

# WOERTHER STUDENT/PARENT HANDBOOK

2019-2020



**Learning Knows No Bounds**

**Jane Levy**  
PRINCIPAL

**Jenny Yuede**  
ASSISTANT PRINCIPAL

**314 NEW BALLWIN ROAD  
BALLWIN, MO 63021**

**PHONE: 636-891-6175  
FAX: 636-891-8881**

## Preface

Dear Students and Parents,

This handbook was prepared as an information guide. It is designed to explain school policies, rules, regulations, guidelines and any other information relating to the school's operation. It serves as a companion to the Policies, Regulations, Procedures and Consequences pertaining to elementary students published by the Rockwood School District. Every student receives the booklet on policies during the first week of school. Please read through this handbook and keep it for future reference throughout the school year. We hope it will promote better understanding and communication between the home, school and community.

The Woerther staff will work very hard to ensure that each student has a successful and pleasant learning experience during the 2019-2020 school year. Should questions or problems arise during the school year, please do not hesitate to discuss them with us.

Sincerely,

Jane Levy  
Principal

## Table of Contents

<b>School Hours.....</b>	<b>1</b>
<b>Early Arrival .....</b>	<b>1</b>
<b>Change in Transportation.....</b>	<b>1</b>
<b>Appointments .....</b>	<b>1</b>
<b>Absences .....</b>	<b>2</b>
<b>Excusable Absences.....</b>	<b>3</b>
<b>Make-Up Work After Excused Absence.....</b>	<b>3</b>
<b>Grading .....</b>	<b>4</b>
<b>Testing .....</b>	<b>5</b>
<b>Parent-Teacher Conferences.....</b>	<b>5</b>
<b>Homework Policy and Philosophy.....</b>	<b>5</b>
<b>Use of School Phone .....</b>	<b>7</b>
<b>Cafeteria Information.....</b>	<b>7</b>
<b>Valuables and Other Items .....</b>	<b>9</b>
<b>Textbooks.....</b>	<b>10</b>
<b>Recess .....</b>	<b>11</b>
<b>Staying in at Recess Time.....</b>	<b>11</b>
<b>Playground Equipment Rules.....</b>	<b>11</b>
<b>Field Trips.....</b>	<b>12</b>
<b>School Pictures .....</b>	<b>13</b>
<b>Bus Regulations .....</b>	<b>14</b>
<b>Evening Activities.....</b>	<b>15</b>

<b>Emergency Closing of School.....</b>	<b>15</b>
<b>Early Dismissal Due to Inclement Weather or Emergencies.....</b>	<b>16</b>
<b>Radio/TV Stations Carrying Closing Information .....</b>	<b>16</b>
<b>Early Dismissal Half-Days (Staff Development).....</b>	<b>16</b>
<b>Campus Safety.....</b>	<b>16</b>
<b>Health Examinations.....</b>	<b>19</b>
<b>Vision Examinations .....</b>	<b>19</b>
<b>Immunization .....</b>	<b>19</b>
<b>Medical Emergencies .....</b>	<b>20</b>
<b>Medical Information -- Parents Out of Town .....</b>	<b>21</b>
<b>Emergency Information.....</b>	<b>20</b>
<b>Parent Information – School Health Services .....</b>	<b>22</b>
<b>Emergency Medication .....</b>	<b>24</b>
<b>Health Precautions.....</b>	<b>25</b>
<b>Birthday Treats .....</b>	<b>26</b>
<b>Non-Custodial Parents.....</b>	<b>26</b>
<b>Instrumental Music and Special Chorus .....</b>	<b>26</b>
<b>Talented and Gifted Program.....</b>	<b>27</b>
<b>CCL "Best Practice" Guidelines.....</b>	<b>28</b>
<b>Speciality Classes .....</b>	<b>29</b>
<b>Special School District .....</b>	<b>30</b>
<b>School Counselor.....</b>	<b>30</b>
<b>Physical Education.....</b>	<b>31</b>

<b>Adventure Club .....</b>	<b>31</b>
<b>Visitors/Volunteers.....</b>	<b>31</b>
<b>No Smoking Policy .....</b>	<b>32</b>
<b>Woerther Expectation Statement.....</b>	<b>32</b>
<b>Behavior .....</b>	<b>33</b>
<b>Woerther Staff 2018-2019 .....</b>	<b>34</b>
<b>School Calendar 2018-2019 .....</b>	<b>35</b>
<b>Rockwood School District .....</b>	<b>37</b>
<b>Inclement Weather Schedule .....</b>	<b>38</b>
<b>Intruder Alert Plan and Procedures .....</b>	<b>39</b>
<b>Internet Use.....</b>	<b>40</b>

## School Policies and Procedures

### School Hours

Grades K – 5

9:09 a.m. - 3:59 p.m.

Office Hours

8:00 a.m. - 4:30 p.m.

### Early Arrival

The school day begins at 9:09 a.m. Students **should not arrive at school before 8:54 a.m.**, except those attending morning Adventure Club. No supervision will be provided and students will not be permitted to go to their classrooms before 8:50 a.m. Teachers need a few minutes after they arrive in the morning to prepare the best possible daily instruction for your children. We know students are eager to get to school each day. However, arriving too early in the morning will not permit them to be at their best when instruction begins at 9:00 a.m. If child-care is needed from 6:30 a.m. to 6:00 p.m., please contact the Adventure Club Program at 314-404-1271.

### Change in Transportation

The school office needs a note for any change in a student's dismissal. If you intend to pick up your child at the end of the day or if your child is walking home or riding a bicycle/ scooter instead of taking the bus home, **we must have a note signed by a parent/ guardian.** If your child is going home with a friend, please make the arrangements the day before **and send a note** indicating who your child is going home with and if they are walking, being picked up by a parent or taking the bus.

### Appointments

Parents are encouraged to schedule appointments during the school's monthly early release time. However, sometimes it is necessary for a parent/guardian to pick up a child during the school day for a dental, orthodontic or doctor appointment. Teachers have been instructed not to release children from the classroom, cafeteria, or playground without approval from the office. In such cases, parents must check in at the office to sign the student out of school. Please wait in the office area and your child will meet you there. Students who are returned to school after their appointment or students who arrive at school after 9:00 a.m. must have their **parent** sign them in at the office.

**Absences**

If your child is going to be absent, please call the school before 9:15 a.m., 636-891-6175, and leave the information on the Attendance Line or with the secretary. If you don't call, it will necessitate the office staff calling you at home or at work to see why your child is not at school. When calling to report an absence, please state the child's name, his/her teacher's name and the **reason for the absence**. Also, please call if you know your child will be late for school. According to District policy, students who are absent during the day may not participate in any after-school activities or programs. If your child attends CCL, please remember to call both the school and the Center for Creative Learning to report their absence. The number for the Center for Creative Learning is 636-207-2579.

**All of us know how important it is for our children to be in school every single day of the school year.**

**Our families are very conscientious about attendance.**

**This year, students will be considered absent if they report to school after the established start time. No longer will the student be considered tardy if the student arrives after school begins. This change aligns with the state requirements for reporting school absences.**

**If you need to take your child to the dentist, for example, then the child would report back to school after the appointment with a note from the parent to excuse this absence. The school secretary will report the number of minutes the student was absent.**

**You may want to review our starting and ending times.**

<b>Regular Days</b>	<b>In-Service Days</b>
<b>Start/End</b>	<b>Start/End</b>
<b>9:00-3:59</b>	<b>9:09-12:55</b>

### **Excusable Absences**

1. Death in the student's immediate family.
2. Illness of the student.
3. Certain days for religious observances.
4. Traveling out of town with parents for up to five days. Please be sure to:
  - a. Notify school in advance (both the office and teacher).
  - b. Procure student's assignments in advance of absence.
  - c. Make up all tests or quizzes.
  - d. All assigned work is turned in upon returning to school.
5. Doctor and dental appointments.
6. Court appearance.

### **Make-Up Work After Excused Absence**

Students who have an excused absence shall have the opportunity to make up work. It is the responsibility of the student, on his/her own initiative, to contact the teacher(s) involved to determine make-up assignments and establish mutually agreeable times for daily test make-up.

Students will be granted the amount of time they were absent to make up work.

When a student is absent one day, he/she will be required to take a test missed on a day to be determined by the teacher.

If you would like to pick up your child's homework at the end of the school day, please request it at the time you call your child in absent. The teachers will be requested to forward the work to the office for pick-up by a parent after 3:59 p.m.

Students who have excused absences such as illness or accidents and whose absence is expected to extend beyond four weeks shall be referred for homebound instruction.

## **Grading**

In Rockwood, we understand that the purpose of grading and reporting is to do the following:

- Communicate achievement based on a variety of assessment methods given over time and aligned to curricular standards
- Indicate a student's level of achievement in meeting district curricular standards and non-academic indicators which support that achievement
- Provide opportunities for parents to understand their child's progress in order to establish mutual goals and identify needed support

The mission of Rockwood School District is to ensure that all students realize their full potential. Policy/Regulation 6450: Grading and Reporting provides the structure to support educators in fulfilling this mission. The academic indicators outlined within the regulation address the need to attend to this work. Equally important, students must learn and possess skills that prepare them for college, career and citizenship, thus the emphasis on non-academic indicators in Regulation 6450.

## **Testing**

Students take a variety of standardized tests throughout the year. Grades 1-5 will take the STAR Enterprise Reading and Math Assessments. Grades K-5 will be assessed using the BAS (Benchmark Assessment System). Grades 2 and 4 will take the CogAT Screener. Grade 5 will administer the Gallop Student Poll. The Missouri Assessment Program (MAP) tests are given to grades 3-5 in the spring.

## **Parent-Teacher Conferences**

Conferences are scheduled for the end of the first quarter and the end of the third quarter.

Tuesday, October 29	4:15 p.m. - 7:30 p.m.
Wednesday, October 30	4:15 p.m. - 7:30 p.m.
Tuesday, March 10	4:15 p.m. - 7:30 p.m.
Wednesday, March 11	4:15 p.m. - 7:30 p.m.

Parents will be asked to indicate their preference of a time for a conference at Curriculum Night on Friday evening, August 8. When possible, this schedule will be used for the spring conferences.

## **Homework Policy and Philosophy**

Woerther Elementary believes that homework is an integral part of the educational process. Homework may be an assignment that was unfinished in the classroom or an assignment specifically intended to be done at home. In addition to reinforcing specific subjects in the classroom curriculum, homework can and should be used to do the following:

- Develop responsibility and good study habits.
- Encourage growth of the individual to his/her full potential.
- Enhance communication skills.
- Apply knowledge to real-life situations in a meaningful way.
- Logically connect to facts and ideas.
- Provide each student an opportunity to develop independent judgment.
- Think critically and problem solve.

Accepting the responsibilities of homework means the student needs to independently take direction, manage time and complete the work to the best of his/her ability. Homework is about learning to make choices about when to do homework, how to do homework, where to do homework and when to submit the homework to the teacher.

Parent support of homework is an extremely important factor towards building positive attitudes and successful study habits. Parent interest in schoolwork reflects their belief that what their child is doing is important and that school is a family priority. It is evident that student, parent and teacher needs and expectations vary. Therefore, flexibility must exist in the assignment of homework. Time requirements are difficult to establish because of a wide variation of reading and work speeds. The following parameters have been established as general guidelines (rather than as limits or requirements) in terms of time spent by students:

- In grades K-1, homework should not normally exceed an average of 10-20 minutes per day.
- In grades 2-3, homework should not normally exceed an average of 20-30 minutes per day.
- In grade 4, homework should not normally exceed an average of 30-40 minutes per day.
- In grade 5, homework should not normally exceed an average of 40-60 minutes per day.

Teachers at each grade level will have specific responsibilities for students and parents when assigning homework and will share those at the onset of the school year. Woerther Elementary also encourages the following activities for work at home:

- Fifteen minutes of recreational reading each night.
- Practice basic math facts in addition, subtraction, multiplication and division.

Homework assists in connecting the school and the home. As parents and teachers, we share the responsibility for education. The cooperation between home and school is imperative in our quest to provide a quality educational program for each student at Woerther Elementary.

### **Use of School Phone**

With teacher approval, children may come to the office and use the phone to call home for emergency situations. **Students may not call for incidental matters or reasons that have parents handling their personal responsibility.** Children may not call from or accept calls in their classrooms.

Calling home to have a parent bring an assignment or an instrument is not acceptable. The child must accept this responsibility and learn from the consequences of a missing assignment or missed music lesson.

### **Cafeteria Information**

The following rules apply to students in the Woerther cafeteria. Students are to:

1. Walk at all times.
2. Use good manners.
3. Clean up after eating.
4. Return trays and silverware to the proper places.
5. Deposit all trash in appropriate containers.
6. Eat only what is on your tray or what you bring from home. Don't pass or trade food.
7. Talk in a quiet voice.

### **Cafeteria Prices**

- \$ 1.80 - Regular student breakfast (includes milk)
- 2.05 - Adult breakfast
- 2.65 - Regular student lunch (includes milk or juice)
- 2.80 – Super Lunch
- 2.80 – Secondary Lunch
- 3.10 – Secondary Super Lunch
- 3.25 - Regular adult lunch (includes milk or juice)
- 3.45 – Adult Super Lunch
- .65 - Milk only (to accompany lunch brought from home)
- .65 – Juice only

### **Breakfast Procedures**

Breakfast will be served at Woerther each day from 8:30 a.m. -9:00 a.m. Meal money envelopes used for lunch orders are also used for breakfast orders and payments.

	Recess	Lunch
5 <sup>th</sup> Grade	10:40-11:00	11:00-11:25
4 <sup>th</sup> Grade	11:05-11:25	11:25- 11:50
3 <sup>rd</sup> Grade	11:30-11:50	11:50-12:15
2 <sup>nd</sup> Grade	11:55-12:15	12:15-12:40
Kindergarten	12:25-12:45	12:45-1:10
1 <sup>st</sup> Grade	12:50-1:10	1:10-1:35

### **Restaurant Day**

Restaurant Day implements a special menu for the price of \$2.60 for students and \$3.25 for adults. Only one menu, pizza from local pizza restaurants, will be served that day. Participating restaurants will make special deliveries to our school on these Restaurant Days. A count of students who plan to purchase pizza on Restaurant Day is taken in advance so that we can order enough pizza.

### **Lunchroom Procedures**

Parents are encouraged to pre-pay for lunches through the online accounting system. Students are also provided a yellow envelope for pre-payment. All students who order lunches need to return their envelopes. Please insert payment (cash or check payable to Rockwood School District) in the special envelope provided. Please be sure to seal the envelope. If you have more than one child participating in the lunch program, please indicate on the envelope the amount to be deposited in each student's account. Otherwise, the deposit will be divided evenly among the students.

Lunch counts are taken each morning by the classroom teachers, and pre-paid students designate, at that time, if they want a regular or alternate lunch for that day. At serving time, the student uses his/her thumb print to activate their lunch account, and the computer records the money paid and the lunch received by the student that day.

Students purchasing only milk will pay 65 cents in the cafeteria as they pick up their drink each day. Students purchasing juice will pay 60 cents in the cafeteria as they pick up their drink each day.

When a student is absent and has already paid for lunch or breakfast for that week, credit will be given in the student's account.

**The meal account system is NOT a “charge” system.** Parents are encouraged to deposit money in the account on-line or send money with their child to be deposited in their meal account. Food Service will make every effort to ensure that parents/guardians of elementary students are contacted if additional money needs to be deposited in their account.

Students are discouraged from bringing large denomination bills to pay for meals.

### **Valuables and Other Items**

We will do all we can to prevent the loss of students’ articles, but we discourage students from bringing valuables to school. Valuable items are not to be brought to school without permission and pre-arrangement with the teacher. Students must assume responsibility for the safekeeping of their possessions. **Students are not allowed to bring toys, balls, games, video games, ipod/mp3 players, earbuds/headphones to school. Be sure to mark your child’s name in all coats, jackets, hats, sweaters, and lunch boxes and any other personal property!** The lost and found cart is located in the cafeteria. Parents should encourage their children to check the cart when items have been lost. Lost small trinkets, keys and jewelry are kept in the office. All unclaimed lost and found items will be donated to a charitable organization each quarter.

### **Personal Technology Devices**

[http://www.rsdmo.org/boardofeducation/policiesandregulations/Pages/Regulation2\\_610-StudentCodeofConduct.aspx](http://www.rsdmo.org/boardofeducation/policiesandregulations/Pages/Regulation2_610-StudentCodeofConduct.aspx)

For Early Childhood - Grade 5

For Middle School – Grade 6-8

Students in Early Childhood and grades K-8 may possess and use personal technology devices at school only in accordance with the conditions set below:

Personal technology devices may be used on school premises before the school day begins and after the school day ends. Use of these devices on school premise during the school day is prohibited unless they are used for instructional purposes only as deemed appropriate and necessary by staff.

Classroom teachers and building administrators will determine when and how personal technology devices can be used. There will be times when use of these devices will not be allowed.

Students are prohibited from using devices in dressing rooms, locker room or restrooms. Camera recording devices may not be used at any time at school or on school busses.

Use of display of these items other than described may result in up to three days in-school suspension. Repeated offenses could result in increased consequences. If such items are used in such a way as to substantially disrupt the school environment, the student may be suspended for up to ten (10) school days out-of-school with a possible recommendation for a suspension up to 180 school days or expulsion. School administrators will investigate the reason for use of an electronic device by a student to determine if other district policies are also applicable, which could result in an increase in the discipline. (i.e.; using a personal technology device for the purpose of cheating on a test would also be subject to policies governing academic dishonesty). Laser pointers are allowed only for demonstration purposes. The district will not be responsible or liable for any damage, loss or theft of personal technology devices (Regulation 6320).

The administration may search personal technology devices if they have reasonable suspicion that a search would reveal school rules have been violated.

### **Textbooks**

Rockwood does not charge for textbooks. Textbooks used in the classroom are loaned to students and must be returned to the teacher in good condition at the end of the school year. If a book is lost or damaged, the student is expected to make restitution.

## **Recess**

All students in grades K-5 attend physical education 5 days a week. This eliminates the need for regularly scheduled recesses (except before lunch). Teachers are permitted to provide recess for their class when they feel it is appropriate. Restroom breaks and opportunities for social interaction will be provided as needed.

## **Staying in at Recess Time**

A note from the parent requesting that a child stay in for recess is required. However, children are encouraged to go outside, and notes should be sent only when absolutely necessary. If a child is too ill to go outside for recess, he/she is probably not well enough to be in school, unless there are unusual circumstances.

## **Playground Equipment Rules**

Tag and chase games are not allowed in any form on any part of the playground.

Play fighting, wrestling and karate are forbidden.

Students are to line up immediately following the whistle by the duty supervisors. Students are not to kick or throw balls “one extra time.”

Gravel, mulch or rocks are not to be thrown, kicked or handled in any other way.

Students are to keep hands and feet to themselves.

Only one student at a time goes down the slide. Students must also be seated as their feet go down the slide first. Students must slide to the ground. Students are not allowed to walk up the slide.

Food and drink in any form is not allowed on the playground, unless supervised by a teacher.

Jumping from equipment, playing on the steps and climbing on the soccer goals are not allowed.

While on the equipment, students must maintain a grasp with their hands at all times. Jumping off equipment is not allowed.

Students are to move across the horizontal bar in one direction only from the center of the equipment outward. Hanging upside-down by the knees is not allowed. Remember hands, not bodies, above climbing bars.

Students are to remain seated while using the swings. Twisting swing chains or swinging any direction except straightforward and backward is not allowed. Pushing or pulling students in swings or jumping from swings is not allowed.

Flipping, cartwheels and other tumbling are not allowed.

Children are not allowed to play in water, snow or mud at any time. Students must wipe their feet off before entering the building.

Students are not allowed on the rail that runs along the stairs. The rail is not to be climbed on or sat on at any time.

Be courteous to physical education classes by staying out of their outdoor classroom.

Always stay on school property.

Report to the duty teacher if you need to enter the building to go the restroom or to the nurse's office. Report back when you return. Only one person at a time is to enter the building for restroom usage, and only one person is to accompany an injured child to the nurse's office.

### **Field Trips**

During the course of the school year, in an effort to enhance and support the curriculum, teachers plan field trips. Notification of such trips is sent home with students well in advance of the event. Parents are **required to sign permission forms and return them to the teacher before the student will be allowed to take part**. Parent volunteers may be asked to accompany the classes (space permitting) to provide additional adult supervision. If you're interested in volunteering to accompany your child's class on a field trip, please contact the

teacher. All students attending field trips must ride the bus provided by the school to the destination and the students participating in the field trip are required to return to school with the group using school sponsored transportation.

### **School Pictures**

School pictures will be taken in the fall. The pictures are made of each student for school records, but parents may purchase a color package if they choose on a **pre-pay basis**. Information regarding picture day and a flyer describing the packages available will be sent to parents. Pictures will be taken again in the spring. In the spring, pictures will be sent home and parents will have the option to purchase the pictures or return them to school. Yearbooks will also be sold in the spring. A flyer will be sent home to order and pre-pay for yearbooks.



Rockwood Transportation  
636-733-8500

Missouri Central Transportation  
314-721-8657

### **Bus Regulations**

1. The driver is in charge of the students and the bus; students must obey the driver promptly and respectfully.
2. Students must be on time. The bus will not wait beyond its regular schedule for those who are tardy.
3. Students should stand at least ten feet back of the roadway while waiting for the bus.
4. Bus riders will not move toward the bus at the school loading zone until the bus has been brought to a complete stop.
5. No eating is allowed on the bus.
6. A quiet noise level should be maintained at all times. This is a safety factor so that the driver is not distracted.
7. Good classroom conduct is to be observed by students while riding in the bus.
8. The seats are designed for three students and no student shall stand. Students shall not save seats.
9. Students must not, at any time, extend their arms or head out of the bus windows.
10. Students must not try to get off the bus or **move about** within the bus while it is in motion.
11. Students must observe instructions from the driver when leaving the bus.
12. Any damage to a bus by a student must be paid for by the student responsible for the damage.
13. The driver will not let students off the bus at stops other than the regular bus stop unless proper authorization is presented by the parent and school administration.
14. Missouri law does not permit animals aboard a school bus.
15. Students are allowed to ride another bus only when **written permission** is given by the parent, approved by the school and when there is space available.

### Evening Activities

All students are invited to participate in evening activities such as vocal and instrumental music programs, Special Chorus performances and educational events. Parents are encouraged to accompany their children to evening events. Transportation will not be provided for evening activities.

### Emergency Closing of School

- **All parents are required to have an Emergency Dismissal Form (for each child) on file in the office! This form must be completed and returned to the school office no later than August 15th. Please inform the office of any changes that may occur throughout the year.**

School may be closed due to inclement weather under two situations:

1. Prior to the opening of school, with the closing effective for the entire day.
2. Prior to the end of the day when developing conditions merit an early dismissal of school.

When school is to be closed for an entire day, the decision will be made prior to 5:00 a.m. and communicated to all affected parties as soon as possible. When possible, the decision will be made by 10:00 p.m. on the previous night.

When school is dismissed early due to rapidly deteriorating conditions, the decision will depend upon the situation. However, it is recognized that activating the transportation system takes time.

Lunch will be served before the students leave if at all possible.

Procedures for early dismissal for Adventure Club children will be as stated in the Adventure Club Parent Handbook.

All activities (performances, games, practices) will be canceled when school has been closed all day or closed early.

### **Early Dismissal Due to Inclement Weather or Emergencies**

When school is dismissed early due to inclement weather or other emergency situations, all students will be sent home on the bus or dismissed to walk if they are not eligible for bus transportation. We are not able to provide supervision after all the buses have left. **If your child should not be sent on his/her regular bus or should not walk home, it is the parent's responsibility to notify us IN WRITING of any alternate arrangements.** Please send your written notifications to the office as soon as possible, if alternate arrangements are needed. Adventure Club will be closed on inclement weather dismissals. Parents will be notified via AlertNow of the early release of students due to school closings.

### **Radio/TV Stations Carrying Closing Information**

TV: Channels 2, 4, 5, 11

RADIO: KMOX 1120 (AM), KTRS 550 (AM),

### **Early Dismissal Half-Days (Staff Development)**

Students will be dismissed at 12:55 p.m. on one Tuesday/Friday each month to allow time for staff development. Breakfast and lunch will be served on Early Dismissal Days. **It is the parents' responsibility to notify us in writing if your child should not be sent on his/her regular bus or should not walk home on these days.**

### **Campus Safety**

It is imperative for the safety of each student and others on the school grounds that the following school policies be strictly followed. Please carefully review these policies and share them with your child, if applicable. It takes all of us working together to ensure the safety of our students.

**Walkers** - Those students who do not have bus transportation available to them and walk to school should walk on sidewalks and the designated walkways only. Students walking from behind the school (Westglen Woods) should stay on the sidewalk and enter the building at the south entry by the cafeteria.

**Bicycle/Scooter Riders** - Students who do not have bus transportation available to them may ride their bicycles/scooters to school. Any child for whom bus service is assigned must have a note from a parent stating that it is permissible for the student to ride his/her bicycle/scooter to school. When a student riding a bicycle/scooter reaches the school grounds, **he or she should get off the bicycle/scooter and walk it to the bicycle racks on the south side of the school building.** They should walk on the sidewalks and designated walkways only. A bicycle/scooter should never be ridden in the parking lot or any other area of the school grounds. A student's privilege of riding a bicycle/scooter to school may be rescinded by the principal if problems arise from the individual riding his/her bicycle/scooter.

### **Safety Tips:**

1. Wear a helmet when riding bicycles or scooters.
2. We recommend that all bicycles or scooters be chained and locked to the bicycle rack.

Woerther cannot be responsible for lost or stolen equipment.

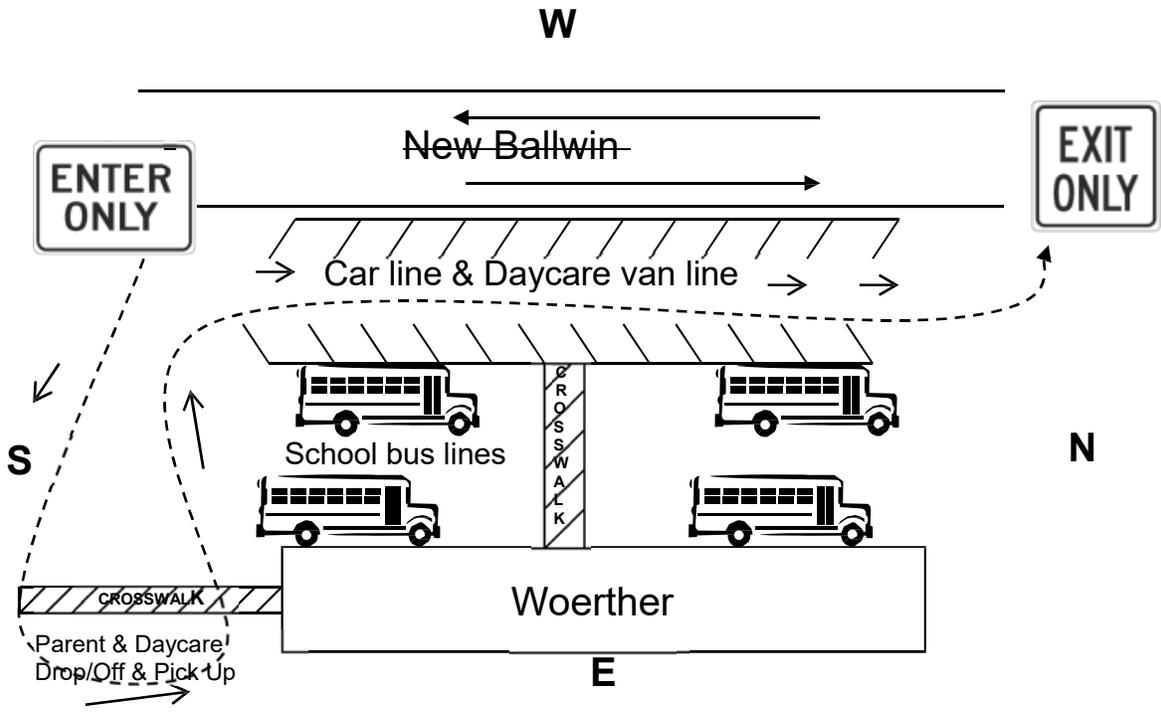
**Automobiles** - Drivers should enter the parking lot by the south entrance only. Exit the parking lot using the north exit only. Signs are posted designating the correct procedure. When children are dropped off, remember to stop at the crosswalk at the south side of the building both entering and leaving. **THE SAFETY OF OUR STUDENTS IS AT STAKE!** Please remember to **DRIVE SLOWLY**. Always be alert for a student who may not be walking in a designated area. Also, please remember **not to park in the bus/fire lanes in the front of the school building at any time during the day.**

### **Safety for Our Students and Parents**

We have a great deal of traffic in the morning before school and in the afternoon at dismissal time. In order to be safe, we know that we must be conscientious and courteous.

- Thank you for following the signs for exiting our parking lot.
- Thank you for always parking in parking areas.
- Thank you for using our crosswalks with adult supervision.
- Thank you for being a courteous driver.

Thank you for keeping our students and parents safe!



### **Health Examinations**

A health examination is required of students **new** to Rockwood School District this year. This does not apply to students returning from last year. Students are given one month from the start of school to comply. If parents or guardians can produce written confirmation from a physician that their child has had a physical within the past year, it will fulfill the requirement. The “past year” should be interpreted as being one calendar year from the date the child starts school.

The administration may waive the requirement for a health examination upon written objection by a parent or guardian.

Health examinations may be performed by a Medical Doctor, a Doctor of Osteopathy or a Chiropractor.

### **Vision Examinations**

Every child enrolling in kindergarten or first grade in the district shall receive one comprehensive vision examination performed by a state licenses optometrist or physician. Evidence of such examination shall be submitted to the district no later than January 1 of the first year in which the student is enrolled in the district.

A parent or guardian may object to their child’s required vision examination. These objections must be submitted to the school in writing and the child shall be excused upon receipt of the written request.

### **Immunization**

State law requires that each student have all immunizations up to date before entering school.

Diphtheria (DTaP/DPT/DT/Td): Five doses with the last dose on or after the child’s fourth birthday and last dose of pertussis before the seventh birthday for all students in kindergarten through first grade. Four doses with the last dose on or after the child’s fourth birthday and the last dose of pertussis before the seventh birthday are required for all students in second through fifth grade. **Maximum needed: six (6) doses.**

Polio: Three doses with the last dose on or after the child’s fourth birthday (if a combination of IPV/OPV is received, four doses are required) for students in kindergarten through fifth grades.

Measles: Two doses received on or after the first birthday separated by at least 28 days, for students in kindergarten through fifth grade.

Rubella (three-day measles): Two doses received on or after the first birthday separated by at least 28 days, for students in kindergarten through first grade. One dose received on or after the first birthday for students in second through fifth grades.

Mumps: Two doses received on or after the first birthday separated by at least 28 days, for students in kindergarten through first grade. One dose received on or after the first birthday, for students in second through fifth grades.

Hepatitis B: Three doses for students in kindergarten through fifth grade.

Parents must provide satisfactory evidence of immunization before a child will be allowed to attend school. Satisfactory evidence of immunization includes any of the following:

1. Records maintained by a parent or guardian regarding types and dates of immunization received by the child, with month, date and year. Records must be verified by a doctor or health organization stamp or signature.
2. A statement by a licensed physician (M.D. or D.O) that a child has been immunized against diphtheria, polio, measles, rubella, hepatitis B, and mumps, including the dates of immunization (including month, date and year – i.e. 08/18/04).
3. A statement from a licensed physician that such immunization would seriously endanger the child's life – must submit state medical immunization exemption form MO 580-0807-Imm. P-12.

### **Medical Emergencies**

When a child is injured or becomes ill at school and, in the judgment of the nurse, should be sent home, the parent will be contacted. If the parent cannot be reached, the person(s) listed on the emergency card will be called. It is important to keep your child's emergency card up to date.

### **Medical Information -- Parents Out of Town**

If you are going to be out of town and someone else is to be responsible for your children, please notify the school in advance. Please send all of the necessary information in a note to the school office and nurse. The note should authorize the individual caring for your child to represent the parents during the specified period of time of the parents' absence. **This note is required whether or not the person authorized to care for your child is a relative.**

### **Emergency Information**

The school office maintains up-to-date information on all students. This information is very important in case of emergencies. New Student Information Forms are sent home with every student attending Woerther. **It is imperative that parents/guardians keep the school updated concerning any changes of home phone number, work phone number, address, or persons other than parents/guardians who could be reached in an emergency.** Please be assured that Woerther School considers all telephone numbers to be confidential.

## **Rockwood School District**

### **Parent Information – School Health Services**

The role of the school nurse is to provide health services which will appraise, protect and promote the health of students. They will work with students, teachers and parents for the purpose of improving the students' health. There are several guidelines that parents/ guardians should follow to assist in maintaining a healthy school environment.

- A child with a temperature of 100 degrees or higher should not be sent to school until the temperature has been under 100 degrees for 24 hours.
- 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.

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

1. Return a completed Student Information Form to the school as soon as you receive it.
2. If your child has special health care needs, please notify the nurse.
3. Take note of the following Rockwood School District medication procedure.

### **Administering Medicines to Students**

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 condition during the school day to enable them to remain in school and participate in their education.

### **Medication Control**

The transportation of medication to school or from school by students is prohibited with the exception provided for self-administration of medication by waiver.

### **Prescription 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 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.

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 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 (person who can legally prescribe in the state of Missouri) request to give medication.

### **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, Tylenol.

### **Storage and Administration of Medication**

A parent/guardian or other responsible party designated by the parent/guardian will deliver all medication to be administered at school to the school nurse or designee. All medication, prescription or over-the-counter, must be in a pharmacy or manufacturer labeled container. The District shall provide secure, locked storage for medication to prevent diversion, misuse, or ingestion by another individual.

The administration of medication, including over-the-counter medications, is a nursing activity governed by the State of Missouri Nurse Practice Act. It must be performed by the registered professional school nurse. Said nurse may delegate and supervise the administration of medication by unlicensed personnel who are qualified by education, knowledge and skill to do so. Said registered nurse must provide and document the requisite education, training, and competency verification.

### **Exception for Potentially Harmful Administration**

It shall be the policy of this District that the District will not knowingly administer any medication to a student if the District's registered professional school nurse believes in his/her professional judgment, that such administration could cause harm to the student, other students, or the District itself. Such cases may include, but are not necessarily limited to, situations in which the District is being asked to

administer medication in a dosage that exceeds the highest recommended dosage listed in the current annual volume of the *Physician's Desk Reference* or other recognized medical or pharmaceutical text.

### **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.

### **Health Precautions**

Parents, in order to try and prevent illness/disease, the following guidelines must be followed:

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

### **Food Allergies**

Food allergies can be a life threatening condition. Never bring a treat or snack into a classroom unless it is safe for everyone in the class. Always check with the teacher or the nurse about possible food allergies in the class a week before the snack is to be served. No food will be served which will cause a life threatening situation for any student. Food services offers safe and healthy party treats for all occasions at a very reasonable cost and it includes all the necessary paper products. Parents may contact the Food Services division, or just contact Woerther's cafeteria manager to place an order.

### **Hard Candy**

Hard candy poses a severe choking hazard in an elementary school. Young children have been known to start laughing or take a deep breath and get hard candy caught in their throats. Woerther School takes a proactive approach to each student's safety and well-being in the school and has a **no hard candy policy** in place. We appreciate the support of our Woerther families and staff concerning this policy.

### **Birthday Treats**

Whenever a child has a birthday, he/she will be given a list of options by their classroom teacher to help celebrate their special day. Food, party decorations, flowers or balloons are not allowed, as they would disrupt instructional time excessively. **Classroom birthday parties sponsored by a parent are not allowed.**

**Birthday invitations may not be passed out in a classroom unless all students are invited (both boys and girls).** No exception is made for home parties. Singling out a few children hurts children quite easily, and we want to avoid this at all costs.

### **Non-Custodial Parents**

It is important to note that a non-custodial parent has all the rights and privileges of a custodial parent unless so noted by a court order kept on file in the school office (i.e., conferences, newsletters, and access to student records). A non-custodial parent must make him or herself known to the office in order to be on a school mailing list. This is not automatically done.

### **Instrumental Music and Special Chorus**

As part of the third grade curriculum, students are instructed in the Suzuki method of violin. Fourth and fifth grade students are eligible to take strings. Also, students in grades 4 and 5 are eligible to be part of the school's Special Chorus. All music instruction is given during the regular school day.

### **Talented and Gifted Program**

Rockwood has developed and implemented a Talented and Gifted Program for those students in grades kindergarten through five who meet the District's requirements. This program is a one day a week pull-out activity for students, where the children attend an off-campus site. Identified Kindergarten students start the program the second semester. If you have any questions concerning this program, please contact the school counselor. Woerther students will attend the Center for Creative Learning on Mondays during the 2018-19 school year.

**Rockwood Gifted Program Center Day  
"Best Practice" Guidelines**

In order to address the needs of students involved in programming at the Center for Creative Learning, we ask that the following six guidelines be followed when planning educational programs at the elementary school level.

**HOMESCHOOL CLASSROOM WORK**

1. Instruction at the home schools continues on students' Center day. When new concepts are introduced on Center days, teachers should provide direct instruction to students on these concepts when they return to class. Students should not be responsible for obtaining this information on their own.
2. Students should only be required to complete work that is necessary to learn new information or to understand complex concepts. Classroom work that is missed because of Center participation should be compacted or waived.
3. Avoid, to the extent possible, administering tests on students' Center day. This guideline refers to both district-sponsored tests as well as teacher-generated tests on major instructional units.

**HOMESCHOOL HOMEWORK**

4. Homework assignments resulting from both missed classroom work and regularly assigned homework should be compacted so students who attend the Center do not have more homework than other students in their class. If the amount of homework exceeds that of other students, students should be given a minimum of two days to complete the work assigned to them.

**SPECIALTY CLASSES**

5. Conflicts with specialty classes are inevitable. Attempts will be made to minimize scheduling conflicts whenever possible. If a student's strings class is scheduled on CCL days, an effort will be made to offer CCL students an alternative day of the week to attend strings instruction.

**SPECIAL EVENTS**

6. Avoid, to the extent possible, scheduling special events on students' Center day. Special events include field trips, guest speakers, room parties, assemblies, special instructional films, performances, etc. If a conflict arises, the Center should be notified and families should be given the option of having their children participate in the special event or in the Center program.

These Guidelines were reviewed by Gifted and Talented Advisory Committee.

### **SPECIALTY CLASSES**

Conflicts with specialty classes are inevitable. Attempts will be made to minimize scheduling conflicts whenever possible. If a student's strings class is scheduled on CCL days, an effort will be made to offer CCL students an alternative day of the week to attend strings instruction.

### **TESTS**

To the extent possible, avoid administering tests on students' Center day. This guideline refers to both district-sponsored tests as well as teacher-generated tests on major instructional units.

### **SPECIAL EVENTS**

To the extent possible, avoid scheduling special events on students' Center day. Special events include field trips, guest speakers, room parties, assemblies, special instructional films, performances, etc. If a conflict arises, the Center should be notified and families should be given the option of having their children participate in the special event or in the Center program.

### **NEW CONTENT**

Instruction at the home schools continues on students' Center day. When new concepts are introduced on Center days, teachers should provide direct instruction to students on these concepts when they return to class. Students should not be responsible for obtaining this information on their own.

### **CLASSROOM WORK**

Students should only be required to complete work that is necessary to learn new information or to understand complex concepts. Most classroom work that is missed because of Center participation should be compacted or waived.

## **HOMEWORK**

Homework assignments resulting from both missed classroom work and regularly assigned homework should be compacted so students who attend the Center do not have more homework than other students in their class. If the amount of homework exceeds that of other students, students should be given a minimum of two days to complete the work assigned to them.

## **Remedial Reading**

Students qualifying for remedial reading services will receive reading instruction from their classroom teacher, as well as from the school's reading specialists. All students new to Woerther are tested at the start of school, and former remedial reading students are tested in September to determine if they are eligible for services. Parents are contacted if their child will receive services.

## **Special School District**

The Rockwood School District receives services from the Special School District. A wide range of services are available to the student, such as educational testing, home teaching, diagnostic evaluations in the areas of speech, hearing, and sight, and alternative schools. For specific information about the programs available, please call the Special School District at 314-989-8100 or the school office at 636-891-6175.

## **School Counselor**

Mrs. Amanda Ryman, our school counselor, works with students, staff, and parents to help meet the special needs of students. Students may be referred to the counselor by a teacher, the principal, parents, or other students. Students may request to see the counselor.

Mrs. Ryman coordinates referrals to the Special School District and the Talented and Gifted Program. In addition, she will conduct small groups of student guidance activities, whole class guidance lessons, and parenting skill activities for parents.

### **Physical Education**

All students in grades K-5, will participate in Health/Physical Education four days per week. Each of these classes will be 30 minutes in length. The P.E. teachers will teach both Health and Physical Education. All students are expected to participate in gym classes. Whenever you feel your child should not take part in gym classes for a day or two (when he/she has been ill and is recovering, for example), please send a note to the P.E. teacher. If your child needs to be excused for a longer period of time, we ask that you send a doctor's statement to that effect.

**All children must wear tennis shoes to gym classes.**

### **Adventure Club**

Adventure Club is a before and after school program available at all Rockwood Elementary Schools and is designed to provide children in grades K-5 with a safe, well supervised, and fun atmosphere before and after school hours. The focus of the program is to complement the child's classroom experience with non-academic fun activities and to stimulate development in the areas of social, cognitive, gross and fine motor skills. For more information, please call the Adventure Club office, 636-891-6190, or Woerther's Adventure Club coordinator, Kris Whitby, at 314-606-5965.

### **Visitors/Volunteers**

**All visitors/volunteers** are to enter only through the front door, sign in at the office, and wear a visitor's badge. All parents and visitors in the building without a visitor's badge will be asked to return to the office. Even if we know you well, we ask that you follow this procedure for uniformity and the safety of the students.

One of Woerther's many assets is the tremendous amount of parental involvement. We invite your participation. Volunteers are needed to assist teachers in the classrooms, accompany students on field trips, help with room activities and volunteer time in the school library. Please contact your child's teacher if you would like to volunteer. Visits by preschool children and/or children from other schools shall be discouraged. Our PTO will also send out a volunteer sign-up sheet early in the school year with additional opportunities.

### **No Smoking Policy**

Smoking is prohibited in Rockwood school buildings and on all district property. This policy applies to students, district personnel, parents, community members, and all visitors.

### **Woerther Expectation Statement**

Every individual is special with unique differences, needs and abilities. Everyone will be treated with respect at all times.

1. Follow directions the first time they are given.
  - Develops listening, thinking and attending skills
  - Shows respect for the speaker
2. Consistent Participation.
  - A student's job is to be an active learner.
3. Keep hands, feet, and objects to yourself.
  - Shows safety and respect for self and others
4. Use kind words and actions.
  - Treat people the way you want to be treated.
5. Do your best every time.
  - Emphasizes personal success

As each child is an individual, each behavior is addressed individually.

These expectations support the Rockwood Character Education Program.

## **Behavior**

Behavior expectations are front loaded with all students. The first week of school is used to involve students in meaningful and thorough discussions about behavior expectations, including students, teachers, counselor, building principal and assistant principals.

Please refer to “Policies, Regulations, Procedures and Consequences” link on the website for specific infractions. These are behavior guidelines set by the Rockwood Board of Education.

2019-2020 Staff		
Jane Levy	Principal	Office
Jenny Yuede	Assistant Principal	Office
Chery Brinkmeyer	Principal's Secretary	Office
Robin DeClue	Secretary	Office
Diana Orloski	Nurse	Room 7
Amanda Ryman	Counselor	Office
Kayla Jarvis	Kindergarten	Room 11
Michelle Morrell	Kindergarten	Room 5
Melissa Shipman	Kindergarten	Room 1
Kailey Zink	Kindergarten	Room 13
Emily Heigel	1 <sup>st</sup> Grade	Room 15
Margaret Kamper	1 <sup>st</sup> Grade	Room 17
Kendall Mays	1 <sup>st</sup> Grade	Room 12
Shannon Meriwether	1 <sup>st</sup> Grade	Room 14
Aubrie Marrott	2 <sup>nd</sup> Grade	Room 25
Austin Snider	2 <sup>nd</sup> Grade	Room 27
Ann Thompson	2 <sup>nd</sup> Grade	Room 26
Julie Ware	2 <sup>nd</sup> Grade	Room 28
Jessica Muzzy	3 <sup>rd</sup> Grade	Room 30
Dani Wedel	3 <sup>rd</sup> Grade	Room 29
Kim Wilhelm	3 <sup>rd</sup> Grade	Room 51
Stacey Evans	4 <sup>th</sup> Grade	Room 41
Angie Leary	4 <sup>th</sup> Grade	Room 35
Maggie Mendoza	4 <sup>th</sup> Grade	Room 43
Emily Sampl	4 <sup>th</sup> Grade	Room 42
Michelle Bell	5 <sup>th</sup> Grade	Room 44
Kayla Hutfless	5 <sup>th</sup> Grade	Room 52
Michelle Schultz	5 <sup>th</sup> Grade	Room 54
Casey Griffin	Art	Room 32
Rachel Puleo	Vocal Music	Room 6
Leah Poe	Strings	Room 10
Amy Gentry	PE	Gym
Cory Hoots	PE	Gym
Katie Reuss/Brandon Gargus	PE	Gym
Bonnie Nemkovich	ESOL	Room 31
Laura Clar	Librarian	Library
Mary Beth Amsler	Resource Room	Room 40
Justine Gamblin	Speech Room	Room 38
Heather Luckner	Reading Teacher	Room 37
Mollie Schroder Woehlke	Reading Teacher	Room 34
Beth Partney	SSD	Room 22
Justin Jordan	Lead Custodian	Custodial Office
Sarah Cunningham	Custodian	Custodial Office
Kenny Shank	Custodian	Custodial Office
Ann Peterson	Food Service Manager	
Kris Whitby	Adventure Club	Stage Office
Lindsay Scott	Technology	Room 16

2019-2020 Events	
7/25/19	Snow Cones on the Playground - Kindergarten
8/8/19	Open House & Curriculum Night
8/12/19	First Day of School
8/20/19	First Day for CCL
8/21/19	Fall Picture Day
9/2/19	No School – Labor Day
9/10/19	Early Dismissal
9/19/19	Braggin' Rights @ Selvidge
9/20/19	Hearing Screenings
9/27/19	Vision Screenings
10/1/19	Early Dismissal
10/2/19	4 <sup>th</sup> Grade Heritage Days
10/10/19	Fall Picture Retake Day/McTeacher Night
10/11/19	1 <sup>st</sup> Quarter Ends
10/17/19	Great Central U.S. Shakeout Earthquake Drill (10:17 a.m.)
10/19/19	Cross Country Meet
10/21/19	Red Ribbon Week
10/25/19	PTO Trunk or Treat @ Selvidge
10/29/19	Parent-Teacher Conferences/Papa John's Pizza Night
10/30/19	Parent-Teacher Conferences/Papa John's Pizza Night
11/1/19	No School – Conference Compensation Day
11/5/19	Veterans Day Assembly/Early Dismissal
11/7/19	Turkey Trot
11/8/19	Turkey Trot Rain Date
11/12/19	Special Olympics- Brunswick Lanes
11/15/19	JA Biztown
11/27-11/29	No School – Thanksgiving Holiday
12/3/19	Geography Bee /Early Dismissal
12/20/19	Early Dismissal/2 <sup>nd</sup> Quarter Ends/1 <sup>st</sup> Semester Ends
12/23-1/2	Winter Break
1/3/20	Teacher Work Day
1/6/20	Students Return – 2 <sup>nd</sup> Semester Begins

1/14/20	5 <sup>th</sup> Grade to Selvidge for Band/Orchestra demo/Papa John's Pizza Night
1/15/20	Kindergarten Registration/Papa John's Pizza Night
1/16/20	Kindergarten Registration
1/17/20	Early Dismissal
1/20/20	No School – MLK Jr. Day
2/6/20	Science Night
2/13/20	2 <sup>nd</sup> Grade Concert
2/14/20	Early Dismissal
2/17/20	No School – Presidents Day
2/28/20	3 <sup>rd</sup> Quarter Ends
3/5/20	1 <sup>st</sup> Grade Musical
3/6/20	Rockwood Reading Day
3/9/20	Papa John's Pizza Night
3/10/20	Parent-Teacher Conferences/Papa John's Pizza Night
3/11/20	Parent-Teacher Conferences
3/13/20	No School – Conference Compensation Day
3/16-3/20	Spring Recess
4/9/20	Early Dismissal
4/10/20	No School – Spring Holiday
4/13/20	Library Book Battle
4/16/20	3 <sup>rd</sup> Strings concert
4/17/20	Volunteer Tea
4/18/20-4/19/20	District Art Show
4/23/20	5 <sup>th</sup> Grade Concert & Kdg Orientation
4/30/20	4 <sup>th</sup> -5 <sup>th</sup> Strings concert
5/4/20-5/8/20	Teacher Appreciation Week
5/5/20	Early Dismissal
5/7/20	Special Chorus Concert
5/12/20	Papa John's Pizza Night
5/13/20	Medium Division Track Meet/Papa John's Pizza Night
5/15/20-5/18/20	Smoky Mts. Trip
5/20/20	DARE Recognition & 5 <sup>th</sup> Grade Celebration
5/21/20	Early Dismissal/Last Day of School/4 <sup>th</sup> Quarter Ends/2 <sup>nd</sup> Semester Ends

**ROCKWOOD SCHOOL DISTRICT  
SCHOOL CALENDAR  
2019-2020**

New Teacher Orientation.....	Wednesday, July 31 through Monday, August 5
Regular Teacher Orientation – (Teachers on Duty).....	Tuesday, August 6 through Friday, August 9
First Day of School for Students.....	Monday, August 12
No School - Labor Day .....	Monday, September 2
Professional Development Day – Early Dismissal Group A plus MHS.....	Tuesday, September 10
Professional Development Day – Early Dismissal Group A plus MHS .....	Tuesday, October 1
No School – Conference Compensation Day.....	Friday, November 1
Professional Development Day – Early Dismissal Group A .....	Tuesday, November 5
No School - Thanksgiving Holidays .....	Wednesday, November 27 through Friday, November 29
Professional Development Day – Early Dismissal Group A .....	Tuesday, December 3
Early Dismissal – Elementary/Middle Schools – (Teachers on Duty).....	Friday, December 20
No School - Winter Break .....	Monday, December 23 through Thursday, January 2
No School – Teacher Work Day (Teachers on Duty).....	Friday, January 3
School Resumes; Second Semester Begins – (Students Return) .....	Monday, January 6
Professional Development Day – Early Dismissal Groups A, B, C plus all HS.....	Friday, January 17
No School - Martin Luther King Jr.’s Birthday Holiday .....	Monday, January 20
Professional Development Day – Early Dismissal Groups A, B, C plus all HS.....	Friday, February 14
No School - Presidents Day Holiday.....	Monday, February 17
No School – Conference Compensation Day.....	Friday, March 13
No School - Spring Recess.....	Monday, March 16 through Friday, March 20
Professional Development Day – Early Dismissal Groups A, B, C .....	Thursday, April 9
No School – Spring Holiday .....	Friday, April 10
Professional Development Day – Early Dismissal Group A .....	Tuesday, May 5
Last Day for Seniors .....	Friday, May 15
Last Day for Students/Early Dismissal – Elementary/Middle Schools – (Teachers on Duty)....	Thursday, May 21
Records Day (Teachers on Duty).....	Friday, May 22

3/7/19

**2019-20 SCHOOL YEAR  
STUDENT ATTENDANCE DAYS BY QUARTER AND SEMESTER**

	<u>Days</u>		Elem. <u>Days</u>	Middle/High <u>Days</u>
1 <sup>st</sup> Quarter ends ..... October 11	44	3 <sup>rd</sup> Quarter Ends Elementary ..... Feb 28	38	
2 <sup>nd</sup> Quarter ends ..... December 20	46	3 <sup>rd</sup> Quarter Ends Middle/High ..... March 12		47
		4 <sup>th</sup> Quarter Ends ..... May 21	52	43
1 <sup>st</sup> Semester ends ..... December 20	90	2 <sup>nd</sup> Semester Ends ..... May 21	90	90

1<sup>st</sup> Semester 90 days  
2<sup>nd</sup> Semester 90  
days Total Student Attendance Days  
180

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**PROFESSIONAL DEVELOPMENT DAYS – EARLY DISMISSAL**

<b>GROUP A SCHOOLS</b>	
Ballwin, Ellisville, Kehrs Mill, Westridge, Wild Horse, Woerther, Crestview, Selvidge.	Tuesdays: 9/10, 10/1, 11/5, 12/3, 5/5 Thursday: 4/9 Fridays: 1/17, 2/14

High Schools (PLC) Professional Learning Community  Late Start Days	High School Early Dismissal Days			High Schools Early Dismissal  Final Exam	Elementary/Middle Schools Early Dismissal  Records Day
8/26, 9/23, 10/7, 10/21, 11/4, 11/18, 12/2	MHS	EHS LHS	RSHS	December 18, 19, 20 2019	December 20, 2019
1/27, 2/24, <del>3/9</del> , <b>3/23</b> , 4/6, <b>4/13</b> , 4/27 <b>*REVISED 2 DATES</b>	9/10 10/1 1/17 2/14	9/11 10/2 1/17 2/14	9/12 10/3 1/17 2/14	May 19, 20, 21 2020	May 22, 2020

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**SNOW MAKE-UP SCHEDULE**

HIGH SCHOOLS, MIDDLE AND ELEMENTARY SCHOOLS Days added at end of the year			
SNOW DAY	LAST DAY FOR SENIORS	LAST DAY FOR STUDENTS	LAST DAY FOR TEACHERS
#1	May 15	(no change) May 21	(no change) May 22
#2	May 15	(no change) May 21	(no change) May 22
#3	May 15	(no change) May 21	(no change) May 22
#4	May 15	(no change) May 21	(no change) May 22
#5	May 15	(no change) May 21	(no change) May 22
#6	May 15	(no change) May 21	(no change) May 22
#7	May 15	May 22	May 25
#8	May 15	May 25	May 26
#9	May 15	May 26	May 27



## Intruder Alert Plan and Procedures

### Minimal Crisis Plan

1. An announcement will be made on the intercom system stating: **“We have a situation. Please take appropriate action.”**

Any person not supervising students (i.e., on planning period, or break) should report to the office for further instructions and to offer assistance. Everyone else should carry on as normal.

### Major Crisis Plan

1. An announcement will be made on the intercom system stating: **“We have an intruder. Please implement the lock-down procedure.”** Then a description of the intruder will be given and any special instructions.
  - Teachers and staff members should get all students inside classrooms immediately.
  - All classroom doors must be shut and locked if possible, after the students are safely inside. Cover windows in the doors.
  - Close blinds, turn off lights and position students against the door wall in the least visible corner of the room and have them lie down flat on the floor.
  - Do not use classroom telephones. The office will contact the police.
  - Take roll and account for every child, noting where individuals not present may be located (i.e., nurse, with SSD or reading teacher, etc.).
  - Any person not supervising students (i.e., on planning period or break) should report to the office for further instructions and to offer assistance.
  - Report students present in the classroom via email to the office.
2. If outdoors, students and staff should go to the wall by the art room and lie flat on the ground.
3. If a fire alarm sounds during the lock-down, students and staff should remain in their lock-down positions until notified by the staff that all is clear.
4. Any student in the hallways or restrooms when the Intruder Alert is implemented should go to the nearest classroom.
5. Staff members need to remain calm. Do not try to stop a suspect if he/she leaves. Refrain from any action that would endanger lives.
6. Control emotions; assist in calming others.
7. Information will be communicated via the email system regarding the situation. An announcement will be made on the intercom system when the situation has been resolved.



## **Acceptable Use Policy for Internet Use Woerther Elementary Students**

We are very privileged and excited to have access to the INTERNET for our staff and students. The INTERNET is an electronic highway, connecting millions all over the world. Through the INTERNET, Woerther students and staff have access to:

1. Electronic mail communication with people all over the nation and world.
2. Information and news from NASA as well as the opportunity to correspond with scientists at other research institutions.
3. Discussion groups on a plethora of topics ranging from culture and the environment to music and politics.
4. Many university library catalogs, the Library of Congress, and ASK ERIC, a large collection of relevant information to educators and students.
5. The World Wide Web.

With such unlimited access to computers and people all over the world, INTERNET users must be responsible. Therefore, it is necessary to ensure that everyone understands the expectations and consequences of using the INTERNET. When on-line, students and staff will adhere to the following expectations:

1. Do not use another person's account or allow others to use your account.
2. Do not intentionally alter or destroy any electronic information or resource.
3. Do not plagiarize or violate copyright restrictions.
4. Do not access the INTERNET for non-school purposes.
5. Ask permission from school personnel before using the INTERNET at school.
6. Be Safe – do not give out personal information such as a telephone number or last name.
7. Do not agree to personally meet someone.
8. Report all problems or non-educational information received to school personnel.

Following the expectations will make INTERNET use a productive experience for all involved.

We are required to ensure safe use of the INTERNET by our students and ask each parent/guardian to please read the Acceptable Use Policy and discuss it with their child. All legal and school consequences are applicable when the expectations are not followed. This policy will ensure that everyone understands the benefits and expectations Woerther has for use of the INTERNET.