTRICT

(Effective August, 2004)

- HIGH SCHOOLS
- MIDDLE SCHOOLS
- ELEMENTARY SCHOOLS
- SCHOOL SERVICES



**HIGH SCHOOLS (9-12)**

- 1** EUREKA  
4525 HIGHWAY 109  
EUREKA, MO 63025-1248  
733-3100
- 2** LAFAYETTE  
17050 CLAYTON RD  
WILDWOOD, MO 63011-1792  
733-4100
- 3** MARQUETTE  
2351 CLARKSON RD  
CHESTERFIELD, MO 63017-7122  
891-6000
- 4** ROCKWOOD SUMMIT  
1780 HAWKINS RD  
FENTON, MO 63026-2650  
891-6000

**MIDDLE SCHOOLS (6-8)**

- 1** CRESTVIEW  
18025 CLAYTON RD  
ELLISVILLE, MO 63011-2162  
207-2520
- 2** LASALLE SPRINGS  
3300 HIGHWAY 109  
WILDWOOD, MO 63038-2201  
938-2425
- 3** ROCKWOOD SOUTH  
1628 HAWKINS RD  
FENTON, MO 63026-2629  
861-7723
- 4** ROCKWOOD VALLEY  
1220 BABLER PARK DR  
GLENCOE, MO 63038-1311  
458-7324

**ELEMENTARY SCHOOLS (K-5)**

- 1** BABLER  
1955 SHEPARD RD  
GLENCOE, MO 63038-1431  
733-1775
- 2** BALLWIN  
400 JEFFERSON  
BALLWIN, MO 63021-4925  
207-2533
- 3** BLEVINS  
25 E NORTH ST  
EUREKA, MO 63025-1208  
938-2150
- 4** BOWLES  
501 BOWLES AVE  
FENTON, MO 63026-3820  
305-2736
- 5** CHESTERFIELD  
17700 WILD HORSE CREEK RD  
CHESTERFIELD, MO 63005-3706  
537-4342
- 6** ELLISVILLE  
1425 FROESEL  
ELLISVILLE, MO 63011-2132  
207-2548
- 7** EUREKA  
442 WEST FOURTH ST  
EUREKA, MO 63025-1804  
938-2452
- 8** FAIRWAY  
480 OLD FAIRWAY DR  
WILDWOOD, MO 63040  
458-7300
- 9** GEGGIE  
430 BALD HILL RD  
EUREKA, MO 63025-2043  
938-2458
- 10** GREEN PINES  
16543 GREEN PINES DR  
ELLISVILLE, MO 63011-1869  
458-7255
- 11** KEHRS MILL  
2650 KEHRS MILL RD  
CHESTERFIELD, MO 63017-7322  
537-4359
- 12** KELLISON  
1626 HAWKINS RD  
FENTON, MO 63026-2600  
861-7760
- 13** POND  
17200 MANCHESTER RD  
GROVER, MO 63040-1000  
458-7264
- 14** RIDGE MEADOWS  
777 RIDGE RD  
ELLISVILLE, MO 63021-6896  
207-2667
- 15** STANTON  
1430 FLORA DEL DR  
FENTON, MO 63026-3213  
861-7766
- 16** UTHOFF VALLEY  
1600 UTHOFF DR  
FENTON, MO 63026-2322  
305-2717
- 17** WESTRIDGE  
808 CRESTLAND DR  
BALLWIN, MO 63011-3110  
207-2572
- 18** WILD HORSE  
16695 WILD HORSE CREEK RD  
CHESTERFIELD, MO 63005-1827  
537-4398
- 19** WOERTHER  
314 NEW BALLWIN RD  
BALLWIN, MO 63021-6199  
207-2674
- 20** CENTER FOR CREATIVE LEARNING (gr 1-2)  
1401 FROESEL  
ELLISVILLE, MO 63011-2131  
207-2551
- 21** CENTER FOR CREATIVE LEARNING (K,gr 3-5)  
285 OLD STATE RD  
ELLISVILLE, MO 63021-5912  
207-2579

- B** ADMINISTRATIVE CENTER ANNEX  
500 NORTH CENTRAL  
EUREKA, MO 63025-1203  
Curriculum 938-2211  
ABC/Building Usage 938-2307  
Partners in Education 938-2348  
  
Int. Learning Center 733-2100
- C** BABLER CAMPUS  
1955A SHEPARD RD  
WILDWOOD, MO 63038-1431  
Communications 733-1140  
Computer Center 733-1100
- D** BABLER OUTDOOR ED. CTR  
800 GUY PARK  
CHESTERFIELD, MO 63005-6134  
458-3048
- E** SCHOOL SERVICES CENTER  
17146 MANCHESTER RD  
WILDWOOD, MO 63040-1001  
Facilities Services 733-3270  
Food Service 458-7291  
Transportation 458-2044
- F** EARLY CHILDHOOD - VANDOVER CAMPUS  
1900 HAWKINS RD  
FENTON, MO 63026-2786  
School Age Adv. Club 861-7768  
Early Childhood Ed. 861-7772
- G** EARLY CHILDHOOD - CLARKSON VALLEY  
2730 VALLEY RD  
CHESTERFIELD, MO 63005-6920  
207-2600

**SCHOOL SERVICES**

- A** ADMINISTRATIVE CENTER  
111 EAST NORTH STREET  
EUREKA, MO 63025-1229  
733-2000  
Community Education 733-2017

ALL AREA CODES ARE (636)

