Rockwood South Middle School

STUDENT/PARENT HANDBOOK
2022-2023

FALCONS

Rockwood South Middle School
1623 Hawkins Road
Fenton, Missouri 63026-2629

Office: 636-891-5850
Office Fax: 636-891-8830
Nurse Fax: 636-861-7732
August, 2022

Dear Students:

Welcome to Rockwood South Middle School! On behalf of our staff, I hope you had a safe and enjoyable summer. We look forward to getting to know you and the unique talents and strengths you will bring to our community.

It is our goal to ensure your successful return or start at RSMS. We are committed to supporting you, challenging you, and ensuring that you are safe each and every day. Please take some time to read the important information that follows; this handbook will serve as a resource to support you throughout our school year.

In addition to the valuable information in our handbook, we would like to provide you with the following advice to support your success this school year:

- **Try, try, and try again!** Middle School is about discovering your unique talents and interests. We learn through exploring new opportunities, using our passions, and even through making mistakes. This mindset is important within the RSMS community.
- **Ask questions:** asking questions is the best way to learn at a deeper level. It is also the best way to connection with others. So whether you are intrigued by a concept, confused, lost, or simply interested in getting to know someone better, don’t hesitate to ask!
- **Manage your time.** Middle School is a time in your life when you will gain more responsibilities. Make sure you have what you need to be prepared each day.
- **Make a Difference.** It is important for you to work respectfully with your classmates and teachers to support your learning and to make an impact upon our community.
- **Use your voice and get involved:** Rockwood South Middle School has many clubs, activities, and events; we need your leadership!
- **Falcon Proud.** Take care of our school community and one another in a way that exemplifies the pride we have in being Falcons!

We are excited to learn with YOU. This will be the best year yet!

Sincerely,

Dr. Laurie Birkenmeier  
Principal

Dr. Jameelah Cain  
Assistant Principal

Mr. Nick Morgan  
Assistant Principal
GENERAL INFORMATION
Discover
Connect
Make a difference.
We are Falcon Proud
#rsmsrocks
The Rockwood School District prohibits and will not tolerate discrimination against or harassment of any student, employee or applicant for employment, or in its programs and activities, because of race, color, national origin, religion, sex, age, genetic information, marital status, disability, handicapping conditions, or any other factor that is not a proper legal basis for an employment decision, and it provides equal access to the Boy Scouts and other designated youth groups. This policy will prevail in all matters concerning the staff, the students, the public, the educational programs and services of the district, and individuals with whom the Board does business. Inquiries by students, parents, employees, or the public regarding Rockwood School District’s nondiscrimination policies should be directed to the compliance coordinators listed below:

Dr. Katherine A. Reboulet, Compliance Coordinator for Title VI and VII of the Civil Rights Act of 1964 as amended, the Missouri Human Rights Act, the Age Discrimination in Employment Act, Title II of the Americans with Disabilities Act (for employees and members of the public), the Genetic Information Nondiscrimination Act and P.L. 92-318, Education Amendments of 1972, Title IX (race, color, national origin, religion, genetic information, marital status, sex, age, disability and handicapping conditions (for employees and members of the public) discrimination issues),

Rockwood Administrative Center
111 East North Street
Eureka, Missouri 63025-1229
636.733.2034

Dr. David Cobb, Compliance Coordinator for Title II of the Americans with Disabilities Act (for students), P.L. 93-112, Section 504 of the Rehabilitation Act of 1973 and P.L. 94-142, Education for all Disabled Children Act (disability and handicapping conditions (for students) discrimination issues),

Rockwood Administrative Center
111 East North Street
Eureka, Missouri 63025-1229
636.733.2107

Inquiries may also be directed to additional compliance coordinators for unlawful discrimination and harassment set forth in Rockwood Regulation 2130

For further information on notice of nondiscrimination, visit https://nrs.ed.gov/ for the address and phone number of the office that serves your area, or call 1-800-421-3481.
Rockwood South Middle School
1628 Hawkins Road Fenton, Missouri 63026-2629
(636) 891-6850 Fax Office (636) 891-8830
Fax Nurse (636) 891-8831 www.rsdmo.org/rsouth

Dr. Laurie Birkenmeier........................................................ Principal

6th Grade – A-K
Dr. Jameelah Cain........................................................... Assistant Principal
Mrs. Jaime Finck .................................................................School Counselor

6th Grade – L-Z
Mr. Nick Morgan................................................................. Assistant Principal
Mrs. Jaime Finck .................................................................School Counselor

7th Grade
Dr. Jameelah Cain........................................................... Assistant Principal
Mr. Sam Walk ............................................................. School Counselor

8th Grade
Mr. Nick Morgan................................................................. Assistant Principal
Mrs. Ashley Bequette........................................................... School Counselor

Rockwood School District
111 East North Street Eureka, Missouri 63025-1229
(636) 733-2000 Fax (636) 938-2251 www.rsdmo.org

Dr. Curtis Cain.............................................................Superintendent of Schools
Dr. Shelley Willott..............................................................Assistant Superintendent Learning and Support
Dr. Katie Reboulet .............................................................Assistant Superintendent for Human Resources
Dr. Lisa Counts ...........................................................Assistant Superintendent of Supervision of Schools
Paul Northington ............................................................Chief Financial Officer
Mary Lapak...............................................................Executive Director of Communications
Deborah Ketting .................................................................Chief Information Officer
Dr. Terry Harris .............................................................Executive Director of Student Services
Dennis Rhodes.............................................................Director of Gifted and Talented Education
Chris Freund...........................................................Director of Facilities
Carmen Fischer...........................................................Director of Child Nutrition Services
Michael Seppi..............................................................Director of Community Education
Brenda Kirchhoefer.........................................................Coordinator of Purchasing
Mike Heyman...........................................................Director of Transportation Operations
Aisha Grace.............................................................Coordinator of Educational Equity and Diversity
Matthew Berry ........................................................... Coordinator of K12 Guidance and Counseling
Rockwood School District
Board of Education
2022 – 2023

Jaime Bayes, President
2220 Fenway Farms Trail
Fenton, MO 63026
board-of-education@rsdmo.org

Lynne Midyett, Vice-President
2336 Kettington Road
Clarkson Valley, MO 63017
board-of-education@rsdmo.org

Jessica Clark, Director
1007 Chesterfield Forest Drive
Wildwood, MO 63005
board-of-education@rsdmo.org

Izzy Imig, Director
1419 Wild Foxfire Lane
Wildwood, MO 63011
board-of-education@rsdmo.org

Dr. Keith Kinder, Director
1318 Marsh Ave
Ellisville, MO 63011
board-of-education@rsdmo.org

Randy Miller, Director
1356 Sand Key Court
Fenton, MO 63026
board-of-education@rsdmo.org

Tamar Joe Rhomberg, Director
1860 East Branch Road
Fenton, MO 63026
board-of-education@rsdmo.org
ROCKWOOD SCHOOL DISTRICT

SCHOOL CALENDAR 2022-023

New Teacher Orientation ...................................................... Thursday, August 11 through Tuesday, August 16
Regular Teacher Orientation (Teachers on Duty) ..................... Wednesday, August 17 through Friday, August 19
First Day of School for Students ............................................ Monday, August 22
No School - Labor Day .......................................................... Monday, September 5
No School – Curriculum Day (Teachers on Duty) ..................... Tuesday, September 6
No School - Professional Development Day (Teachers on Duty) .... Monday, October 3
No School – Professional Development Day (Teachers on Duty) .... Monday, November 7
No School - Conference Compensation Day ......................... Tuesday, November 8
No School - Thanksgiving Holiday ................................. Wednesday, November 23 through Friday, November 25
No School - Winter Break ............................................. Thursday, December 22 through Monday, January 2
School Resumes ....................................................................... Tuesday, January 3
Early Dismissal/Grade Recording Day .................................... Thursday, January 12
No School – Teacher Work Day (Teachers on Duty) .................. Friday, January 13
No School - Martin Luther King Jr.’s Birthday Holiday ............. Monday, January 16
Second Semester Begins ................................................................ Tuesday, January 17
No School - Professional Development Day (Teachers on Duty) . Friday, February 17
No School - Presidents’ Day Holiday ........................................ Monday, February 20
No School - Spring Recess ........................................................ Monday, March 20 through Friday, March 24
No School – Professional Development Day (Teachers on Duty) ... Monday, March 27
School Resumes ....................................................................... Tuesday, March 28
No School – Spring Holiday ..................................................... Friday, April 7
Last Day for Seniors ............................................................... Friday, May 26
No School – Memorial Day Holiday ......................................... Monday, May 29
Early Dismissal/Grade Recording Day .................................... Thursday, June 1
Records Day (Teachers on Duty) ............................................ Friday, June 2

BOE Approved 5/6/21

REVISED PENDING BOE APPROVAL 3/3/22

2022-2023 SCHOOL YEAR

STUDENT ATTENDANCE DAYS BY QUARTER AND SEMESTER

| Days | 1st Quarter ends ........ October 21 | 42 | 3rd Quarter Ends Middle/High ........ March 17 | 42 |
| Days | 2nd Quarter ends ........ January 12 | 46 | 4th Quarter Ends Middle/High ........ June 1 | 46 |
| Days | 1st Semester ends....... January 12 | 88 | 2nd Semester Ends................. June 1st Semester 88 days | 88 |
| Days | 2nd Semester 88 days |

Total Student Attendance Days 176

| Professional Development Day – No School Teachers on Duty | Early Dismissal – Grade Recording Day Teachers on Duty |
| October 3 | January 12 |
| November 7 | June 1 |
| February 17 |
| March 27 |

INCLEMENT WEATHER MAKE-UP

Schools are required 1044 hours of instructions

| 1 – 9 Inclement weather days | No change in last day of school |
| 10+ Inclement weather days | The District calendar will be adjusted |
## Rockwood School District

### Rockwood South Middle

#### 2022-2023 School Calendar

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### June 2023

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<td>2nd Semester Ends Early Dismissal</td>
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### Notes
- **1st Semester Days**: 88
- **2nd Semester Days**: 88
- **Total Student Attendance Days**: 176

- **A**: A Day
- **A-ED**: A Day Early Dismissal
- **B**: B Day
- **B-ED**: B Day Early Dismissal
- **C**: C Day
- **C-ED**: C Day Early Dismissal
- **NoSc**: No School for Students
- **NoSt**: No School for Students, Teachers have Obligation
- **M**: Staff Meeting
- **D**: Staff Development
- **Memorial Day**: No Sc
ACADEMIC INFORMATION
GRADING AND REPORTING

Grading and Reporting in a standards-based system is a process of accurately reporting the academic and nonacademic performance of students. Parents will be alerted ahead of time by multiple means as to when progress reports and report cards will be available for review. Student performance will be reported in two separate ways.

1. Academic Grades – An accurate evaluation of what a student knows and is able to do as defined in Rockwood curriculum documents.
2. Non-Academic Indicators – Factors that describe the actions and behaviors that support academic achievement as defined in Rockwood Procedures for Grading and Reporting.

ACADEMIC GRADES
A five letter academic grading scale, “A”, “B”, “C”, “D”, and “F” shall be used in grades 6-12. The Board-approved report cards for grades K-5 will be used at all elementary schools. In order to determine academic grades, the following elements will be utilized: Academic Standards, Formative Assessments, and Summative Assessments.

FINAL COURSE GRADE
For grade levels reporting an overall course/subject grade, the grade will be determined by applying any weights as required by district curriculum and averaging the scores assigned to all standards (measurement topics). A five letter academic grading scale, “A”, “B”, “C”, “D”, and “F” shall be used to report final course grades. High school and middle school semester grades will be based on cumulative performance over both quarters. At the high school level, semester final course grades will also include a cumulative final exam. Certain courses may require an end of course exam to be included in the final course grade.

INFINITE CAMPUS
Infinite Campus is Rockwood’s web-based student system. One of the features of the system is a web Portal that provides parents and 6-12 students with system access to information such as assignments, grades, and attendance. We believe that the system is a valuable tool and encourages both students and parents to use it to their advantage.

Information available to parents/guardians via the Portal includes:
- Certain demographic information
- A family calendar that displays attendance events and assignments due for all students in the household
- An individual student calendar for each student in the household
- A schedule of classes for each student in the household
- Assignments and grades for each student (grades 6-12)
- Attendance by term/quarter and period for the year
- Health immunization record
- Reports (PDF format)

Information stored on the system is encrypted and uses a high-level of internet security to safeguard system data, similar to systems used by banks and other institutions that do business online. Campus access requires a Username and Password, and strong password syntax is enforced.
To access Infinite Campus:

- Parents/guardians who have received their Activation Key or who already have a Campus account can access the system by logging in at:
  https://rockwoodmo.infinitecampus.org/campus/portal/parents/rockwood.jsp
- We recommend that you “bookmark” the Campus Portal website for future use

What if you do not have a Campus Activation Key?

- You will need an Activation Key to establish your Campus account. Please use the following steps to obtain your Activation Key:
  1. Complete a Parent Access Request form, available at the Rockwood South office
  2. Office staff will request to see your valid photo ID and, once verified, will provide you with your Activation Key
  3. Use your Activation Key at the portal login (see above URL)
- Activation Key can only be provided once through the school. If your username or password is lost, please contact Infinite Campus technical support via email at the address below

Technical assistance with the Infinite Campus portal is available via email at portalhelp@rsdmo.org.

**CURRICULUM**

Information regarding all Rockwood School District course curricula can be found at https://www.rsdmo.org/curriculum.
The purpose of the attendance policy of the Rockwood School District (Board Policy 2310) is to encourage regular school attendance. The Board believes that regular and punctual attendance is an important factor in a student’s success in school.

**DAILY ABSENCES**

Parents/guardians are responsible for notifying the school office of their child’s absence. If no call is made, the absence is unexcused. For your convenience, absences may be phoned in before the start of the school day by calling 636-891-6865 (attendance hotline) or 636-891-6852 (attendance office). You may also email the attendance secretary, Emily Michael, at michaelemily@rsdmo.org to report an absence. When leaving a message or sending an email, please include the following:

- Student’s name
- Reason for absence (including symptoms, if applicable)
- Your name and relationship to the student

**ABSENCES ON THE DAY OF AN ACTIVITY**

Students who are absent from school on the day of any school sponsored activity are generally not permitted to participate in that activity. The principal or assistant principal may grant approval for participation if contacted directly by the parents and only if the absence has been properly reported to the attendance office.

**ATTENDANCE NOTIFICATION PROCEDURES AND ACTIONS**

Parents will be notified by an automated call when their child is absent from school. This automated call alerts parents and requests they call to confirm and/or excuse the absence. After three unexcused absences or five excused absences, written notification will be made to the parents. If absences continue to be an issue after this point, the student and guardian may be referred to a counselor and/or social worker to determine barriers to attendance and to create an attendance plan.

Pursuant to Board Policy 2340, if a staff member has reasonable cause to suspect that a student is absent due to educational neglect, they will be required to notify the Missouri Department of Social Services – Children’s Division as outlined in Board Policy 2710.

**EXCUSED AND UNEXCUSED ABSENCES**

Causes of excused absences include:

- Student illness
- Doctor or dental appointments
- Certain days for religious observances
- A death in the family
- Court appearances
- Other circumstances as determined by guardians and the Student Services team

Examples of reasons that do not qualify as excused absences include:
Absences imposed due to an out of school suspension shall not count as an excused or unexcused absence.

EXTENDED ABSENCES

The Rockwood School District recognizes that regular and punctual attendance is an important factor in a student’s education. To that end, it is recommended that students not miss school for reasons such as a family vacation or outing. In the event that a student does leave town for up to five days, they may be excused absences provided that:

1. The absence was discussed with the student’s teachers and grade level administrator prior to the date
2. The student procures assignments in advance of the absence, if available from teachers
3. All assigned work is turned in upon returning to school or at the time the teachers request it
4. All tests, quizzes, etc. are made up at the discretion of the teacher
5. Absences have not reached 10 total days for the school year
6. Even though the absence is excused, it will count against Perfect Attendance.

HOMEWORK REQUEST DURING AN ABSENCE

Students who are absent are expected to make up missed work. They should utilize Infinite Campus and teacher websites to find out what work needs to be made up and to access online materials when possible. Students absent for three or more days should have a parent notify the attendance office so teachers can make sure appropriate makeup work and instructional material is sent home. It is the student’s responsibility, upon returning to school, to contact their teachers and establish mutually agreeable times for daily work to be turned in and any missed quizzes or tests to be completed.

Teachers are automatically notified if a student has been suspended out of school and work is requested. Every attempt will be made to get work to the student via mail, fellow student, or parent pick up.

LEAVING CAMPUS

During the school day, students must secure permission from the office before missing a class or leaving the campus. Parents/guardians must contact the attendance office to request a pass be issued to their child in order to leave campus. Failure to comply may result in disciplinary action. Parents/guardians will be notified and a parental conference may be required prior to the student returning to school. Students who have been absent because of injuries or communicable diseases must communicate with the nurse before returning to classes. Students participating in off-campus, school sponsored events are not considered absent.
STUDENT SERVICES
STUDENT SERVICES

SCHOOL COUNSELORS & SOCIAL WORKER

School counselors are available to talk with students, parents and teachers regarding school/personal adjustment issues and educational planning. They also provide classroom lessons focusing on personal and career development.

STUDENT SERVICES APPOINTMENTS

The Student Services Office hours are Monday – Friday from 7:47 a.m. – 3:00 p.m.

Students wishing to see their school counselor during the school day, should fill out the Google form, requesting to be seen and your grade level counselor will call you out of class or send a pass for your appointment.

Parents wishing to speak with a school counselor or social worker should contact the counselor secretary to schedule an appointment or a return phone call.

SCHOOL COUNSELOR ASSIGNMENTS

<table>
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<tr>
<th>Grade</th>
<th>Counselor</th>
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<tr>
<td>6th Grade</td>
<td>Mrs. Jaime Finck</td>
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<tr>
<td>7th Grade</td>
<td>Mr. Sam Walk</td>
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<tr>
<td>8th Grade</td>
<td>Ms. Ashley Bequette</td>
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<tr>
<td>Social Worker</td>
<td>TBD</td>
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<tr>
<td>Secretary/Registrar</td>
<td>Mrs. Ellen Heskett</td>
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HOMEBOUND INSTRUCTION

For students to be considered for homebound instruction, the student must have health concerns that would require a school absence of at least ten school days or have a medical condition such that periodic lengthy absences are necessary due to treatment. To arrange homebound instruction, parents should contact the Homebound Coordinator at 636-733-2153 to arrange for a meeting regarding possible homebound instruction.

The amount and type of instruction or supportive service provided through the homebound program shall be determined in relation to each student's educational needs and his or her ability to receive such services. Homebound services are meant to be temporary and the student should return to school as soon as possible. If services are provided for the student and those services are not utilized, the district may terminate those services. Homebound education services will not be arranged for times outside of the academic calendar school year (i.e., no summer school services will be provided).

This policy does not apply to homebound instruction for students with disabilities, which is governed by District Policy and Regulation 6250.

Please contact your child’s school counselor for additional information and to get homebound instruction set up.

REQUEST TO CHANGE SCHEDULE

Staffing needs for each course are based upon student selections. Therefore it will be very difficult if not impossible to change courses. All course changes require administrative approval. Please contact the grade level counselor to request a schedule change.
SPECIAL SCHOOL DISTRICT

Special School District (SSD) provides special education service to students in a variety of placements, which are governed by the federal Individuals with Disabilities Education Act (IDEA). Services are based entirely on a student’s individualized Education Program (IEP). If you have questions or need more information regarding eligibility or evaluation please contact the Guidance office. If your child has an IEP and you have questions regarding their placement or services provided please contact their SSD Case Manager directly.

Rockwood School District Services:

Student Intervention Services – 636-733-2135

Offices of Differentiated Services – 636-733-2135

Rockwood School District Social Work Department – 636-733-2135

TESTING

The testing program is a tool used to gain more information about the student’s ability and achievement. This information is filed in the student’s permanent record and is used in a confidential manner by teachers, counselors, and administrators.

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<th>TEST DATE (window)</th>
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<td>WIDA – ACCESS Placement Test (New to District)</td>
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<td>August – September</td>
<td>STAR Enterprises (Reading &amp; Math) Fall</td>
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<td>October – October</td>
<td>Gallup Student Poll</td>
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<td>December – December</td>
<td>STAR Enterprises (Reading &amp; Math) Winter</td>
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<td>November/May</td>
<td>MAP – Alternate Math DLM</td>
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<td>November/May</td>
<td>MAP – Alternate Science DLM</td>
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<td>December and May</td>
<td>End of Semester District Common Summative Assessments</td>
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<td>January – March</td>
<td>NAEP</td>
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<td>February – March</td>
<td>RSD Character/Climate Survey</td>
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<td>April – April</td>
<td>STAR Enterprises (Reading &amp; Math) Spring</td>
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<td>April – May</td>
<td>MAP Testing</td>
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<td>Fitness Testing</td>
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<td>MAP End-of-Course Assessments</td>
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<td>Summer Placement – Students new to Rockwood</td>
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STUDENT ACTIVITIES
STUDENT ACTIVITIES

STUDENT LEADERSHIP ACTIVITIES

Rockwood South Middle School offers the opportunity for students to participate in organizations whose activities help meet the leisure, recreational, and social needs and interests of the students. In addition, the student organizations help develop leadership potential and provide a vital link in the social development of the active participants. In most cases, admission to membership is based on interest and willingness to attend meetings and be an active member (the exception being those which have certain scholarship requirements). Student activities are only for students within our own school and no student activities shall be restricted in any way to selected students except as prescribed by the staff and administration. After school activities are a privilege and participation may be revoked if a student violates school or district rules and regulations.

ANNOUNCEMENT/ANNOUNCEMENT LEADERS

Daily announcements are communicated to students during first hour classes and during lunch period. In addition, announcements can be found running continuously on video screens in the lobby as well as on the school website.

INTRAMURALS

An intramural program is a key component of the Rockwood School District Middle School program. Our intramural program will provide encouragement and opportunities for all students to participate in a wide range of activities that are based upon the interests and physical needs of middle school students. These activities will focus on the development of social and physical skills in an atmosphere that stresses teamwork and learning the basic requirements of the game. A successful intramural program has the support of the entire school community.

STUDENT SOCIAL ACTIVITIES

All school parties and social functions must be held with the District unless permission is obtained from the Superintendent/designee in advance. Students absent the day of a social event must receive special permission from an administrator to be eligible to attend, which will only be granted in rare circumstances and only if the absence was properly reported as excused.

Student parties/social events are not to be conducted during the regular school day.

1. All student social events shall be limited to students enrolled at Rockwood South Middle School.
2. Students are not permitted to leave school events and then return.
3. No one may enter the school event later than 30 minutes after the starting time unless cleared by an administrator in advance.
4. Hallways will be open during the first 30 minutes for students to put belongings in their locker.
5. School rules apply even though the activity takes place outside of the regular school day.
6. Students experiencing disciplinary problems at a school activity will not be allowed to attend other school activities without administrator approval.
7. Students who are suspended out of school on the day of a school activity may not attend.
8. Any student caught defacing school property or decorations will be asked to leave the event and may not be permitted to attend further social events.
9. Parents/guardians must provide transportation to and from school activities.

SCHOOL DANCES

Dances are offered for students to socialize outside the normal school day and to build lasting relationships with their peers. All school rules and regulations must be followed during the dance, even though it takes place outside of the typical school day.

School dances may not be scheduled on a night before an instructional day. The dances shall be limited to students currently enrolled at Rockwood South Middle School. No student who is suspended out of school on the day of a school dance will be permitted to attend the dance. If a student had previously purchased a ticket for the dance and then disciplinary issues caused them to not be able to attend the student WILL NOT RECEIVE ANY REFUND of the cost of the ticket. Students who are not in attendance on the day of the dance will only be permitted to attend if their absence is excused and they have prior permission from an administrator.

Parents/guardians must provide transportation to and from the school dance. No limos will be allowed to transport students to or from school dances.

LATE PICK-UP POLICY

Students should be picked up promptly from after school clubs/activities. When students are not picked up at the agreed upon time, it causes difficulty for everyone involved: the student who worries about where their parent is, the parent who is anxious about being late, and the staff member who is delayed from their own affairs.

We ask parents to arrive by 3:45 pm and allow plenty of parking space in front of the building (curbside) for activity buses to park. Any student who did not sign up for an activity will not be permitted to ride an activity bus.

Student Discipline Policies and Regulations apply to all school sponsored activities and modes of transportation. We appreciate your understanding and adherence to these policies.

STUDENT ACTIVITIES

Student activities shall not be restricted in any way to selected students except as prescribed by the faculty and administration. Student activities are only for students currently enrolled at Rockwood South Middle School.

Available activities will be communicated to students. To participate, students must sign up for an afterschool activity by 1:00 pm on Monday for that week. This procedure must be repeated each week the student wishes to participate.

NATIONAL JUNIOR HONOR SOCIETY

The Rockwood South Middle School chapter of the National Junior Honor Society participates in a variety of services and fundraising projects throughout the school year to benefit the school and community. Membership in the National Junior Honor Society is based on excellence in five areas: Scholarship, Leadership, Service, Character, and Citizenship. The induction ceremony is traditionally held one evening in the fall.

A decision by the Faculty Council will determine selection of new members. The council will consider the following:
1. **Scholarship Achievement:** All members of NJHS must have a cumulative GPA of at least 3.5 and must have attended Rockwood South for one full semester prior to being considered for membership. This means that students would be notified of their eligibility at the beginning of their 7th grade and/or 8th grade year based upon their GPA at the end of the previous year.

2. **Leadership, Service, Character, and Citizenship**
   a. Positive leadership, character, and citizenship ratings from those members of the school faculty who have knowledge of the student.
   b. Three teachers recommendation forms
   c. School service and community activity that will be demonstrated to the Faculty Council through the Student Information Form/application completed by each eligible and interested student.

The following guidelines are used to determine a rating in these categories:

**Leadership**
- Is resourceful in proposing new problems, applying principles, and making suggestions
- Demonstrates leadership in promoting school activities
- Exercised influence on peers in upholding school ideals
- Contributes ideas that improve the civic life of the school
- Is able to delegate responsibilities
- Exemplifies positive attitudes
- Inspires positive behavior in others
- Demonstrates academic initiative
- Successfully holds school offices or positions of responsibility, conducting business effectively and efficiently, and without prodding, demonstrates reliability and dependability
- Demonstrates leadership in the classroom, at work, and in school community activities
- Is thoroughly dependable in any responsibility accepted

**Service**
- Is willing to uphold scholarship and maintain a loyal school attitude
- Participates in activities such as Girl Scouts, Boy Scouts, church groups; volunteer services for the aged, poor, or disadvantaged; family duties
- Volunteers dependable and well-organized assistance, is gladly available, and is willing to sacrifice to offer assistance
- Works well with others and is willing to take on difficult or inconspicuous responsibilities
- Is willing to represent the class or school in inter-class and inter-scholastic competitions
- Does committee and staff work uncomplainingly
- Shows courtesy by assisting visitors, teachers, and students

**Character**
- Takes criticism willingly and accepts recommendations graciously
- Consistently exemplifies desirable qualities of behavior (cheerfulness, friendliness, poise, stability)
- Upholds principles of morality and ethics
- Cooperates by complying with school regulations concerning property, programs, office, halls, etc.
- Demonstrates the highest standards of honesty and reliability
- Shows courtesy, concern, and respect for others
- Observes instructions and rules, punctuality, and faithfulness both inside and outside the classroom
- Has powers of concentration and sustained attention as shown by perseverance and application to studies
- Manifests truthfulness in acknowledging obedience to rules, avoiding cheating in written work, and showing unwillingness to profit by the mistakes of others
• Actively helps rid the school of bad influence or environment

Citizenship

• Understands the importance of civic involvement
• Has a high regard for freedom, justice, and respect for the American form of government
• Demonstrates mature participation and responsibility through involvement with such activities as scouting, community organizations, and school clubs
My child, __________________________________________, has my permission to participate in clubs and/or intramural activities at Rockwood South Middle School for the 2022-23 school year. I am aware that some activities involve physical activity and may have a higher risk of injury. If an injury should occur, my child is adequately covered by an accident policy for physical injuries.

Date:  ____________________________

Student Name:  _________________________________________________________

Grade:  (circle one)          6               7               8

Students should be picked up promptly from after school clubs/activities. When students are not picked up at the agreed upon time, it causes difficulty for everyone involved: the student who worries about where their parent is, the parent who is anxious about being late, and the staff member who is delayed from their own affairs. By signing below, I agree to arrive at Rockwood South by 3:45 pm or arrange appropriate transportation for my child.

Parent/Guardian Signature:  _______________________________________________

Emergency Phone Numbers:

Name/Relationship/Phone Number 1:  _________________________________

________________________________________

Name/Relationship/Phone Number 2:  _________________________________

________________________________________

Name/Relationship/Phone Number 3:  _________________________________

________________________________________

Additional comments?  ____________________________________________________

_________________________________________________________________
STUDENT SUPPORT SERVICES
Rockwood School District has teamed up with ParentSquare! Get the ParentSquare app and gain access to the Rockwood experience. Be in the Know with Auto Notices, Announcements, Attendance Calls, Alerts, File Downloads, Calendars, Direct Messaging, Auto Translations, Staff Directories, Helpful Links, Appointment Signups, RSVP to Events, Volunteer & Donate, Photo Galleries.

GET THE APP.
STUDENT SUPPORT SERVICES

ACTIVITY BUSES

Rockwood will provide 1 after school activity bus for students, Tuesday and Wednesday. VICC bus company will provide 1 after school activity bus for students, Tuesday and Wednesday.

All students staying after school, for any reason, must sign up on the After School Activity Sign-Up on their chrome books by 1:00 p.m. on each Monday. Students should indicate the activity they are staying for and whether they will walk home, ride the activity bus or be picked up by a parent.

Students are to be under the direct supervision of a teacher/sponsor who will dismiss them at 3:39 p.m.

BUS PASSES

Students may enter/exit their own bus at a different stop, or ride another student's bus to and/or from school by obtaining a bus pass from the front office and presenting it to the bus driver. The student desiring a bus pass must have a note signed by a parent stating the date, bus number and name of student with whom the student is riding home. A note stating every Friday will not be accepted. Two bus passes are allowed per bus and issued on a first come, first served basis from the front office. The transportation department and the principal must approve any long-term change. Bus pass requests may be rejected because: (1) Bus is full or at capacity; (2) Staff Development Days (11:32 student dismissal); (3) before a holiday; (4) during the last week of school.

District Policy — See Transportation/Parent Information/Student Safety — Guest riders are not allowed on a bus without a parent or guardian note, which must be submitted to the school office for approval. Requests must be for a legitimate education-related reason as determined by the school office and the bus must have sufficient capacity to seat the guest rider. A copy of the school office approved note (bus pass) will be presented to the bus driver prior to boarding. School administrators have the authority to deny guest riders for other reasons. The school office will have the student notify parents and guardians should a request be denied.

Online Transportation Information System. E-Link is Rockwood's online Transportation Information System. This program allows parents to find neighborhood bus routes for the school year. Both the User ID and Password will be the student's ID number. Go to Rockwood Website / Departments / Transportation for all of your bus route questions. Having trouble using E-Link? Call Rockwood Transportation Services (636) 733-8500. Missouri Central Transportation Services (314) 721-8657.

CAFETERIA

During lunch, parents are discouraged from bringing in outside food (such as meals or birthday treats) that is intended for a specific group of students. Outside food can inadvertently exclude or cause a disruption.

BREAKFAST

2022 - 2023 BREAKFAST PRICES
Secondary student Breakfast $2.10
Adult Breakfast $2.35
Reduced-pay students (for those who qualify) $ .30

*Breakfast starts at 7:17 and ends at 7:47. Please observe the following procedures for breakfast:

- Walk to the cafeteria and select your breakfast option
- Go through the check-out line appropriately
• Your utensils and napkin will be in the bag already for you
• Walk directly to your homeroom
• Find your seat and eat your breakfast
• Stay in your same seat and finish your breakfast
• Throw away your trash in the trash can that is closest to your classroom
• Ensure the desk and seat is in the same condition you found it (Example- No trash, no crumbs, no mess around or at your seat)
• Walk back into your homeroom quietly and find your same seat

LUNCH

<table>
<thead>
<tr>
<th>2022 – 2023 Lunch Meal Prices</th>
</tr>
</thead>
<tbody>
<tr>
<td>Secondary students</td>
</tr>
<tr>
<td>Adults</td>
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<td>Reduced pay students</td>
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CAFETERIA PROCEDURES

The cafeteria provides a Grade "A" hot lunch for those students wanting a balanced meal. Students may also purchase food a la Carte. Students may bring their lunch and purchase drinks. All students must eat in the cafeteria during their scheduled lunch period.

The Rockwood School District participates in the National School Lunch and School Breakfast Programs. This allows families the opportunity to apply for Free and Reduced Price Meal Benefits. Applications are available from the Child Nutrition Services Office or the School Office. Income information is treated very confidentially.

Please observe the following procedures for lunch:
- When entering the cafeteria, immediately sit at a table until you’re directed to get in line by a supervisor.
- Have your money and/or PIN ready for the cashier.
- All students must eat in the cafeteria. Food is not to be taken out of the cafeteria.
- When finished eating, return your tray, tableware and trash to the designated area.
- Respect our cafeteria and other students by keeping tables and floors clean and orderly.
- If you need to leave the cafeteria for any reason, speak to a supervising staff member first.
- You will be dismissed by a lunchroom supervisor only after the table and floor areas are clean.

For those students not following lunch and cafeteria rules and regulations, the consequences may include: Student conference, assigning the student to a particular table, detention, parental phone conference, in-school suspension or suspension until parent conference.

PROCEDURES FOR HANDLING OF MONEY AND STUDENT MEAL ACCOUNTS

Rockwood Child Nutrition utilizes the family-friendly system called MySchoolBucks. 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 checking accounts
- Scheduled recurring payments
- Automatic deposits when your child's account balance runs low
- One meal account per family will allow for easy management of funds
- Itemized purchase history up to 90 days can be viewed in online account
- Automatic notification sent to email when balances are low
- Maximum amount parents can deposit per student is $250.

Parents will need to log-in and create an account on “myschoolBucks.com”. Your student’s ID number will be displayed on their schedule.

MySchoolBucks will charge a payment fee when Rockwood parents use their credit card (VISA, MasterCard or Discover), check card or bank account on MySchoolBucks. The fee for all payment methods is a flat $2.75 per deposit, for one or more students, and multiple schools. The fee will be charged by Heartland Payment Systems.

For more information about MySchoolBucks or about food offerings, please visit the Rockwood Child Nutrition Website at https://www.rsdmo.org/Page/499.

**GRAB AND GO BREAKFAST**

Grab and go Breakfast is offered to all students after the first period, during bell passing. Students are allowed to purchase a complete breakfast consisting of a main entrée, fruit and milk to take and eat in their classroom. Grab and go Breakfast is a great way for kids to get some nourishment if they missed out on breakfast. Please note, that for students participating in the free or reduced meal program, that only covers one breakfast option – either before school or Grab N Go. Those students may not get both at the discounted rate.

**COMMUNICATION**

The best way to stay connected with what is going on at RSMS is through our school website. The new updated format allows easy access to all the information you may need including daily announcements, activity calendars, and links to teacher email/websites, lunch accounts, Infinite Campus, and principal blogs. The Rockwood School District website is another great source of information, and is now available in an easy to use app for your phone.

Rockwood is prepared when/if an emergency occurs in our school community. Our Communications team will keep parents informed in a crisis situation via ParentSquare, our automatic notification system-using voice, email and/or text alerts. In addition, emergency messages are posted on websites, local media outlets, and via the district's Facebook page and Twitter account. Our focus is a coordinated communications system, both internally and externally, regarding safety issues and crisis management.

**Parents will receive two types of information:**

1) **Emergency Messages:** The Rockwood School District will make every attempt to contact parents via phone (household, cell and work) in case of a crisis situation at the district or school. The safety of our students is our priority, and we will keep parents informed through regular updates via phone, email and text using our automatic notification system.

2) **Outreach Messages:** Schools keep parents connected to news and information using ParentSquare. Parents receive this information via email, text message, or app notification based on the preferences they have selected within ParentSquare. All email and mobile phone numbers are based on the information in Infinite Campus, so please ensure that your contact information is accurate and up to date.

**STUDENT ACTIVITY CALENDAR**

A monthly activity calendar is posted on the Rockwood South Middle School website. www.rsdmo/rsouth - Click Calendar
COMMUNITY RESOURCE CENTER

Find out community news and special offers from non-district administered programs and services on our website. www.rsdmo.org/rsouth; Click on the Parent Information Tab; Community Resource Center

DAILY ANNOUNCEMENTS

The “Daily Bulletin” is read by students every Monday through Friday in the classroom from 7:47 to 7:51 a.m. Students have the opportunity to view announcements every day during Homeroom on SmartBoards in all classrooms and the Welcome Center. Daily announcements may be viewed on the Rockwood South Middle School website. www.rsdmo.org/rsouth - click on Daily Announcements

Bulletin boards on campus will be used for bulletins and other announcements of general interest to students.

Material displayed in hallways must be approved by an administrator.

INFINITE CAMPUS

Infinite Campus is Rockwood’s web-based student system providing access to information such as assignments, grades and attendance. You can find the parent portal for Infinite Campus at: https://rockwoodmo.infinitecampus.org/campus/portal/parents/rockwood.jsp

PARENTSQURE

ParentSquare is Rockwood’s new parent communication tool. You will receive email, text, or push notifications regarding news and updates from the school and district. In addition, ParentSquare allows for direct messaging with any teacher and/or staff member that works with your student. Email addresses and mobile phone numbers are based on the information in Infinite Campus, so please ensure those are accurate and up to date. The free ParentSquare app can be downloaded in the Apple App Store or on Google’s App Store. ParentSquare can also be accessed at www.parentsquare.com.

To learn more about ParentSquare’s features and how to get started, please visit: https://www.rsdmo.org/parentsquare

PSO COMMUNICATION

Our parent-teacher organization keeps parents in the loop through the PSO page on our school website. www.rsdmo.org/rsouth; Click on PSO tab or link

WEBSITES

- Teacher - To help build upon learning, teachers share important information about what’s going on in the classroom.
- Rockwood School District & Rockwood South Middle School - Learn about district-wide programs and resources for students, parents, community and staff.

FIELD TRIPS/EXCURSIONS

Field trips are offered to provide educational opportunities not available in the classroom. Students participating in field trips are expected to represent RSMS in a responsible manner. All rules in effect at school also apply to students while participating in a school-sponsored activity. Students participating in field trips are responsible for
turning in assignments on their regular due dates. Permission to attend a field trip may be denied for educational reasons expressed by the teacher.

OUT OF TOWN FORMS AND OVERNIGHT HANDBOOK

The Out-of-Town or Overnight Travel Field Trip Booklet (form 5040) can be found on the Rockwood School District website. This booklet will no longer be available as a printed copy; it is only available electronically. We revamped this booklet to contain links to the policies and regulations it referred to in the old booklet. The booklet can be found here:

https://go.boarddocs.com/mo/rsdpa/Board.nsf/files/CEPLHC568DFC/$file/Out-of-Town%20or%20Overnight%20Travel%20Field%20Trip%20Booklet.pdf

FORGOTTEN ITEMS

So that instructional time is not disrupted, students may retrieve forgotten items at the front office during general passing periods (9:22, 10:58, and 12:38) or during their lunch shift. Students will not be called over the intercom during passing periods. Students can be called over the intercom before 7:30 a.m. and 2:37 p.m. only.

FUNDRAISING AT SCHOOL

Only fund-raising items approved by the administration may be sold in school or on the school bus. These items are not to be sold during class without prior approval from the teacher or an administrator. Any other items will be confiscated, parents contacted, and items will be returned only to parents in person.

HALLWAY (A.M.) PROCEDURES

Students will remain on the bus until 7:15 and will enter the building through the Main Lobby entrance only. Doors open at 7:15 a.m. All students will proceed to their 1st hour class unless they are eating breakfast then they will proceed to the cafeteria. Restrooms will be available off the Main Lobby for use by students as they enter the building.

Students are required to have a hall pass if they need to be in the hallway during class time.

HEALTH SERVICES - SCHOOL NURSE – SCHOOL NURSE FAX NUMBER (636) 891-8831

The school nurse is in the office daily from 7:30am to 3:00pm.

The nurse is here to maintain a health record of each student, administer health screenings and dispense first aid throughout the school year. The nurse administers prescribed medicine and does not make diagnoses. When illness or injury occurs, except in extreme emergencies, students must obtain a pass from their teacher to admit them to the nurse’s office. If the nurse determines that the student should be dismissed from school because of illness or injury, a parent or guardian must be present at home or have made other arrangements before a student will be dismissed. If no one can be reached, the student will be cared for at school until the regular dismissal time. Under no circumstances can a student leave school without the permission of one of the administrators.

In accordance with State Law, no student may attend school while afflicted with a contagious or infectious disease (BP2860). Students who have been absent because of injuries or communicable diseases must see the nurse before returning to class. There are several guidelines that parents/guardians should follow to assist in maintaining a health 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 the use of medication to reduce fever.
- 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 child with a rash of unknown origin should be checked by a doctor before attending school to assure that the rash is not contagious.
• Students experiencing vomiting or diarrhea should not be sent to school.

We would like to ensure that this school year gets off to a good start for all students and are requesting your cooperation in adhering to the following:

1. Complete Annual Student Health Information form online.
2. If your child has special health care needs, please notify the nurse.
3. Take note of the following Rockwood School District medication procedure

All medications must be picked up by a parent/guardian by 2:45 p.m. on the last day of school. Any medication left at school after 2:45 p.m. on the last day of school will be disposed of. Under no circumstances can medication be sent home with students.

HEALTH EXAMINATIONS

A student health examination is required of all students regardless of grade level upon initial entry into the district. A student health examination will also be required of all students entering the sixth grade. The Administration may waive the examination requirement upon written objection by a parent/guardian. Students are given one month from the start of school or initial date of entry to comply with this requirement. If a parent/guardian can produce written confirmation that their child has had a health examination within the past year, it will fulfill the requirement. The "past year" will be determined from the date the child starts school.

Physical examination forms are available in the office and on the Rockwood School District website. Completed forms are to be sent to the school nurse the first week of school. If the student has an appointment, the parent must send a letter to the school stating the date of the appointment.

PROCEDURE FOR ADMINISTERING MEDICATION IN THE SCHOOL

It shall be the policy of the Board of Education that the giving of medicine to students during school hours be discouraged and restricted to medication that cannot be given on an alternative schedule. The Board of Education recognizes that some students may require medication for chronic or short term illness/injury or disabling conditions during the school day to enable them to remain in school and participate in their education. The Board of Education hereby grants students the authority to possess and self-administer medicine prescribed or ordered by a physician for the treatment of asthma or anaphylaxis. Further, the Board of Education authorizes school nurses to determine and maintain an adequate supply of epinephrine and albuterol at school, which may be administered at the discretion of the school nurse, or other school employee trained by and supervised by the nurse, in emergency situations. The superintendent, in collaboration with the District nursing staff, will establish administrative regulations for storing and administering medications in compliance with this policy and pursuant to state and federal law.

Prescription Medicine

The student’s physician shall provide a written request that the student be given medication during school hours. The request shall state the name of the student, name of drug, dosage, frequency of administration, route of administration, and the name of the physician. The diagnosis/indication for use of the medicine shall be provided. When possible, the physician should state adverse effects and applicable emergency instructions. A parent/guardian shall provide a written request that Rockwood School District comply with the physician’s request to give medication or complete the "Request for Medication to Be given at School" form.

The use of controlled pain medication by students during the school day is highly discouraged as this may cause a barrier to learning. Controlled pain medications will generally not be accepted or administered by the school nurse. The administration of controlled pain medication may be allowed if it is part of a student’s necessary treatment, subject to the approval of the district’s nursing supervisor.
In lieu of the physician’s written request, the District will accept a prescription label properly affixed to the medication in question. Said label must contain the name of the student, name of the drug, dosage, frequency of the administration, route of administration, and the name of physician. Along with the labeled medication, a parent/guardian shall provide a written request that Rockwood School District comply with the physician’s request to give medication.

When a parent/guardian does not provide a written request for the administration of medicine, the registered professional nurse or his/her designee will attempt to contact the parent and obtain the written request.

If it is not possible to contact the parent/guardian, the child’s physician shall be contacted. If that is not possible, Rockwood’s consulting physician shall be contacted for directions. The District will not administer the initial dose of any medication. The day’s first dose of medication should be given at home.

In the absence of the parent/guardian’s written request, correct prescription label, manufacturer’s label or the physician’s request, the parent/guardian may personally administer medication to his/her child at school. Usual precautions regarding proper identification of the parent/guardian shall be exercised. The driver’s license may be used as a means of identification.

**Over-the-Counter Medication**

The student’s physician* shall provide a written request that the student be given medication during school hours. The request shall state the name of the student, name of drug, dosage, frequency of administration, route of administration, and the name of the physician. The diagnosis/indication for the use of the medicine shall be provided. When possible, the physician should state adverse effects and applicable emergency instructions.

Over-the-counter medications must be brought to school in their original container and kept in the health room in the possession of the nurse.

The prohibition against the possession and use of over-the-counter medication on school property and at school-sponsored activities on or away from school property shall not apply to products containing sunscreen and sun blocking agents, including lotions, creams, lip balm and other similar products, so long as such product (1) contains no other substances prohibited under this or any other Board policy and (2) is in the original, clearly labeled manufacturer’s container.

The student will assume the responsibility for requesting the medication each day at the proper time. The parent/guardian will provide a written request that Rockwood School District comply with the physician’s request to give medication.

*Physician – person who can legally prescribe in the state of Missouri.

**Emergency Medication**

For students who may be in need of emergency medication, written standing orders from the District’s consulting physician will be obtained annually for the administration of such medication, i.e., epinephrine, albuterol.

The school nurse shall determine and maintain an adequate supply of pre-filled auto syringes of epinephrine with fifteen hundredths milligram or three-tenths milligram delivery at the school. Prefilled epinephrine auto syringes will be obtained for the district from a prescription written by a licensed physician, a physician's assistant, or nurse practitioner. Epinephrine will be administered by a school nurse or other school employee trained by and supervised by the nurse on any student the school nurse or trained employee believes is having a life threatening anaphylactic reaction based on the training.

**Self-Administration of Medication**

Any student with a chronic health condition, including asthma or any potentially life-threatening respiratory illness
may carry with them for self-administration any medicine prescribed or ordered by a physician for the treatment of asthma or anaphylaxis, including without limitation metered dose inhalers containing "rescue" medication and Epi-Pen.

**Parent/Guardian Administration**

In situations where the above requirements are not met, or any time the parent/guardian chooses, the parent/guardian may come to school to administer medicine to his/her child. The parent should report to the office to have the child summoned to meet the parent in the office.

**APPENDIX A - Self Administration of Metered-Dosed “Rescue” Medication Inhaler**

- The parent/guardian shall provide written authorization for the child’s self-administration of this medication with a written history of the child’s experience with the chronic health condition. He/she shall provide a treatment plan approved and signed by the student's physician for managing asthma or anaphylaxis episodes or other chronic health condition, and for the medication used by the student.
- The parent/guardian shall provide written certification from the child's physician, or the physician shall provide written certification that the child has a chronic health condition, including asthma, anaphylaxis, or another potentially life-threatening respiratory illness. This certification shall further state that the child has been instructed in and is capable of the proper method of self-administration of the specific medication, that he/she has been informed of the dangers of improper use and the danger of permitting other persons to use the prescribed medication.
- The District shall inform the parent/guardian of the child in writing that the District, its employees or agents shall incur no liability as a result of any injury arising from the self-administration of the medication by the child.
- The parent/guardian shall sign a statement acknowledging the District shall incur no liability as a result of injury arising from the self-administration of this medication by the child. The parent/guardian shall indemnify and hold harmless the District and its employees or agents against any claims arising out of the self-administration of medication by the child.
- The student has demonstrated to his or her physician and the school nurse, the ability to administer such medication as prescribed.
- This authorization is effective for the school year for which it is granted and must be renewed annually, renewal contingent upon completion of the above four steps with each request for renewal.
- The District may require children to maintain current duplicate metered-dose “rescue” inhalers with the school nurse.
- The child shall report to the school nurse within a timely manner when he/she has had occasion to use his/her “rescue” medication.
- The registered professional nurse shall communicate to parent/guardian and/or physician the effect of the medication on the student, and apprise them of frequency of need. Concerns regarding proper use of the medication can be discussed with parent/guardian and the physician.
- When administration pursuant to the physician’s order is perceived to be ineffective or when it is believed that the safety of the child is at risk, the physician shall be contacted immediately. If said physician is unavailable, Rockwood’s consulting physician shall be contacted for direction.

**LIBRARY**

The school library media center supports teachers and students with learning and instruction by providing a collection of materials in a variety of formats that enrich the curriculum. In addition to informational and instructional resources it offers a wide range of reading materials for student interests and enjoyment. Students are encouraged to use the library during the school day to check out books, to do research and/or to use various computer programs. Students may borrow up to three books for three weeks with renewal privileges. For more information visit the library website at [www.rsdmo.org/rsouth](http://www.rsdmo.org/rsouth); Click on the library tab.

Lost or damaged materials must be paid for.

Library hours are 7:30 a.m. – 2:50 p.m.
LOCKERS

Students are responsible for the security of their books and personal belongings. All students will be assigned a hall locker for their use during the school year. No sharing will be allowed to an assigned locker. This locker is provided for the security and convenience of the student. Do not give your lock combination or key to anyone else.

Locks for hallway lockers must be provided by the student. We suggest a good combination lock or key lock. An extra locker key may be kept on file in the front office. It is the responsibility of the student to see that the lock is in place and locked at all times. The school accepts no liability for the safekeeping of your lock or the contents of your locker. Locks are to be removed from all lockers and must be completely cleaned out at the end of the school year. Any problems with your locker should be reported to your homeroom teacher or the office as soon as possible.

Lockers should be kept clean and are subject to inspection. Do not put stickers, paste or glue items to locker doors or walls. Any item placed on the locker must be removed easily. A locker inspection will be made during the final days of school. A locker in violation of this policy will be assessed a fine to cover the cost of cleaning up the locker.

A fine will be assessed for lockers, which are damaged or broken by misuse; the person or persons misusing the locker will pay the fine.

Students are to go to their lockers before school, between classes and after school...not during class time...plan ahead.

Students must stay in their assigned lockers unless it is determined by a custodian that the locker is broken. There will be no switching of lockers during the school year unless approved by your homeroom teacher and reported to the front office.

LOST AND FOUND

Books, purses, and other personal articles found on school premises must be turned into the office. Inquiries concerning lost items should be made at the office as soon as possible. A lost/stolen report should be completed so found items can be connected with their owner.

The school is not financially responsible for replacing students’ belongings or school property that has been entrusted to students. Parents are encouraged to make sure valuable items (musical instruments, etc.) are covered under homeowners’ policies.

NAME AND ADDRESS CHANGES

Any change in address, phone number, or guardianship must be immediately reported to the school registrar in the Guidance Office. Call the school guidance office at 636-891-6853.

PHYSICAL EDUCATION - MEDICAL EXCUSE

Students may be excused from one class period of Physical Education due to illness or injury with a parental note. If additional time is needed, a doctor’s excuse must be presented to the Nurse and Physical Education teacher. If a student is excused from physical education by a doctor’s statement, another statement, in the form of a release, is required to enable the student to participate. An alternate assignment, usually involving reading and taking a brief test will be given to students with a medical excuse. Students who have been absent because of injuries or communicable diseases must see the nurse before returning to classes.

DISTRICT GUIDELINES FOR OUTDOOR PE ACTIVITY

- District wide 40-95 degrees – outside normal time (usually 15 minutes)
- District wide Stay inside when it’s above 95 degrees
• PE classes will not be held outside when temperatures reach 40 degrees or below. With cold weather, of course, improperly clothed children should not be allowed out. With warm weather, running should be limited and water/shade available.

These guidelines are not the same as MSHSAA for after-school outdoor activities, they are the recommendations of the RSD consulting physician Gerald Lowther, MD, with input from district administrators.

**PHYSICAL EDUCATION – UNIFORMS**

Students must have a separate change of clothing for physical education classes. P.E. teachers ask that these items be clearly marked with the student’s name for easy identification. Physical education uniforms will be available for sale beginning August and during the orientation program and throughout the school year. Information concerning dress requirements will be given during physical education classes.

Students in 6th grade will also use heart rate monitors and straps and students will have the option to order their own strap for $15.

PE Shorts = $12.00 - PE Running Shorts = $15.00 - PE Shirts = $8.00

**STUDENT PICTURES**

Student pictures will be taken for the school files and the yearbook. All students are required to have pictures taken but are not required to buy them. Pictures may be purchased if desired. Student pictures are taken during orientation before school starts. Students who were unable to get their picture taken during the orientation event will have their pictures taken during late Picture Make-Up Day.

**TEXTBOOKS AND SCHOOL PROPERTY**

Students are expected to take reasonable care of school property. Textbooks and Chromebooks will be issued at the beginning of the school year. A record of the number, condition of the material, and the name of the student to whom it is issued will be kept by the teacher and school. Any damage to the books and or Chromebooks should be brought to the attention of a teacher.

Students are encouraged not to borrow or lend their materials to other students. Students should make certain that their lockers are locked at all times. This will cut down on theft or loss of materials.

Students shall pay for books, Chromebooks, school supplies, school equipment or other school property lost or damaged beyond ordinary wear and tear. Payment shall be assessed in accordance with the price of the material or other article lost or damaged. Fines must be paid promptly or students may lose after school privileges.

**AUTOMOBILE TRANSPORTATION/PARENT PICK UP**

Students will not be allowed to leave the school grounds with anyone other than parents, unless there is a signed parent note turned in to the office requesting other specific arrangements.

For parent pick up, students should present a note to the front office. After it is approved, the front office secretary will issue a pass. Parents who prefer that their child be a daily pick up should also send a note to school stating the student has permission to ride home everyday for the entire school year. All students must check in with the dismissal supervisor after school and wait to be released after the buses have left campus.

**SKATEBOARDS AND ROLLERBLADES**

Skateboards, roller blades, or motorized scooters are not acceptable means of transportation to and from school and are not allowed at school.
BUS TRANSPORTATION

All students who live more than one mile by way of the most direct road from the front door of the school building, or any student living in an area which has been declared hazardous by the Board, regardless of distance may ride the school bus.

Due to capacity limitations on each bus, any student who carries a sports bag, book bag, oversize instrument, luggage, etc. onto the bus may choose to place the oversize item either directly under the seat below him/her, or on his/her lap. Nothing may be placed in the bus aisle or in the back window.

Note: If your child does not ride the bus for 10 consecutive school days, his/her stop may be dropped from the routing. You must contact the bus company to have the stop reinstated.

For any questions concerning transportation, please contact the following bus transportation services:
  Rockwood Transportation - (636) 733-8500
  Voluntary Interdistrict Choice Corporation - (314) 721-8657

WALKING/BICYCLES

Students may walk or ride their bike to and from school if they bring a note from their parents permitting them to do so. The student should present the note to the front office for administrator approval. After it is approved, the secretary will issue a walking pass. Parents who prefer that their student walk on a daily basis should also send a note to school stating the student has permission to walk home everyday for the entire school year. A daily walker is defined as a student who will walk home everyday regardless of the weather. When the student presents the note to the office, he/she will be given a permission form, which should be reviewed by parents/guardians and student, signed, and returned to the office. A list of daily walkers will be given to all dismissal supervisors. All walkers must check in with the dismissal supervisor after school and wait to be released after the buses have left campus. Students who do not have written parental permission to walk will be required to make telephone contact with a parent, so that the parent may give verbal permission to a staff member allowing the student to walk.

Students who do not wish to walk home daily must bring a note each time he/she would like to walk home and after approval, the front office will issue a walking pass.

Only daily walkers (students walking everyday regardless of weather) are allowed to walk home on Staff Development Days (early release), day before a holiday, and the last week of school. Students riding their bikes must wear a helmet when riding their bike to/from school.

More information and the permission form can be found at:

Daily Walker/Bike Rider Form

VISITORS

Parents and patrons of the district are encouraged to visit District schools. However, ALL VISITORS during the regular school day must check in at the building office prior to proceeding elsewhere in the building. Adult visitors will be required to show valid photo ID. If a visitor does not have a photo ID or will not show it, they will not be allowed onto campus for any reason. Parents or patron visits to the classroom must be approved in advance by the teacher and/or principal. When on campus, it is expected and therefore required that an adult visitor act in a manner that upholds our school’s culture and district values. Parents or patron visits to the classroom must be approved in advance by the teacher and/or principal. We appreciate your help!

The Board and administration will not tolerate any person or persons whose presence disturb classes or school activities or hinder the instructional process. If such persons will not leave the school premises upon request, the building principal/designee may refer charges to the proper legal authorities.
Visitation by preschool children and/or children in the classroom from other schools shall be discouraged. All children who are visiting the schools must report to the principal’s office and receive approval prior to attending classes.

The Board discourages using the school as a site for non-custodial parent/child visitation. The principal may deny the non-custodial 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/guardian.
HARASSMENT
INFORMATION
Harassment

HARASSMENT – SEXUAL HARASSMENT

The Board of Education strongly believes that no person in the district shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity. Sex-based discrimination and harassment includes that which is based on gender.

For purposes of this Regulation, sexual harassment of a student consists of sexual advances, requests for sexual favors, sexually- motivated physical conduct, or other verbal or physical conduct or communication of a sexual nature when:

1.) A school employee causes a student to believe that he or she must submit to unwelcome sexual conduct in order to participate in a school program or activity, or when an employee or third party agent of the district causes a student to believe that the employee will make an educational decision based on whether or not the student submits to unwelcome sexual conduct; or

2.) When the unwelcome sexual conduct of a school employee or classmate is so severe, persistent or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, or abusive educational environment.

Examples of conduct which may constitute sexual harassment include:

- sexual advances;
- touching, patting, grabbing, or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex;
- coercing, forcing, or attempting to coerce or force the touching of anyone's intimate parts;
- coercing, forcing, or attempting to coerce or force sexual intercourse or a sexual act on another;
- graffiti of a sexual nature;
- sexual gestures;
- sexual or dirty jokes;
- touching oneself sexually or talking about one's sexual activity in front of others;
- spreading rumors about or rating other students as to sexual activity or performance;
- unwelcome, sexually-motivated or inappropriate patting, pinching, or physical contact. This prohibition does not preclude legitimate, non-sexual physical conduct such as the use of necessary restraints to avoid physical harm to persons or property, or conduct such as a teacher's consoling hug of a young student, or one student's demonstration of a sports move requiring contact with another student. (NOTE: Where the perpetrator is an adult and the victim is a student, welcomeness is generally not relevant.)
- other unwelcome sexual behavior or words, including demands for sexual favors, when accompanied by implied or overt threats concerning an individual's educational status or implied or overt promises of preferential treatment.

Harassment Because of Gender

"Sexual" harassment, as used in Policy 2130 and this Regulation, may also include gender-based harassment. For purposes of this Regulation, gender harassment of a student consists of verbal or physical conduct relating to an individual's gender when:

1.) The harassing conduct is sufficiently persistent or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, or abusive educational environment; or

2.) The harassing conduct has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance; or
3.) The harassing conduct otherwise substantially and adversely affects an individual's learning opportunities. Examples of conduct which may constitute harassment because of gender include:

- graffiti containing offensive language;
- name-calling, jokes, or rumors;
- threatening or intimidating conduct directed at another because of the other's gender;
- notes or cartoons;
- slurs, negative stereotypes, and hostile acts which are based upon another's gender; written or graphic material containing comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of protected classes;
- a physical act of aggression or assault upon another because of, or in a manner reasonably related to gender;
- other kinds of aggressive conduct such as theft or damage to property which is motivated by gender;
- verbal, nonverbal or physical aggression, intimidation or hostility based on sex or sex stereotyping, including harassment based on exhibiting what is perceived as stereotypical characteristics for sex or failure to conform to stereotypical notions of masculinity or femininity.

Examples of such harassment may include, but are not limited to, the following:

- A student in a predominantly single-gender class who is subjected to sex-based remarks by a teacher or students who regard the comments as joking and part of the usual class environment.
- Interfering with a student's achievement in a predominantly or historically single-gender class by hiding tools or equipment, questioning the student's ability to handle the work, or suggesting that the student is "abnormal" for enrolling in the class.
- Purposefully limiting or denying students access to educational resources because of their gender.
- Teasing a student about the student's enrollment in a predominantly or historically single-gender class.
- Teasing a student because the student does not identify with or express himself or herself with the gender assigned to him or her at birth.

**Harassment Because of Race or Color**

For purposes of this Regulation, racial harassment of a student consists of verbal or physical conduct relating to an individual's race or color when:

1.) The harassing conduct is sufficiently severe, persistent, or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, or abusive educational environment;

2.) The harassing conduct has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance; or

3.) The harassing conduct otherwise substantially and adversely affects an individual's learning opportunities. Examples of conduct which may constitute harassment because of race or color include:

- graffiti containing racially-offensive language;
- name-calling, jokes, or rumors;
- threatening or intimidating conduct directed at another because of the other's race or color;
- notes or cartoons;
• racial slurs, negative stereotypes, and hostile acts which are based upon another's race or color;
• written or graphic material containing racial comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of protected classes;
• a physical act of aggression or assault upon another because of, or in a manner reasonably related to, race or color;
• other kinds of aggressive conduct such as theft or damage to property which is motivated by race or color.

**Harassment Based Upon Religion**

For purposes of this Regulation, religious harassment of a student consists of verbal or physical conduct relating to an individual's religion or the religion of the individual's parents, family members, or ancestors when:

1.) The harassing conduct is so severe, persistent or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, or abusive educational environment;

2.) The harassing conduct has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or

3.) The harassing conduct otherwise substantially and adversely affects an individual's learning opportunities. Examples of conduct which may constitute harassment because of religion include:

• graffiti containing offensive language which is derogatory to others because of their religion;
• jokes, name-calling, or rumors based upon an individual's religion;
• slurs, negative stereotypes, and hostile acts which are based upon another's religion;
• written or graphic material containing religious comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of protected classes;
• a physical act of aggression or assault upon another because of, or in a manner reasonably related to, religion;
• other kinds of aggressive conduct such as theft or damage to property which is motivated by religion.

**Harassment Based Upon National Origin or Ethnicity**

For purposes of this Regulation, ethnic or national origin harassment of a student consists of verbal or physical conduct relating to an individual's ethnicity or country of origin or the country of origin of the individual's parents, family members, or ancestors when:

1.) The harassing conduct is so severe, persistent or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, or abusive educational environment;

2.) The harassing conduct has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or

3.) The harassing conduct otherwise substantially and adversely affects an individual's learning opportunities. Examples of conduct which may constitute harassment because of national origin or ethnicity include:

• graffiti containing offensive language which is derogatory to others because of their national origin or ethnicity;
• jokes, name-calling, or rumors based upon an individual's national origin or ethnicity;
• ethnic slurs, negative stereotypes, and hostile acts which are based upon another's national origin or ethnicity;
written or graphic material containing ethnic comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of protected classes;
- a physical act of aggression or assault upon another because of, or in a manner reasonably related to, ethnicity or national origin;
- other kinds of aggressive conduct such as theft or damage to property which is motivated by national origin or ethnicity.

**Harassment Because of Disability**

For the purposes of this Regulation, harassment because of the disability of a student consists of verbal or physical conduct relating to an individual's physical or mental impairment when:

1.) The harassing conduct is so severe, persistent or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, or abusive educational environment;

2.) The harassing conduct has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or

3.) The harassing conduct otherwise adversely and substantially affects an individual's learning opportunities. Examples of conduct which may constitute harassment because of disability include:

- graffiti containing offensive language which is derogatory to others because of their physical or mental disability;
- threatening or intimidating conduct directed at another because of the other's physical or mental disability;
- jokes, rumors, or name-calling based upon an individual's physical or mental disability;
- slurs, negative stereotypes, and hostile acts which are based upon another's physical or mental disability;
- graphic material containing comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of protected classes;
- a physical act of aggression or assault upon another because of, or in a manner reasonably related to, an individual's physical or mental disability;
- other kinds of aggressive conduct such as theft or damage to property which is motivated by an individual's physical or mental disability.

**Harassment Because of Sexual Orientation or Perceived Sexual Orientation**

For purposes of this Regulation, harassment of a student because of sexual orientation or perceived sexual orientation consists of verbal or physical conduct relating to an individual's sexual orientation or perceived sexual orientation when:

1.) The harassing conduct is sufficiently persistent or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, or abusive educational environment; or

2.) The harassing conduct has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance; or

3.) The harassing conduct otherwise substantially and adversely affects an individual's learning opportunities. Examples of conduct which may constitute harassment because of sexual orientation or perceived sexual orientation include:

- graffiti containing offensive language;
- name-calling, jokes, or rumors;
- threatening or intimidating conduct directed at another because of the other's sexual orientation or perceived sexual orientation;
- notes or cartoons;
- slurs, negative stereotypes, and hostile acts which are based upon another's sexual orientation or perceived sexual orientation;
- written or graphic material containing comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of protected classes;
- a physical act of aggression or assault upon another because of, or in a manner reasonably related to, sexual orientation or perceived sexual orientation;
- other kinds of aggressive conduct such as theft or damage to property which is motivated by sexual orientation or perceived sexual orientation.

**Reporting Procedures**

In each school building, the building principal is the person responsible for receiving oral or written reports of discrimination, sexual harassment, or harassment based on race, color, religion, national origin, ethnicity, disability, sexual orientation, or perceived sexual orientation at the building level. Any adult district personnel who receives a report of discrimination, sexual harassment, or harassment based on race, color, religion, national origin, ethnicity, disability, sexual orientation, or perceived sexual orientation shall inform the building principal immediately. At the district level, the District Compliance Officers are designated according to the incidents listed below.

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1. Any student who believes he or she has been the victim of sexual harassment or harassment based on race, color, religion, national origin, ethnicity, disability, sexual orientation, or perceived sexual orientation by a student, teacher, administrator, or other school personnel of the district, or by any other person who is participating in, observing, or otherwise engaged in activities, including sporting events and other extracurricular activities, under the auspices of the district, is encouraged to immediately report the alleged acts to their building principal.

2. If the student feels that such contact with the building principal would be inappropriate, if the situation is not satisfactorily resolved by the building principal, or if the student simply feels more comfortable speaking with someone other than the building principal, the student should contact the Compliance Officer for the district designated by this Regulation. If the complaint involves the building principal, the complaint shall be made or filed directly with the Superintendent or the District Compliance Officer by the reporting party or the complainant. If any complaint involves the Compliance Officer, the complaint shall be filed directly with the Superintendent.
3.) If neither the student's building principal nor the Compliance Officer is of the same sex as the student, or the student for any other reason would prefer to report the student's concern to another administrator within the district, the student may do so. However, it is essential that the report be made to someone with the authority and obligation to act upon the concern.

4.) Any teacher, administrator, or other school official who has or receives notice that student has or may have been the victim of sexual harassment or harassment based on race, color, religion, sex, national origin, ethnicity, disability, sexual orientation, or perceived sexual orientation by a student, teacher, administrator, or other school personnel of the district, or by any other person who is participating in, observing, or otherwise engaged in activities, including sporting events and other extracurricular activities, under the auspices of the district, is required to immediately report the alleged acts to the building principal or the Compliance Officer designated by this Regulation within twenty-four (24) hours or within a reasonable time thereafter.

5.) Any other person with knowledge or belief that a student has or may have been the victim of unlawful discrimination, sexual harassment or harassment based on race, color, religion, national origin, ethnicity, disability, sexual orientation, or perceived sexual orientation as set forth above, is encouraged to immediately report the alleged acts to their building principal or the Compliance Officer designated by this Regulation.

6.) The district encourages the reporting party or complainant to use the report form available from the principal of each building or available from the district office, but oral reports shall be considered complaints as well. Use of formal reporting forms is not mandated. A complainant's refusal to sign a complaint does not relieve the district of the obligation to investigate the complaint. Nothing in this Regulation shall prevent any person from reporting harassment directly to the Compliance Officer or to the Superintendent. A student who believes that he/she has been subjected to sexual harassment shall not be required to confront the alleged harasser prior to making the report. The district will respond to male and female students' complaints of discrimination and harassment promptly, appropriately, and with the same degree of seriousness.

7.) Upon receipt of a report, the principal must notify the District Compliance Officer immediately, without screening or investigating the report. The principal may request but may not insist upon a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the principal to the Compliance Officer. If the report was given verbally, the principal shall personally reduce it to written form within twenty-four (24) hours and forward it to the Compliance Officer. Failure to forward any harassment report or complaint as provided herein will result in disciplinary action against the principal. 8.) The District Compliance Officer shall:

- receive reports or complaints of unlawful discrimination, sexual harassment, or harassment based on race, color, religion, national origin, ethnicity, disability, sexual orientation, or perceived sexual orientation;
- oversee the investigative process;
- be responsible for assessing the training needs of the district's staff and students in connection with the dissemination, comprehension, and compliance with this Regulation;
- arrange for necessary training required for compliance with this Regulation; and
- insure that any investigation is conducted by an impartial investigator who has been trained in the requirements of equal educational opportunity, including harassment, and who is able to apply procedural and substantive standards which are necessary and applicable to identify unlawful harassment, recommend appropriate discipline and remedies when harassment is found, and take other appropriate action to rectify the damaging effects of any prohibited discrimination, including interim protection of the victim during the course of the investigation.

**Investigation**

Upon receipt of a report or complaint alleging unlawful discrimination, sexual harassment, or harassment based upon race, color, religion, sex, national origin, ethnicity, disability, sexual orientation, or perceived sexual orientation, the Compliance Officer shall immediately undertake or authorize an investigation. The investigating officer may be a building administrator, district administrator or third party designated by the district. The district
will respect the privacy of the complainant, the individuals against whom the complaint is filed, and the
witnesses as much as possible, consistent with the district's legal obligations to investigate, to take appropriate
action, and to conform with any discovery or disclosure obligations.

1.) The investigation may consist of personal interviews with the complainant, the individual against whom the
complaint is filed, and others who have knowledge of the alleged incident or circumstances giving rise to the
complaint. The investigation may also consist of the evaluation of any other information or documents, which
may be relevant to the particular allegations.

In determining whether the alleged conduct constitutes a violation of this Regulation, the district shall consider:

- the nature of the behavior;
- how often the conduct occurred;
- whether there were past incidents or past continuing patterns of behavior;
- the relationship between the parties involved;
- the race, religion, national origin, ethnicity, sex, and age of the victim;
- the identity of the perpetrator, including whether the perpetrator was in a position of power over the
student allegedly subjected to harassment;
- the number of alleged harassers;
- the age of the alleged harassers;
- where the harassment occurred;
- whether there have been other incidents in the school involving the same or other students;
- whether the conduct adversely affected the student's education or educational environment;
- the context in which the alleged incidents occurred.

Whether a particular action or incident constitutes a violation of this Regulation requires a determination based on
all the facts surrounding the circumstances.

2.) The investigation shall be completed typically within fourteen (14) days from receipt of the report. The
investigator will put his/her findings in writing and will forward a copy to the Compliance Officer within one
(1) week after concluding the investigation, or within a reasonable extension of time thereafter, for good cause
shown. If the Compliance Officer is the investigator, the Compliance Officer shall make a written report to the
Superintendent upon completion of the investigation. If the complaint involves the Superintendent, the report
may be filed directly with the School Board. The report shall include a determination of whether the allegations
have been substantiated as factual and whether they appear to be violations of this Regulation. The District's
obligation to conduct this investigation shall not be extinguished by the fact that a criminal investigation
involving the same or similar allegations is also pending or has been concluded.

School District Response

1.) If the investigation substantiates the complaint, the district will take appropriate disciplinary action against
the offender(s), commensurate to the severity of the harassment (up to and including termination of employment
if the offender is an employee or suspension/expulsion if the offender is a student). Appropriate actions may
include, but are not limited to, counseling, awareness training, parent-teacher conferences, warning, suspension,
exclusion, expulsion, transfer, remediation, or discharge. District action taken for violation of this Regulation
shall be consistent with the requirements of applicable collective bargaining agreements, state and federal law,
and district policies for violations of a similar nature of similar degree of severity. If the offender is another
student, disciplinary action will be taken in accordance with state law and Board established policies.

If the offender is not an employee or student of the district, the district will take appropriate action within
the scope of its authority to eliminate and redress the harassment.

2.) In determining what is an appropriate response to a finding that harassment in violation of this Regulation
has occurred, the district shall consider:

- what response is most likely to end any ongoing harassment;
- whether a particular response is likely to deter similar future conduct by the harasser or others;
· the amount and kind of harm suffered by the victim of the harassment;
· the identity of the party who engaged in the harassing conduct.
· whether the harassment was engaged in by school personnel, and if so, the district will also consider how it can best remediate the effects of the harassment.

3.) In the event that the evidence suggests that the harassment at issue is also a crime in violation of a Missouri criminal statute, the District Compliance Officer shall report the results of the investigation to the appropriate law enforcement agency charged with responsibility for handling such crimes.

4.) Nothing in this reporting and investigation procedure shall relieve any employee of the district from his/her obligation, under Missouri law, to report suspected child abuse and/or neglect.

5.) If the investigation is indeterminate, the matter will be designated as unresolved, and the investigation file will be maintained by the Compliance Officer in a file separate and apart from any student or personnel file.

6.) Copies of all complaints of harassment and the investigations conducted pursuant to them shall be maintained by the Compliance Officer at the main administrative offices of the district.

7.) The results of the district's investigation of each complaint filed under these procedures will be reported in writing to the student's parent/guardian and the alleged harasser by the building principal or District Compliance Officer in accordance with state and federal laws regarding data or records privacy, and consistent with the privacy rights of the alleged harasser.

8.) If the district's evaluation of a complaint of harassment results in a conclusion that an individual has engaged in unlawful discrimination or harassment in violation of this Regulation, or that school personnel have failed to report harassment as required herein, that individual may appeal this determination by use of established School Board procedures for appealing other adverse personnel and/or education-related actions. If the district's evaluation of a complaint of harassment results in a conclusion that no unlawful harassment has occurred, an individual who was allegedly subjected to harassment and believes that this conclusion is erroneous may appeal this determination by use of established School Board procedures for appealing other adverse personnel and/or education-related actions. An individual who was allegedly subjected to unlawful discrimination or harassment may also file a complaint with the Missouri Commission for Human Rights, the United States Department of Education, Office for Civil Rights, or the United States Department of Justice. In addition, such individual may choose to file suit in the United States District Court or the State Circuit Court.

**Retaliation**

The district will discipline or take appropriate action against any student, teacher, administrator, or other school personnel who retaliates against any person who reports an incident of alleged sexual, racial, religious, ethnic, sexual orientation discrimination, disability-related harassment or violence, or any person who testifies, assists, or participates in a proceeding, investigation, or hearing relating to such harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

The Compliance Officer or building principal shall follow up regularly with the complaining student to ensure the harassment has stopped and that no retaliation has occurred.

Submission of a good faith complaint or report of unlawful discrimination, sexual harassment, or harassment based upon race, color, religion, disability, national origin, ethnicity or sexual orientation will not affect the complainant or reporter's future employment, grades, learning, or working environment, or work assignments.

**General Requirements**

The district shall conspicuously post this Regulation against unlawful discrimination and harassment in each school in a place accessible to students, faculty, administrators, employees, parents, and members of the public. This notice shall include the name, mailing address, and telephone number of the Compliance Officer, the name, mailing address, and telephone number of the Missouri Commission for Human Rights, the state agency
responsible for investigating allegations of discrimination in educational opportunities, and the mailing address and telephone number of the United States Department of Education, Office for Civil Rights, and the United States Department of Justice.

A copy of this Regulation shall appear in the student handbook and shall be made available upon request of parents, students, and other interested parties.

The School Board will develop a method of discussing this Regulation with students and employees. Training on the requirements of nondiscrimination and the appropriate responses to issues of harassment will be provided to all school personnel on an annual basis, and at such other times as the School Board in consultation with the District Compliance Officer determines is necessary or appropriate.

This Regulation shall be reviewed at least annually for compliance with state and federal law.
DISABILITY SERVICES PUBLIC NOTICE
Disability Services Public Notice

The Rockwood School District is required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability. This includes children attending private schools, children who live outside the district but are attending a private school within the district, highly mobile children, such as migrant and homeless children, children who are wards of the state, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade.

As a Missouri district, Rockwood is required to conduct an annual census of all children with disabilities under their jurisdiction from birth to age twenty-one (21). Required information includes the child’s name, birth date, age, disability, services, and parent/guardian’s name and address. Anyone with knowledge of a child with a disability not already receiving public school services may contact Rockwood’s Coordinator of Special Education, 504, and Homebound Services.

The Rockwood School District assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program.

The Rockwood School District, in partnership with the Special School District (SSD) of St. Louis County, assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Individuals with Disabilities Education Improvement Act (IDEA-2004) educational disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, intellectual disability, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

The Rockwood School District assures that it will provide FAPE to children attending its schools with disabilities under Section 504 of the Rehabilitation Act of 1973. For purposes of Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act, the provision of an appropriate education is the provision of regular or special and related aids and services that (i) are designed to meet individual educational needs of disabled persons as adequately as the needs of nondisabled persons are met and (ii) are based on adherence to procedures that satisfy the requirements of the 504 federal regulations. The Rockwood School District has developed a 504/Title II Procedures Manual for the implementation of federal regulations for Section 504 of the
Rehabilitation Act, Subpart D. This Procedures Manual is available for public review. The Rockwood School District and the Special School District (SSD) assure that personally identifiable information collected, used, or maintained by the agency for the purposes of identification, evaluation, placement or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/guardians may request amendment to the educational record if the parent/guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

The Rockwood School District and the Special School District (SSD) have each developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA), pursuant to their specific programs. The plan contain each agency’s policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency’s assurances that services are provided in compliance with the General Education Provision Act (GEPA). Each of the Local Compliance Plans are available for public review.

To review the stated documents, please contact the appropriate office:

- Rockwood Early Childhood Center at Clarkson Valley, 2730 Valley Road, Chesterfield, MO 63005, Monday through Friday between the hours of 8:00am and 4:30pm.
- Special School District’s Office of the Superintendent of Schools during regular school hours on days school is in session.

This notice will be provided in native languages as appropriate.