



2011 - 2012 Parent Handbook

Wild Horse Elementary
Karen Kieffer, Principal
16695 Wild Horse Creek Road
Chesterfield, MO 63005
Phone: 636.891.6075 Fax: 636.537.4388
Website: www.rockwood.k12.mo.us/wildhorse

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16695 Wild Horse Creek Road
Chesterfield, MO 63005

Dear Wild Horse Students and Families,

I am very happy to have you here with us at Wild Horse Elementary School. We are very proud of our school and the educational program we provide. We encourage all families to be active members of our school community and invite you to be partners with us in the learning process.

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

The staff of the school wishes a meaningful, pleasant, and successful school year for all. Should questions or problems arise during the school year, please do not hesitate to discuss them with us. We hope to make the 2011-2012 year at school a good one for all.

Sincerely,

Karen L. Kieffer,
Principal
KiefferKaren@rockwood.k12.mo.us

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Our Mission

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

Our Vision

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

ROCKWOOD SCHOOL DISTRICT PERSONNEL

Board of Education

Mr. Steve Smith	President
Mrs. Janet Strate	Vice President
Mrs. Steve Banton	Director
Mr. Matt Doell	Director
Mrs. Matthew Fitzpatrick	Director
Mrs. Peggy Devoy	Director
Mr. Keith Kinder	Director

Administrative Offices

Dr. Bruce Borchers	Superintendent of Schools
Dr. Kelvin L. McMillin	Assistant Superintendent Human Resources
Mr. Dennis Griffith	Assistant Superintendent for Administrative Services
Mr. Randy Smasal	Associate Superintendent for Learning
Ms. Nancy DuBois	Executive Director of Learning and Support Services
Dr. Karen Hargadine	Executive Director of Pre-K and Elementary Education
Dr. James Wipke	Executive Director of Secondary Education
Mrs. Shirley Broz	Chief Financial and Legislative Officer
Mrs. Kim Cranston	Chief Communications Officer
Mr. Steve Beatty	Chief Information Officer

Rockwood School District - Central Administration
111 East North Street
Eureka, MO 63025-1229
Phone: 636-733-2000

Transportation - First Student
17146 Manchester Road
636-458-2044
Grover, MO 63040-1001, MO 63026

Transportation – Go Ahead
7425 Forsyth Blvd., Suite 110
314-721-8657
St. Louis, MO 63105

ROCKWOOD SCHOOL DISTRICT

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

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

WILD HORSE ELEMENTARY 2011-2012 STAFF

Office

Principal – Mrs. Karen Kieffer
Assistant Principal – Ms. Tara Natrass
Counselor – Mrs. Cynthia Beeler
Counselor - Ms. Jamie McHale
Secretary – Mrs. Becky Conrath
Secretary – Mrs. Mary Hirth
Secretarial Assistant – Mrs. Sheryl Black
Nurse - Mrs. Mary Beagen

Kindergarten

Mrs. Christina Caltagirone
Mrs. Laurie Cohen
Ms. Vanessa Neese

1st Grade

Mrs. Cindi Palmer
Mrs. Kim Powell
Mrs. Meaghan Puleo
Mrs. Brooke Schaub

2nd Grade

Mrs. Brean Hale
Mrs. Stephanie Lombardo
Mr. Vito Polizzi
Mrs. Erin Rillema
Mrs. Cheryl Wiedenhofer

3rd Grade

Mrs. Debbie Fox
Mrs. Lauren Krystalovich
Miss Adria Renken
Mrs. Stacy Singer

4th Grade

Mrs. Jaymie Castens
Mrs. Erin Hausmann
Mrs. Christina Lammers
Mrs. Ashlei Phelps
Mrs. Julianne Russell

5th Grade

Mr. Dustin Bain
Miss Amanda Boyle
Mrs. Cara Bryan
Mrs. Deb Vojslavek
Mrs. Suzanne Whitford

Specialists

Art - Ms. Jenny Jadrich
Music - Mr. Matt Edmundson
Physical Education - Mr. Tim Mosby,
Mr. Dave Wallington
Strings - Mr. Carl Hoff
ESOL - Miss Dawn Warren
Library - Mrs. Vanessa Glenn, Librarian
Miss Jennifer Krauss, Librarian's Assistant

Reading Specialists - Mrs. Sheri Nelson
Mrs. Amy Orr

SSD

Resource Mrs. Patti Cregan
Ms. Stephanie Giljum
Ms. Erica Plumb
Mrs. Heidi Beike
Speech Mrs. Melissa Mautner-Grana
Mrs. Adria Tichacek

Occupational Therapy - Mrs. Linda Helm

Physical Therapy - Ms. Amy Kapplar

Diagnostician - Mrs. Katie Janssen

Tech Support - Mr. Mike Piotraschke

Classroom Assistant

Technology -
Classroom – Miss Kelsey Hight

Adventure Club – Mr. Brian McKinnon

Kitchen - Mrs. Toni Berhorst, Manager
Mrs. Jackie Potts
Mrs. Heralda Paredes-Grafilo

Custodial Staff

Mr. Dennis Price
Mr. Dan Carpenter
Mr. Trace McRae

**2011-2012
WHE PTO EXECUTIVE BOARD**

President –	Heather Davis 636-778-0893 hngd22@gmail.com
President – Elect -	Karuna Murray kpmurray@swbell.net 314-308-4502
Secretary -	Jill Thompson jilleverly@hotmail.com 636-536-1204
Treasurer -	Sara Hacala sara.hacala@sbcglobal.net 636-530-7035
VP Fundraising -	Jo Ann Killeen jx4@charter.net 636-530-4690
VP School Support -	Rebecca Ellison rebecca.ellison@yahoo.com 314-607-7675
VP School Events -	Jennifer Fleming flemingjenn@charter.net 636-532-4751
Teacher Representative -	Erin Hausmann hausmannerin@rockwood.k12.mo.us 636-891-6075
Principal -	Karen Kieffer kiefferkaren@rockwood.k12.mo.us 636-891-6075

ARRIVAL AND DISMISSAL TIMES

School Hours:	8:23-3:13	Grades 1-5 and full day kindergarten
	8:23-11:23	AM Kindergarten
	12:13-3:13	PM Kindergarten
Office Hours:	7:30-4:00	

Students should **not** arrive prior to 8:10. Supervision is not provided for children prior to 8:10 so students must remain outdoors until that time. If you must drop your child off early, we ask that you enroll them in Adventure Club so that they are properly supervised.

We encourage you to use the bus service that is provided so that we can keep our car traffic to a minimum. If you must drop your child off, please have them ready to exit the car when you are in the drop off lane so that we may keep our traffic moving and ensure that all students arrive on time.

Students are expected to be picked up promptly at the end of the school day. We understand that emergency situations arise in which a child may need to remain in the office for a bit after school. If this becomes habitual, however, the student will be taken to Adventure Club at the expense of the parent. The cost of an emergency day visit to Adventure Club is \$38.00

Students in grades K – 5 are dismissed early on Professional Development days. On early dismissal days, school will be in session from 8:23 a.m. until 12:08 p.m. **All PM kindergarten students attend in the AM on these days. Lunch will be served on early dismissal days.** Early dismissal dates are: September 13, October 11, November 10, December 6, January 13, February 17, March 6, April 5, and May 1.

ARRIVAL, DISMISSAL, AND CHANGE OF TRANSPORTATION NOTICES

For safety, all children who walk home or ride bikes home should have parental permission on file in the school office. Please send a note to the office with the days your child is permitted to walk or ride a bike.

If you will be picking up your child daily or on specific days, please send a note to the office. Your child will then be dismissed during parent pick up, before buses are called.

If your child wishes to ride a bus on which he/she is not assigned (for example, going to a friend's house), please send a note requesting this to the office. Final permission will be given by the bus driver after seeing the note and ensuring seating is available.

If your child wishes to get off the bus at a different stop, please send a note of request to the office. Your child will present the note to the bus driver. Please send a note if your child will be picked up by a day care center or will attend Adventure Club. Note the specific days each week.

All notes for the office may be given to the classroom teacher who will forward them to the office after morning announcements.

ATTENDANCE

If your child is going to be absent, please call the school attendance line at 636-891-6099 by 9:00 a.m. (The attendance line is in operation 24 hours a day, 7 days a week) When calling, please give the child's name, the reason your child is absent and his/her teacher's name. If we do not hear from you and your child is absent, the school will call you at home or at work to see why your child is not in attendance. If we are unable to reach you, a written excuse is required upon returning to school. Written excuses should contain the child's last name, reason for absence and the date. Written excuses are not required if the attendance line is utilized.

A doctor's excuse is necessary for absences over four days. Good attendance is important at all levels (including kindergarten).

Excusable Absences:

1. Death in the student's immediate family.
2. Illness of the student.
3. Doctor or dental appointments.
4. Certain days for religious observances.
5. Court appearances.

Out of Town absences are excused up to 5 days provided that:

- a) the school is notified in advance of the absence.
- b) the student procures available assignments in advance of the absence;
- c) all assigned work is turned in upon returning to school; and
- d) all tests, etc., are made up at the discretion of the individual teacher.

However, we strongly discourage vacations which will interrupt the student's learning.

When a child has had a contagious disease he should bring a doctor's statement to the office stating that he is free from contagion and able to return to school. If such a statement is not available, the child will report to the nurse's office to be checked to see if all symptoms of the disease have disappeared. Students returning to school after having head lice are to be checked by the nurse, also. A student must be free of all nits before returning to school. The nurse will contact the parents or family doctor if further details are needed. **According to Rockwood Policy, children must be fever free for 24 hours before returning to school.**

Absences are computed in the following manner:

Absent	Hours Entered Absent
30 minutes – 1 hr. 29 minutes	1 hour
1 hr. 30 minutes – 2 hrs. 29 minutes	2 hours
2 hrs. 30 minutes – 3 hrs. 29 minutes	3 hours
3 hrs. 30 minutes – 4 hrs. 29 minutes	4 hours
4 hrs. 30 minutes – 5 hrs. 29 minutes	5 hours
5 hrs. 30 minutes or more	6 hours

If your child is signed out and then returns, his/her hours will be adjusted accordingly.

Rockwood School District Elementary Attendance Procedures

- In the event of an attendance problem, parents/guardians and the school shall cooperatively work to resolve the situation.
- After three (3) days of unexcused absences or five (5) days of excused absences per semester, the school will establish written communication with the parents/guardians.
- After five (5) days of unexcused absences per year, a second letter of notification will be sent from the school to the parents/guardians. The school may also make a referral to the school social worker.
- After a total of ten (10) days of absences per year, either excused or unexcused, a letter of notification will be sent from the school to the parents/guardians. At that time, a social worker referral may be made, which may include contacting other community resources to support the family. A doctor's note may be required for any/all future absences.
- Once a student has reached fifteen (15) days of total absences per year, a social worker will make contact with the family to offer support and/or resources of varying degrees.

Wild Horse Tardy Policy

It is an expectation at Wild Horse that learning begins on time. Our school day begins promptly at 8:23 a.m. with school announcements. All school doors are secured at 8:23 and admittance to school after this time requires the use of the buzzer system. Any child who arrives after the announcements have begun, or the doors have been secured is considered tardy and must stop in the school office to receive a tardy pass to enter class. A pattern of chronic tardiness will result in the following actions:

- After five (5) days of tardiness per year, a letter of notification will be sent home from school to the parents/guardians.
- After ten (10) days of tardiness per year, a second letter of notification will be sent home from the school informing the parents/guardian that they must park their car in our parking lot and check their child in at the front office. The child will not be sent to class until the parents/guardian checks them in at the office.
- After fifteen (15) days of tardiness per year, a social worker referral will be made so they may contact the family to offer support and/or resources.

BICYCLES

The PTO has furnished the school with two bicycle racks. Each student should park his bicycle in the rack. It would be best to provide a lock for security reasons.

BIRTHDAY CELEBRATIONS

Teachers and other staff members will be honoring and recognizing students in various ways on their birthdays. If you wish, parents may send store bought, individually wrapped treats to school to be distributed for birthdays. Birthday lunches involving more than your own child or parties sponsored by a parent are **not** allowed.

We Make Birthdays Easy...and Healthy Too!

Why make a special trip to the store to purchase a snack for the class? Let Rockwood's Child Nutrition Services Department help you. The snacks will be delivered to your child's classroom on a mutually agreed upon time with the teacher. Order forms can be found online at http://www.rockwood.k12.mo.us/departments/child_nutrition. Complete the form and return the form to our school cafeteria five days prior to date needed.

To prevent hurt feelings, birthday invitations may not be passed out in a classroom unless all students are invited.

BREAKFAST AND LUNCH PROCEDURES

Breakfast and lunch will be served in the school cafeteria. Meals for children include milk or juice. Breakfast is served from 8:10 to 8:23 a.m. Menus are available on the district and school website.

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

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

Parents may also pay on-line for a child's lunch by logging-in and creating an account on mynutrikids.com. By using the child's 10 digit student ID when enrolling in the program, parents are able to have access 24/7 to accounts and balances. The system also allows you to make secure online payments through credit/debit cards and PayPal accounts. One meal account per family allows for easy management of funds and automatic notifications can be sent to e-mail when balances are low. Please call the school office for your child's 10 digit student ID number to enroll in the Nutrikids program. Please note that payments made online through Nutrikids as an E-Check, can take up to seven days to clear and reach the student's account. Payments made with a debit card are immediate.

The school lunch manager will send notices home on Wednesday of each week once an account balance reaches \$8.00 or less. Elementary school students will receive an alternate meal for lunch and/or breakfast if they have reached a balance of (-\$15.00) in meal charges. Lunch will consist of an alternate entrée and 8 ounce milk. Breakfast will consist of an alternate entrée and 4 ounce 100% juice and milk. Students will be charged the meal price.

Students who bring a lunch from home may purchase milk or juice. Having the correct change for milk/juice is helpful. **Students are not to bring sodas to school.** Lunches brought from home must be ready to eat without microwaving, etc. **We strongly discourage bringing food from fast food restaurants for the student's lunch.**

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

BUS REGULATIONS

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

DISTRICT GUIDELINES FOR HANDLING DISCIPLINE PROBLEMS ON THE SCHOOL BUS

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

Problems which cannot be settled by the driver will be referred to the principal or the assistant principal. All problems referred to the principal/assistant principal shall be submitted on the "Misconduct Report" form. Following are guidelines for handling discipline problems.

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

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

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

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

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

Other interested people may be included in this conference if it seems necessary.

More detailed information is contained in the *Elementary Policies and Procedures pertaining to Elementary Students Attending the Rockwood Public Schools* which is sent home with all students on the first day of school.

BUZZ BOOK

Every year we will publish a Buzz Book which includes students' names, addresses, phone numbers and parents' names and e-mail addresses. The cost of the buzz book will be \$5.00.

CANDY, SODA AND GUM

Gum chewing is not allowed at school. Candy may be eaten in the cafeteria as a part of a child's sack lunch or in the classroom when provided by the teacher. Students may not furnish candy treats for their classmates. **Students are not to bring soda to school.**

CELL PHONE USE BY STUDENTS

Students are allowed to bring cell phones to school. Cell phone use will be permitted before school and after school. During the school day (8:23 a.m. – 3:13 p.m.) cell phones must be kept in the student's backpack and turned off. The consequence for having a cell phone out during the school day will be as follows:

- 1st Warning – student will be asked to put the cell phone away.
- 2nd Warning – the phone will be taken away and held by the teacher until the end of the day.
- 3rd Warning – the phone will be taken to the office and will be held by the administrator.

If a child chooses to use a cell phone inappropriately while on school property, the child will be disciplined as outlined in the 2011-2012 Rockwood School District Policies, Regulations, Procedures and Consequences Handbook which pertains to elementary students. The school bus is considered school property.

CURRICULUM

Teachers follow the District guidelines in all areas. In addition to the basic subjects of reading, language arts, mathematics, social studies and science, students receive instruction from special teachers each week in vocal music, art, health and physical education. Strings classes are offered to the students in grades three, four and five. Additionally, a cluster of computers in individual classrooms enhance technology instruction at each grade level. There is also a District program for gifted students. The special education needs of individual students are met through the coordinated efforts of the Wild Horse and the Special School District staff. A brief curriculum guide is distributed to parents during Curriculum Night on August 30th.

EARLY DISMISSAL

Please report to our office for any early dismissal of your child. We will call your child from the classroom to the office. Teachers have been instructed not to release children from the classroom or playground without office approval. This procedure exists to protect your child. We ask that in the rare occasion that you need to check out your child early, that you please arrive prior to 3:00 p.m. Requests after that time will need to wait until regular dismissal at 3:13 so that we do not disrupt the dismissal procedures in the classroom and we can ensure your child's safety. Please avoid early dismissals and late arrivals except in extreme emergency situations. When your child arrives after 8:23 a.m. s/he often misses many critical assignments and plans for the day. The student who arrives late or leaves early misses some instruction. Calling into the classroom is also disruptive.

If for some reason you must pick up your child just before dismissal (no matter what grade), please park in the parking lot and plan to meet your child in the lobby. The driving lane in front of the building is reserved for buses only during arrival times (8:00 – 8:30 a.m. and 12:00 -12:30 p.m.) and dismissal times (11:00 – 11:30 a.m. and 3:00 – 3:30 p.m.). Please adhere strictly to these procedures and all "No Parking" areas for the safety of our students.

EMERGENCY INFORMATION

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

FIELD TRIPS

Classroom teachers arrange parent supervision needed for field trips. Parents will be responsible for the safety and protection of a number of children. To ensure safety and learning for our students, siblings are not allowed to accompany parents.

GRADING SYSTEM

Grade reports are issued for kindergarten through fifth grades four times per year at the end of each quarter. The Rockwood School District grading system for grades 3, 4, and 5 is as follows:

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

Students in kindergarten, first and second grades use a different rating scale for their reports, given at the end of each quarter. Citizenship, conduct and effort are evaluated and marked separately.

Mid-quarter Progress Reports are sent home with students in first through fifth grades, at the midpoint of each quarter. They may also be sent out at other appropriate times during the school year.

MODIFIED PROGRAM ON THE REPORT CARD

If your child's report card has a "Modified Program" (MP) area marked, this means that s/he is working below grade level standards in that subject. The grade received is based on the individual student's prescribed program. Parents will be notified if their child will be in a "Modified Program."

HEALTH INFORMATION

Physical examinations are required of all children starting at a Rockwood school for the first time (kindergarten students, first grade students or students new to Rockwood), as well as sixth and ninth grade students. The district will accept physical examinations which occurred within the year prior to the first day of school attendance. A physical exam must be completed within 30 days of the beginning of school. If there is a problem with accomplishing this, please contact the school nurse so that arrangements can be made. Non-compliance will result in your child being excluded from school.

Immunizations: Missouri Law requires that every child attending public school be actively immunized against DPT, polio, Rubella (three day measles), Rubeola (seven day measles) and mumps. The immunization law requires that all school-age children receive two doses of the MMR between their first birthday and entrance into school. The doses must be separated by at least 30 days. Also, DPT/TD or oral polio boosters are needed for those who received the last one before the age of four years. All incoming kindergarten students must have the Hepatitis B Series completed. A record of these shots must be received by the school nurse by the first day of school. Missouri Law prohibits any child from enrolling or attending school who does not show proof of proper immunizations or medical/religious exemption. Non-compliance will result in exclusion from school. Please contact the nurse immediately if there is a problem with accomplishing this. Evidence is also required if the child is naturally immunized (had the disease) against Rubeola or Rubella.

As of July 2008, all students enrolling in kindergarten or first grade for the first time in Missouri will be required to provide proof of a comprehensive vision exam. This is a full eye exam, more than just screening for vision acuity. Proof of the exam or written parental objection (waiver) to the vision exam must be submitted to the school nurse no later than January 1, 2010.

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

HOMEWORK REQUESTS DUE TO ABSENTEEISM

Students with excused absences are granted the amount of time they were absent in which to make up the work.

- 1) If a student is absent for only one day, his make-up work will be handled by the classroom teacher when he returns.
- 2) When a student has been out two days, make-up work may be requested by calling the school office at 636-891-6075 by 10:00 a.m. The teacher will have the school work ready to be picked up in the school office between 3:00 and 4:00.
- 3) Once school work has been collected, it is the responsibility of the student to turn it in within a reasonable amount of time. Considering the volume and time involved, gathering make-up work for a second or third time is not practical and would be considered only under unusual circumstances.
- 4) Partial school work assignments in advance of vacation will be provided when possible. However, it is impossible to furnish all materials in advance. Independent reading and/or assignments in the content areas such as math, language, social studies and science may be provided at the teacher's discretion.
- 5) We realize students can profit educationally from a vacation experience. It must also be realized that the classroom presentations are a major part of a student's educational experience and these, of course, cannot be replicated. The parent is the only one who can decide whether his child can afford to miss daily presentations. It is, of course, impossible to "make-up" all that transpires during an absence.

INSTRUMENTAL MUSIC

A beginning violin and strings program is offered to all third graders, twice a week for thirty minutes. The school system provides the instruments. Orchestra is an optional program in fourth and fifth grade and is taught in a thirty minute block of time twice a week. In fourth and fifth grade, students will usually need to furnish their own instruments.

LOST AND FOUND

There is a box for lost and found items in the school cafeteria. Small trinkets, keys, glasses, etc., are kept in each office. Items not retrieved from the lost and found box are sent periodically to worthy organizations. Ample time is given in the Wednesday Wrap-Up weekly e-mail to alert parents of this procedure.

MEDICAL EMERGENCIES

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

MEDICATION POLICY

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

1. All medication must be in its original container marked with the child's name. (Your pharmacist will make an extra prescription container to be kept at school if you request it.)
2. A note from the parent is needed giving directions for administering the medicine at school. The directions on the container ARE NOT sufficient. Please indicate the time span (i.e., for school year, one week, etc.) and what time of day you would like the medication given.
3. The use of controlled pain medication by students during the school day is highly discouraged as this may cause a barrier to learning. Controlled pain medications will generally NOT be accepted or administered by the school nurse. The administration of controlled pain medication may be allowed if it is part of a student's necessary treatment, subject to the approval of the district's nursing supervisor.

This sounds complicated, but is necessary to protect your child and assure that safety is used in giving all drugs.

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

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

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

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

PARENT PARTICIPATION AT WILD HORSE

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

1. Assisting in the classroom and/or labs
2. Assisting students in individual projects
3. Assisting teachers develop mini-projects
4. Listening to children read
5. Making games, flash cards, charts for teachers
6. Clerical assistance for a teacher - book orders, etc.
7. Planning parties
8. Supervising students on field trips
9. Talking to classes regarding your career or other experiences
10. Assisting with musical and special programs
11. Assisting with classroom science and math programs
12. Assisting the reading specialists
13. Assisting with the library program

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

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

PARENT – TEACHER CONFERENCES

The elementary schools in the Rockwood School District report children's progress to parents through parent – teacher conferences and report cards. A conference will be held in fall and again in the spring.

We encourage conferences at any time you desire such. Arrange for a conference by writing the teacher a note or by phoning the office. Do not meet with the teacher during instructional time or before and after school without a pre-arranged conference time. Please make an appointment with the teacher rather than informally dropping into the classroom expecting to conference with the teacher. This procedure exists to protect instructional time and the teachers' schedule.

PARTICIPATION IN SCHOOL ACTIVITIES

All students who represent the school in activities must be in full day attendance on the day of the activity. Students who have been unable to schedule dentist or doctor appointments on another day may be excused from this policy as long as they provide the principal with a written doctor's note releasing them to participate.

RECESS

Students have a 20 minute scheduled recess each day before lunch. Teachers may use their discretion in providing additional short recesses. In winter, warm clothing must be worn on the playground.

During inclement weather, recess will be held indoors. We use these guidelines at Wild Horse to determine whether recess is indoors or outdoors:

Temperature (including wind chill or heat index)

Below 20 degrees – stay inside

95 and above – stay inside

20-95 degrees – outside normal time

With the cold weather, of course, children improperly clothed will not be allowed out and with the warm weather running will be limited and water/shade will be available.

During the course of the school year, parents sometimes request that their child be permitted to remain indoors from recess because of colds, sore throats, etc. If a child is well enough to attend school, s/he should be able to participate in all activities, including outdoor recess in most cases. In the rare instances when a doctor allows a child to attend school, but not go outside, please call the school nurse to discuss this. A note to the classroom teacher is not sufficient to excuse a child from recess. If a child needs to remain inside for more than one or two days, we will need a note from the physician. Children not going outside for noon recess stay with the nurse, in the cafeteria, or in the office.

SCHEDULING EVENTS ON TAG DAY

We make every effort to schedule assemblies, speakers, field trips and other special events on days other than the day Wild Horse students attend the Center for Creative Learning (CCL). However, there are a few events that cannot be scheduled on any other day. Many of our speakers take time from their own schedules to visit our classrooms. Sometimes a conflict with TAG day cannot be avoided. We have an arrangement with the CCL staff to inform parents when a conflict occurs, so that parents can make a choice about sending their child to the center or the home school for the day or part of a day.

SCHOOL CLOSINGS/SNOW DAYS

For the most reliable information on school closings, parents should visit the Rockwood web site at www.rockwood.k12.mo.us. A notice will be placed on the district home page as soon as a decision to close school is made. In addition, the following radio and news stations are considered the most reliable source for school closing information:

KMOX 1120 (AM)	KTVI Channel 2 (TV)	KSDK Channel 5 (TV)
KTRS 550 (AM)	KMOV Channel 4 (TV)	KPLR Channel 11 (TV)

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

SCHOOL GUIDANCE PROGRAM

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

The objectives of this program are to help children...

- 1) understand and accept themselves;
- 2) understand and accept their feelings and the feelings of others;
- 3) become independent;
- 4) understand their own goals and develop behaviors to meet these goals;
- 5) make decisions and accept the consequences for these decisions.

The counselor works with children, teachers and parents to seek ways to meet these objectives. The counselor meets with whole classes, small groups and individual children. The counselor talks with children upon request from the child, teacher, principal or parent. The counselor coordinates referrals to the Special School District and serves as liaison for the Talented and Gifted Program (TAG).

SCHOOL INSURANCE

School insurance is available to all students. Purchase of this program is optional. A form for enrolling in this program will be sent home with each student. If interested, this form is to be mailed directly to the company.

SCHOOL PARTIES

PTO sponsors a classroom party. Information is provided in the PTO Volunteer booklet for parents interested in assisting. **In order to make this a special event for your school-age child, please make other arrangements for siblings.**

SCHOOL PICTURES

Individual and group pictures will be taken on September 20, 2011. You will receive information on this and a flyer describing the packages available. There will be a make-up day on November 16, 2011 for students new to the school since the pictures were taken, students absent the day pictures were taken, and re-takes approved by the photographer.

SMOKE-FREE POLICY

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

SPECIAL SCHOOL DISTRICT

The Rockwood School District receives services from the Special School District of St. Louis County. A wide range of services is available to the student, such as educational testing, home teaching and diagnostic evaluations in many areas including speech, hearing and sight, and alternative schools. For specific information about the programs available, please call the Special School District at 314-569-8100 or the school counselor, Mrs. Cindy Beeler, at 636-891-6075.

STANDARDIZED TESTING

Rockwood School District students are administered achievement tests each year. Students in first through fifth grades take the *GATES* assessment in August and again in April/May. Additionally, students in second and fourth grades take the *Stanford Achievement Test*, Tenth Edition (Standard 10) in November. First grade students will also be taking the *Otis-Lennon School Ability Test*, Eighth Edition (OLSAT 8). Finally, third through fifth grade students take the Missouri Assessment Program in late spring.

The Stanford 10 is a norm-referenced standardized test. This means that your child's scores provide a comparison of his or her performance to that of thousands of other children in the same grade who took Stanford 10 **at the same time of year**. The results will be returned several weeks after testing. The results help show what your child brings to the start of the school year, in terms of educational strengths and weaknesses. Teachers use this information to better plan classroom instruction during the school year. It is important to understand that no one "passes" or "fails" the Stanford 10.

OLSAT 8 measures the cognitive abilities that relate to a student's ability to learn in school. By assessing students' thinking skills, the OLSAT 8 provides an understanding of a student's relative strengths while supporting their learning needs. When administered with Stanford 10, OLSAT 8 scores may be used to relate a student's actual achievement with his or her school ability. The Stanford and OLSAT are administered in the fall. See the Wild Horse on-line calendar for specific dates.

Also, in the spring, children in grades 3 through 5 will be taking the Missouri Assessment Program (MAP). The MAP is a criterion-referenced test. This means that your child's progress will be compared to standards in subject areas set by the state of Missouri. See the Wild Horse on-line calendar for specific dates that the MAP tests will be administered.

STUDENT BEHAVIOR, CITIZENSHIP AND DISCIPLINE

One of the most important lessons education should teach is appropriate social behavior. While it does not appear as a subject, it underlies the whole educational structure. It is the training that develops self-control, character, orderliness, and efficiency. It is the key to good conduct and proper consideration for other people.

At Wild Horse the building, playground and classroom rules are based upon safety and courtesy. In order for a good learning situation to be present, there must be mutual respect demonstrated throughout the school and in every classroom. Respect must be shown for classmates, teachers, school staff and the property of others. We believe that teachers have the responsibility to teach and students have the right to learn. This can only occur when everyone respects the rights of others and their property.

Please visit with your child regarding the following general guidelines. Students are expected to:

1. Show respect and courtesy at all times.
2. Respect the rights and property of others.
3. Dress neatly and observe good health and grooming habits.
4. Walk whenever in the building.
5. Take care of personal property.
6. Be on time to school.
7. Keep the school and school grounds free of litter.
8. Be good listeners by not interrupting others.
9. Use acceptable, appropriate language.
10. Listen to the ideas of others.
11. Not laugh at others and any problems they may have.
12. Share ideas and classroom materials with others.
13. Work quietly and productively, respecting the privacy of others.
14. Clean up after themselves.
15. Follow the individual teacher's classroom rules and all building rules.

PLAYGROUND RULES

1. All students are to keep their hands and feet to themselves.
2. Only one student at a time may go down the slide, feet first. No jumping off the slide or going down head first.
3. Mulch is not to be thrown, kicked or handled at any time.
4. Tag and chase games are NOT allowed in ANY form on any part of the playground or blacktop area.
5. Food and drink are NOT allowed on the playground during lunch recess.
6. Students are to line up when the whistle blows, facing forward, not talking. Do not bounce the balls while standing in line.
7. Jumping from the playground equipment is not allowed. There is to be NO standing on the top of the monkey bars.
8. Running from the playground equipment is not allowed.
9. No jumping off the dome. Hanging upside down by your knees on the dome is not allowed.
10. No climbing on the soccer goals or through the soccer nets.
11. Only classroom assigned equipment is allowed on the playground. No equipment from home is to be brought out on the playground.
12. No flipping, cartwheels or tumbling is allowed.
13. Benches are to be used for sitting only.
14. Students MUST stay off the hills.
15. On days that it has rained, students may not play on the field, but should remain on the blacktop.
16. Jump ropes on the playground are to be held at each end.
17. Good sportsmanship must be displayed when playing games such as soccer, tetherball, 4-square and basketball.
18. Students are to stay where the teacher can see them at all times. NO going around to the side of the building.
19. NO name calling.

CAFETERIA RULES – Students are expected to:

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

CONSEQUENCES – RULE ENFORCEMENT

The above listed rules are not all inclusive, but are listed to cite examples of emphasis. The rules we have at Wild Horse Elementary School are not numerous, but we feel they are fair and that they teach students to show respect for others and encourage a safe environment for all students. Each of these rules will be enforced with a reasonable consequence.

Consequences for failure to follow school rules will be handled as a discipline problem and will be dealt with by one or more of the following:

- Teacher-student conference
- Student-principal/assistant principal conference
- Loss of privilege
- Parent contact by phone or letter
- Parent conference
- Student detention after school (prior arrangements to be made with parents)
- Alternative Learning Placement (in-school suspension)
- Suspension from school
- Other actions as deemed necessary by the principal/assistant principal to correct the problem.

More information regarding procedures is in the *Policies and Procedures Manual* which outlines the district's policies pertaining to elementary students. Each student receives a copy of this manual.

STUDENT GUIDELINESS FOR DRESS AND GROOMING

Students should use good judgment in choosing clothes appropriate for school.

- 1) An appearance which disrupts the educational process is not permitted. Clothing which is extremely tight fitting, revealing or indecent will not be permitted.
- 2) Gym shoes must be worn or be available at school to accommodate daily physical education classes.
- 3) The student's hair and clothing should be neat and clean at all times.
- 4) Clothing which displays slogans or pictures that are obscene or suggestive are not permitted. Any item that carries a slogan representing alcoholic, tobacco, drugs, profane language or weapons is prohibited.
- 5) Shorts may be worn to school. Short shorts are not permitted.
- 6) Halter tops and other similar garments are not conducive to the educational climate and should not be worn.
- 7) A coat or jacket is needed during cool weather for our daily 20 minute outdoor recess.

STUDENTS SELLING AT SCHOOL

We ask that students not sell items at school. Such situations often cause a problem because of lack of parent or teacher supervision and knowledge.

Kindly include in this ruling, sales for different (and worthy) organizations. Our teachers are often asked to buy cookies, candies, etc. They do not want to buy from one child and not another. This results in purchasing from all the students involved. When you add all purchases for the year, it becomes a considerable amount of money. For this reason, please advise your groups not to ask teachers to buy cookies, candies, etc.

TEXTBOOKS

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

TRACK MEET

Every spring the Rockwood School District holds a track meet for the elementary students in fourth and fifth grades. More information will be sent home concerning this prior to the track meet.

TRANSPORTATION

Your child is expected to ride on his assigned bus. Due to the fact that all students are assigned seats on the bus, the same bus must be ridden morning and afternoon. Arrangements can be made through the office for a child to ride a bus other than his assigned one to and from a sitter's home. Children living within a half-mile radius of the school are not eligible for transportation.

CHANGING MODE OF TRANSPORTATION

If your child is being picked up by you or by someone you have designated, we must have a note. Your child must bring the written request to his teacher who will send it to the office. **If your child does not have a note, we will send him/her home on the bus.** Please remember, we are responsible to see that your children return home as scheduled unless you notify us **in writing.** Unless it is an emergency, please contact the office by 12:00 p.m.

TRANSFER INFORMATION

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

VACATIONS DURING THE SCHOOL YEAR

If you are going out of town and someone else is going to be responsible for your child(ren), we need to know. Please leave the following information with the school office: child's name, dates of departure and return, who will be responsible for your child(ren), student's address, phone and the address and phone number where you can be located. Please sign and date this information.

VALUABLES AND OTHER ITEMS

Please mark all personal items with the child's name. We discourage children from bringing valuables to school. We will do everything we can to prevent the loss of children's articles; however, the child must assume the responsibility for the safe keeping of his/her possessions. Please remember that children are never to bring playground equipment; water or play guns; knives of any kind, including pocket knives; balls; dolls; toys; matches; etc. to school. Occasionally, a teacher may request an item, such as a special toy, be brought in for a special activity. Palm pilots and laptop computers are not allowed unless recommended as part of the student's Individualized Education Plan.

VISITORS

All visitors, including parents and volunteers, must sign in at the office before entering hallways. Please wear a name tag while in the building. This protects students and staff.

VOLUNTEER GUIDELINES

1. Always sign in at the office and wear provided identification.
2. Please call the office if you will be late.
3. Working in your child's classroom requires a personal commitment to the class versus your child.
4. Please do not conference with the teacher about your child during class time.
5. Knowledge gained or behavior observed about students must be kept confidential.
6. The classroom teacher should handle all discipline.
7. Enjoy! When you work with a child, you touch his/her life forever.

WAYS PARENTS CAN HELP US

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

Nondiscrimination Statement

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The Rockwood School District prohibits and will not tolerate discrimination against or harassment of any student, employee or applicant for employment because of race, color, national origin, religion, sex, age, genetic information, marital status, disability, handicapping conditions, or any other factor that is not a proper legal basis for an employment decision. 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, the Missouri Human Rights Act, the Age Discrimination in Employment Act, the Americans with Disabilities Act, the Genetic Information Nondiscrimination Act and P.L. 92-318, Education Amendments of 1972, Title IX (race, color, national origin, religion, marital status, sex, age, disability (for employees) discrimination issues),

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

Mrs. Jane Brown, 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 and handicapping conditions (for students) discrimination issues),

*Rockwood Administrative Center
500 North Central
Eureka, Missouri 63025
636.733.2152*

