

# CHESTERFIELD ELEMENTARY SCHOOL PROCEDURES

[www.rsdmo.org/chesterfield](http://www.rsdmo.org/chesterfield)

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## Mission Statement

We do whatever it takes to ensure every leader matters.

### MOTTO

Every Leader Matters

## Vision Statement

Chesterfield Elementary, twice recognized as a Missouri Gold Star School, twice as a National Blue Ribbon School of Excellence, a Missouri School of Character, and twice recognized as a National School of Character is committed to demonstrating the characteristics of an exceptional school comprised of student leaders as we work for continuous improvement. We strive to create the following:

### **Safe and Orderly Environment:**

To create a place where all children are protected, feel secure and expect a zero tolerance for inappropriate or violent behaviors.

### **Climate of High Expectations:**

To provide a nurturing, motivating and challenging environment that is "child-centered" while helping children strive towards their peak performance.

### **Instructional Leadership:**

To facilitate relevant staff development which focuses on continued student achievement while emphasizing the leadership qualities within each staff member.

### **Clear and Focused Direction:**

To establish and set goals which address district grade level curriculum core objectives while ensuring that our curriculum is aligned to an effective and challenging instruction.

### **Opportunity for ALL to learn:**

To ensure that all children learn through differentiated instructional practices at individual instructional levels.

### **Monitor Progress Frequently:**

To practice on-going assessment of all students through a variety of formal and informal tools, in order to measure individual growth throughout the year.

### **Home School Partnership:**

To continue strong action and communication ties between teachers and parents as a community of learners with a wide-range parent volunteer program.

### **Indicators of Success:**

Student achievement at or above district average for all students as indicated through formal assessment and a student sense of belonging, autonomy, and competence.

# I. PROCEDURES

At the beginning of each school year, you will be directed to access the current edition of the Parent-Student Handbook (electronically for returning families). This outlines all current district policies relative to student affairs and school procedures. If you have any questions concerning any of the policies or procedures, please contact the school and 636-891-6500.

## ARRIVAL AND DISMISSAL

The school day at Chesterfield begins at **9:02 a.m.** and ends at **3:48 p.m.**



Children are **not** to arrive to school **before 8:45 a.m.** Adventure Club, which provides before and after school childcare is available for your convenience. If a child is late to school, arriving after 9:02 a.m., a parent/guardian **must sign him/her in** at the office and the student must

receive a tardy slip before going to class.

When it is necessary for children to leave during the school day, dismissal will take place from the office only. Teachers have been instructed not to release children from the classroom, cafeteria, or playground without approval from the office. This is for your child's protection. Please come

to the office to sign your child out. It is helpful if parents send a note to the school that morning indicating the approximate time they expect to pick up their child. If the child returns to school after leaving early, you are asked to come to the office and sign the child back in.

If there is any change in the usual dismissal of a student (i.e. someone other than a parent or guardian picking them up, walking instead of riding, a change in bus stop, going home with a friend, etc.), a permission note is required, and must be approved and signed by the office. **Phone calls to the office informing us of a schedule change must be done prior to 1:00 p.m. as we cannot guarantee the message will reach all the necessary personnel in charge of dismissal. Please DO NOT count on your child's teacher receiving your email during the school day.**

**The parent drop-off and pick up** at CES can be challenging due to the lack of space and the number of cars. **PATIENCE is a MUST!**

The following guidelines will help you navigate the process safely.

- Drive **SLOWLY**, keeping a watchful eye for students and other cars as several of our students cross the driveway, heading home.
- Cars must enter the back parking lot "on the wrong side of the road"

- (A.M.) Cars line up and remain in a single line in a U-shaped traffic pattern moving up slowly to the drop-off point where the children exit the cars
- (P.M.) Children stand on the stairs and wait until their family car pulls up to the designated "drop-off" area; the car monitor calls out the child's name as their car pulls up; the students board their cars
- Cars leave the back parking lot "on the wrong side of the road" initially and then assume the right side of the driveway before exiting (like the Brits!).

**Do NOT:**

- Park your car and walk up to get your child
- Allow your child to board/ exit the car when not in front of the drop-off point
- Walk him/her to the stairs
- Pull out of line regardless if you already have your student until the car in front of you is ready to move.

If you are not on time for pickup, the students will be escorted to the office.

**ATTENDANCE**

Regular and punctual attendance is important in order for children to have continuity with their teachers and peers in the educational process. Rockwood School District policy requires accounting for all absences. Please notify the school office by telephone or written note with the date(s) and reason for the absence. Attendance is reported in minutes on a daily basis.

Excusable Absences are as follows:

1. Death in the student's immediate family
2. Illness of the student
3. Doctor and dental appointments
4. Certain days for religious observances
5. Court appearance
6. When a family is leaving town and desire to take the student with them, they may be excused up to five (5) school days provided that:
  - a. The school is notified in advance of the absence
  - b. The student procures assignments in advance of the absence
  - c. All assigned work is turned in upon returning to school

All tests, etc. are made up at the direction of the individual teacher.

Notification letters of concurrent and/or excessive absences will be mailed home.

**EARLY DISMISSAL**

To provide teachers and staff with uninterrupted professional staff development time, school will be dismissed early one day each month. Dismissal time on these days will be 12:46 P.M. Exact dates are on the school's website at [www.rsdmo.org/chesterfield](http://www.rsdmo.org/chesterfield). **The in-service days for the 2017-18 school year are: 9/13, 10/11, 11/8, 12/6, 1/12, 2/16, 4/11, and 5/9, and May 24<sup>th</sup>.** Reminders: Lunch will be served to all students prior to dismissal. Adventure Club will be in session right after early dismissal.

## SNOW DAYS

If it becomes necessary to close school due to weather conditions, the closings will be broadcast on local TV and radio stations. If it becomes necessary to close school during the day, the "Rockwood Connect" communication system will be activated. Each home will be called with the most recent contact information regarding the closing. This is not a foolproof system; therefore, you are encouraged to listen to the radio when the forecast is calling for snow. Please make sure the school has your most updated phone numbers. When listening to the radio for school closing, Chesterfield School will be announced as "The Rockwood School District".

## TEMPERATURE GUIDELINES FOR OUTDOOR RECESS

Temperature (including wind chill or heat index)

Below 20	stay inside
20-95 degrees	outside normal time
96 and above	stay inside

We try to go outside each and every day throughout the year, so please help our students dress appropriately for the varieties of weather we encounter.



## II. ENROLLMENT

### BIRTH CERTIFICATES

The Rockwood School District requires a birth certificate of all students new to the district regardless of grade level.

### PHYSICAL EXAMINATION

The Rockwood School District requires a health examination of all students new to the district regardless of grade level upon entry. If parents can produce written confirmation from a physician that their child has had a physical within the past year, it will fulfill the requirement. New students are given 30 days from their initial entry date to comply with this requirement.

### IMMUNIZATIONS

Missouri State Law requires all school children to receive immunization against communicable diseases as indicated below. It is unlawful for any student to attend school unless they are adequately immunized or exempted.

Immunization Requirements:

- DPT/DT/TD: 4 doses, last dose on or after 4<sup>th</sup> birthday. Pertussis is required for all students under 6 years of age. Maximum dose is 6.
- Measles: 2 doses on or after 1<sup>st</sup> birthday. At least 28 days must separate the 2 doses.
- Mumps: 1 dose on or after 1<sup>st</sup> birthday.
- Rubella: 1 dose on or after 1<sup>st</sup> birthday.

- Hepatitis B; k-4, 3 doses, students in 5<sup>th</sup> grade not applicable.

Missouri law eliminated immunization exemptions based on parental objection. However, religious and medical exemptions will be permitted as long as the appropriate paperwork is completed, signed and turned into the school office. Please see the school nurse for the appropriate forms.

### **CHANGE OF INFORMATION**

If a change should occur in regard to the information listed on your child's enrollment form, please inform the school office promptly. Examples of changes of information are family situations such as separation, divorce, death of parent or close relative, adoption, and marriage.

We need to know if telephone numbers change and/or names of persons who have permission for emergency calls and pick-up change. All telephone numbers are treated confidentially. Therefore, even unlisted numbers are needed for emergency purposes. Parents will be reminded to update their information annually in order to ensure updated contact between home and school. It is critical that the school is able to reach a responsible adult in case of an emergency.

### **NON-CUSTODIAL PARENTS' RIGHTS**

Unless there is a court order limiting parental rights on file at school, non-custodial parents have the right to view their

child's records. This request must be made in writing. The school site is not a place for noncustodial parent-child visitation. Board policy allows the school to deny the noncustodial parent the opportunity to deliver packages, gifts, messages, etc. to the child and/or to see the child during the school day without the approval of the custodial parent or legal guardian. This applies to change in dismissal also. (Policy 1430)

### **STUDENT RECORDS & TRANSFER INFORMATION**

Records of each child's enrollment data and progress in school are kept in the school office. The records are available for parents' review at any time the parent or guardian requests an appointment in writing.

If you are moving out of Chesterfield Elementary attendance area, please let the office know as soon as possible. We will transfer information to your child's new school.

### **HEALTH CARE**

The school nurse is a registered nurse and here daily from 8:40 a.m. until 4:10 p.m. The nurse's office is adjacent to the school's main office. She may be contacted with questions or concerns regarding your child's health while here at school.



There are several guidelines that parents/guardians should follow to assist in maintaining a healthy school environment.

- A child with a temperature of 100 degrees or higher should not be sent to school until the temperature has been under 100 degrees for 24 hours without fever reducing medications such as Tylenol.
- A child diagnosed with strep infection must be treated with antibiotics for a full 24 hours before returning to school.
- It is highly recommended that a doctor check a child with a rash of unknown origin before attending school to assure that the rash is not contagious.

If a child needs to take medication at school, please follow the procedures in the district handbook. If it is necessary for a parent to give the medication personally, please report to the Nurse's office and the child will be called to the office from class. Medicine cannot be given in hallways or classrooms. Please be aware also that the school cannot administer "OVER-THE-COUNTER" (non-prescription) medication without a dated, written request from the physician specifying the time and amount of dosage, name of medication and purpose. At no time should the student be in possession of the medication. Please bring the medication to the Nurse's Office and do not send it with the child. (Regulation 2870)

A student is **not** allowed to attend after school activities if he/she is out of school that day due to illness. (Policy 2730)

### III. STUDENT EXPECTATIONS

#### POSITIVE BEHAVIOR SUPPORT /LEADER IN ME

The philosophy towards discipline closely follows the Positive Behavior Support model. This approach is a proactive systems approach to preventing and responding to classroom and school discipline problems. Emphasis is directed toward development and maintaining safe learning environments where teachers can teach and students can learn.

CES has been implementing the **Leader in Me** philosophy based on Stephen Covey's *Seven Habits of Highly Effective Students*, for the past several years. We believe every student has the potential to develop the skills needed to be a leader in life.

Habit 1 — Be Proactive: You're in Charge

Habit 2 — Begin with the End in Mind: Have a Plan

Habit 3 — Put First Things First: Work First, Then Play

Habit 4 — Think Win-Win: Everyone Can Win

Habit 5 — Seek First to Understand, Then to Be Understood: Listen Before You Talk

Habit 6 — Synergize: Together Is Better

Habit 7 — Sharpen The Saw: Balance Feels Best

The Seven Habits are integrated into the overall Character education program at CES that emphasizes **"Responsibility, Respect, Perseverance, Caring, Honesty, Courage,**

**Patience, and Self-Control**". These values are taught daily in the classrooms and are celebrated school-wide monthly at assemblies. Most recently, an emphasis has been placed on the "social and emotional" well-being of our students providing specific preventive measures to help students make good choices and focus on their "sparks" (passion). This philosophy is also extended to strengthening the partnership between home and school through monthly home-side activities and our "Families", a concept being implemented this year to ensure student belonging.

Our goal is to be proactive with discipline, however, in certain situations, direct intervention may be needed. Documentation of such offenses is completed in two possible formats:

**Charger Concern or Office Referral.** A Charger Concern is completed on behavior that is handled by the teacher and then followed up by the administration and the parent. Charger Concern offenses are opportunities for teachable moments to help students learn to make better choices. Three Charger Concerns should result in a formal office referral that is addressed by the principal and the parent.

The Office Referral is a more consequences-based documentation, usually including a disciplinary action.

### **Citizenship Program:**

The Citizenship Program is based on the premise that making good choices is recognized and celebrated. The program incorporates **Positive Behavior Support Expectations: Teamwork, Responsibility, and Safety and Rockwood's**

**Character Education themes of Responsibility, Respect, Perseverance, Caring, Honesty, Courage, Patience, and Self-Control** into students' daily school activities. Students are encouraged to make the right choices in every aspect of their school life, ranging from bus behavior to recess and every staff member at CES takes part in this program.

At the end of each month, every staff member turns in the names of those students who made the right choices during that month. Those students are recognized in front of their peers for their positive behavior and receive "Citizen Leadership" recognition. Finally, through a random drawing, one student is chosen from each class to celebrate with a special invitation from the Principal. Students, who falter during a given month, are given encouragement and a new opportunity to become a "Super Citizen" during the next month. Our goal is to be able to recognize EVERY student EVERY month.

### **SCHOOL COUNSELOR**

A certified school counselor is on staff and available daily. The counselor's primary responsibility is working with students who have demonstrated some problems in social behavior, personal behavior, or academic behavior. This is usually done on an individual basis and provides some outlet for the students to express themselves. Small group intervention for children who are experiencing trauma in their lives, such as divorce, illness, death, etc. is also available, with parent permission. The counselor will talk with

the students at the request of students, parents, or staff. The counselor visits classrooms to discuss topics of interest with students. The counselor coordinates the school character education program and its integration in the curriculum. The counselor also works closely with parents and students being evaluated for any special educational services.

### MISSOURI SAFE SCHOOL ACT

In compliance with the Missouri Safe Schools Act, there is no tolerance for violation of policies regarding assault, threats, and weapons. It is a felony for students to assault district personnel. Pocketknives or toy weapons of any kind (water guns, etc.) are not to be brought to school. Students in possession of these are subject to suspension. The school has no tolerance for these items. This information is shared with all students and staff.

At the start of each year, the Principal meets with every class and explains the three most important rules that all students are expected to follow:

1. Keep your hands and feet to yourself **even when it is hard to do.**
2. Don't bring anything to school **that looks like it could hurt somebody.**
3. If someone touches you in a way that makes you feel uncomfortable, **report it immediately to a trusting adult.**

### PLAYGROUND RULES to keep our students safe

1. No roughhousing allowed.
2. Only one student per swing. No twisting when swinging or jumping off swings.
3. No climbing on the slides. Children must be seated, sliding down feet first.
4. Students are not permitted to jump off equipment from unsafe heights.
5. Students should not bring athletic equipment or toys from home without prior permission from an administrator.
6. No students are ever permitted to leave the school grounds from the playground for any reason.
7. All students should demonstrate appropriate social behaviors, both physically and verbally. They should be respectful of others and responsible for their actions.



The teacher-on-duty and/or eligible student representatives supervise checkout of recess equipment.

### PERSONAL PROPERTY

To help keep track of personal property, all student items should be marked with names. Valuable items are not to be brought to school without permission and pre-arrangement with the teacher. Students are discouraged from bringing toys and other valuables to school, and assume full responsibility for them.

Students are strongly discouraged from having large amounts of money at school. The school cannot be held responsible for money that is lost, misplaced, or taken. This also pertains to personal technology devices.

### **SCHOOL ATTIRE**

Students are encouraged to wear comfortable clothing to school. The building is air conditioned in warm weather and heated when it is cold. If a student's appearance attracts undue attention to the extent that it becomes a disruptive factor in the school, the building administrator or teacher will ask the student to make the necessary changes. Following the dress code of the middle schools, the following are considered inappropriate for school:

- "Spaghetti straps" - straps on shirts must be at least one-inch wide
- Shirts that reveal the midriff
- Short-shorts - shorts must be mid-thigh or longer in length
- "Muscle shirts" (low, sleeveless tanks)
- Sagging pants - pants must be worn at or near the waist
- Extremely tight shirts, pants or shorts
- Clothing that bears the images, logos, or words of tobacco or alcohol or inappropriate images or phrases or sexual innuendo.

### **CAFETERIA**

Rockwood Child Nutrition Services is serving up healthy meals each day to help students do their best in school. Lunch items

include a greater variety of whole grains, more locally grown produce, and more meatless options.

School meals offer students milk, fruits and vegetables, proteins and grains, and they must meet required limits on saturated fat and portion size that also include:

- Age-appropriate calorie limits
- Larger servings of vegetables and fruits (students must take at least one serving of produce)
- A wider variety of vegetables, including dark green and red/orange vegetables and legumes
- Fat-free or 1% milk (flavored milk must be fat-free)
- More whole grains
- And less sodium

The school provides both breakfast and lunch. Our payment system is fully computerized. An account number is issued for each student and staff member with a corresponding PIN number that can be entered using biometric finger scanning. MySchoolBucks offers parents a secure system for school meals, along with other important features and benefits:

- 24/7 access to accounts and balances
- Secure online payments through credit/debit cards and PayPal accounts
- One meal account per family will allow for easy management of funds
- Itemized purchase history up to 30 days can be viewed in online account
- Automatic notification sent to e-mail when balances are low

Rockwood Child Nutrition Web page offers information including the following:

<http://www.rsmo.org/childnutrition/Pages/default.aspx>

- Menus
- Link to MySchoolBucks (ability to view student meal account activity)
- Meal charge procedures
- Online payment information
- Nutrition information
- Prices
- Free and reduced price meal application

Rockwood Child Nutrition will be charging the following prices for meals during the 2015-2016 school year:

Elementary Lunch	\$2.55
Elementary Super Lunch	\$2.70
Secondary Lunch	\$2.70
Secondary Super Lunch	\$3.00
Adult Lunch	\$3.15
Adult Super Lunch	\$3.35
Breakfast	\$1.70
Adult Breakfast	\$1.95
Milk	\$ .65
Juice	\$ .60

Parents are encouraged to prepay for a month or a week.

## **CAFETERIA ROUTINES**

- Before recess, selected students bring the class lunch baskets to the cafeteria, leaving them along the wall under the windows in the cafeteria entry hall.
- Recess supervisors walk children in from the playground, entering the building through the door in the courtyard.
- The recess supervisor leads the group into the cafeteria to clean hands with waterless soap. Both dispensers should be used.
- Students who bring their lunch walk to their assigned class table. Buyers proceed through the serving line to their assigned class table.
- With the addition of "round" tables, students sit in groups of 7 at each table; each class will have 4 tables available. Free sit will be available for the older grades as soon as they demonstrate they understand the expected routines - particularly voice levels and walking.
- Students may not save seats.
- Students may ask for assistance as needed by raising their hands, or, as long as it stays orderly, students may get up and walk to get a forgotten utensil or napkin.

- Students use quiet speaking voices and good manners showing courtesy and respect for others.
- Students do not exchange or share food with others or put food on others' trays for health reasons.
- There is an ALLERGY AWARE table for students with nut and other food allergies. Parents of students with allergies request if their children should sit at the Allergy Aware table.
- Students remain seated until the cafeteria monitor dismisses the class to throw away trash, sort the remaining food for composting, and return lunch trays. Teachers then assist and lead their classes back to their rooms.

## BIRTHDAYS

Children's birthdays are recognized in several ways. Birthday wishes are given during the morning announcements and the birthday child comes to the office for a birthday pencil from the principal.

CES implements the "Celebrate Me" program that offers the students a variety of ways of celebrating their birthday **instead of bringing in treats for the class**. The month before the student's birthday, a form will be sent home with possible options and students are encouraged to



make their choice with the assistance of the parent. The option chosen will be implemented in school as close to the actual day of the child's birthday as possible. June and July Birthdays are celebrated as "Half-Birthdays" in December and January.

## CELEBRATIONS/CLASS PARTIES

The CES PTO sponsors two "classroom celebrations" each school year. These celebrations take place at the end of the first quarter and near Valentine's Day, celebrating Fall and Spring. Occasionally, some parents object to their child(ren) participating in these parties for religious reasons. We are obligated to provide these children with an alternative activity during this time.

### Guidelines for Class Parties 2016-2017

The purpose of celebrating a party:

- To incorporate the curriculum into a social interaction
- To allow students some structured social time with their peers
- To allow parents to participate in a structured social activity with their children

#### PTO:

- To ensure the safety of ALL of our students in regards to numerous allergies, no foods (and drinks) will be provided by the PTO at the Fall and Spring parties.
- The PTO will provide Craft(s):
  - ✓ Please avoid using glitter
  - ✓ Consider the transport of the craft by the children home
  - ✓ Allow for the drying of the craft (if applicable)

#### Time:

- Parents are asked to congregate in the lobby 15 minutes prior to the party
- An announcement will be made to allow parents to go to the classrooms

#### Example: A successful party has:

- ✓ Simple games for the children to play with no one winner. Our philosophy is that everyone playing the game is a winner. Rotating the games works best.
- ✓ A simple craft for the children to take home. A treat bag for the children to take home stickers, pencil, etc. to match the theme of the party(no candy)

- ✓ A theme related story at the end of the party to calm everyone down.

#### LOST AND FOUND

The Lost and Found items are collected throughout the quarter and housed on the Lost and Found cart located in the cafeteria. Items are displayed for the students to claim at the end of each quarter. Items not claimed are donated to Goodwill at the end of each quarter.



#### SCHOOL PICTURES

Arrangements are made for a professional photographer to take student pictures in the fall and spring. All students are photographed for school records. The purchase of these pictures is strictly optional on your part. All students and staff will be pictured in the annual yearbook.

## **IV. SAFETY**

### **EMERGENCY DRILLS**

Emergency drills for evacuation (fire, earthquake, bomb, gas leak, etc.), tornadoes, and breach of security (intruders) are conducted on a regular basis. The intruder safety training consist of the 4S approach: Educate, Evade, Evacuate, and Engage; both students and staff take part in learning this approach throughout the school year. If an emergency occurs we will be prepared. Emergency first aid kits are stored in the nurse's office as well as throughout the building. The CES Crisis Plan is available at the school office and it is shared with the parents at the start of the year.

### **EMERGENCY NOTIFICATION**

If it becomes necessary to close school during the day in the event of an emergency, the Rockwood Connect System will be activated. Each home will be called with the most recent information regarding the closing. This is not a foolproof system; therefore, you are encouraged to listen to the radio when the forecast is calling for snow. Please make sure the school has your most updated phone numbers. When listening to the radio for school closing, CES will be announced as "The Rockwood School District".

### **NO SMOKING POLICY**

Smoking is prohibited in all Rockwood buildings and on all Rockwood property. This policy applies to students, personnel, community, and visitors. Your assistance in enforcing this policy is appreciated.



### **PRESCHOOL SIBLINGS (Policy 1430)**

**Preschool children and non-school members are not permitted to visit regular classes or attend school-day field trips.** Permission will not be granted for preschoolers to be in the regular classroom when adults are working with students or are in a supervisory capacity (classroom help, field trips, parties, etc.) This is to ensure the safety of students and preschoolers. Preschoolers can attend assemblies and eat lunch while supervised by a parent. For safety, we cannot allow preschoolers on the playground while classes are out to lunch recess.

## TELEPHONE USE

With teacher permission, children may use the telephone to call home for **emergency** situations. Calls home for habitually left homework, lunch, etc., will be discouraged to promote student responsibility. Calls home to make after school playtime plans will not be permitted. Such plans need to be made in advance.

## VISITORS (Policy 1430)

Parents and patrons are encouraged to visit and volunteer in the school. To ensure the safety of our students during the school day, **the building is completely locked from 6:30 a.m. thru 6:00 p.m.** (Adventure Club Hours). Since the office staff is available only from 7:30 a.m. to 4:30 p.m., access to the building outside of those hours is limited.

All visitors to the school have to receive access by the office staff sharing their identity and purpose of their visit and are required to report to the office upon entering the building. ALL visitors are asked to register in the office and to wear a VISITOR Badge. If you are not wearing a badge, you may be asked to return to the office. No one is allowed to "drop by" a classroom to leave a message, lunch, homework, etc. Please bring these items to the office, and we will make sure your child gets them. The teacher and principal must approve visits to classrooms in advance.

Please call the office (636-891-6500) to set up a time to meet with a staff member **prior** to coming to school as staff may not be available at unscheduled times. Before and immediately after school classroom visits to speak to teachers are discouraged without prior notification.

## V. COMMUNICATION

In this computer age, most of the communication between home and school occurs electronically. Make yourself very familiar with the school's website at [www.rsdmo.org/chesterfield](http://www.rsdmo.org/chesterfield). Below are the ways you can access all the information from the website. (Please note the Rockwood website address change to rsdmo.org).

1. eLink is Rockwood's Transportation Information System. Parents can find their neighborhood bus stops during the first week in August. Find eLink: [www.rsdmo.org/transportation](http://www.rsdmo.org/transportation).
2. Infinite Campus is Rockwood's student system that provides parents with information on progress reports and report cards. Parents need to establish a Parent Portal account for system access. Find more information, [www.rsdmo.org/technology](http://www.rsdmo.org/technology).

3. Rockwood Connect, or School Messenger is Rockwood's automatic notification system that delivers messages to parents' telephones, mobile phones or any Internet-enabled device. In case of an emergency or inclement weather, the district will call/email/text parents with important information. In addition, you'll receive outreach messages from your school regarding school news, events and information.
4. MySchoolBucks offers parents a secure system for the payment of school meals. With MySchoolBucks, you can see what your child is having for lunch and view an itemized 30-day purchase history. Find out how to create your MySchoolBucks family account: [www.rsdmo.org/childnutrition](http://www.rsdmo.org/childnutrition).
5. The Rockwood App makes it easy for parents and students to keep up with school news and events. This free app is available for download on the Android Market, Apple App Store and Blackberry App World. Learn more: [www.rsdmo.org/Pages/RockwoodMobileApp.aspx](http://www.rsdmo.org/Pages/RockwoodMobileApp.aspx)
6. School supply lists are located on your school website under the "Parent Information" tab [www.rsdmo.org/chesterfield/parentinformation](http://www.rsdmo.org/chesterfield/parentinformation).
7. Updated Grade Level and individual Teacher websites give you access to classroom information at [www.rsdmo.org/chesterfield](http://www.rsdmo.org/chesterfield).

8. Weekly summary by individual teachers and/or grade level allow the parent community to stay in touch with the latest updates from the classroom.
9. Finally, a weekly blog from the Principal, called Brooks' View can be found on the school's website at [www.rsdmo.org/chesterfield/offices/principal](http://www.rsdmo.org/chesterfield/offices/principal).

The school schedules parent/teacher conferences each fall and spring. Additional conferences can be scheduled as warranted. Please review the Communications Page distributed at the start of the year. As always, if you need more information, please call our school office at (636) 891-6500.

### PTO

The CES PTO was formed to promote the welfare and education of children at our school and it plays a critical role in the daily operations of our school. All parents, guardians, and teachers of students at Chesterfield are automatically members. There are no membership dues. The PTO sponsors numerous activities for family participation. One major fundraiser is held in the fall. The funds raised by the PTO purchase numerous items to enhance the educational experience of the children, such as chrome books, software licenses, and field trips for all grade levels. Over the past three years, the PTO has sponsored our "Instructional Resource Center", filled with literature books

that are used by all of our students during "literature circles".

### **BUILDING USE PERMITS**

Groups desiring to use the school building or grounds must complete an application on line at [www.rsdmo.org\ facility](http://www.rsdmo.org/facility). All requests are handled by the Rockwood Community Education Department. This process takes approximately 5-10 working days.

The school reserves the right to cancel such groups when school activities cannot be scheduled at other times. In these instances, the school will contact the group as early as possible. Rules and restrictions do apply and groups are encouraged to make themselves aware of same.

## **VI. CURRICULUM**

The core subjects of reading, language arts, and math are taught daily at all grade levels to give the students a solid basic education. Other subject areas, such as science and social studies, are integrated with the core subjects. In addition, students also are taught art, music, physical education, Strings for intermediate students, keyboarding skills, and health. Each grade level uses district-developed curricula of Core Conceptual Objectives to guide them in what is to be taught, available on the District website under the "curriculum" tab.

### **FIELD TRIPS**

Each class has the opportunity to take a minimum of two field trips sponsored by the PTO during the school year. Some classes take additional trips with parent financial support. Parents may be invited to assist with supervision on such occasions. Pre-schoolers are not allowed on these trips due to insurance regulations and safety reasons. Chaperones are asked to consent to adhere to the school guidelines prior to accompanying a class for a field trip.

The guidelines are as follows:

- Chaperones must be on time (15 minutes prior to departure)
- No siblings are allowed on the field trip, either during the ride or at the destination
- No purchases are to be made during a field trip unless otherwise specifically arranged by the staff
- Cell phones are to be used only in emergency situations
- Chaperones are requested to refer all disciplinary issues to the teacher
- Chaperones must keep their focus and attention on the students assigned to them at all times
- Students must be escorted to the restrooms in groups and monitored
- Smoking during the entirety of the Field Trip is NOT permitted.

## **REPORT CARDS AND GRADING**

An important function of the learning process is that of evaluation. The report card serves as one source for parents/guardian to gain insight into their child's progress.

Grades are posted in Infinite Campus four times a year for students in grades K through 5.

Parents are expected to set up an "activation key" that will allow them access to their child's grades electronically. Please see office staff to establish this "key".

## **READING SUPPORT**

Students qualifying for additional reading services receive reading instruction from their classroom teacher, as well as from the school's certified reading specialists. All students new to CES and students who received services in past years, are tested to determine if services are needed. Parents are contacted if their child is determined as one who would benefit from this extra support.

The librarian, in partnership with the PTO, coordinate a school reading incentive program, the Accelerated Reader, which promotes reading for enjoyment while developing reading skills. Students are recognized for meeting their quarterly reading goal.

## **ACCELERATED READER**

The Accelerated Reader, or A.R., program is a learning information system that enables freestanding computer-

assisted assessment of student comprehension of "real" books. The program is a curriculum-based assessment tool that provides a summary and analysis of results to enable teachers to monitor both the quantity and quality of reading practice engaged in by their students. After reading, the student takes a multiple-choice comprehension test on the book's content on a computer. Tests may have 5, 10, or 20 questions, depending on the length and difficulty of the book. The computer scores the test, awards the student points based on the results, and keeps a complete record. The students are required to score 85% in the comprehension portion of the test in order to gain their points.

CES students use the Accelerated Reader program as part of their monthly reading contract. We feel this program creates a positive literature environment for our students by rewarding them for reading independently. It also helps them understand their reading level, promoting accuracy, frequency, and fluency.

Our goals of Accelerated Reader are to increase student engagement in independent reading (finishing books and finding out what types of books they enjoy) and to coach students by promoting awareness of reading level, developing vocabulary, teaching self-monitoring, and understanding of various genre. To find out more about Accelerated Reader go to <https://www.renaissance.com>

Our library is a wonderful resource for the materials related to AR and students are highly encouraged to take advantage

of the books available at school. Parents and students can receive an updated list of AR books on the school's website.

### **OASIS**

The OASIS Program is an intergenerational tutoring program that pairs older adult tutors with children to develop the students' reading and language skills. Each OASIS tutor is assigned to one student. The tutor and the student meet for one hour per week. The program fosters one-on-one help with learning and promotes relationships between older and younger people.



### **TEXTBOOKS AND INSTRUCTIONAL MATERIALS**

The basic textbooks and materials as well as library books are loaned for student use and must be returned to the teachers in good condition at the end of the school year. In the case of lost or abused books, the student will be assessed the cost of replacing the book(s).

### **ART**

Each student receives weekly instruction in the fine arts by a certified art specialist. They learn about various aspects of art: design, line, shading, etc. as well as the use of

different media, such as tempera, oil pastels, watercolors, and clay. An appreciation of art and works of the masters are also developed. The art curriculum may be integrated with the other subject areas.

Students in certain grade levels are offered the opportunity to participate in "choice-based" art instruction where they are encouraged to explore their own interests and creativity. This program was implemented last year and has been very well received by the students.

### **ASSESSMENTS**

Assessments and evaluations are important functions of the learning process. They help give insight into a child's progress and help the school improve the instructional program. Along with frequent and ongoing classroom assessment, students are given the opportunity to participate in standardized, norm-referenced assessments. This year, students in grades 1 through 5 will be assessed using the STAR ENTERPRISE reading and math assessment. Students in Grades 2 and 4 will take the CoGat, a cognitive abilities screening test. Finally, students in Grades 3, 4, and 5 are required by the State of Missouri to participate in the Missouri Assessment Program/ Grade Level Expectations Assessment. Third and fourth grade students will be assessed in the areas of Communication Arts and Mathematics only, while fifth grade students will have an additional assessment in the area of Science. This data is used to demonstrate student growth and improve the curriculum and instruction of the school.

## COMMUNITY EDUCATION

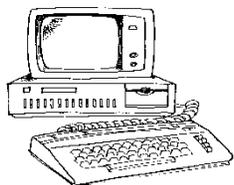
The Community Education Office offers a variety of services for students. In the fall and spring, after-school classes are offered. Information is sent home prior to registration.

**Partners in Education (PIE)** is a service offered that coordinates field trips, brings special speakers and presentations into the school, and locates instructional resources to help enhance the curriculum.

**Summer School** classes for elementary age children are offered in the summer months at various locations throughout the school district for both enrichment and remediation. In addition, Community Education also offers numerous other programs for patrons of the district. Please contact their office for more information: 636-733-2016.

## COMPUTERS AND TECHNOLOGY

Computers and technology are used to enhance the curriculum. The ratio of student to computer/chromebook is 1:1 in in grades 3 thru 5. K-2 classrooms do not quite meet this criteria but is our goal within the next three years. Keyboarding is taught to all grade levels and Smartboard technology is available in each classroom.



All computers have access to the Internet. The Acceptable Use Policy is

outlined in the district handbook. Netbooks and Chromebooks allow small word processors to travel to classrooms for whole class keyboarding and word processing activities.

**Bring Your Own Device:** Students in Rockwood schools have the opportunity to bring their own electronic devices into the classroom to support their learning.

It is important to note that students are not required to bring their own electronic devices to school, and many will choose not to bring them. Rockwood will continue to provide computers and laptops for student use. There is no requirement in any curricular area for students to bring their own to support their learning or to purchase special software.

All Rockwood schools have computers and other required electronic devices for students to use as needed. Classroom teachers and administrators have the ultimate say on when and how personal electronic devices will be used. As with other learning tools, there will be times when electronic devices will not be allowed.

## DIFFERENTIATION OF INSTRUCTION

All children can learn, yet all children do not learn the same way or at the same rate. Instruction, therefore, is

differentiated, so that all children are learning. Fast learners are **accelerated** through the curriculum. That is, they move faster through what is taught. This is done in a variety of ways depending on the child's strength. For example, the curriculum can be compacted - where only what is new is taught; the curriculum is personalized. Some students complete the course work in one grade level, and then move onto the next level as soon as they are ready and able. Children who need a slower pace may have the assignments modified in some way, such as a personalized spelling lists or highlighted lessons. Your child's teacher communicates with you regularly about the details of these instructional models.

### **ESOL**

For our students who come from other countries or have limited or no English language, the services of an ESOL (English Speakers of Other Languages) Teacher is provided. The teacher works with the students in small groups or one-on-one as necessary. The ESOL teacher also works closely with the classroom teacher to help the students succeed.

### **FINE ARTS PROGRAM**

The PTO funds several Fine Arts opportunities such as plays, magicians, musicians, dance troupes, and science presentations. These special events help support and enrich the curriculum and expose the students to professional fine arts productions. In addition, the P.I.E. (Partners in

Education) program allows for student to experience extracurricular events that peak their interest and support the curriculum.

### **INSTRUMENTAL MUSIC**

All students in Grade 3 receive instruction in Suzuki violin. Students in Grades 4 and 5 have the opportunity to continue string instrument instruction on a voluntary basis. All instrumental music instruction is given during the regular school day. A spring concert is enjoyed by all.



### **LIBRARY**

We have a wonderful collection of books that meets or exceeds the state standards for elementary school libraries.



At students' disposal are numerous books for checkout and research: award winning literature, fiction and non-fiction, for all levels of readers.

The library schedule operates on a flexible access schedule. This means that students can visit the library for book checkout and/or research when there is a need. Additionally, the library is listed as one of the "Specials" classes in a grade level block; students spend a 30 minute block once a week with their classmates in the library. At other times, entire classes often conduct group research facilitated by a full-time certified librarian.

## PHYSICAL EDUCATION AND HEALTH

Physical education is an important part of the school curriculum and as such, must be attended, as any other class. All students attend physical education 5 times a week for 30 minutes. Students must dress appropriately. This includes athletic shoes (no type of boots), and shorts, pants or jeans. If it is necessary for your child not to participate in strenuous activity because of illness or injury, please send a written note. A doctor's note is needed for excuses longer than a few days.



The physical education and health curriculum stresses that physical activity is necessary for a healthy life. Life-long fitness and health is stressed and modeled by the certified physical education and health teachers. Selected fourth and fifth grade students participate in the Fall cross country meet and the Spring track and field meet.

K-5 Grade students who qualify also participate in the running of the CES mile in the Spring, an event that is a tradition at CES.

## VOCAL MUSIC

All students receive vocal music instruction weekly by a certified music specialist. They learn about various aspects of music: rhythm, beat, instrumentation and singing. An appreciation and enjoyment of music is developed through singing and studying the works of the master composers and

current musicians. Performance is encouraged and all students have an opportunity to be in a musical program. Intermediate students may be offered additional musical opportunities outside of the regular school day.

## VII. SCHOOL PROGRAMS

### ADVENTURE CLUB

The Rockwood School District, through the Community Education office, sponsors a before and after school student supervision program. If you have a need to drop your children off at school before 8:45 a.m. or pick them up after 3:50 p.m., this service is available to you. Information may be obtained by calling the Adventure Club office at 636-891-6675.

### D.A.R.E.

Drug Abuse Resistance Education is a joint project of the Chesterfield Police Department and Chesterfield School to prevent drug abuse in children and youth. The emphasis of the program is to help students recognize and resist the many subtle pressures that influence them to experiment with alcohol and drugs. In addition, program strategies are planned to focus on feelings, interpersonal and communication skills, decision-making and positive alternatives to drug abuse behavior. A CES police officer



teaches the program to the students in Grade 5, culminating in a graduation ceremony at the end of nine weeks.

**SPECIAL SCHOOL DISTRICT**

Rockwood students receive services from the Special School District of St. Louis County. A wide range of services is available to the students such as educational testing, homebound instruction, diagnostic evaluations in the areas of speech, hearing, sight or language, and alternative schools. Two full time teachers and three assistants are on staff at CES and several itinerant teachers serve the needs of our students.

**VOLUNTARY INTERDISTRICT CHOICE CORPORATION**

The Rockwood School District participates in the Voluntary Transfer Program. In this program, eligible students who live in the City of St. Louis can volunteer to attend a school in St. Louis County. The parents can request the district and the school they want their child to attend provided it is in their attendance zone. Our VICC students add richly to the diverse fabric of our school community.

As we look forward to a brand new school year, help us implement our mission of creating a safe and caring academic community, which helps each child achieve his/her

personal best and instill a love of learning while preparing him/her to be a responsible citizen.

**2017-18 Theme:**



*Let Your Light Shine!*