

# BLEVINS ELEMENTARY

PARENT HANDBOOK  
2018-2019

HOME OF



THE BOBCATS

Blevins Elementary  
Dr. Sharon M. Jackson,  
Principal  
25 East North Street  
Eureka, MO 63025  
Phone (636) 733-3175



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# **Blevins Elementary School**

**Rockwood School District**

**25 East North Street**

**Eureka, MO 63025**

**Phone (636) 733-3175**

**Fax (636) 733-8870**

## **School Improvement Vision Statement**

Blevins children will reach their fullest potential academically, physically, socially and emotionally in a safe, positive and nurturing environment with support provided by other students, families, staff and the community. This vision will be accomplished through the following bold statements:

- *Parents and teachers value the home-school partnership.*
- *Every child is provided with support and early intervention to aid in learning.*
- *Everyone feels welcomed, respected, and supported by all stakeholders.*
- *Internalized character education is evident.*
- *Parent volunteers are used more efficiently. Organize, educate and share volunteers between grade levels to provide individual student assistance.*
- *Teacher training and coaching is needed to be most effective.*

# Staff List

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## Principal

Sharon Jackson

## Assistant Principal

Stephanie Taggart

## Secretaries

Angie Ewers

Sherri Overton

Jill Muller

## Nurse

Linda Vanek

## Kindergarten

Hannah Bergmann

Stephanie Betz

Sharon Menzel

Tracy Lynn Schall

## First Grade

Jennifer Blow

Allyson Kuhn

Karen McCarthy

Jessica Messmer

## Second Grade

Karen Bush

Lisa George

Cheryl Mueller

Savannah Runge

## Third Grade

Lauren Gorham

Sarah Klinkhardt

Jennifer Phelps

Lisa Ortinau

## Fourth Grade

Jeff Engle

Mandy Hoevelmann

Heidi Hubbard

## Fifth Grade

Karen Huber

Vicki Ruoff

Kendra Sweeney

## Art

Stacy Dugan-Wilcox

## Health/PE

Jean Ann Lashley

Holly Lennartz

## Music

Melisa Bauer

## Strings

Marianne Leighton

## Computer Specialist

Evan Moll

## Counselor

Cindy Dial

## Social Worker

Taylor Decker

## Librarian

Trish Lueken

Assistant,

Laura Stirmlinger

## Reading Intervention

Susan Giesing

Laura Stevenson

Lisa Jarvis

## Early Childhood

Kim Amin

Cari Ruhl/CA

Lisa Feeney

Kelly Lawson/CA

## PT/OT

Aimee Kappler

Mary Wesloh

## Resource

Clare Auten

Julie Weatherby

## Speech

Amy Brandt

Jessica Montgomery

## Special Education

Jennifer Hall - Teacher

Nikki Wells - Teacher

## SSD Assistants

Brooke Bellers

Samantha Ellison

Debbie Johnson

Chris Kruegger

Stephanie Oertli

Katie Pummill

Andrew Rowles

John Russell

Sara Toh

## SSD Nurse

Gina Sundmacher

## Classroom Assistants

Heidi Farhner

Traci Kueser

## Adventure Club

Brian McKinnon

## Cafeteria Staff

Kelly Bauer

Mary Goebel

Tracy Rademacher

## Custodians

Steve Clubb

Missy Harold

Pat Milligan

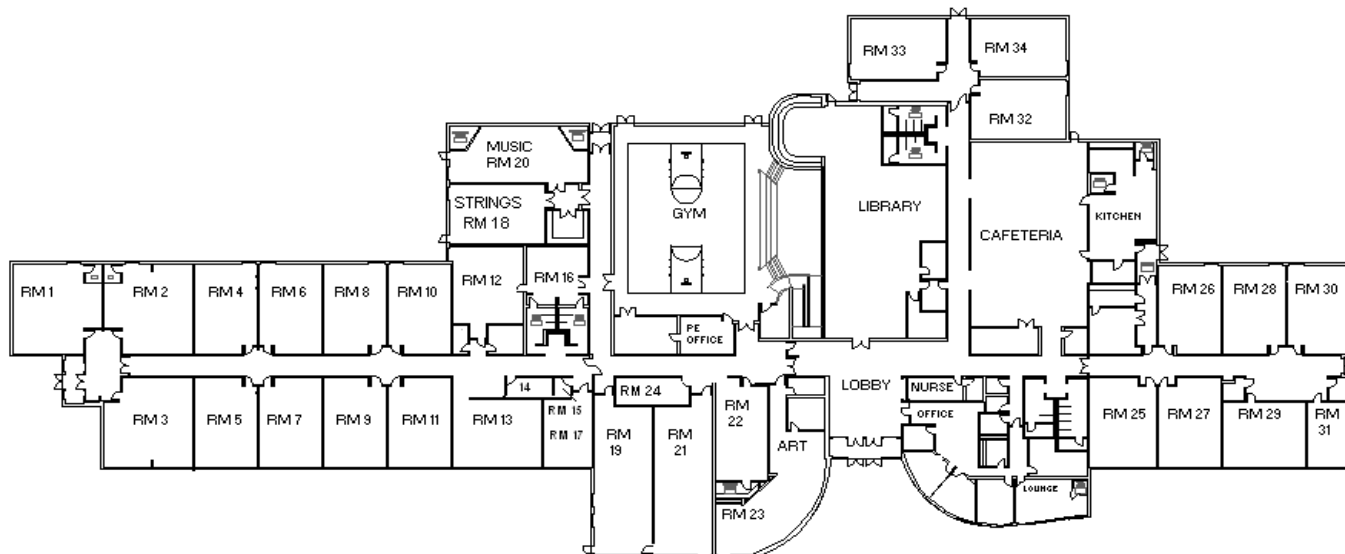
Updated July 2018

# ROCKWOOD SCHOOL DISTRICT

## RALPH BLEVINS ELEMENTARY SCHOOL

2018-2019 School Year

25 East North Street  
Eureka, MO 63025  
Phone: 636-733-3175  
Fax: 636-733-8870



Rm 2 – Ms. Hall (SSD)  
Rm 3 – Mrs. Schall (K)  
Rm 1 – Mrs. Menzel (K)  
Rm 4 – Miss Messmer (1st)  
Rm 5 – Mrs. Blow (1st)  
Rm 6 – Miss Kuhn (1st)  
Rm 7 – Mrs. McCarthy (1st)  
Rm 8 – Mrs. Mueller (2nd)  
Rm 9 – Miss Runge (2nd)  
Rm 10 – Mrs. Bush (2nd)  
Rm 11 – Mrs. George (2nd)  
Rm 12 – Miss Bergmann (K)  
Rm 13 – Mrs. Betz (K)

Rm 14 - Mrs. Giesing (Reading)  
Rm 15 – Testing Room  
Rm 16 – Mrs. Auten (Resource)  
Rm 17 – Conference Room  
Rm 18 – Ms. Amin (Pre K)  
Rm 19 – Mrs. Phelps (3rd)  
Rm 20 – Mrs. Bauer (Music)  
Rm 21 – Ms. Wells (SSD)  
Rm 22 – Mrs. Feeney (Pre K)  
Rm 23 – Mrs. Dugan Wilcox (Art)  
Rm 24 – Mrs. Stevenson (Reading)  
Rm 25 – Mrs. Hoevelmann (4th)  
Rm 26 – Mrs. Hubbard (4th)

Rm 27 – Mr. Engle (4th)  
Rm 28 – Mrs. Ruoff (5th)  
Rm 29 – Mrs. Sweeney (5th)  
Rm 30 – Mrs. Huber (5th)  
Rm 31 – Mrs. Brandt/Mrs. Montgomery-SP  
Rm 32 – Miss Gorham (3rd)  
Rm 33 – Miss Klinkhardt (3rd)  
Rm 34 – Mrs. Ortinau (3rd)  
Gym – Mrs. Lashley & Mrs. Lennartz  
Library – Mrs. Lueken & Mrs. Stirmlinger  
Cafeteria – Mrs. Goebel  
Nurse – Mrs. Vanek  
Office – Dr. Jackson, Mrs. Taggart,  
Mrs. Dial, Mrs. Ewers,  
Mrs. Overton, Mrs. Muller

## 2018– 2019 ROCKWOOD SCHOOL DISTRICT CALENDAR

New Family Welcome.....	Tuesday, July 24
Ice Cream Social.....	Thursday, August 9
Kindergarten Parent Orientation.....	Friday, August 10
First Day of School for Students.....	Tuesday, August 14
Labor Day – No School.....	Monday, September 3
Professional Development Day – Early Dismissal (12:55 p.m.) .....	Wednesday, September 12
Professional Development Day – Early Dismissal (12:55 p.m.) .....	Wednesday, October 10
No School, Conference Compensation Day .....	Friday, October 26
Professional Development Day – Early Dismissal (12:55 p.m.) .....	Wednesday, November 7
Thanksgiving Holidays – No School.....	Wednesday, November 21 through Friday, November 23
Professional Development Day – Early Dismissal (12:55 p.m.) .....	Wednesday, December 5
Early Dismissal Elementary/Middle Schools .....	Friday, December 21
Winter Break – No School .....	Monday, December 24 through Wednesday, January 2
School Resumes; Second Semester Begins .....	Thursday, January 3
Professional Development Day – Early Dismissal (12:55 p.m.) .....	Friday, January 18
Martin Luther King Jr.’s Birthday Holiday – No School.....	Monday, January 21
Professional Development Day – Early Dismissal (12:55 p.m.).....	Friday, February 15
Presidents’ Day Holiday – No School.....	Monday, February 18
No School, Conference Compensation Day .....	Friday, March 15
Spring Recess – No School.....	Monday, March 18 through Friday, March 22
Professional Development Day – Early Dismissal (12:55 p.m.).....	Wednesday, April 10
Spring Holiday – No School.....	Friday, April 19
Spring Holiday – No School.....	Monday, April 22
Professional Development Day – Early Dismissal (12:55 p.m.).....	Wednesday, May 8
Last Day for Students – Early Dismissal (12:55 p.m.).....	Thursday, May 23

**Blevins’ School Hours: 9:09 a.m. – 3:59 p.m.**

*(Students may not enter the building until 8:55 a.m.-No supervision before this time)  
For before or after school care, contact Adventure Club at (636)891-6675*

**CCL Day:** Thursday

**Lunch Schedules:**

Kindergarten 12:00 pm – 12:25 pm	3 <sup>rd</sup> Grade 1:15 pm – 1:40 pm
1 <sup>st</sup> Grade 11:35 am – 12:00 pm	4 <sup>th</sup> Grade 12:50 pm-1:15 pm
2 <sup>nd</sup> Grade 11:10 am – 11:35 am	5 <sup>th</sup> Grade 12:25 pm – 12:50 pm

# BLEVINS ELEMENTARY 2018-2019

## ACTIVITY CALENDAR

MONTH	DATE	EVENT	TIME	PLACE
July	24	New Family Welcome & Orientation	6:00 – 7:00 p.m.	
August	9	Meet the Teacher/Ice Cream Social	5:00 – 6:00 p.m.	Classrooms/Café
	10	Kindergarten Parent Orientation	5:00 – 5:45 p.m.	Classrooms
	14	<b>First Day of School</b>	9:09 a.m.	Blevins Elementary
	16	First Day of School for TAG at CCL		CCL Center
	22	PTO Meeting	6:00 p.m.	Library
	30	Curriculum Night (Grades 1-5)	6:00-6:25 & 6:30-6:55	Classrooms
September	3	<b>No School</b> – Labor Day		
	8	Eureka Days Parade	TBA	Downtown Eureka
	10-11	PTO Mini Book Fair	8:15 – 9:15 a.m.	Café
	10	Goodies w/Grandparents (A-L)	8:15 – 9:00 a.m.	Café
	11	Goodies w/Grandparents (M-Z)	8:15 – 9:00 a.m.	Café
	12	<b>Early Release Day</b>	Dismissal 12:55 p.m.	
	21	PTO Movie Night	6:30 p.m.	Gym
	25	Vision Screenings		
	25	Fall Picture Day		
	26	Party Planning Meeting (All Volunteers)	6:00 p.m.	Cafe
	26	PTO Meeting	6:00 p.m.	Library
October	2	Flu Shot Clinic	3:00 – 5:00 p.m.	Nurse's Office
	2	Custodian Recognition Day		
	4	Principals' Appreciation Day		
	10	<b>Early Release Day</b>	Dismissal 12:55 p.m.	
	13	Cross Country Meet	8:00 a.m. - Noon	CMS
	16	Hearing Screenings		
	17	PTO Meeting	6:00 p.m.	Library
	22-25	Bus Safety Week		
	23 & 24	Parent Teacher Conferences	4:30 - 7:30 p.m.	Classrooms
	25	<b>No Classes @ CCL</b>		
	25	End of Quarter Parties	2:30 – 3:45 p.m.	Classrooms
	25	Trunk or Treat	6:30 – 7:30 p.m.	Blevins Parking Lot
	26	<b>No School/Conference Compensation Day</b>		
	29-Nov. 2	Red Ribbon Week		
November	7	<b>Early Release Day</b>	Dismissal 12:55 p.m.	
	9	Veterans' Day Breakfast & Assembly	8:15 a.m.	Café/Gym
	13	3 <sup>rd</sup> Grade Musical	7:00 p.m.	Gym
	14	Fall Picture Retake Day		
	16	PTO Family Bingo & Silent Auction	6:00 – 8:00 p.m.	Gym
	21 - 23	<b>No School</b> – Thanksgiving Holiday		
	28	PTO Meeting	6:00 p.m.	Library
	30	Kids Night Out	5:30 – 9:00 p.m.	
December	4-7	Book Fair		Library
	4	Donuts with Dads	8:15 a.m. – 9:00 a.m.	Cafe
	5	<b>Early Release Day</b>	Dismissal 12:55 p.m.	
	11	1 <sup>ST</sup> Grade Musical	7:00 p.m.	Gym
	19	2 <sup>nd</sup> Quarter Parties	2:30 – 3:45 p.m.	Classrooms
	21	<b>Early Release Day</b> - 2 <sup>nd</sup> Qtr./1 <sup>st</sup> Sem. Ends	Dismissal 12:55 p.m.	
	24-Jan. 2	<b>No School</b> – Winter Break		



<b>January</b>	3	<b>School Resumes</b> – Second Semester Begins	9:09 a.m.	
	3	2 <sup>nd</sup> Semester Classes Resume at CCL		
	9	Report Cards Available on Infinite Campus		
	10	Future 6 <sup>th</sup> Grade Parent Night	7:00 p.m.	LaSalle Springs
	11	PTO Movie Night	6:30 p.m.	Gym
	16	Kindergarten Registration	9:00 a.m. – 6:30 p.m.	Lobby
	16	PTO Meeting	6:00 p.m.	Library
	17	Kindergarten Registration	9:00 a.m.- 3:00 p.m.	Lobby
	17	100 <sup>th</sup> Day Celebration		
	18	<b>Early Release Day</b>	Dismissal 12:55 p.m.	
	21	<b>No School</b> – Martin Luther King Jr. Holiday		
<b>February</b>	6	Counselor's Appreciation Day		
	6	PTO Meeting	6:00 p.m.	Library
	7	<b>No Classes @ CCL</b>		
	12	2 <sup>nd</sup> Grade Musical	7:00 p.m.	Gym
	14	Friendship Day		Classrooms
	15	<b>Early Release Day</b>	Dismissal 12:55 p.m.	
	18	<b>No School</b> – Presidents' Day		
	21	MIOS Orchestra Concert @LSMS	7:00 p.m.	LaSalle Springs
	23	PTO Trivia Night	6:00 p.m.	The Timbers
	25-March 1	Rockwood Reading Week		
<b>March</b>	1	Dr. Seuss Day		
	12 & 13	Parent Teacher Conferences	4:30 – 7:30 p.m.	Classrooms
	14	<b>No Classes @ CCL</b>		
	15	<b>No School</b> - Conference Compensation Day		
	18 - 22	<b>No School</b> - Spring Break		
	27	Spring Picture Day		
<b>April</b>	3	Paraprofessional & Computer Specialist Appreciation Day		
	3	PTO Meeting	6:00 p.m.	Library
	4	Special Chorus Concert	7:00 p.m.	Gym
	9 - 12	BOGO Book Fair		Library
	9	Muffins with Moms	8:15– 9:00 a.m.	Cafe
	9	Librarian's Appreciation Day		
	10	<b>Early Release Day</b>	Dismissal 12:55 p.m.	
	13-14	Rockwood Art Show	Noon – 3:30 p.m.	STLCC Wildwood
	17	3 <sup>rd</sup> Grade Strings Concert	6:00 p.m.	Gym
	17	4 <sup>th</sup> & 5 <sup>th</sup> Grade Orchestra Concert	7:10 p.m.	Gym
	19	<b>No School</b> – Spring Holiday		
	22	<b>No School</b> – Spring Holiday		
	23-26	Volunteer Appreciation Week		
	23-26	Earth Day Activities		
	24	Administrative Professionals' Appreciation Day		
<b>May</b>	1	PTO Meeting	6:00 p.m.	Library
	6-10	Teacher Appreciation Week		
	8	Nurses' Appreciation Day		
	8	<b>Early Release Day</b>	Dismissal 12:55 p.m.	
	9	Cafeteria Workers' Appreciation		
	10	DARE Graduation	2:30 p.m.	Gym
	15	Elementary Track Meet	9:30 a.m. – 1:30 p.m.	LHS
	16	Last Day for CCL		
	17	5 <sup>th</sup> Grade Celebration		
	22	Blevins Field Day		
	23	Last Day of School/ <b>Early Release Day</b>	Dismissal 12:55 p.m.	
<b>June</b>	1-13	Report Cards Available on Infinite Campus		

## **Absence of Students**

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An integral part of the learning experience is the interaction between students and teachers. Students who are absent from school are not able to participate in class discussions, small-group activities, or class experiments. They miss out on explanations of concepts and ideas that will appear on homework assignments and tests. Absenteeism can lead to poor work habits, lower grades, lower self-esteem, and a lack of self-discipline.

We do realize that when students are ill it is best for them to be at home and that there will be times when it is necessary for students to be absent. At these times we ask that parents/guardians notify the school office of their child's absence. **Please report an absence to the office by 9:30 a.m. by calling 636-733-3175.**

Parents planning to take a student out of school for an extended amount of time are responsible for making arrangements for homework with the teacher at least 3 days prior to the absence. They should also notify the office of the absence.

## **Attendance Awards**

**Outstanding Attendance Awards** will be given at the end of each quarter to those students who have less than 10 minutes absent.

**Perfect Attendance Awards** will be given at the end of each quarter to those students who have had PERFECT attendance. (No partial absences.)

Note: The Rockwood attendance system counts every minute out of school as a minute absent.

## **Academic Acceleration**

The Board of Education believes it is important to encourage, support, and assist each student to develop academically. Educational strategies will provide opportunities for all students to achieve goals designed to meet individual needs.

## **Adventure Club**

This is a service provided for families who need before and/or after school care for their children. This program is housed in our building for your convenience. For more information about this service and cost, please contact 861-7768. There is no supervision of students until 8:55 a.m. Only students enrolled in Adventure Club or tutoring programs may be dropped off before 8:55 a.m. There will be no exceptions.

A great deal of time and effort goes into the classroom assignment of students. The Principal, along with the Counselor, Reading Specialist, Special School District teachers and regular classroom teachers carefully place each student in a classroom where he/she will have the best opportunity for success. Academic and social needs are strongly considered. Parents may write a letter to the principal by April 30 expressing any special needs for their student.

## **Birthday Recognition**

Every student will be recognized on their birthday with warm regards from the principal during the morning announcements. In addition, the principal presents happy birthday pencils to them. Our PTO allows students to select a gift from the "Birthday Book Cart."

Families may choose to share treats with classmates. Due to the high number of food allergies, we strongly encourage non-food treats such as pencils or stickers.

Having a birthday party? Invitations should ONLY be distributed at school if every student in the class, or every boy/girl in the class is invited. Thank you for considering the feelings of all students during your child's special day.

## **Birth Certificate**

Students entering the Rockwood School District are required to present a birth certificate or some other acceptable proof of age. A birth certificate may be obtained through the Bureau of Vital Statistics of the state in which the child was born.

## **Bringing Valuables to School**

Children are notorious for wanting to share their "special things" with other children at school, i.e., a good arrowhead, Grandma's antique brooch, etc. On occasion, however, these things disappear before the day is through. We discourage children from bringing any valuables to school and we cannot be responsible for them.

Electronic devices such as iPods or handheld games are not needed at school; and should remain at home. According to the Rockwood Policies Handbook "Students in Early Childhood ...programs through grade 5 are not permitted to possess or use electronics/portable communication devices on school property or at school related activities... during regular school hours."

Kindles, e-Readers and laptop computers can be brought with parent permission if they are used for academic purposes only. These devices cannot be the responsibility of the school and if they cause a disruption to the learning environment, then the child will be asked to leave the device at home.

When classrooms are interrupted, time is taken away from learning. In order to minimize interruptions, the following procedures are in place:

1. Announcements are made two times daily; at the start and end of each school day. Only emergency announcements are made during the day.
2. It is an expectation that classes are quiet during transitions.
3. Telephone calls are only transferred to teachers during planning times.
4. Parents must schedule appointments with teachers in advance.
5. The office will deliver forgotten items to students during transition times.

At Blevins, we are in the business of learning and we thank you for your cooperation in providing the best learning environment possible.

**Buses**

The school buses are maintained for the convenience of the students. Students are expected to ride only their assigned bus and should meet it only at the assigned bus stop. Any exceptions to this will be made by the school office at the written request of the parent and only if legitimate reasons exist.

If a child misses the bus in the afternoon, he/she will be permitted to call a parent to arrange other means of getting home.

Rockwood Transportation – 636-458-2044  
VICC Transportation – 314-721-8657

**Bus Safety Rules and Disciplinary Procedures**

The school bus is an extension of the school. Therefore, the same high expectations apply here as in the classroom. Students' and drivers' responsibilities are as follows:

- I. Before getting on the bus (at the bus stop and at school)
  - A. Be on time at the designated school bus stops; keep the bus on schedule.
  - B. Stand at least ten feet back from roadway if possible. Remain in the driveway whenever possible. Orderly and safe conduct shall prevail at all bus stops.
  - C. Bus riders will not move toward the bus until the bus has been brought to a complete stop.

*-Continued-*

- II. While on the bus
  - A. The driver is in charge. Students must obey the driver promptly.
  - B. Good classroom conduct is to be observed while riding on the bus.
  - C. The seats are designed for three students and no student shall stand. Students frequently have assigned seats.
  - D. Keep head and hands inside the bus at all times.
  - E. Be orderly and quiet while traveling in a bus. (Remember that loud talking, laughing, and unnecessary confusion diverts the driver's attention and may result in a serious accident.)
  - F. Assist in keeping the bus safe and sanitary at all times by not throwing paper and other trash on the floor of the bus.
  - G. Treat bus equipment as you would your furniture in your own home. Damage to seats, etc., must be paid for by the offender.
  - H. Do not tamper with the bus or any of its equipment.
  - I. Keep books, packages, coats and all other objects out of the aisles. Avoid taking glass containers to school.
  - J. Help look after the safety and comfort of small children.
  - K. Do not throw anything out the bus window.
  - L. Do not leave your seats while the bus is in motion.
  - M. Students are expected to be courteous to fellow students and to the bus driver.
  - N. Be absolutely quiet when approaching a railroad crossing.
  - O. In case of a road emergency, students must remain in the bus unless otherwise instructed by the driver.
  - P. Every bus rider must abide by these rules or be deprived of the privilege to ride on the bus.
  - Q. Missouri Law does not permit animals of any kind aboard a school bus.
  
- III. After leaving the bus
  - A. If it is necessary to cross the road after getting off the bus, do so at the direction of the driver at least ten feet in front of the bus and ONLY after looking to be sure that no traffic is approaching from either direction.
  - B. Be alert to the danger signal from the driver.  
The driver will not discharge riders at places other than at the regular bus stops unless by proper authorization from the parent and school officials.
  
- IV. While on special trips
  - A. The above rules and regulations will apply to any trip under school sponsorship.
  - B. Students shall respect the wishes of a competent chaperone furnished by the school. The chaperone is to work with the bus driver who is in charge of the bus.

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- V. 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. All problems referred to the principal shall be submitted on the "Misconduct Report" form. Following are guidelines for handling discipline problems:
- A. First Offense -- Principal to confer with student and contact parents or guardian by phone or letter. It will be within the discretion of the principal to decide whether it is necessary to send a written report to the parents or guardian of the student.
  - B. Second 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 attempting to resolve the problem.
  - C. Third Offense -- 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.
  - D. Fourth Offense -- On the fourth written misconduct report, the student may be suspended from the bus indefinitely. At this time, a conference will be held with the following people in attendance:
    - Bus Driver
    - Pupil
    - Parent
    - Principal
    - Director of Transportation

### **Change of Information**

When there is a change in the information listed on your child's enrollment form, please send this information to the school office. Report any change of address, place of employment, telephone number, email address, doctor or dentist. Emergencies do arise and it is very uncomfortable for a sick or hurt student to wait for hours while we try to locate parents. A working cell phone number is most helpful.

### **Character Education**

Outstanding character is expected of all Blevins Bobcats. Monthly character traits are taught, promoted, practiced and rewarded. Our Monthly Character Traits are: September-Self-Control; October-Responsibility; November-Cooperation; December-Kindness; January-Perseverance; February-Honesty; March-Creativity; April-Forgiveness; May-Confidence.

To keep communication with our families current, we will be posting up to date information on our web site: [www.rsdmo.org](http://www.rsdmo.org) It will provide up to date announcements and a monthly calendar of events. The classroom teachers will continue to send home a regular newsletter to keep you informed of learning activities and topics being covered in the classroom.

## **Computers**

Technology is an integral part of the teaching/learning process at Blevins Elementary. There are computers and a Smart Board in every classroom. Portable computers are available for use by Grades K-5. All classroom computers are networked and have access to the Internet.

All students are taught grade appropriate computer skills, keyboarding and internet safety. Students are expected to follow the District's Acceptable Use Policy as outlined in the Rockwood School Districts' "Policies, Regulations, Procedures and Consequences Booklet."

## **Disciplinary Procedures**

The steps outlined below are an effort to maintain a positive learning environment for all of our students. The steps require the cooperation of teachers, counselors, students, parents and administration.

- I. Classroom Teachers  
When a student cannot follow classroom rules and regulations, the teacher will make attempts to correct the behavior through classroom interventions, classroom detentions, parent contact, counselor referral or office referral.
- II. Classroom Detention  
If a student's behavior is disruptive, a student can be placed in teacher detention. Detention is assigned during recess time in the teacher's room.
- III. Principal Detention  
Students referred to the office may be issued office detentions by the principal during recess/lunch.
- IV. Out of School Suspension  
In severe cases, students will be suspended from school. All work missed during the suspension will be made up within the same number of days as the length of the suspension.

## **Dismissal Procedures**

Teachers walk the students to the bus at the end of every day. Never pull in front of the buses while students are being dismissed. We encourage students to ride the bus home, but understand that some family events may require parent pick up. When picking your child up from school, please pull in the parking lot behind the buses and wait your turn in line. Students should always enter the car on the passenger side. Please be courteous and safe by following the correct direction of traffic.

## **Dress Code**

At Blevins Elementary, our focus must be on learning. Clothing that disrupts learning or draws unnecessary attention away from learning cannot be allowed at school. Tube tops, mid drifts, spaghetti straps, short shorts and/or skirts, visible underwear and “sagging” pants are not considered acceptable, especially with the older students. A student may be asked to put on a jacket or borrow clothing from the nurse’s office if what is worn to school is inappropriate. Rockwood policy forbids clothing that promotes alcohol, tobacco, or drugs. It is our hope that parents will discourage children from wearing shirts that are derogatory, have negative messages or those that are overly sarcastic.

## **Early Dismissal - Staff Development Days**

We will begin school at 9:09 a.m. and dismiss at 12:55 p.m. once a month. LUNCH WILL BE SERVED to all students grades K - 5. The following are the dates on which we will dismiss early:

September 12	October 10	November 7	December 5
December 21	January 18	February 15	April 10
May 8	May 23		

Please plan now to make any special arrangements to fit these days into your schedule. Adventure Club has special rates for those parents who wish to use their services only on Staff Development/Early Release days.

## **Early Dismissal of Students**

*Occasionally* it may be necessary to pick your child up from school earlier than the regular dismissal time. Please notify your child’s teacher by note or e-mail prior to early pick up. Parents should then come to the office to sign the child out. We will call your child from their classroom. If your child will be returning to school at a later time, it is necessary that you return to the office and sign them back in.



It is very important that emergency information be kept up to date. If a child should get seriously hurt or ill at school, we must know who to call if the parent cannot be reached. We prefer that it be a neighbor or relative that lives in the immediate area and can be at school to get the child in a very short time. The following information is required:

1. Parent's name
2. Phone number (home, cell, work)
3. Address
4. Friend or relative's name
5. Phone number

If any of the above information changes, please notify us immediately. Your child's well-being could depend on the accuracy of this information.

## **Emergency Drills**

Emergency preparedness drills will be performed on a regularly scheduled basis throughout the school year. The purpose of these drills is to ensure the safety of all students, staff and parents during a crisis situation. Regular practice ensures the effectiveness of each procedure.

- Fire Drill (monthly) The fire alarm will sound and building will be evacuated immediately. Move away from the building until an all clear is given.
- Intruder Drill (twice a year) An announcement will be made. Take cover until an all-clear message is given.
- Earthquake Drill (twice a year) An announcement will signal the need to take cover until an all-clear message is given.
- Tornado Drill (twice a year) An announcement will signal the tornado drill. Take cover in your assigned area until the all-clear message is given.

## **Enrollment**

The person enrolling the student must be a resident of the Rockwood District and have legal custody of the student. Proof of residency is required (unpaid utility bills, rent receipt, contract on house). Students new to the district must comply with the guidelines of Missouri State law regarding immunizations and physical examinations. The following items are necessary to enroll a new student:

- Proof of residency (two forms)
- Original Birth Certificate
- Identification of the Parent
- Immunization Record

Teachers are encouraged to take field trips that support educational goals. The school's budget will provide bus transportation for one field trip per year for grades K-5. Parents may be asked to pay for their child to participate in any additional trips taken during the year. Siblings are NOT allowed on field trips.

**General School Rules**

1. Students will respect other students, their property and the school facility. If intentional destruction of student property occurs, the offending student(s) will be expected to make restitution.
2. Students will respect and follow directions from the staff in matters of policy, behavior and academic work. Each class will have classroom rules that are consistent with school and district policy.
3. **Playground Rules** – When on the playground, students
  - A. Will follow the directions of the playground supervisors.
  - B. Return equipment to the box and line up when the whistle is blown.
  - C. Keep hands and feet to themselves.
  - D. Use the equipment properly.
  - E. Stay in the enclosed playground area. Never leave without permission.
  - F. Stay away from classroom windows.
  - G. Will play running games on the blacktop or field; not near equipment.
  - H. Will play games that require touching, or tagging on the field.
  - I. Will not take gum, food, or personal toys out to the playground.
4. **Cafeteria Rules** (Students entering the cafeteria are asked to wash their hands before going through the serving line.) Students will:
  - A. Listen and follow instructions.
  - B. Sit at assigned tables.
  - C. Only talk to people at their table in low, inside voices.
  - D. Keep their hands on their own trays and lunches.
  - E. Not throw or play with their food.
  - F. Raise their hand if they need a forgotten item.

Blevins Elementary believes that homework is an opportunity to involve families in the educational process. Homework can be used to:

- Develop independence, responsibility and study skills
- Encourage growth of the individual
- Enhance communication skills
- Reinforce concepts taught in class
- Think critically and practice problem solving skills

Reading “homework” is expected every day! Many studies show that reading is directly linked to school success. We recommend that students read for pleasure 10 – 30 minutes every night. Students participating in our Reading Intervention classes will have specific reading homework that is an integral part of the program. Parents are asked to verify this homework is complete. Students who do their reading intervention homework are most successful and typically only need this program for 1-2 years.

Homework will vary based on the child’s grade level. Your child should be able to complete most homework assignments independently. As a general rule, we don’t assign large amounts of homework. If this is a challenge for your child, please communicate with the teacher to see what modifications can be made and to ensure your child is using classroom time wisely.

Parental support is an extremely important factor towards building positive attitudes and successful study habits. Suggested activities to help your child:

- Have your child read to you, or with you, every day. Establish a strong habit and include reading in the bedtime routine!
- Ask your child to share two positive things that happened in school each day.
- Check your child’s backpack for homework and important messages from school.
- Specify a specific time/routine for homework each evening.
- Car rides are great opportunities to create fun games to practice spelling words and math facts.
- Guide children to use homework time wisely while minimizing distractions.
- Help your child study for tests prior to the night before the test.
- Practice real-life math whenever the opportunity arises.
- Review completed work sent home with your child. Talk about it.
- Minimize screen time. Encourage discussions of programs/videos watched.
- Provide experiences for your child such as attending community events, museums, parks, etc...
- Encourage your child to write letters, stories, etc...

It is imperative for school and home to share responsibility as we strive to continue excellence in education for each and every student attending Blevins Elementary School.

When a child becomes ill or is severely injured at school, parents are notified immediately. If the parent cannot be located, the emergency number is called. A school nurse is available on a regular basis and will make decisions regarding illness and the need to send a child home.

Rockwood policy requires that students are fever free for 24 hours (**without fever reducing medication**) before returning to school. This is for the welfare of your child as well as the others in the classroom.

## **Instrumental Music**

Suzuki lessons are given to all 3<sup>rd</sup> grade students and violins or violas will be provided for classroom use.

Orchestra lessons are offered to 4<sup>th</sup> and 5<sup>th</sup> grade students at two levels, beginners and advanced. If your child plans to participate in orchestra lessons, you may rent or purchase an instrument. Information on the instrumental music program will be distributed at the end of each school year to help parents plan for the next year.

## **Kindergarten Pre-Registration**

Early enrollment for the 2019 – 2020 kindergarten class will be January 16 and 17, 2019. To be eligible for kindergarten, a child must be five years of age before August 1.

An official state birth certificate is required at the time of enrollment. Please see the district's website for other requirements.

## **Lost and Found Items**

We have a lost and found area in the cafeteria. This area contains lost clothing items, lunch boxes, etc. Lost jewelry and smaller items are in the office and can be claimed with proper identification.

We would encourage parents to label all clothing items and lunch boxes with the student's name so those items can be returned to the right person. Unclaimed items are given to an appropriate social agency or charity at the end of each semester.

## **Medication**

There is a full time nurse on the premises daily. Prior to the administering of any oral medication, the school nurse must have the following:

1. A doctor's statement specifying the prescription or over the counter medication's dosage and frequency.
2. A note from the parent requesting the school to administer the medication.
3. Medication should be sent to school in the **original** prescription or over the counter container.

## **Parent-Teacher Conferences and Visits by Parents**

The Rockwood School District provides for two scheduled parent-teacher conferences; in October and in March.

However, we realize the importance of frequent communication with parents about their child. Conferences with teachers at any time during the course of the year can be arranged by calling or emailing the teacher. If the school feels that a conference with you would be helpful, we will call you for a conference time as well. **We strongly discourage conferring with the teacher during instructional time. These "at-the-door" conferences seriously interfere with the students' instructional time and the teacher's ability to properly supervise the students.**

## **Parent Teacher Organization**

The school has a very active parent-teacher organization that welcomes all parents who wish to be involved. This organization enriches the school environment and provides an opportunity for parents to participate in events that will help their child and the school. Please consider being a parent volunteer. For more information, go to the PTO link on the Blevins website or watch for information in the weekly email updates.

The PTO meeting dates are listed in the school activity calendar.

Physical education is an important part of the school curriculum. Students in grades K – 5 have PE every day! Students are expected to dress appropriately for class. This would include shorts, jeans, or slacks for girls and gym shoes for both boys and girls. If a child is not feeling well on a particular day, he/she may be excused for that day by a note from the parent. An extended excuse from PE will only be granted with a statement from a doctor. If a student's health should limit PE activity, then recess activities shall be limited as well.

The Health curriculum is an integral part of the Physical Education Program. The PE teachers will teach all units and they will report student progress to the parents.

**Physical Examination and Immunizations**

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

Missouri law requires that every child attending a public school be immunized against communicable diseases. The law provides that a child who does not have the required immunizations or exemptions will be excluded from school.

The State of Missouri also requires students to receive a vision screening. Please see the District's website for more information.

**Progress Reports and Report Cards**

Parents will access their children's report cards via the Infinite Campus parent portal. Be sure to register in the office so you have access to your children's grades.

Report Cards – Quarterly grades will be given for all academic areas every quarter. A paper copy of your child's report card will be given to you at Parent/Teacher Conferences in October and March. Second and Fourth quarter report cards must be accessed via Infinite Campus. Art, Music and PE grades are only given at the end of each semester (2<sup>nd</sup> and 4<sup>th</sup> quarters).

Progress Reports – District policy is that all students in grades 3 – 5 who have a D or F must receive a paper copy of their progress report. Blevins will send these via US mail.

Blevins' procedure is to also mail home unsatisfactory progress reports for students in grades 1 and 2.

PE only has one health unit per semester, so they will not send progress reports. Rather, they will send an email to the parents when a Health grade is low and the student does not take advantage of the privilege to retake the assignment/test.

## **Room Parties and Treats**

Each classroom will have two room parties each year. These parties are planned by parent volunteers. Classroom teachers are expected to help maintain control of the group. In order to maintain health guidelines, all treats must be store bought and wrapped individually by the manufacturer. The parties are:

**End of 1<sup>st</sup> Quarter** – October 25, 2018

**End of 2<sup>nd</sup> Quarter** – December 19, 2018

2:30 pm – 3:45 pm

Friendship Day will be held on Thursday, February 14, 2019. Students will be allowed to exchange Valentines, but there won't be a formal, large scale party on this day.

## **School Counselor**

We have a full time counselor for the benefit of students, parents and teachers. The counselor's primary responsibility is working with students in small and whole group settings. The counselor also has special interest groups, such as Banana Splits. The counselor will talk with students at the request of students, parents, or teachers. The counselor also serves as the liaison person for Special School District.

## **School Day**

The school day at Blevins Elementary begins at 9:09 a.m. and concludes at 3:59 p.m. for students.

Students will be allowed to enter the building at 8:55 a.m. At this time, they will report to their classroom or to the breakfast room. All students needing to be dropped off before 8:55 a.m. should be in Adventure Club where they are supervised. There will be no exceptions.

## **School Library - Resource Area**

Recreational reading is important for building strong reading skills and stamina. We encourage students to find books they enjoy! We provide a 30-minute Library lesson every week and all students are able to check out books on an as-needed basis. When a book is damaged or lost, the student will be expected to pay to have that book replaced. Please help children keep water bottles out of backpacks. Most books are damaged by accidental spills.

A nutritious breakfast is available for all students wishing to participate in the program. Breakfast is served from 8:55 a.m. to 9:09 a.m. in the cafeteria. Full price is \$1.95 for students and \$1.95 for adults.

## **School Lunch Program**

1. **School meal prices** have been set by the School Board as follows:  
Elementary Student Lunch - \$2.55  
Elementary Adult Lunch - \$3.15  
Student Super Lunch - \$2.70  
Adult Super Lunch - \$3.35  
Milk - \$.65  
Reduced-price meals for qualifying students are \$.30 for breakfast & \$.40 for lunch.
2. There is a **computerized meal accountability system** in all Rockwood elementary schools. The Food Service Department provides special envelopes for school meal deposits. For your convenience and ours, please use one envelope and one payment for all your children at the same school. Simply write on the envelope how much of that amount is for each child's account. To check your child's lunch account balance or make payments on-line go to the District's Child Nutrition website at:

<http://www.rsdmo.org/childnutrition>

(You will need your child's 10 digit ID number.)

Students transferring within the District will have their accounts transferred to the new school.

Cash refunds or change cannot be given to students without written permission and instruction from parents.

3. On **Super Lunch Day**, a restaurant-level entree is served. Accordingly, the meal cost is necessarily increased. Students who qualify for free or reduced-pay meals may take this meal as regular meals.
4. Rockwood School District Food Service, in compliance with government requirements, provides a regular meal each day along with options such as salad, yogurt, pretzel-cheese sandwiches and snack packs.
5. School lunch is also served daily at the Center for Creative Learning. TAG students turn in all meal money at their home schools. Student names with meals taken at the CCL are recorded and sent to the individual home school Cafeteria Manager for accountability records.



School pictures will be taken in early fall. The date is Tuesday, September 25, 2018. Pictures are taken of each student for school records; but parents may purchase a color package, if they choose, on a prepay basis. Every effort is made to have the portraits available for parents before the Thanksgiving Holidays. Picture Retake day is Wednesday, November 14, 2018. Spring pictures will also be taken on Wednesday, March 27, 2019. Every child's picture is taken. If you like the proofs sent home, you order what you like.

An annual yearbook is made available to all students for a nominal fee.

## **Security**

To ensure the safety of our students, all entrances to the building will be locked while students are present. To gain entry, please use the doorbell and identify yourself and the purpose of your visit with our office staff. All visitors are required to sign in.

## **Sexual Harassment**

The Board of Education is committed to maintaining a work environment that is free from sexual harassment. Any concerns regarding this matter should be reported to the school principal immediately.

## **Snow Days**

When weather conditions are extreme, it may be necessary to close school. When these conditions exist, parents are advised to listen to the major radio and television stations between 6:00 and 8:00 a.m. for school closings throughout the area. Additionally, the Rockwood School District has an automated voice calling system that will phone your home to inform you of these closings. **Be sure your phone numbers are current!** The District website will also post this information on the website ([www.rsdmo.org](http://www.rsdmo.org)).

If inclement weather conditions begin after school has started for the day, parents should make every effort to arrange for their child to be cared for if school should have to be dismissed. Blevins Elementary will be announced as "Rockwood School District". **Please complete the "Inclement Weather Form" as soon as possible and return it to the School Office.** Children will be sent home on their regular bus unless other arrangements are made. There will be no Adventure Club if school dismisses early.

Rockwood and Special School District work together to provide for the needs of all students. At present, there is a Resource Room and two self-contained classrooms to provide support for our children. Speech and language services, occupational therapy services, physical therapy and adaptive physical education services are provided as stipulated in the I.E.P.

**Student Pick-Up & Drop-Off Procedures**

Parents who are planning to pick up students at the end of the school day should call the office (636) 733-3175 or send a note with the child stating they are being picked up. Without a note or authorization from the office, the classroom teacher will put students on their regular bus at the end of the day. Any students riding a bus other than their own, or intending to depart the bus at a different bus stop, will need to present a note from home to the office. **The bus driver will ask for a note signed by the office before allowing students to ride a different bus or to disembark at a different stop.**

**Students may not be dropped off at school before 8:55 a.m. unless they are enrolled in Adventure Club. There will be no exceptions to this rule.**

(Also see "Dismissal Procedures".)

**Student Records**

Records of each child's enrollment and academic data are kept in the school office. The records are available for review at the parent or legal guardian's request.

**Talented and Gifted Program**

The Rockwood School District provides services for students formally identified as Talented and Gifted. Classes are located at the Center for Creative Learning on Old State Road. Blevins children will attend the CCL on Thursdays for the 2018 – 2019 school year.

Identification Process - All students will be screened in the fall. The District reviews 1-5 STAR Reading and Math scores and the CogAT for 2 and 4th graders. For STAR, a student must score at the 95th percentile or higher on both the fall reading and math tests. For CogAT, students must obtain at least a 90th percentile.

Kindergarten students are provided lessons taught by a CCL teacher and then assessments are given to assist in early identification.

For questions, please contact the CCL at 636.891.6550.

## **Temperature Guidelines**

We go outside for recess as often as weather conditions allow. These are the approximate guidelines that we follow. The temperature listed includes wind chill or heat index.

Below 10 Degrees	Stay inside
10 – 30 Degrees	Depending on the “feel”, students will either go outside or remain inside for the entire recess
30 – 90 Degrees	Recess outside
90 – 100 Degrees	Depending on the “feel”, students will either go outside or remain inside for the entire recess
Over 100 Degrees	Stay inside

Please help ensure that the children are dressed properly for weather conditions.

## **Textbooks**

Textbooks will be issued at the beginning of the year. A record of the book’s number, condition, title and name of the student to whom it was issued will be kept by the classroom teacher.

It is the responsibility of each student to return books in the condition in which they were issued. The student to whom book(s) were issued will pay for damaged or lost book(s).

## **Transfer Information**

Please inform the office as soon as possible when moving from the Blevins attendance area. We will prepare transfer information that will aid the new school in your child's placement. It will be necessary for the parent to sign a "Request to Release Student's Records" for us to send the transcript to the new school.

## **Visitors**

All visitors must sign in at the office and get a visitor's pass. Parents, grandparents and guardians are encouraged to volunteer in the classrooms with advance approval. Notifying the teacher in advance will prevent disruptions to the valuable learning time. Please check in with the office first. Students may not have children visitors from out of town spend the day with them in school. The school may not be used as a place for non-custodial parent visitation.

## **Voluntary Transfer Students Transportation Information**

Transportation to and from school is provided through the Voluntary Student Transfer Transportation Office. Their phone number is **314-721-8657**.

Bus cards with the pickup location and time will be mailed to transfer families about two weeks before school begins. During the school year, new cards will be mailed with every major time change made to the bus/cab route. Please review each new card carefully.

### **I. Student Responsibilities**

Students are to board their bus/cab only at their assigned stop. They must arrive at their designated pickup location **10 minutes before the scheduled pickup time**, and **remain at least 15 minutes after the pickup time**.

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

### **II. Parent Responsibilities**

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

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

It is important for parents to keep the school as well as the transportation office informed of **any changes in the home phone number or the emergency phone number** for your child.

### **III. If You Move**

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

**Be sure to review the transportation section in the Voluntary Transfer Program Handbook before the start of school. If you need a handbook, please call 314-721-8422, ext. 3015.**